**Supplemental Payroll Request Instructions**

**How To Submit Supplemental Pay Forms**

* Forms can be submitted via either a paper form dropped off in Payroll or sent in school mail or a scanned copy sent via email. Please do not email the form and then send the paper copy too.
* **Employee numbers must match the employee name** and this is the responsibility of the administrator submitting the form to make sure these numbers are correct. If the wrong number is submitted, the wrong person will be paid. **(A)**
* Forms must be signed by the building administrator or person authorized for the budget code. **(B)**
* The **budget code and account code** must be verified and correct for the form to be paid. **(C)**
* **The dates the work was completed** and the type of service must be filled in on the form. This is very important as NPERS will often ask about this information and this can affect NPERS benefits. **(D)**



**D**

**C**

**B**

**A**

**Budget Codes**

The budget code for supplemental pay forms must be entered in the following format:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **XX** | **XXXX** | **XXXX** | **XXX** | **XXX** | **XXXXX** |
| **Fund** | **Program** | **Sub Program** | **Location** | **Responsibility** | **Account** |

**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 or 715-8201).

**Cutoff/deadline:**

* The *cutoff deadline* for monthly supplemental pay forms is the 25th of the prior 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’s status as contractual or hourly, please contact Payroll.

**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.

**Forms must be typewritten.** Payroll scans all our documents and we often have to look up previous payroll information to answer questions for NPERS. It is critical that all supplemental pay information is typed, not handwritten. Our scanning system has OCR but it cannot read handwritten information.

PLEASE NOTE:

* Incomplete forms will be returned to the building/department for correction. These are examples of problems with supplemental pay forms received this summer:
	+ Missing employee numbers
	+ Handwritten employee numbers
	+ Employee numbers do not match the employee name
	+ Type of services not indicated
	+ Dates of service not indicated
	+ Hourly and monthly employees on the same form