

## 8.9 HRMS Step by Step Guide

### Entering a One Time Payment – Time Collection Module

**Overview:** This guide provides instruction on entering one time payments for employees. One time payments are used to pay wages that are not part of an employee's regular appointment.

**Note:** The screen shots used in this guide may not be representative of your access.

#### CREATE A BATCH

##### 1. Navigate to the Batch Header page

- Time Collection
- Batches
- Batch Header



##### 2. Header Control page displays

- Click **Add a New Value**
- Enter Pay Group of "MON" or "BW"
- Enter Batch ID – a Batch ID must consist of a three alpha and/or alpha-numeric code  
**Note:** You must use different Batch IDs to create multiple batches in the same pay group and the same pay period. You may reuse Batch IDs from pay period to pay period

#### Header Control

[Find an Existing Value](#)
[Add a New Value](#)

Pay Group:  

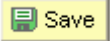
Batch ID:

**Add**

[Find an Existing Value](#) | [Add a New Value](#)

- Click **Add**

### 3. Batch Header page displays

- Enter Description that uniquely identifies the batch
- Select the 'One Time Payment Only' box
- Batch Status of Open will default – leave as is
- Click 

<b>Company:</b>	CU	University of Colorado	<b>Batch ID:</b>	AD4
<b>Pay Group:</b>	MON	Monthly Employee	<b>Batch Source:</b>	<input type="radio"/> Online
<b>Pay End Date:</b>	11/30/2006			
<b>Created By:</b>	142339	Smith, Terri R.	10463	UCSU Std Fin-SOFO

<b>Description:</b>	
Bonus - Cary Schneider	
<input checked="" type="checkbox"/> One Time Payment Only?	

<b>Batch Status</b>	
<input checked="" type="radio"/> Open	<input type="checkbox"/> Approved
<input type="radio"/> Cancelled	<input type="checkbox"/> Processed
<input type="radio"/> Ready	



  


<b>Batch Totals</b>	
EE Count:	0
Pay Amt:	\$0.00
Addl Amt:	\$0.00
Hours:	0.00

<b>Approved Totals</b>	
EE Count:	0
Pay Amt:	\$0.00
Addl Amt:	\$0.00
Hours:	0.00



### ENTER ONE TIME PAYMENT INFORMATION

#### 4. Without cancelling out of the Batch Header page navigate to the EE Data-One Time Payment page

- Using the left-hand navigation menu, click EE Data-One Time Payment page

University of Colorado

HR89TEST T. ALL CU Home | Worklist | MultiChannel Console | Add to Favorites | Sign Out

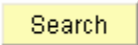
Main Menu > Time Collection >

**Batches** [Edit "Batches" Folder](#)

Time Entry Batches

<b>Batch Header</b> Batch Header - testing trace	<b>EE Data - Current Appointment</b> EE Data - Current Appointment	<b>EE Data - Expired Appointment</b> EE Data - Expired Appointment
<b>EE Data - One Time Payment</b> EE Data - One Time Payment	<b>EE Data - Entered in Batch</b> EE Data - Entered in Batch	<b>Approve Time Entry/No OTP</b> Approve Time Entry/No OTP
<b>Approve One Time Payments</b> Approve One Time Payments		

## 5. EE Data-One Time Payment search page displays

- Enter Pay Group
- Enter Batch ID
- Enter EmplID and/or Department
- Click 

## EE Data - One Time Payment

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

### Find an Existing Value

<b>Pay Group:</b>	begins with	MON
<b>Batch ID:</b>	begins with	AD4
<b>Department:</b>	begins with	<input type="text"/>
<b>EmplID:</b>	begins with	105654
<b>Empl Rcd Nbr:</b>	=	<input type="text"/>
<b>Name:</b>	begins with	<input type="text"/>
<b>Last Name:</b>	begins with	%



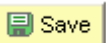
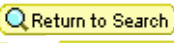

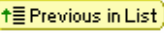




[Basic Search](#)

 [Save Search Criteria](#)

## 6. One Time Payment (OTP) tab displays

- Enter applicable OTP Earnings Code or click  to see a list of all One Time Payment earnings codes
- Enter the dollar amount of the One Time Payment in the Addl Amt field
- To add additional OTP earnings code(s), click 
- Click 
- Click    to access other employees in your department for one time payment entry

### One Time Payment

**Company:** CU University of Colorado **Batch ID:** AD4 Open  
**Pay Group:** MON Monthly Employee **Pay End Date:** 11/30/2006






**EmplID:** 105654 0 Schneider,Cary R.  
**Pay Status:** A Active **Job Code:** H6G3XN  
**Rate:** \$32.23 **Position:** 00508127


#### Employee TE Status

☐ Cancelled ☐ Approved  
☐ Ready ☐ Processed


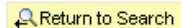

#### Leave

**Sick:** 140.63 **Vacation:** 91.19

Customize   Find   View All   							First	1 of 1	Last
*Earnings Code	Hours	Addl Amt	Override Rate	Speedtype	Pay Amount				
1 BON 	BONUS	\$200.00							
									



Totals
0.00 \$200.00 \$200.00

## MARK BATCH 'READY FOR APPROVAL'

### 7. Without cancelling out of the page after saving the last employee's data, navigate to the Batch Header page

- Using the left-hand navigation menu, click "Batch Header"
- Change Batch Status to "Ready"
- Click 

<b>Company:</b>	CU	University of Colorado	<b>Batch ID:</b>	AD4
<b>Pay Group:</b>	MON	Monthly Employee	<b>Batch Source:</b>	O Online
<b>Pay End Date:</b>	11/30/2006			
<b>Created By:</b>	142339	Smith, Terri R.	10463	UCSU Std Fin-SOFO

<b>Description:</b>	
Bonus - Cary Schneider	
<input checked="" type="checkbox"/> One Time Payment Only?	

<b>Batch Status</b>	
<input type="radio"/> Open	<input type="checkbox"/> Approved
<input type="radio"/> Cancelled	<input type="checkbox"/> Processed
<input checked="" type="radio"/> Ready	


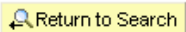



  

<b>Batch Totals</b>	
<b>EE Count:</b>	1
<b>Pay Amt:</b>	\$200.00
<b>Addl Amt:</b>	\$200.00
<b>Hours:</b>	0.00

<b>Approved Totals</b>	
<b>EE Count:</b>	0
<b>Pay Amt:</b>	\$0.00
<b>Addl Amt:</b>	\$0.00
<b>Hours:</b>	0.00

## APPROVE THE BATCH

### 8. Without cancelling out of the Batch Header page, navigate to the Approve One Time Payments page

- Using the left-hand navigation menu, click "Approve One Time Payments"

<b>Menu</b>	
Search: <input type="text"/>	
<ul style="list-style-type: none"> <li>My Favorites</li> <li>Reports</li> <li>Recruiting</li> <li>Workforce Administration</li> <li>Benefits</li> <li>Compensation</li> <li>Time Collection <ul style="list-style-type: none"> <li>Batches <ul style="list-style-type: none"> <li><b>Batch Header</b></li> <li>EE Data - Current Appointment</li> <li>EE Data - Expired Appointment</li> <li>EE Data - One Time Payment</li> <li>EE Data - Entered in Batch</li> <li>Approve Time Entry/No OTP</li> <li>Approve One Time Payments</li> </ul> </li> <li>Time Entry Reports</li> <li>Find Batches</li> <li>Payroll for North America</li> <li>Workforce Development</li> </ul> </li> </ul>	

<b>Company:</b>	CU	University of Colorado	<b>Batch ID:</b>	AD3
<b>Pay Group:</b>	MON	Monthly Employee	<b>Batch Source:</b>	O Online
<b>Pay End Date:</b>	11/30/2006			
<b>Created By:</b>	142339	Smith, Terri R.	10463	UCSU Std Fin-SOFO

<b>Description:</b>	
Bonus - Cary Schneider	
<input checked="" type="checkbox"/> One Time Payment Only?	

<b>Batch Status</b>	
<input type="radio"/> Open	<input type="checkbox"/> Approved
<input type="radio"/> Cancelled	<input type="checkbox"/> Processed
<input checked="" type="radio"/> Ready	


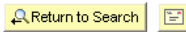


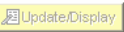
  

<b>Batch Totals</b>	
<b>EE Count:</b>	1
<b>Pay Amt:</b>	\$200.00
<b>Addl Amt:</b>	\$200.00
<b>Hours:</b>	0.00



  

<b>Approved Totals</b>	
<b>EE Count:</b>	0
<b>Pay Amt:</b>	\$0.00
<b>Addl Amt:</b>	\$0.00
<b>Hours:</b>	0.00









## 9. One Time Payment Approval tab displays


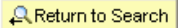

- Click "View All" to view all employees included in the batch
- Click the  (TE) to view the details of the one time payment entered for the employee, or click the  (OTP) to view any comments regarding the one time payment

### One Time Payment Approval


<b>Company:</b>	CU	University of Colorado	<b>Description:</b>	Bonus - Cary Schneider
<b>Pay Group:</b>	MON	Monthly Employee	<b>Pay End Date:</b>	11/30/2006
<b>Batch ID:</b>	AD4	<b>Batch Source:</b>	Online	<b>Batch Status:</b> Ready
<b>Batch Added By:</b>	Smith, Terri R.	142339	<input type="checkbox"/> Approved By:	

TE	OTP	Name	#	Hours	Addl Amt	Pay Amount	
		Schneider, Cary R.	0	0.00	\$200.00	\$200.00	<input type="checkbox"/>

Batch Ready Totals:	1 Employees	0.00	\$200.00	\$200.00
Batch Approved Totals:	0 Employees	0.00	\$0.00	\$0.00


 Save
  Return to Search
  Notify

## 10. Employee Time Detail page displays

- Review the time entry information for accuracy
- Click  to return to the One Time Payment Approval tab

### Employee Time Detail

EmplID: 105654 Schneider, Cary R. Rcd#: 0



[Customize](#) | [Find](#) | [View All](#) | 

First 1 of 1 Last

Erncd	Description	Hours	Addl Amt	Override Rate	Override Spdty/Acct	Pay Amount		
BON	BONUS	0.00	\$200.00			\$200.00	+	-

 Return

## 11. One Time Payment Approval tab displays

- Click the “Approved By” checkbox to approve all entered time entry records for the batch
- Click 
- The checkbox to the right of each employee's one time payment entry will now be checked on
- Deselect the checkbox to the right of the employee's data to un-approve the one time payment
- Click 

One Time Payment Approval

Company: CU University of Colorado

Description: Bonus - Cary Schneider

Pay Group: MON Monthly Employee

Pay End Date: 11/30/2006


Batch ID: AD4

Batch Source: Online



Batch Status: Ready

Batch Added By: Smith, Terri R. 142339

☒ Approved By: Smith, Terri R.


Customize | Find | View All | 

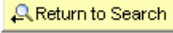
First 1 of 1 Last


TE	OTP	Name	#	Hours	Addl Amt	Pay Amount	
		Schneider, Cary R.		0	0.00	\$200.00	\$200.00 <input checked="" type="checkbox"/>

Batch Ready Totals: 1 Employees 0.00 \$200.00 \$200.00

Batch Approved Totals: 1 Employees 0.00 \$200.00 \$200.00







## Entering a One Time Payment Batch Complete