1. In M[...]am, you will see a list of employees w[...] to you. Find the person you wish to change and [...]lick the [...]arrow next to their name.

2. Choose Compensation from the actions menu and then [...] choose Submit [...]

Actions ✕

Time Management   >

Job and Personal Info[...] >

Compensation   >

Development   >

Performance Management   >

Forms   >

← Compensation ✕

View Compensation History

Request Ad Hoc Salary Change

Sub[...]

Request Supplemental Pay

✕ Exit

3. Employee information – redacted here for privacy

① Job Detail —————— ② Review & Submit

2. Steps to complete transaction – current step is indicated with a green circle.

10. Navigate to next step

Next ❯

Request Supplemental Pay

Submission Date 03/21/2022

New Information

Effective Date 📅

End Date 📅

Supplemental Pay Type ▾

Supplemental Pay Code ▾

Amount

Combination Code 🔍

■ Changes Made
* Required Field

Related Information

Add Analytics ⚙

▾ Decision Support

Helpful Information ❯

4. Effective date – if one-time payment, should coincide with when the work was performed; if defined-term payment, must be the first day of a pay period

5. End date - if one-time payment, should coincide with when the work was performed; if defined-term payment, must be the first day of a pay period

6. Supplemental Pay Type – choose one-time payment or defined-term payment

7. Supplemental Pay Code – choose reason for supplemental pay

8. Amount – enter amount of payment (full amount if one-time payment; full amount if salaried employee and defined-term payment; hourly amount if hourly employee and defined-term payment)

9. Combination Code – alternative combo code to be used for funding, if applicable (if funding follows position, leave blank)

Job Detail   Review & Submit

Request Supplemental Pay

Submission Date   03/21/2022

▾ **Request Summary**

New Information

Effective Date   04/01/2022
End Date   04/30/2022
Supplemental Pay Type●   One-Time Payment
Supplemental Pay Code●   Employee Award
Amount●   50.000
Combination Code

Comments

Attachments

No documents have been attached.

Add Attachment

● Changes Made
* Required Field

Related Information

Add Analytics

▾ Decision Support

Helpful Information   ›

11. Review the transaction one more time for accuracy and add any appropriate comments and attachments.