Overview: The “Update Existing Payment” action on the Supplement iForm is used to update supplemental payment information. Reasons an update might be necessary include:

- Change in cost object used to fund the supplement;
- Change in end date for a supplement;
- Change the amount of a supplement.

When making changes, keep in mind the following:

- Payments cannot be changed retroactively;
- All payment details must be adjusted to support the change.
- If an edit is already being processed for a supplemental payment, the edit for that payment has to be fully approved before another edit can be made.

Step 1

Enter the Name or DUID of the employee receiving the supplement and select Start. When the employee’s information is returned, select New Forms. From the Staff Forms page, select Supplemental Pay.
Step 2
From the Supplemental Payments page, in the Request Data section of the iForm, use the drop down menus to select the Supplement Action of Update Existing Payment.

Step 3
Select the radio button associated with the supplemental payment to be updated. The data entry fields populate with the data from the selected line.

Questions?
Corporate Payroll Services – via email: payroll@duke.edu or via phone: 919-684-2642
Step 4

Using the beginning of the current month as the start date, update all payment information to indicate correct information as of **Start Month** in the form.

**Example:** Updating the cost object in March supporting a payment that began in September.

![Example: Updating the cost object in March supporting a payment that began in September.]

**Example:** Changing the payment amount in March for a payment that began in September.

![Example: Changing the payment amount in March for a payment that began in September.]

**Please note:** Failure to adjust all fields to be in alignment with the payment’s **Start Month** will trigger hard errors once **Submit** is selected. These errors must be corrected before the iForm can be submitted into workflow for approval.
SUPPLEMENT INFORMATION
EDITING A SUPPLEMENTAL PAYMENT

Step 5
Once updated information is added, select Update. This action updates the grid with the edited information.

Step 6
Using the free text field, provide the Supplemental Detail to describe the payment. This field is required and subject to internal and external audit. Add Attachments to support the payment as necessary. Do not include any personal or protected information.

Questions?
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Step 7
Provide **Comments** as appropriate to assist with approval or to serve as a reference for others who may look at the payments. Comments are not required. Please remember that comments become part of the permanent SAP record. Ensure comments do not include any personal or protected information.

Step 8
Select **Check** to validate that information contained in the iForm is consistent and to trigger error or warning messages.

Displays once **Check** is selected, confirming information is consistent.

Questions?
Corporate Payroll Services – via email: payroll@duke.edu or via phone: 919-684-2642
Step 9

Once data is confirmed, select Submit to send the iForm through your business unit’s approval process.

Displays once Submit is selected and iForm enters the approval workflow.