

**INSTRUCTIONS FOR EMPLOYEE SUPPLEMENTAL PAY FORMS**  
(for revised supplemental form dated 05/18/04)

The Employee Supplemental Pay Forms are located in an Excel **Workbook**. This file will be saved to your hard drive and will be your Master copy. Each month the master copy will need to be opened to input data.

**The Workbook contains:**

- \* Summary Form (Summary)
- \* 35 individual “Employee Supplemental Pay Forms” (Employee #1, Employee #2, etc.)

The summary sheet is your **default** worksheet. When you enter your school/department name on the summary sheet, all 35 worksheets will have the school/department name automatically printed on them. Also, when you enter your check number and check amount on the summary form, all 35 worksheets will have the same data automatically printed on each worksheet.

If additional employees are to be paid, click on the next tab on the bottom of your screen (example “Employee 2”, Employee 3, etc) and follow the above instructions.

**Data Entry on “Employee Supplemental Pay Forms”**

1. Open the Master Copy in Excel.
2. Click on the Employee #1 tab.
3. Enter the following information in the appropriate fields:

**\*Required information**

- **\*Employee Name**
- **\*Social Security Number (automatically formatted in this format: xxx-xx-xxxx)**
- **\*Job Title**
- **\*Budget Unit (automatically formatted in this format: xxxx-xxxx-xx-xxx)**
- **\*Account Code (automatically formatted in this format: xxxxxx)**
- **\*Dates Worked**
- **\*Total Number of Hours/Days**
- **\*Rate Per Unit**
- **\*Unit of Measure – i.e. Hour, day, task, etc**
- **Additional Pay – if applicable (Show up fees, late fees, etc.)**
- **\*Description of Services**

**Printing Employee Supplemental Pay Forms**

There are two options when printing the ESP forms. Each individual sheet may be printed upon completion of the above steps **or** once all employees have been entered, all worksheets can be printed simultaneously.

Option 1 – Prints only the active sheet

- Select **Print** under the **File** Menu
- Click OK to print.

Option 2 - Prints all applicable sheets upon completion of all data entry.

- Press and hold the Control (CTRL) key and click on each sheet (Employee #1, Employee #2, etc) that data has been entered on.
- Select **Print** under the **File** Menu
- Click OK to print.

### **Printing Summary Form**

The Employee Supplemental Pay Summary will automatically compile all information from the individual employee worksheets. The Employee Supplemental Pay Summary form will need to be printed after all Employee Supplemental Pay Forms have been printed and are correct.

- Click on the Summary tab
- Select **Print** under the **File** menu
- Click OK to print.

The Employee Supplemental Pay Summary will be attached to the individual Employee Supplemental Pay form. The Principal/Supervisor will need to sign the Employee Supplemental Pay Summary form and forward this packet of information to the appropriate Administrative Director/Department Head.

After this is completed, you will need to save the worksheet with a new name (example May2004). Suggestion: Save all worksheets in a designated payroll folder.