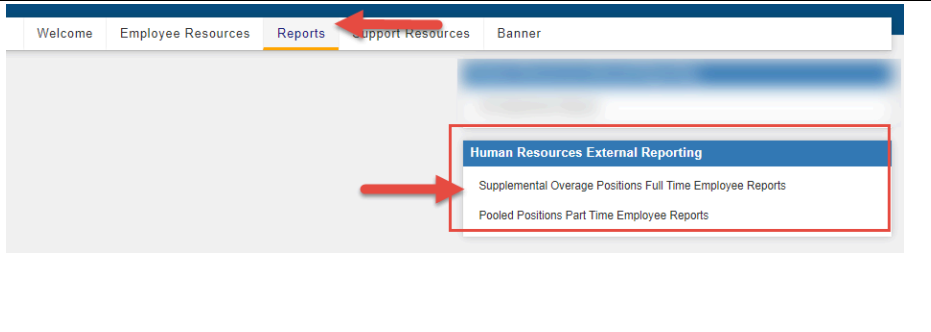
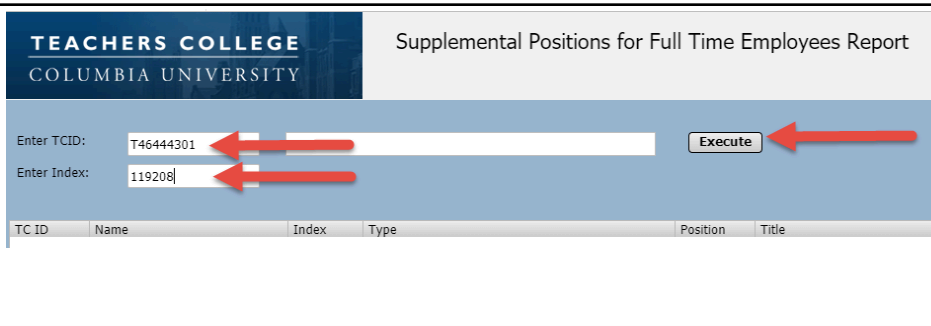
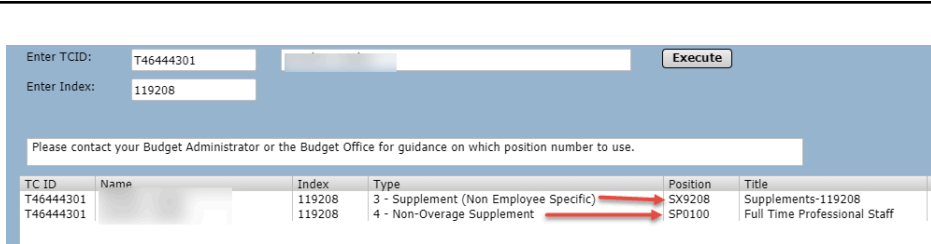


## Determining the Position Number for Supplemental Compensation - FT Employees

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																		
<p><b>STEP 1: Go to the Reports home page</b></p> <p>Log into the TC Portal and click the Reports tab. In the Human Resources External Reporting section click on <i>Supplemental Positions for Full Time Employees</i>.</p>																			
<p><b>STEP 2: Input report parameters</b></p> <p>Enter the employee's TCID.</p> <p>Enter the index where the payment will come from.</p> <p>Click Execute.</p>																			
<p><b>STEP 3: Note position number.</b></p> <p>The position number to be used for the ePAF will populate based on the TCID and index entered in step 2.</p> <p>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.</p> <p>If you have trouble determining the position number, contact Christine Flores (<a href="mailto:cf2556@tc.edu">cf2556@tc.edu</a>) in the Budget Office for guidance.</p>	 <table border="1" data-bbox="586 1249 1511 1323"> <thead> <tr> <th>TC ID</th> <th>Name</th> <th>Index</th> <th>Type</th> <th>Position</th> <th>Title</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> </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> </tr> </tbody> </table> <p><b>**This listing does not mean the employee has held a job using that position number.</b></p>	TC ID	Name	Index	Type	Position	Title	T46444301		119208	3 - Supplement (Non Employee Specific)	SX9208	Supplements-119208	T46444301		119208	4 - Non-Overage Supplement	SP0100	Full Time Professional Staff
TC ID	Name	Index	Type	Position	Title														
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