

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.

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Before You Begin

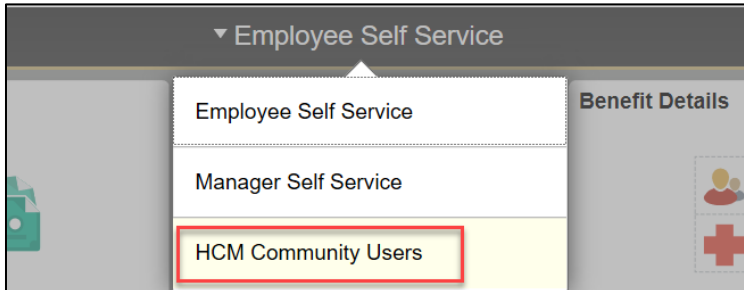
Before you begin, here are a few tips:

-  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**.

Step 1 of 3: ePAR Additional Pay Search

Transaction Details

PAR Action: Additional Pay Action: Additional Pay Document ID: ePAR Additional Pay
 Request ID: NEXT Reason Code: Document Instance: 0
 ePAR Status: Initial Effective Date: 01/12/2017 Document Status: Initial / Add Entry
 Effective Seq: 0

Payment Type

One Time Payment Recurring Payment

Search Criteria

Empl ID: [Redacted] First Name: [Redacted] Last Name: [Redacted]
 Department: [Redacted] Position Number: [Redacted]

Search Results

Empl ID	First Name	Last Name	Empl Record	Effective Date	Eff Seq	Position Number	Description	Department	Description	Job Code	Description	Empl Status
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	0	12/01/2015	0	00603080	Faculty Retiree (ORP)	10623	HR-University Retirees.GC	5101	Faculty Retiree (ORP)	Active
<input type="checkbox"/>	[Redacted]	[Redacted]	3	12/01/2015	0	00687320	Emeritus - Professor	10161	Biology-MCD Instruction	1452	Emeritus - Professor	Active

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**.

Search Results

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

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:

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:
 Last Transaction Date:
[Historical ePARs](#) [Pending ePARs](#)

Default Job Info

Current Value **New Value**

Position Number: [Redacted] [Redacted] [Redacted]
 Business Unit: [Redacted] [Redacted] [Redacted]
 Department: [Redacted] 51000 [Redacted]
 Job Code: [Redacted] [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. Attach any additional documentation if needed, by clicking the **Attach** icon on the upper left corner of the page.

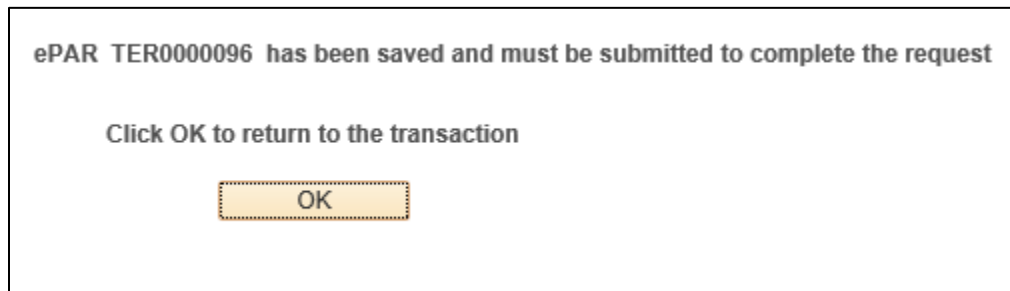


Step 4: Saving and Submitting the Transaction

1. Click **Save**.



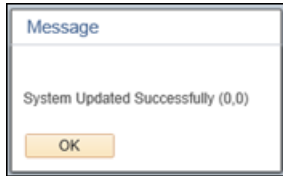
2. When you receive this message with your ePAR additional pay number, click **OK**.



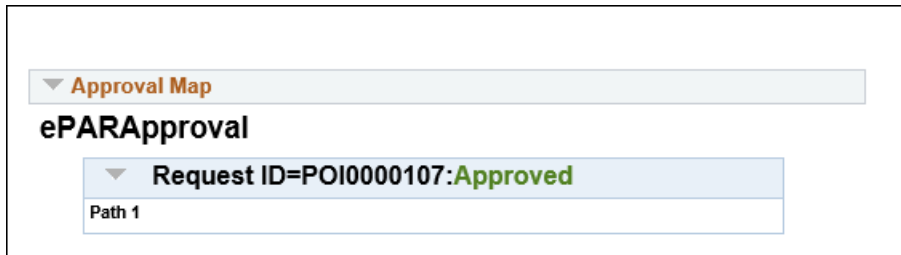


3. Click **Submit**.

4. Click **OK**.



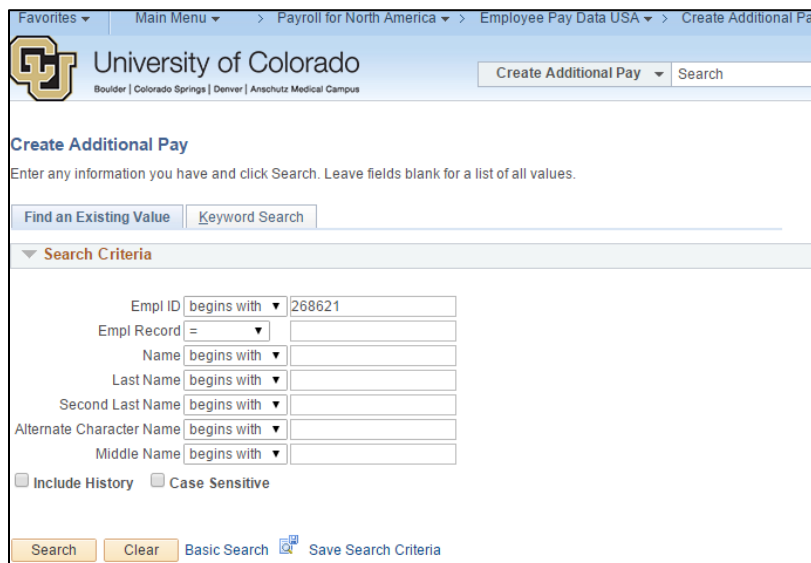
5. Click **OK** again to return to your transaction page. It will be in Display Only view mode.



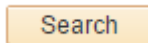
Reviewing Existing Recurring Payments

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

1. Navigate to Create Additional Pay. (**NavBar**> **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.

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 [REDACTED]	Goal Balance
Sep Check Nbr	<input type="checkbox"/> Disable Direct Deposit
<input checked="" type="checkbox"/> OK to Pay	<input type="checkbox"/> 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