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EMPLOYEE SERVICES

Human Capital Management (HCM): Step-by-Step Guide

Additional Pay: Entering and Reviewing Recurring Payments

This guide describes the process for entering a recurring 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.

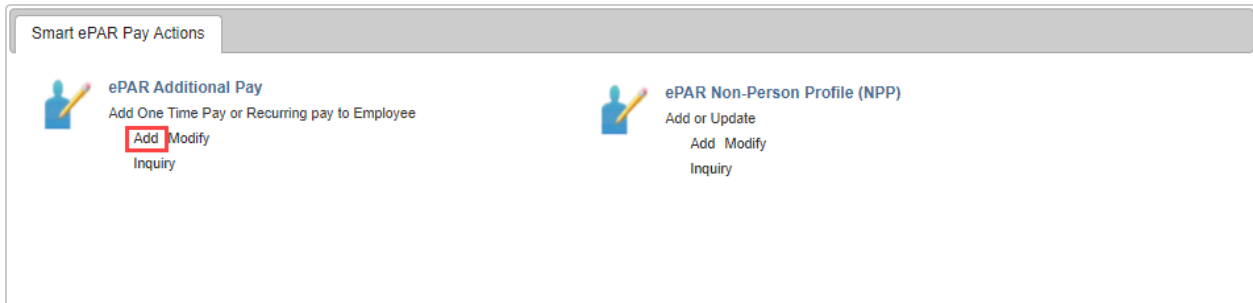The book and checkmark lets you spell check text boxes.

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

Click the ▶ arrow to expand the section.
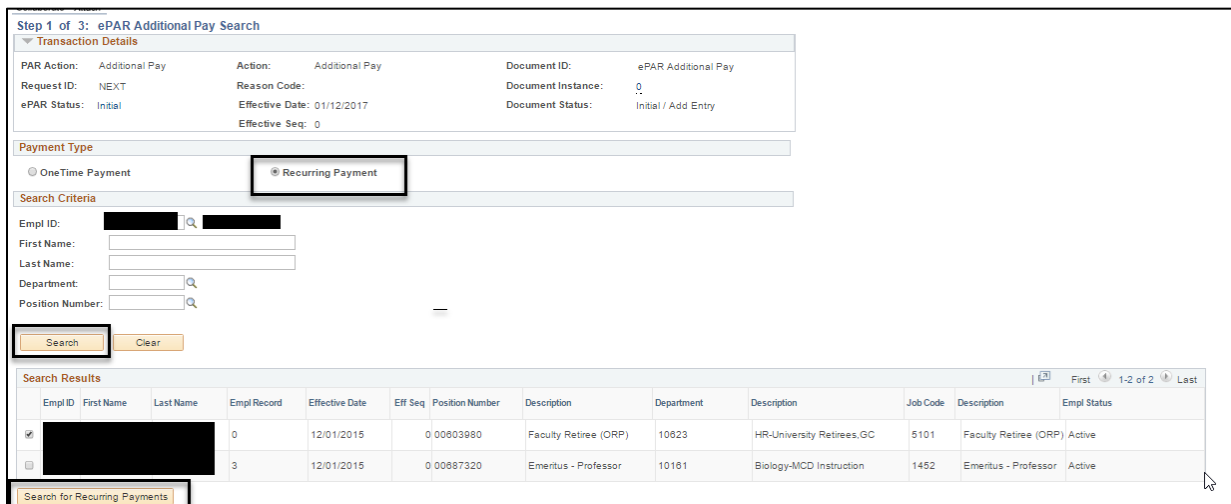
Beginning the Transaction

To enter a recurring payment:

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 **Recurring Payment** option.

2. Use the **Search Criteria** fields to find the correct employee, and click **Search**.

3. If not already selected, select the checkbox that appears next to the correct employee's record, and click **Search for Recurring Payments**.

4. If the search returns Recurring Payments, select the checkbox that appears next to the correct Recurring Payment and click **Change/End Recurring Payment**, or click **Create Recurring Payment**.

Step 2: Enter Initial Details

1. Complete the necessary fields (highlighted fields are required, except End Date):

2. Click **Next**.

Step 3: Additional Pay - Job Detail and Funding

1. Update the necessary information in the **New Value** fields under **Default Job Info**, if applicable.

2. Complete the **New Funding** section.

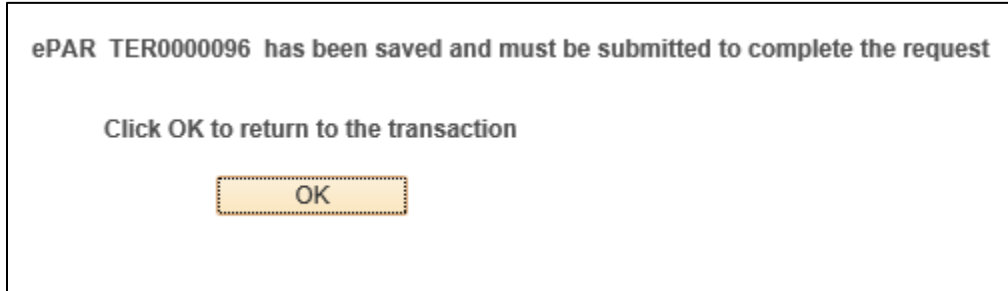3. If needed, click the Attach icon to attach additional documentation.

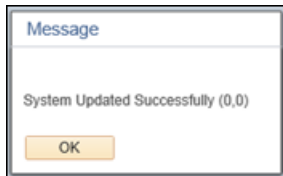## Step 4: Saving and Submitting the Transaction

1. Click **Save**.

2. When you receive this message with your ePAR additional pay number, click **OK**.

> ePAR TER0000096 has been saved and must be submitted to complete the request
>
> Click OK to return to the transaction
>
> OK

3. Click **Submit**.   Submit

4. Click **OK**.

> Message
>
> System Updated Successfully (0,0)
>
> OK
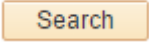
5. Click **OK** again to return to your transaction page. It will be in Display Only view mode.

> OK

> ▼ **Approval Map**
>
> **ePARApproval**
>
> ▼ **Request ID=POI0000107:Approved**
>
> Path 1
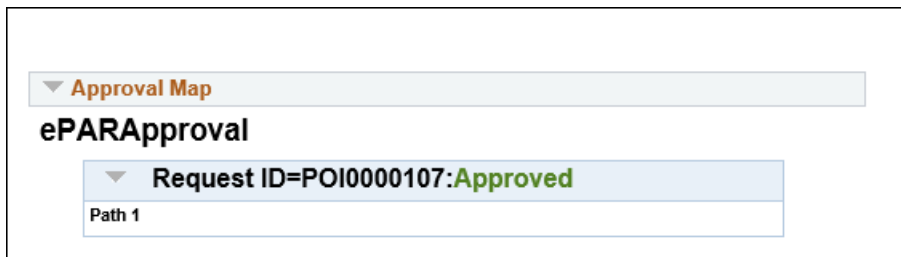
Reviewing Existing Recurring Payments

This section shows how to review existing recurring payments for individual employees.

1. Navigate to Create Additional Pay. (**NavBar**> **Navigator**> **Payroll for North America**> **Employee Pay Data USA**> **Create Additional Pay**.

2. Type search criteria in the appropriate fields.

3. Press **Enter**, or click **Search**.

4. View existing recurring payments.