HOW TO SUBMIT SUPPLEMENTAL PAY REQUESTS USING MANAGER SELF SERVICE

Supplemental pay requests communicate one-time payment and defined term payment requests to Human Resources and Payroll to ensure employees are compensated correctly.

Requests can be submitted using Manager Self Service through the Navigator or My Team Tile.

**Using Navigator:**
Navigator > Manager Self Service > Compensation and Stock > Request Supplemental Pay
The employees for whom you can submit a supplemental pay request will populate. You may also search for a specific employee by name or employee ID by clicking the “search options” arrow and typing into the search bar. Once you select the appropriate employee the transaction will open so you can begin keying the request.

**Using the My Team Tile**

Select the Manager Self Service drop down menu and then click on the My Team Tile.
Locate the appropriate employee and select the green “Related Actions” icon.

Choose “Compensation.”

Choose “Submit Supplemental Pay Request” and the transaction will open so you can begin keying the request.
Keying Supplemental Pay Requests

Once you have selected the appropriate employee, begin completing the request.

The submission date will automatically populate with today’s date. The effective date should be included on all requests and the end date should be included for defined term payments (those payments for service provided during a specific date range).
Select “Defined Term Payments” to see the related pay codes.

Alternatively, you may select “One-Time Payment” to see those related pay codes.

Based on the Supplemental Pay Type, Supplemental Pay Codes will populate. Select the appropriate Pay Type and Code for the payment you are requesting.
After you select the appropriate Supplemental Pay Type and Supplemental Pay Code, add the dollar amount and appropriate combo code.

Review the transaction details and click “next.”

This brings you to a summary page where you should attach applicable support documentation, add comments, and then click “submit.”

**NOTE:** the appropriate forms for supplemental pay requests can be found here:

The transaction will route to your institution-specific workflow for approvals.