

SMP Self-service for employees

In order for employees to check an available supplement, two pieces of information are required.

1. Their Employee ID
2. Their Driver's License or Texas ID

This information will be checked against their iTCCS employee record to securely identify the employee without the need for a user id / password combination.

Check My Supplement Status

Employee ID *DL / ID*

Once their information is authenticated, if the employee has a supplement, they will see the following:

Check My Supplement Status

Details found for

To see totals please Select a Pay Date from Below

[*** Select One ***] ▼

[*** Select One ***]

12/15/2011

11/21/2011

08/25/2010

Once a pay date is selected, the details of their supplement(s) will be displayed as shown below

Check My Supplement Status

Details found for

To see totals please Select a Pay Date from Below

S = Saved

P = Pending approval

A = Approved

SID	Category	Sub Category	Units	Rate	S	Amt Due
5931	Supplement Pay	Extra Duty Pay	2500.00	1.00	A	2500.00
# of Entries: 1						2,500.00

In order to see the tooltip for an explanation of the Status column, the employee will have to place their computer mouse over the column labeled 'S'

There is no logoff button, the employee will simply close the browser window where the inquiry screen opened.