NEISD SUPPLEMENTAL PAY PROCEDURES FOR EMPLOYEES

Certified and exempt substitute/temporary employees who are approved to perform services that are not part of their regular assignment will enter their time using the Supplemental Pay web application located in the intranet-based Employee Portal. Completed transactions will be electronically routed through an approval process. The appropriate Budget Manager will perform the final approval before entries are processed. Approved supplemental pay requests will be processed monthly for payment on the next eligible pay cycle. **Employees must enter their time records and submit their requests as they are performed.**

Prior to performing supplemental duties the employee should obtain the appropriate **Pay Code** and **Position Number** from the Campus/Department that authorizes the work. **The time entry screen cannot be completed without these two pieces of information.**

TIME ENTRY PROCEDURES

**STEP 1:** From the District’s internet web page select the Employees drop down menu from the selection tab and select Employee Portal.

![Employee Portal](image)

**STEP 2:** After Employee Portal is selected, the following screen will appear. Enter your District Username and Password and click Sign On.

![Employee Portal Login](image)
Note: The list of applications displayed will vary based on what each employee has authorization to access. If there are no programs listed under My Applications, click the arrow to the right to display a list.
**STEP 4:** To create a time record select Add Time Card Entry and complete the following information on the Time Card Entry screen.

**Date:**
Select the date from the calendar that the service was performed by clicking on the date. To navigate to a previous month, select the arrow to the left of the month displayed. **You may not enter transactions for future dated services.** If the service was performed over multiple dates, you must enter each date individually.

**Hours:**
Enter the number of hours worked. For athletic-related events, you may be instructed to enter the number of games worked in this field or the number of bus trips. **Hours must be in quarter hour increments as per the following examples.**

- $1$ = 1 hour
- $1.25$ = 1 hour, 15 minutes
- $1.50$ = 1 hour, 30 minutes
- $1.75$ = 1 hour, 45 minutes
The system will round entries to the nearest quarter hour if they are not entered in the format above.

**Pay Code:** Enter the 3-digit pay code provided by the campus/department requesting the service. The pay code determines the rate of compensation.

**Position:** Enter the position number provided by the campus/department requesting the service. The position number determines the approval routing and the general ledger account code the transaction will be charged to. The first 3-digits of the position number should always be the same as the Pay Code that was entered.

**Comment:** Enter a description of the services provided. The campus/department requesting the service may provide specific instructions regarding what to include in this field.

**STEP 5:** Select from the following options.

**Cancel:** Cancels the current transaction.

**Save:** Allows you to view and edit the transaction prior to submitting for approval.

**Submit for Approval:** Immediately submits the transaction for approval. **The employee may not edit the transaction once it has been submitted.**

The following are potential error messages that may be displayed.

- **Date of Service is a required field!** – Select a date from the calendar.
- **Date of Service may not be future dated!** – Check the date you selected on the calendar. The system will not allow you to enter transactions prior to the date of the service.
- **Invalid Pay Code and Position # Combination** - Check your data entry or contact the campus/department to verify the Pay Code and Position Number information that was provided.
- **Position # does not exist!** – Check your data entry or contact the campus/department to verify the Position Number information that was provided.
- **Duplicate time card entry!** - The hours, date, pay code and position number already exist. Check your data entry or inquire to confirm if the entry was previously entered into the system.
- **There are more than 24 hours in a day!** – Check your data entry.
- **You've entered more than 8 hours. Is this correct?** – Warning only. With the exception of Athletic events such as tournaments, supplemental duties usually would not exceed 8 hours per occurrence. Check your data entry.
- **You must enter a comment!** – Comments are required on all transactions.
- **GL distribution including Activity not valid for the date entered** – The general ledger account assigned to the position is no longer valid. Check with the campus/department.
**STEP 6:** If you selected save in the above step, you may perform additional actions by clicking the Actions button to the right of the transactions. For a saved entry, you may choose to submit, edit or delete.

![Certified Supplemental Pay Transactions](image)

Note: You must Submit your transaction in order for the approval process to be initiated. The transaction must be processed by all approvers in order for it be eligible to be paid.
Step 7: Employees can inquire on the status of their supplemental pay requests at any time by repeating Steps 1 through 3 above. A list of all pending transactions will be displayed. Click the arrow to the left of the Service Date to view the approval routing status.

Certified Supplemental Pay Transactions

<table>
<thead>
<tr>
<th>Service Date</th>
<th>Hours</th>
<th>Pay Code</th>
<th>Position</th>
<th>Rate</th>
<th>Ext Amnt</th>
<th>Comment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/04/2014</td>
<td>2.5</td>
<td>ADS</td>
<td>A05001199FB</td>
<td>$11.00</td>
<td>$27.50</td>
<td>Lee vs. MacArthur JV football game.</td>
<td>In Progress</td>
</tr>
</tbody>
</table>

Signatures

<table>
<thead>
<tr>
<th>Approver</th>
<th>Name</th>
<th>Status</th>
<th>Date Signed</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATH COORDINATOR</td>
<td>Johnson, Kellie</td>
<td>Waiting for approval</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ATH COORDINATOR</td>
<td>Kloza, Daniel</td>
<td>Waiting for approval</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ATH HS APPR</td>
<td>Martinez, Terri</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUDGET MANAGER</td>
<td>Comalandier, Jerry</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional Comments

After you have submitted a supplemental pay transaction, an Approver can edit the Pay Code and Position Number submitted by the employee before processing the transaction for payment. The date and the number of hours submitted by the employee may not be edited by an approver.

An approver can return, reject or approve transactions. If a transaction is returned or rejected, email correspondence will be generated to the employee as per the following:

Returned Transactions: “Your supplemental pay request for (insert description of the position) services provided on XX/XX/XX has been returned by (insert the name of the approver) for the following reasons: (Insert the comment entered by the approver). Please click here to make the appropriate changes and resubmit the transaction or cancel the entry.”

Rejected Transactions: “Your supplemental pay request for (insert description of the position) services provided on XX/XX/XX has been rejected by (insert the name of the approver) for the following reasons: (Insert the comment entered by the approver).”

Approved transactions will be exported to the Lawson Payroll system for processing on the employee’s pay check according to the Certified payroll deadline. The Certified Payroll Calendar can be found at:

Employees will receive weekly email reminders if they have pending supplemental pay transactions that have not yet been submitted.

**INQUIRY PROCEDURES**

To inquire on previously entered transactions, repeat steps 1 through 3 from the Time Entry Procedures section and select Inquiry.

A list of all previously processed transactions will be displayed in descending date order. Transactions can be filtered by entering any combination of criteria into the following fields:

- **Requester**: Employee ID# (this is only applicable for approvers who have transactions for multiple employees in their inquiry queue)
- **Status**: Valid values are All, Not Submitted, In Progress, Approved, Rejected, Returned and Canceled
- **Date Range**: Enter a From and a To date
- **Pay Code**: Enter a specific pay code or any portion of a pay code to return matching results
- **Position #**: Enter a specific position number or any portion of a position number in order to return matching results
EXPORT FEATURE: To create an Excel export file of the list of displayed transactions click on the down arrow next to the Export button, select Excel and then select either Open or Save. The Excel file will include the following information:

- Employee ID
- Employee First Name & Last Name
- Service Date
- Submitted on Date
- Status
- Hours
- Pay Code
- Position Number
- Description
- Rate
- Ext Amount
- GL Account
- Budget Manager (for all Approved transactions)
- Date Approved by Budget Manager