Saint Paul Public Schools	**Payroll** Manager: How to approve a supplemental eForm

Quick Links:

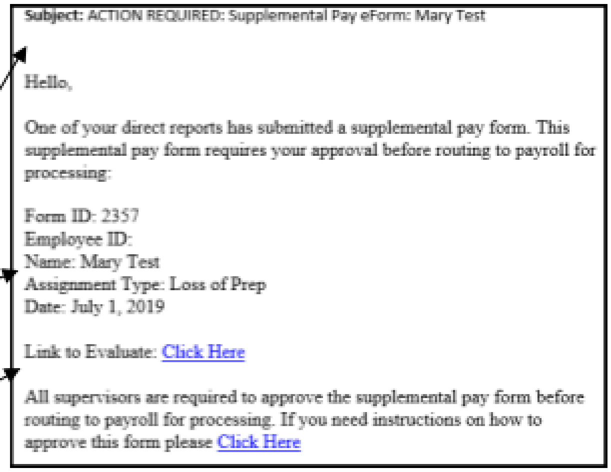
- Approve an e-From
- Add an additional approver
- Deny an e-Form

ACCESS FROM YOUR EMAIL

Email Notifications will be sent to your SPPS email when an employee who reports to you submits a supplemental pay form.

The email will include the type of form along with the employee's name in the subject line.

Form details will be included in the email.


Subject: ACTION REQUIRED: Supplemental Pay eForm: Mary Test

Hello,

One of your direct reports has submitted a supplemental pay form. This supplemental pay form requires your approval before routing to payroll for processing:

Form ID: 2357
Employee ID:
Name: Mary Test
Assignment Type: Loss of Prep
Date: July 1, 2019

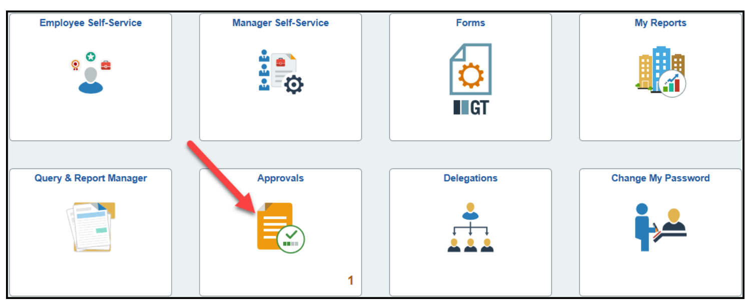
Link to Evaluate: Click Here

All supervisors are required to approve the supplemental pay form before routing to payroll for processing. If you need instructions on how to approve this form please Click Here

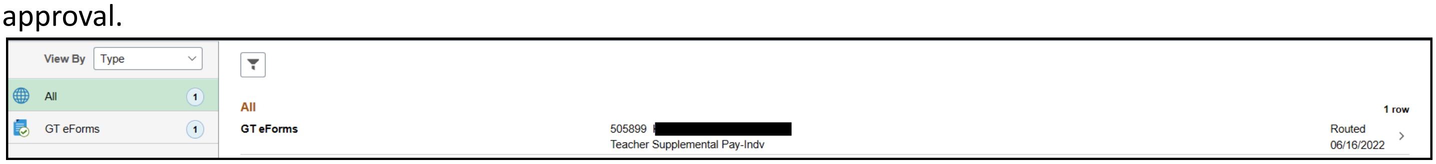
A link to approve the form will be provided in the email. You can click on the link to take you directly to the "evaluate an employee form" area.

ACCESS FROM YOUR APPROVALS TILE

If you do not use the email link you are also able to access the eForm through the approvals tile on the main page.

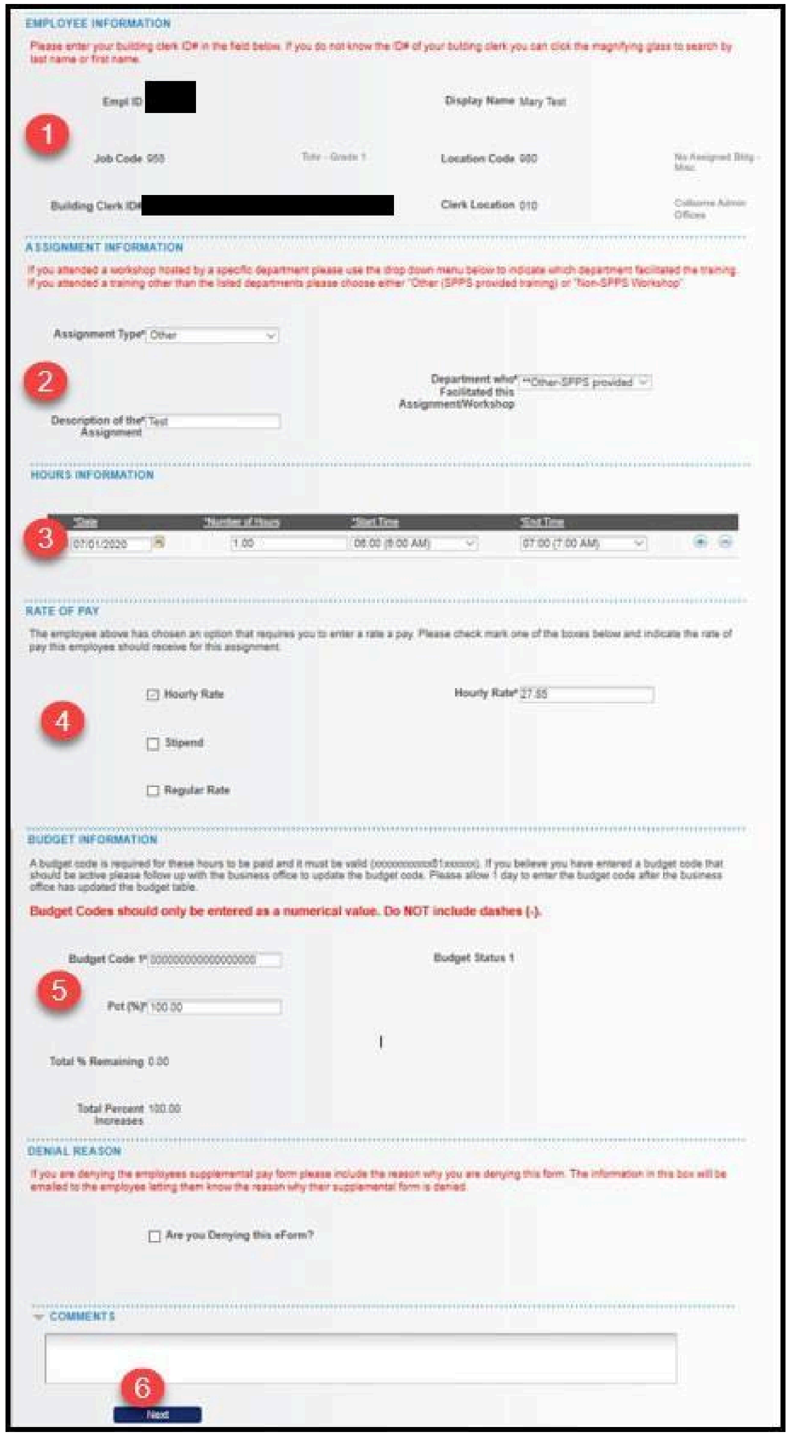


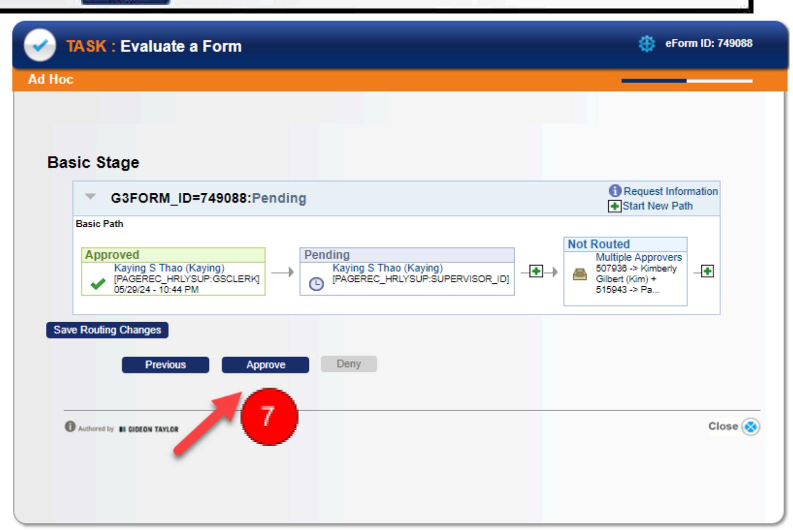
The approvals tile will show any pending forms. Information will include the employee's name, and a description of which form was submitted for your approval.



If you are approving the form:

1. Employee information will appear at the top of the form. This will include their employee ID, name and location.
2. Employees will fill out their pay information. Please verify all the information is accurate before approving.
3. Employees will complete the date, number of hours, start/end times. Please verify the information is accurate
4. If an employee chooses “Other” as the option, the clerk will fill in the rate of pay. Please verify this information is correct
5. Clerks will enter the budget information. You do not need to edit this information.
6. Once you verified all information in the supplemental pay form is correct please click “Next”
7. Click “Approve”

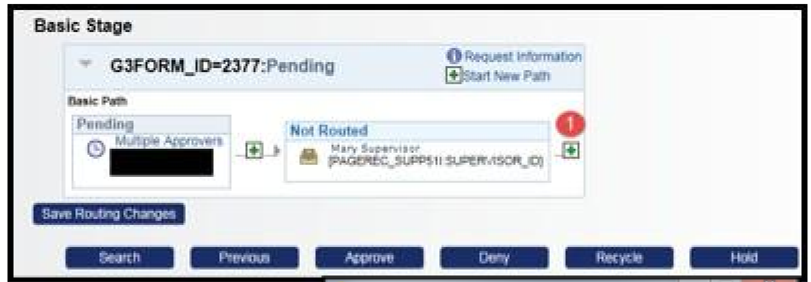


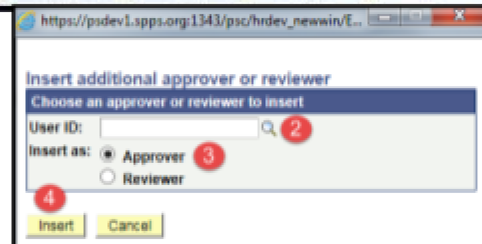


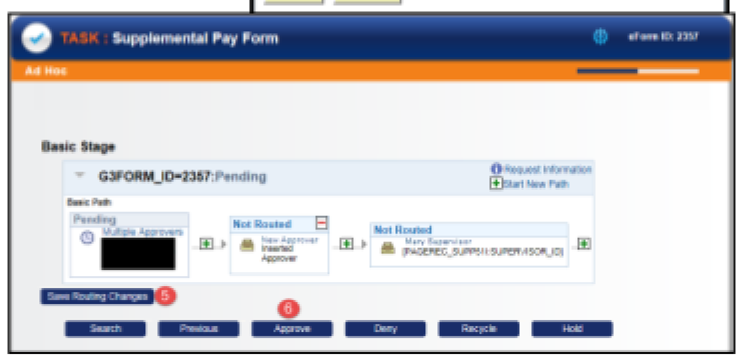
If you need to add another approver:

Forms will always route to the supervisor listed in PeopleSoft for approval. If the employee is a multi-building employee or if this requires a different manager to approve their supplemental pay form you will need to add them as an approver before clicking approve.

1. Click the plus button after your name
2. Enter the other supervisors EE ID or use the magnifying glass to search for them by name
3. Make sure the “Approver” box is clicked
4. Click Insert
5. You must click “Save Routing Changes” before clicking approve. If you do not save routing changes it will not route to the new supervisor
6. Click “Approve”







If you are Denying the form:

1. Check Mark the box next to “Are you Denying this eForm?”.
2. Enter the reason you are denying the form. The reason entered in this box will automatically be sent to the employee letting them know their form was denied for the reason provided in this box.
3. Click “Next”
4. Click “Deny”