

All	1
GT eForms	1

	All	505899 [REDACTED]	Routed	1 row
	GT eForms	Teacher Supplemental Pay-Indv	06/16/2022	>

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"

EMPLOYEE INFORMATION

Please enter your building clerk ID# in the field below. If you do not know the ID# of your building clerk you can click the magnifying glass to search by last name or first name.

Emp# ID: [Redacted] Display Name: Mary Test

Job Code: 955 Title: Grade 1 Location Code: 990 No Assigned Bldg - Mac

Building Clerk ID# [Redacted] Clerk Location: 010 Colleague Admin Offices

ASSIGNMENT INFORMATION

If you attended a workshop hosted by a specific department please use the drop down menu below to indicate which department facilitated the training. If you attended a training other than the listed departments please choose either "Other (SFPS provided training)" or "Non-SFPS Workshop".

Assignment Type: Other

Department who Facilitated this Assignment/Workshop: Other-SFPS provided

Description of the Test Assignment: [Redacted]

HOURS INFORMATION

Date	Number of Hours	Start Time	End Time
07/01/2020	1.00	08:00 (8:00 AM)	07:00 (7:00 AM)

RATE OF PAY

The employee above has chosen an option that requires you to enter a rate a pay. Please check mark one of the boxes below and indicate the rate of pay this employee should receive for this assignment.

☒ Hourly Rate Hourly Rate: 27.55

☐ Stipend

☐ Regular Rate

BUDGET INFORMATION

A budget code is required for these hours to be paid and it must be valid (xxxxxxxxxx00xxxxxx). If you believe you have entered a budget code that should be active please follow up with the business office to update the budget code. Please allow 1 day to enter the budget code after the business office has updated the budget table.

Budget Codes should only be entered as a numerical value. Do NOT include dashes (-).

Budget Code: 1* 000000000000000000 Budget Status: 1

Pct (%): 100.00

Total % Remaining: 0.00

Total Percent: 100.00 Increases

DENIAL REASON

If you are denying the employees supplemental pay form please include the reason why you are denying this form. The information in this box will be emailed to the employee letting them know the reason why their supplemental form is denied.

☐ Are you Denying this eForm?

COMMENTS

[Redacted]

Next

TASK : Evaluate a Form eForm ID: 749088

Ad Hoc

Basic Stage

G3FORM_ID=749088:Pending

Basic Path

Approved: Kaying S Thao (Kaying) [PAIDREC_HRLV/SUP-SSCLERK] 05/29/24 - 10:44 PM

Pending: Kaying S Thao (Kaying) [PAIDREC_HRLV/SUP-SUPERVISOR_OJ]

Not Routed: Multiple Approvers 507638 -> Kimberly Gilbert (Kim) - 515943 -> Pa...

Save Routing Changes

Previous Approve Deny

Authorized by: GIDEON TAYLOR

Close

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”

The image contains three screenshots illustrating the process of adding an additional approver to a Supplemental Pay Form in PeopleSoft.

The top screenshot shows the 'Basic Stage' for 'G3FORM_ID=2377:Pending'. It displays a 'Basic Path' with a 'Pending' status and a 'Multiple Approvers' box. A red circle '1' highlights the plus button next to the 'Multiple Approvers' box. A red circle '2' highlights the search icon in the 'Not Routed' box. A red circle '3' highlights the 'Approver' radio button. A red circle '4' highlights the 'Insert' button. The bottom of the screenshot shows buttons for 'Search', 'Previous', 'Approve', 'Deny', 'Recycle', and 'Hold'.

The middle screenshot is a modal window titled 'Insert additional approver or reviewer'. It prompts the user to 'Choose an approver or reviewer to insert'. It includes a 'User ID' search field with a magnifying glass icon (red circle '2'). Below the search field, there are radio buttons for 'Approver' (selected, red circle '3') and 'Reviewer'. At the bottom, there are 'Insert' and 'Cancel' buttons (red circle '4').

The bottom screenshot shows the 'Basic Stage' for 'G3FORM_ID=2357:Pending'. It displays a 'Basic Path' with a 'Pending' status and a 'Multiple Approvers' box. A red circle '1' highlights the plus button next to the 'Multiple Approvers' box. A red circle '2' highlights the search icon in the 'Not Routed' box. A red circle '3' highlights the 'Approver' radio button. A red circle '4' highlights the 'Insert' button. The bottom of the screenshot shows buttons for 'Search', 'Previous', 'Approve', 'Deny', 'Recycle', and 'Hold'.

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”

EMPLOYEE INFORMATION

Please enter your building clerk ID# in the field below. If you do not know the ID# of your building clerk you can click the magnifying glass to search by last name or first name.

Empl ID	Display Name	Mary Test	
Job Code	Title - Grade	Location Code	No Assigned Bldg - Mac
955	1	950	
Building Clerk ID#	Clerk Location	Colborne Admin Offices	
	010		

ASSIGNMENT INFORMATION

If you attended a workshop hosted by a specific department please use the drop down menu below to indicate which department facilitated the training. If you attended a training other than the listed departments please choose either "Other (SPPS provided training)" or "Non-SPPS Workshop"

Assignment Type: Other

Department who Facilitated this Assignment/Workshop: Other-SPPS provided

Description of the Assignment: Test

HOURS INFORMATION

Date	Number of Hours	Start Time	End Time
1 07/01/2020	1.00	06:00 (6:00 AM)	07:00 (7:00 AM)

DENIAL REASON

If you are denying the employees supplemental pay form please include the reason why you are denying this form. The information in this box will be emailed to the employee letting them know the reason why their supplemental form is denied.

1 ☒ Are you Denying this eForm?

2 Denial Reason:

COMMENTS

3 Next

Basic Stage

G3FORM_ID=18046:Pending

Request Information
Start New Path

Basic Path

Approved [PAGEKLC_SUPP51:GSCLERK] 01/02/20 - 8:43 AM

Pending [PAGEKLC_SUPP51:SUPERVISOR_ID]

Save Routing Changes

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Search Previous Approve Deny Hold