

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.

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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.



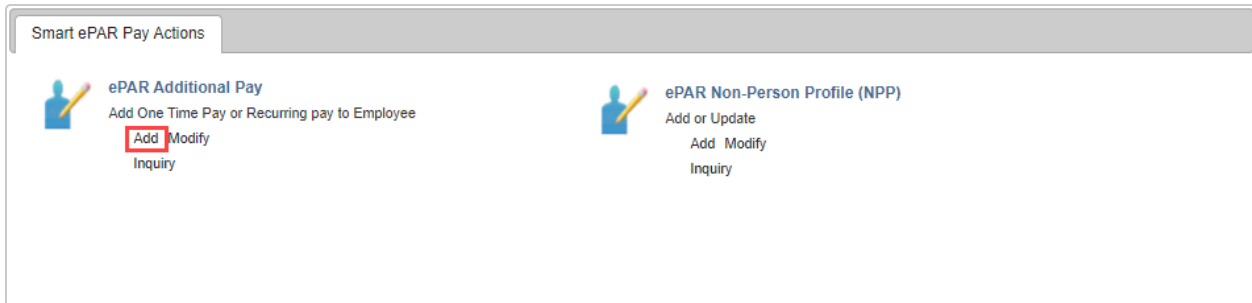
The down arrow lets you hide, or collapse, sections you do not want to view.

Click the  arrow to expand the section.

Beginning the Transaction

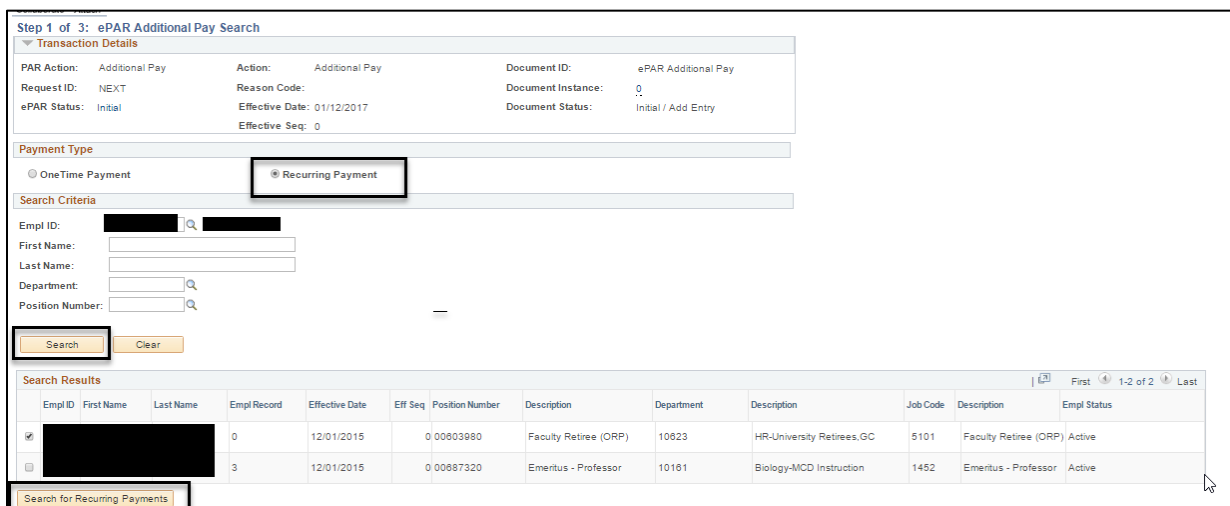
To enter a recurring payment:

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**.

Empl ID	First Name	Last Name	Empl Record	Earnings Code	Effective Date	Addl Seq #	Position Number	Description	Department	Description	Job Code	Description	Speed Type	Earnings End Date
<input checked="" type="checkbox"/>			0	AMP	12/01/2015	1	00612799	Retiree - Emeritus	10623	HR-University Retirees.GC	5102	Faculty Retiree-Emeritus (ORP)		01/14/2017
<input type="checkbox"/>			0	AMP	01/15/2017	1	00612799	Retiree - Emeritus	10623	HR-University Retirees.GC	5102	Faculty Retiree-Emeritus (ORP)		

Buttons: **Change/End Recurring Payment**, **Create Recurring Payment**

Step 2: Enter Initial Details

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

Create ePAR Additional Pay Request
 Step 2 of 3: ePAR Additional Pay Action Reason Selection

Transaction Details

PAR Action: Additional Pay Action: Additional Pay Document ID: ePAR Additional Pay
 Request ID: NEXT Reason Code: Recurring Payment Document Instance: 0
 ePAR Status: Initial Effective Date: 11/23/2015 Document Status: Initial / Add Entry
 Effective Seq: 0

Employee Details

Name: [Redacted] Empl ID: [Redacted] Empl Rcd: 0
 Profile Type: [Redacted] Profile ID: [Redacted] Last Personnel Action:
 Historical ePARs Pending ePARs Last Transaction Date:

Action/Reason Selection

Action: Additional Pay Reason: Recurring Payment
 Effective Date: 11/23/2015 End Date: 02/29/2016

Additional Pay Info

Earnings Code: Bonus
 Earnings: 2,500.00
 Goal Amount: 7,500.00

Comments:

Previous Next

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.

Step 3 of 3: ePAR Additional Pay

Transaction Details

PAR Action: Additional Pay Action: Additional Pay Document ID: ePAR Additional Pay
 Request ID: NEXT Reason Code: Recurring Payment Document Instance: 0
 ePAR Status: Initial Effective Date: 11/23/2015 Document Status: Initial / Add Entry
 Effective Seq: 0

Employee Details

Name: [Redacted] Empl ID: [Redacted] Empl Rcd: 0
 Profile Type: [Redacted] Profile ID: [Redacted] Last Personnel Action:
 Historical ePARs Pending ePARs Last Transaction Date:

Default Job Info

Current Value **New Value**

Position Number: [Redacted] [Redacted]
 Business Unit: [Redacted] [Redacted]
 Department: [Redacted] 51000
 Job Code: [Redacted] [Redacted]

New Funding

Empl ID: [Redacted] Empl Record: 0 Total Salary: 7,500.00 Amt Pct

Personalize | Find | First 1 of 1 Last

Budget Amount	Earnings	Department	Project/Grant	Speedtype	Product	Fund Code	Distribution %
1	7500.00	[Redacted]	[Redacted]	[Redacted]			

Previous

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

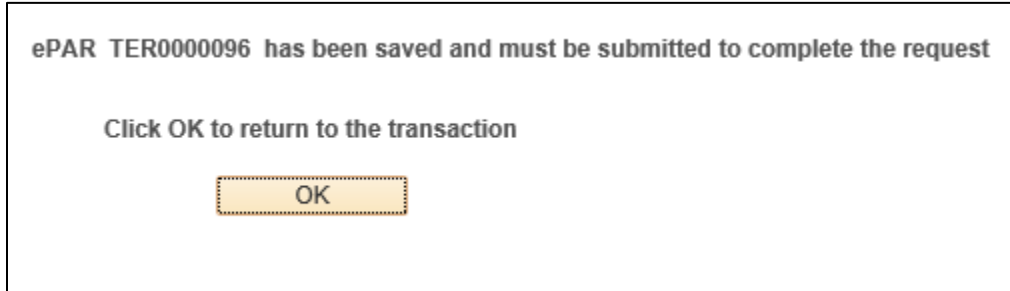


Step 4: Saving and Submitting the Transaction

1. Click **Save**.



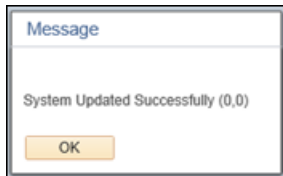
2. When you receive this message with your ePAR additional pay number, click **OK**.



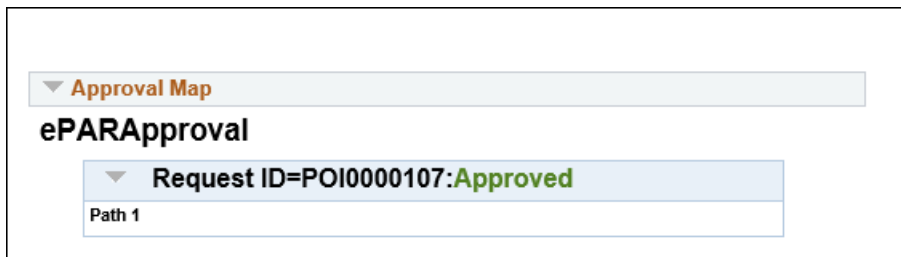
3. Click **Submit**.



4. Click **OK**.



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



Reviewing Existing Recurring Payments

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

1. Navigate to Create Additional Pay. (**NavBar**> **Menu**> **Payroll for North America**> **Employee Pay Data USA**> **Create Additional Pay**.)
2. Type search criteria in the appropriate fields.

Create Additional Pay

Find an Existing Value

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

Recent Searches Saved Searches

Empl ID
 Empl Record
 Name
 Last Name
 Second Last Name
 Alternate Character Name
 Middle Name
[Show fewer options](#)

Case Sensitive Include History

3. Press **Enter**, or click **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		Hourly Rate	
Hours		Goal Balance	
Goal Amount	██████████	<input type="checkbox"/> Disable Direct Deposit	<input type="checkbox"/> Prorate Additional Pay
Sep Check Nbr			

OK to Pay

Applies To Pay Periods

First Second Third Fourth Fifth

[Job Information](#)
[Tax Information](#)