**Supplemental Process Procedures**

* A supplemental is processed when there was no on-cycle paycheck created.
* A supplemental will create a whole paycheck for the employee for that pay period including gross wages and all taxes and all deductions.
	+ If a paycheck was created, but for the wrong gross pay, process an adjustment to the on-cycle or supplemental paycheck. Instructions for processing an Agency Entered Adjustment can be found at <http://www.da.ks.gov/ar/payroll/AgencyPayAdjust.htm>.
* A supplemental is processed by the agency in one of the three off-cycle runs after an on-cycle payroll confirmation.
	+ After those three off-cycle runs, the agency would need to submit a request to the Division of Accounts and Reports, Payroll Services team to process a paycheck for the employee. Instructions for submitting a Centrally Entered Paycheck Adjustment can be found at <http://www.da.ks.gov/ar/payroll/adjustment.htm>.
* A supplemental cannot be requested prior to the first off-cycle processing day, normally the first Monday after final pay calculation.

**Procedures for Requesting a Supplemental Paycheck Online.**

1. Go to Main Menu>Manager Self Service>Time Management>Report Time>Timesheet.
2. Enter the Employee ID Number and a date within the pay period (MM/DD/YYYY).
3. Click on "Get Employee".
4. Click the employee name to access the time sheet.
5. Enter or correct the earnings code(s) and hours or dollar amounts on the time sheet.
6. Click on the “Request Supplemental” box.
7. Click on "Submit".
8. There should be a pop-up message saying the Submit was successful. Click on “OK”.
9. If the employee reports time in Employee Self Service:
	1. Expand the Reported Time Status bar
	2. Verify all hours are correct
	3. Click on “Select All”
	4. Click on “Approve”
10. After Time Administration runs at 11am or 3:30pm:
	1. Go to Main Menu>Manager Self Service>Time Management>Approve Time and Exceptions>Payable Time
	2. Approve Time.
		* NOTE: If there is no Payable Time, look for exceptions in Main Menu>Manager Self Service>Time Management>Approve Time and Exceptions>Exceptions. After correcting errors, you will need to approve payable time (steps a and b) after the next Time Administration runs at 11am or 3:30pm.
11. Verify that the supplemental processed in the next off-cycle run by checking the PAY002, Payroll Register, or looking online in Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck. Enter the Pay Period End Date and the Employee ID Number in the search boxes and click on "Search". The supplemental will have a pay group that begins with the letter "S".

If the supplemental did not process:

* 1. Look for Payroll Error Messages
		1. Payroll for North America > Payroll Processing USA > Review Processing Messages > Review Payroll Error Messages.
		2. Enter the Employee ID number and click on "Search"
		3. Be sure to check for all error messages on this page.
		4. Any errors will need to be corrected and the supplemental must be requested again on the Time and Leave page.
		5. If you receive "No records found" continue on with the next step.
	2. Look for Time Entry Errors on the KTL 104, Payable Hours Exception Report
		1. Go to Time and Labor>Reports>Payable Hours Exception.
		2. Enter a Run Control ID and click on "Search".
		3. Enter either a Department ID or Department Group ID
		4. Enter an “As of Date”
		5. Click on “Run”.
		6. If there are errors, you will need to request the supplemental again and fix the errors.

If you still cannot determine why a supplemental did not process, contact the Payroll Services Team at 785-296-3979.