

Supplemental Payroll Request Instructions

Budget Codes:

The budget code for supplemental pays must be entered as:

XX – **XXXX** – **XXXX** – **XXX** – **XXX** **XXXXXX**

These numbers represent:

Fund – **Program** – **Sub Program** – **Location** – **Responsibility** **Account Code**

Before using a budget code on a supplemental pay form, be sure to verify that it is a valid budget code in eFinance. This is especially pertinent at the beginning of a school year, as budget codes may change from one fiscal year to the next.

The **Account Code** can *only* be chosen from one of the following numbers:

Account Code	Use for this type of work:
01100 (TEACH SALARY)	Homebound and Summer School teaching only
01120 (EXTENDED CONTRACTS)	Usually after hours in-school supervision (e.g. Saturday school). Note: Secondary only
01210 (SUB-EXEMPT/SALARIED)	Substitutes for teachers and other salaried staff only. Supplemental pays to this account code are rare
01250 (TEMPORARY HELP)	Typically supervision and workers for extracurricular activities (e.g. athletics, tournaments, camps, etc.)
01280 (TEACHING/WRITING/INSERVIC)	This is the “default” for teacher hours that do not correspond to any of the account descriptions above
01500 (INSTRUCTIONAL AIDES)	For para hours not tracked in Time Clock (rare).

You may not use other account codes for supplemental pay forms. The only account codes which can be entered in the payroll system for salary expenditures are those beginning with “01” (e.g. 01280). Please contact Thomas Riley with budget and/or account code questions related to Payroll (tdriley@mpsomaha.org or 715-8203).

Cutoff/deadline:

- The cutoff deadline for supplemental pay forms remains the 25th of the month for monthly staff and the same as the time clock deadline for hourly staff. If the 25th falls on the weekend, then the deadline is the Monday following.

Contractual versus Hourly Definition:

- **Contractual employees** (also known as monthly or salaried employees) are paid on the “Contractual” form. This includes teachers, counselors, social workers, and psychologists.

- **Hourly employees** are paid on the “Hourly” form. This includes sub teachers and all employees who punch the time clock such as paraprofessionals, building secretaries, custodians, and food service employees.
- These employees must be paid via separate supplemental pay forms as they are paid on two different payrolls. If there are any questions about an employee status as contractual or hourly, please call the Payroll department.

Multiple dates:

- If an employee worked multiple dates during a month on the same project or duty, it is not necessary to create a line for each date. Instead, just enter the range of dates on the supplemental pay form. An example of this would be “night library”. If the employee worked every night for 2 hours for 2 weeks, just add the total number of hours times the number of nights (2 x 10) and enter the total (20) into the sup pay. Then list the date range of the work done in the **Dates of Service** field.

Rates:

- For **contractual** employees, **there are new pay rates effective 08/01/16 (for work done after 8/1/16)**. The rate paid must be:
 - **\$28 per hour** - Duties related to teaching but not involving direct delivery of instruction which are performed in addition to a teacher’s normal classroom responsibilities (e.g. curriculum writing, required staff development, assessment development).
 - **\$34 per hour** - Teaching duties involving direct delivery of instruction which are performed in addition to a teacher’s normal classroom responsibilities (e.g. summer school or advancement placement review).
 - **\$25 per assignment** – Supervision duties.
 - Other rates must be approved by Human Resources before submitting to Payroll.
- For **hourly** employees, the rate paid must be:
 - Employee’s hourly rate (IHR) or \$25 for supervision assignments.

What Information is needed to enter a supp pay:

1. To enter a supplemental pay, buildings must have the following information available:
 - Employee name and employee number (employee number can be found via Cognos reports).
 - Is employee contractual or hourly?
 - Pay rate and number of hours/assignments.
 - Date range of work performed.
 - Budget code and account code.
 - Description of duties and/or event.
2. Please **do not** mix hourly and contractual employees on the same supplemental pay form. They must be on different forms as they are paid on separate payrolls.

Please Note:

- Supplemental pay form information **must be typed** so we can search it later in our scanning system and so information is legible for payroll entry. Handwritten forms will no longer be accepted for 2016-17.
- **Employee numbers must match names.** This is the responsibility of the person submitting the form to verify this information. Wrong numbers can result in the wrong employee being paid. Payroll does not verify employee numbers.
- **Forms must be signed** by the building principal or administrator who is authorized for the budget code.
- Incomplete forms will be returned to the responsible building/department and not paid until corrected.