

One-Time Payment Tool

Transactor Quick Guide

Release 1



BFS – Business & Financial Services
A Division of Planning, Budget, and Administration



Training Outline

- Timing and Deadlines
- Initiating a Request

Timing and Deadlines

- One Time Payments are submitted against pay period end dates to determine which payroll they are to be processed in.
- In the OTP Tool, payment requests can be submitted against future payrolls.
- Requests can also be submitted for prior earnings periods, but submitted against a future payroll.
 - Please note: payments cannot be submitted against retroactive pay period end dates.

Select?	Employee ID	Name	Position #	Empl Rcd	Job Code	Department	Event	Earning Begin	Earning End	Earning Code	Pay Period End	Dollar Amount	Override FAU			
<input checked="" type="checkbox"/>	10023323	Marian Webster	40001234	0	004627 FINANCIAL SVC ANL 2	D02013 SOM Finance & Administration		10/5/2020	10/5/2020	SAS - Stip...	11/28/2020	\$ 100	<input type="checkbox"/>			

Timing and Deadlines

- A biweekly and monthly payroll processing schedule is available for the OTP Tool.
- Transactors and Approvers can refer to these calendars for Approval deadlines corresponding to pay periods.
 - Visit the [UCR Accounting Office website](#) > *Payroll Coordination* > *Payroll Calendars* > *One Time Payment* > *Biweekly or Monthly OTP Tool Schedule*

Biweekly OTP Tool Schedule



Monthly OTP Tool Schedule



Timing and Deadlines

- To know what the “Approval Deadline” is for a particular pay period, refer to the “Request Approval Deadline” column of the OTP Tool Schedule.

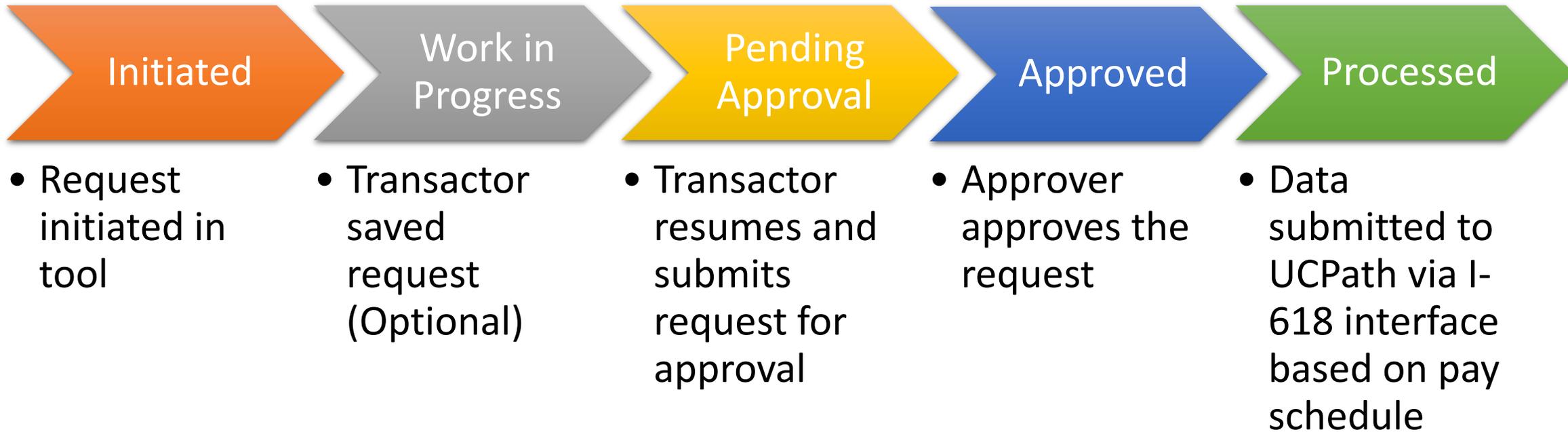
Pay Cycle	Pay Period Begin Date	Pay Period End Date	Request Approval Deadline	I-618 File Creation (1:45pm)	Corrections (I-618) due 1:45pm	Pay Confirm (After 4pm)	Check Date
MO	12-01-22	12-31-22	Fri 12-16-22	Mon 12-19-22	Tue 12-20-22	Tue 12-27-22	Mon 01-03-23
MO	01-01-23	01-31-23	Fri 01-20-23	Mon 01-23-23	Tue 01-24-23	Wed 01-25-23	Wed 02-01-23
MO	02-01-23	02-28-23	Wed 02-15-23	Thu 02-16-23	Fri 02-17-23	Wed 02-22-23	Wed 03-01-23
MO	03-01-23	03-31-23	Tue 03-21-23	Wed 03-22-23	Thu 03-23-23	Fri 03-24-23	Thu 03-30-23
MO	04-01-23	04-30-23	Wed 04-19-23	Thu 04-20-23	Fri 04-21-23	Tue 04-25-23	Mon 05-01-23
MO	05-01-23	05-31-23	Mon 05-22-23	Tue 05-23-23	Wed 05-24-23	Fri 05-26-23	Thu 06-01-23
MO	06-01-23	06-30-23	Tue 06-20-23	Wed 06-21-23	Thu 06-22-23	Mon 06-26-23	Fri 06-30-23
MO	07-01-23	07-31-23	Fri 07-21-23	Mon 07-24-23	Tue 07-25-23	Wed 07-26-23	Tue 08-01-23
MO	08-01-23	08-31-23	Tue 08-22-23	Wed 08-23-23	Thu 08-24-23	Mon 08-28-23	Fri 09-01-23
MO	09-01-23	09-30-23	Tue 09-19-23	Wed 09-20-23	Thu 09-21-23	Mon 09-25-23	Fri 09-29-23
MO	10-01-23	10-31-23	Fri 10-20-23	Mon 10-23-23	Tue 10-24-23	Thu 10-26-23	Wed 11-01-23
MO	11-01-23	11-30-23	Fri 11-17-23	Mon 11-20-23	Tue 11-21-23	Mon 11-27-23	Fri 12-01-23

- The Pay Period End Date drives the Approval Deadline for OTP requests.
- Locate the respective pay period end date. In this example, the Request Approval Deadline for the pay period ending 10/31/23 would be 10/23/23.
 - These transactions would appear on the 12/01 paycheck, according to the schedule.

Initiating a Request

Transactor Initiates an OTP Request

Standard Process Flow





Transactor Landing Page

UC RIVERSIDE | ONE TIME PAYMENT TOOL

HOME Role: Transactor

Welcome, Ann Perkins
Welcome to the One Time Payment Tool

 Begin Request	 Work in Progress (8)	 Search Requests	 Help
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Searching Employee

Initiating a Simple One-Time Payment Request

- Click the *Begin Request* icon.
- Select either Monthly or Biweekly for the Employee Pay Frequency
- Search by the following options:
 - Employee name
 - Employee ID
 - Position number
 - Department
 - Deselect employees, then select one person from the list
- Once employee is selected click on *Begin One-Time Payment*

The screenshot shows the 'EMPLOYEE SEARCH' interface. At the top, there is a 'Begin Request' button with a green plus icon. Below it is a navigation bar with 'HOME' and 'EMPLOYEE SEARCH'. The main section is titled 'Employee Search' and contains several input fields: 'Employee Pay Frequency' (set to 'Monthly'), 'Employee Name', 'Employee ID', 'Position Number', and 'Department Search'. To the right of these fields are search buttons: 'Search Name', 'Search Employee ID', 'Search Position Number', and 'Clear Search'. Below the search fields are 'Select All' and 'DeSelect All' buttons. At the bottom, there is a table with columns 'Select', 'Employee ID', and 'Employee Name', and a prominent blue 'Begin One Time Payment' button.

Begin Request

Initiating a Simple One-Time Payment Request Continued

- Select earnings begin and end date.
- Select the appropriate earn code.
- Verify Pay Period End Date.
 - The date defaults to the next pay period but can be changed to future pay period end date.
- Enter a dollar amount.
- Click Submit One Time Payment to route request for Approval.
- Confirm the request and Submit.
 - Note that once Confirm is selected the request cannot be canceled by the Transactor.
- Transactions will move to a *Pending Approval* status until the Approver either approves or returns the request.

Earning Begin	Earning End	Earning Code	Pay Period End	Dollar Amount	Override COA
<input type="text"/>	<input type="text"/>	<input type="text"/>	5/31/2023	<input type="text"/>	<input type="checkbox"/>



Confirmation

I certify that the Additional Pay Request(s) has been prepared in accordance with the UCR Policies and Procedures and any applicable terms and conditions of the funding source(s) listed, the request is allowable against the fund source(s) listed and funds are available, and etc.

I certify to the terms.

Begin Request Continued

Initiating a Simple One-Time Payment Request Continued

1. For negative dollar amounts entered, acknowledge by entering a comment and clicking “Submit Away”.



Negative Dollar Amount

Negative dollar amounts will effect the employees regular compensation.

Negative amount found for:



Comment*

Submit Anyway

Cancel

2. Once acknowledged Click Submit One Time Payment to route request for Approval.



Confirmation

I certify that the Additional Pay Request(s) has been prepared in accordance with the UCR Policies and Procedures and any applicable terms and conditions of the funding source(s) listed, the request is allowable against the fund source(s) listed and funds are available, and etc.

I certify to the terms.

Confirm & Submit

Cancel