

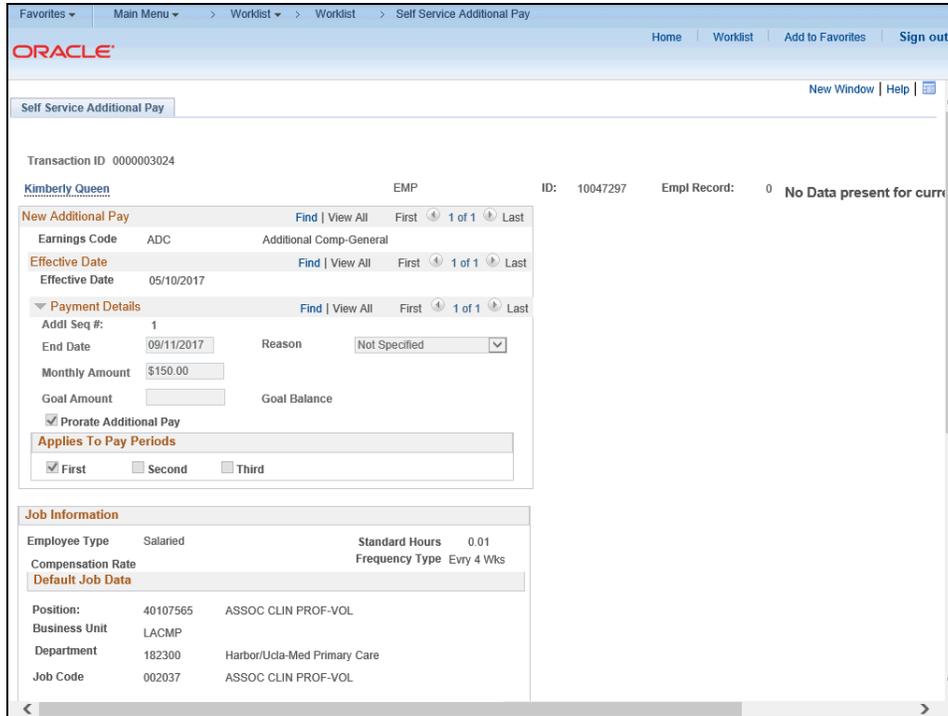
Use this task to approve a recurring additional pay request.

Navigation:

To open a transaction that is pending approval, navigate to your **Worklist** in UCPath and click the appropriate transaction link.

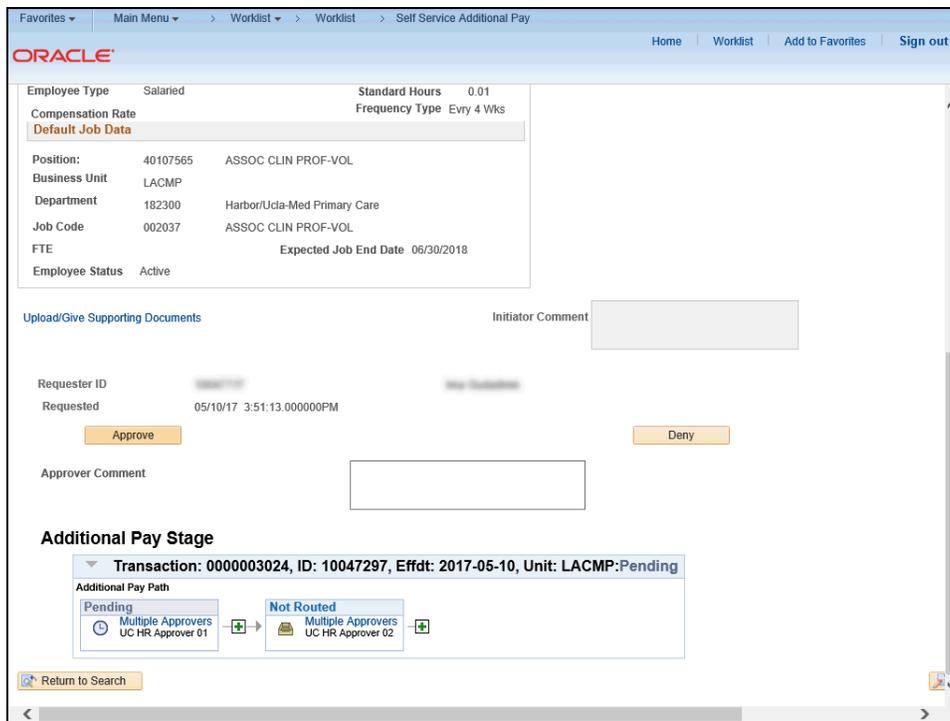
or

Click the transaction link in the system-generated email notification.



Step	Action
1.	The Self Service Additional Pay page displays details for the pending request. As you review a transaction in UCPath, refer to your local business process, which may include specific approval guidelines.
2.	The transaction header displays the transaction ID number, and the employee's name, employee ID and employee record number.
3.	The Additional Pay section provides details regarding the payment request, including the earnings code and payment amount.
4.	If the employee has one or more existing recurring payments set up in UCPath, the system displays the Current One Time Payments section, which provides details. In this example, the employee does not currently have any scheduled recurring payments.

Step	Action
5.	<p>Notice that in this example, there is only one row of data as indicated by the 1 of 1 value. Be sure to verify whether there are multiple rows you must review and approve.</p> <p>If there are multiple rows, use the View All link to display all rows of data on a page. When this feature is enabled, the link changes to read View 1, so that you can return to the original setting. You can also use the next and previous buttons to navigate between rows.</p>
6.	<p>If necessary, scroll down to display additional fields and page options.</p> <p>Click the scroll bar.</p>



Step	Action
7.	<p>The Initiator Comments field displays comments entered by the initiator, if applicable. In this example, the initiator did not enter any comments.</p>

Step	Action
8.	<p>Each approver is assigned to a specific workflow approval level. Some transactions require only one level of approval, while others require multiple levels. In this example, the transaction requires multiple levels of approval and the first approval is pending.</p> <p>The Approver 1 level can approve or deny transactions, but cannot push back a transaction.</p> <p>The Approver 2 and 3 levels can approve, push back to a previous approver (not the initiator) or deny transactions.</p>
9.	<p>After you review the transaction detail, you can approve, push back (if applicable) or deny the transaction.</p> <p>Comments are required when you push back or deny a transaction.</p> <p>In this example, you will approve the transaction.</p>
10.	<p>When you are ready to approve the transaction, click the Approve button.</p> <div style="text-align: center;">  </div>

The screenshot displays the Oracle UCPath interface for a Self-Service Additional Pay transaction. At the top, there are navigation tabs for Favorites, Main Menu, Worklist, and Sign out. The main content area is divided into several sections:

- Job Information:** A table showing employee details: Employee Type (Salaried), Standard Hours (0.01), Compensation Rate, and Frequency Type (Evry 4 Wks). Below this is a 'Default Job Data' section with fields for Position (40107565, ASSOC CLIN PROF-VOL), Business Unit (LACMP), Department (182300, Harbor/Ucla-Med Primary Care), Job Code (002037, ASSOC CLIN PROF-VOL), FTE, and Expected Job End Date (06/30/2017).
- Upload/Give Supporting Documents:** A section with an 'Initiator Comment' text box.
- Requester ID:** Fields for Requester ID and Requested (05/10/17 3:51:13.000000PM).
- Approver Comment:** A text box for the approver's comment.
- Additional Pay Stage:** A dropdown menu showing 'Transaction: 000003024, ID: 10047297, Effdt: 2017-05-10, Unit: LACMP:Pending'. Below this is an 'Additional Pay Path' diagram showing a flow from 'Approved' (with a green checkmark) to 'Pending' (with a clock icon). The 'Pending' stage is associated with 'Multiple Approvers' and 'UC HR Approver 02'.

At the bottom left, there is a 'Return to Search' button.

Step	Action
11.	<p>After you approve a transaction, the transaction page no longer displays the approval action buttons.</p> <p>The approval status monitor (the Additional Pay Stage section in this example) remains at the bottom of the page. This section displays the Location approval workflow details, including completed and pending approvals.</p>
12.	<p>You have approved a recurring additional pay request.</p> <p>End of Procedure.</p>