

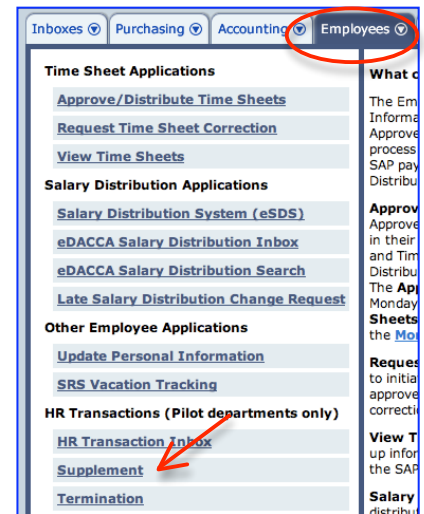
Create a Supplemental Payment (One time)



Use SAPweb to create a Supplemental payment for a One time 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 before you begin.

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.

A screenshot of the 'Enter Search Criteria' form. At the top, it says 'Enter Search Criteria'. Below that, there are two radio buttons: 'Yes' (which is selected and circled in red) and 'No'. To the right of the radio buttons is the text 'The employee is within my area of responsibility.'. Below this, there is a text input field with the placeholder 'Begin typing last name or MIT ID. Select employee from the list.' The input field contains the text 'rob'. A dropdown menu is open below the input field, showing a list of search results. The first result is 'Robinson, Jerry (900002324, Laboratory Associate, Biology)'. At the bottom left of the form, there is a 'Continue >' button.

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** – If eligible, multiple payments over period of time
5. Complete Payment fields
 - **Effective Date** – when event took place. Use pop-up calendars for required **MM/DD/YYYY** format.
 - **Payment Amount** – (dollars and cents). Maximum of **\$100,000.00**. Omit commas.
6. Cost Object
 - Enter valid, open **cost object(s)** to charge and **percent** of distribution.
 - When entering multiple cost objects, the total % must equal 100%.
7. 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**.
8. Justification/Comments
 - Additional information for DLC/School (required for some reasons).
9. Special Comments for SC
10. Continue
 - Continue to next screen.

1 Supplemental Payment for Joan Loomis, 928120664 [Go Back](#) **2**

Employee information

Position Number	Position Title	Effort	Appointment End Date	Department Name	Department Number
000097081	Research Scientist	100%	8/31/10	Biology	10000429

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4 * Supplemental payment options

1) Choose a payment type

One Time Payment Ongoing Payment

2) Complete the payment fields

Effective Date

Payment Amount \$

5

3) Set distribution (distribution must equal 100%)

Cost Object	%	Cost Object Title
<input type="text"/>	<input type="text"/>	<input type="text"/>

6

* Choose a reason for supplemental payment

Housing Supplement, Non-Faculty Special Activities & Programs

Salary Supplement ACAD / SRS Department Awards

Interpreting Supplement Honoraria

EMT Bonus Tutoring Supplement

Medical On Call Reader's Fees

7

Enter justification/comments

9

Enter special instructions for Service Center

8

10

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	Joan Loomis
Employee MIT ID	928120864
Position Title	Research Scientist
Department	Biology
Payment Type	One Time
Effective Date	6/30/09
Total Amount	\$3000.00
Cost Object(s)	2387777 - 100.0% - POSTDOCTORAL FELLOW: B. MINESINGER
Reason	Department Awards
Org Unit	10000429 - Biology

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Justification/comments

None

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"/> Rfytyfozp Y Suffoh |
| | <input checked="" type="checkbox"/> Training Instructor 4 |

Cc these Addresses

(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

