





# occupant\_supplement\_admin



# Table of Contents

**occupant\_supplement\_admin** ..... i



<b>Employee Nbr</b>	Type the employee number, or click  to select one from the list.
<b>Employee Name</b>	Populated based on the selected <b>Employee Nbr</b> .
<b>Recalculate</b>	Select to recalculate the supplemental pay amount during the forecast processing.
<b>Amount</b>	Type the supplement amount.
<b>Remaining Payments</b>	Type the number of payments remaining to be made to the employee during the current contract period. This is a required field.
<b>Nbr Extra Days</b>	Type the actual number of days the employee worked.
<b>Attached to Position</b>	Type the name of the position attached to the selected supplement position, or click  to select one from the list.
<b>Billet</b>	Type the billet number of the position attached to the selected supplement position. The field can be a maximum of five characters.
<b>Emp Nbr/Name</b>	This field is display only.