

Supplemental Payroll Request Instructions

Revised 9/29/2026

There are **two important changes coming** up for supplemental pay for 2026-27 school year, please note these below.

- **Beginning 7/1/2026, the NPERS contribution rate dropped to 7.25% for employee contributions.** The employer will contribute 101% of that rate or 7.3225%.
- **Beginning on August 1, 2026, the rates for supplemental pay for contractual employees will change:**

Direct Delivery of Instruction	\$37
Other Duties Related to Teaching	\$30
Supervision (Table official, game supervision, etc.)	\$30/Assignment or per hour
Curriculum writing (must be approved)	\$41

These rates apply to work done on or after August 1, 2026.

We have revised versions of the supplemental pay forms and they will be attached to this information.

Please note, **we will not accept supplemental pay forms that are handwritten or have missing information such as dates of service, type of service, budget code.** We scan all payroll documents with Optical Character Recognition (OCR), which makes handwritten items unsearchable.

We appreciate your help to make sure these forms are completed properly.

Verifying Employee Numbers To verify or look up employee numbers in Synergy for salaried staff see below. For Non-Salaried staff, please contact Payroll for employee number.

On the Staff screen, in the yellow search mode, enter their first and/or last name to search for the staff member (red box). Once the staff member's record has been populated, the Employee ID will be listed (green box).

The screenshot shows the 'Staff' screen in Synergy. At the top, there is a search bar with 'Find', 'Undo', 'Add', and 'Delete' buttons. Below the search bar, there are tabs for 'General', 'Schools', 'SpecialEd', 'Emergency', 'CRDC Overrides', and 'Docume'. The 'General' tab is selected. In the 'General' tab, there are fields for 'Last Name', 'First Name', 'Middle Name', 'Suffix', 'Gender', and 'Type'. The 'Last Name' and 'First Name' fields are highlighted with a red box. Below these fields, there is a section titled 'Staff Info' with a pink header. Under 'Staff Info', there is a 'No Photo' placeholder with the 'Edupoint' logo. To the right of the photo placeholder, there are fields for 'Preferred/Abbreviated Name', 'Nick Name', 'State ID', and 'Employee ID'. The 'Employee ID' field is highlighted with a green box.

Last Name	First Name	Middle Name	Suffix	Gender	Type

Staff Info		
No Photo Edupoint	Preferred/Abbreviated Name	Nick Name
State ID	Employee ID	

How To Submit Supplemental Pay Forms

- Please submit all forms via email to “Payroll@mpsomaha.org”.
- **Employee numbers must match employee names.** It is the responsibility of the administrator submitting the form to make sure these numbers are correct. If the wrong number is submitted, the wrong person will be paid. **(A)** See previous page for instructions on verifying employee numbers in Synergy.
- Forms must be **signed by the building administrator** or person authorized for the budget code and also must indicate who completed the form. **(B)**
- The **budget code, account code and account description** must be verified and correct for the form to be paid. Account codes are now only available via a drop down box. **(C)**
- **The dates the work was completed** and the type of service must be filled in on the form. This is especially important as NPERS will often ask about this information and this can affect NPERS benefits. **(D)**

Supplemental Payroll Request for Contractual Employees 26-27																																							
SUBMITTED FOR PAYROLL DATE:																																							
(Payment made on earliest possible payroll following submission)																																							
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Budget Codes

The budget code for supplemental pay forms must be entered in the following format:

XX	XXXX	XXXX	XXX	XXX	XXXXX
Fund	Program	Sub Program	Location	Responsibility	Account

Before using a budget code on a supplemental pay form, be sure to verify that it is a valid budget code in eFinance.

The **Account Code** can **only** be chosen from one of the following numbers (and the choices are now selected from a drop down box on the form):

Account Code	Use for this type of work:
01100 (TEACH SALARY)	Homebound and Summer School teaching only.
01120 (EXTENDED CONTRACTS)	Outside contract hours for secondary in-school supervision (e.g., Saturday school.)
01210 (SUB-EXEMPT/SALARIED)	Substitutes for teachers and other salaried staff only. Supplemental pays to this account code are rare.
01250 (TEMPORARY HELP)	Supervision and workers for extracurricular activities (e.g., athletics, tournaments, camps, etc.)
01280 (TEACHING/WRITING/INSERVIC)	Teacher hours that do not correspond to any of the account descriptions above.
01500 (INSTRUCTIONAL AIDES)	For para hours not tracked in the Time Clock (rare).

You may not use other account codes for supplemental pay forms. The only account codes which can be entered in the payroll system for salary expenditures are those beginning with "01" (e.g., 01280). Please contact Chris Hughes with budget and/or account code questions related to Payroll (cmhughes@mpsomaha.org or 715-8201).

Cutoff/deadline:

- The cutoff deadline for monthly supplemental pay forms is the 25th of the prior month.
- The cutoff deadline for hourly supplemental pay forms is the day timecards need to be approved.
- Payroll is processed several days prior to the pay date. Any late submissions will be paid on the next payroll unless approved by the Accounting Manager.

Contractual versus Hourly Definition:

- **Contractual employees** (also known as monthly or salaried employees) are paid on the “Contractual” form. This includes teachers, counselors, social workers, and psychologists.
- **Hourly employees** are paid on the “Hourly” form. This includes sub teachers and all employees who punch the time clock such as paraprofessionals, building secretaries, custodians, and food service employees.
- These different types of employees must be paid on separate supplemental pay forms as they are paid on two different payrolls. If there are any questions about an employee’s status as contractual or hourly, please contact Payroll.

Rates:

- For **contractual** employees, the rate paid must be:
 - **\$30 per hour** - Duties related to teaching but not involving direct delivery of instruction which are performed in addition to a teacher’s normal classroom responsibilities (e.g., curriculum writing, required staff development, assessment development).
 - **\$37 per hour** - Teaching duties involving direct delivery of instruction which are performed in addition to a teacher’s normal classroom responsibilities (e.g., after school study center, summer school, advancement placement review, etc.)
 - **\$30 per assignment** – Supervision duties.
 - **Other rates must be approved by Human Resources before submitting to Payroll.**
- For **hourly** employees, the rate paid must be:
 - Employee’s hourly rate (IHR) or \$30 for supervision assignments.

PLEASE NOTE:

- Incomplete forms will be returned to the building/department for correction. These are examples of problems with supplemental pay forms received this summer:
 - Missing or incorrect employee numbers
 - Handwritten employee numbers
 - Employee numbers do not match the employee names
 - Type of services not indicated
 - Dates of service not indicated
 - Hourly and monthly employees on the same form