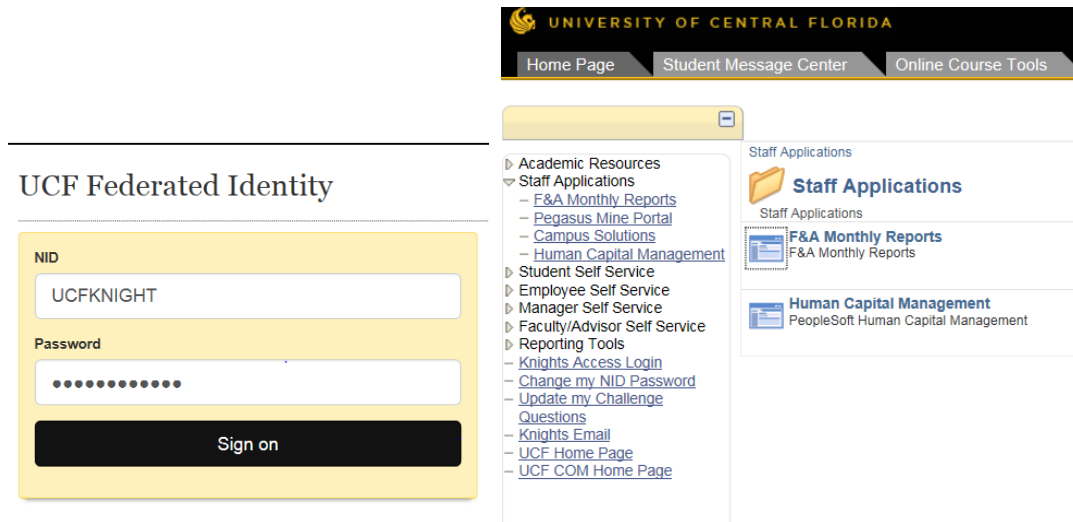




UNIVERSITY OF CENTRAL FLORIDA PEOPLESOFT HUMAN CAPITAL MANAGEMENT SYSTEM REFERENCE GUIDE FOR ORIGINATORS Salary Supplement Request

The Salary Supplement Request eForm should be used to initiate a salary supplement request for an employee.

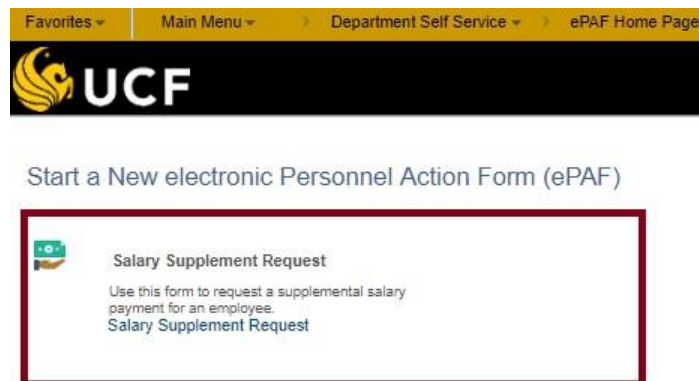
The Salary Supplement Request is located on the Human Capital Management (HCM) side of PeopleSoft. Log into PeopleSoft through my.ucf.edu and then navigate to Staff Applications – Human Capital Management:



The eForm is available through the ePAF Home Page. Once in HCM, use the Main Menu, select Department Self Service, then ePAF Home Page. From this page you will be able to create, modify, view and/or approve any HCM eForms and ePAFs available to you.

Create a Salary Supplement Request

Navigate to the ePAF Home Page, click on “Start a New ePAF” and then select the “Salary Supplement Request” link.



Enter the Employee ID of the person getting the salary supplement and click Search.

After selecting the individual from your search screen, a blank Salary Supplement eForm will appear.

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Salary Supplement Details

Step 1 of 2: Enter Salary Supplement Detail

A separate form must be completed for each employee receiving special and infrequent payments not considered regular wages for labor or services. The effective date should be a pay period begin date, or an employee's start date if it falls in the middle of the pay period.

Employee Info

Name:	Michael Smith	Empl ID:	3000000
Dept ID:	16102001 CEC DN-PAYROLL	Empl Record:	0

Salary Supplement Request

*Effective Date: 07/26/2019 eForm ID: 672306

*Reason for Request: Misc Salary Supplement

*Total Payment: 1000.00

*Recurring?: Yes No End Date: 08/08/2019

Amount per payment: 1000.00

Applies to Pay Period: First Second Third

*Combination Code: [Edit Charfields](#)

Please ensure that all applicable back-up documentation is attached to this request to avoid processing delays.

[Add File Attachment](#)

Comments

Your Comment:

<< Previous [Submit](#)

All available fields must be completed.

Effective Date: The effective date would be the first day of a pay period. If the employee is a new hire, then the effective date must be the hire date.

Reason for Request: Select from the choices provided in the dropdown.

Total Payment: This is the "Total Payment" to the employee. (This is pre-tax.)

Recurring?: Choose whether or not the payment should be "Recurring". If you select "no" then the total payment will be paid one time. If you select "yes" then payments will be received continuously until the end date that you define in the next step.

End Date: If this is a non-recurring payment, then the end date will automatically populate as the pay period ending date for the effective date that you entered. If this is a recurring payment, then enter the pay period end date for the last pay period during which the final payment should occur.

Amount per Payment: For recurring payments, enter the amount per payment.

Applies to Pay Period: The field will auto-populate the correct number of times per month that you would like the employee to receive this payment. This field will not be editable and is displayed as an FYI.

For non-recurring payments, all boxes will default to checked. This is to ensure that the employee will receive the payment during the requested pay period, even if the requested pay period happens to be the first, second, or third pay period of the month.

Combination Code: Displays the funding account.

To do this, click on the "Edit Chartfields" link.

If you know the funding combination code, then enter it in the top left box and click the "Ok" button and then the remaining chart fields auto-populate.

If you do not know which funding combination code to enter, then you can search by clicking the magnifying glass icon to select a combination code from a list.

Once you make a selection, the other chart fields will auto-populate, and you can click "ok" to go back to your form to submit it.

Add File Attachment: Add file attachments, by clicking the "Add File Attachment" button. Note that attachments must be in PDF format.

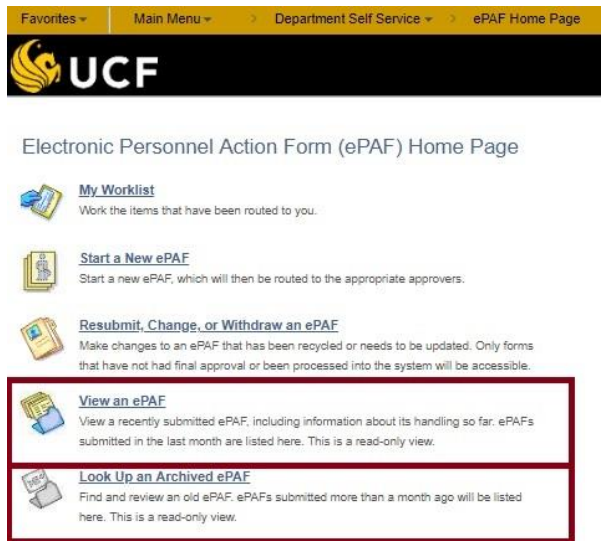
Comments: In the "Your Comment" section of the form, add descriptions or justifications for the payment.

Submit: After your comments and/or attachments have been added, click the "Submit" button.

Viewing the Submitted eForm

Navigate to Main Menu > Department Self Service > ePAF Home Page

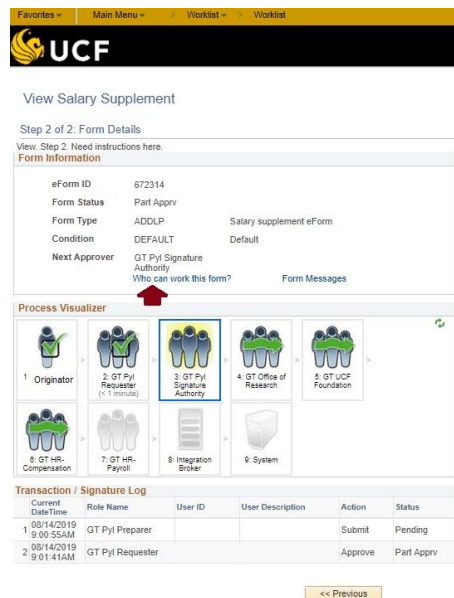
To view an eForm submitted within the last 30 days, click the "View an ePAF" link. To view older eforms, use the "Look Up an Archived ePAF".



Select “View a Salary Supplement Request” link.

Enter your search parameters and then click Search.

When reviewing the ePAF, the process visualizer reflects where in the approval process workflow the form currently sits. Use the “*Who can work this form?*” link to validate who has the ability to approve the form.



Note that this reference guide is meant to supplement, not replace the PSC106 – Salary Supplement Request course for Originators.

If you have questions regarding the Salary Supplement Request eform, please email HRIS@ucf.edu. Thank you!