

Payment Request

Procedure

Managers can use the HCM system Payment Request form to issue a payment to an employee independent of the regular payroll process.

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Step	Action
1.	From the HCM main menu, click the Manager Self Service link.
	Manager Self Service
2.	Click the Case Time Reporting link.
	Case Time Reporting
3.	Click the Payment Request link.
	Payment Request



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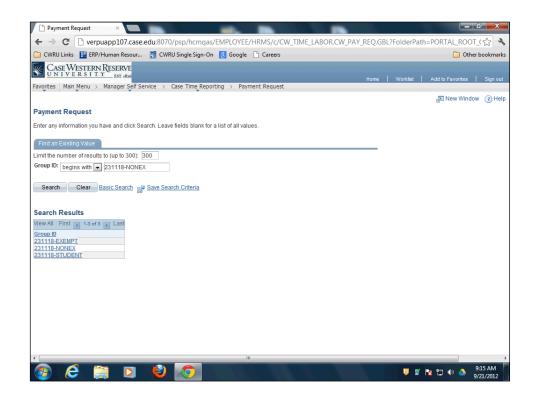
Step	Action
4.	The Payment Request search page appears. You can enter the
	Group ID number or leave the field blank and click the Search button
	to bring up the list of available ID numbers.
	Search



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Step	Action
5.	If you chose to leave the ID field blank, the Search Results screen appears. Click the desired Group ID number from the list.
	Search Results View All First 1-3 of 3 Last Group ID 231118-EXEMPT 231118-NONEX 231118-STUDENT
	Note : You can use the arrow keys at the top of the Search Results block to navigate through multiple pages if needed.
6.	Clicking the Advanced Search link will take you to page where you can save your search criteria if desired.
	Advanced Search





Step	Action
7.	Click the Save Search Criteria link to save the search parameters you use most often.
	Save Search Criteria



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lame of Search: Non-exempt search				
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Return to Advanced Search				
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Step	Action
8.	Type in a name for your search and click the Save button.



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Step	Action
9.	The Payment Request page appears. Enter the Empl ID (employee identification number) or click the Look Up button (magnifying glass) to search for the number.
	Empl ID 1020560



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Step	Action
10.	From the Look Up dialog box, you can define your search by selecting one of the entries from the Search By drop down list:
	- Empl ID - Empl ID - Rcd Nbr - Empl Record - Job Title - Name.
	You can then enter the beginning character(s) of the field you selected into the search field.
	Search by: Empl ID begins with
11.	Click the Look Up button to run the search.



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Step	Action
12.	To select an employee ID number, click on the desired link from the Empl ID column.
	Empl ID 1001277



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Step	Action
13.	You can enter the date manually or click on the calendar icon to select a date from the calendar pop-up menu.



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Step	Action
14.	You can enter the Time Reporting Code (TRC) manually or click the Look Up button (magnifying glass) to select a TRC code from the list.
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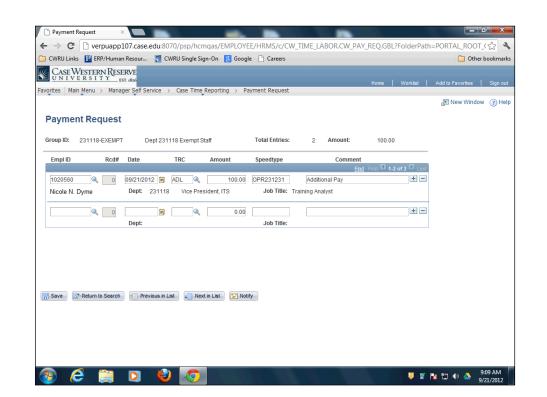
Step	Action
15.	You can search for a TRC code by entering the beginning letter(s) into the search field.
	Search by: Time Reporting Code begins with
16.	Click the Look Up button to run the search.
17.	To select a TRC code from the search results, click the link (in blue) from the Time Reporting Code column.
	Note : You can use the arrow keys at the top of the Search Results block to navigate through multiple pages if needed.



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Step	Action
18.	Enter the amount you wish to pay the employee into the Amount field.
	Amount 100.00
19.	Enter the your department speedtype code into the Speedtype field.
	Speedtype OPR231231
20.	Enter your comments into the Comment field.
	Comment Additional Pay





Step	Action
21.	Click the (+) or (-) links to the right of the Comment block to add or remove an entry.



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Step	Action
22.	You can click the Notify button to send an email notification to the employee informing them that you have approved the Payment Request .



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Step	Action
23.	The Send Notification page appears. Enter the notification details for the employee into the fields provided. Multiple email addresses should be separated by a semi-colon.
	Note: You can use the spell check icons to the right of the Subject and Message blocks to spell check your entries. Notification Details
24.	If you do not know the employee's email address, you can use the Lookup Recipient link to locate the address.
25.	Click the OK button to send the email message to the employee.



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COMPOSE	<your additional="" payment=""> Intex x</your>	
Inbox Sent Mail Drafts Spam Circles Solution Inbox	noreply@case.edu 9:13 AM (0 minutes ago) to me Workflow Notification Priority: 14 High Date Sent: 2012-09-21 Sent To: nmd123@case.edu cc: Please click on the link below to access this transaction: http://werpuape107.acse.edu/@070/psp/hcmqas/EMPLOYEE/HRMS/ c/CM_TIME_LABOR CW_PAY_REQ.GBL?Page=CW_PAY_REQ&GB_GROUP_ID=231118- EXEMPT&Action=U Message Text: I have approved your additional payment request for \$100.00. Click here to Reply or Forward	

Step	Action
26.	The employee will receive your Notification email which includes a link to access the transaction in the HCM system.
	Please click on the link below to access this transaction:



Payment Request

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Step	Action
27.	Click the Save button to finish your Payment Request .
	Save



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Step	Action
28.	You can use the Navigation links at the top of the page to move to other areas of the HCM system.
	Click the Case Time Reporting link and then select Payment Request History to view a report of all the payments you have approved to date.



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mpl ID	Empl Record	Name	<u>Transaction</u> <u>Date</u>	<u>Time</u> <u>Reporting</u> <u>Code</u>	Earnings Amount	<u>SpeedType</u>	Account	Time Status	Approver Empl ID	Pay Period End Date	Comments
020560	0	Dyme, Nicole Marie	09/21/2012	ADL	\$100.00	OPR231231	515200	Pay Req			Additional Pay
004668	0	Smith, John A.	09/21/2012	ADL	\$100.00	OPR231231	517100	Pay Req			Additional Payment

Step	Action
29.	You can use the following search options to refine your Payment Request History report:
	- Time Reporting Code (TRC) - From/To Dates - Time Status.
	After setting the desired search parameters, click the Search button to run the report again.
	Search
30.	Please remember to sign out at the end of your session.
	Sign out
31.	End of Procedure.