



occupant_supplement_admin

Table of Contents

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



Back Cover