General Information

No applicant/employee shall begin performing a supplemental duty (athletic or academic) until that person has been officially assigned the duty through the SDS and been given the status as “Processed in MUNIS.”

All supplemental duty positions and amounts are board approved and are listed in the Salary Schedule. Positions and amounts that are not listed in the salary schedule cannot be assigned.

When assigning a position using a funding source other than your academic or athletic allocation benefits must be added. See School Bookkeeper for benefit rates.

Classified employees that are assigned non athletic supplemental positions (example: SBDM secretary, STLP Coordinator, etc.) must be paid at their regular hourly rate (overtime rate). Time worked in the supplemental position must be turned in with the regular payroll in order to be paid.
Log into the supplemental system through FCPS website staff portal

- **Staffing / Hiring Resources:** WinOcular | Vacancy / Separation Notice | Staffing Folders | SDS - New Supplemental Duty Assignment application | Sub Finder | Staffing Policies

Select SDS New Supplemental Duty Assignment Application
Click on the link – Launch Supplemental Duty System (SDS)

This will take you to the Home Page

Go to Inbox – This is an action inbox. Items in this box are initiated and still need action taken. Anything in your inbox will not be processed until you have submitted to Budget and Staffing.

Add a Supplemental Duty – Select this tab to enter all supplementals

Resign an Existing Supplemental – You will select this option when you need to resign someone from a position you have assigned them this year.

Reallocate Supplemental Funds – To reallocate money.

View Allocation Summary - This is a summary page that will tell you how much money has been assigned and the funding source used.
HOW TO:

Inbox – Submitting, Editing or Deleting Entries

Inbox Icons

Magnifying glass – Shows the record that has been entered

Paper/pencil – This is the edit option and allows you to edit or change the supplemental without deleting and re-entering.

Blue Arrow – Forward or Submit. This will submit the entry to Budget and Staffing.

Red X – Deletes the entry

Box – You can put a check in this box at any time and submit or delete by choosing the blue arrow or red X at the top of the page.
Add a Supplemental

Home Screen – Add a Supplemental Duty

Select New Supplemental
Follow Steps 1-4

Step 1 – Select “Click to select”. At “Search For” enter the person’s name or employee number and select Enter. When the name(s) appear, review the information to verify you are selecting the correct person. Put a check mark beside the name you want to enter and then hit the select button.

Step 2 – Select the position you are assigning. You will not fill in Job Code, Calendar or Number of Pays. These fields will populate themselves according to the position you select.

Step 3 - Select the Band (amount) you are assigning

Step 4 – Select Funding Source. Review the amount and the benefit amounts for accuracy.

Additional Information – If additional information is requires you will be asked to provide it at this time.

Comments- Add any additional comments about this assignment.

Save

Confirmation Page – This page will remind you if a Budget Transfer or Check is needed and that you will need to go to your Inbox to move this supplemental forward to Budget and Staffing.
Select “Okay” to go back to the Home Page or “Add Another” to continue adding additional supplementals.
Supplemental formerly assigned this school year

Before assigning someone a position that was formerly assigned to someone else you must first “Resign that person from their position. See Resigning a Supplemental for instructions.

Once a position is resigned you can assign this position to someone else.

Select Supplemental formerly assigned this school year

Fill in the information and select continue

You will then be asked to enter the new applicant and follow steps 1-4 in assigning a new supplemental.

Note that cost will not be available until the balance for the resigned applicant has been calculated.
Resigning an Existing Supplemental

At Home page select “Resign and Existing Supplemental”

Step 1 -Select “Click to Select”. All of your supplementals will appear. Once you have selected the one you want to resign, choose the Select button at the bottom of the page.

Step 2 – Add any additional information if you wish

Save
Reallocate Supplemental Funds

At Home tab Select “Reallocate Supplemental Funds”

At Transfer From you will select the account you wish to move money from. This will be Athletic or Academic, SDATH or SDACA.

Enter the amount you wish to reallocate

You must enter an explanation for the reallocation.

Save
View Allocation Summary

This is an overall view of what has been assigned and the funds used.

My Supplementals Tab

Allows you to search for a person or position by name or fund source
Information Page

To check and see if someone has been entered in SDS go to My Supplemental Tab

If they are not listed, they have not been assigned a supplemental yet.

If they have been entered you will need to check the position to verify this is the position they should be getting paid for. Many will have more than one and you will need to make sure they are all in the system.

Check Status

Initiated – they have been entered but not submitted to Budget and Staffing office

Submitted to Budget and Staffing – they have been entered and submitted but they are not Processed in MUNIS so they are not getting paid. Before calling Budget and Staffing verify the funding source. If the funding source states Athletic or Academic contact budget and staffing. If funding source has Workbook or Activity Funds then make sure a Check or Budget Transfer has been sent before contacting Budget and Staffing. Until Budget and Staffing receives the check or budget transfer the supplemental will not be paid.

Submitted to HR – The HR is in the Human Resources office and they are working on entering the supplemental.

HR Holding – HR has the supplemental but they are waiting on additional information before processing.

Processed in MUNIS – they have been entered and submitted and they should be getting paid.
QUICK STEPS TO ADD SUPPLEMENTAL

At Home page select “Add a supplemental Duty”. Next screen select “New Supplemental” if this is a new assignment.

**Step 1** Select a candidate by clicking on the “Click to Select” button.
At Search for you may enter name (last, first) employee number or SSN. You may also enter a portion of the last name and will be given all names in the system that begins with your selection.
Select the box beside the applicant you wish to enter and press the select button.
You will have many options to verify that you are selecting the accurate candidate including their work location and/or home address. You have the option to change this selection by selecting “Click to Change” to the right of the name.
Select the box beside the name you would like to enter and then click on the “Select” button at the bottom left.

**Step 2** Select the supplemental position. If the position you would like to assign is not in the drop down menu, that position is not an option. *You can only assign positions that are approved by the board. A list of all approved position can be found in the Districts Salary Schedule.*

**Step 3** Select Band you are assigning. The amount will automatically show up in Step 4 Cost Information.

**Step 4** Select the Funding Source. This will indicate how you are paying for this position. Review the Base Cost. If this is not correct go back to Step 3 and change the band.

**Additional Required Information.** There are several positions or funding sources that will require you to add additional information before you can save your entry. *Grants will require that you indicate the name of the grant you are using. Extra-Curricular Activity and Department Chairs will require that you enter the activity or department before you can proceed.*

Press the Save button at the bottom of the page

**Confirmation Screen.** To confirm your entry select “Okay”