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**

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.
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.
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 Supplemental Notifications** in the lower part of the screen.

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.

Getting help

**HR-Payroll Service Center**
- Contact your assigned HR-Payroll Service Center staff
- Main Phone Number: (617) 253-4255
- Main Email: hrpayrollservicecenter@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/](http://web.mit.edu/hr/compensation/)
- Email the Compensation office: compensation@mit.edu