Issuing Supplement Pay for Exempt Employees

Supplemental Pay iForm

Overview

Using the Grant Management tab available through Duke@Work, Grant Managers have the ability to create iForms for supplemental payments for exempt employees across Duke University. The following guidelines apply when issuing supplemental payments:

- Supplemental pay is issued to exempt employees for work performed in addition to those responsibilities associated with their primary position or for bonus payments due for performance or contractual obligations.
  - This includes supplemental pay for faculty with nine-, ten-, or eleven-month appointments for additional assignments and/or research completed outside the individual’s appointment (i.e., federally supported summer supplements).

- The Supplemental Pay iForm can only be used for exempt employees.

- Supplemental pay should be issued in the same month or the month after the work was performed. Supplemental pay should not be made in advance.

- Supplemental Pay iForms cannot be posted retroactively. iForms received after the monthly payroll deadlines, will be returned to the department and dates must be changed prior to resubmission.

- Once a Supplemental Pay iForm has completed all approval steps and has processed to payroll, it cannot be deleted or changed. A paper form will be required to delete the supplement and a new Supplemental Pay iForm created. Work directly with the department payroll representative for assistance.

  - Please note: Management centers may have separate supplemental pay policies. The management center policy should be used in addition to GAP 101.6, Supplemental Payments To Exempt Employees.
Supplemental Pay iForm (cont.)

Opening the Request for Cost Distribution iForm

1. From “Grants Management”, select “Effort and Payroll Tools and Reports”.

2. From “Effort and Payroll Tools and Reports”, select “Employee Data Search”.

3. Enter the Duke Unique ID (DUID) or the name of the employee. Select “Go” or enter on your keyboard. Employee information will return. Select the iForm icon to display a list of iForms to create on the left.
Supplemental Pay iForm (cont.)

4. Employee personnel data will return. Select the “iForms Icon” to display a list of iForms available to the user based upon their role and relationship to the individual. Select the “Supplemental Pay” link to open the iForm.
Supplemental Pay iForm (cont.)

Completing the Supplemental Pay iForm

The Supplemental Pay iForm is broken into different sections and contains “Trays” that can be opened and additional information entered. This guide will focus on each section of the iForm.

1. Review “Header Data” information related to the employee’s primary position.

2. “Request Data” will display the Primary Routing Org Unit and the Secondary Routing Org Unit (if applicable). Using the drop down, select the most appropriate “Reason for Payment”.

- A variety of “Reasons for Payment” is available. Make sure to use the scroll bar to see the entire list.
Supplemental Pay iForm (cont.)

3. Complete the Supplements section providing all necessary details surrounding the payment.

- Use the drop down to select the month when the start month of the payment.
- The “End Month” will populate with a date for the approver based on the number of payments issued.
- “Number of Payments” indicates the number of months the employee will receive the supplemental pay.

<table>
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<th>Start Month</th>
<th>End Month</th>
<th>Number of Payments</th>
<th>Service Begn date</th>
<th>Service End date</th>
<th>Company</th>
<th>Cost Center</th>
<th>WBS Element</th>
<th>Cost Object Description</th>
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<td>60</td>
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</tr>
</tbody>
</table>

- Enter the dates when the work began and ended. These dates DO NOT impact payment, but provide detail to support the payment.
- Enter funding information about the payment including Company Code, Cost Objective, and Service Type/Service Category (G/L Account).
- Select the appropriate Service Type/Service Category based on:
  - The employee’s position title (faculty) or payroll area (monthly staff)
  - Job description on specified cost object
  - Funding Source (see G/L Account – Payroll Expenses)
- Supplemental pay cannot be split-funded. In the event supplemental pay needs to be paid from different cost objects, the total payment should be broken down based on the amount being paid from each cost object and a separate supplement line entered.

- Select “Update CO Descriptions” to update the description text for all cost objects used in the iForm.

- Enter the dollar amount for each payment.
4. Provide a detailed explanation supporting the reason for the payment in “Supplemental Details”. Ensure details include any specifics necessary based upon the funding source and school/department requirements. For summer supplements, it is helpful to include the equivalent % effort for associated payroll costs. Field is free text and the comments cannot be modified once submitted. Users can paste information into the field from a source document.

5. IForms initiators may choose to provide additional comments in the “Comments” section. Comments may be used to provide specific information to approvers or to provide more detail as to the context of the supplement payment. Open the tray on the right to display any comments.

6. “Status Overview” will be populated once the iForm enters workflow. When initiated, it indicates that the form as not been sent.
Supplemental Pay iForm (cont.)

7. Select the appropriate action button.

• “Submit” will release the iForm into workflow. Any error messages will display with a red button at the top of the form and will need to be corrected.
• “Check” will validate the iForm information. It will generate error and warning messages. It will also confirm if information is consistent in the iForm. It is recommended that you “Check” and iForm prior to submission.
• “Close Window” will close the iForm. No information is saved.
Supplemental Pay iForm (cont.)

Tracking the Status of the Supplemental Pay iForm

1. From “Grants Management”, select “Effort and Payroll Tools and Reports”.

2. From “Effort and Payroll Tools and Reports”, select “iForms Status Overview”.

![Diagram showing navigation through Grants Management to Effort and Payroll Tools and Reports, and then to iForms Status Overview.]

![Diagram showing Duke@TEST SYSTEM with iForms Status Overview highlighted.]

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Supplemental Pay iForm (cont.)

3. “IForms Overview” will show a list of all iForms the users had initiated and their status. Select the hyperlink in the “Status” column to see the approvers who currently have the iForm in their approval queue. Please note: the iForm has not been completed until the last action in the Status Overview indicates “Processed On” with a date and time stamp.

4. In the event there is an error in the iForm, select “Reverse” to pull the iForm out of workflow and return it to the initiator prior to the iForm interfacing with SAP. Please note: If an iForm is reversed, it removes all approvals and will need to be approved by all approvers a second time.

Once the iForm is revered, the user receives a message indicating the iForm can be canceled and the status is changed to “Reversed/Deleted”.

[Images and tables showing iForm status and reverse actions]
Related Guidance and Resources

Institutional Policies:
- GAP 101.6, Supplemental Payments To Exempt Employees
  - Please note: Management centers may have separate supplemental pay policies. The management center policy should be used to supplement this procedure.
- GAP 200.171, Cross Organizational Unit Payroll Management on Sponsored Projects
- GAP 200.172, Payroll Access for Effort Management on Sponsored Projects

Payroll Schedules and Deadlines for iForm Transactions:
- Monthly Payroll Deadlines for Department Payroll Representatives

General Ledger Account Definitions:
- Payroll Expenses

Faculty Handbook:
- Faculty Compensation Guidance