1. In My Team, you will see a list of employees who report to you. Find the person you wish to change and click the blue arrow next to their name.

2. Choose Compensation from the actions menu and then choose Submit Supplemental Pay Request.
1. Type of transaction

2. Steps to complete transaction – current step is indicated with a green circle.

3. Employee information – redacted here for privacy

4. Effective date – if one-time payment, should coincide with when the work was performed; if defined-term payment, must be the first day of a pay period

5. End date - if one-time payment, should coincide with when the work was performed; if defined-term payment, must be the last day of a pay period

6. Supplemental Pay Type – choose one-time payment or defined-term payment

7. Supplemental Pay Code – choose reason for supplemental pay

8. Amount – enter amount of payment (full amount if one-time payment; monthly amount if salaried employee and defined-term payment; hourly amount if hourly employee and defined-term payment)

9. Combination Code – alternative combo code to be used for funding, if applicable (if funding follows position, leave blank)

10. Navigate to next step
11. Review the transaction one more time for accuracy and add any appropriate comments and attachments.