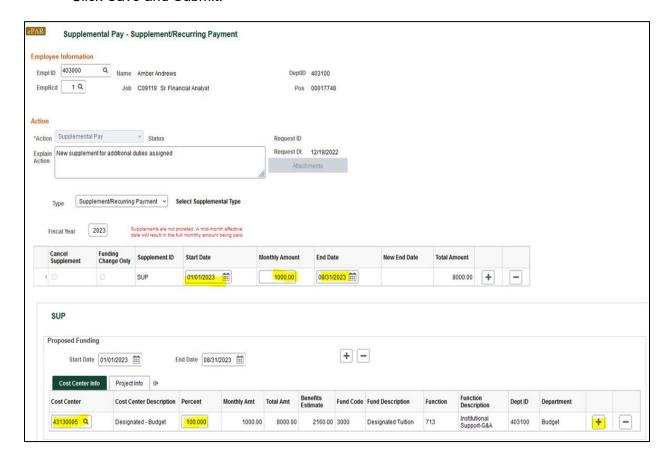
Supplemental Pay ePAR – Recurring Payment Quick Guide

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.



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

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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.

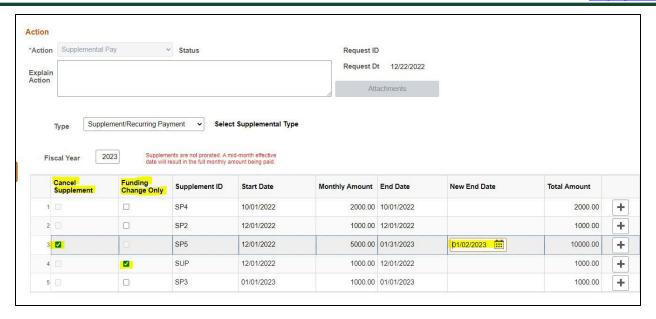


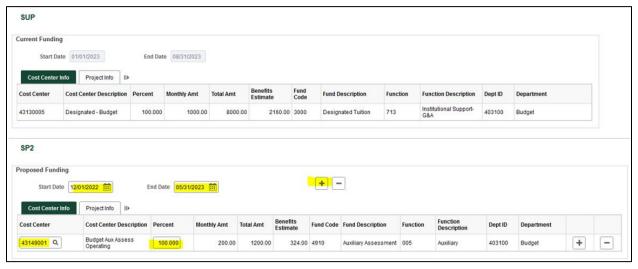
• To add an additional supplement, click the [+] and it will create a new row. The system will generate a new SUP code - up to 4 additional SUP payments (SP2-SP5). If there is an existing SUP or a cancelled SUP, the system will automatically default to the next unused SUP code. When a second supplement 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.



- 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.

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