# ePAR – Supplemental Pay Detail Guide

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What is a Supplemental Pay ePAR?

- Supplemental Pay types include:
  - Additional payments
  - Award payment
  - One time merit
  - Reallocation one-time payment
  - Supplement pay (add new, change existing and end existing) can be one-time or recurring
  - Teaching overload
- Supplemental Pay ePAR CANNOT change funding information for regular earnings (employee REG hours) - use Change Funding Source ePAR
- Termination ePAR and Retirement ePAR will automatically end allowances, additional pays, and supplements, so it is not necessary to enter a Supplemental Pay ePAR to end any of these for an employee whose termination or retirement was processed through ePAR

Enter a New ePAR

- Gemini for Departments > Personnel Info/Action > ePAR Action
Select Supplemental Pay

- If you don’t know the employee ID, click the magnifying glass to search by name
Select Supplemental Type

- The Name, Job Code, Dept ID will auto-populate after entering empl ID
- Select supplemental type, and type will determine what fields will need to be completed
Award/One Time Payment

- Enter new Cost Center (if not known, click magnifying glass to search) and Amount
- Multiple cost centers: add a new Cost Center and amount by clicking “+” sign
- If the amount entered is the net amount that the employee should receive, the “Gross Up” check box should be selected
- If the Gross Up box is not selected, the amount entered will be processed as a gross amount

Additional/One Time Payment

- Enter new Cost Center (if not known, click magnifying glass to search) and Amount
- Multiple cost centers: add a new Cost Center and amount by clicking “+” sign
- If the amount entered is the net amount that the employee should receive, the “Gross Up” check box should be selected
- If the Gross Up box is not selected, the amount entered will be processed as a gross amount
One Time Merit

- Enter new Cost Center (if not known, click magnifying glass to search) and Amount
- Multiple cost centers: add a new Cost Center and amount by clicking “+” sign
- If the amount entered is the net amount that the employee should receive, the “Gross Up” check box should be selected
- If the Gross Up box is not selected, the amount entered will be processed as a gross amount
Reallocate One Time Pay

- Enter new cost center and amount
- Multiple cost centers: add a new Cost Center and amount by clicking “+” sign

Supplement/Recurring Payment

- Enter Start Date, Monthly Amount and End Date
- The Proposed Funding Date is consistent with Start and End Date of supplemental payments
- Enter Cost Center and Percent
- You can add new supplement, change funding source and cancel a supplement in a single ePAR request

Multiple Periods

- Add a second date range by clicking “+” sign
- Remove the date range by click “-” sign
- Make sure there is no gap between start and end dates
Multiple Cost Centers

- Add a new Cost Center and percentage by clicking “+” sign
- Remove a Cost Center and percentage by clicking “-” sign
- The total % for each funding effective date adds up to 100%

Supplement – Add New Supplement

- Click “+” sign to add additional supplement, the system will generate a new SUP code – up to 4 additional SUP payments (SP2 - SP5)
- If there is an existing SUP or a cancelled SUP, the system will automatically default to the next unused SUP code
- When a second supplement is added (SP2), the funding information can be added on the same form – start date, monthly amount and end date
Supplement – Cancel Supplement

- Check “cancel supplement” box
- Always use the last day of month to be paid. For example, 11/30/2023 will pay the whole month of November and will stop the recurring beginning December 2023
Supplement – Funding Change Only

- Check “Funding Change Only” box
- The fiscal year can be changed on “Funding Change Only” forms
- Previous year supplement can only be changed if it was paid on a C&G cost center. The year can manually be updated on the new form, and it will populate with the supplements paid from the previous year.

Teaching Overload

- Enter new Cost Center (if not known, click magnifying glass to search) and Amount
- Multiple cost centers: add a new Cost Center and amount by clicking “+” sign
- If the amount enter is the net amount that the employee should receive, the “Gross Up” check box should be selected
- If the Gross Up box is not selected, the amount entered will be processed a gross amount
Save ePAR before Submit

- The Submitter/Contact information will indicate the person who created the ePAR. Click the arrow to expand.
- A secondary contact can be added.
- Click the “Save” button. Further changes can be made after ePAR has been saved.
- The ePAR cannot be submitted without first being saved.

Request ID and Attachments

- Upon saving the ePAR, a request ID will be assigned, and attachments button is available.
- Request ID will allow you to leave and come back to the ePAR as needed.
Attachments

- Select type from the drop-down menu, click Add to upload
- Click Choose File to browse, and then click Upload
- Click "+" sign to add another document
- Once all documents have been attached, click Done
Submit ePAR

- Please review the ePAR and make sure all of information is correct before submission
- No changes can be made after an ePAR has been submitted
- Once the ePAR is submitted, the approval workflow will be visible
- You will receive an email that your ePAR has been submitted for approval