**UNIVERSITY OF CENTRAL FLORIDA**
PEOPLESOFT HUMAN CAPITAL MANAGEMENT SYSTEM
REFERENCE GUIDE FOR APPROVERS
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:
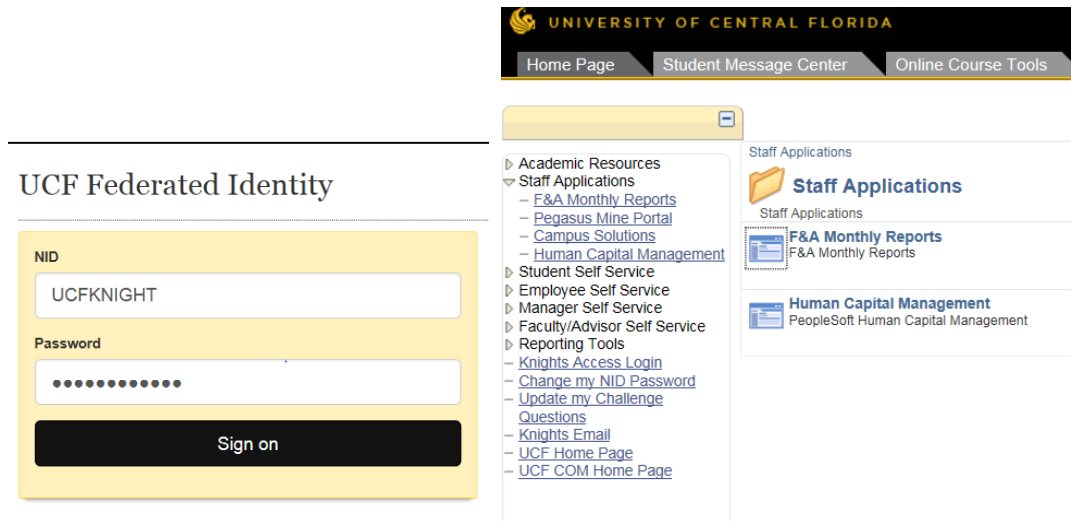
Once in HCM, select "Worklist" and review your worklist to find the Salary Supplement eForms that are awaiting your approval. You can identify the Salary Supplement eforms by the name of the link which begins with "ADDLP". This is short for "additional pay" as these forms might also be called an Additional Pay Request eform.

Select the form you would like to approve by clicking the eform link. You will be taken to a new screen where you can view the form and approve it.

eForm Details

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: Indicates the reason for the salary supplement.

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

Recurring?: Shows whether or not the payment should be recurring.

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: Indicates 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.

Attachments: Review attachments, which are usually in PDF format.

Comments: Review comments from the originator and where necessary add your comments.

Approving the Form

After reviewing the form, select one of the following options:

Approve: This will send the form on to the next approver in the workflow.

Deny: This will close the form out and no further action can be taken on the form. If a supplemental pay is needed, then a brand-new form will need to be created.

Recycle: This option will also allow the form to be sent back to the individual who created the form so that updates can be made. Be sure to include comments for the originator as to what needs to be verified and/or changed.

eForm Routing

After the form has been approved, you will be taken to a confirmation screen.

A process visualizer will show you where the eform is located in the approval workflow.

Note that this reference guide is meant to supplement, not replace the PSC107 – Salary Supplement Request course for Approvers.

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