

Human Capital Management: Step-by-Step Guide

Additional Pay: Entering a One-Time Payment

This guide describes the process for entering a one-time-payment using an ePAR Pay Action.

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Before You Begin

Before you begin, here are a few tips:

- The NavBar displays options for accessing other systems. Through the NavBar, you can select CU Resources to access systems on the portal.
- \bigcirc The looking glass is called a look up and displays search results for you to select valid field values.
- The book and checkmark lets you spell check text boxes.
- The trashcan lets you remove an item.
- The down arrow lets you hide, or collapse, sections you do not want to view. Click the arrow to expand the section.

HCM Step-by-Step Guide | hcm_sbs-Additional-Pay-Entering-One-Time-Payment.docx Revised: July 28, 2017 | Prepared by: Employee Services

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Beginning the Transaction

To enter a one-time additional payment using SMART Forms:

- 1. Navigate to ePAR Additional Pay.
 - a) Go to HCM Community Users dashboard: NavBar> CU Resources> Business Tools> HCM> Employee Self Service> HCM Community Users

	▼ Employee Self Service	
	Employee Self Service	Benefit Details
	Manager Self Service	&
-	HCM Community Users	

The HCM Community Users dashboard appears.

- b) Click the Pay Actions tile.
- 2. Under ePAR Additional Pay, click Add.

Smart eP	AR Pay Actions	
¥	ePAR Additional Pay Add One Time Pay or Recurring pay to Employee Add Modify Inquiry	ePAR Hire Hire, Rehire or add Additional Job Expert Add Modify Inquiry
Ľ	ePAR Pay Rate Change Increase or Decrease Current Pay Add Modify Inquiry	ePAR Non-Person Profile (NPP) Add, Change or Prepare Position for Hire Add Modify Inquiry
	ePAR Transfer Transfer from one Department to Another Add Modify Inquiry Release	

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Step 1: Search for Employee

- 1. Select the One Time Payment option.
- 2. In the Search Criteria fields, type information about the employee, and click Search.

Create ePAR Additional Pay Re	equest								
Step 1 of 3: ePAR Additional Pay 3	Search								
Transaction Details									
PAR Action: Additional Pay	Action: Ad	dditional Pay	De	ocument ID: eF	AR Additional Pay				
Request ID: NEXT	Reason Code: Or	ne Time Payment	De	ocument Instance: 0					
ePAR Status: Initial	Effective Date: 12	2/07/2016	De	ocument Status: Ini	tial / Add Entry				
	Effective Seq: 0								
Payment Type									
One Time Payment	Recurrin	ng Payment							
Search Criteria									
Empl ID:									
First Name:									
Last Name:									
Department:									
Position Number:				le la					
Search Clear									
Clear									
Search Results								1	First 🕚 1-2 of 2 🕑 Last
Empl ID First Name Last Name	Empl Record Effe	ective Date Eff Seq	Position Number	Description	Department	Description	Job Code	Description	Empl Status
8	12/	/04/2016	0 00151771	Fac Retiree-Supple Annuit ORP	19997	Retirees-Annuitants-1	5103	ORP	Active
	12/	/01/2015	0 00714233	Fac Retiree-Supple Annuit ORP	10623	HR-University Retirees,G	C 5103	Fac Retiree-Supple Annuit ORP	Active
			C	Next					

- 3. If not already selected, select the checkbox that appears next to the correct employee's record.
- 4. Click Next.

Step 2: Enter Initial Details

The system displays default values for the Action and Reason Code.

1. Complete the necessary fields:

Create ePA	R Additional Pay R	equest			
Step 2 of 3:	ePAR Additional Pay	Action Reason	Selection		
Transactio	n Details				
PAR Action:	Additional Pay	Action:	Additional Pay	Document ID:	ePAR Additional Pay
Request ID:	NEXT	Reason Code:	One Time Payment	Document Instance:	0
ePAR Status:	Initial	Effective Date:	12/01/2016	Document Status:	Initial / Add Entry
		Effective Seq:	0		
Employee	Details				
Name:		Empl ID:	1	Empl Rcd:	0 🖾
Profile Type:		Profile ID:		Last Personnel Action:	
	Historical ePARs		Pending ePARs	Last Transaction Date:	
Action/Rea	ison Selection				
*Action:	Additional Pay	¥		*Reason: One Time	Payment 🔹
Effective Date	: 12/01/2016			*End Date: 12/31/201	6 1
Additional	Pay Info				
*Earnings Code	: AMP Addt't Medicare	Payment			
*Earnings:	200.00				
Comments:					
				Previous Next	21

- 2. Click Next.
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Step 3: Additional Pay - Job Detail and Funding

- 1. In the Default Job Info area, update information in the New Value fields, if applicable.
- 2. Complete the New Funding section.

PAR Action: A	dditional Pay	Action:	Additional Pay		Document ID:	ePAR Additional Pay
	EXT		One Time Payment		Document Instance:	
PAR Status: In		Effective Date	2		Document Status:	<u>0</u> Initial / Add Entry
AN SUUD.	ittai	Effective Seq:			Document Status.	miliar/ Add Entry
- Freedow - De	4 - 11 -	Licouro ocq.	0			
Employee De	talis	1				-
lame:		Empl ID:			Empl Rcd:	o 🖾
Profile Type:		Profile ID:			Last Personnel Actio	
Н	istorical ePARs		Pending ePARs		Last Transaction Date	e:
)efault Job Info						
	Current Value				New Value	
Position Number:	00151771	Fac Retiree-Supple A	nnuit ORP		00151771 🔍	Fac Retiree-Supple Annuit ORF
Business Unit:	UCB	Boulder Campus			UCB 🔍	Boulder Campus
Department:	19997	Retirees-Annuitants-1			19997 🔍	Retirees-Annuitants-1
lob Code:	5103	Fac Retiree-Supple A	nnuit ORP		5103 🔍	Fac Retiree-Supple Annuit ORF
lew Funding Empl ID: 1216	24 Empl Rec	Sorret: 0 Total Earni	ngs: 200.00	○ Amt ○ Pct		
Empril. 1210					ize Find 💷 🔣	First 🕚 1 of 1 🕑 Last
Earnings	Department	Project	Speedtype	Product	Fund Code Distributio	on %

3. Attach additional documentation, if needed, by clicking the Attach icon on the top left corner of the page.



Step 4: Saving and Submitting

1. Click Save.



2. After the system displays a message with your ePAR additional pay number, click OK.



- Submit Click Submit.
- 4. Click Submit for approval.

	0	<u> </u>		-	-			0.45	
2	8	100			Lifecycle			P	
Collaborate	Attach	Print	Preview	Submit	Lifecycle Viewer	Process 🔻	Withdraw	Preview	

- 5. Approve the transaction, if needed.
- 6. Click OK.

3.

Message	
System Updated Successfully (0,0)	

7. Click **OK** again to return to your transaction page. It will be in Display Only mode.



	val Map		
ePARA	pproval		
•	Request ID=	:Approved	
Path 1			

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