

Supplemental Pay ePAR – Recurring Payment Quick Guide

Purpose: The new form was created to help employees who have multiple supplements. Each supplement will now be differentiated by its own earnings code. Supplements will no longer need to be split funded based on multiple supplements.

To add a new recurring supplement to a current employee, go to ePAR Actions > Add a New Value > Action – Supplemental Pay > Type – Supplement/Recurring Payment.

Requesting a new SUPPLEMENTAL payment. After the employee ID is entered, the fiscal year will default to the current year.

- Fill in the new supplement information: **start date, monthly amount, and end date only.** The system will automatically calculate the amount of SUP to be paid.
- Below the supplement dates and amount is the proposed funding; fill in cost center and distribution percent to complete the form. For multiple cost centers and associated percentage updates, click the [+] to create an additional row.
- Click Save and Submit.

ePAR Supplemental Pay - Supplement/Recurring Payment

Employee Information

Empl ID: 403000 Name: Amber Andrews DeptID: 403100
EmpRcd: 1 Job: C09119 Sr Financial Analyst Pos: 00017748

Action

*Action: Supplemental Pay Status: Request ID: Request Dt: 12/19/2022
Explain Action: New supplement for additional duties assigned Attachments: Attachments

Type: Supplement/Recurring Payment Select Supplemental Type

Fiscal Year: 2023 Supplements are not prorated. A mid-month effective date will result in the full monthly amount being paid.

Cancel Supplement	Funding Change Only	Supplement ID	Start Date	Monthly Amount	End Date	New End Date	Total Amount		
1 <input type="checkbox"/>	<input type="checkbox"/>	SUP	01/01/2023	1000.00	08/31/2023		8000.00	+	-

SUP

Proposed Funding

Start Date: 01/01/2023 End Date: 08/31/2023 + -

Cost Center Info Project Info: ☐

Cost Center	Cost Center Description	Percent	Monthly Amt	Total Amt	Benefits Estimate	Fund Code	Fund Description	Function	Function Description	Dept ID	Department		
43130005	Designated - Budget	100.000	1000.00	8000.00	2160.00	3000	Designated Tuition	713	Institutional Support-G&A	403100	Budget	+	-

The new form can CANCEL a supplement, ADD a new supplement and CHANGE funding sources in a single ePAR request.

- To cancel a recurring supplement before it pays out, check the “Cancel Supplement” and **always use the last day of the month** to be paid. For the example below: 2/28/2023 will pay the whole month of February and will stop the recurring SP4 payment beginning March 2023.

	Cancel Supplement	Funding Change Only	Supplement ID	Start Date	Monthly Amount	End Date	New End Date	Total Amount	
1	<input type="checkbox"/>	<input type="checkbox"/>	SUP	11/01/2022	1000.00	01/31/2023		3000.00	+
2	<input type="checkbox"/>	<input type="checkbox"/>	SP2	12/01/2022	2000.00	12/31/2022		2000.00	+
3	<input type="checkbox"/>	<input type="checkbox"/>	SP3	01/01/2023	500.00	08/31/2023		4000.00	+
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SP4	01/01/2023	1500.00	04/30/2023	02/28/2023	3000.00	+

- To add an additional supplement, click the [+] and it will create a new row. The system will generate a new SUP code - up to 4 additional SUP payments (SP2-SP5). If there is an existing SUP or a cancelled SUP, the system will automatically default to the next unused SUP code. When a second supplement is added (SP2), the new supplement information can be added on the same form – start date, monthly amount and end date. It will also provide an additional line for cost center funding information for SP2 at the bottom of the page. Fill out the necessary information as required.

	Cancel Supplement	Funding Change Only	Supplement ID	Start Date	Monthly Amount	End Date	New End Date	Total Amount	
1	<input type="checkbox"/>	<input type="checkbox"/>	SUP	11/01/2022	1000.00	01/31/2023		3000.00	
2	<input type="checkbox"/>	<input type="checkbox"/>	SP2	12/01/2022	2000.00	12/31/2022		2000.00	
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SP3	01/01/2023	500.00	08/31/2023	02/28/2023	1000.00	
4	<input type="checkbox"/>	<input type="checkbox"/>	SP4	01/01/2023	1500.00	02/28/2023		3000.00	
5	<input type="checkbox"/>	<input type="checkbox"/>	SP5	03/01/2023	750.00	08/31/2023			-

- To change the supplement funding check the “Funding Change Only” box and the form will open a new row for the cost center to be changed on the bottom half of the form. Enter the required information and complete the form.
- The fiscal year can be changed on “Funding Change Only” forms. Previous year supplements can only be changed if it was paid on a C&G cost center. The year can manually be updated on the new form, and it will populate with the supplements paid from the previous year.
- For additional funding information that needs to be entered, just click [+] to add a new row.
- After completing the form, click SAVE and SUBMIT.

Action

*Action: Supplemental Pay Status: Request ID: Request Dt: 12/22/2022

Explain Action: Attachments

Type: Supplement/Recurring Payment Select Supplemental Type

Fiscal Year: 2023 Supplements are not prorated. A mid-month effective date will result in the full monthly amount being paid.

	Cancel Supplement	Funding Change Only	Supplement ID	Start Date	Monthly Amount	End Date	New End Date	Total Amount	
1	<input type="checkbox"/>	<input type="checkbox"/>	SP4	10/01/2022	2000.00	10/01/2022		2000.00	+
2	<input type="checkbox"/>	<input type="checkbox"/>	SP2	12/01/2022	1000.00	12/01/2022		1000.00	+
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SP5	12/01/2022	5000.00	01/31/2023	01/02/2023	10000.00	+
4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SUP	12/01/2022	1000.00	12/01/2022		1000.00	+
5	<input type="checkbox"/>	<input type="checkbox"/>	SP3	01/01/2023	1000.00	01/01/2023		1000.00	+

SUP

Current Funding

Start Date: 01/01/2023 End Date: 08/31/2023

Cost Center Info Project Info

Cost Center	Cost Center Description	Percent	Monthly Amt	Total Amt	Benefits Estimate	Fund Code	Fund Description	Function	Function Description	Dept ID	Department
43130005	Designated - Budget	100.000	1000.00	8000.00	2160.00	3000	Designated Tuition	713	Institutional Support-G&A	403100	Budget

SP2

Proposed Funding

Start Date: 12/01/2022 End Date: 05/31/2023

Cost Center Info Project Info

Cost Center	Cost Center Description	Percent	Monthly Amt	Total Amt	Benefits Estimate	Fund Code	Fund Description	Function	Function Description	Dept ID	Department
43149001	Budget Aux Assess Operating	100.000	200.00	1200.00	324.00	4910	Auxiliary Assessment	005	Auxiliary	403100	Budget