

Create a Supplemental Payment (Ongoing)

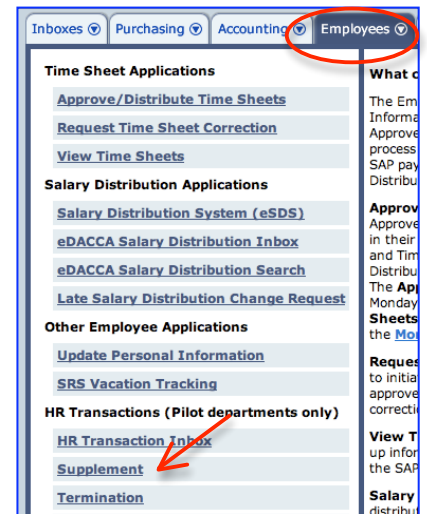


HR Transactions Quick Reference

Prior to accessing SAPweb to create a Supplemental payment, gather necessary data including Cost Object, Reason for supplemental pay, and MIT ID for an employee who is not within your area of responsibility.

Step One: Access SAPweb > Employees and select Supplement

1. Go to: <http://web.mit.edu/sapweb/>
2. Select the **Employees** tab.
3. From the **HR Transactions** header, click on the **Supplement** link.
Select your MIT certificate when prompted.



Step Two: Search for a Person

The **Search for a person** screen will display. You may search for an employee within or outside your area of authority.

1. Select **Yes** or **No** to indicate if the employee is within your area of responsibility.
2. If **Yes**, type the **Last Name** or **MIT ID** of the employee in the *Employee* field and then select the employee from the pull-down list.
–OR–
If **No**, type the **MIT ID** of the employee in the *Employee* field and then click the **Display Employee Data** button.
3. Click the **Continue >** button.

The 'Enter Search Criteria' form has a radio button for 'Yes' selected. Below, the 'Employee' field contains 'rob', and a dropdown menu shows 'Robinson, Jerry (900002324, Laboratory Associate, Biology)'. A 'Continue >' button is at the bottom.

Step Three: Enter Data on the Supplemental Payment Screen

The **Supplemental Payment for <Employee Name, MIT ID>** screen will display. Enter information in the fields provided. Required fields are marked with a red asterisk. *

Supplement Elements Key

1. Employee name and MIT ID
2. Go Back (to previous screen)
3. Employee Information
 - Position details such as **Position number, Title, Department Name** and **Number**
4. Supplemental Payment Type
 - **One Time Payment** – Default
 - **Ongoing Payment** – Select for Ongoing (multiple) payments
5. Enter Supplement date range
 - Use pop-up calendars for required **MM/DD/YYYY** format.
 - Enter **From** and **To** dates for period when work or event took place.
6. Enter payment amount
 - Enter amount (dollars and cents). Omit commas.
 - **Monthly** – Maximum of **10000.00**
 - **Total** – Maximum of **100000.00**
7. Cost Object
 - Enter valid, open **cost object(s)** to charge and **percent** of distribution.
 - When entering multiple cost objects, the total % must equal 100%.
8. Reason for Supplemental payment
 - Select from list of supplement reasons (generated based on employee eligibility)
 - Note: Some reasons require additional information such as **Org Unit #** or **Position Number**.
9. Justification/Comments
 - Additional information for DLC/School (required for some reasons).
10. Special Comments for SC
11. Continue
 - Continue to next screen.

1 Supplemental Payment for Elliot Carlin, 900043171 [Go Back](#) **2**

Employee information

Position Number	Position Title	Effort	Appointment End Date	Department Name	Department Number
000022538	Professor	100%	None	Biology	10000429

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* Supplemental payment options

4 1) Choose a payment type
 One Time Payment Ongoing Payment

5 2) Enter supplement date range
 From to

6 3) Enter payment amount
 \$
 Monthly Total

7 4) Set distribution (distribution must equal 100%)

Cost Object	%	Cost Object Title
<input type="text" value="2387777"/>	<input type="text" value="100"/>	POSTDOCTORAL FELLOW: B. MINESINGER

* Choose a reason for supplemental payment

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Housing Supplement, Faculty (HISP) Interpreting Supplement
 Other Academic Staff Supplement Faculty Administrative Supplement
 Salary Supplement ACAD / SRS Housemaster Supplemental Pay
 Special Faculty Travel Plan Site Differential Supplement

9 Enter justification/comments

10 Enter special instructions for Service Center

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Step Four: Review and Submit

After you click the **Continue** button, you will be presented with a summary of the supplement request for your review. If you need to make any modifications, click the **Go Back** link to return to the previous data entry screen. In the lower part of the screen, select required approvers from the lists provided. You may also send additional notifications to people who have a business need to know.

Review Supplemental payment Details:

1. Carefully review the Supplemental payment Details.
2. If you need to make modifications, click the **Go Back** link.
3. If the Supplemental payment Details are accurate, continue to complete *Send Supplement Notifications* in the lower part of the screen.

Supplemental payment details

Employee Name	Carol Kester
Employee MIT ID	928431832
Position Title	Assistant Professor
Department	Biology
Payment Type	Ongoing
Begin Date	6/1/09
End Date	8/31/09
Total Amount	\$3000.00
Monthly Amount	\$1000.00
Cost Object(s)	2387777 - 100.0% - POSTDOCTORAL FELLOW: B. MINESINGER
Reason	Other Academic Staff Supplement
Position	91861 - Assistant Professor

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Justification/comments

Justification for Other Academic Staff Supplement

Special instructions

None

Send Supplemental payment notifications:

1. **Required Approvals**
 - Required approvals are marked with a red asterisk. You must choose at least one approver for each approval type.
2. **Cc these individuals** (optional)
 - Enter MIT email addresses separated by commas.

Send supplemental payment notifications

* Initiator DLC Approver	<input checked="" type="checkbox"/> Training Instructor 2
* Dean's office/Area Approver	<input type="checkbox"/> Jack Kogera <input type="checkbox"/> Rfityfozp Y Suffoh <input checked="" type="checkbox"/> Training Instructor 4
Cc these Addresses	<input type="text"/> (e.g., jdoe@mit.edu, msmith@mit.edu)

Getting help

HR-Payroll Service Center

- Contact your assigned HR-Payroll Service Center staff
- Main Phone Number: (617) 253-4255
- Main Email: hrpayservicecenter@mit.edu

Help documentation

- Click the **Help** link on SAPweb Supplement screens to access built-in help

SAPweb Appointment Process Redesign Team

- Chuck Pizzano, HR Senior Business Systems Analyst, cpizzano@mit.edu
- Jack Kogera, IS&T SAP Senior Business Systems Analyst, jkogera@mit.edu

Business and policy resources:

Compensation

- Compensation - <http://web.mit.edu/hr/compensation/>
- Email the Compensation office: compensation@mit.edu

