******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\_USER  KS\_PAYROLL\_WORKCENTER\_USER  KS\_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 Name  Requestor and Requestor Name  Pay Period End  Dept ID  **ID: Employee ID for the** Supplemental Request  Empl Record  Request 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. |