Supplemental Payroll Request Instructions

**Submitting Supplemental Pay:**

* **Supplemental pay forms** **can only be submitted**:
  + via a paper form through school mail, **OR**
  + via a scanned copy emailed to payroll
  + GOOGLE Docs are NOT accepted
  + **DO NOT email the form and send a paper copy**
* Supplemental Pay forms **must be typed** and include the following information:

\* Employee name & employee number \* Budget code and account code

\* Contractual or hourly employee \* Pay rate/number of hours worked

\* Date work completed \* Description of work completed

* **Employee numbers must match employee names** - The person submitting the form must verify this information. Wrong numbers can result in the wrong employee being paid.
* **Forms must be signed** by the building principal or administrator who is authorized for the budget code.
* **This information must be accurate and complete for NPERS (retirement) reporting.**

**Budget Codes:**

The budget code for supplemental pays must be entered as:

**XX – XXXX – XXXX – XXX – XXX XXXXX**

These numbers represent:

**Fund – Program – Sub Program – Location – Responsibility Account Code**

**Before using a budget code on a supplemental pay form, be sure to verify that it is a valid budget code in eFinance.**

The **Account Code** can ***only*** be chosen from one of the following numbers:

|  |  |
| --- | --- |
| ***Account Code*** | ***Use for this type of work:*** |
| **01100** (TEACH SALARY) | Homebound and Summer School teaching only. |
| **01120** (EXTENDED CONTRACTS) | Outside contract hours for secondary in-school supervision (e.g., Saturday school.) |
| **01210** (SUB-EXEMPT/SALARIED) | Substitutes for teachers and other salaried staff only. Supplemental pays to this account code are rare. |
| **01250** (TEMPORARY HELP) | Supervision and workers for extracurricular activities (e.g., athletics, tournaments, camps, etc.) |
| **01280** (TEACHING/WRITING/INSERVIC) | Teacher hours that do not correspond to any of the account descriptions above |
| **01500** (INSTRUCTIONAL AIDES) | For para hours not tracked in the Time Clock (rare). |

**You may not use other account codes for supplemental pay forms**. The only account codes which can be entered in the payroll system for salary expenditures are those beginning with “01” (e.g., 01280). Please contact Chris Hughes with budget and/or account code questions related to Payroll ([cmhughes@mpsomaha.org](mailto:cmhughes@mpsomaha.org) or 715-8201).

**Cutoff/deadline:**

* The *cutoff deadline* for monthly supplemental pay forms is the 1st of the month.
* The *cutoff deadline* for hourly supplemental pay forms is the day timecards need to be approved.
* Payroll is processed several days prior to the pay date. Any late submissions will be paid on the next payroll unless approved by the Accounting Manager.

**Contractual versus Hourly Definition:**

* ***Contractual* employees** (also known as monthly or salaried employees)are paid on the “Contractual” form. This includes teachers, counselors, social workers, and psychologists.
* ***Hourly* employees** are paid on the “Hourly” form. This includes sub teachers and all employees who punch the time clock such as paraprofessionals, building secretaries, custodians, and food service employees.
* These different types of employees must be paid on separate supplemental pay forms as they are paid on two different payrolls. If there are any questions about an employee status as contractual or hourly, please contact Payroll.

**Multiple dates:**

* If an employee worked multiple dates during a month on the same project or duty, it is not necessary to create a line for each date. Instead, just enter the range of dates on the supplemental pay form. An example of this would be “night library”. If the employee worked every night for 2 hours for 2 weeks, just add the total number of hours times the number of nights (2 x 10) and enter the total (20) into the supplemental pay. Then list the date range of the work done in the ***Dates of Service*** field.

**Rates:**

* For ***contractual*** employees, the rate paid must be:
  + **$28 per hour** - Duties related to teaching but not involving direct delivery of instruction which are performed in addition to a teacher’s normal classroom responsibilities (e.g., curriculum writing, required staff development, assessment development).
  + **$34 per hour** - Teaching duties involving direct delivery of instruction which are performed in addition to a teacher’s normal classroom responsibilities (e.g., after school study center, summer school, advancement placement review, etc.)
  + **$26 per assignment** – Supervision duties.
  + Other rates must be approved by Human Resources before submitting to Payroll.
* For ***hourly*** employees, the rate paid must be:
  + Employee’s hourly rate (IHR) or $26 for supervision assignments.

**PLEASE NOTE:**

* **Incomplete forms will be returned to the building/department for correction.**