

Determining the Position Number for Supplemental Compensation - FT Employees

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

What you need to do	What you will see
STEP 1: Go to the Reports home page Log into the TC Portal and click the Reports tab. In the Human Resources External Reporting section click on Supplemental	Welcome Employee Resources Reports Upport Resources Banner Human Resources External Reporting Supplemental Overage Positions Full Time Employee Reports Pooled Positions Part Time Employee Reports
Positions for Full Time Employees. STEP 2: Input report parameters	TEACHERS COLLEGE Supplemental Positions for Full Time Employees Report
Enter the employee's TCID. Enter the index where the payment will come from.	COLUMBIA UNIVERSITY Enter TCID: T46444301 Enter Index: 119208
Click Execute.	TC ID Name Index Type Position Title
STEP 3: Note position number. The position number to be used for the ePAF will populate based on the TCID and index entered in step 2.	Enter TCID: T46444301 Execute Enter Index: 119208 Please contact your Budget Administrator or the Budget Office for guidance on which position number to use. Please contact your Budget Administrator or the Budget Office for guidance on which position number to use. TC ID Name Index Type Position Ttle T46444301 119208 3 - Supplement (Non Employee Specific) SX9208 Supplements-119208 Full Time Professional Staff T46444301 119208 4 - Non-Overage Supplement SP0100 Full Time Professional Staff
If more than one position number is on the report, review the information listed in the type and comments columns to determine which position to use.	**This listing does not mean the employee has held a job using that position number.
If you have trouble determining the position number, contact Christine Flores (<u>cf2556@tc.edu</u>) in the Budget Office for guidance.	