University of Colorado
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EMPLOYEE SERVICES

Human Capital Management (HCM): 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, 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.

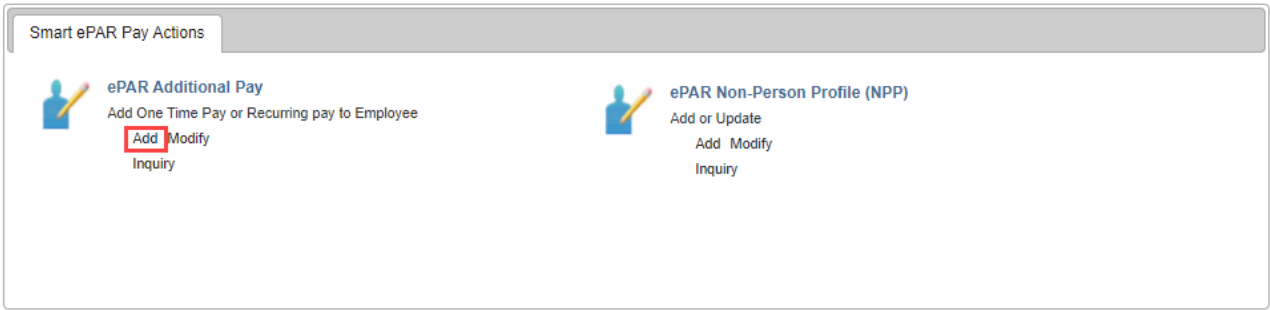
The down arrow lets you hide, or collapse, sections you do not want to view.

Click the arrow to expand the section.

Beginning the Transaction

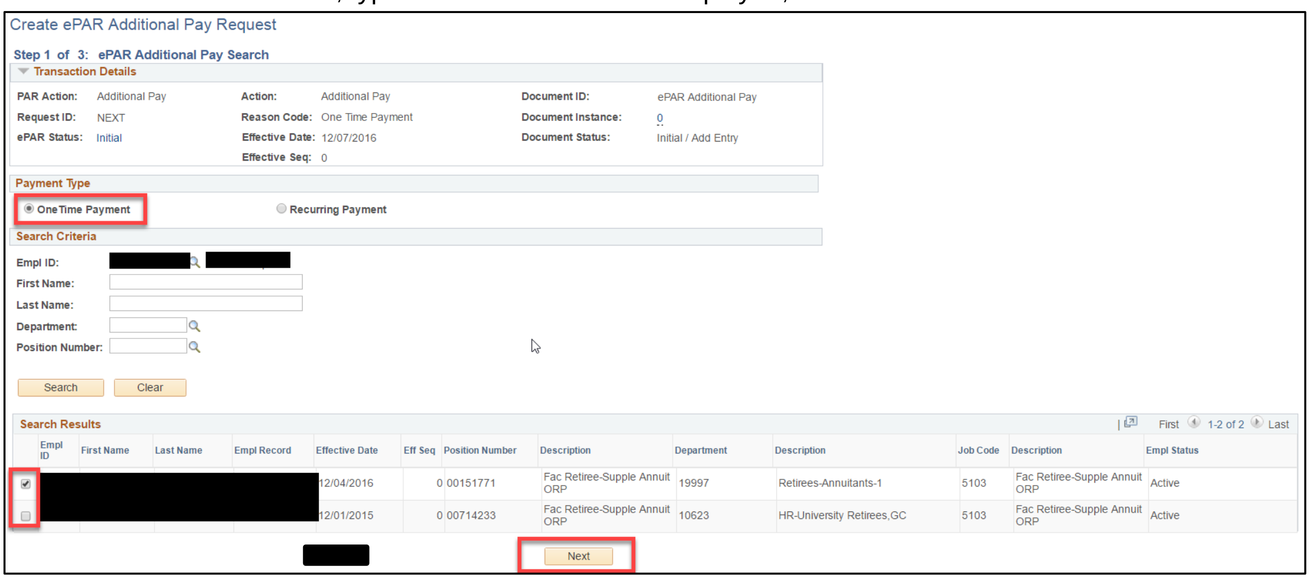
To enter a one-time additional payment using SMART Forms:

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



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**.

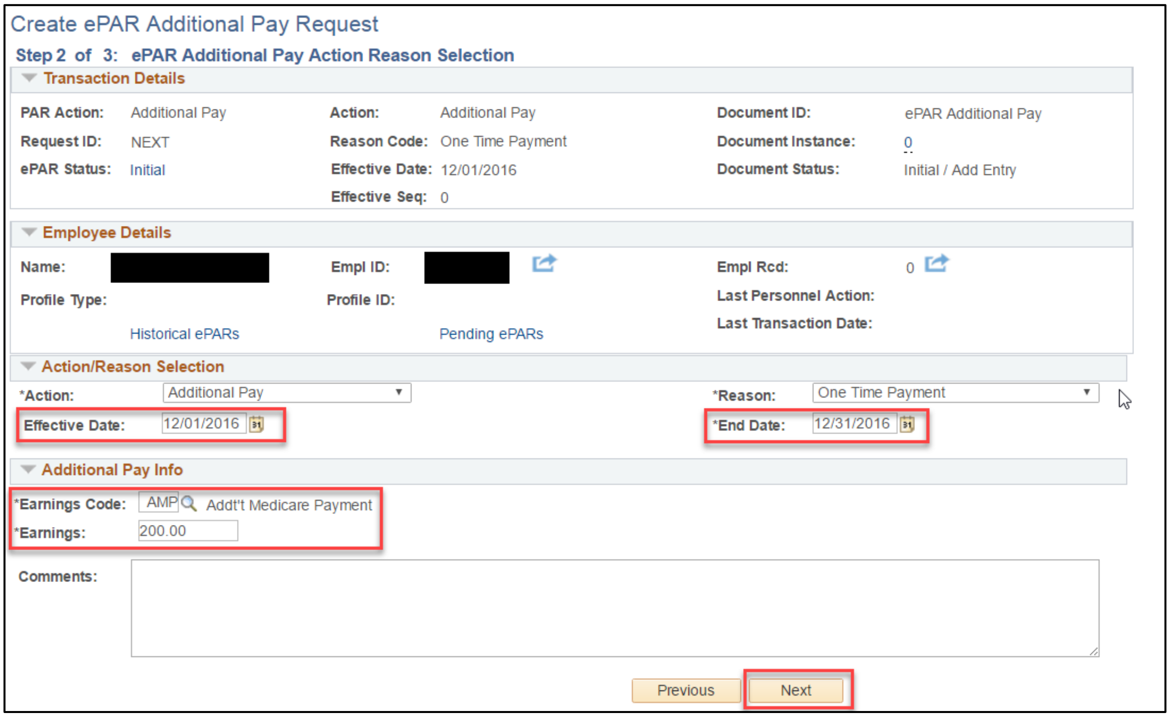


3. If not already selected, select the checkbox that appears next to the correct employee's record.
4. Click **Next**.

Step 2: Enter Initial Details

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

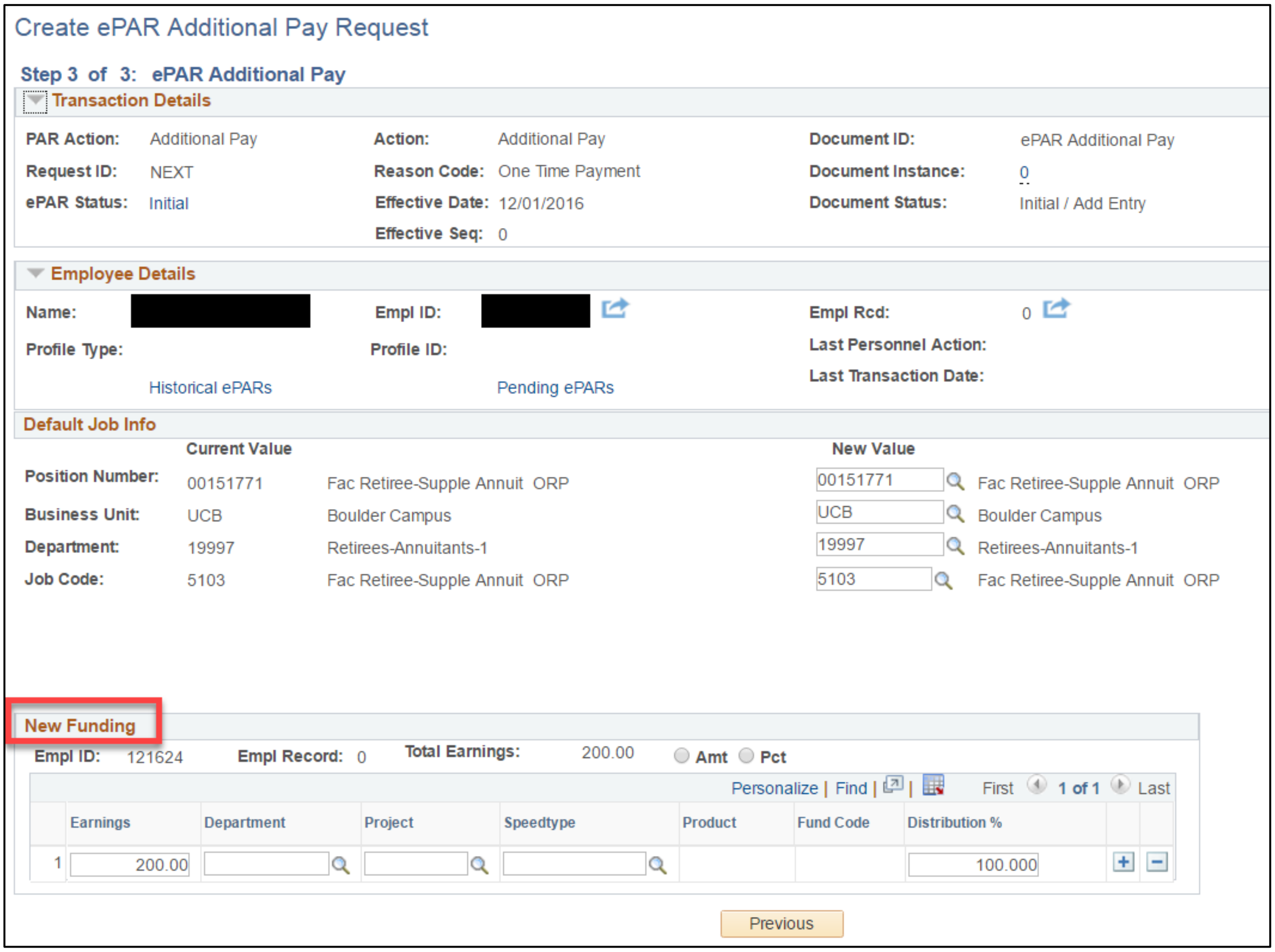
1. Complete the necessary fields:



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:	[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

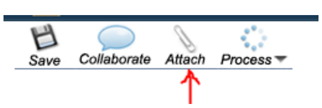
Personalize | Find | | First 1 of 1 Last

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

Previous

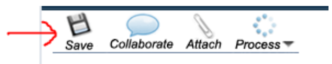
Warning: When entering a distribution percentage, only whole number percentage amounts are allowed. Percentages with any decimal amounts other than .000 will not process.

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

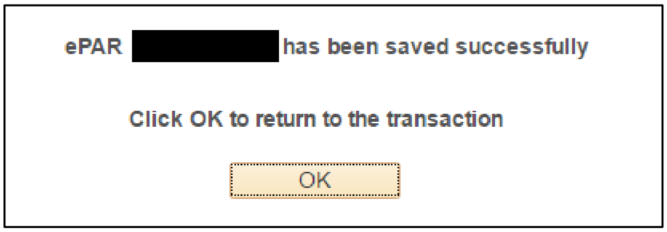


Step 4: Saving and Submitting

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.