





occupant_supplement_modify

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 . |
| Recalculate | Select to recalculate the supplemental pay amount during the forecast processing. |
| 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. |

Click **Calculate Salary** to complete the salary calculation.



Back Cover