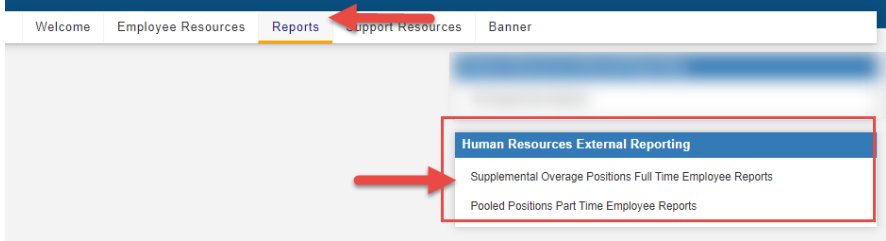
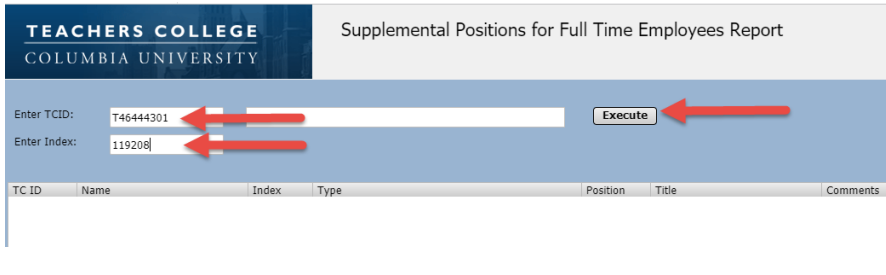
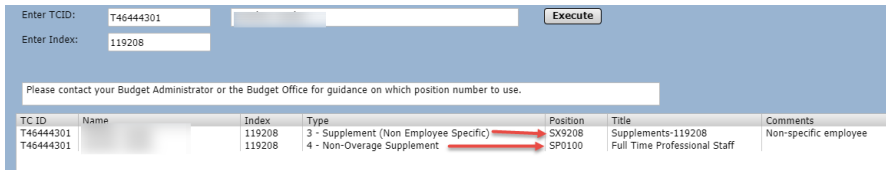


Determining a Position Number for a Supplemental Compensation for Full Time Employee

This report will help you determine which position number to use when you want to provide a full-time employee a supplemental compensation payment (supplemental income, overage, bonus).

What you need to do	What you will see																					
<p>STEP 1: Go to the Reports home page</p> <p>Log into the TC Portal. Click on the Reports tab. Navigate to the Human Resources External Reporting section. Right click on Supplemental Positions for Full Time Employees Report and select open link in new tab. (This will keep your ePAF Home Page intact.)</p>																						
<p>STEP 2: Input report parameters</p> <p>Enter the employee's TCID.</p> <p>Enter the index where the payment will come from.</p> <p>Click Execute.</p>	 <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>TC ID</th> <th>Name</th> <th>Index</th> <th>Type</th> <th>Position</th> <th>Title</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	TC ID	Name	Index	Type	Position	Title	Comments														
TC ID	Name	Index	Type	Position	Title	Comments																
<p>STEP 3: Note position number.</p> <p>The position number to be used for the ePAF transaction will populate based on the TCID and index.</p> <p>If more than one position number is on the report, review the information listed in type and comments columns to determine which position to use.</p> <p>If you are having trouble determining the position number, contact Christine Flores (cf2556@tc.edu) in the Budget Office for guidance.</p>	 <p>Please contact your Budget Administrator or the Budget Office for guidance on which position number to use.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>TC ID</th> <th>Name</th> <th>Index</th> <th>Type</th> <th>Position</th> <th>Title</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>T46444301</td> <td> </td> <td>119208</td> <td>3 - Supplement (Non Employee Specific)</td> <td>SX9208</td> <td>Supplements-119208</td> <td>Non-specific employee</td> </tr> <tr> <td>T46444301</td> <td> </td> <td>119208</td> <td>4 - Non-Overage Supplement</td> <td>SP0100</td> <td>Full Time Professional Staff</td> <td> </td> </tr> </tbody> </table> <p>**This listing does not mean the employee has held a job using that position number.</p>	TC ID	Name	Index	Type	Position	Title	Comments	T46444301		119208	3 - Supplement (Non Employee Specific)	SX9208	Supplements-119208	Non-specific employee	T46444301		119208	4 - Non-Overage Supplement	SP0100	Full Time Professional Staff	
TC ID	Name	Index	Type	Position	Title	Comments																
T46444301		119208	3 - Supplement (Non Employee Specific)	SX9208	Supplements-119208	Non-specific employee																
T46444301		119208	4 - Non-Overage Supplement	SP0100	Full Time Professional Staff																	