

Login to Employee Self Service. [Login here](#)

[How to submit for loss of Prep/Split Class](#)

[How to submit for PAR](#)

[How to submit for Lunchroom Supervisor](#)

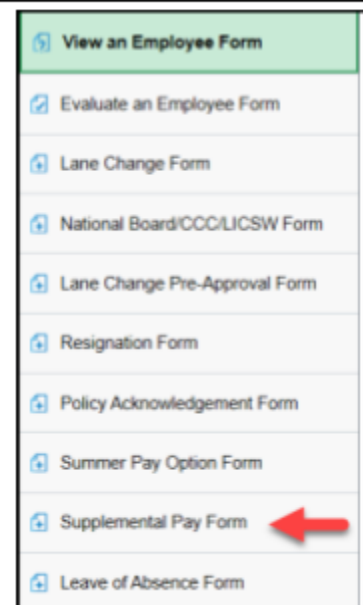
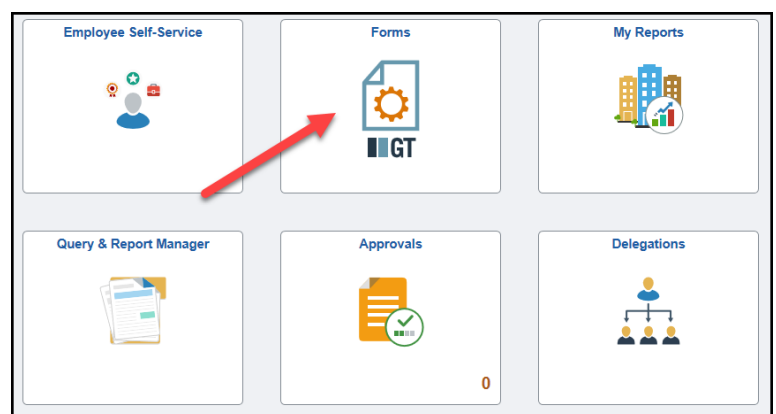
[How to submit for all other options](#)

[How to view the status of your e-forms](#)

How to get to the Supplemental Pay Form.

Once you have logged into the PeopleSoft Self Service Portal, you can access the Supplemental eForm through the tiles on the Home Page.

Forms >Employee Forms >Supplemental Form.



How to submit for Loss of Prep/Split Class:

1. Select your building clerk. You are able to use the magnifying glass to search by name. **Please note your form will route to your clerk to enter a budget code.*
2. Select the assignment type
3. If your principal has directed you to lose your prep hour without covering another class please use the slide bar to indicate "Yes" You will not need to enter the employee you subbed for if you select yes
4. Enter the date the event occurred
5. Select the employee you subbed for. You are able to use the magnifying glass to search by employee name. If there is more than 1 person by that name, the employee's location information will appear to the right.
6. Select whether it was a full or half hour
7. Acknowledge the information you have provided is true and accurate
8. Click "Submit"

The screenshot shows the 'Supplemental Pay Form : Supplemental Pay Form' interface. It includes a header with the form ID '40676' and a link to 'How to Submit a Supplemental eForm Instructions'. The form is divided into sections: 'Employee Information', 'Assignment Information', and 'Action Items'. The 'Employee Information' section contains fields for 'Empl ID', 'Job Code', 'Display Name', 'Location Code', and 'Clerk Location'. The 'Assignment Information' section includes a dropdown for 'Assignment Type' (set to 'Loss of Prep'), a toggle for 'Did you lose your prep as a result of your principal directing you to miss your prep without covering another employees class?' (set to 'No'), a date field, a dropdown for 'Full or Half' (set to 'Full'), and a field for 'Employee ID# who required sub'. The 'Action Items' section includes an 'Acknowledgement' checkbox (set to 'No') and a 'Submit' button. Numbered callouts 1 through 8 are placed over the form to indicate the sequence of steps: 1. Building Clerk ID# search, 2. Assignment Type dropdown, 3. Did you lose your prep... toggle, 4. Date field, 5. Employee ID# search, 6. Full or Half dropdown, 7. Acknowledgement checkbox, and 8. Submit button.

Important Information

- Once you submit a supplemental pay form it will route to your clerk to enter a budget code. After your clerk enters a budget code and approves the form it will route to your supervisor for approval. Once your supervisor approves the form it will route to payroll for processing. You will receive a notification via email once it has been sent to payroll for processing.

How to submit for PAR – Induction Time or PAR – Loss of Prep:

1. Select your building clerk. You are able to use the magnifying glass to search by name.
2. Select the assignment type
3. Select the employee as your PAR Instructor. It will route to your PAR instructor to approve once OTL has entered a budget code.
4. Enter the date the event occurred
5. Select whether it was a full or half hour
6. If you need to add more days, please use the plus/minus button to insert/delete rows as needed.
7. Acknowledge the information you have provided is true and accurate
8. Click “Submit”

The screenshot shows the 'Supplemental Pay Form' interface. At the top, it says 'Supplemental Pay Form : Supplemental Pay Form' and 'Form ID 40683'. Below this is a link 'How to Submit a Supplemental eForm Instructions'. The form is divided into sections: 'Employee Information', 'Assignment Information', 'Hours Information', and 'Action Items'. In the 'Employee Information' section, there are fields for 'Empl ID', 'Job Code', 'Display Name', 'Location Code', and 'Clerk Location'. A red callout '1' points to the 'Building Clerk ID#' field. In the 'Assignment Information' section, there is a dropdown for '*Assignment Type' with 'PAR - Loss of Prep' selected, and a field for '*PAR Instructor ID#'. A red callout '2' points to the '*Assignment Type' dropdown, and a red callout '3' points to the '*PAR Instructor ID#' field. In the 'Hours Information' section, there is a table with columns for '*Date', '*PAR amount', and buttons for 'Insert A Row' and 'Delete A Row'. A red callout '4' points to the '*Date' field, a red callout '5' points to the '*PAR amount' dropdown, and a red callout '6' points to the 'Insert A Row' button. In the 'Action Items' section, there is a checkbox for 'Acknowledgement' and a 'Submit' button. A red callout '7' points to the 'Acknowledgement' checkbox, and a red callout '8' points to the 'Submit' button.

Important Information

- You can only submit 1 hour of PAR – Loss of Prep and/or PAR – Induction Time per week. This does not apply to regular Loss of Prep.
- Once you submit a supplemental pay form it will route to the Office of Teaching and Learning to enter a budget code. After OTL enters a budget code and approves the form it will route to your PAR Instructor for approval. Once your PAR instructor approves the form it will route to payroll for processing. You will receive a notification via email once it has been sent to payroll for processing.

How to submit for Lunchroom Supervision:

1. Select your building clerk. You are able to use the magnifying glass to search by last name and/or first name.
2. Select the assignment type
3. Enter the date the event occurred
4. If you need to add more days, please use the plus/minus button to insert/delete rows as needed.
5. Acknowledge the information you have provided is true and accurate
6. Click "Submit"

Create a Form : Supplemental Pay Form Form ID 302815

[How to Submit a Supplemental eForm Instructions](#)

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.

Employee ID Number ██████████ Display Name Mary Test
Job Code 955 Tchr - Grade 1 Location Code 980 No Assigned Bldg - Misc

1 *Building Clerk ID#

Clerk Location

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"

2 *Assignment Type Lunchroom Supervisor ▾

Hours Information

2 rows

	*Date ▾	Insert A Row	Delete A Row
1	3/01/2021 Q	+ 4	-
2	03/02/2021 Q	+	-

Action Items

1 row

Acknowledgement

1 ☐ No 5 I confirm the information I submitted on my time report is accurate and truthful. I understand hours submitted during the workday for anything other than loss of prep, split classroom, PAR and lunchroom supervision will escalate to my supervisor's supervisor for additional approvals. I acknowledge and understand that submitting incorrect information is considered timecard fraud and could result in discipline up to and including termination.

Submit 6

Important Information

- All lunchroom supervision will be paid at 0.50 hours per day entered.
- Once you submit a supplemental pay form it will route to your building clerk to enter a budget code. If you chose a specific department it will route to that department for a budget code. After your clerk enters a budget code and approves the form it will route to your supervisor for approval. Once your supervisor approves the form it will route to payroll for processing. You will receive a notification via email once it has been sent to payroll for processing.

How to submit for all options with the exception of Loss of Prep, Split Class and PAR:

1. Select your building clerk.
You are able to use the magnifying glass to search by last name and/or first name.
2. Select the assignment type
3. Select the workshop that hosted this workshop. If the department is not in the list, please select "Other-SPPS Provided Training " or "Non-SPPS Workshop ". Your form will route to the department for a budget code. If you choose "Other-SPPS Provided Training " or "Non-SPPS Workshop " it will route to the clerk you entered on the form.
4. Enter the Program/Workshop name
5. Use the slide bar to indicate if you registered for this course through PD express
6. If you registered for this course though PD express, you will need to enter the PD express course number.
7. Enter the date the event occurred
8. Enter the number of hours
9. Enter the start time. Please use the drop down and select the closest start time.
10. Enter the end time. Please use the drop down and select the closest end time.
11. If you need to add more days, please use the plus/minus button to insert/delete rows as needed.
12. Acknowledge the information you have provided is true and accurate
13. Click "Submit"

The screenshot shows the 'Supplemental Pay Form : Supplemental Pay Form' interface. It includes sections for Employee Information, Assignment Information, Hours Information, and Action Items. Numbered callouts (1-13) are placed over the form fields to guide the user through the submission process.

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 [redacted] Display Name: Mary Test
Job Code: 955 Tchrr - Grade 1 Location Code: 980 No Assigned Bldg - Misc
Clerk Location

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: Workshop Attendance
*Department who Facilitated this Assignment/Workshop: [redacted]
*Program/Workshop Name: [redacted]
*PD Express Course Number: [redacted]
Did you register for this course through PD express? Yes [redacted]

Hours Information

*Date	*Number of Hours	*Start Time	*End Time	Insert A Row	Delete A Row
[redacted]	0.00	[redacted]	[redacted]	+	-

Action Items

Acknowledgement

1 [redacted] I confirm the information I submitted on my time report is accurate and truthful. I acknowledge I understand that submitting incorrect information is considered timecard theft and could result in discipline up to and including termination.

Submit [redacted]

Important Information

- Supplemental pay form should only be submitted for additional hours outside your regular duty day. Please do not submit if the assignment occurs during your regular duty day.
- Once you submit a supplemental pay form it will route to your building clerk to enter a budget code. If you chose a specific department it will route to that department for a budget code. After your clerk enters a budget code and approves the form it will route to your supervisor for approval. Once your supervisor approves the form it will route to payroll for processing. You will receive a notification via email once it has been sent to payroll for processing.

How to view the status of your form

Employees can view the history of their form along with who the form is currently pending to. This will allow employees to view who the form is pending to and a log of when everything was approved.

Click on “View an Employee Form”

Employee Forms

+

 Lane Change Form

+

 Lane Change Pre-Approval Form

+

 National Board/CCC/LICSW Form

+

 Resignation Form

+

 Teacher Supplemental Pay Form

✓

 Evaluate an Employee Form

?

 View an Employee Form

Add your employee ID and Click “Search”. This will show you any form you have submitted.

Search by:

Form ID

Begin With

Form Type

Begin With

Form Status

Is Equal To

Empl ID

Begin With

Original Operator

Begin With

Original Date

Is Equal To

Search

Clear

2 rows

Form ID	Form Type	Form Status	Empl ID	Original Operator	Original Date	Last Operator	Last Date
1	TCMR_SUP_J	Executed			2019-11-14		2019-11-18
2	TCMR_SUP_J	Pending			2019-12-09		2019-12-20

Information regarding the form status, original submission date and when it was last updated will show. To view a specific form, click on the form ID #.

The first page will show your supplemental form and what was submitted. Once you click “next” it will show who has approved the form and who the form is still pending to. In the example we can see the clerk entered the budget code but it is still waiting for supervisor approval.

Basic Stage

G3FORM_ID=21527:Pending

Basic Path

Approved

Pending

TRANSACTION / SIGNATURE LOG

	Current Date Time	Stage	Path	Step	Step Title	User ID	User Description	Form Action	Time Elapsed
1	12/19/2019 6:29:29AM				Initiated			Submit	
2	12/19/2019 1:36:28PM	10	1	12.00	[PAGE REC_SUPPS11:GSCLERK]			Approve	7 hours 6 minutes

It will also show a form log/timestamp of when action was taken. The first line will be a timestamp of when the form was submitted. The second line will be when the clerk added the budget code and approved the form. It will also show the time that elapsed between each stage.

The final date determines when this will be paid. See your payroll schedule, find the pay period during which your form was finally executed will show you what check date it will be paid out.