Lesson 8: Supplementals

Scenario

In this lesson, our SHARP Trainer, Hall, will show the newly hired Payroll Processor, Kelly, how to process a supplemental in SHARP.



Hall



Kelly

Lesson Objectives

After completing this lesson, you will be able to :

- Understand the supplemental process
- Learn procedures for two categories of supplementals
- Request a supplemental on an employee's timesheet
- View the supplemental process results

Lesson Topics

In this lesson you will learn about the following topics. Click **Home** (at the lower left corner) at any time to return to this menu. Click each topic name to navigate to that topic.



Topic 1: The Supplemental Process



Topic 2: Two Types of Supplementals



Topic 3: Requesting a Supplemental



Topic 4: Verifying Supplemental Processed

The Supplemental Process - 1

The supplemental pay process is used **when there is no on-cycle paycheck** for a specific pay period end date or if an on-cycle paycheck is being reversed for which earnings are owed. A supplemental paycheck is not an adjustment, nor the result of an adjustment. It is, however, an off-cycle process.

Supplementals for the current pay period cannot be requested until after the pay confirmation process is completed. This means the earliest a supplemental can be requested for a current pay period is the second Monday following the end of the pay period (Day 9 on the payroll timeline).

Agencies can enter a supplemental request for the three off-cycle runs (on Days 9, 11, and 16 on the timeline) linked to that pay period end date. Agencies may enter supplemental requests any day during the week following final pay calculation and through Monday at 6:00 pm of the following week (Day 9 through Day 16 on the timeline).

The Supplemental Process - 2

Supplemental requests cannot be processed after the third off-cycle run for a pay period end date. After the third off-cycle runs, agencies must submit Form DA-180 and Attachment to DA-180 to Payroll Services at via email at PayAdj@ks.gov or via fax at (785) 291-3399 to have the supplemental processed. This time frame constraint is due to the payroll interface with time and leave data. After the Monday following pay day (Day 16 on the timeline), the time and leave interface will be for time and leave data entered for the next pay period. Form DA-180 can be found at: http://www.admin.ks.gov/resources/document-center. Form DA-180 completion instructions can be found at http://www.da.ks.gov/ar/payroll/adjustment.htm.

The Supplemental Process - 3

Below is a SHARP Bi-Weekly Payroll Processing Timeline. Supplementals can be requested for the pay period on days highlighted in yellow.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Pay Period begins						
						Pay Period Ends
Day1	**Day2**	**Day3**	**Day4**	**Day5**	**Day6** Pay Confirma-tion	**Day7**
Day8	**Day9** Off-Cycle A-first opportunity to request supplementals	**Day10**	**Day11** Off-Cycle B	**Day12**	**Day13** Pay Day	**Day14**
Day15	**Day16** Off-Cycle C - Last opportunity to request supplementals	**Day17**	**Day18**			

The Supplemental Process - 4

Multiple requests for the same employee cannot be processed in the same off-cycle. For example, a supplemental and an adjustment can not be requested to be run in the same off-cycle. If more than one request is entered, the priority for processing will be: supplemental, centrally entered adjustment, agency entered adjustment. The adjustments that do not process will show on-line as payroll error messages. Paycheck reprints and reversals can process in the same off-cycle as either a supplemental or an adjustment transaction for an employee. Multiple errors for the same pay period may also be corrected with one request.

When an employee is on concurrent positions (has multiple employment records), if a supplemental is requested for both records, only one will process. You should contact Payroll Services for instructions on how to proceed.

The Supplemental Process - 5

Like other off-cycle transactions, the check issue date for supplementals will generally be three working days after the off-cycle payroll is processed. For example, supplementals processed in the Monday off-cycle run will be dated the following Thursday unless the following Friday is pay day, in which case the supplemental will be dated Friday so that the supplemental paychecks will not be issued before the regular on-cycle paychecks. **Therefore, to get a supplemental paycheck for the current pay period by pay day, the supplemental must be entered into SHARP by 6:00 pm on Monday (Day 9 on the Timeline).** Supplementals processed in the Wednesday off-cycle will be dated Monday.

Paycheck and advice numbers are assigned immediately after the off-cycle payroll run. Agencies can view updates to employee month-to-date, quarter-to-date, and year-to-date balances for earnings, deductions, taxes, and arrears the morning after the off-cycle payroll run.

The Supplemental Process - 6

Salary expenditure data is available in SHARP the day after the off-cycle payroll run is completed. The salary expenditure data provides funding details for earnings, deductions, and taxes of a paycheck.

Agencies can view the salary expenditure data on the KPAYGL5C report or online on the Review Actuals Distribution.
Fluid Location: **SHARP Homepage** to select the **Payroll** Homepage, click **Payroll Processing** tile **> Review Actuals Distribution** (located on the left side of the page).

KPAYGL5C report details can be found at:
https://www.admin.ks.gov/docs/default-source/payroll/payroll-reports

Supplementals transactions are posted to SMART two days prior to the paycheck issue date.

Two Types of Supplementals - 1

Circumstances requiring the issuance of supplemental pay may be divided procedurally into two categories:

Type 1: When an employee's timesheet was not entered/approved before the final pay calculation and no on-cycle paycheck was produced for the employee. For this type of supplemental, request the supplemental. Fluid Location: **SHARP Homepage** click the drop down arrow, select **Payroll** Homepage, click the ***Payroll Processing*** *tile* ***> Timesheet Review/Approval>Timesheet.*** Detailed instructions are provided later in the Requesting a Supplemental topic. If the supplemental check will have an arrearage collection, please contact Payroll Services to confirm that the supplemental will process correctly.

Type 2: When an on-cycle check has to be reversed. Generally an adjustment to an incorrect paycheck should always be the first consideration. A reversal should be the action of last resort.

Two Types of Supplementals - 2

However, in the following instances, a paycheck reversal and issuance of a supplemental is the only or preferred course of action. The reversal and the supplemental **cannot** be processed in the same off-cycle. You should first process the reversal, then request the supplemental in the next off-cycle.

A. An overpayment on an employee's last paycheck. **In the case of late entry of a termination, you will also need to calculate the employee's vacation leave and sick leave service hours, and vacation leave and sick leave accrual hours for this final pay period. You must also manually calculate the amount of vacation leave and sick leave payout hours the employee is eligible to receive and enter these rows on the employee's timesheet. If you need assistance in calculation these hours/amounts, contact the SHARP Corrections Unit at SHARP@ks.gov.** If the reversal check has (or the supplemental check will have) an arrearages collection, contact Payroll Services to confirm that the supplemental will process correctly.

Two Types of Supplementals - 3

B. When the paycheck was lost due to an erroneous mailing address. In this instance, you should first correct the employee's mailing address on the Payroll Options before processing the reversal and the supplemental.

Fluid Location**: SHARP Homepage** click the drop down arrow, select the **Payroll** Homepage, click on **Employee Payroll/Benefits Data** tile**>Update Payroll Options** (located on the left side of page).

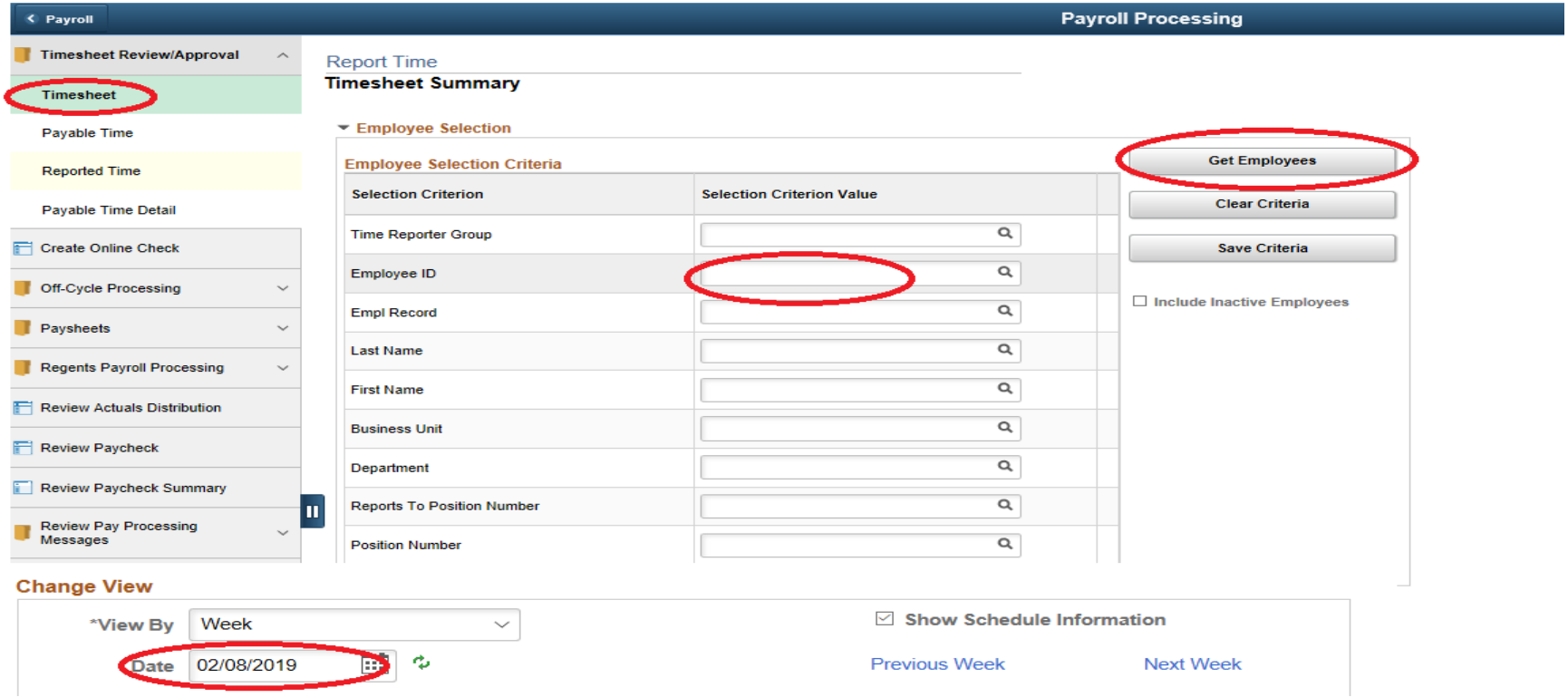
Requesting a Supplemental - 1

All agency-entered supplementals are entered on the employee's timesheet.
Fluid Location:

SHARP Homepage click the drop down arrow, select **Payroll** Homepage, click the ***Payroll Processing*** *tile* ***> Timesheet Review/Approval>Timesheet***

Lesson 8: Supplementals

Requesting a Supplemental - 2



Step 1: On the Timesheet Summary page, enter **Employee ID** and **a date within the Pay Period** (in MM/DD/YYYY format) as search criteria, then click the **Get Employee** button.

Requesting a Supplemental - 3



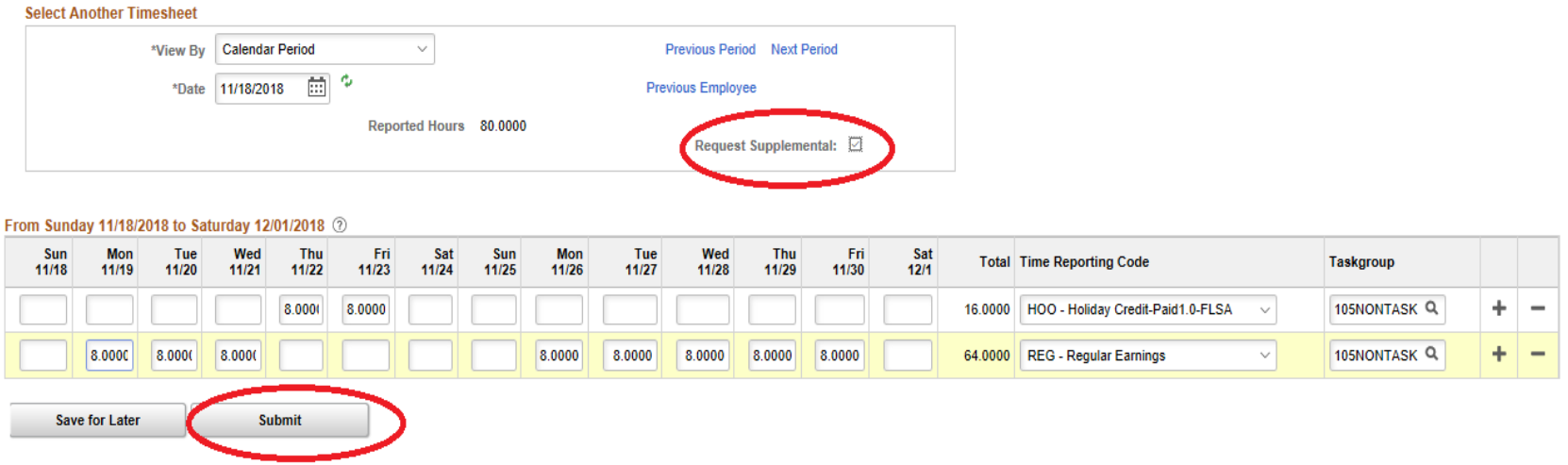
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Time Summary | Demographics

Last Name	First Name	Employee ID	Empl Record	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Hours Approved or Submitted	Denied Hours
P			0	National Guardsman (active)	0.0000	0.0000	0.0000		0.0000	0.0000
P			1	Senior Administratv Specialist	40.0000	0.0000	40.0000		0.0000	0.0000

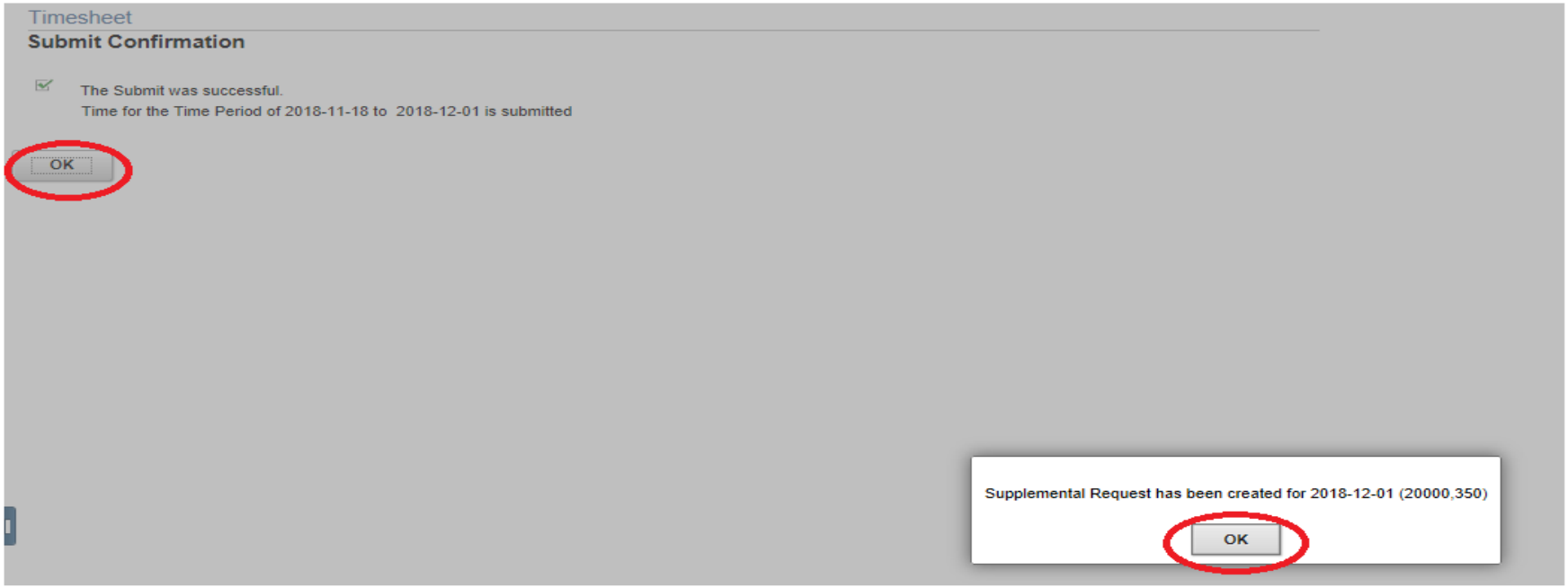
Step 2: Click the employee Last Name link to access the timesheet.

Requesting a Supplemental - 4



Step 3: Enter the earnings/time, Time Reporting Code, and Taskgroup for the employee, click to turn on the **Request Supplemental** check box, then click the **Submit** button.

Requesting a Supplemental - 5



Step 4: Click “OK” on the “Supplemental Request has been created…” message, then click OK on the Submit Confirmation.

Requesting a Supplemental - 6

Reported Time Status

1-10 of 10

Date	Reported Status	Total	TRC	Description	Add Comments
11/19/2018	Approval In Process	8.0000	REG	Regular Earnings	
11/20/2018	Approval In Process	8.0000	REG	Regular Earnings	
11/21/2018	Approval In Process	8.0000	REG	Regular Earnings	
11/22/2018	Approval In Process	8.0000	HOO	Holiday Credit-Paid1.0-FLSA	
11/23/2018	Approval In Process	8.0000	HOO	Holiday Credit-Paid1.0-FLSA	
11/26/2018	Approval In Process	8.0000	REG	Regular Earnings	

Step 5: After timesheet is successfully submitted, the system will return you to the Timesheet page. The Reported Status will be Approval In Process.

Requesting a Supplemental - 7

Step 6: After Time Administration is run, approve the payable time.

Fluid Location: **SHARP Homepage** click the drop down arrow, select **Time and Labor** Homepage, click the **PayableTime** tile **>Approve Payable Time** (located on the left side of page).

If Payable Time does not display, review the exceptions.

Fluid Location: **SHARP Homepage** click the drop down arrow, select **Time and Labor** Homepage, click the **Reported Time** tile ***>Exceptions.***
Make the necessary corrections, then approve the payable time after the next Time Admin is processed.

Verifying Supplemental Processed - 1

After a supplemental has processed in the next off-cycle, agencies should ALWAYS review the results (the supplemental paycheck) on the Review Paycheck page to **verify the accuracy of hours, rate of pay, taxes, deductions, and net pay.**

If the supplemental did not process, you should review the error messages by following the steps:

1. Fluid Location: **SHARP Homepage** click the drop down arrow to select **Payroll** Homepage, select **Payroll Processing** tile**> Review Processing Messages > Review Payroll error Messages**. Enter the Employee ID and click on “Search”.

2. If errors are found, be sure to check all error messages on the page. Any errors will need to be corrected and the supplemental must be requested again on the employee’s timesheet.

Verifying Supplemental Processed - 2

2. (cont.) If you receive “No records found”, look for Time Entry Errors by requesting the KTL104, Payable Hours Exception report. Fluid Location: **SHARP Homepage** click the drop down arrow to select **Time and Labor** Homepage, click **Time and Labor Rpts** tile > **Payable Hours Exception** (located on the left side of the page). Enter a Run control ID and click “Search”. Enter the Department ID or Department Group ID, along with the As of Date and click “Run”. If there are time entry errors, you must correct the timesheet and request the supplemental again.

If you cannot determine why the supplemental did not process as expected, contact the Payroll Services at 785-368-8000 Option 1or PayAdj@ks.gov

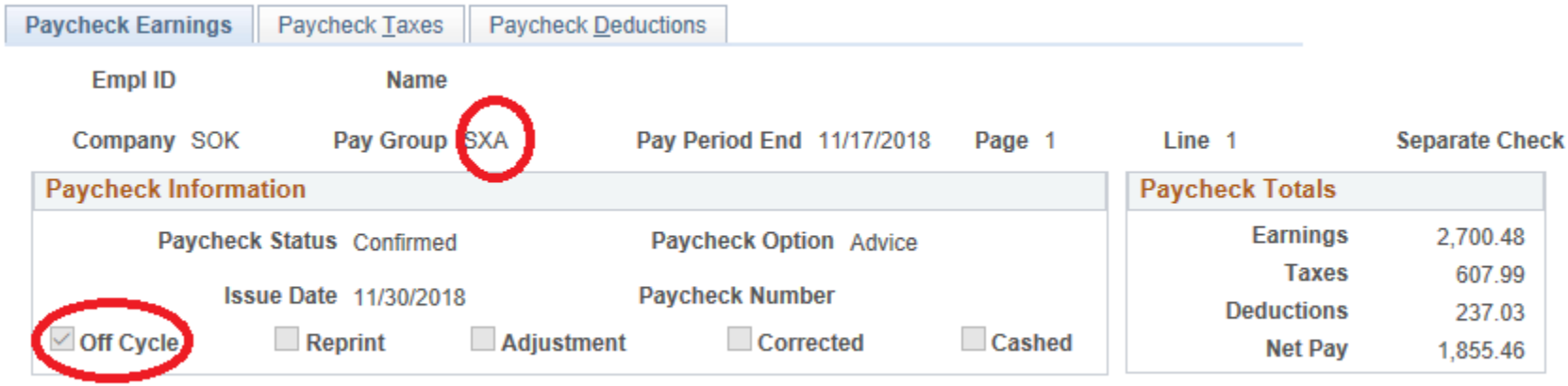
Verifying Supplemental Processed - 3

Processed supplemental check can be viewed like any paychecks on the Review Paycheck page.

Fluid Location**: SHARP Homepage** click the drop down arrow, select **Payroll** Homepage, click the **Payroll Processing** tile> **Review Paycheck** (located on the left side of page).

Enter the (last confirmed) **Pay Period End Date** and the **Employee ID**, then click on the **Search** button.

Verifying Supplemental Processed - 4



Supplemental check will have an SXX pay group and the Off Cycle box checked.

It's very important that you verify the accuracy of hours, rate of pay, taxes, deductions, and net pay.

Lesson Checkpoint

Now is your opportunity to ensure that you are learning the course material. After you read the question, make your selection, then compare your response to the correct answer provided at the bottom of the page.

Lesson Checkpoint



If you find out after the on-cycle has been confirmed that you are overpaying a separating employee, the appropriate action should be…?

A) To process a supplemental only.

B) To wait until the original check clears the bank, then process an adjustment to collect the arrearage.

C) To process a reversal on the on-cycle check and request a supplemental with the correct hours in the next off-cycle.

The correct answer is C.



Lesson Checkpoint



Which of the following statements is true?

A. Agencies can process supplements for any pay period any day.

B. Agencies can process supplementals for a pay period only during the time frame of the three off-cycle runs (Days 9 through Day 16 on the timeline) linked to that pay period end date. .

C. Agencies can process supplementals only before the final pay calculation for the next pay period is completed.

The correct answer is B. Agencies can process supplementals only during the three off-cycles linked to that pay period end date.



Lesson Checkpoint



What will the paycheck issue date be for a supplemental processed in Off-Cycle A?

A. The following Friday, the same date as the on-cycle checks.

B. The following Thursday, 3 working days after the off-cycle run.

C. Monday, a week after the off-cycle is processed.

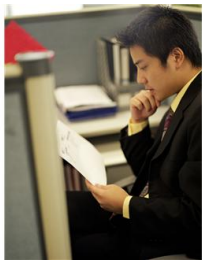
The correct answer is A. Paychecks produced in the first off-cycle run will be dated the same date (Friday) as the on-cycle checks so that they will not be issued before the regular on-cycle paychecks.

Lesson 8: Supplementals

Lesson Summary



The windows when agencies can enter supplemental requests are the three off-cycle runs (on Days 9, 11, and 16 on the timeline) linked to that pay period end date.



A supplemental is appropriate in the following scenarios: 1) Time was not entered/approved before pay confirmation. 2) The on-cycle paycheck was reversed for reasons such as an overpayment on an employee's last paycheck or when the paycheck was lost due to an erroneous mailing address.

In this lesson, I walked you through the supplemental process, steps to request a supplemental, and verifying supplemental results. On the left are key concepts discussed in this lesson.



Lesson Completion

Congratulations! You have finished this lesson.

If you have another lesson to take, return to the 9.2 Training Resources page and select the next lesson you want to take.

