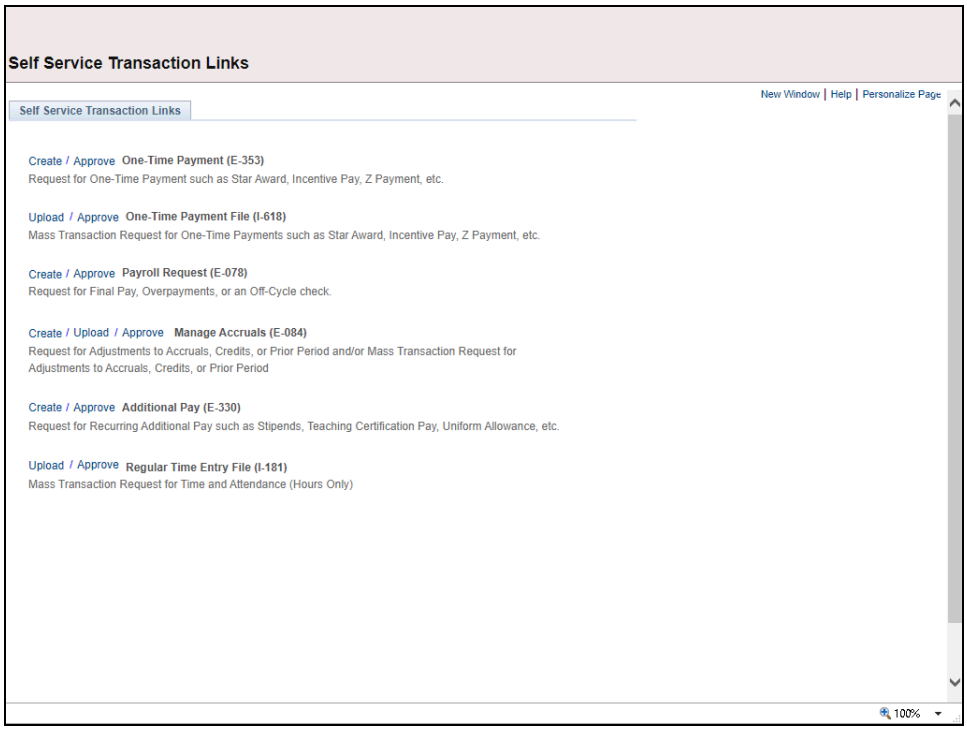
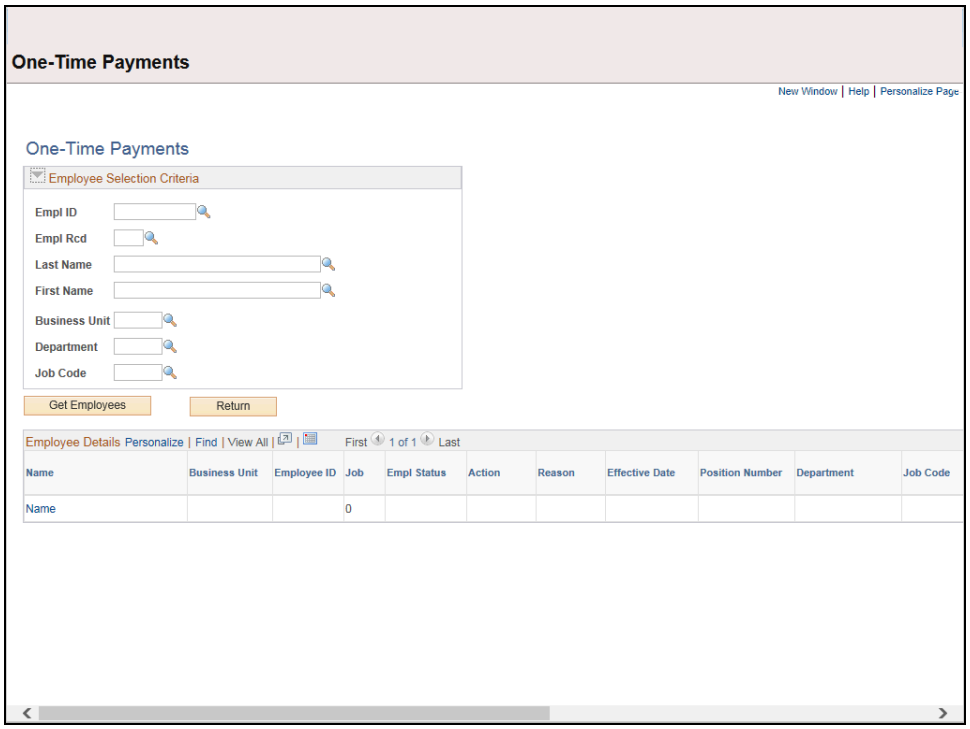
Use this task to create and submit a one-time payment request.

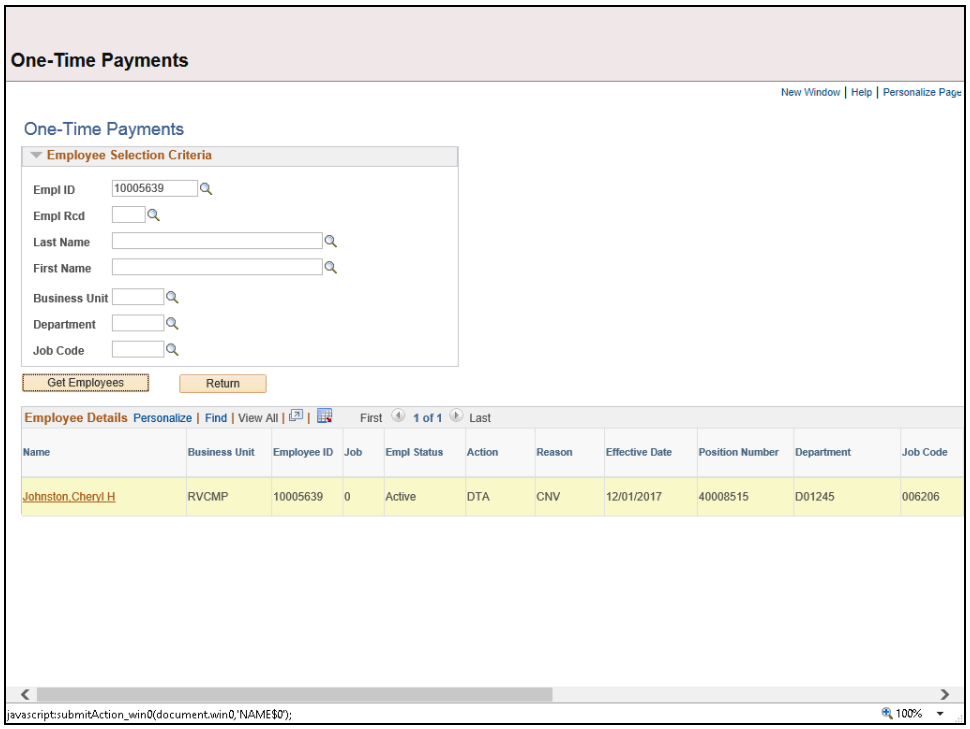
Navigation: Menu > UC Customizations > UC Extensions > **Self Service Transaction Links**
OR
Workforce Administration (Homepage)> Payroll Tasks (Tile)> Payroll Transactions> **Self Service Transaction Links**



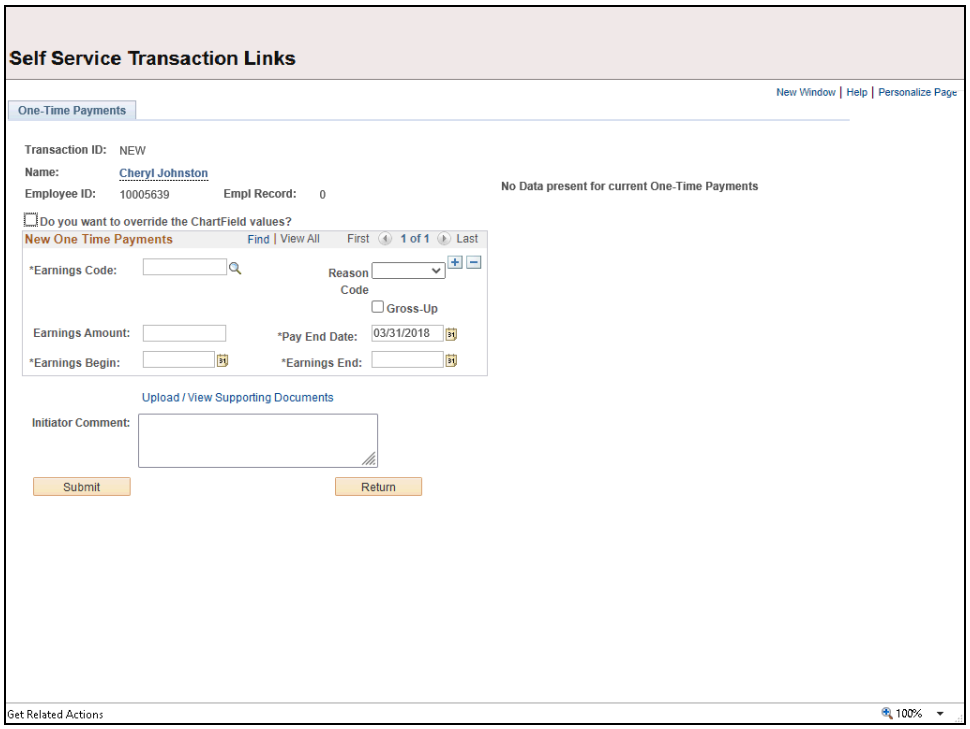
Step	Action
1.	Click the **Create** link for **One-Time Payment (E-353)**.



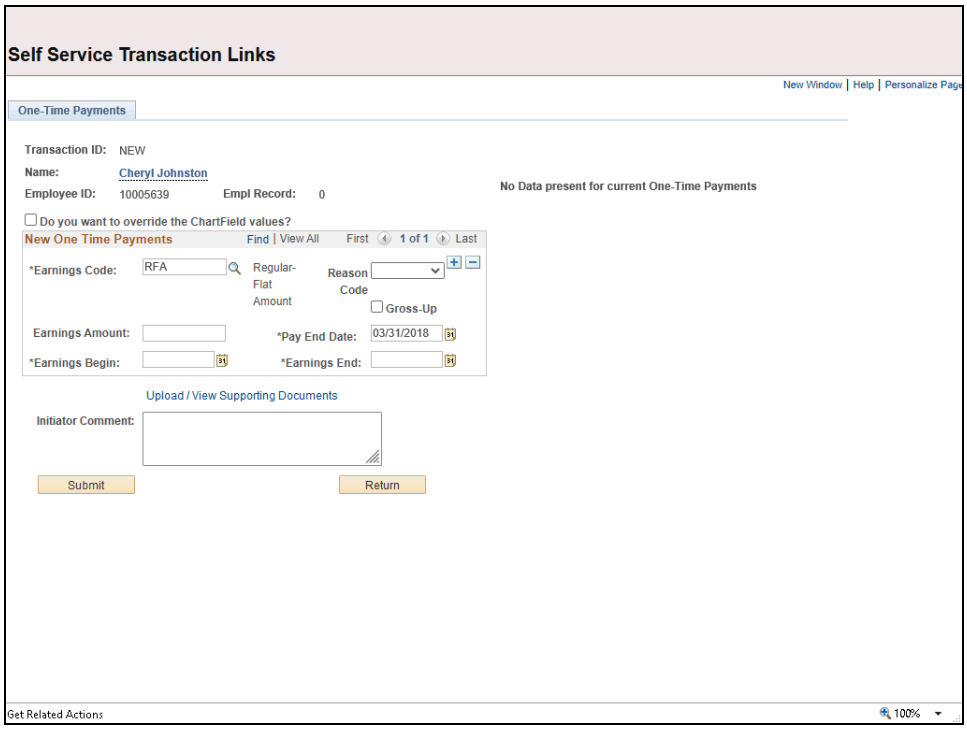
Step	Action
2.	Enter search criteria for the employee. The fastest way to locate the employee is to enter the employee's ID. Click in the **Empl ID** field.
3.	Enter the desired information into the **Empl ID** field. For this example, enter **10005639**.
4.	Click the **Get Employees** button.



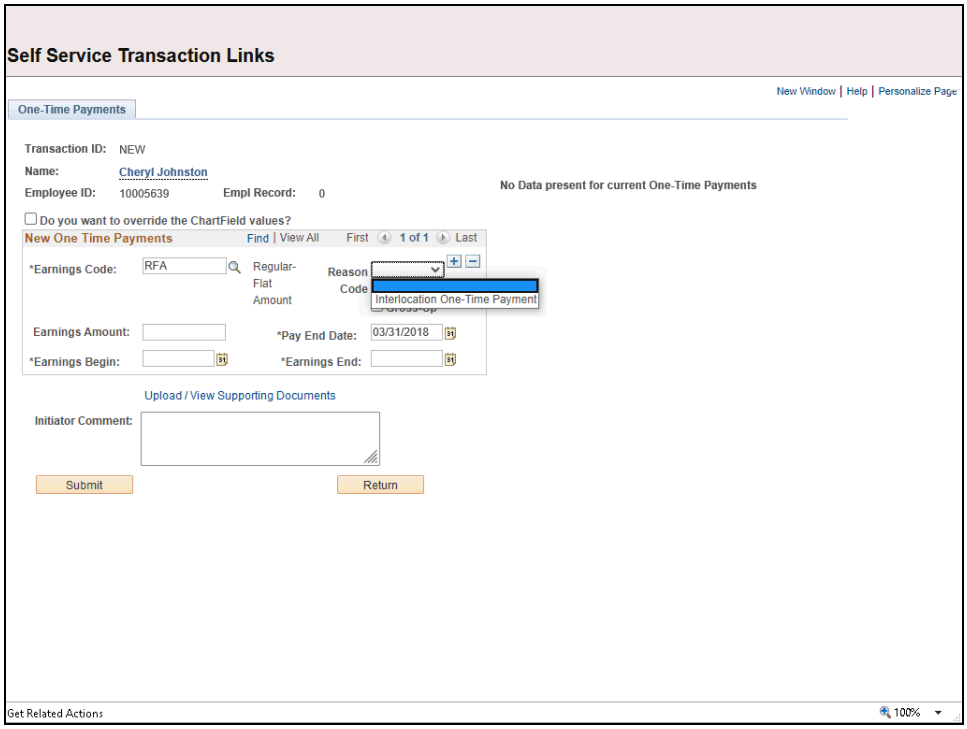
Step	Action
5.	The system displays the search results at the bottom of the page. If no records match the search criteria, the search grid is blank. If multiple records match the search criteria, the system displays a list of employees who match that criteria. In this example, you entered an employee 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. Johnston,Cheryl H



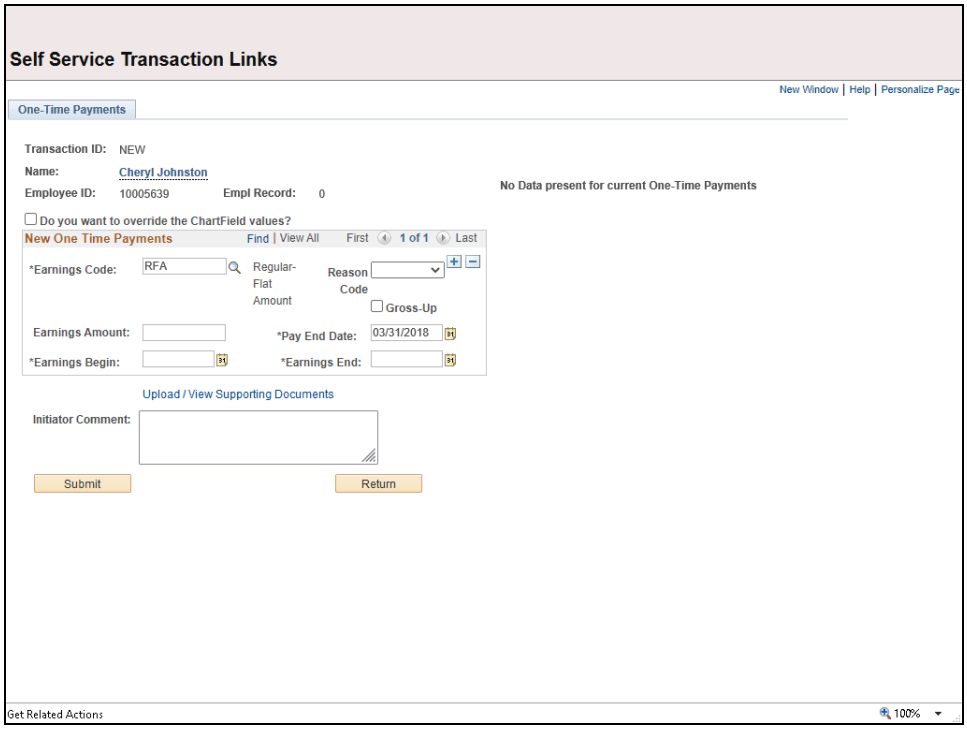
Step	Action
6.	Use the **One-Time Payments** page to enter the payment details, including the earnings code and the dollar amount.
7.	Notice that the **Transaction ID** field displays **NEW**. When you successfully complete all required fields and submit the request for review and approval, the system 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.



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

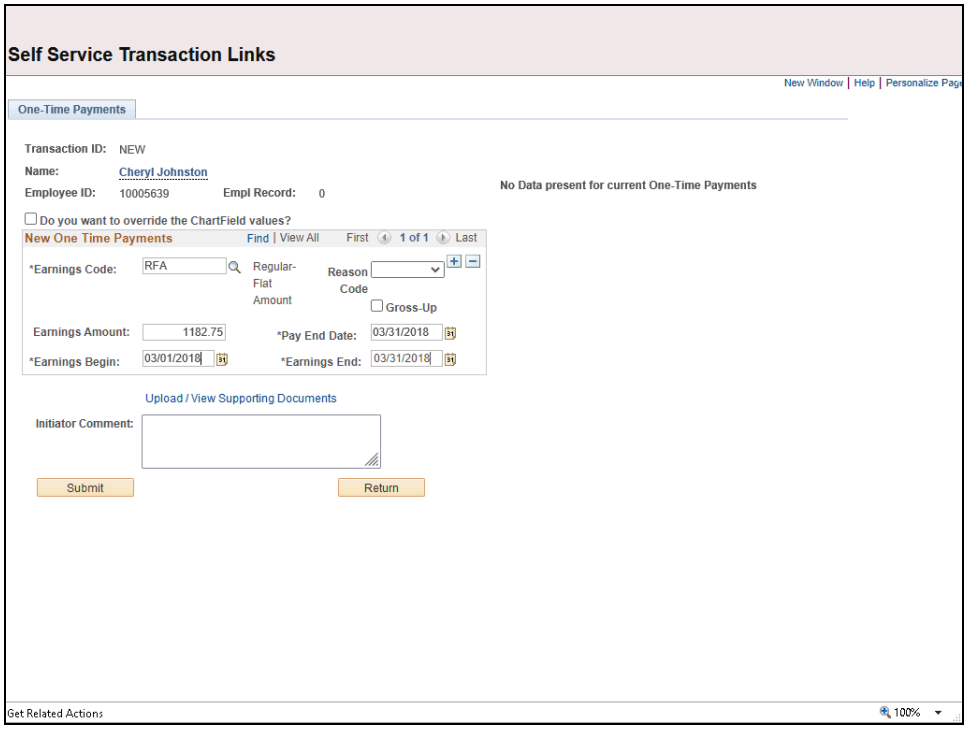


Step	Action
14.	When processing interlocation one-time payments, select the **Interlocation One-Time Payment Reason Code**. For this example, a **Reason Code** is not selected.

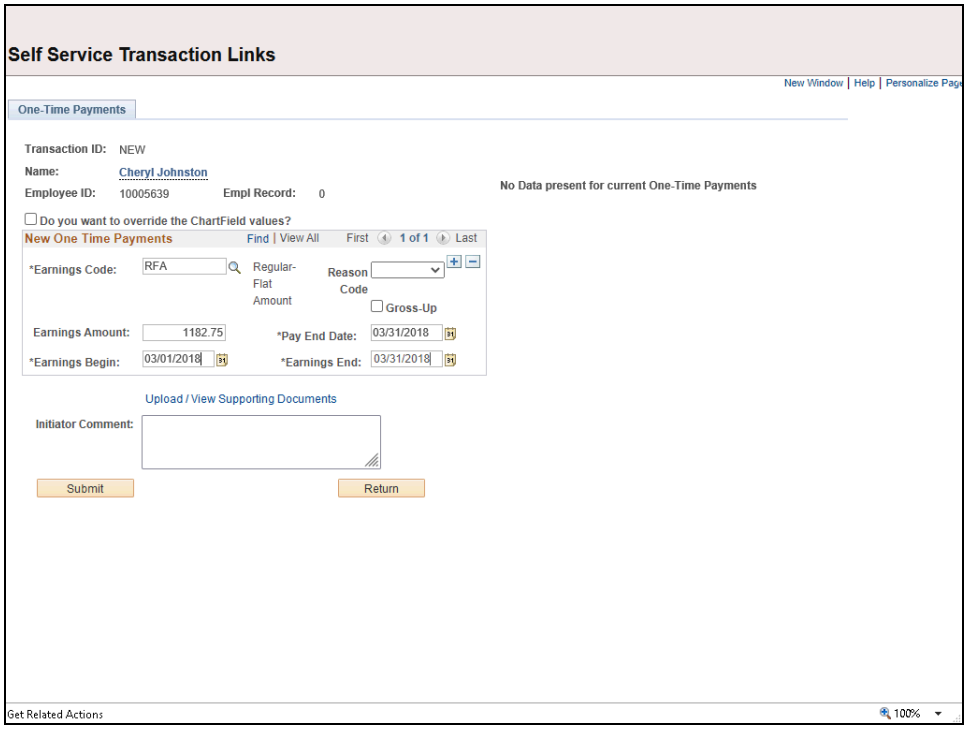


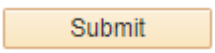
Step	Action
15.	If applicable, select the **Gross-Up** check box to indicate that the employee should be reimbursed for the taxes paid on this payment. For this example, do not select the check box.
16.	In the **Earnings Amount** field, enter the one-time payment dollar amount. This can be a positive 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.

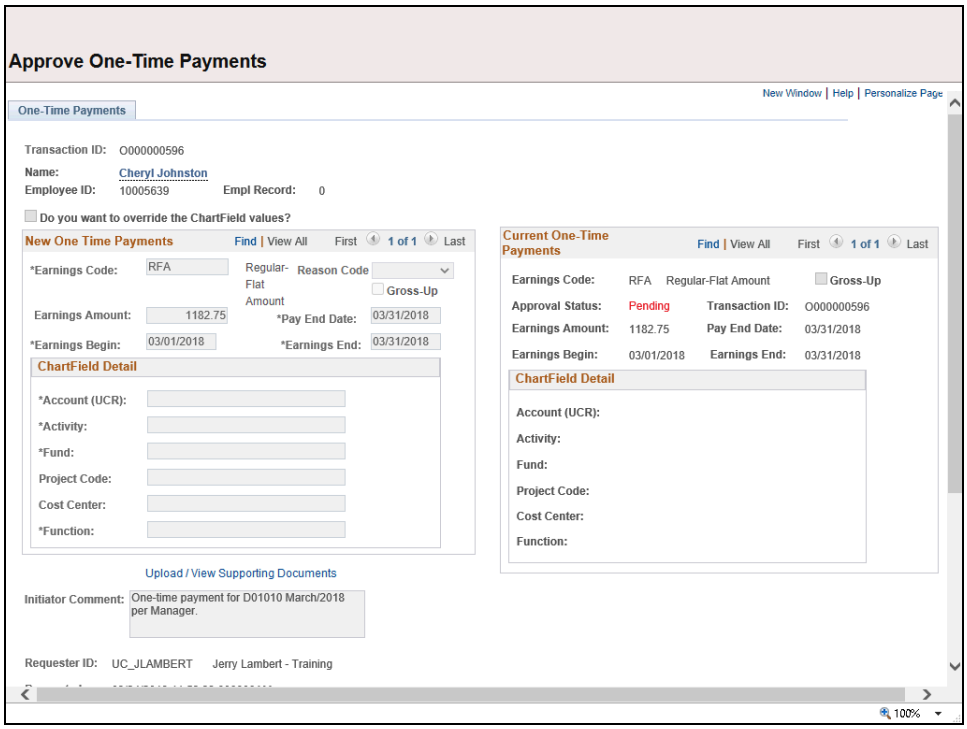
Step	Action
19.	Click in the **Earnings Begin** field.
20.	For the **Earnings Begin** and **Earnings End** fields, enter the dates associated with the payment. **Earnings Begin** and **Earnings End** values should not be greater than **Pay End Date**. The dates should fall within either the **FLSA Calendar** 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**.



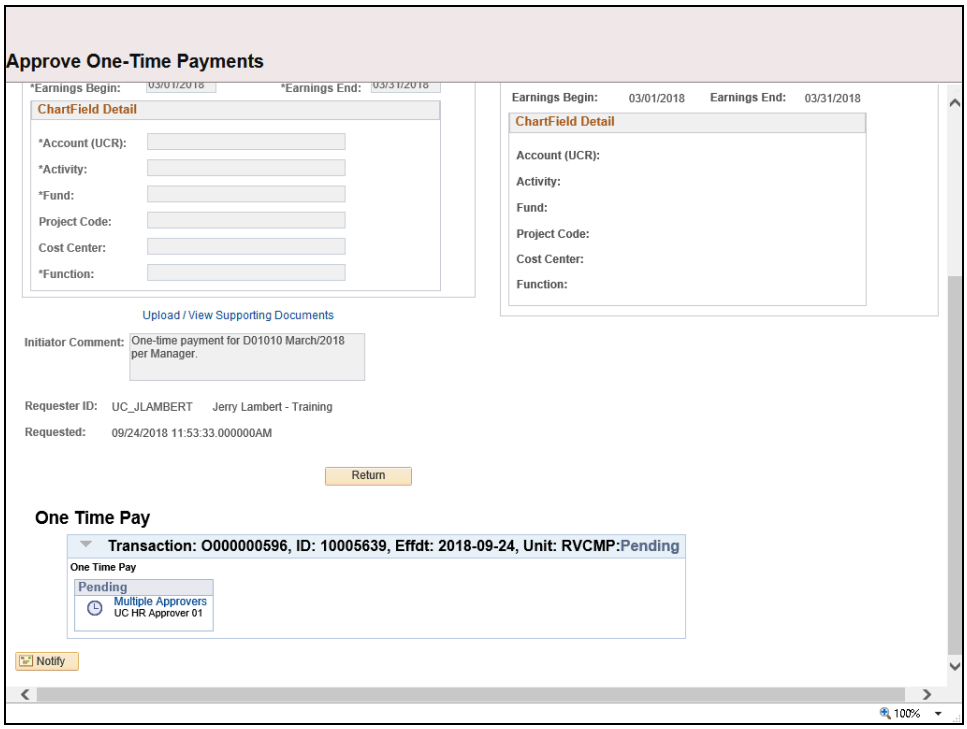
Step	Action
23.	Use the **Upload / View Supporting Documents** link to attach or view supporting documents.



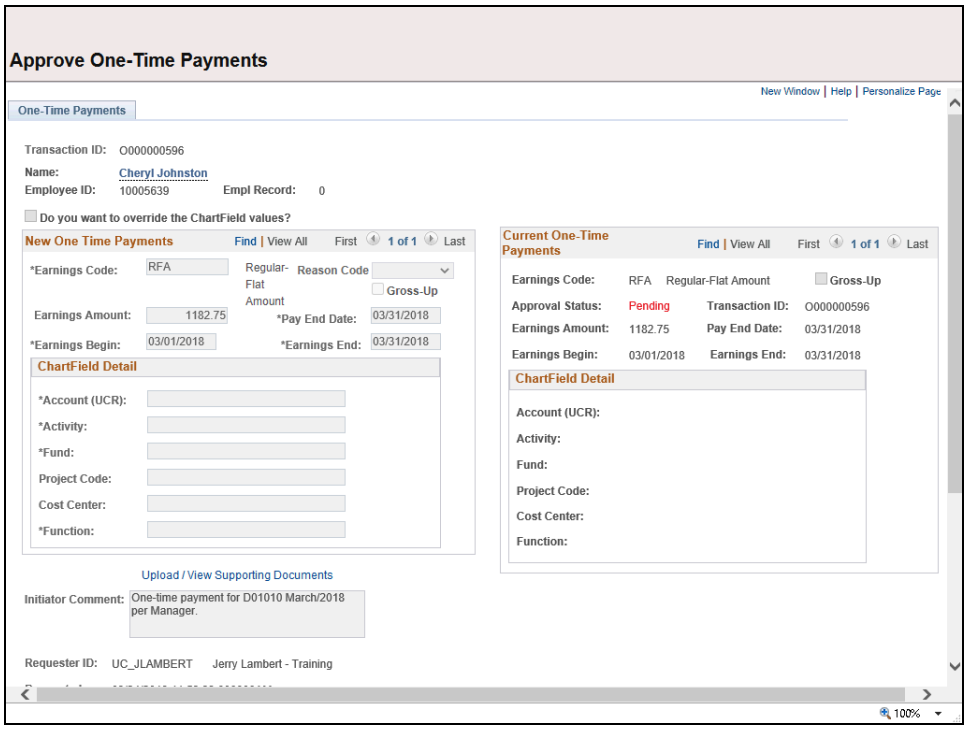
Step	Action
24.	In the **Initiator Comment** field, enter additional information regarding this transaction. This information is specifically for the approver and UCPath Center processors. Be sure to include specific details about the request you are submitting.
25.	Click in the **Initiator Comment** 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. 



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.



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.



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