University of Colorado

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EMPLOYEE SERVICES

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.

## Contents

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.

- 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
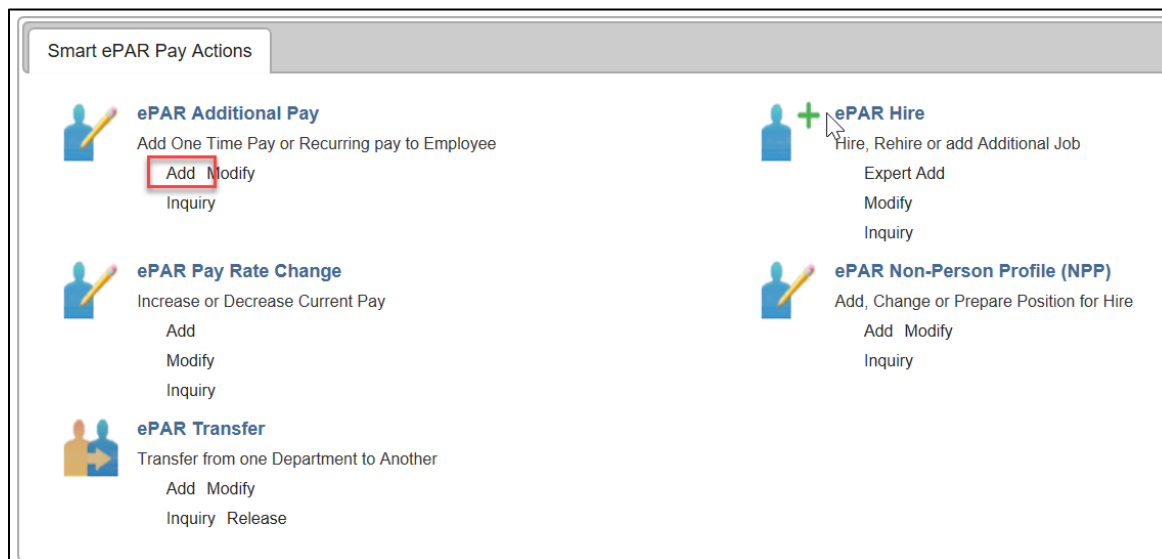
Beginning the Transaction

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**
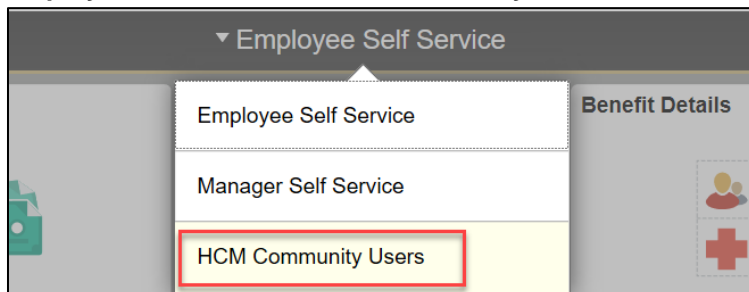
   The HCM Community Users dashboard appears.

   b) Click the **Pay Actions** tile.

2. Under ePAR Additional Pay, click **Add**.

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**.

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:

2. Click **Next**.

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.

Create ePAR Additional Pay Request

Step 3 of 3: ePAR Additional Pay

Transaction 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:		Empl Rcd:	0
Profile Type:		Profile ID:		Last Personnel Action:	
				Last Transaction Date:	

Historical ePARs   Pending ePARs

Default Job Info

	Current Value		New Value	
Position Number:	00151771	Fac Retiree-Supple Annuit ORP	00151771	Fac Retiree-Supple Annuit ORP
Business Unit:	UCB	Boulder Campus	UCB	Boulder Campus
Department:	19997	Retirees-Annuitants-1	19997	Retirees-Annuitants-1
Job Code:	5103	Fac Retiree-Supple Annuit ORP	5103	Fac Retiree-Supple Annuit ORP

New Funding

Empl ID: 121624   Empl Record: 0   Total Earnings: 200.00   ○ Amt ○ Pct

Personalize | Find | 🔲 | 🔳   First ◀ 1 of 1 ▶ Last

	Earnings	Department	Project	Speedtype	Product	Fund Code	Distribution %		
1	200.00						100.000	+	−

Previous

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

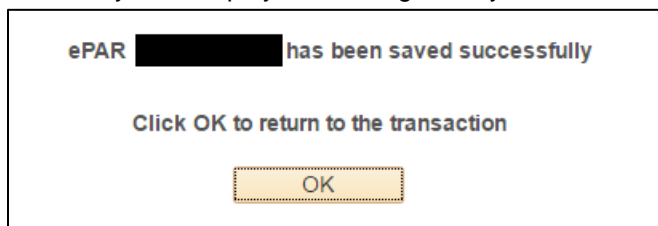Save   Collaborate   Attach   Process ▼
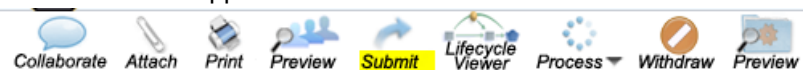
Step 4: Saving and Submitting
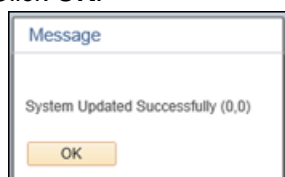
1. Click **Save**.

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

3. Click **Submit**.

4. Click **Submit** for approval.

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

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