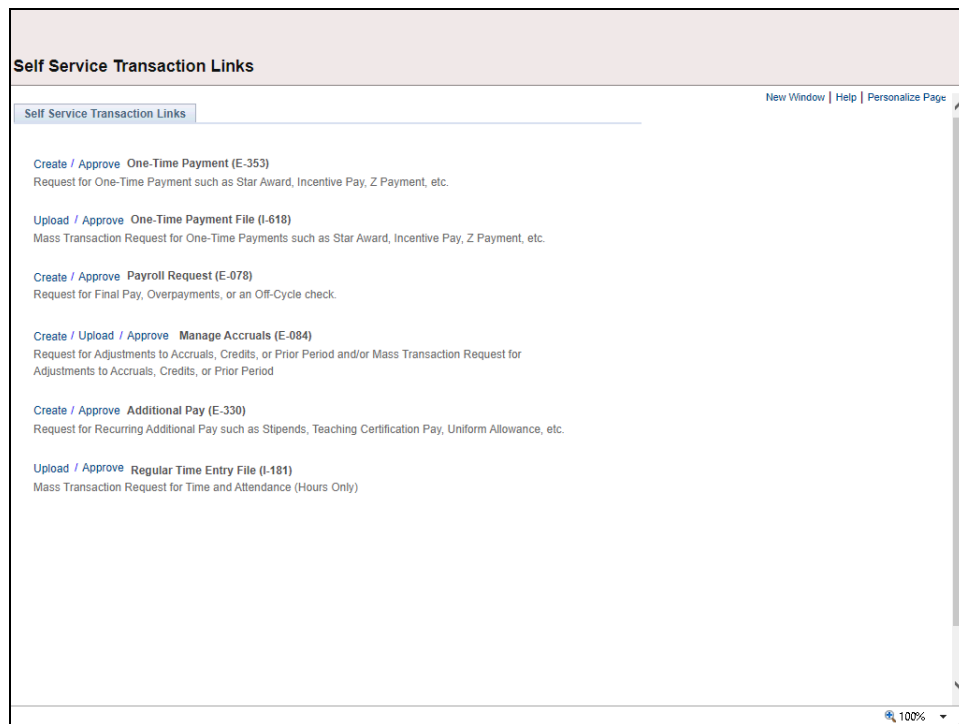


Use this task to create and submit a one-time payment request.

Navigation: Menu > UC Customizations > UC Extensions > **Self Service Transaction Links**
OR

Workforce Administration (Homepage)> Payroll Tasks (Tile)> Payroll Transactions> **Self Service Transaction Links**



Step	Action
1.	Click the Create link for One-Time Payment (E-353) . Create

One-Time Payments

New Window | Help | Personalize Page

One-Time Payments

Employee Selection Criteria

Empl ID

Empl Rcd

Last Name

First Name

Business Unit

Department

Job Code

Get Employees

Return

Employee Details Personalize | Find | View All | First 1 of 1 Last

Name	Business Unit	Employee ID	Job	Empl Status	Action	Reason	Effective Date	Position Number	Department	Job Code
Name			0							

Step	Action
2.	Enter search criteria for the employee. The fastest way to locate the employee is to enter the employee's ID. Click in the Empl ID field.
3.	Enter the desired information into the Empl ID field. For this example, enter 10005639.
4.	Click the Get Employees button. Get Employees

One-Time Payments

[New Window](#) | [Help](#) | [Personalize Page](#)

One-Time Payments

Employee Selection Criteria

 Empl ID 🔍
 Empl Rcd 🔍
 Last Name 🔍
 First Name 🔍
 Business Unit 🔍
 Department 🔍
 Job Code 🔍

Get Employees
Return

Employee Details Personalize Find View All 📄 🗨️											First	🔼 1 of 1 🔽	Last
Name	Business Unit	Employee ID	Job	Empl Status	Action	Reason	Effective Date	Position Number	Department	Job Code			
Johnston, Cheryl H	RVCMP	10005639	0	Active	DTA	CNV	12/01/2017	40008515	D01245	006206			

javascript:submitAction_win0(document.win0,'NAME\$0');
 🔄 100% ▾

Step	Action
5.	The system displays the search results at the bottom of the page. If no records match the search criteria, the search grid is blank. If multiple records match the search criteria, the system displays a list of employees who match that criteria. In this example, you entered an employee ID for an employee who has only one employee record (Empl Record 0) in UCPath, so the system returned only one search result. For this example, click the Johnston, Cheryl H link. <u>Johnston, Cheryl H</u>

Self Service Transaction Links

New Window | Help | Personalize Page

One-Time Payments

Transaction ID: NEW

Name: Cheryl Johnston

Employee ID: 10005639 Empl Record: 0 No Data present for current One-Time Payments

☐ Do you want to override the ChartField values?

New One Time Payments Find | View All First 1 of 1 Last

*Earnings Code: Reason Code ☐ Gross-Up

Earnings Amount: *Pay End Date: 03/31/2018

*Earnings Begin: *Earnings End:

Upload / View Supporting Documents

Initiator Comment:

Submit Return

Get Related Actions 100%

Step	Action
6.	Use the One-Time Payments page to enter the payment details, including the earnings code and the dollar amount.
7.	Notice that the Transaction ID field displays NEW . When you successfully complete all required fields and submit the request for review and approval, the system automatically assigns the ID number.
8.	If the employee has any current one-time payment requests that are unapproved or unprocessed by payroll, they appear on the right side of the page.
9.	If applicable, such as for processing interlocation one-time payments, select the Do you want to override the ChartField values? check box. Selecting the check box displays the ChartField Detail section. Update ChartField values only when directed. For this example, do not override the ChartField values.
10.	In the Earnings Code field, select the appropriate earnings code value from the list. Earnings codes in the list are based on the codes available for the employee's Pay Group. The list includes only those codes that allow flat amounts. Click in the Earnings Code field.
11.	Enter the desired information into the Earnings Code field. For this example, enter RFA .
12.	Press the [Tab] key.

Self Service Transaction LinksNew Window | Help | Personalize Page

One-Time Payments

Transaction ID: NEW
Name: [Cheryl Johnston](#)
Employee ID: 10005639 Empl Record: 0 No Data present for current One-Time Payments

☐ Do you want to override the ChartField values?

New One Time Payments Find | View All First 1 of 1 Last

*Earnings Code: Regular-Fat Amount Reason Code
☐ Gross-Up

Earnings Amount: *Pay End Date: 03/31/2018

*Earnings Begin: *Earnings End:

Upload / View Supporting Documents

Initiator Comment:

Get Related Actions 100%

Step	Action
13.	Click the button to the right of the Reason Code field. 

Self Service Transaction LinksNew Window | Help | Personalize Page

One-Time Payments

Transaction ID: NEW
Name: [Cheryl Johnston](#)
Employee ID: 10005639 Empl Record: 0 No Data present for current One-Time Payments

☐ Do you want to override the ChartField values?

New One Time Payments Find | View All First 1 of 1 Last

*Earnings Code: Regular-Fat Amount Reason Code
☐ Gross-Up

Earnings Amount: *Pay End Date: 03/31/2018

*Earnings Begin: *Earnings End:

Upload / View Supporting Documents

Initiator Comment:

Get Related Actions 100%

Step	Action
14.	When processing interlocation one-time payments, select the Interlocation One-Time Payment Reason Code. For this example, a Reason Code is not selected.

Self Service Transaction Links

One-Time Payments [New Window](#) | [Help](#) | [Personalize Page](#)

Transaction ID: NEW
 Name: Cheryl Johnston
 Employee ID: 10005639 Empl Record: 0 No Data present for current One-Time Payments

☐ Do you want to override the ChartField values?

New One Time Payments Find | View All First 1 of 1 Last

*Earnings Code: RFA Regular-Flat Amount Reason Code ☐ Gross-Up

Earnings Amount: *Pay End Date: 03/31/2018

*Earnings Begin: *Earnings End:

Upload / View Supporting Documents

Initiator Comment:

Submit Return

Get Related Actions 100%

Step	Action
15.	If applicable, select the Gross-Up check box to indicate that the employee should be reimbursed for the taxes paid on this payment. For this example, do not select the check box.
16.	In the Earnings Amount field, enter the one-time payment dollar amount. This can be a positive or negative amount. Click in the Earnings Amount field.
17.	Enter the desired information into the Earnings Amount field. For this example, enter 1182.75.
18.	The Pay End Date field defaults to the end date of the current pay cycle (monthly or biweekly, based on the employee's Pay Group). Accept the default value. Only on-cycle pay calendars are referenced; off-cycle pay calendars are ignored.

Step	Action
19.	Click in the Earnings Begin field.
20.	For the Earnings Begin and Earnings End fields, enter the dates associated with the payment. Earnings Begin and Earnings End values should not be greater than Pay End Date . The dates should fall within either the FLSA Calendar for non-exempt employees (1 week) or the Pay Calendar for exempt employees (1 month). Enter the desired information into the Earnings Begin field. For this example, enter 03/01/2018 .
21.	In the Earnings End field, enter the other end of date range to which this payment applies. For one-time payments, this date might be the same as the earnings begin date. Click in the Earnings End field.
22.	Enter the desired information into the Earnings End field. For this example, enter 03/31/2018 .

Self Service Transaction Links

[New Window](#) | [Help](#) | [Personalize Page](#)

One-Time Payments

Transaction ID: NEW

Name: [Cheryl Johnston](#)

Employee ID: 10005639 Empl Record: 0 No Data present for current One-Time Payments

☐ Do you want to override the ChartField values?

New One Time Payments [Find](#) | [View All](#) First 1 of 1 Last

*Earnings Code: RFA	Regular-Flat Amount	Reason Code	☐ Gross-Up
Earnings Amount: 1182.75	*Pay End Date: 03/31/2018		
*Earnings Begin: 03/01/2018	*Earnings End: 03/31/2018		

[Upload / View Supporting Documents](#)

Initiator Comment:

Get Related Actions 100%

Step	Action
23.	Use the Upload / View Supporting Documents link to attach or view supporting documents.

Self Service Transaction Links

One-Time Payments

Transaction ID: NEW
Name: Cheryl Johnston
Employee ID: 10005639 Empl Record: 0 No Data present for current One-Time Payments

☐ Do you want to override the ChartField values?

New One Time Payments Find | View All First 1 of 1 Last

*Earnings Code: RFA Regular-Flat Amount Reason Code ☐ Gross-Up

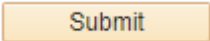
Earnings Amount: 1182.75 *Pay End Date: 03/31/2018

*Earnings Begin: 03/01/2018 *Earnings End: 03/31/2018

Upload / View Supporting Documents

Initiator Comment:

Submit Return

Step	Action
24.	In the Initiator Comment field, enter additional information regarding this transaction. This information is specifically for the approver and UCPath Center processors. Be sure to include specific details about the request you are submitting.
25.	Click in the Initiator Comment field. 
26.	Follow Location standards when entering comments. The notes are stored with the data. Enter the desired information into the Initiator Comment field. For this example, enter One-time payment for D01010 March/2018 per Manager.
27.	Click the Submit button to initiate approval routing via workflow. 

Approve One-Time Payments

One-Time Payments [New Window](#) [Help](#) [Personalize Page](#)

Transaction ID: O000000596
Name: Cheryl Johnston
Employee ID: 10005639 Empl Record: 0

☐ Do you want to override the ChartField values?

New One Time Payments Find | View All First 1 of 1 Last

*Earnings Code: RFA Regular-Flat Amount ☐ Gross-Up
Earnings Amount: 1182.75 *Pay End Date: 03/31/2018
*Earnings Begin: 03/01/2018 *Earnings End: 03/31/2018

ChartField Detail

*Account (UCR):
*Activity:
*Fund:
Project Code:
Cost Center:
*Function:

[Upload / View Supporting Documents](#)

Initiator Comment: One-time payment for D01010 March/2018 per Manager.

Requester ID: UC_JLAMBERT Jerry Lambert - Training

Current One-Time Payments Find | View All First 1 of 1 Last

Earnings Code: RFA Regular-Flat Amount ☐ Gross-Up
Approval Status: Pending Transaction ID: O000000596
Earnings Amount: 1182.75 Pay End Date: 03/31/2018
Earnings Begin: 03/01/2018 Earnings End: 03/31/2018

ChartField Detail

Account (UCR):
Activity:
Fund:
Project Code:
Cost Center:
Function:

100%

Step	Action
28.	After you click Submit , if there are no errors, the system generates and displays a unique Transaction ID .
29.	After you submit the request for approval, the transaction status and details appear on the right side of the page. The Approval Status field displays a status of Pending until the request is approved or denied.
30.	Notice that the Transaction ID field on this side of the page also displays the unique, system-generated transaction ID number, which you can use later to access the transaction and check its status.
31.	If you override the existing ChartField values in your request, the override values appear in the ChartField Detail section. In this example, ChartField values were not updated.
32.	If necessary, scroll down to display additional page details. Click the scroll bar.

Approve One-Time Payments

*Earnings Begin: 03/01/2018

*Earnings End: 03/31/2018

Earnings Begin: 03/01/2018

Earnings End: 03/31/2018

ChartField Detail

*Account (UCR):

*Activity:

*Fund:

Project Code:

Cost Center:

*Function:

ChartField Detail

Account (UCR):

Activity:

Fund:

Project Code:

Cost Center:

Function:

Upload / View Supporting Documents

Initiator Comment:

One-time payment for D01010 March/2018 per Manager.

Requester ID:

UC_ILAMBERT Jerry Lambert - Training

Requested:

09/24/2018 11:53:33.000000AM

Return

One Time Pay

Transaction: O000000596, ID: 10005639, Effdt: 2018-09-24, Unit: RVCMP:Pending

One Time Pay

Pending

Multiple Approvers

UC HR Approver 01

Notify

Step	Action
33.	The Requester ID and Requested date/time stamp appear.
34.	The One Time Pay approval routing section displays the transaction ID, employee ID, effective date, business unit and status.
35.	Click the scroll bar.

Approve One-Time Payments

[New Window](#) | [Help](#) | [Personalize Page](#)

One-Time Payments

Transaction ID: O000000596
Name: [Cheryl Johnston](#)
Employee ID: 10005639 Empl Record: 0
☐ Do you want to override the ChartField values?

New One Time Payments [Find](#) | [View All](#) First 1 of 1 Last

*Earnings Code: RFA Regular-Flat Amount ☐ Gross-Up
Earnings Amount: 1182.75 *Pay End Date: 03/31/2018
*Earnings Begin: 03/01/2018 *Earnings End: 03/31/2018

ChartField Detail
*Account (UCR):
*Activity:
*Fund:
Project Code:
Cost Center:
*Function:

Current One-Time Payments [Find](#) | [View All](#) First 1 of 1 Last

Earnings Code: RFA Regular-Flat Amount ☐ Gross-Up
Approval Status: Pending Transaction ID: O000000596
Earnings Amount: 1182.75 Pay End Date: 03/31/2018
Earnings Begin: 03/01/2018 Earnings End: 03/31/2018

ChartField Detail
Account (UCR):
Activity:
Fund:
Project Code:
Cost Center:
Function:

[Upload / View Supporting Documents](#)
Initiator Comment: One-time payment for D01010 March/2018 per Manager.
Requester ID: UC_JLAMBERT Jerry Lambert - Training

Step	Action
36.	You have submitted a one-time payment request. End of Procedure.

Last changed on: 6/22/26

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