

Supplementary Compensation (SUPP)

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Introduction to the SUPP Form

Overview

The SUPP (Supplementary Compensation) form is used to initiate and process compensation payments for Supplementary I and Supplementary II appointments. Payments will be made on the monthly payroll and will be included with the employee's regular check. Supplementary appointments **cannot** be made to Nonexempt Staff or Technical Service employees.

> Note:

Only one pay period can be specified per form and templates should be used if the supplemental pay will be for more than one pay period. See Section 3 for more details on how to use templates.

Supplementary I

Supplementary I appointments designate those appointments which are supplementary to Standing appointments and have the effect of providing additional contractual obligation beyond the terms of the Standing appointment.

Example:

A Supplementary I appointment will be made so that an individual whose standing contractual obligation is for 36 weeks is employed temporarily for one to twelve additional weeks.

Supplementary I appointments are made to both Academic and Exempt Staff employees. If such an appointment is Academic, a **Memorandum of Personal Service (MPS)** (page 4.23 of the General Forms Usage Guide) form outlining the terms of appointment is completed and given to the incumbent. The signed original copy of the MPS is retained in the respective college.

Supplementary II

Supplementary II appointments designate appointments which are supplementary to Standing or Fixed-Term I appointments for approved additional services provided during the same weeks of service of these appointments. Supplementary II appointments are made to Academic employees, and may be made to Exempt Staff employees when performing extra noncontinuous assignments as outlined in Section HR-90 of the Policy Manual.

Supplementary II appointments of \$100 or less can be made to Fixed Term II Academic or Fixed-Term II Exempt Staff employees. Appointments exceeding \$100 **must** be added to the Fixed-Term II appointment by submitting the appropriate IBIS HRCS form to the Office of Human Resources (ARCA for Academics and NF2R for Exempt Staff).

Use of the SUPP Form

How to Pull Up a Blank Form

- Select **CCOM** from the **Net-Pass Activity Table** to go into the production environment. When prompted, enter your UserID and password.
- Select **IBIS Admin Menus** at the **Com-Pass** screen.

```

05/27/94          INTEGRATED INFORMATION BUSINESS SYSTEM      M4PY
13:59:21.5          E A S Y                                  ML12

Any of the functions included in this system can be invoked by
entering the corresponding function code on the command line next
to 'NEXT FUNCTION:'. The following functions are available:

FUNCTION          DESCRIPTION          FUNCTION          DESCRIPTION
-----          -
SUPP             Supplement Comp          M3CS             Human Resource Chg Sys
STFX             Appr Staff Ext Ser (Rel 1)  WAGC             Wage Timecard (Rel 1)
ASST             Asst/Felwship Stip (Rel 1) WAGS             Wage Timecard (Summary)
IWPC             Inq. Wage Payroll Browse  UWPC             Wage Payroll Update

NEXT FUNCTION: SUPP 1                                PREV MENU: M1M1
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP  MENU  CMPS  END  .  .  .  .  .  .  KEYS  PRNT  .

```

1. At the **NEXT FUNCTION**, type **SUPP**.
2. Press **Enter**. A blank **SUPP** form will appear ready to be completed.

> Note:

To locate the SUPP form within the IBIS menus, follow the steps below:

1. At the **M1M1** (IBIS Main Menu) menu, enter **M2AS** (EASY Electronic Approval System) at the **Next Function** line and press **Enter**.
2. At the **M2AS** menu, enter **M3FM** (EASY forms) at the **Next Function** line and press **Enter**.
 - At the **M3FM** menu, enter **M4PY** (Payroll) at the **Next Function** line and press **Enter**.
 - At the **M4PY** menu, enter **SUPP** (Supplementary Compensation) at the **Next Function** line to pull up a blank SUPP form.

PLEASE ENTER FORM ACTION

SUPPLEMENTARY COMPENSATION FORM

Page 1 of 2

Form Action: ADD **1** Form Number: Unit: Confidential: Y
Prior Approval (Y or N): N Status:
Effective Date: 05 / 13 / 1994

Social Security Number
914 - **2** - 0012

Employee Name: Last name first

Department Number
01 - 042 - 4 **3** IP

Fund Number
10010 **4**

Class
Supp
5 **5**

Obj

Pays

Amt Pay
6 .00_

Pay Date
05 / **7** / 1994

Pre-paid
N **8**

Card
Type
E

Class
Perm
9

Permanent Salary Plan
10 _____

Supplemental I **11**
Supplemental II **12**

Explanation: **13**

1. At **Form Action** enter **ADD**.
2. At **Social Security Number**, enter the Social Security Number of the employee who is to receive supplementary compensation.

> **Note:**

The employee's name will be system-generated based on the Social Security Number that was entered.

3. At **Department Number**, enter the budget to be charged.
4. At **Fund**, enter the fund to be charged.
5. At **Class Supp**, enter the payroll classification of the duties performed during the supplemental assignment.

Example:

5 (Staff Exempt), 4 (Academic).

> **Note:**

The **OBJ** field will be completed by the Payroll Office.

The **# Pays** field will always default to 1 since only one pay period can be specified per form. See Section 3 for more details on how to use templates.

6. At **Amt Pay**, enter the dollar amount the employee should receive for the pay date indicated.
7. At **Pay Date**, enter the the last working day of the month that the employee should be paid the supplemental compensation.
8. The **Prepaid** field will default to **N** (no) but can be changed to **Y** (yes). If this field is left **N** (no), the budget and fund indicated on the form will be charged for the current year. If this field is changed to **Y** (yes), the budget and fund indicated on the form will be charged for the next fiscal year.

> Note:

If a Y (yes) is entered, the month of the **Pay Date** must be 05 or 06 and the **Fund** must be 10010 or 10020.

9. At **Class Perm**, enter the payroll classification for the employee's permanently assigned position.

Example:

5 (Staff Exempt), 4 (Academic).

10. At **Permanent Salary Plan**, enter permanent salary plan of the employee.
11. At **Supplemental I**, place an "X" if this is a type I Supplemental. See Page 1 for more information on the types of supplemental compensation.

> Note:

An "X"**cannot** be placed in both the Supplemental I and Supplemental II field.

12. At **Supplemental II**, place an "X" if this is a type II Supplemental. See Page 1 for more information on the types of supplemental compensation.

> Note:

An "X"**cannot** be placed in both the Supplemental I and Supplemental II field.

13. At **Explanation**, enter a brief description of the supplementary appointment. If payment is from General Funds for teaching, identify the course name(s) and the semester/session being taught.

Press PF8 to go to the next page.

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| | | | |
|-----------------------------------------------------------|------------------------------------|---------------------------------|-------------|
| PLEASE ENTER FORM ACTION | | SUPPLEMENTARY COMPENSATION FORM | Page 2 of 2 |
| Social Security Number - - - | Employee Name: Last name first | | |
| Note Pad Area: | ① _____ _____ _____ _____ | | |
| Last Action: Last Action Name: NEXT FUNCTION: _____ | Next Approver: _____ (MENU,END) | | |

You may use the Notepad area to put any important information that other approvers will need to know in order to expedite form processing.

Press PF12 to ADD the form.

Enter SUB (submit) at Form Action and press PF12 to route the form through the departmental approval path.

> Note:

When submitting the form, you will need to enter a userID at the **Next Approver** field on the **Note Pad** screen if the first approver is not a default approver.

Tips on Using the SUPP Form

Using Templates for the SUPP Form

If you have an employee that needs supplementary compensation for more than one pay period, you can use templates. There are several ways you can use this template concept. You can:

1. Complete a form with all of the information and add it (but do NOT submit it). When it is time to enter the actual information on the form, pull up the form that you previously added.

> Note:

You can locate the form you added with:

BFSN (Browse Forms by SSN or Name) function

or

BFMB (Browse Forms by Budget) function

or

IGFM (Inquiry Get a Form) function

Once you have the form pulled up, type **ADD** at **Form Action** and make the necessary changes to the original form. Press **PF12** once you have made your changes and you will get a new form with all of your changes. **SUBmit** that form and the original form will still be out there for the next time you need a **SUPP** form for that employee.

2. Once you **ADD** and **SUBmit** one **SUPP** form , you can type **ADD** at **Form Action** on the form you have just submitted, make the necessary changes to reflect the new information you want (new pay date, amount for that pay date, if it has changed, etc.), press **PF12** and **SUB mit** that form. You can do this as many times as needed.
3. You can pull up a **SUPP** form that has been **PRO**cessed for an employee, type **ADD** at the **Form Action** of the processed form and make the necessary changes to reflect the new information you want (new pay date, amount for that pay date, if it has changed, etc.), press **PF12** and **SUBmit** that form. You can pull up a processed form for an employee with the functions listed above.

Canceling a SUPP Form

Since you can enter one pay period per **SUPP** form, you can cancel a form for a specific pay period if needed.

If you have added and submitted a **SUPP** form and it has gone through the approval path and is now awaiting **UPD** (update) status, you can cancel the form **prior** to the form's effective date and the employee will not be paid that supplemental pay.

All **SUPP** forms will sit in **UPD** status until the form's effective date, at which time the supplemental form will become **PRO**cessed and the supplemental pay will be included in the employee's regular check.

- To cancel a form, type **CAN** at **Form Action**.
- Press **PF12**.

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PLEASE ENTER FORM ACTION
SUPPLEMENTARY COMPENSATION FORM
Page 1 of 2
Form Action: CAN      Form Number: 61536      Unit: MS      Confidential: Y
Prior Approval (Y or N): N      Status: UPD
Effective Date: 05 / 22 / 1994
Social Security Number      Employee Name: Last name, first
914 - 01 - 0012      SIMPSON      SAMUEL
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Last Revised: 07/22/2003