# Payroll

## Requesting a Supplemental

Procedure

You are about to enter a simulation  that takes you through the steps of processing a supplemental.



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Main Menu** link. |
| 1.
 | Click the **Manager Self Service** link. |
| 1.
 | Click the **Time Management** link. |
| 1.
 | Click the **Report Time** link. |
| 1.
 | Click the **Timesheet** link. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Enter the desired information into the **Empl ID** field. Enter "**K0000216920**". |
| 1.
 | Enter the desired information into the **Date** field. Enter "**10/29/2011**". |
| 1.
 | Click the **Refresh** **Date** button. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Get Employees** button. |
| 1.
 | Click the **Tom Thumb** link. |
| 1.
 | This is where the hours that need to be paid are entered.  Click in the **Selection** to continue. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Time Reporting Code** look-up list. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Select the type of hours you entered from the list.  Click **REG-Regular Earnings** in the list to continue. |
| 1.
 | Select a **Task Profile ID** from the look-up list. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **SOKNONTASK** link. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Request Supplemental** option. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Submit** button. |
| 1.
 | Click to expand the **Reported Time Status** titlebar. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Depending on how approvals were set-up in your agency, there will be a **Select** column next to the **Date** column.  If a Select column is present, all records will need to be selected and  Approved for the Supplemental process to work.  However, some agency have chosen for the approval to default in, making this step unnecessary. Click anywhere in the selection to continue. |
| 1.
 | Congratulations!  You have completed Requesting a Supplemental.**End of Procedure.** |