

Add Supplement or FTE Secondary Position

1. Select TTUHSC Add Supplement or 0 FTE Secondary Position **Exempt**, ESPE
2. Use special position number (cannot use primary position number) as previously requested from Wage and Salary and Budget through Position Request form
3. Enter 00 as the Suffix
4. Create the new job
5. Enter Personnel Date
6. Enter Annual Salary for the Supplement
7. Complete the Default Earnings
 - a. Effective Date
 - b. Earnings= SSR or SSE
 - c. 1 Unit Per Day
 - d. Special Rate= Amount per Pay Period
 - e. **End Date= leave blank since supplements cross fiscal periods**

Create or Change Default Earnings

New						
Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date
21-JAN-2015	SSR, Salary Supplement Regular	1.00		4166.67	1	

8. Add additional routing levels as needed
9. Save
10. Submit