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**.

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.

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**.

![Save icon]

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

![ePAR has been saved successfully]

3. Click **Submit**.

![Submit icon]

4. Click **Submit** for approval.

![Submit for approval]

5. Approve the transaction, if needed.

6. Click **OK**.

![Message]

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