

Completing the Supplemental Pay Template

Compensation Department

District Wide Supplemental Compensation

notifycompSUPL@dallasisd.org





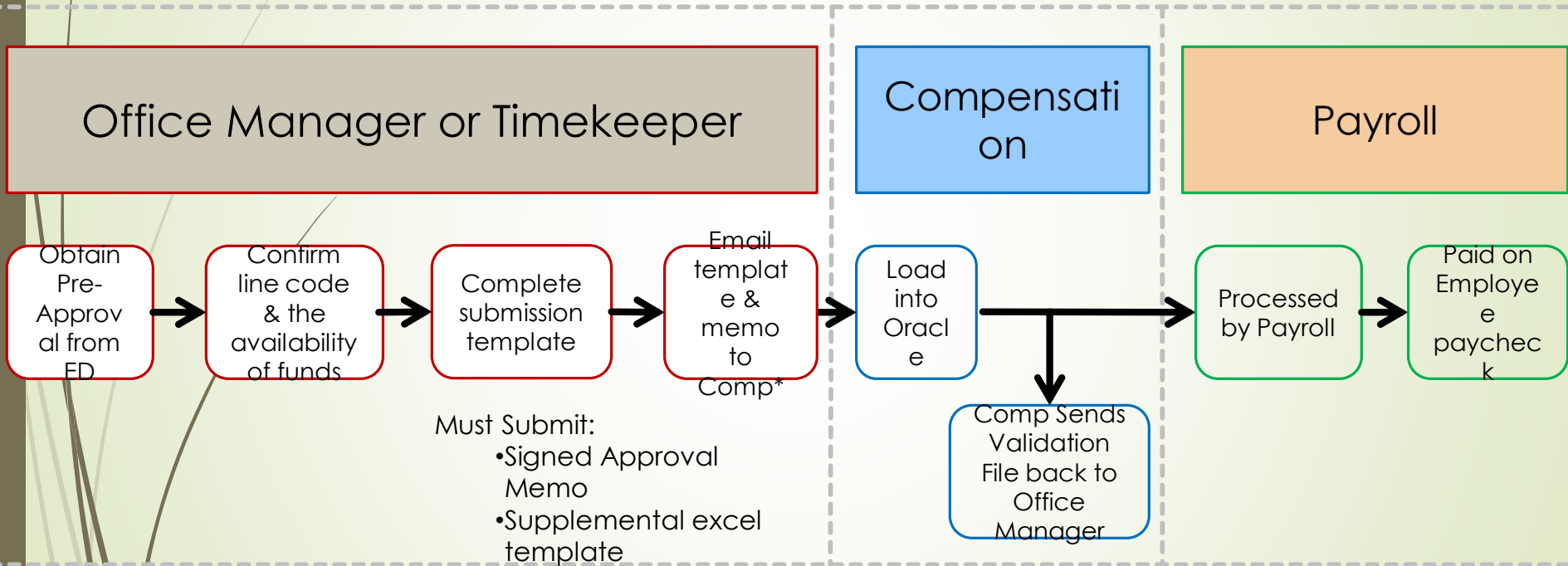
Overview

- Supplemental Pay Process
- Why Do We Need These Templates?
- Helpful Tips
- Hourly Rate Template: Step-by-Step
- Flat Rate Template: Step-by-Step
- Further Resources

What are Supplemental Earnings?

- Supplemental pay is used to compensate **full time, active**, employees in addition to their standard gross pay for supplemental duties performed outside of the regular calendar contract time.
- Supplemental work should be:
 - Voluntary
 - Infrequent
 - Distinctly different from employee's normal job description
 - Work performed outside of employee's normal duty or calendar contract days

Process for Paying Supplemental Duties: Compensation Elements



*Note: If Office Manager Submission is incomplete, it will be sent back for resubmission



Why Do We Need the Templates?

- ▶ Allows a batch upload into Oracle
 - ▶ Hundreds of names loaded at once, instead of manually entering each employee
 - ▶ A more efficient process, which lets your employees get paid quicker
- ▶ Oracle needs the information in a very specific format and order

Helpful Tips for Quick Processing

- ▶ To avoid having your supplemental pay submission rejected:
 - ▶ Do not delete any columns in the spreadsheet
 - ▶ Do not change or delete the header row
 - ▶ Please use the appropriate template for the pay element
 - ▶ Hourly pay elements (ie. SUPL) should be on the hourly template
 - ▶ Flat rate elements (ie. STIP) should be on the flat rate template
 - ▶ Use the proper effective date
 - ▶ For monthly employees, use the first day of the month of their next paycheck.

Multiple Spreadsheets or Just One?

- ▶ The submissions need to be listed on separate spreadsheets:
 - ▶ Monthly Employees
 - ▶ Biweekly Employees
 - ▶ Separated Employees
 - ▶ Hourly and Flat Rate Pay Elements (each has a different template)
- ▶ Can be combined in the same spreadsheet:
 - ▶ Multiple submissions for an employee (for certain elements)
 - ▶ Different pay elements (as long as you do not mix hourly and flat rate elements)
 - ▶ **Note:** Multiple approval memos still required

Supplemental Pay Submission Template: Hourly Rate (Part 1)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	BATCH NAME	Employee Number	ssn	Element Name	EFFECTIVE DATE	Input Value Name1	INPUT VALUE1	Input Value Name2	INPUT VALUE2						
4	CONRAD_CLAS_0112	12345	PITT, BRAD	CLAS CLASS COVERAGE	1-Jan-12	Hours		4 Rate		20					
5	CONRAD_SUPL_0112	54321	JOLIE, ANGELINA	SUPL SUPPL PAY	1-Jan-12	Hours		3 Rate		10					
6	CONRAD_INST_0112	23456	WASHINGTON, DENZEL	INST SDEV INSTRUCTOR	1-Jan-12	Hours		5 Rate		20					
7															
8															
9	1	2	3	4	5	6	7	8	9						
10															
11															

1. **Batch Name:** A name to categorize your submission
 - a) DEPT_ELEMENT_MMY
2. **Employee Number:** ID numbers for each submitted employee
 - a) Please verify correct ID numbers. This is the highest occurring error.
3. **SSN:** You will actually provide the employee name (LAST, FIRST)
4. **Element Name:** The full pay element that you are using
5. **Effective Date:** The first day of the month of their next paycheck
6. **Column F:** Type the word "Hours"
7. **Column G:** Type the actual number of hours worked
8. **Column H:** Type the word "Rate"
9. **Column I:** Type the rate that the employee will be paid

Supplemental Pay Submission Template Hourly Rate (Part 2)

10. **Columns J through Y:** Leave blank
11. **Column Z:** Type "GL"
12. **Column AA:** Type the fund
13. **Column AB:** Type the function
14. **Column AC:** Type the object (ie. 6116, 6118, 6118, etc)
15. **Column AD:** Type the sub-object
16. **Column AE:** Type the org number
17. **Column AF:** Type the year (or X for current year)
18. **Column AG:** Type the program
19. **Columns AH through AJ:** Type "0"
20. **Columns AK:** Leave blank

Supplemental Pay Submission Template: Flat Rate (Part 1)

	A	B	C	D	E	F	G
1	BATCH NAME	Employee Number	ssn	ELEMENT NAME	PAY DATE	INPUT VALUE NAME1	INPUT VALUE1
4	CONRAD_CLAS_0112	12345	PITT, BRAD	SSPR SENIOR SPONSOR	1-Jun-12	Amount	500
5	CONRAD_SUPL_0112	54321	JOLIE, ANGELINA	SENS SENATE SPONSOR	1-Jan-12	Amount	1000
6	CONRAD_INST_0112	23456	WASHINGTON, DENZEL	CILT CAMPUS INST LEA	1-May-12	Amount	1000
7							
8							
9	1	2	3	4	5	6	7
10							

1. **Batch Name:** A name to categorize your submission
 - a) DEPT_ELEMENT_MMY
2. **Employee Number:** ID numbers for each submitted employee
 - a) Please verify correct ID numbers. This is the highest occurring error.
3. **SSN:** You will actually provide the employee name (LAST, FIRST)
4. **Element Name:** The full pay element that you are using
5. **Pay Date:** The first day of the month of their next paycheck
6. **Column F:** Type the word "Amount"
7. **Column G:** Type the flat rate of pay for the employee

Supplemental Pay Submission Template Flat Rate (Part 2)

8. **Columns H through Y:** Leave blank
9. **Column Z:** Type "GL"
10. **Column AA:** Type the fund
11. **Column AB:** Type the function
12. **Column AC:** Type the object (ie. 6116, 6118, 6118, etc)
13. **Column AD:** Type the sub-object
14. **Column AE:** Type the org number
15. **Column AF:** Type the year (or X for current year)
16. **Column AG:** Type the program
17. **Columns AH through AJ:** Type "0"
18. **Columns AK:** Leave Blank

My Employee(s) Did Not Receive their Supplemental Pay....

- If your employee did not get paid, there are several possible reasons
- Employee should utilize the following process:

STEP 1

Contact Office Manager or Time Keeper

- Was employee eligible and pre-approved for supplemental pay?
- Was employee actually submitted to Compensation?

STEP 2

Contact Compensation
notifycompsupl@dallasisd.org

- Was the payment received by Compensation but not processed?
- Did the payment fail to load properly in Oracle?

STEP 3

Contact Payroll
(972-925-4200;
notifypayroll@dallasisd.org)

- If correctly submitted into Oracle, did it not get included in Payroll processing?

Compensation Webpage

1. Compensation Guidelines and Handbooks
2. Templates, Forms, and Calendars
3. Contact information

Dallas Independent School District
3700 Ross Avenue, Dallas, TX 75204 | Phone: (972) 925-3700

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Compensation

Handbooks

- 2012 - 2013 Compensation Resource Book
 - [Compensation Guidelines](#)
 - [Salary Handbook](#)
 - [Supplemental Earnings Handbook](#)

Forms

- [Compensation Review Form \(CRF\)](#)
- Supplemental Submissions Resources
 - [Deadline Calendar - Monthly](#)
 - [Deadline Calendar - Biweekly](#)
 - [Approval Memo - Department](#)
 - [Approval Memo - Campus](#)

Contact Information

Mailing Address:
Human Capital Management
Attn: Compensation Department
3807 Ross Ave., Box 85
Dallas, Texas 75204
Switchboard: (972) 925-4200

Office Hours:
7:30 a.m. to 5:00 p.m.

Email:
notifycomp@dallasisd.org

Further Resources

- ▶ Consult Supplemental Earnings Handbook on DISD Compensation webpage
 - ▶ <http://www.dallasisd.org/Page/2151>
- ▶ Attend further training sessions
- ▶ Contact Compensation
 - ▶ notifycompSUPL@dallasisd.org