

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

- ☐ Click [Add](#)

Header Control

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

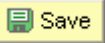
Pay Group:

Batch ID:

[Add](#)

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



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 

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

Description:	
Bonus - Cary Schneider	
<input checked="" type="checkbox"/> One Time Payment Only?	
Batch Status	
<input checked="" type="radio"/> Open	<input type="checkbox"/> Approved
<input type="radio"/> Cancelled	<input type="checkbox"/> Processed
<input type="radio"/> Ready	

Batch Totals	
EE Count: 0	Pay Amt: \$0.00
Addl Amt: \$0.00	Hours: 0.00
Approved Totals	
EE Count: 0	Pay Amt: \$0.00
Addl Amt: \$0.00	Hours: 0.00

ENTER ONE TIME PAYMENT INFORMATION

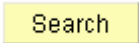
4. Without cancelling out of the Batch Header page navigate to the EE Data-One Time Payment page

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



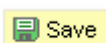




The screenshot shows the University of Colorado HR system interface. On the left, a navigation menu lists various options under the 'Batches' folder. The 'EE Data - One Time Payment' option is highlighted with a red circle. The main content area displays the 'Batches' page, which includes a table of time entry batches. The table has columns for 'Batch Header', 'EE Data - Current Appointment', 'EE Data - Expired Appointment', 'EE Data - One Time Payment', 'EE Data - Entered in Batch', and 'Approve Time Entry/No OTP'. The 'Batch Header' column shows 'Batch Header - testing trace'. The 'EE Data - Current Appointment' column shows 'EE Data - Current Appointment'. The 'EE Data - Expired Appointment' column shows 'EE Data - Expired Appointment'. The 'EE Data - One Time Payment' column shows 'EE Data - One Time Payment'. The 'EE Data - Entered in Batch' column shows 'EE Data - Entered in Batch'. The 'Approve Time Entry/No OTP' column shows 'Approve Time Entry/No OTP'.

5. EE Data-One Time Payment search page displays

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

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  or  to access other employees in your department for one time payment entry

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

Pay Group:	begins with	MON
Batch ID:	begins with	AD4
Department:	begins with	
EmplID:	begins with	105654
Empl Rcd Nbr:	=	
Name:	begins with	
Last Name:	begins with	%



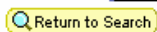


[Basic Search](#)

 [Save Search Criteria](#)

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

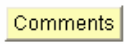
Employee TE Status

☐ Cancelled ☐ Approved
☐ Ready ☐ Processed

Leave

Sick: 140.63 **Vacation:** 91.19

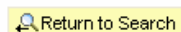
Customize Find View All First 1 of 1 Last							
*Earnings Code	Hours	Addl Amt	Override Rate	Speedtype	Pay Amount		
1 BON 	BONUS	\$200.00					
							



Totals

0.00 \$200.00 \$200.00

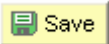







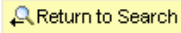
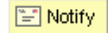
MARK BATCH 'READY FOR APPROVAL'



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 

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

<p>Description:</p> <p>Bonus - Cary Schneider</p> <p><input checked="" type="checkbox"/> One Time Payment Only?</p> <p>Batch Status</p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px;"> <input type="radio"/> Open <input type="radio"/> Cancelled <input checked="" type="radio"/> Ready </div> <div style="border: 1px solid black; padding: 5px;"> <input type="checkbox"/> Approved <input type="checkbox"/> Processed </div> </div>	<p>Batch Totals</p> <table style="width: 100%;"> <tr> <td>EE Count: 1</td> <td>Pay Amt: \$200.00</td> </tr> <tr> <td>Addl Amt: \$200.00</td> <td>Hours: 0.00</td> </tr> </table> <p>Approved Totals</p> <table style="width: 100%;"> <tr> <td>EE Count: 0</td> <td>Pay Amt: \$0.00</td> </tr> <tr> <td>Addl Amt: \$0.00</td> <td>Hours: 0.00</td> </tr> </table>	EE Count: 1	Pay Amt: \$200.00	Addl Amt: \$200.00	Hours: 0.00	EE Count: 0	Pay Amt: \$0.00	Addl Amt: \$0.00	Hours: 0.00
EE Count: 1	Pay Amt: \$200.00								
Addl Amt: \$200.00	Hours: 0.00								
EE Count: 0	Pay Amt: \$0.00								
Addl Amt: \$0.00	Hours: 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"


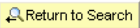

Menu



Search:

- ▶ My Favorites
- ▶ Reports
- ▶ Recruiting
- ▶ Workforce Administration
- ▶ Benefits
- ▶ Compensation
- ▶ Time Collection
 - ▼ Batches
 - **Batch Header**
 - EE Data - Current Appointment
 - EE Data - Expired Appointment
 - EE Data - One Time Payment
 - EE Data - Entered in Batch
 - Approve Time Entry/No OTP
 - Approve One Time Payments
- ▶ Time Entry Reports
- ▶ Find Batches
- ▶ Payroll for North America
- ▶ Workforce Development



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

<p>Description:</p> <p>Bonus - Cary Schneider</p> <p><input checked="" type="checkbox"/> One Time Payment Only?</p> <p>Batch Status</p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px;"> <input type="radio"/> Open <input type="radio"/> Cancelled <input checked="" type="radio"/> Ready </div> <div style="border: 1px solid black; padding: 5px;"> <input type="checkbox"/> Approved <input type="checkbox"/> Processed </div> </div>	<p>Batch Totals</p> <table style="width: 100%;"> <tr> <td>EE Count: 1</td> <td>Pay Amt: \$200.00</td> </tr> <tr> <td>Addl Amt: \$200.00</td> <td>Hours: 0.00</td> </tr> </table> <p>Approved Totals</p> <table style="width: 100%;"> <tr> <td>EE Count: 0</td> <td>Pay Amt: \$0.00</td> </tr> <tr> <td>Addl Amt: \$0.00</td> <td>Hours: 0.00</td> </tr> </table>	EE Count: 1	Pay Amt: \$200.00	Addl Amt: \$200.00	Hours: 0.00	EE Count: 0	Pay Amt: \$0.00	Addl Amt: \$0.00	Hours: 0.00
EE Count: 1	Pay Amt: \$200.00								
Addl Amt: \$200.00	Hours: 0.00								
EE Count: 0	Pay Amt: \$0.00								
Addl Amt: \$0.00	Hours: 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

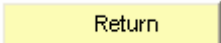
Company:	CU	University of Colorado	Description:	Bonus - Cary Schneider
Pay Group:	MON	Monthly Employee	Pay End Date:	11/30/2006
Batch ID:	AD4	Batch Source:	Online	Batch Status: Ready
Batch Added By:	Smith, Terri R.	142339	<input type="checkbox"/> Approved By:	

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


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

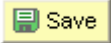

- ☐ Review the time entry information for accuracy
- ☐ Click  to return to the One Time Payment Approval tab

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
BON	BONUS	0.00	\$200.00	
				Override Spdy/Acct
			\$200.000	Pay Amount

 Return

11. One Time Payment Approval tab displays


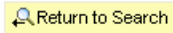

- ☐ Click the “Approved By” checkbox to approve all entered time entry records for the batch
- ☐ Click 
- ☐ The checkbox to the right of each employee’s one time payment entry will now be checked on
- ☐ Deselect the checkbox to the right of the employee’s data to un-approve the one time payment
- ☐ Click 

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	<input checked="" type="checkbox"/>	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