Email Notifications will be sent to your SPPS email when an employee who reports to you submits a supplemental pay form.

The email will include the type of form along with the employee’s name in the subject line.

Form details will be included in the email.

A link to approve/add the budget code to the form will be provided in the email. You can click on the link to take you directly to the form.

If you do not use the email link you are also able to access any eForm that is pending your approval by clicking “evaluate an employee form”.

Once you click search this will show any eForm that is requiring you to add a budget code. Information will include the form ID, employee ID number and a description of which form was submitted for your approval.

To access the form please click on the Form ID in the list.
1. Employee information will appear at the top of the form. This will include their employee ID, name, job title and location.

2. Employees will fill out their pay information. Please verify all the information is accurate before approving. Employees will choose either half or full for “loss of prep” or PAR – Induction time”. All other options will include number of hours and in/out times. Please make sure employees put the correct time they attended the workshop or performed those duties.

3. If the employee chooses loss of prep use the drop down menu to indicate why the person they we subbing for was absent. These are the same reasons as the ones in AESOP.

**If you are Approving this form:**

4. Enter the budget code.

5. Once you enter an active budget code the “Budget Status” will show as active. You will receive an error message if you try to approve without an active budget code.

6. Enter the percentage of the budget for that specific code. If you are only using one budget code, please put ‘100’ in the percentage field.

7. Budget codes can be split up to 3 budget codes. Please check mark the box if you need to add another budget code.

8. Total percentage must equal 100%

9. If you enter the HR sub budget code you will be required to enter the AESOP conf#.  

10. Use the drop down menu to indicate why you are using the HR sub budget code. If you choose other, please provide a description of why.

11. Once you verified all information in the supplemental pay form is correct, entered active budget codes and the total percentage is 100% please click “Next”

**If you are Denying this form:**

12. Skip the budget information and Check mark the box indicating you are denying this form. Once you check mark the box the budget information will disappear.

13. Enter the reason you are denying this form. The reason in this box will be sent to the employee letting them know the form was denied for that reason.
Once you add the budget code and approve the form it will route to the supervisor they have listed in PeopleSoft. If they are a multi-building employee or if this requires a different manager to approve their supplemental pay form you will need to add them as an approver before clicking approve. The supervisor name will be listed below.

If you do **NOT** need to add another approver:

- Click Approve or Deny. The approval button will be greyed out if you indicated you are denying the form. The denial button will be greyed out if you did not indicate you are denying the form.

If you need to add another approver:

1. Click the plus button **between** your name and the employee’s supervisor name. **DO NOT** “start a new path”
2. Enter the supervisors EE ID or use the magnifying glass to search for them by name
3. Make sure the “Approver” box is clicked
4. Click Insert
5. You must click “Save Routing Changes” before clicking approve. If you do not save routing changes it will not route to the new supervisor
6. Click “Approve”