Human Capital Management: 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, 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 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 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 recurring payment:

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**
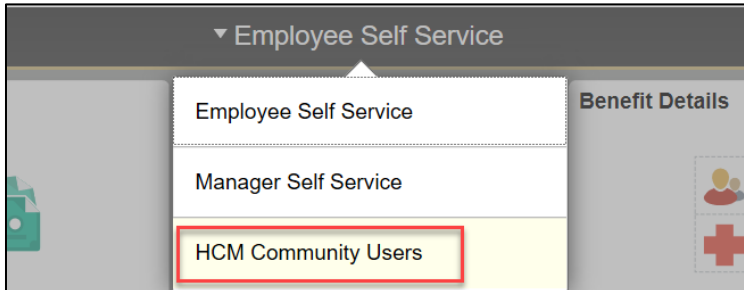
   The HCM Community Users dashboard appears.

   b) Click the **Pay Actions** tile.

2. Under ePAR Additional Pay, click **Add**.

Step 1: Search for Employee

1. Select the **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. Attach any additional documentation if needed, by clicking the **Attach** icon on the upper left corner of the page.
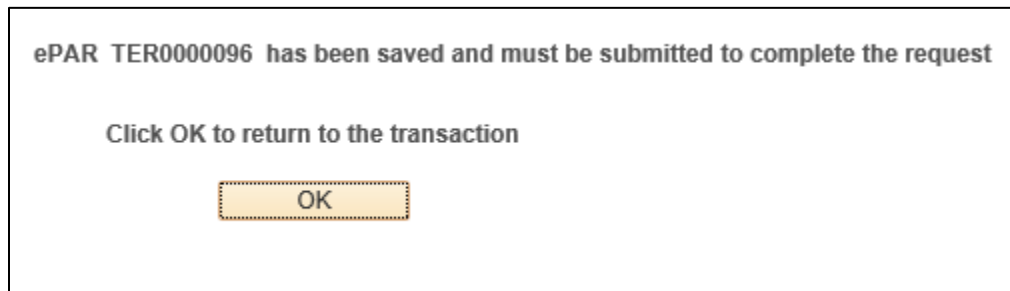

Step 4: Saving and Submitting the Transaction
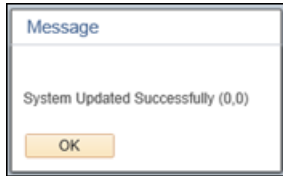
1. Click **Save**.

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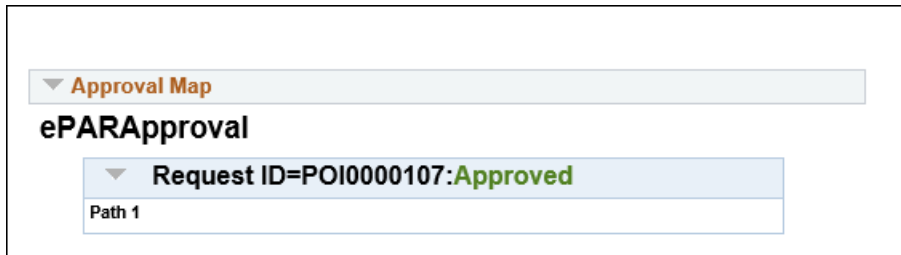
3. Click **Submit**.

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.

Favorites ▾   Main Menu ▾   >   Payroll for North America ▾   >   Employee Pay Data USA ▾   >   Create Additional Pay

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

Create Additional Pay ▾   Search

Create Additional Pay

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Keyword Search

▼ Search Criteria

Empl ID begins with ▾ 268621
Empl Record = ▾
Name begins with ▾
Last Name begins with ▾
Second Last Name begins with ▾
Alternate Character Name begins with ▾
Middle Name begins with ▾

☐ Include History ☐ Case Sensitive

Search   Clear   Basic Search Save Search Criteria

3. Press **Enter**, or click **Search**. Search
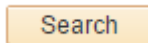
4. View existing recurring payments.

Create Additional Pay

Brynn Shader Employee Empl ID 268621 Empl Record 0

Additional Pay Find | View All First ◀ 1 of 1 ▶ Last

Earnings Code APF Additional Pay Flat

Effective Date Find | View All First ◀ 1 of 1 ▶ Last

Effective Date 12/01/2015

Payment Details Find | View All First ◀ 1 of 1 ▶ Last

Addl Seq Nbr 1 End Date 02/29/2016

Rate Code Reason Not Specified

Earnings

Hours Hourly Rate

Goal Amount ████ Goal Balance

Sep Check Nbr ☐ Disable Direct Deposit

☑ OK to Pay ☐ Prorate Additional Pay

Applies To Pay Periods

☑ First ☐ Second ☐ Third ☐ Fourth ☐ Fifth

▶ Job Information

▶ Tax Information

🖫 Save 📇 Return to Search ✉ Notify ⟳ Refresh ⎘ Update/Display Include History