

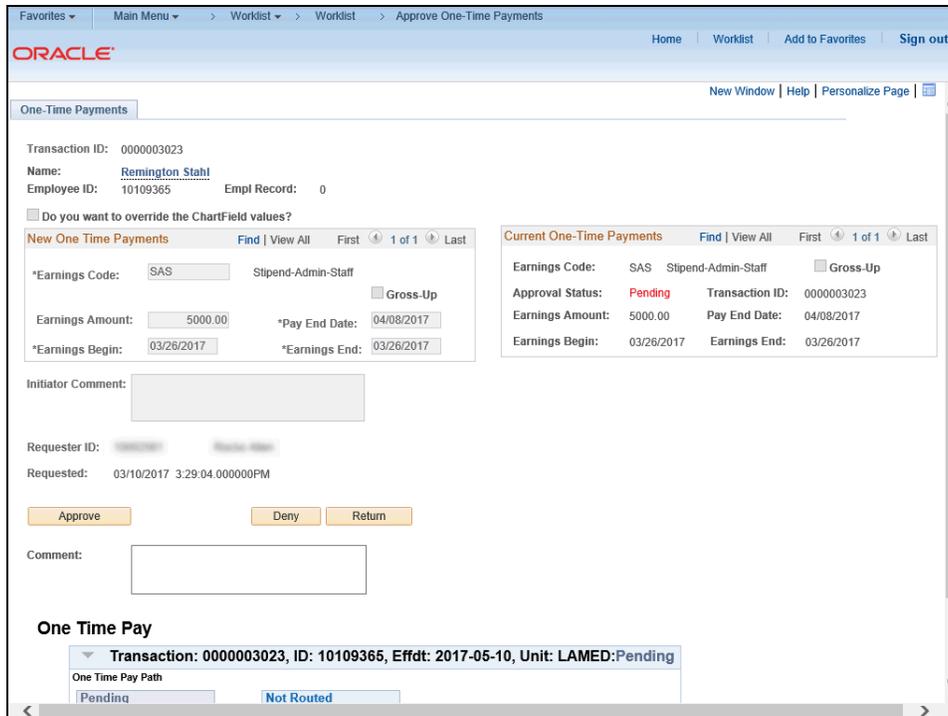
Use this task to approve a one-time payment request.

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 One-Time Payments page displays details for the pending payment. As you review a transaction in UCPath, refer to your local business process, which may include specific approval guidelines.
2.	The system displays the Requester ID and Name of the user who submitted the transaction for approval. The system also displays the date and time it was submitted. Be sure to review any detail listed in the Initiator Comment field before you begin your review. Initiators use this field to include information that may be useful during the approval process. In this example, the initiator did not enter any comments.
3.	The transaction header displays the Transaction ID number, the employee's Name , the Employee ID number and the Empl Record number.

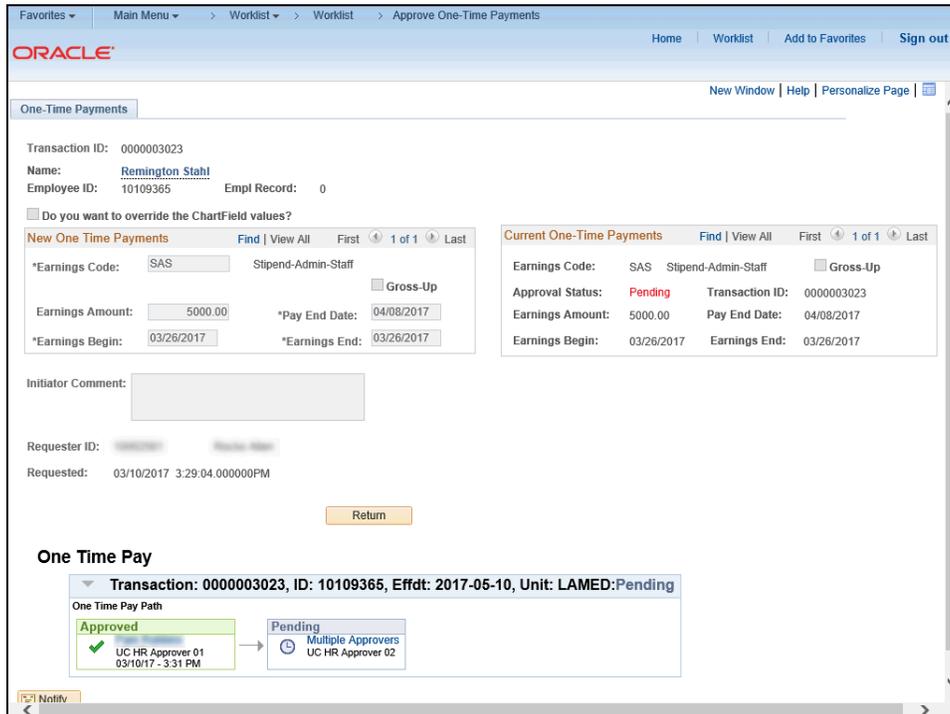
Step	Action
4.	If the initiator edited ChartField values, the Do you want to override the ChartField values? check box is selected and the ChartField Detail section displays override details. In this example, the requester did not override the default ChartField values.
5.	The New One Time Payments section provides details regarding the payment request, including the earnings code and payment amount.
6.	The Current One Time Payments section provides details regarding the employee's current additional payments. In this example, the only additional pay for the employee is the pending payment awaiting approval.

The screenshot displays the Oracle UCPath interface for approving one-time payments. At the top, there are navigation menus for 'Favorites', 'Main Menu', 'Worklist', and 'Approve One-Time Payments'. The Oracle logo is visible in the top left, and 'Home', 'Worklist', 'Add to Favorites', and 'Sign out' are in the top right. Below the navigation, there are links for 'New Window', 'Help', and 'Personalize Page'. The main content area is titled 'One-Time Payments' and shows the following details:

- Transaction ID: 000003023
- Name: Remington Stahl
- Employee ID: 10109365
- Empl Record: 0
- Check box: Do you want to override the ChartField values?
- New One Time Payments** section:
 - Earnings Code: SAS (Slipend-Admin-Staff)
 - Earnings Amount: 5000.00
 - *Pay End Date: 04/08/2017
 - *Earnings Begin: 03/26/2017
 - *Earnings End: 03/26/2017
- Current One-Time Payments** section:
 - Earnings Code: SAS (Slipend-Admin-Staff)
 - Approval Status: Pending
 - Transaction ID: 000003023
 - Earnings Amount: 5000.00
 - Pay End Date: 04/08/2017
 - Earnings Begin: 03/26/2017
 - Earnings End: 03/26/2017
- Initiator Comment: [Text area]
- Requester ID: [Redacted]
- Requested: 03/10/2017 3:29:04.000000PM
- Buttons: Approve, Deny, Return
- Comment: [Text area]
- One Time Pay** section:
 - Transaction: 000003023, ID: 10109365, Effdt: 2017-05-10, Unit: LAMED:Pending
 - One Time Pay Path: Pending, Not Routed

Step	Action
7.	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 to review and approve. 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.

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, pushback to a previous approver (not the initiator) or deny transactions.</p>
9.	<p>After you review the transaction details, you can approve, push back (if applicable) or deny the transaction. If necessary, you can click the Return button to return to the search page to search for another transaction.</p> <p>Comments are required if 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>



Transaction ID: 000003023
 Name: [Remington Stahl](#)
 Employee ID: 10109365 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: SAS Slipend-Admin-Staff Gross-Up
 Earnings Amount: 5000.00 *Pay End Date: 04/08/2017
 *Earnings Begin: 03/26/2017 *Earnings End: 03/26/2017

Current One-Time Payments Find | View All First 1 of 1 Last
 Earnings Code: SAS Slipend-Admin-Staff Gross-Up
 Approval Status: Pending Transaction ID: 000003023
 Earnings Amount: 5000.00 Pay End Date: 04/08/2017
 Earnings Begin: 03/26/2017 Earnings End: 03/26/2017

Initiator Comment:

Requester ID:

Requested: 03/10/2017 3:29:04.000000PM

[Return](#)

One Time Pay
 Transaction: 000003023, ID: 10109365, Effdt: 2017-05-10, Unit: LAMED:Pending

One Time Pay Path

```

graph LR
    A[Approved  
UC HR Approver 01  
03/10/17 - 3:31 PM] --> B[Pending  
Multiple Approvers  
UC HR Approver 02]
  
```

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 One Time Pay section in this example) remains at the bottom of the page. This section displays the approval workflow details, including completed and pending approvals.</p>
12.	<p>The Approval Status field displays Pending until final approval. Upon final approval, this field displays Approved.</p>
13.	<p>You have approved an one-time payment request.</p> <p>End of Procedure.</p>