Supplemental Pay Option forms are now located in Employee Self Service.

You can access Employee Self Service from Payroll Home Page on the district website. [http://www.spps.org/payroll](http://www.spps.org/payroll)

Click the link on the left menu to get to the Employee Self Service home page.

This will bring you to the home page under the Payroll website that provides the link to the Self Service portal. The home page also provides internet browser compatibility information as well as notifications when the site may be down for routine maintenance.

Click on the “PeopleSoft Self Service Portal” link.

Type in your User ID and Password. Your User ID is your Employee ID without the “e” in front of it.

Click the HR button.

If you have forgotten your password, you can use the “forgot password link” if you have previously set up a security question. If you have not set up a security question, or if it is your first time accessing PeopleSoft Self Service, contact payroll for further assistance with getting your new password.
Once you have logged into the PeopleSoft Self Service Portal, you will can access the supplemental eForm through the pagelets on the main page under Employee Forms.

**How to submit for Loss of Prep:**

1. Select your building clerk. You are able to use the magnifying glass to search by name. *Please note your form will route to your clerk to enter a budget code.*
2. Select the assignment type
3. Enter the date the event occurred
4. Select whether it was a full or half hour
5. Select the employee you subbed for. You are able to use the magnifying glass to search by employee name. If there is more than 1 person by that name the employee’s location information will appear to the right.
6. Acknowledge the information you have provided is true and accurate
7. Click “Submit”

**Important Information**

- Once you submit a supplemental pay form it will route to your clerk to enter a budget code. After your clerk enters a budget code and approves the form it will route to your supervisor for approval. Once your supervisor approves the form it will route to payroll for processing. You will receive a notification via email once it has been sent to payroll for processing.
How to submit for CABPML – Online Learning, Conference Prep, Curriculum Writing, Dance Chaperone, ELM Coaching, Enrichment, Interview Committee, Saturday School, Staff Development & Workshop:

1. Select your building clerk. You are able to use the magnifying glass to search by last name and/or first name.
2. Select the assignment type
3. Enter the date the event occurred
4. Enter the number of hours
5. Enter the start time of the additional hour’s worked. Please use the drop down and select the closest start time.
6. Enter the end time of the additional hour’s worked. Please use the drop down and select the closest end time.
7. Select the workshop that hosted this workshop. If the department is not in the list, please select “Other-SPPS Provided Training” or “Non-SPPS Workshop”. Your form will route to the department for a budget code. If you choose “Other-SPPS Provided Training” or “Non-SPPS Workshop” it will route to the clerk you entered on the form.
8. Enter the Program/Workshop name.
9. Use the slide bar to indicate if you registered for this course through PD express
10. If you registered for this course though PD express, you will need to enter the PD express course number.
11. Acknowledge the information you have provided is true and accurate
12. Click “Submit”

Important Information

- Supplemental pay form should only be submitted for additional hours outside your regular duty day. Please do not submit if the assignment occurs during your regular duty day.
- Once you submit a supplemental pay form it will route to your building clerk to enter a budget code. If you chose a specific department it will route to that department for a budget code. After your clerk enters a budget code and approves the form it will route to your supervisor for approval. Once your supervisor approves the form it will route to payroll for processing. You will receive a notification via email once it has been sent to payroll for processing.
How to submit for PAR – Induction Time or PAR – Loss of Prep:

1. Select your building clerk. You are able to use the magnifying glass to search by name.
2. Select the assignment type
3. Enter the date the event occurred
4. Select whether it was a full or half hour
5. Select the employee your PAR Instructor. It will route to your PAR instructor to approve once OTL has entered a budget code.
6. Acknowledge the information you have provided is true and accurate
7. Click “Submit”

Important Information

- You can only submit 1 hour of PAR – Loss of Prep and/or PAR – Induction Time per week. This does not apply to regular Loss of Prep.
- Once you submit a supplemental pay form it will route to the Office of Teaching and Learning to enter a budget code. After OTL enters a budget code and approves the form it will route to your PAR Instructor for approval. Once your PAR instructor approves the form it will route to payroll for processing. You will receive a notification via email once it has been sent to payroll for processing.
How to view the status of your form:

Employees can view the history of their form along with who the form is currently pending to. This will allow employee to view who the form is pending to and a log of when everything was approved.

Click on “View an Employee Form”

Click “Search”. This will show you any form you have submitted.

Information regarding the form status, original submission date and when it was last updated will show. To view a specific form, click on the form ID #.

The first page will show your supplemental form and what was submitted. Once you click “next” it will show who has approved the form and who the form is still pending to. In the example we can see the clerk entered the budget code but it is still waiting for supervisor approval.

It will also show a form log/time stamp of when action was taken. The first line will be a timestamp of when the form was submitted. The second line will be when the clerk added the budget code and approved the form. It will also show the time that elapsed between each stage.