

Schools will use CICS Application SUPP at the start of the school year during the Supplement Batch Process for handling multiple employees. After the supplements are posted to the Personnel Database any additions or deletions to individual employees are handled through the SUPPLEMENT RPA screen in CICS application PERS.

The Supplement Setup System **cannot** be utilized for the following situations:

- *if it is questionable whether or not an employee will perform the supplemental duty*
- *Athletic and Coaching Supplements with the exception of Athletic Directors, Business Managers, and Trainers are processed as a lump sum payment upon conclusion of the sport. These will be paid through another process starting November 2009.*
- *JROTC supplement is entered at the District level and requires no action by schools.*
- *Supplements requiring an approved waiver must be submitted on the Supplement Waiver Request Form, FM-4509 Rev. (08-09). This form must be used when requesting the following:*
  - ▶ **Extra Teaching Period Supplements (ETPS) which do not meet contractual provisions**
  - ▶ **A teacher is to receive two Extra Teaching Period Supplements. The first ETPS should be submitted through the AUTOMATED SUPPLEMENT SETUP SYSTEM.**
  - ▶ **A teacher is to receive more than three extra duty salary supplements. The first three supplements should be submitted through the AUTOMATED SUPPLEMENT SETUP SYSTEM process. ETPS are exempt from the three-supplement limit.**
- *Duplicate Supplement codes (i.e., two club sponsors)*

## AUTOMATED SUPPLEMENT SETUP SYSTEM (SUPP)

The SUPP system is accessible by entering "SUPP" on your list of authorized applications. Each work site administrator is responsible for authorizing appropriate staff access to SUPP.

- ACTION REQUIRED:**
- ❶ **TYPE** : *Employee Number, Work Location, and Password*
  - ❷ **PRESS** : ← **ENTER KEY**
  - ❸ **TO GET** : *AUTHORIZED APPLICATION LIST*

## AUTHORIZED APPLICATION LIST

```

APPLICATION _____
SIG2-12-N9DK          LIST FOR CHRIS DEOGBURN          AT 9029    07/31/1996 14.36.49

PARS PAYROLL ABS RPT
ARIS REAPPOINTMENT SYS
SUPP SUPPLEMENT SET UP
PERS PERSONNEL
PERQ PERSONNEL QUERY
REPT REPORT VIEWER

PF1 FOR PHONE LIST, BULLETIN BOARDS AND S & D CATALOG
TYPE APPLICATION CODE OR "ALL" AND PRESS PF2 FOR SYSTEM AUTHORIZATION LIST
    
```

- ACTION REQUIRED:**
- ❶ **TYPE** : *SUPP*
  - ❷ **PRESS** : ← **ENTER KEY**
  - ❸ **TO GET** : *AUTOMATED SUPPLEMENT SETUP SYSTEM*

## SUPPLEMENT MAIN MENU

### AUTOMATED SUPPLEMENT SETUP SYSTEM MAIN MENU

```
SP00-N9DK                                07/21/01 10:16:23
      D A D E   C O U N T Y   P U B L I C   S C H O O L S
      S U P P L E M E N T   S E T U P   S Y S T E M

1 - SUPPLEMENT EDIT
2 - VIEW ESE SUPPLEMENTS
3 - SUPPLEMENT APPROVING OFFICE PHONE DIRECTORY
4 - SUPPLEMENTS NOT APPROVED - OPTION NOT AVAILABLE UNTIL AFTER 10/08/01
5 - VIEW SUPPLEMENT ALLOCATIONS
6 - SUPPLEMENT LISTING

      ENTER OPTION NUMBER _

KEY SELECTION AND PRESS ENTER
TO RETURN TO CICS, PRESS PF3 OR CLEAR
```

The Automated Supplement Setup System application menu is displayed.

- **OPTION 1 - SUPPLEMENT EDIT:** Through this facility the work location can print a listing of employees who received supplements the previous school year or go directly to the edit screen to *CONTINUE*, *DELETE*, or *ADD* an employee's salary supplement.
- **OPTION 2 - VIEW ESE SUPPLEMENTS:** These supplements meet requirements established by the Office of Exceptional Education and will be programmatically assigned. Please contact Compensation Administration regarding maintenance of this list.
- **OPTION 3 - SUPPLEMENT APPROVING OFFICE DIRECTORY:** Displays phone number and contact name of staff responsible for approving your supplements.
- **OPTION 4 - SUPPLEMENTS NOT APPROVED:** Display supplements not approved after salary supplements are posted – please refer to the Processing Schedule for specific date this screen is available.
- **OPTION 5 - VIEW SUPPLEMENT ALLOCATIONS:** View school's 2009-2010 allocation and track supplement categorical expenditures monthly. Display supplements that are not counted against's the school's overall allocation.

- ACTION REQUIRED:**
- ❶ **TYPE** : *Option 1, 2, 3, 4, or 5 for specific function.*
  - ❷ **PRESS** : ← **ENTER KEY**
  - ❸ **TO GET** : *Specific function.*

### SUPPLEMENT EDIT (Print Report)

From this screen you can print the SALARY SUPPLEMENT SETUP SCREEN for your work site locally. (This feature may also be used to verify entries after data input is completed.)

- ACTION REQUIRED:**
- ❶ **TYPE** : *Type PRINTER-ID.*
  - ❷ **PRESS** : ← **ENTER KEY**
  - ❸ **TO GET** : *SUPPLEMENT SETUP REPORT*

### SUPPLEMENT EDIT/PRINT WORKSHEETS FACILITY

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SP04-N9DK                                07/31/01  14:37:08

IF YOU WISH TO PRINT THE SUPPLEMENTS SET UP REPORT
TYPE IN PRINTER # _____
OR PRESS ENTER TO VIEW THE SUPPLEMENTS SET UP LIST.

* PRESS CLEAR TO EXIT *
```

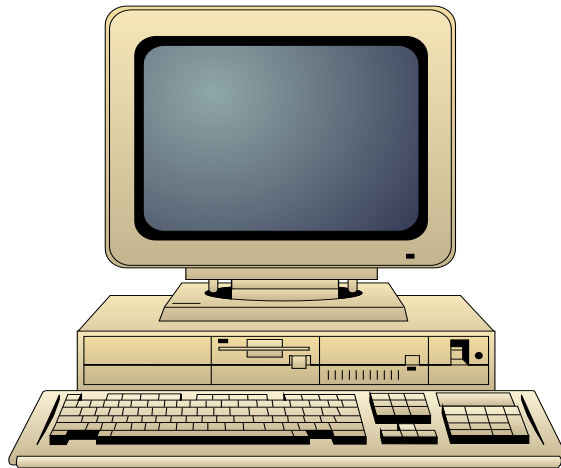






**ADD MODE (CONTINUED):**

- ACTION REQUIRED:**
- ❶ **TYPE** : *employee number, action code 'A', and (3) digit supplement code.*
  - ❷ **PRESS** : ← **ENTER KEY**
  - ❸ **TYPE** : *Correct any error received.*
  - ❹ **PRESS** : ← **ENTER KEY**
  - ❺ **TO GET:** *Confirmation message: Press PF5.*



## VIEW ESE SUPPLEMENTS

This screen will display those teachers, paraprofessionals, and counselors that meet the criteria for the EXCEPTIONAL STUDENT EDUCATION supplement (codes 801 or 804). The list will be updated nightly during the period 9/4/2009 through 9/18/2009 to capture employees listed in program 6710, 6740, 6760, and 6821 with object 5144 (teachers), 5116 (counselors). Paraprofessional must be entered by Supplement RPA after the Supplement Batch Process as all Paras will be paid from a grant funded position which requires manual eligibility review. Please contact Compensation Administration for maintenance of this listing.

### VIEW ESE SUPPLEMENTS: Programmatically assigned based on Program and Object codes

```

SP12-N9DK          SUPPLEMENT SET UP FOR LOCATION    6901    07/31/96  14:37:15
                   ESE SUPPLEMENTS DISPLAY
--- EMPLOYEE -----
NUMBER NAME                P/C      CODE      DESCRIPTION
901111 SAMPLE, EMPLOYEE    H        804 4     TCHR/COUNSELOR OF PROFOUN
902222 SAMPLE, EMPLOYEE    A        801 4     PARAPROFESSIONAL/PROFOUND
903333 SAMPLE, EMPLOYEE    H        804 4     TCHR/COUNSELOR OF PROFOUN
904444 SAMPLE, EMPLOYEE    A        801 4     PARAPROFESSIONAL/PROFOUND
905555 SAMPLE, EMPLOYEE    H        804 4     TCHR/COUNSELOR OF PROFOUN
906666 SAMPLE, EMPLOYEE    A        801 4     PARAPROFESSIONAL/PROFOUND
907777 SAMPLE, EMPLOYEE    H        804 4     TCHR/COUNSELOR OF PROFOUN
908888 SAMPLE, EMPLOYEE    A        801 4     PARAPROFESSIONAL/PROFOUND

TO RETURN TO CALLER, PRESS CLEAR
TO RETURN TO CICS,   PRESS PF3          ** NO MORE AVAILABLE **
    
```

## SUPPLEMENTS NOT APPROVED

### SUPPLEMENTS NOT APPROVED

```

SP13-N9DK          SUPPLEMENT SET UP FOR LOCATION    6901      07/31/01  14:37:15
                   SUPPLEMENTS NOT APPROVED
--- EMPLOYEE -----
NUMBER NAME          P/C      CODE      DESCRIPTION
901111 SAMPLE, EMPLOYEE H      804 4      TCHR/COUNSELOR OF PROFOUN
* 84 - NOT ELIGIBLE/6730??
902222 SAMPLE, EMPLOYEE A      460 4      CLUB SPONSOR - MIDDLE/SEN
* 81 - SHOULD BE CODE 470
903333 SAMPLE, EMPLOYEE H      470 0      ROLE MODEL PROGRAM (SECON
* 81 - ONLY 1 PER SCHOOL
905555 SAMPLE, EMPLOYEE H      685 0      TELEVISION PRODUCTION TEA
* 86 - TV PROD NOT IN ISIS
906666 SAMPLE, EMPLOYEE A      801 4      PARAPROFESSIONAL/PROFOUND
* 84 - IN WRONG PROGRAM #

TO RETURN TO CALLER, PRESS CLEAR      FOR APPROVING OFFICE DIRECTORY, PRESS PF1
TO RETURN TO CICS,   PRESS PF3        ** NO MORE AVAILABLE **
    
```

This screen displays those supplements that have not been approved. The approving office number and reason are displayed under the supplement title description. Press the PF1 key to access the online supplement approving office telephone directory to display contact person and phone number. The approving office number (i.e., 81, 86, etc) corresponds to the listing on this screen.

## VIEW SUPPLEMENT ALLOCATIONS

### SUPPLEMENT ALLOCATIONS

DATA ARE UPDATED MONTHLY - LAST RUN WAS 08/17/01				
SP14-YDRE	SCHOOL SUPPLEMENT ALLOCATION			08/27/01 12:05:54
	FOR LOCATION 7361 MIAMI KILLIAN SENIOR			
SCHOOL TYPE	BASE ALLOCATION	10/2000 FTE	MULTIPLIER RATE	ALLOCATION TOTAL
S	\$113,630	+	( 3323 * \$3.64 )	= \$125,725.72
SUPPLEMENT EXPENDITURES BY CATEGORY				
			ACTIVITIES	= \$56,800.00
			ATHLETICS/INTRAMURALS	= \$56,100.00
			ALTERNATIVE SUPPL MODEL	= \$.00
			DEPARTMENT HEADS	= \$6,938.00
			TEACHER ADV/TEAM LEADER	= \$.00
			PART-TIME EMPLOYEE SUPPLEMENT ENCUMBERED	= \$.00
			PART-TIME COACHING EXPENDITURES FOR CURRENT YEAR	= \$.00
-----				
			TOTAL SUPPLEMENTS FOR YEAR	= \$119,838.00
			ALLOCATION DIFFERENCE	= \$5,887.72
CLEAR = BACK ONE LEVEL				
PF3 = BACK TO CICS * PF4 = LIST OF SUPPLEMENTS EXCLUDED FROM ALLOCATION				

Supplement allocations are calculated each October using the school's FTE from the ISIS file. The top of the screen reflects the formula amounts used to calculate the ALLOCATION TOTAL. Each month the personnel database will be tabulated to determine supplement expenditures by category. Part-time employees submitted on the part-time employee supplement request form are reflected after approval and are encumbered against the school's allocation since these employees are not paid until the end of the school year.

Those schools that contract coaching supplements and submit payment through the pink part-time employee hired as a contracted coach form will see those payments reflected after paychecks have been issued to the part-time employee.

The TOTAL SUPPLEMENT FOR YEAR and ALLOCATION DIFFERENCE are monthly snapshots of the schools expenditures. An average expenditure report will be calculated in May to determine actual expenditures for the school year.

Schools that are participating in the Alternative Supplement Model program must ensure that this category does not exceed 15% of the ALLOCATION TOTAL.

## INSTRUCTIONS FOR THE ELECTRONIC RPA SUPPLEMENT

After salary supplement are posted to the Personnel Database from the Supplement Batch Process all supplement requests must be submitted on the Supplement RPA Screen beginning on September 28th, 2009. The RPA screen is accessible through the Personnel Reporting System (PERS), Application "8" - Personnel Actions (Electronic RPA), and Option "6" - Supplement Shift.

### Signing onto the Personnel Reporting System (PERS):

To access the Supplement/Shift screen, do the following:

1. Enter your employee number, work location, personal password, and PERS (Application) on the sign-on screen. Press <ENTER> key.
2. Select Application "8" (Personnel Actions). Press <ENTER> key.
3. Enter Option "6" (Supplement/Shift), employee number, work location and pay code. Press <ENTER> key.
  - A. Enter the EFFECTIVE DATE of the transaction in the format (Year, Month, Day). (SEE PAGE 1 FOR EFFECTIVE DATE TO BE USED.)
  - B. Enter ACTION CODE:     ADD - Add new supplement  
                                  DEL - Delete supplement
  - C. Enter SUPPLEMENT CODE if action code is ADD.
  - D. Enter column if code equals 650 or 803, otherwise the computer generates the column number.
  - E. Enter COMMENTS if required. (If applicable, enter Alternate Location and/or Program number.)
  - F. Press <ENTER> key.
  - G. Press <P5> key to submit transaction for approval.
4. Supplement/Shift transactions will be routed to the appropriate approving office for review. Please check the EMPLOYEE PENDING RPA screen (PERS application 08, option 10) for status.

**ERROR MESSAGES - SUPPLEMENT SETUP SYSTEM**

<b>SP01 - INVALID KEY PRESSED</b>	Self explanatory.
<b>SP01 - SYSTEM UNDER STRESS - TRY AGAIN LATER</b>	Try "SUPP" in 15 minutes.
<b>ENTER COMMENT: NAME OF CLUB OR GROUP</b>	Required for Club or Intramural Supplement.
<b>ENTER COMMENT: NAME OF DEPARTMENT</b>	Required for Dept. Head Supplements.
<b>ENTER COMMENT: TYPE OF INTRAMURAL</b>	Required for Intramural Supplements
<b>ENTER COMMENT: TYPE OF SPORT OR INTRAMURAL</b>	Required for Middle School Athletic Supplements
<b>ENTER COMMENT: NAME OF SCHOOL</b>	Name of secondary school where ETPS is taught for based at a secondary school.
<b>ENTER COMMENT: NAME OF SCHOOL AND NUMBER OF CLASSES</b>	Name of secondary school where ETPS is taught and
<b>ENTER COMMENT: TYPE OF 6TH PERIOD-VOCATIONAL HANDICAPPED SUPP AND # OF CLASSES</b>	Type of Vocational Handicapped supplement and num
<b>ENTER COMMENT: NUMBER OF CLASSES</b>	Total number of classes for teacher.
<b>TRANSACTIONS ARE ACCEPTABLE - PRESS PF5 TO CONFIRM</b>	Press PF5 to add supplements.
<b>RECORD(S) HAVE BEEN UPDATED</b>	Confirmation notice of entries saved.
<b>EMPLOYEE NUMBER MUST BE NUMERIC</b>	Employee number must not contain alpha characters
<b>NO RECORDS FOUND FOR THIS LOCATION</b>	No supplement records for previous year found for er
<b>NO RECORDS FOUND FOR THIS EMPLOYEE</b>	Employee not on supplement setup file.
<b>INVALID EMPLOYEE NUMBER - PLEASE PRESS CLEAR</b>	Press clear key and re-enter employee number.
<b>VALID ACTION ARE "D", "C", OR BLANK</b>	You attempted to use an action code other than "D", and press enter key.
<b>INVALID SUPPLEMENT CODE</b>	Supplement code entered is not in BAS HEADER. C
<b>REJECTED - SUPPLEMENT RESTRICTED FOR WAGE AND SALARY</b>	Only Compensation Administration can process this s
<b>REJECTED - INVALID SUPPLEMENT FOR LOCATION</b>	Supplement code not authorized for this work location
<b>REJECTED - INVALID SUPPLEMENT FOR PAYCODE</b>	Supplement code requires employee to be on pay co
<b>WARNING - INVALID PROGRAM FOR SUPPLEMENT</b>	Supplement code requires employee to be on specific codes.
<b>SUPPLEMENT VALID FOR MIDDLE SCHOOLS ONLY</b>	Only middle schools may use this code.
<b>INVALID LOCATION - CONTACT M.I.S.</b>	Your work location was not found in the BAS HEADE Compensation Administration.
<b>EMPLOYEE NUMBER MUST BE ENTERED</b>	The employee number is required to add a suppleme
<b>EMPLOYEE NUMBER MUST BE 6 NUMERIC DIGITS</b>	Employee number must be six digits. Use preceding

<b>INVALID EMPLOYEE NUMBER - PLEASE RE-ENTER</b>	Invalid employee number entered on search prompt.
<b>UNABLE TO PROCESS SUPPLEMENT FOR A DIFFERENT LOCATION</b>	You may only process supplements for employees on payroll school to enter supplement or submit by EXCEL (See Appendix C).
<b>EMPLOYEE IS NOT ACTIVE - CANNOT PROCESS</b>	Supplements for part-time employees must be requested. Payment will be made in a lump sum following completion of assignment.
<b>ACTION MUST BE ENTERED - ACTION IS "A" FOR ADD</b>	Only action code "A" is valid during add mode.
<b>SUPPLEMENT CODE MUST BE ENTERED</b>	Supplement code is required to complete add transaction.
<b>SUPPLEMENT IS ALREADY SET UP FOR EMPLOYEE - REJECTED</b>	Supplement already on file for employee.
<b>CANNOT ADD DUPLICATE SUPPLEMENTS FOR AN EMPLOYEE</b>	Duplicate supplements are not permitted during the submit process. Submit after batch process.
<b>EMPLOYEE NOT FOUND</b>	Employee not on your supplement Setup file.
<b>PLEASE ENTER DATA</b>	PF5 was pressed but no data was entered.
<b>SUPPLEMENT FOR SBM/SDM SCHOOLS ONLY</b>	Only SBM/SDM schools may use this supplement code.
<b>WARNING - SUPPLEMENT FOR PIE SCHOOLS ONLY - PRESS ENTER TO CONTINUE</b>	Warning message - only PIE schools may use this supplement code.
<b>INVALID ACCOUNT NUMBER STRUCTURE - CORRECT AND PRESS ENTER</b>	Alternate location and/or program is not in General Ledger.
<b>PEER TEACHER SUPPLEMENT AUTOMATICALLY GENERATED FOR TEACHER</b>	Effective with the 94-95 school year, MIS will program to delete Peer Teacher supplements. Schools will be required to "re-enter" Peer Teacher supplements using the Electronic Supplement process.
<b>NOT ALLOWED TO CHANGE DATA FROM ANOTHER LOCATION</b>	You may only perform supplement transactions for employee at the location.
<b>PENDING TRANSACTION FOR THIS ASSIGNMENT - PRESS ENTER - RPA</b>	Transaction is pending for this assignment. Use optional employee RPA information.
<b>EMPLOYEE NOT FOUND IN PERSONNEL MASTER</b>	Invalid employee number or employee is not on file.
<b>INVALID LOCATION/PAYCODE FOR EMPLOYEE - PRESS ENTER</b>	Employee not setup for location and/or pay code entered.
<b>ASSIGNMENT NOT FULL-TIME - REJECTED</b>	Supplements cannot be processed electronically for part-time employees. Please submit PART-TIME EMPLOYEE SUPPLEMENT MEMO (see Appendix C) to Compensation Administration. If employee is requested to perform supplemental duty, payment will be made at completion of supplement duty.
<b>WARNING REQUIRES SPECIAL ATTENTION - PRESS ENTER</b>	This supplement has specific requirements, i.e., specific program, etc. Refer to instructions distributed with Supplement for more information.
<b>INVALID BOARD EFFECTIVE DATE - CORRECT AND PRESS ENTER</b>	The effective date must be entered in the format (year, month, day) 030822. Please note that the date cannot be greater than the current date. Do not use a future date.

<p><b>PRIOR SCHOOL YEAR - SUPPLEMENT REJECTED</b></p>	<p>The effective date is less than the current fiscal year using the Electronic Supplement RPA. Send memo to Compensation Administration.</p>
<p><b>ACTION NOT ALLOWED</b></p>	<p>An action code other than ADD, CHG, or DEL was entered. Press &lt;ENTER&gt; key.</p>
<p><b>PAYCODE OR LOCATION ERROR</b></p>	<p>Invalid pay code or location was entered. Correct and re-enter.</p>
<p><b>INVALID SUPPLEMENT CODE - REJECTED</b></p>	<p>Code entered was not found in BAS HEADER. Correct code and press &lt;ENTER&gt; key. Consult Salary Supplement Listing for correct code.</p>
<p><b>COMMENT REQUIRED</b></p>	<p>Additional information regarding the supplement should be entered in the comments section. For example, Club Sponsor supplements require club name or type of club, Extra Teaching Period supplements require number of classes, etc.</p>
<p><b>REJECTED - EMPLOYEE ASSIGNMENT IS INACTIVE</b></p>	<p>Only Compensation Administration can transact supplements for terminated assignments. Please send request by memo to Compensation Administration.</p>
<p><b>THIS EMPLOYEE IS NOT CURRENTLY IN POP PROGRAM</b></p>	<p>The employee entered under the comments is not an active employee.</p>
<p><b>THIS BEGINNING EMPLOYEE ALREADY HAS A PEER TEACHER</b></p>	<p>You are attempting to assign a beginning teacher to a position that already has a Peer Teacher.</p>
<p><b>NOT ALLOWED TO CHANGE ALTERNATIVE CHARGE LOCATION OR PROGRAM FOR PEER TEACHER</b></p>	<p>An attempt was made to change this information; Peer Teachers are assigned to a district structure.</p>
<p><b>ENTER THE EMPLOYEE NUMBER OF THE POP TEACHER IN THE FIRST SIX POSITIONS</b></p>	<p>Peer Teachers supplements require the employee number of the POP teacher in order for the computer to determine eligibility.</p>
<p><b>NOT ALLOWED TO ENTER COLUMN FOR PEER SUPPLEMENT, PRESS ENTER TO CONTINUE</b></p>	<p>The computer automatically determines column placement for Peer Teacher supplements.</p>