

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, you should have the following information available:


- Empl ID
- Effective date of the additional pay request
- Funding information (Earnings, Department, Project, SpeedType)

Navigation tips:


▼ HCM Community Users



Procedures in this guide begin from the HCM Community Users dashboard:

1. From the portal, click the **HCM** tile. The Employee Self Service dashboard appears.
2. Click **Employee Self Service**.
3. Click **HCM Community Users** to display the dashboard.


 The NavBar displays options for accessing other systems. Through the NavBar, you can select CU Resources to access systems on the portal.


 The magnifying 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 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. From the HCM Community Users dashboard, click the **Pay Actions** tile.
2. Under ePAR Additional Pay, click **Add**.

The dashboard titled "Smart ePAR Pay Actions" contains several action tiles:

- ePAR Additional Pay**: Add One Time Pay or Recurring pay to Employee. Includes buttons: **Add** (highlighted with a red box), Modify, and Inquiry.
- ePAR Pay Rate Change**: Increase or Decrease Current Pay. Includes buttons: Expert Add, Add, and Inquiry.
- ePAR Hire**: Hire, Rehire or add Additional Job. Includes buttons: Add, Expert Add, Modify, and Inquiry.
- ePAR Non-Person Profile (NPP)**: Add or Update. Includes buttons: Add, Modify, and Inquiry.

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**.

The form "Create ePAR Additional Pay Request" shows "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]		2/04/2016	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] (highlighted with a red box)

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: Pending ePARs	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: Profile ID: Last Personnel Action:
 Historical ePARs Pending ePARs Last Transaction Date:

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

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.

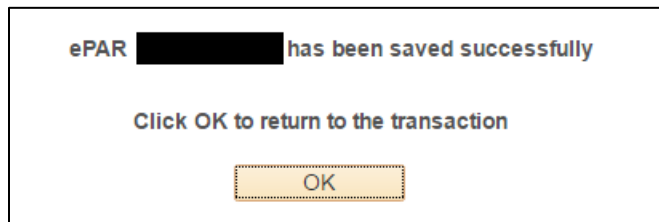


Step 4: Saving and Submitting

1. Click **Save**.



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



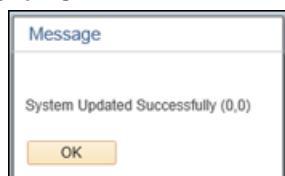
3. Click **Submit**.



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.

