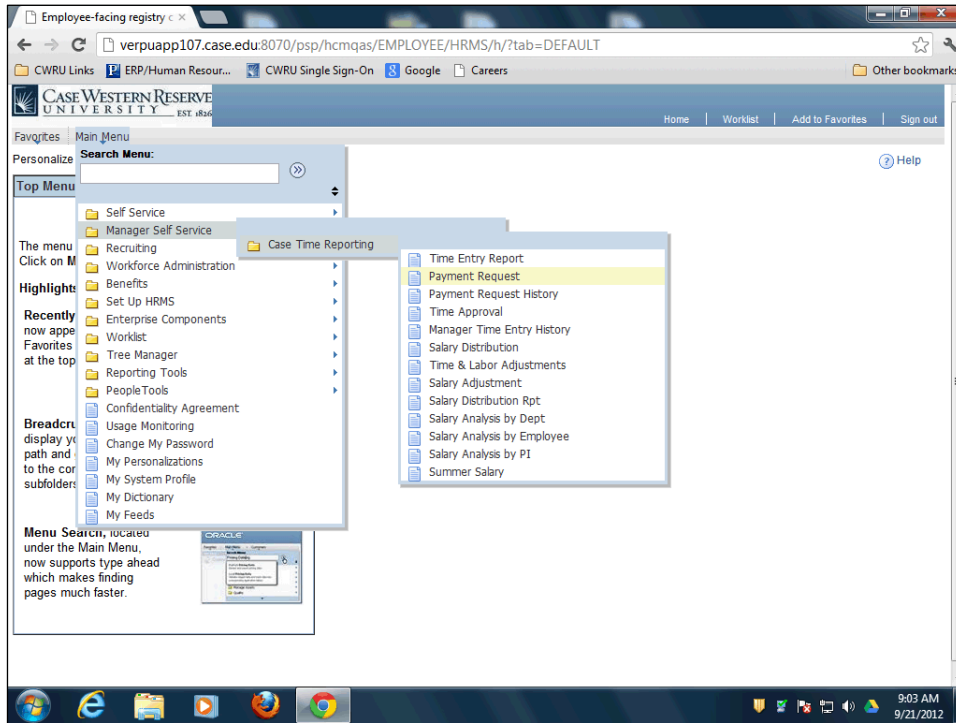


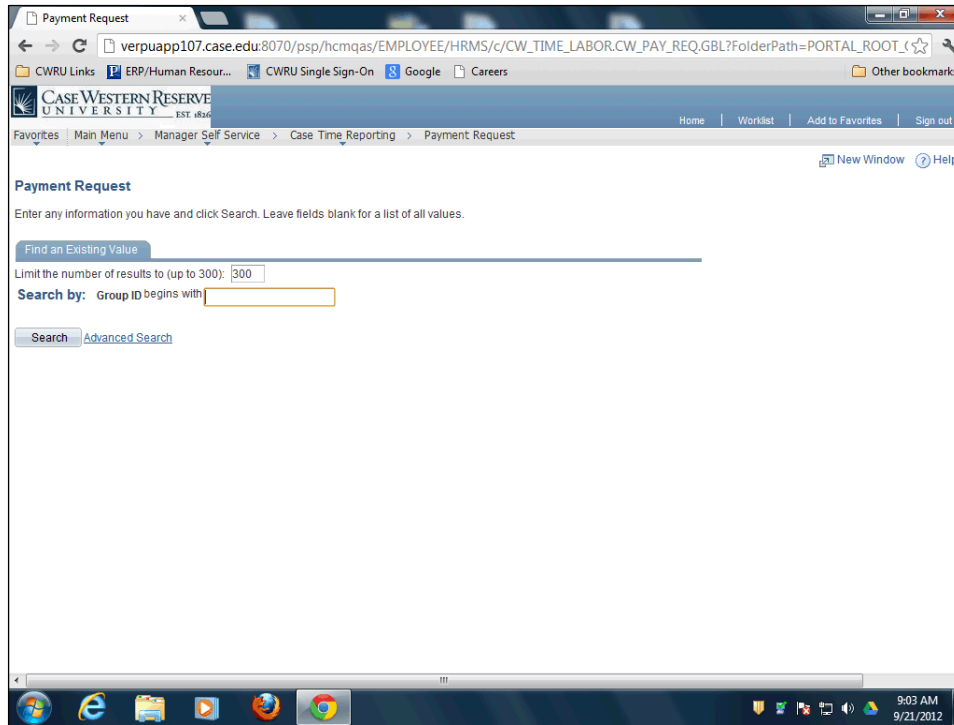
## Payment Request

### Procedure

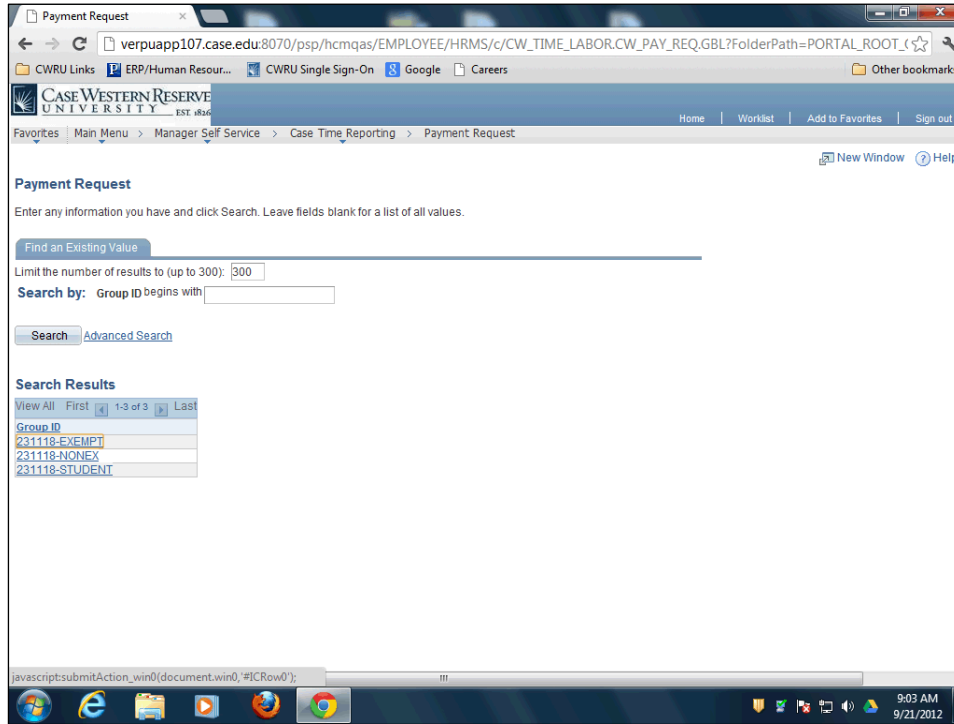
Managers can use the HCM system Payment Request form to issue a payment to an employee independent of the regular payroll process.



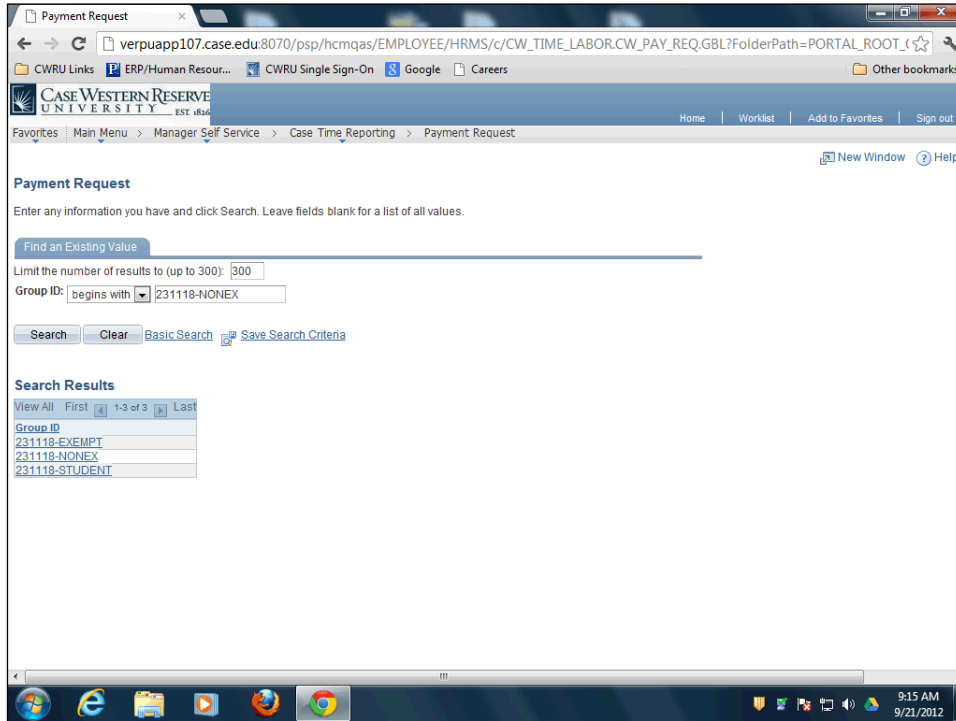
Step	Action
1.	From the HCM main menu, click the <b>Manager Self Service</b> link. 
2.	Click the <b>Case Time Reporting</b> link. 
3.	Click the <b>Payment Request</b> link. 




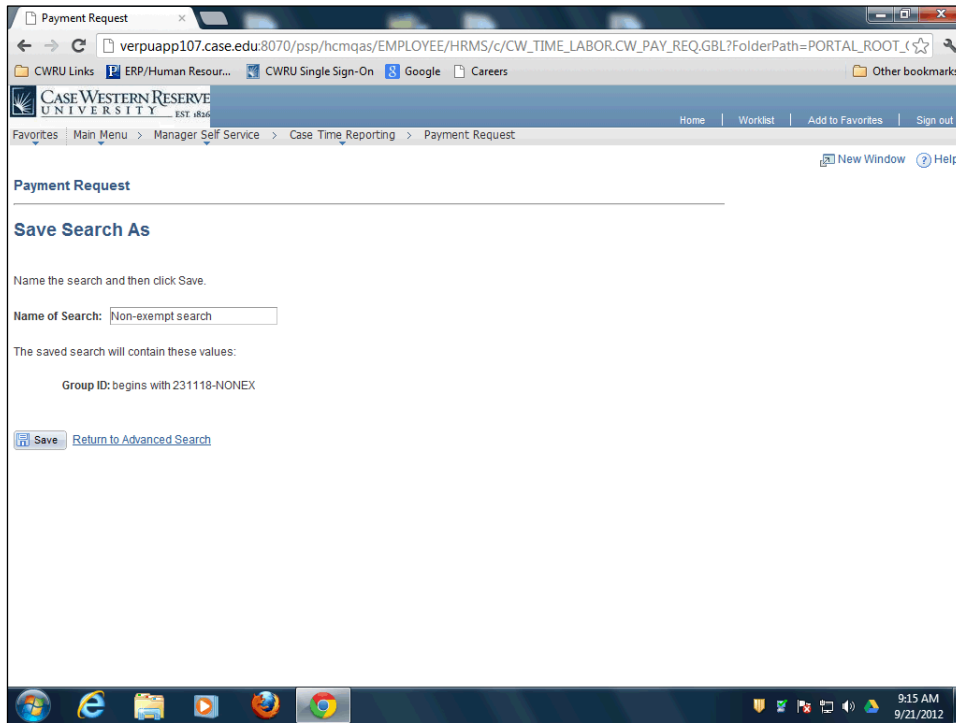
Step	Action
4.	<p>The <b>Payment Request</b> search page appears. You can enter the <b>Group ID</b> number or leave the field blank and click the <b>Search</b> button to bring up the list of available ID numbers.</p> <div data-bbox="370 1486 532 1549" style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <input type="button" value="Search"/> </div>

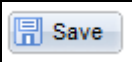


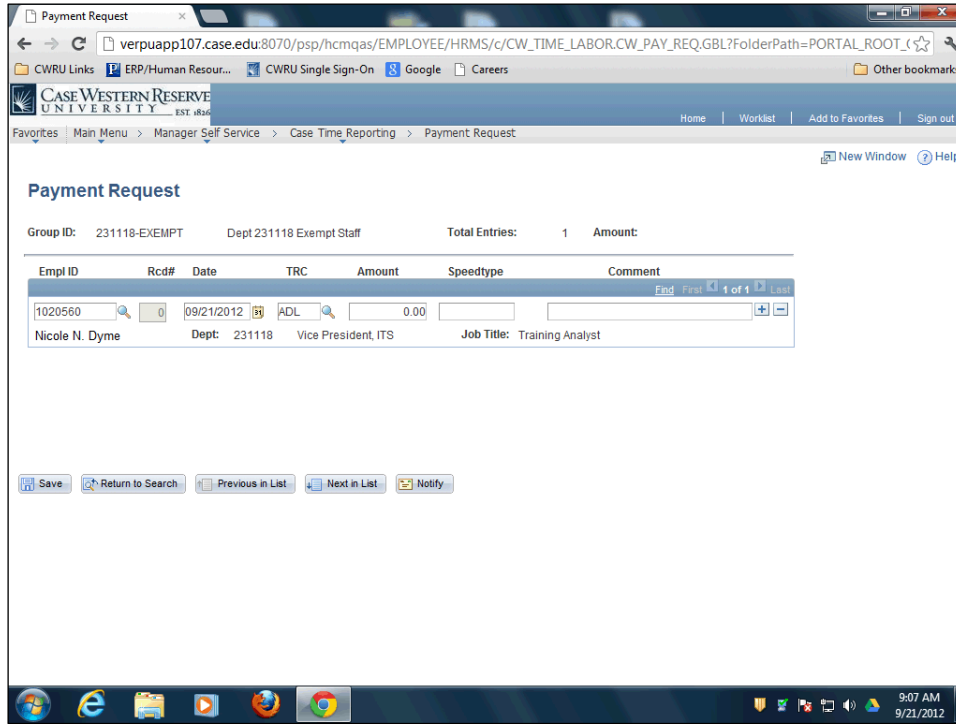
Step	Action
5.	<p>If you chose to leave the ID field blank, the <b>Search Results</b> screen appears. Click the desired <b>Group ID</b> number from the list.</p> <div data-bbox="371 1327 706 1514" data-label="Image"> </div> <p><b>Note:</b> You can use the arrow keys at the top of the <b>Search Results</b> block to navigate through multiple pages if needed.</p>
6.	<p>Clicking the <b>Advanced Search</b> link will take you to page where you can save your search criteria if desired.</p> <div data-bbox="371 1780 578 1829" data-label="Image"> </div>

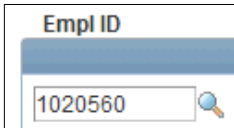


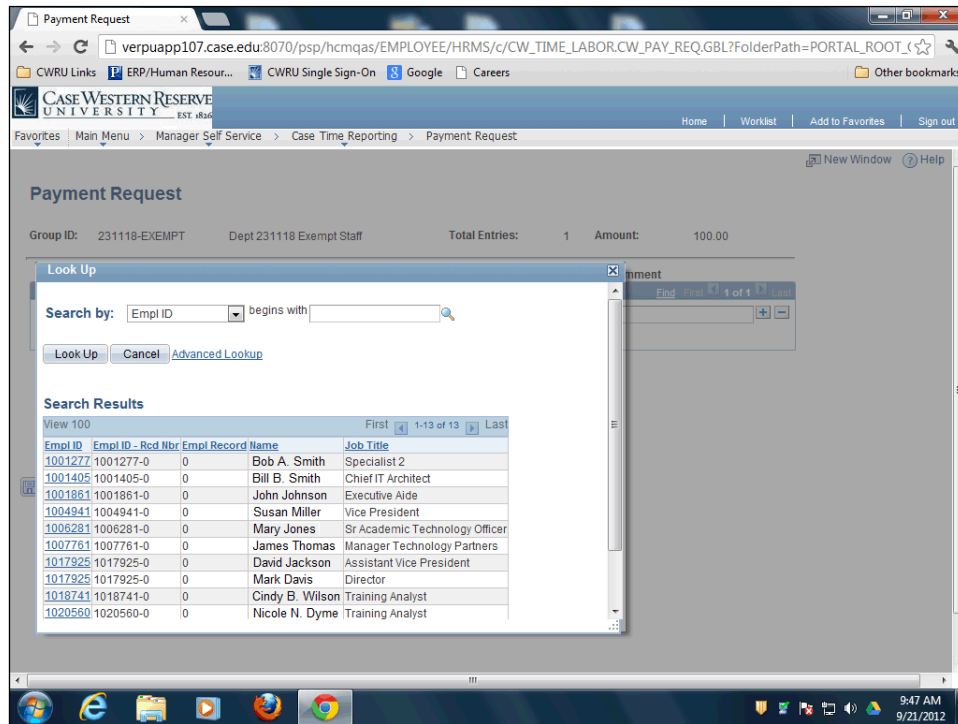
Step	Action
7.	Click the <b>Save Search Criteria</b> link to save the search parameters you use most often. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  <a href="#">Save Search Criteria</a> </div>

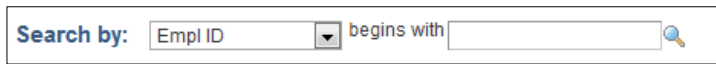
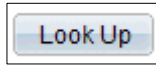


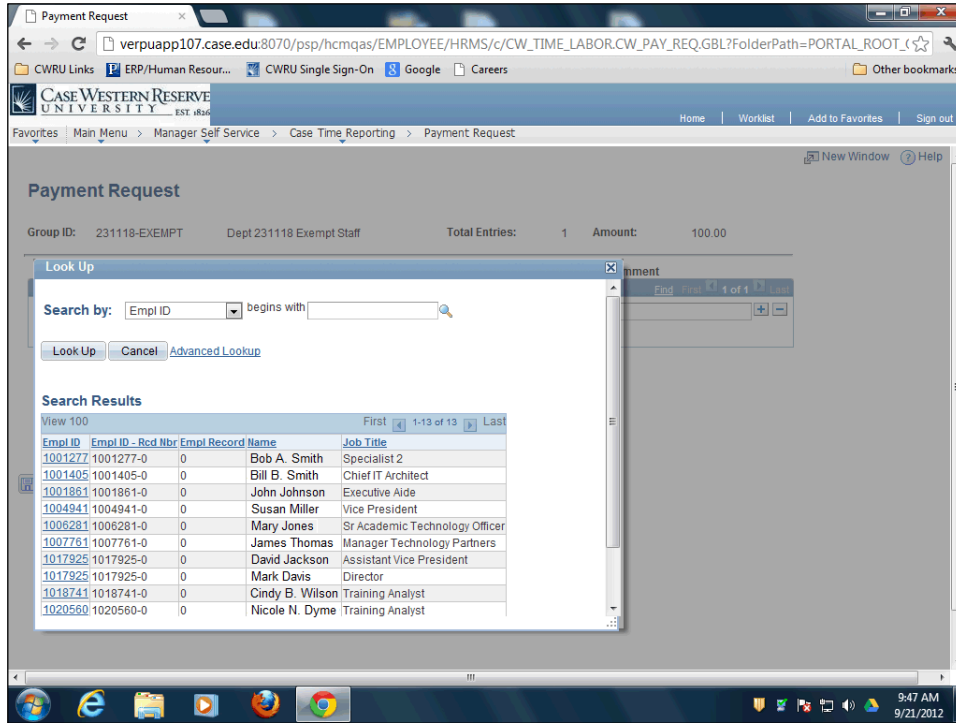
Step	Action
8.	Type in a name for your search and click the <b>Save</b> button.  

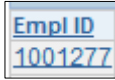


Step	Action
9.	<p>The <b>Payment Request</b> page appears. Enter the <b>Empl ID</b> (employee identification number) or click the <b>Look Up</b> button (magnifying glass) to search for the number.</p> 

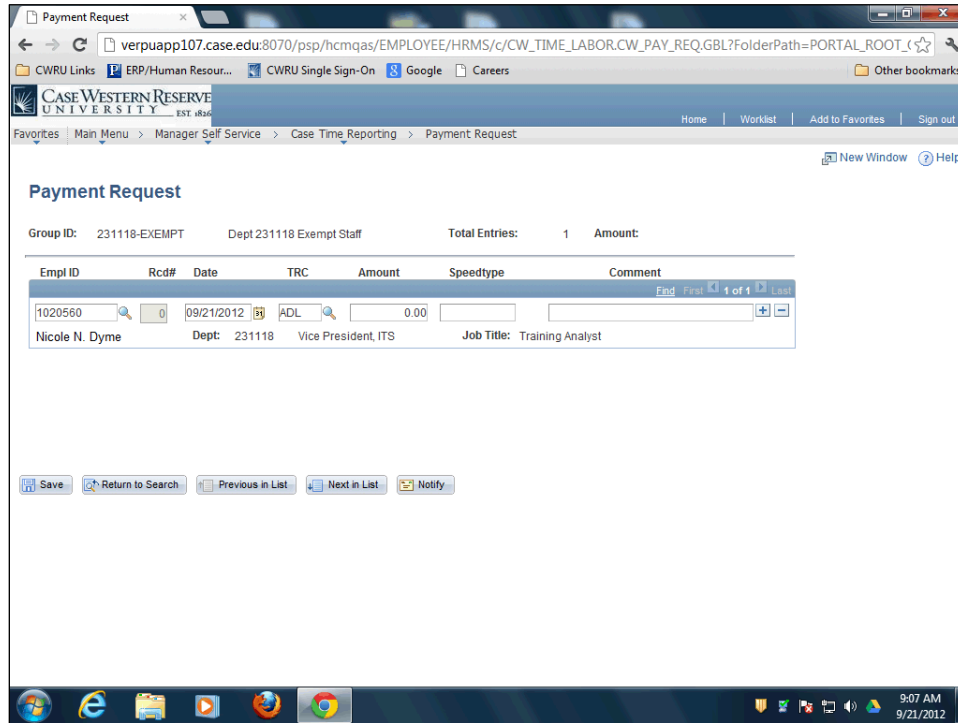



Step	Action
10.	<p>From the <b>Look Up</b> dialog box, you can define your search by selecting one of the entries from the <b>Search By</b> drop down list:</p> <ul style="list-style-type: none"> <li>- Empl ID</li> <li>- Empl ID - Rcd Nbr</li> <li>- Empl Record</li> <li>- Job Title</li> <li>- Name.</li> </ul> <p>You can then enter the beginning character(s) of the field you selected into the search field.</p> 
11.	<p>Click the <b>Look Up</b> button to run the search.</p> 

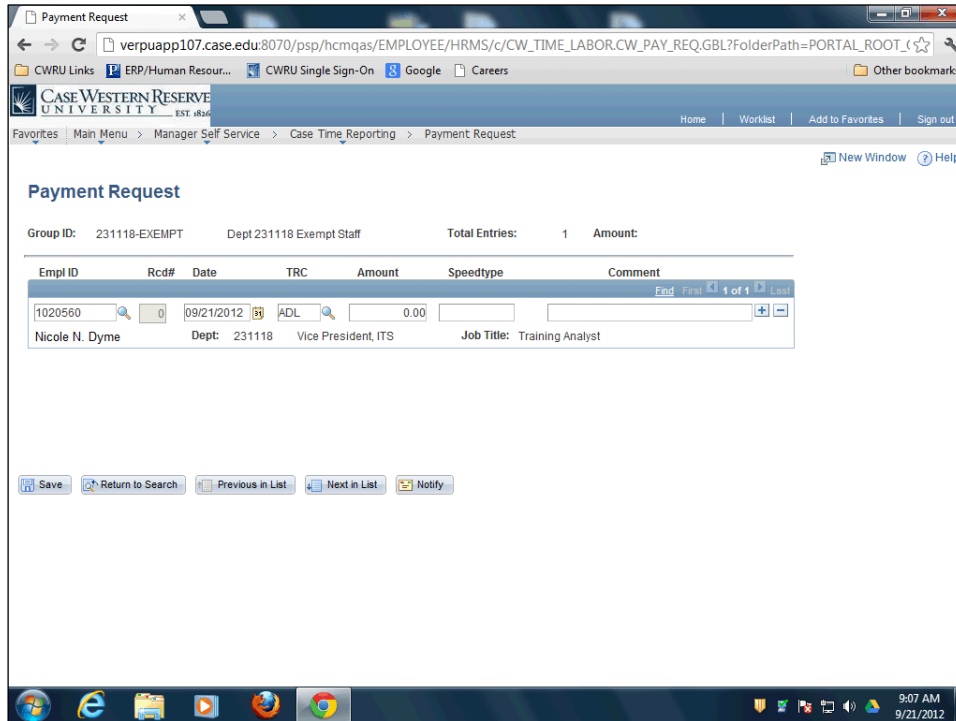


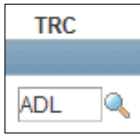
Step	Action
12.	<p>To select an employee ID number, click on the desired link from the <b>Empl ID</b> column.</p> 

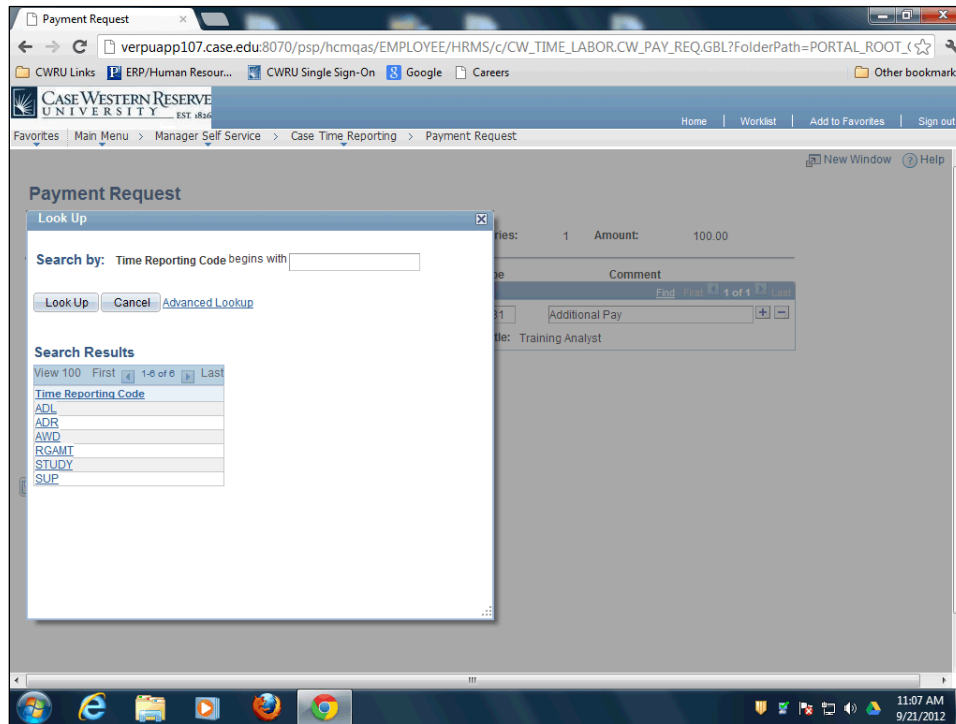



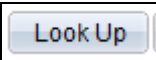
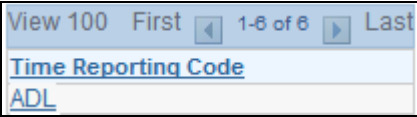


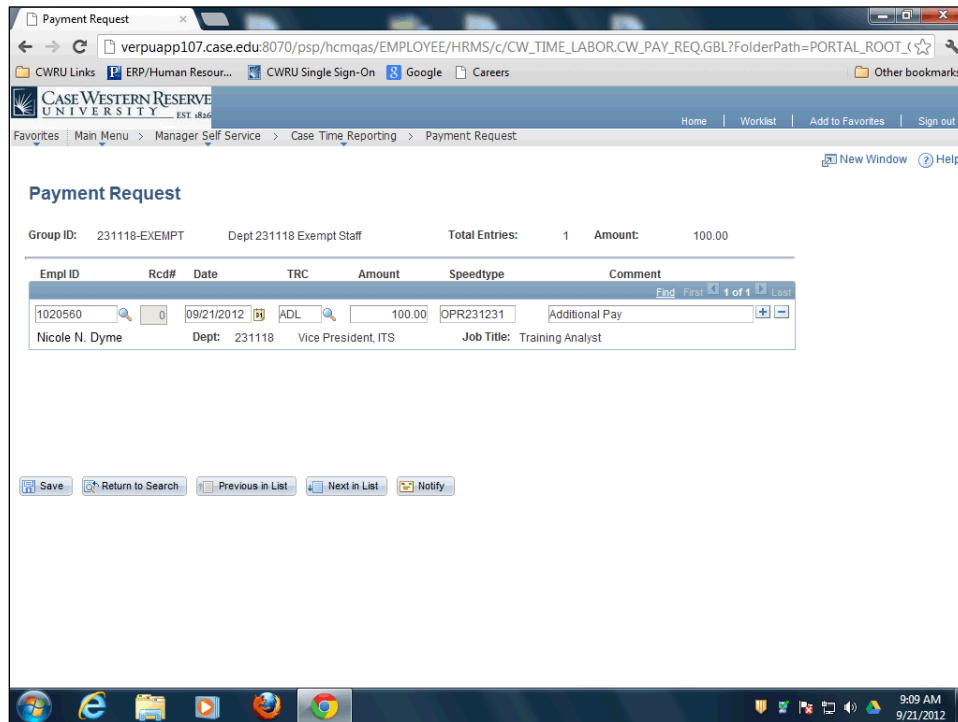
Step	Action
13.	You can enter the date manually or click on the calendar icon to select a date from the calendar pop-up menu. <div data-bbox="375 1371 534 1482" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Date</p> <p>09/21/2012 </p> </div>

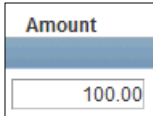
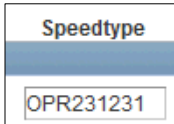
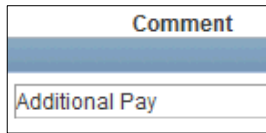


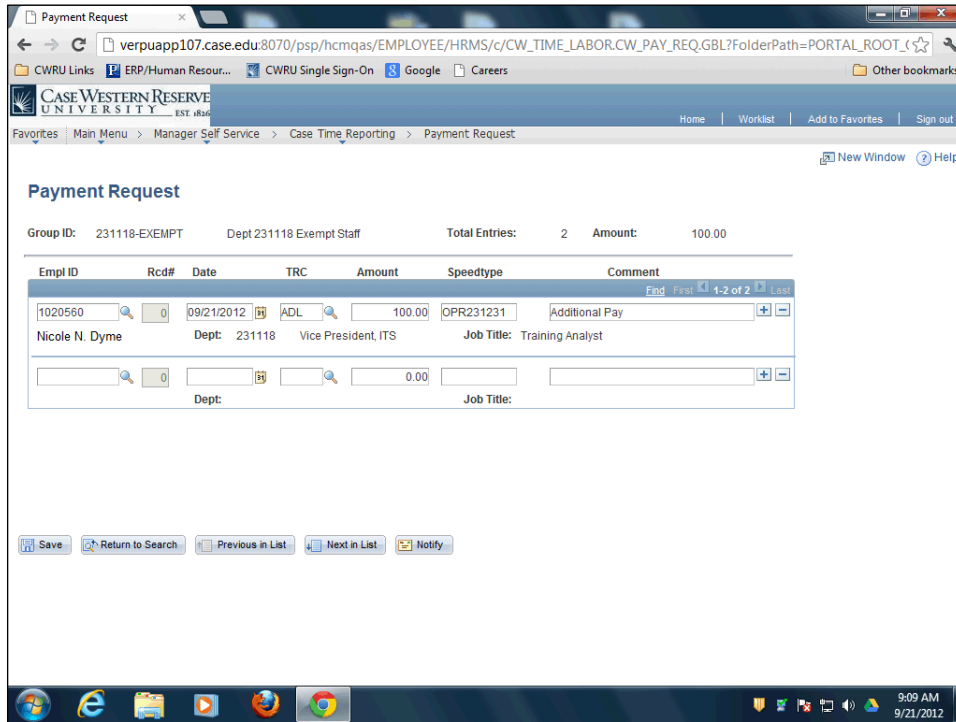
Step	Action
14.	<p>You can enter the <b>Time Reporting Code (TRC)</b> manually or click the <b>Look Up</b> button (magnifying glass) to select a <b>TRC</b> code from the list.</p> 




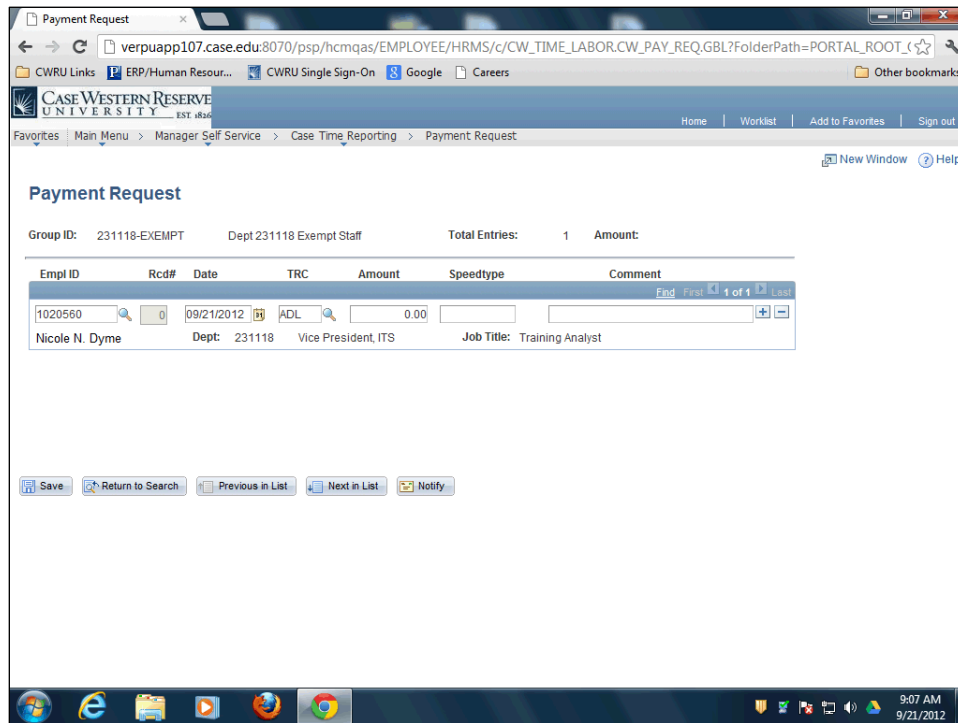
Step	Action
15.	You can search for a <b>TRC code</b> by entering the beginning letter(s) into the search field. 
16.	Click the <b>Look Up</b> button to run the search. 
17.	To select a <b>TRC code</b> from the search results, click the link (in blue) from the <b>Time Reporting Code</b> column.  <p><b>Note: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




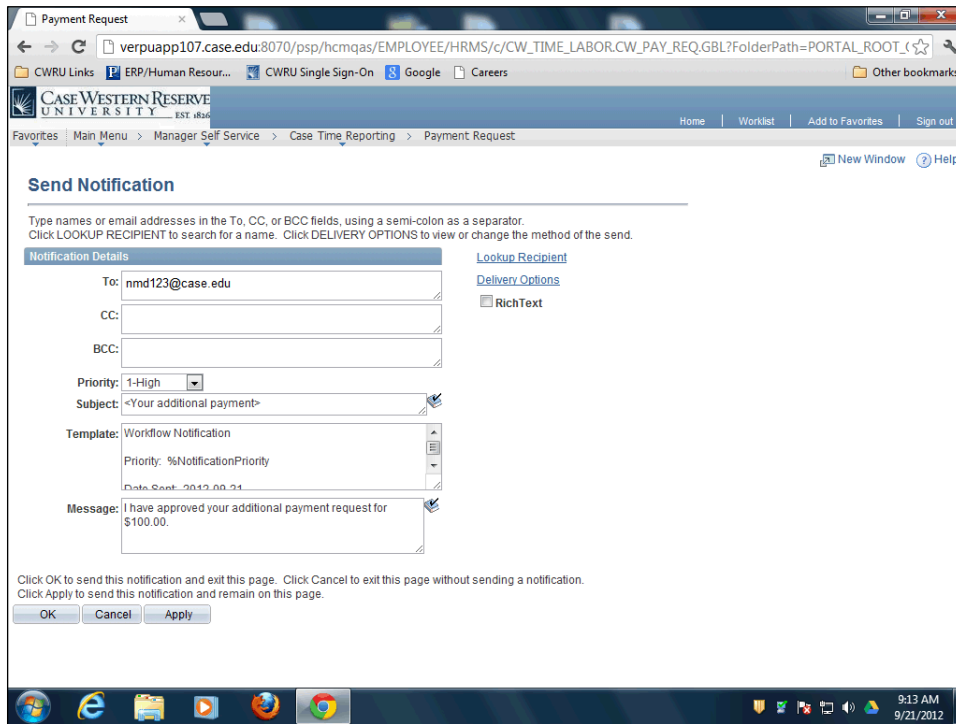
Step	Action
18.	Enter the amount you wish to pay the employee into the <b>Amount</b> field. 
19.	Enter the your department speedtype code into the <b>Speedtype</b> field. 
20.	Enter your comments into the <b>Comment</b> field. 

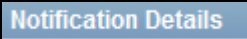

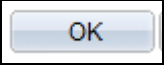


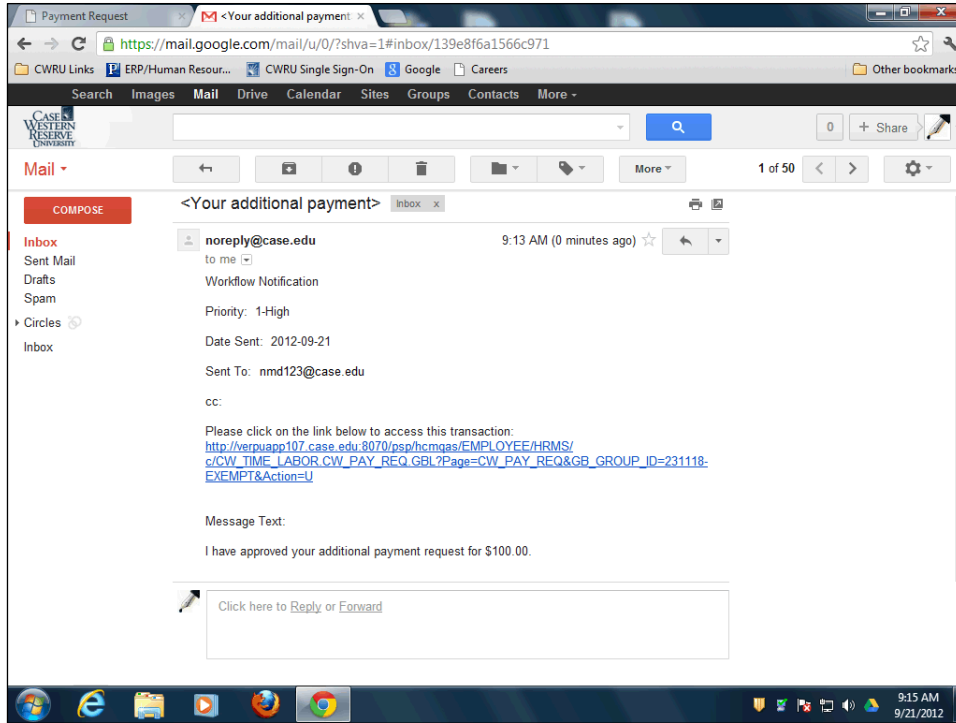
Step	Action
21.	Click the (+) or (-) links to the right of the <b>Comment</b> block to add or remove an entry.  



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

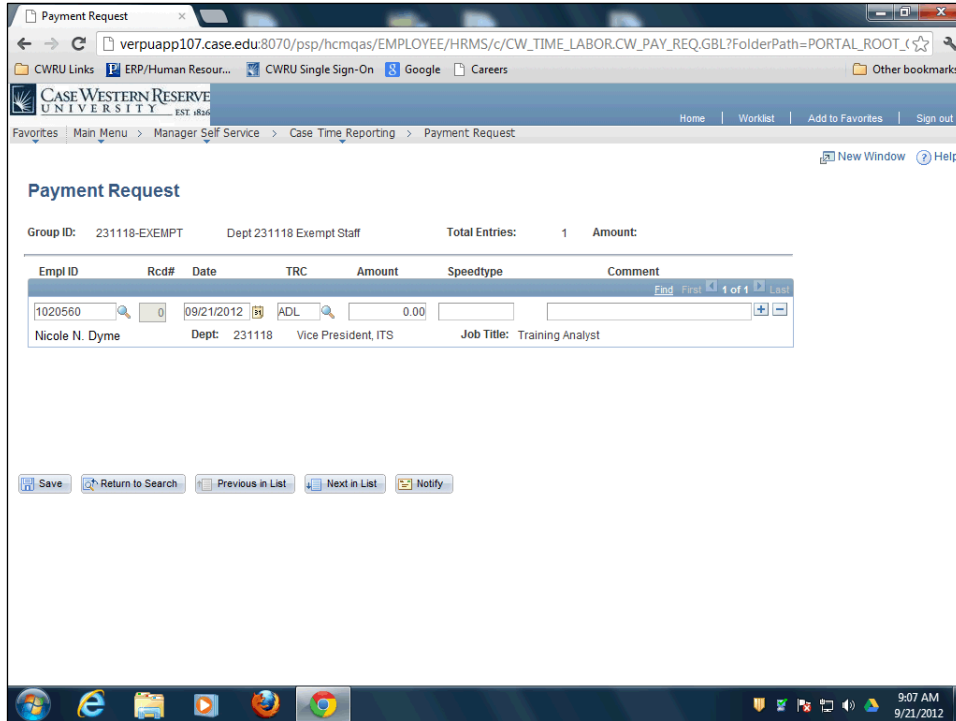


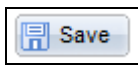
Step	Action
23.	<p>The <b>Send Notification</b> page appears. Enter the notification details for the employee into the fields provided. Multiple email addresses should be separated by a semi-colon.</p> <p><b>Note:</b> You can use the spell check icons to the right of the <b>Subject</b> and <b>Message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

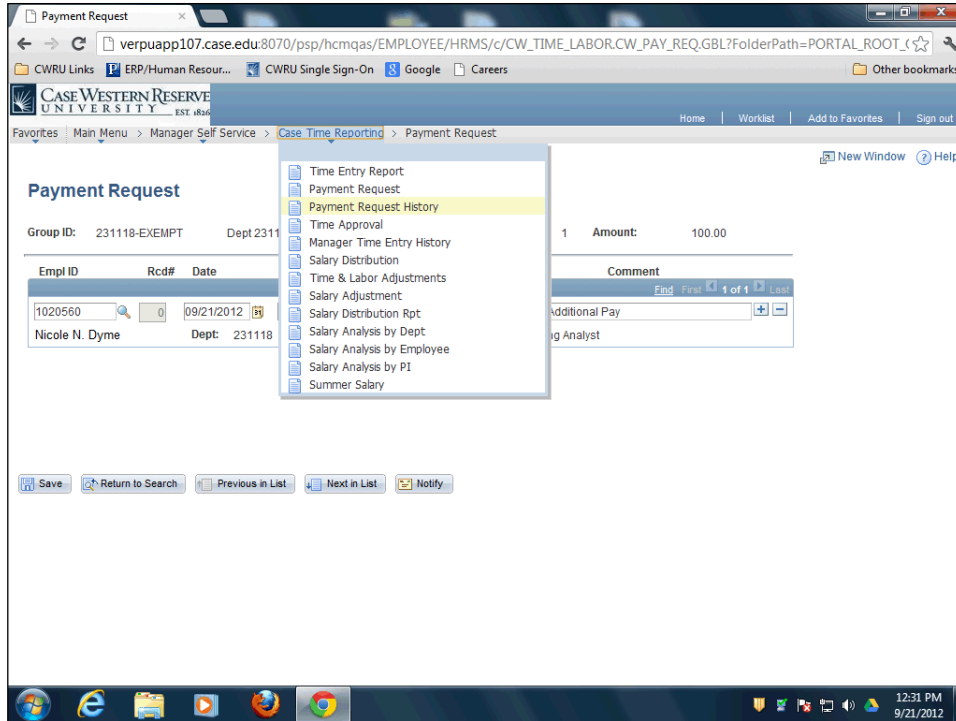


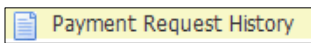
Step	Action
26.	The employee will receive your <b>Notification</b> email which includes a link to access the transaction in the HCM system. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">             Please click on the link below to access this transaction:           </div>

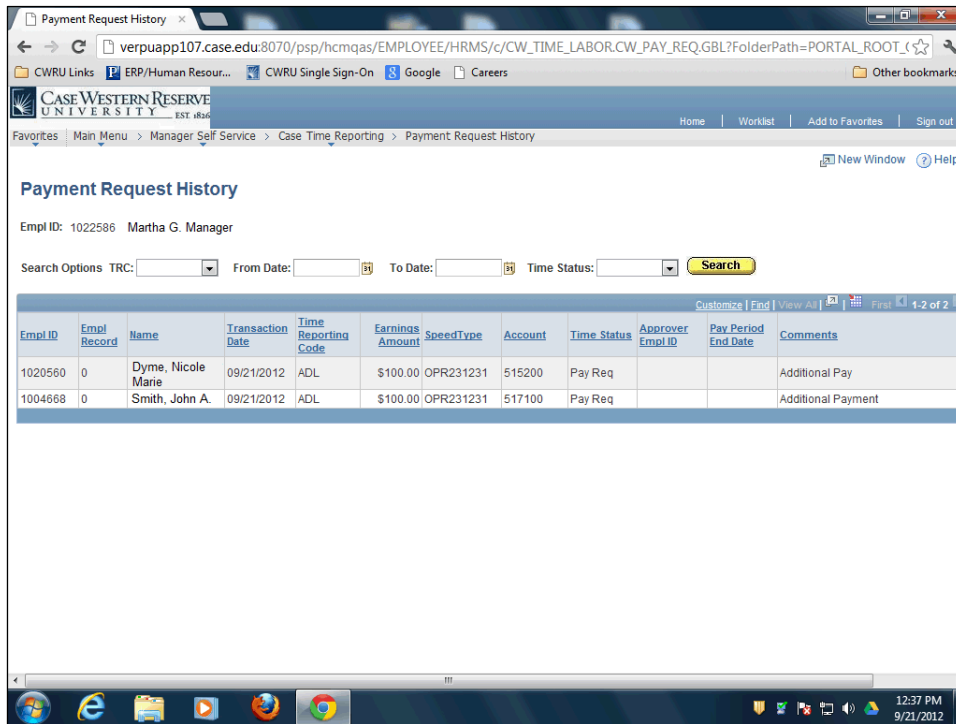



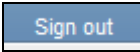


Step	Action
27.	Click the <b>Save</b> button to finish your <b>Payment Request</b> .  



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



Step	Action
29.	<p>You can use the following search options to refine your <b>Payment Request History</b> report:</p> <ul style="list-style-type: none"> <li>- Time Reporting Code (TRC)</li> <li>- From/To Dates</li> <li>- Time Status.</li> </ul> <p>After setting the desired search parameters, click the <b>Search</b> button to run the report again.</p> <div style="text-align: center;">  </div>
30.	<p>Please remember to sign out at the end of your session.</p> <div style="text-align: center;">  </div>
31.	<b>End of Procedure.</b>