******State of Kansas**

**Supplemental Requests WorkCenter Query**

***Statewide Human Resource and Payroll System***

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| **Date Created** | 4/19/2022 |
| **Version** | 1.0 |
| **Security** | * SHARP

KS\_HR\_WORKCENTER\_USERKS\_PAYROLL\_WORKCENTER\_USERKS\_TL\_WORKCENTER\_USER  |
| **Purpose** | Verify that the supplemental that was requested through the timesheet is set to run when the next off-cycle payroll processes.  |
| **Important Information** | This query will only pull Supplemental Requests entered by the User ID of the user who is running the report. It will not pull all Supplemental Requests entered for the agency. |
| **Navigation** | **SHARP > Payroll Homepage > U.S. Payroll WorkCenter > Payroll Queries > Supplemental Requests** |
|  |
| **1.** | Click on the Supplemental Request Query NameRequestor and Requestor NamePay Period EndDept ID**ID: Employee ID for the** Supplemental RequestEmpl RecordRequest Date: Date the request was entered | This display shows all supplementals requested by your user ID. Anything listed here is scheduled to process when the next off-cycle payroll is ran. |