

# 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.
-  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.

# Beginning the Transaction

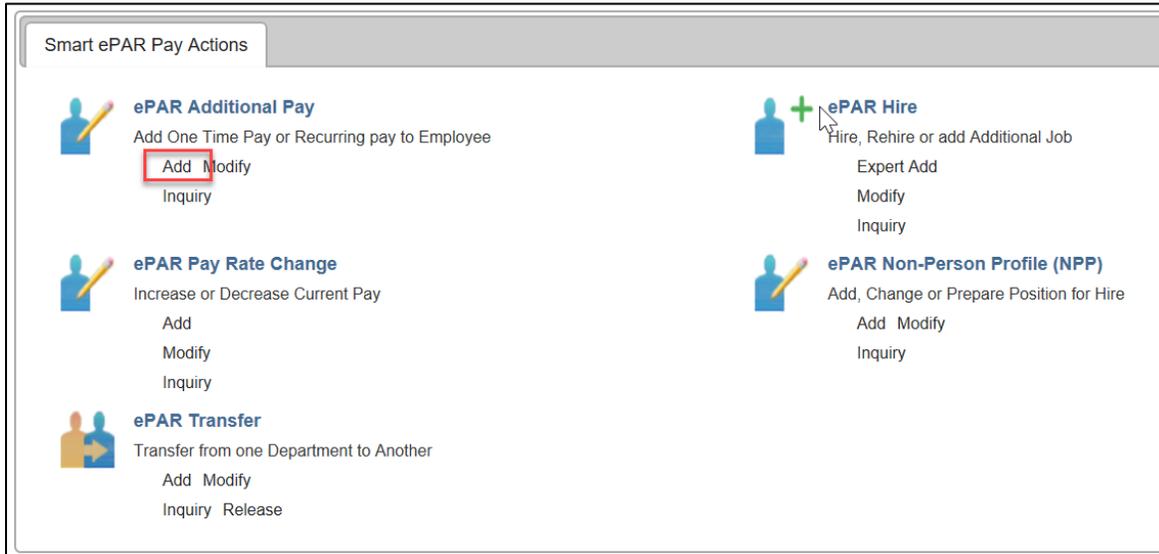
To enter a one-time additional payment using SMART Forms:

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**.

Create ePAR Additional Pay Request

Step 1 of 3: ePAR Additional Pay Search

**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: 12/07/2016      Document Status: Initial / Add Entry  
 Effective Seq: 0

**Payment Type**

One Time Payment       Recurring Payment

**Search Criteria**

Empl ID: [Redacted]  
 First Name: [Redacted]  
 Last Name: [Redacted]  
 Department: [Redacted]  
 Position Number: [Redacted]

Search      Clear

**Search Results**

Empl ID	First Name	Last Name	Empl Record	Effective Date	Eff Seq	Position Number	Description	Department	Description	Job Code	Description	Empl Status
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]		12/04/2016		0 00151771	Fac Retiree-Supple Annuit ORP	19997	Retirees-Annuitants-1	5103	Fac Retiree-Supple Annuit ORP	Active
<input type="checkbox"/>	[Redacted]	[Redacted]		12/01/2015		0 00714233	Fac Retiree-Supple Annuit ORP	10623	HR-University Retirees,GC	5103	Fac Retiree-Supple Annuit ORP	Active

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 ePAR Additional Pay Request

Step 2 of 3: ePAR Additional Pay Action Reason Selection

**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: [Redacted]      Empl ID: [Redacted]      Empl Rcd: 0  
 Profile Type: Historical ePARs      Profile ID: [Redacted]      Last Personnel Action:  
 Last Transaction Date:

**Action/Reason Selection**

\*Action: Additional Pay      \*Reason: One Time Payment  
 Effective Date: 12/01/2016      \*End Date: 12/31/2016

**Additional Pay Info**

\*Earnings Code: AMP Add't Medicare Payment  
 \*Earnings: 200.00

Comments:

Previous      Next

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:** [Redacted]      **Empl ID:** [Redacted]      **Empl Rcd:** 0  
**Profile Type:** Historical ePARs      **Profile ID:** Pending ePARs      **Last Personnel Action:**  
**Last Transaction Date:**

**Default Job Info**

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

**Warning:** When entering a distribution percentage, only whole number percentage amounts are allowed. Percentages with any decimal amounts other than .000 will not process.

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

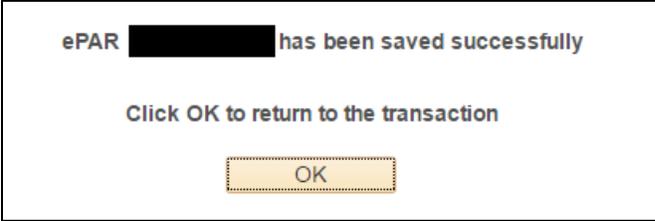


# Step 4: Saving and Submitting

1. Click **Save**.



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



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.

