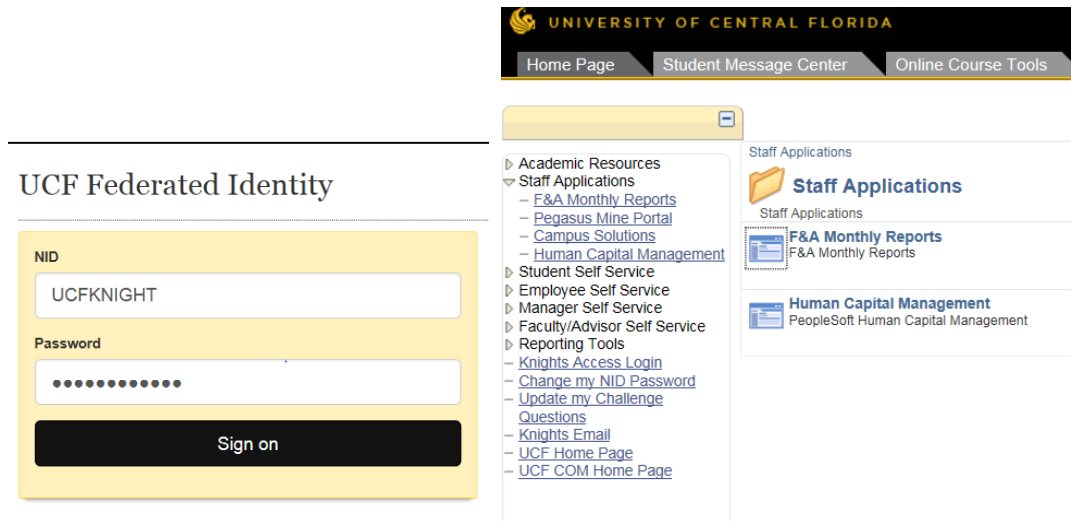




# UNIVERSITY OF CENTRAL FLORIDA PEOPLESOFT HUMAN CAPITAL MANAGEMENT SYSTEM REFERENCE GUIDE FOR APPROVERS Salary Supplement Request

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

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: 07/28/2019      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: 16402001

Add File Attachment

**Comments**

Your Comment:

Comment History:

Tue, Jul 9 19, 01:33:03 PM
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Submitted

Approve    Deny  
Recycle

**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.

The screenshot shows the UCF eForm system interface. At the top, there are navigation tabs: Favorites, Main Menu, Worklist, and Worklist. Below the UCF logo, the page title is "View Salary Supplement". The main content area is titled "Step 2 of 2: Form Details" and includes a note: "View: Step 2. Need instructions here." The "Form Information" section displays the following details:

eForm ID	672314		
Form Status	Part Apprv		
Form Type	ADDLP	Salary supplement eForm	
Condition	DEFAULT	Default	
Next Approver	GT Pyl Signature Authority	When can work this form?	Form Messages

Below the form information is the "Process Visualizer" section, which shows a workflow diagram with 9 steps:

1. Originator
2. GT Pyl Requester (< 1 minute)
3. GT Pyl Signature Authority (highlighted with a red arrow)
4. GT Office of Research
5. GT UCF Foundation
6. GT HR Compensation
7. GT HR Payroll
8. Integration Broker
9. System

At the bottom, there is a "Transaction / Signature Log" table:

Current DateTime	Role Name	User ID	User Description	Action	Status
1 08/14/2019 9:00:55AM	GT Pyl Preparer			Submit	Pending
2 08/14/2019 9:01:41AM	GT Pyl Requester			Approve	Part Apprv

At the bottom right of the interface, there is a "<< Previous" button.

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](mailto:HRIS@ucf.edu). Thank you!