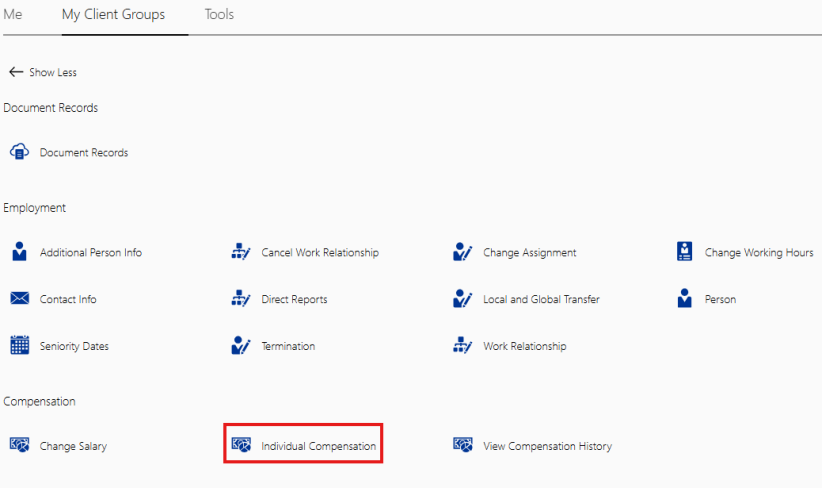
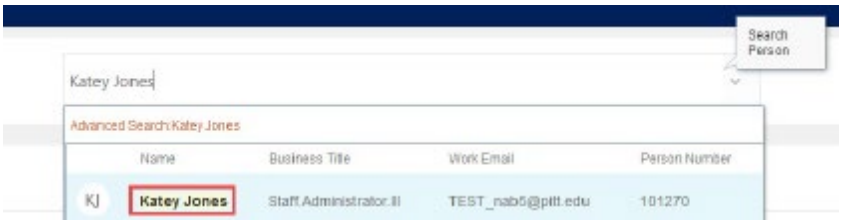
SUPPLEMENTAL PAYMENT (OTP) – One Time Payment

My Client Groups
Show More
Individual Compensation

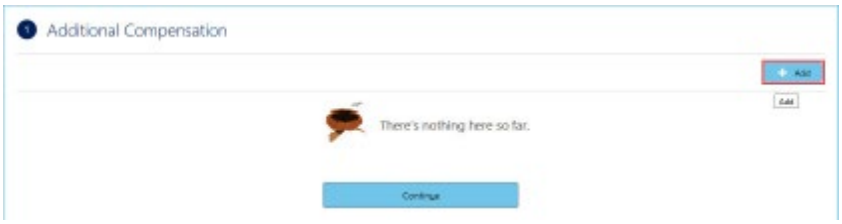


Search for: Employee Record

- Type employee's last name and then select correct employee to receive supplemental Pay (OTP)



Select: Add



Plan: Other Compensation

Option: Other Compensation (OTP) or Other Compensation Recurring

Additional fields become available. Depending on the Plan and Option selected, the combination of additional fields may vary. Complete these fields:

Start Date: Today's Date - The date that the payment will be added to the payroll record.

Please note this cannot be in the past.

Amount: Enter the monthly amount being paid.

Periodicity: Leave the default value as Periodically.

Account Information: Enter the Entity, Department, Sub code, Purpose, Project, and Reference.

EXAMPLE: Just as you would enter an account number on a purchase req or SPAR

Entity: 04, 05 or 02 Account

Department: 5-digit code and department name (ex. 35200 Surgery)

Sub code: 5040 (always use for Additional Comp)

Purpose: XXXXX - 04 account will have a number - If 05 or 02 account this will be 00000 – No Value

Project: 000000 Default -No Value – This should have a number if 05 Account

Reference: 00000 Default -No Value

Earned Start Date: Leave Blank

Earned End Date: Leave Blank

Reporting Unit: None

Nature: (Other) Select the nature of the duty for the compensation.

Dates: The Date Range or dates in which the work was done/completed. These dates can be current or in the past

Times: 1

Comment: What is payment for

Please see an example of the form below

1 Additional Compensation

O Canc

*Plan

Other Compensation

*Option

Other Compensation OTP

*Start Date

6/20/23

Amount

*Periodicity

Periodically

*Entity

*Department

*Subcode

*Purpose

*Project

*Reference

Earned Start Date

m/d/yy

Earned End Date

m/d/yy

*Reporting Unit None

*Nature

*Dates

Include required attachments

Comments

- Give brief description of request
- Attach the completed Supplemental Payment Form and any additional documents in one PDF

Submit

REQUIRED ATTACHMENTS NEEDED

1. Supplemental payment form
2. Any other documentation pertaining to payment
3. Current CV