

Functional Area

Payroll Coordination &
Analysis

Related System

One Time Payment Tool

Document Type

User Guide

One Time Payment Tool

Training Manual and Guidance

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Overview

The One Time Payment Tool was developed by Business & Financial Services in coordination with Information Technology Solutions as a way for department users to submit flat dollar amount payments to the UCPath system for payroll processing. The purpose of this tool is to mitigate ongoing issues (see above) and provide a single method of submitting flat dollar amount payments for the entire Campus. Additionally, the goals are to provide a streamlined and consistent process for submitting one-time, flat dollar payments.

Purpose of Guide

The intention behind this guide is to assist Departments in using the One Time Payment (OTP) Tool. This guide provides detailed information regarding the specific OTP Tool security roles, various screens throughout the tool, approval workflow, and walks through scenarios to help users grasp the information. Guidance regarding the policy associated with these types payments should be obtained from Human Resources and/or the Academic Personnel Office.

Security Roles and Responsibilities

Access to the One Time Payment Tool requires SAAs to assign new roles via the Enterprise Access Control System (EACS). Additionally, access to employee information in this tool is driven by Accountability Structure in EACS assigned to Transactors, Approvers, and Inquirers. The following grid provides an explanation of the roles and related responsibilities associated with the One Time Payment Tool.

EACS Role Name	Responsibilities	Assigned By
One Time Payment Tool Transactor	<ul style="list-style-type: none"> Initiates payment requests in the One Time Payment Tool and ensures appropriate documentation to support the payment is attached to the request. Individuals assigned to this role should possess strong knowledge of Human Resources and Academic Personnel policies and procedures. 	Department SAA
One Time Payment Tool Approver	<ul style="list-style-type: none"> Requests are routed to the department assigned approver. The approver should promptly review the request and associated documentation, and if appropriate, approve the request. Otherwise, the request should be returned to the Transactor for additional action as outlined in the Approver's comments. The recommended assignment of this role is a Financial Manager, Financial & Administrative Officer (FAO), or a Department Head. <i>(Please note: Approvers are also required to review any payments where an FAU Activity under their department ID is used on a request; see FAU Activity Approvers for more information).</i> 	Department SAA
One Time Payment Tool Organizational Approver (aka Approver 2)	<ul style="list-style-type: none"> If a request exceeds a specified dollar amount (by earn code based on configuration), then it will 	Application SAA





	<p>require secondary approval at the organizational level.</p> <ul style="list-style-type: none"> • This role is assigned to the Chief Financial & Administrative Officer (CFAO), Org Head or their designee. 	
<p>One Time Payment Tool Department Inquirer</p>	<ul style="list-style-type: none"> • Has “inquiry only” access to the tool and cannot initiate, cancel, or approve requests. • Can only view requests at their accountability structure – Department Level. • Individuals assigned to this role can use this function to reconcile ledgers or review for policy compliance. 	<p>Department SAA</p>





Timing of Request Processing

The key driver to when a One Time Payment request is processed in UCPath is the Pay Period End date. Only future Pay Period End Dates can be selected on an OTP Tool Request. It is critical for Transactors to select the appropriate pay period end date based on the employee’s pay frequency to ensure the payment is processed in the correct pay period.

Understanding the OTP Tool Processing Schedule and Deadlines

There are two processing schedules for the OTP Tool: one for Biweekly Payroll Cycles and another for Monthly Payroll Cycles.

UCRIVERSIDE		BIWEEKLY ONE TIME PAY TOOL SCHEDULE - 2020 - V1 (10/02/2020)						
Pay Cycle	Pay Period Begin	Pay Period End	Request Approval Deadline	I-618 File Creation (1:45pm)	Corrections (I-618) due 1:45 pm	Pay Confirm (After 4pm)	Check Date	
B1	09-20-20	10-03-20	Mon 10-05-20	Tue 10-06-20	Wed 10-07-20	Thu 10-08-20	Wed 10-14-20	
B2	10-04-20	10-17-20	Mon 10-19-20	Tue 10-20-20	Wed 10-21-20	Thu 10-22-20	Wed 10-28-20	
B1	10-18-20	10-31-20	Sun 11-01-20	Mon 11-02-20 *	Tue 11-03-20	Wed 11-04-20	Tue 11-10-20	
B2	11-01-20	11-14-20	Mon 11-16-20	Tue 11-17-20	Wed 11-18-20	Thu 11-19-20	Wed 11-25-20	
B1	11-15-20	11-28-20	Mon 11-30-20	Tue 12-01-20	Wed 12-02-20	Thu 12-03-20	Wed 12-09-20	
B2	11-29-20	12-12-20	Mon 12-14-20	Tue 12-15-20	Wed 12-16-20	Thu 12-17-20	Wed 12-23-20	
B1	12-13-20	12-26-20	Sun 12-27-20	Mon 12-28-20	Tue 12-29-20	Wed 12-30-20	Wed 01-06-21	

As an example, if a One Time Payment request needs to be processed on a biweekly-paid employee’s 12/09/20 Paycheck, a Transactor would need to select 11/28/20 as the Pay Period End Date. Based on the Biweekly Processing Schedule above, the deadline to have this request submitted **and** approved would be Monday, 11/30/20 (see dates under *Request Approval Deadline* column). After the *Request Approval Deadline* for a particular pay period, a request status will update to “Processed”.

For more information about OTP Tool Processing Schedules, refer to [Appendix A - OTP Tool Deadlines](#).

OTP Tool Support

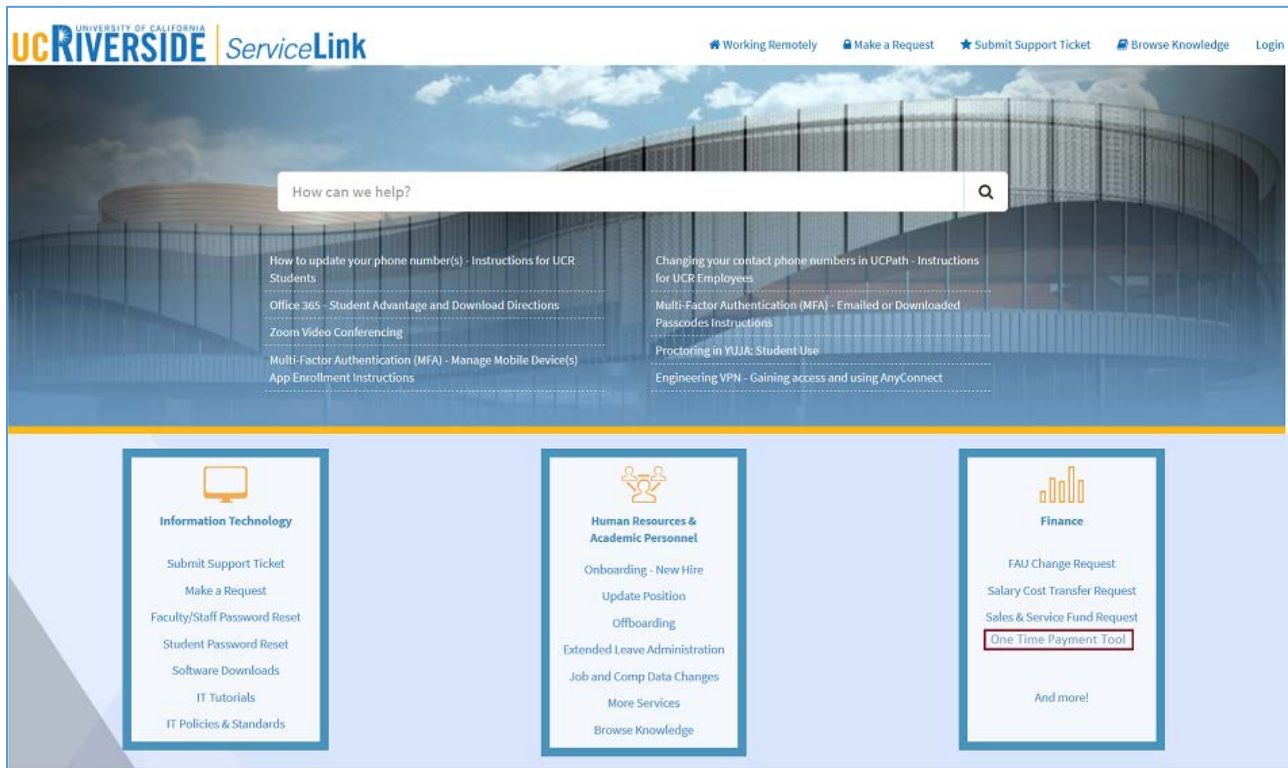
If departments are experiencing issues with the OTP Tool or have concerns that this guide does not address, they are urged to reach out to the OTP Tool Support Team at OTPFedback@ucr.edu.



Page-by-Page Details for Users

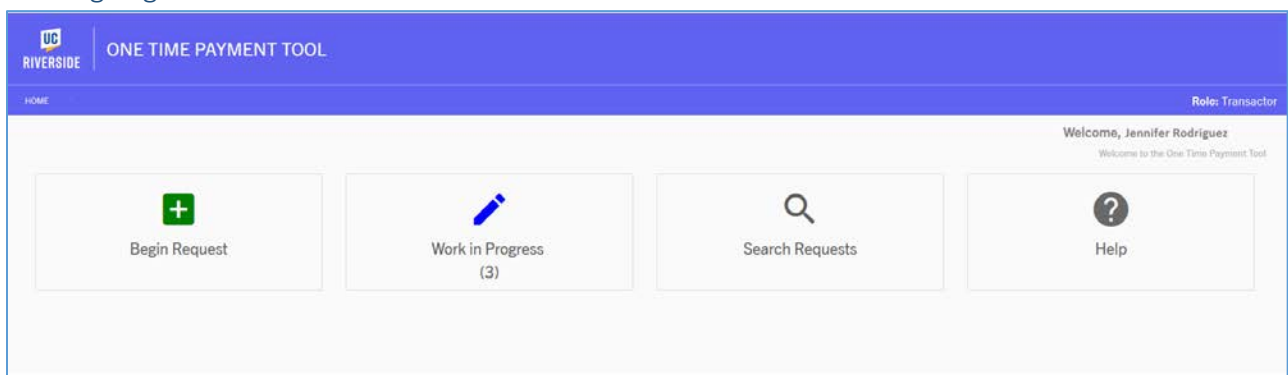
Launching OTP Tool

To access the OTP Tool, navigate to the OTP Tool via ServiceLink. The OTP Tool will appear under the Finance section of ServiceLink.



Transactor Actions

Landing Page - Transactors

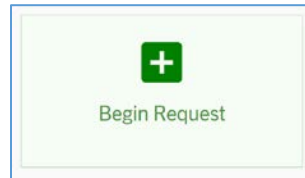


- **Begin Request**
 - Transactors will click this icon to create a new One Time Payment request.
- **Work in Progress Queue**
 - Saved requests that have not yet been submitted will appear in this queue. Transactors can either continue editing their requests or cancel their requests.

- Search Requests
 - This screen can be used to view all requests within your accountability structure. This includes requests that are a work-in-progress, pending approval, cancelled, and processed.
- Help
 - Link to the feedback email (otpfeedback@ucr.edu)
 - Support website (coming soon)
 - This Guide (pdf)

Begin Request Screen

To create a new One Time Payment request, users will click on the *Begin Request* icon.



After clicking *Begin Request*, the Employee Search screen will be displayed.

Employee Search Screen

A screenshot of the "Employee Search" screen. The header is blue with the UC Riverside logo and "ONE TIME PAYMENT TOOL". Below the header, there are search filters: "Employee Pay Frequency" (set to "Monthly"), "Employee Name", "Employee ID", "Position Number", and "Department Search". There are buttons for "Search Name", "Search Employee ID", "Search Position Number", and "Clear Search".

On this screen, Transactors will be able to search for the employee who is receiving the One Time Payment. The initial filter for this search is *Employee Pay Frequency* to locate employee information for either Monthly employees or Biweekly employees. Additional search criteria include:

- Employee Name: first and/or last name
- Employee ID: UCPATH employee ID
- Position Number: UCPATH position number
- Department Search: will display all departments under your accountability structure; allows you to create a request for an entire department.



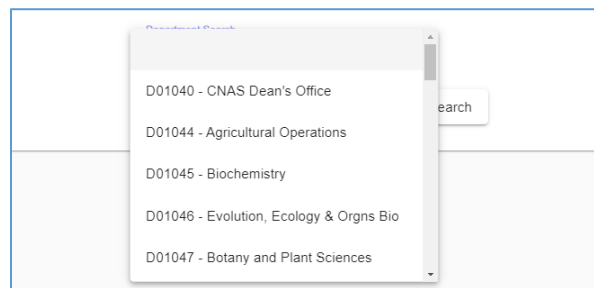
Searching by Department

One Time Payment requests can be initiated for an entire department within a Transactor's Accountability Structure.

The screenshot shows the 'Employee Search' form with the following fields and buttons:

- Employee Pay Frequency: Monthly (dropdown)
- Position Number: (text input)
- Search Position Number: (button)
- Employee Name: (text input)
- Search Name: (button)
- Department Search: (dropdown menu, highlighted with a red box)
- Employee ID: (text input)
- Search Employee ID: (button)
- Clear Search: (button)

By clicking the "Department Search" dropdown, Transactors will see all departments they have access to, based on their Accountability Structure.



After selecting a department to search by, all results based on that selection will be displayed in the search grid.

The screenshot shows the search results grid with the following columns and data:

Select	Employee ID	Employee Name	Position	Employee Record	Job Code	Department	Pay Frequency
<input checked="" type="checkbox"/>	10000382	John Oliver	40001213	0	004831 - FINANCIAL SVC SUPV 2	D01100 - Accounting	MONTHLY
<input checked="" type="checkbox"/>	10032434	Marian Peabody	40001213	0	005927 - FINANCIAL SVC MGR 4	D01100 - Accounting	MONTHLY
<input checked="" type="checkbox"/>	10009919	June Diaz	40002910	0	007384 - EXEC AST 3	D01100 - Accounting	MONTHLY

At the bottom of the grid, there is a 'Name Per Page' dropdown set to 50, a 'Begin One Time Payment' button, and a search result count of 15 employees found.

By default, all search results in the grid will be selected. Transactors have the option of deselecting employees if they should not be included on a One Time Payment request.





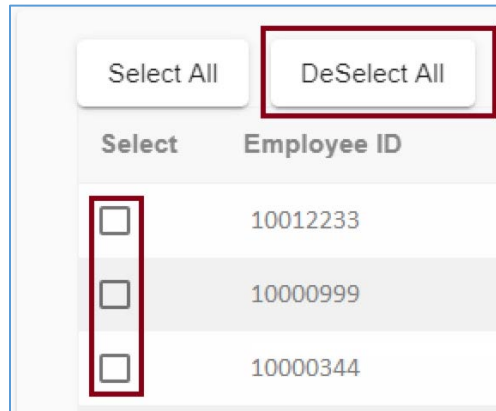
Select	Employee ID	Employee Name	Position
<input checked="" type="checkbox"/>	10000582	John Oliver	40001213
<input checked="" type="checkbox"/>	10033434	Marian Peabody	40001213
<input checked="" type="checkbox"/>	10009919	June Diaz	40002910

Items Per Page
50

[Begin One Time Payment](#)



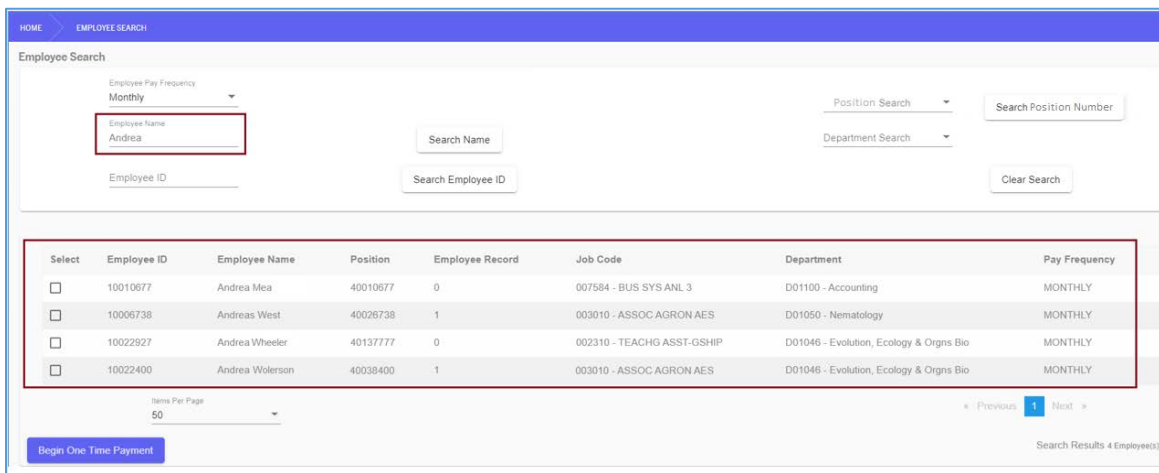
Transactors have the option of deselecting and manually selecting which employees to include on the request for this department.



Searching by Employee

When searching for an employee, Transactors can search by either the employee's name or UCPATH employee ID.

- The *Employee Name* search field is flexible in that Transactors can search using first name only. The search results will display any employee



Search results will appear below the Employee Search criteria grid. When using just a first name to search, you will see results of employees who share that entry.

- For instance, the name “Andrea” was entered in the Employee Name field. The results displayed show closely related names.

Once you have located the employee receiving the One Time Payment, click on the Box under the Select column to move forward with the One Time Payment for that selected employee. Transactors can select multiple employees at a time.





Select	Employee ID	Employee Name
<input checked="" type="checkbox"/>	10010677	Andrea Mea
<input type="checkbox"/>	10006738	Andreas West
<input type="checkbox"/>	10022927	Andrea Wheeler
<input type="checkbox"/>	10022400	Andrea Wolerson

By clicking the “Begin One Time Payment” button, Transactions will initiate the One Time Payment request for the selected employee(s).



Searching by Position Number

When searching for an employee or employee(s), Transactors can search by the UCPath position number.

- The *Position Number* search field is flexible in that Transactors can search using just a portion of the position number. For instance, they can enter “4001” and click the search button. The search results will display position numbers that begin with 4001.

When a Transactor enters the full Position Number, it will display results for employees who currently hired into that Position Number.

The screenshot shows the 'ONE TIME PAYMENT TOOL' interface. At the top, there are navigation links for 'HOME' and 'EMPLOYEE SEARCH'. Below this, there are search filters: 'Employee Pay Frequency' set to 'Monthly', 'Employee Name' with a 'Search Name' button, 'Employee ID' with a 'Search Employee ID' button, and 'Position Number' with the value '40012222' and a 'Search Position Number' button. A 'Department Search' dropdown and a 'Clear Search' button are also present. Below the filters is a table with columns: 'Select', 'Employee ID', 'Employee Name', 'Position', 'Employee Record', 'Job Code', 'Department', and 'Pay Frequency'. The first row shows a selected employee with ID '10003113', Name 'Andrew Tot', and Position '40012222'. At the bottom left is a 'Begin One Time Payment' button, and at the bottom right is a 'Search Results: 1 Employee(s) found' indicator.





Prepare Requests Screen

The *Prepare Requests* screen is where all critical One Time Payment information is entered by Transactors for the selected employee.

! Requests for multiple employees with similar payment attributes should be grouped together. For instance, if a payment with the same dollar amount, earn code, and earnings period is needed for a few employees within the same department, Transactors should take the opportunity to process the request all at once. This will reduce the need for repeated entries.

Apply Entries to All Selected

The *Apply Entries to All Selected* section of the screen is useful when submitting payments for multiple individuals who will share similar payment attributes.



The screenshot shows the 'Apply Entries To All Selected' section at the top, which includes a table with columns for Event, Earning Begin, Earning End, Earning Code, Pay Period, Dollar Amount, Override FAU, and Total Earning. Below this is the 'Prepare Requests' section, which features a table with columns for Select?, Employee ID, Name, Position #, Empl Rcd, Job Code, Department, Event, Earning Begin, Earning End, Earning Code, Pay Period End, Dollar Amount, and Override FAU. Three rows of employee data are visible, each with a yellow checkmark in the 'Select?' column.

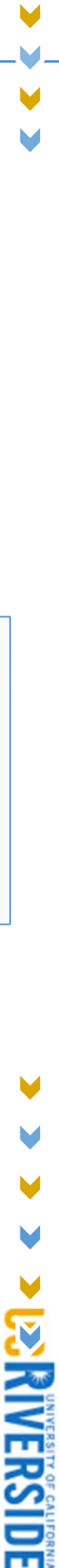
Transactors have the ability to enter values into any of the attributes and apply them to all entries under the Prepare Requests section that are selected with the yellow checkmark. If submitting a mass request for all employees using different Earn Codes, the “Apply to All Feature” will help reduce the amount of manual entries on this screen.

This screenshot provides a more detailed view of the 'Prepare Requests' section. It shows the same table as the previous screenshot, but with expanded rows for each employee. Each row includes a summary of financial attributes: Account (504120), Activity (A01000), Fund (33000), Function (44), Cost Center (MCLX), Project Code, Amount (\$ 1000), and Amount % (%). The 'Select?' column shows that the first and third employees are selected with yellow checkmarks, while the second is not.

The section labeled “Prepare Requests” is where we will enter the appropriate attributes for this One Time Payment.



- The *Select All* and *Deselect All* buttons are useful when submitting payments for multiple employees. An option for Transactors include deselecting specific employees if a request is submitted for an entire department, as needed.

This is a close-up view of the 'Prepare Requests' table. It shows the 'Select?' column with checkboxes for three employees: Ryan Hernandez (checked), Diana Zhang (unchecked), and Antonia Ryan (checked). The table also displays their Employee IDs, Names, Position #, and Empl Rcd.






The Prepare Requests grid contains the following column headers:

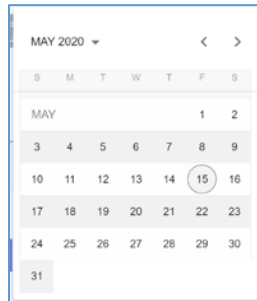
- a. Employee ID:
 - i. Employee's unique UCPath ID number.
 - ii. Value pre-populated.
- b. Name:
 - i. Employee's Full Name.
 - ii. Value pre-populated.
- c. Position #:
 - i. Position number this employee is hired in.
 - ii. Value pre-populated.
- d. Empl Rcd:
 - i. Employee Record Number.
 - ii. Employees with multiple jobs will have an empl rcd for each job beginning with 0, 1, etc.
 - iii. Value pre-populated.
- e. Job Code:
 - i. Job Title and description.
 - ii. Value pre-populated.
- f. Department
 - i. Department ID and Description
 - ii. Value pre-populated.
- g. Event
 - i. Note: this field is a future enhancement.
- h. Earning Begin:
 - i. Begin date of earnings period in which work was performed for this payment.
- i. Earning End
 - i. End date of earnings period in which work was performed for this payment.
- j. Earning Code
 - i. Earn code associated with this payment.
- k. Pay Period End
 - i. Payroll Period in which this payment will be processed.
 - ii. Note: this date can only be in the future.
- l. Dollar Amount
 - i. Flat dollar payment amount. This amount should be a positive number in most cases. Care must be used when entering negative amounts as this may reduce an employee's pay.
- m. Override FAU
 - i. Select this box if this payment needs to be submitted to a specific FAU that is different from the employee's position funding.
- n. Other buttons
 - i.  Add Comments to a request.
 - ii.  Upload Attachments to a request.



Earnings Dates

Select?	Employee ID	Name	Position #	Empl Rod	Job Code	Department	Event	Earnings Begin	Earnings End	Earnings Code	Pay Period End	Dollar Amount	Override FAU
<input checked="" type="checkbox"/>	10010245	Jenny Lopez	4001306	B	054545 STDT ACAD ADVISOR 3	061506 CNAS UG Academic Advising Ctr		7/1/2020	7/1/2020	LSN - Lump	8/31/2020	\$ 1500	<input type="checkbox"/>

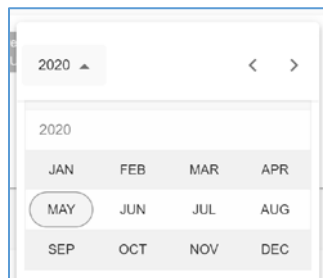
Selecting the appropriate *Earnings Begin Date* for this payment is based on the **first** day of the earnings period that applies to this payment. Transactors can either manually enter this date or they can click on the  calendar icon to select dates.



When viewing this calendar, Transactors can select a different month and day by selecting the arrows next to the current month.



Additionally, Transactors can select previous years by clicking on the dropdown next to the current Month and Year. *(Note: it is strongly advised that Transactors take caution when selecting prior months or years. This should rarely be required and only done with guidance from a central office).*



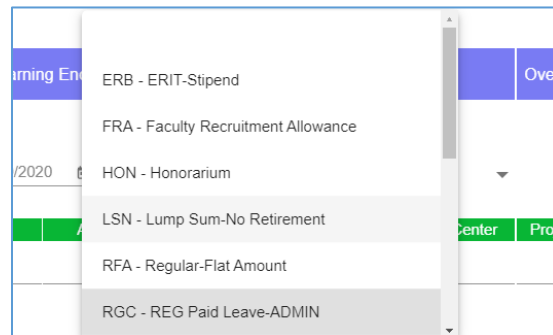
Selecting the appropriate *Earnings End Date* for this payment is based on the **last** day of the earnings period in which the work for this payment was performed.

Select the appropriate *Earn Code* for this payment from the list of options displayed on the dropdown. The Earn Code you select will vary based on your scenario. *(Note: available earn codes are managed by the Accounting Office).*



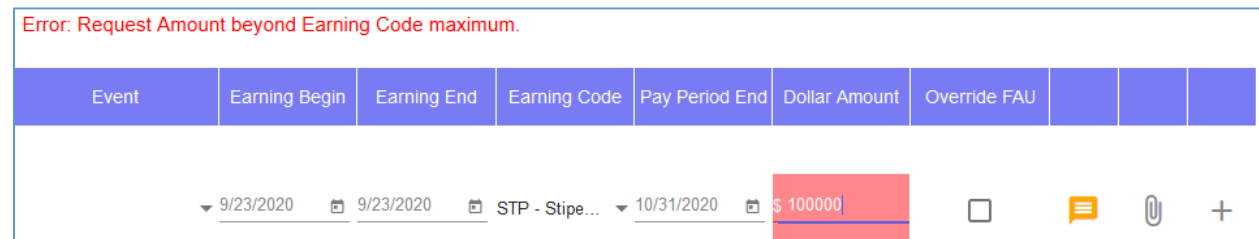
Earnings Codes

Earnings Codes (or *Earn Codes*) that have been deemed appropriate for use in the OTP Tool are displayed in a dropdown list and maintained by the Accounting Office based on guidance from HR and Academic Personnel. Earn Codes are maintained on a table in the OTP Tool and may vary by employee type (i.e. Salaried vs Hourly). It is critical to select the appropriate earn code for a One Time Payment to ensure that employees are paid appropriately; different earn codes may be treated differently for retirement, tax withholding, and other assessments. Refer to [Appendix C – Earnings Codes](#) for more information.



Maximum Dollar Amount by Earn Code

Certain earn codes have dollar amount thresholds that a request cannot exceed. Transactors will immediately receive an error message if a dollar amount on a request exceeds the dollar threshold assigned to the earn code being used. **Transaction should not be split to by-pass this business rule or recorded under an inappropriate earn code; if this type of behavior is identified, access may be removed and/or disciplinary action may result.** Question about the thresholds should be directed to otpfeedback@ucr.edu for evaluation and direction.



Organizational Approval for Earn Codes

Certain transactions will require a second-level organizational approval for specific earn codes when the request exceeds a certain dollar amount. See [Organizational Level \(Secondary\) Approver Actions](#) for more information regarding this role’s responsibilities.

Pay Period End Date

When creating a One Time Payment Tool Request, the *Pay Period End Date* will default to the next Pay Period End Date according to the UCPath payroll calendar for that employee type (i.e. monthly vs biweekly payroll). This date drives what payroll period this request will be processed in. Only future Pay Period End Dates can be used.

Note: refer to [Appendix A - OTP Tool Deadlines](#) for important deadlines and pay period dates.

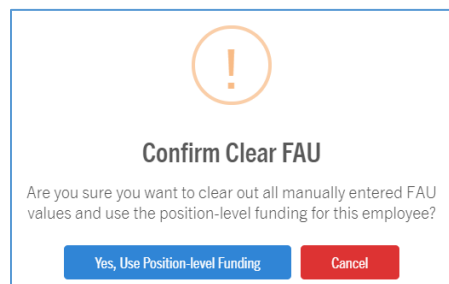


Override FAU on a Request

Event	Earning Begin	Earning End	Earning Code	Pay Period End	Dollar Amount	Override FAU			
	7/1/2020	7/1/2020	LSN - Lump ...	8/31/2020	\$ 1500	<input checked="" type="checkbox"/>			
Account	Activity	Fund	Function	Cost Center	Project Code	Amount	Amount %		
						\$ 1500	100	%	

In some cases, it may be necessary to charge a One Time Payment to an FAU that differs from the employee’s position-level funding. When this situation occurs, the Transactor should click on the “Override FAU” checkbox to charge this particular payment to a different FAU. This action is optional and does not permanently change the position-level funding. Additionally, the Activity code will determine who the request will route to for approval. For instance, if an FAU belonging to another department is used then the request will route to whoever is set up as the Approver for the Department associated with that Activity code.

If a Transactor determines that they no longer need to override the FAU, they can simply uncheck the *Override FAU* button. The warning message below will pop up just in case this action was not intentional.



When entering FAU elements, the tool will begin to validate characters and narrow down values while typing.

Account	Activity	Fund	Function	Cost Center	Project Code	Amount	Amount %
500110	A01420					\$ 1000	100 %
	A01420 - KUCR						

Transactors can either enter the exact value or select the value displayed on the list as they are typing. (Please note, you cannot tab to the next field without making a selection first; users who do this will be presented with the “Selection Required” message on the field). If an invalid value is entered, the field will display an error message and clear out entries. This safeguard ensures that invalid FAU elements are not being used.

Account	Activity	Fund	Function	Cost Center	Project Code	Amount	Amount %
Selection Required	Selection Required	Selection Required	Selection Required			\$ 1000	100 %

! It is important to note that the OTP Tool validates the combination of the core FAU (Account, Activity, Fund, and Function) to help avoid erroneous entries.



Splitting an FAU

Department	Event	Earning Begin	Earning End	Earning Code	Pay Period End	Dollar Amount	Override FAU			
D01045 Biochemistry		8/13/2020	8/13/2020	HON - Hon...	8/22/2020	\$ 1000	<input checked="" type="checkbox"/>			
Account	Activity	Fund	Function	Cost Center	Project Code	Amount	Amount %			
504120	A01080	33060	44	NDLX		\$ 1000	100	%		<input style="border: 2px solid red;" type="button" value="+"/>

A payment can be split to multiple FAUs. To do this, click the “add” button on the right side of the *Amount %* field.

! When splitting a payment by FAU, Transactors should be sure that the Amount adds up to the Dollar Amount for the payment. Transactors can also split by percentage, but the total percentage should add up to 100% of the Dollar Amount for that payment.

Department	Event	Earning Begin	Earning End	Earning Code	Pay Period End	Dollar Amount	Override FAU			
D01045 Biochemistry		8/13/2020	8/13/2020	HON - Hon...	8/22/2020	\$ 1000	<input checked="" type="checkbox"/>			
Account	Activity	Fund	Function	Cost Center	Project Code	Amount	Amount %			
504120	A01080	33060	44	NDLX		\$ 500	50	%		<input style="border: 1px solid gray;" type="button" value="+"/>
504120	A01080	23499	44	NDLX		\$ 500	50	%		<input type="button" value="X"/>

If a payment is split and the Amounts for each FAU do not total the Dollar Amount of the payment, the following error will be displayed until corrected:

Department	Event	Earning Begin	Earning End	Earning Code	Pay Period End	Dollar Amount	Override FAU			
Error: "Dollar Amount" does not match sum of "FAU \$ Amount".										
D01045 Biochemistry		8/13/2020	8/13/2020	HON - Hon...	8/22/2020	\$ 1000	<input checked="" type="checkbox"/>			
Account	Activity	Fund	Function	Cost Center	Project Code	Amount	Amount %			
504120	A01080	33060	44	NDLX		\$ 500	50	%		<input style="border: 1px solid gray;" type="button" value="+"/>
504120	A01080	23499	44	NDLX		\$ 200	20	%		<input type="button" value="X"/>

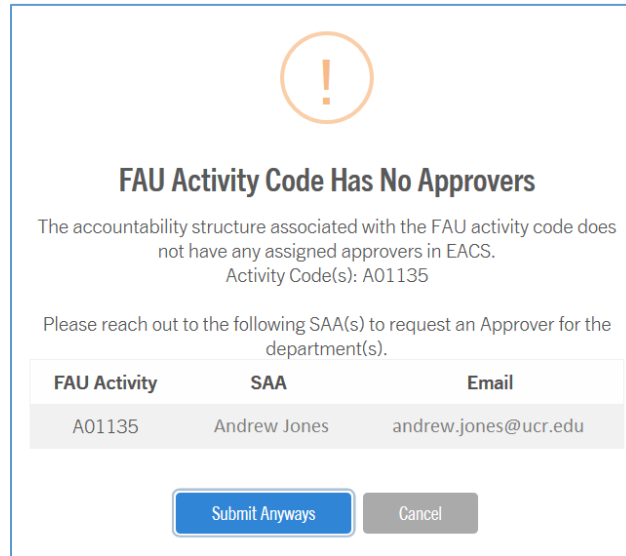
To correct this scenario, the Transactor can either decrease the Dollar Amount for the payment to \$700 or increase the second FAU Amount to \$500, depending on what is appropriate.



FAU Override with No Approver

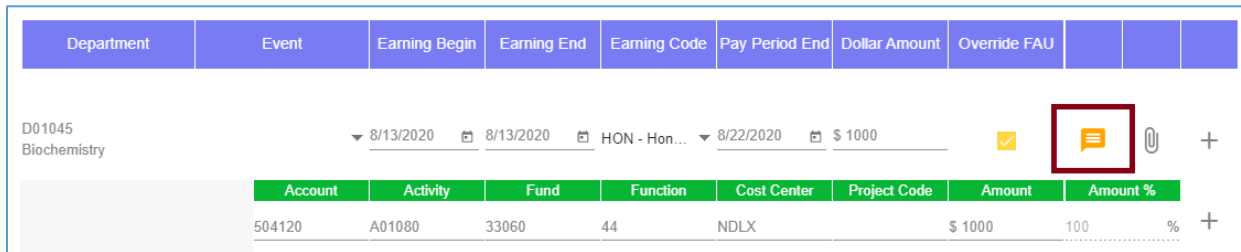
As mentioned previously,

An approver must be set up for any Activity code being used on a request. For instance, if a Transactor in School of Medicine is submitting a request using an Activity code belonging to the Registrar’s Office but there is no approver set up in that department, the Transactor will receive the error message below.

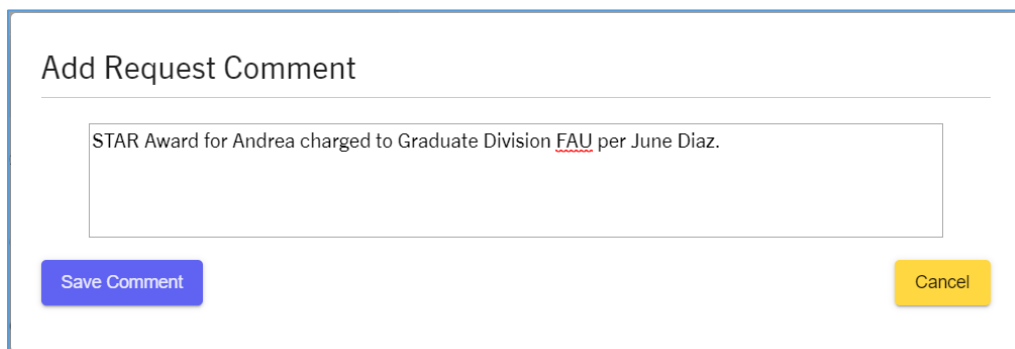


Transactors should reach out to the appropriate Systems Access Administrator to request they assign an Approver to the Department that the Activity code rolls up to.

Adding Request Comments



To add a comment to a request, Transactors can simply click on the “Add a Comment” button.



Adding Multiple Rows on a Single Request

The screenshot shows the 'Prepare Requests' interface with two rows of payment data. The first row is for Jenny Lopez, with a dollar amount of \$1500. The second row is also for Jenny Lopez, with a dollar amount of \$500. A plus sign icon is visible to the right of the second row's attachments icon, indicating that a new row can be added.

In some situations, multiple payments are required for one employee. For instance, an employee may have a STAR award and Regular Flat Earnings payment required for their upcoming paycheck (if appropriate). The One Time Payment Tool features the ability to submit multiple payments, with different earn codes and earnings periods, on a single submission.

The screenshot shows the 'Prepare Requests' interface with one row of payment data for Jenny Lopez. A plus sign icon is highlighted in a red box to the right of the attachments icon, indicating that a new row can be added.


To add multiple rows to a request, click on the **+** icon to the right side of the Attachments icon. By doing this, a second row will appear below. (*Note: the plus icon will only display when all fields on the row have been inputted*).

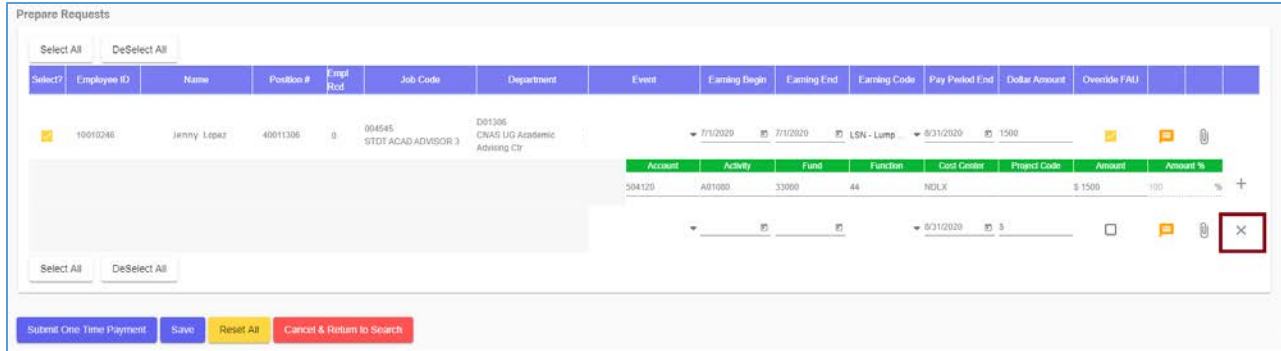
The screenshot shows the 'Prepare Requests' interface with two rows of payment data for Jenny Lopez. The second row is highlighted with a red box, showing the input fields for the new row.





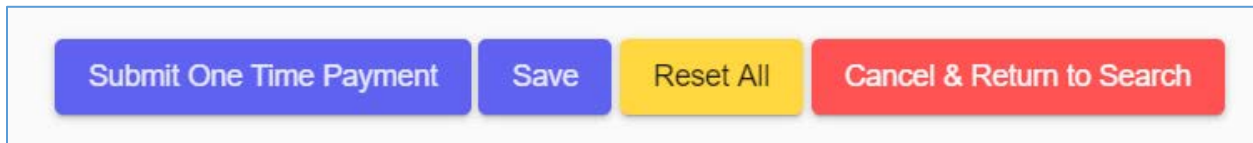
Removing a Row on a Request

After adding an additional row onto a request, a Transactor can be removed if it is not needed after all. To do this, the Transactor would need to click the  icon to the right of the Attachments icon for the row in question.



The screenshot shows the 'Prepare Requests' interface. At the top, there are 'Select All' and 'DeSelect All' buttons. Below is a table with columns: Select?, Employee ID, Name, Position #, Empl Hcd, Job Code, Department, E-west, Earning Begin, Earning End, Earning Code, Pay Period End, Dollar Amount, and Override FAU. The first row shows Employee ID 10010248, Name Jenny Lopez, Position # 40011306, Job Code 004545, and Department D01306. Below this is a table with columns: Account, Activity, Fund, Function, Cost Center, Project Code, Amount, and Amount %. The first row in this table shows Account 504120, Activity A01000, Fund 33000, Function 44, Cost Center NDLK, Project Code, Amount 3 1500, and Amount % 100. A red box highlights the close icon (X) next to the Attachments icon for the first row in the second table.

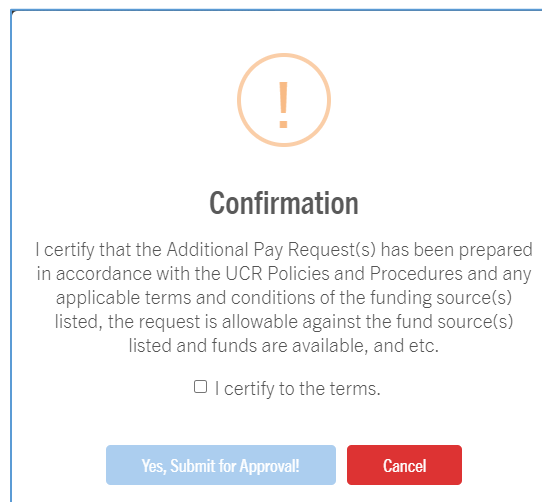
Action Buttons



The image shows four action buttons in a row: 'Submit One Time Payment' (blue), 'Save' (blue), 'Reset All' (yellow), and 'Cancel & Return to Search' (red).

Submit One Time Payment

This button moves the request to the Approval stage. When a Transactor has finished adding all required information to a request, they must click “Submit One Time Payment” to complete their request. After clicking this button, a confirmation window will be displayed to the Transactor. They can then select that they certify to the terms of this request and click “Yes, Submit for Approval”. If they decide not to submit the request or if they need to perform additional edits, they must click “Cancel” on the confirmation window.



The confirmation window features a warning icon at the top. Below it is the title 'Confirmation' and a paragraph of text: '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.' Below the text is a checkbox labeled 'I certify to the terms.' At the bottom, there are two buttons: 'Yes, Submit for Approval!' (blue) and 'Cancel' (red).

The “Yes, Submit for Approval” button will be greyed out until the Transactor clicks the “I certify to the terms” checkbox on this window.





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.

Yes, Submit for Approval! **Cancel**

Submit Successful

The requests have been submitted.
Request ID: 1000498

Ok

After clicking the “Yes, Submit for Approval” button, another window will confirm the request was successfully submitted for approval. The window will also display the Request ID. Transactors should note the Request ID for future reference. Refer to the [“Search Requests Page”](#) section for more information on locating a request.

Saving a Request

When the “save” button is clicked, the request is saved but not finalized and can be located in the “Work-in-Progress” tab. A pop-up window will display once the Save has been finalized and the screen will navigate to the Transactors “Work-in-Progress” queue.

Save Successful

The requests have been saved.
Request ID: 1000821

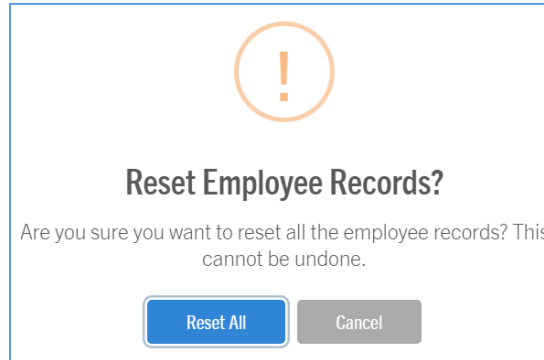
Ok





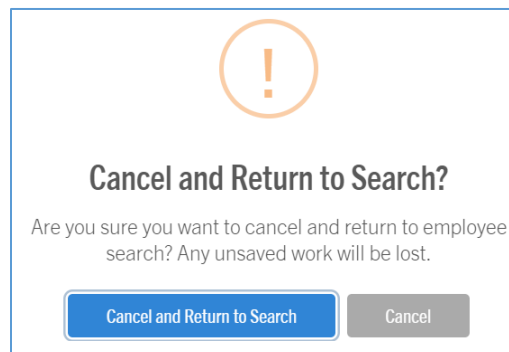
Reset All

Selecting the “Reset All” button will clear out all fields on the request. When this button is clicked, a warning message will be displayed asking the Transactor if they are sure this is the action they want to take. Clicking “reset all” on this warning message will finalize the action.

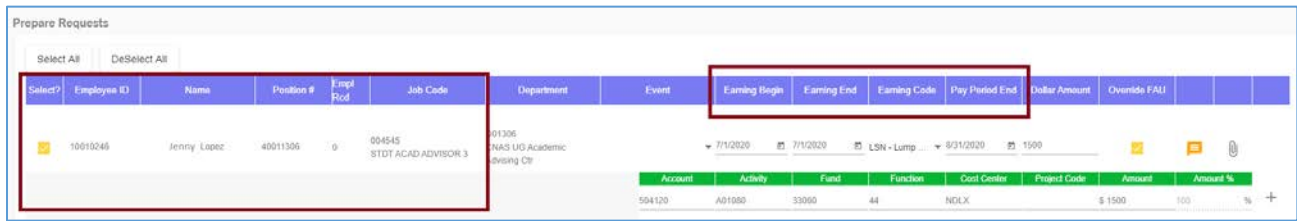


Cancel & Return to Search

If a request needs to be cancelled, a Transactor can click the “Cancel & Return to Search” button. Once this is clicked, a message will be displayed asking the Transactor to confirm this selection. Once this is clicked, the request will no longer exist.



Preventing Duplicate Requests



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 type="checkbox"/>	10010246	Jenny Lopez	40011306	0	004545 STDT ACAD ADVISOR 3	01306 NAS UG Academic advising CR		7/1/2020	7/1/2020	LSN - Lump...	9/31/2020	1500	

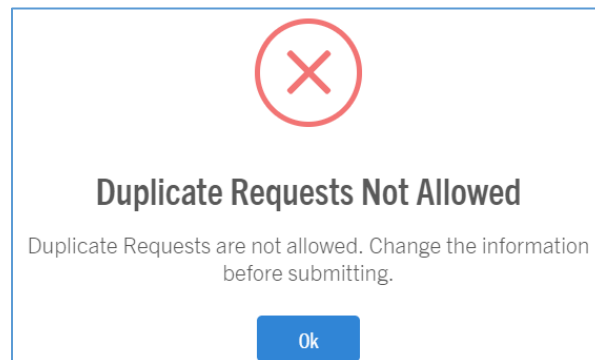
Account	Activity	Fund	Function	Cost Center	Project Code	Amount	Amount %
504120	A01000	33000	44	NOLX		\$ 1500	100

What Makes a Request Unique

An OTP Tool request is made unique by the following values:

- Employee ID
- Employee Name
- Position #
- Empl Rcd #
- Job Code
- Earnings Begin Date
- Earnings End Date
- Earnings Code
- Pay Period End Date

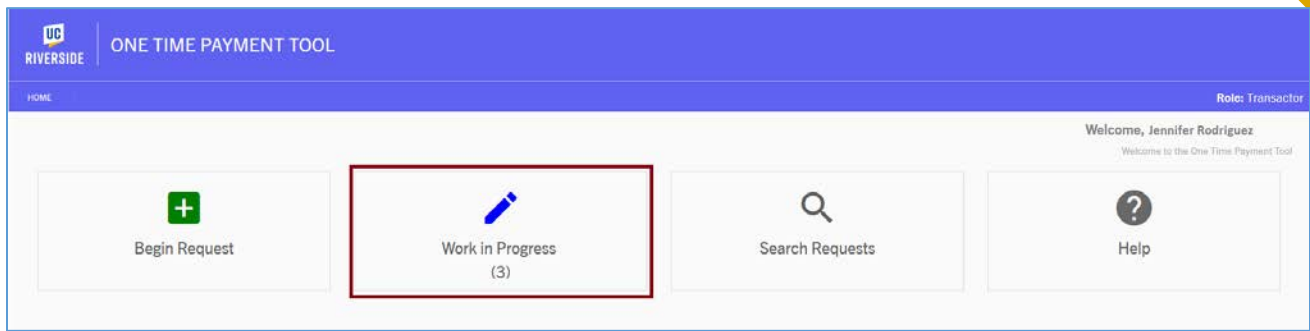
When submitting a new request, the OTP Tool will run a check to verify that there are no pending requests with the same combination of the fields/values above. If a request is pending approval or approved with the same information, the Transactor will be presented the following message when attempting to submit:



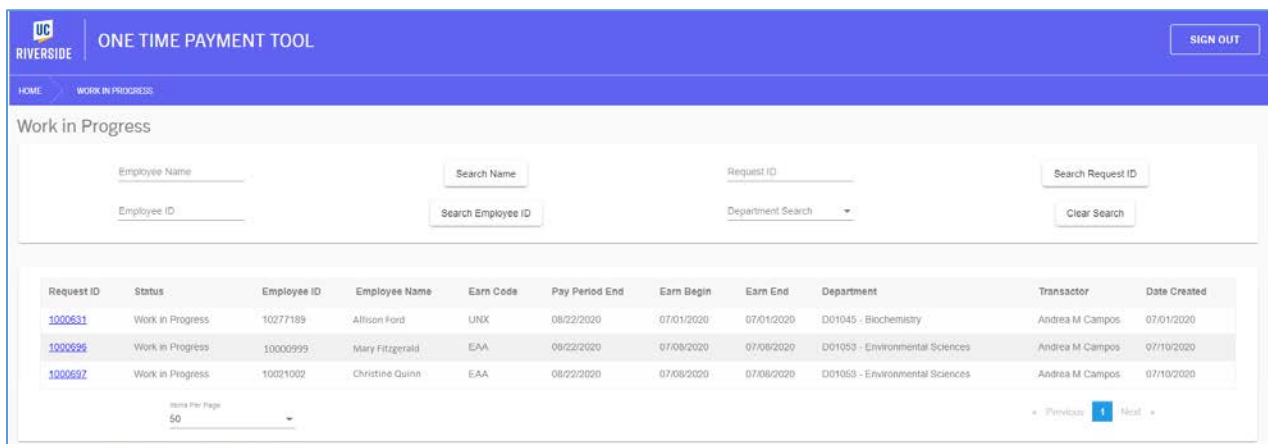
Transactors should verify that they have entered the appropriate payment request information and attempt to submit the request or cancel the previous request if it is incorrect.



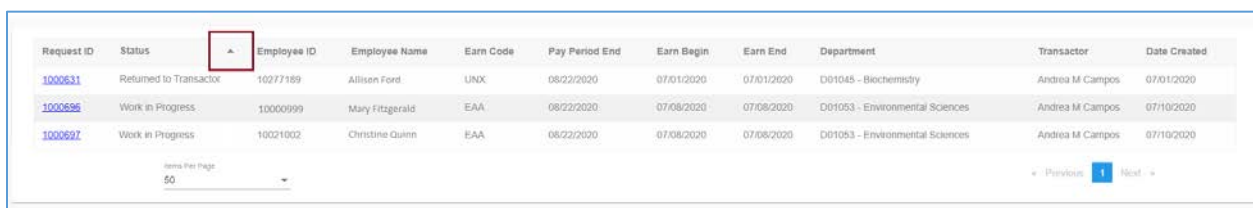
Work-In-Progress Queue



Every Transactor will have a Work-in-Progress queue on the landing page of the One Time Payment Tool. When requests in their Accountability Structure is saved as a “work-in-progress” or returned to a Transactor, they will be accessible in this queue. The number value below the Work in Progress icon denotes the number of requests currently in that queue.



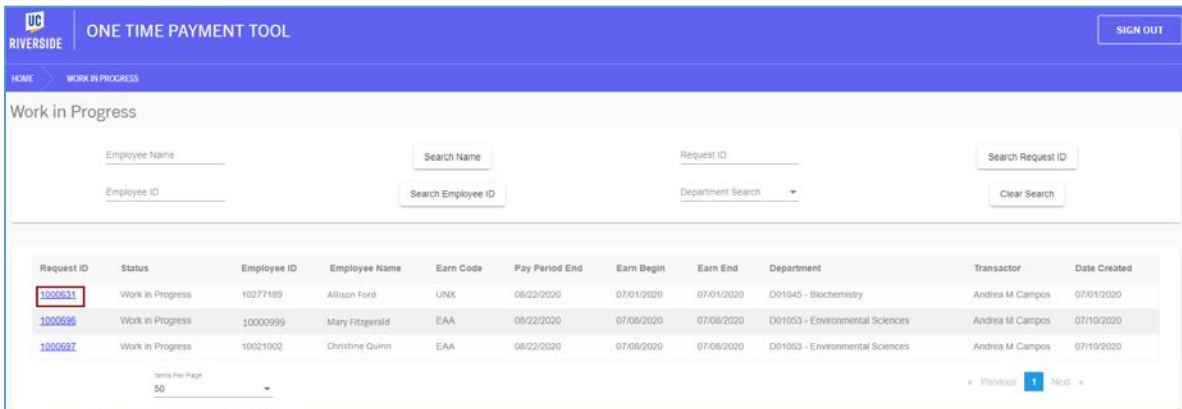
The Work-in-Progress queue has several search options for Transactors to use. They can search by an employee’s name, UCPATH employee ID, or Department. Department values will be based on the Transactor’s Accountability Structure.



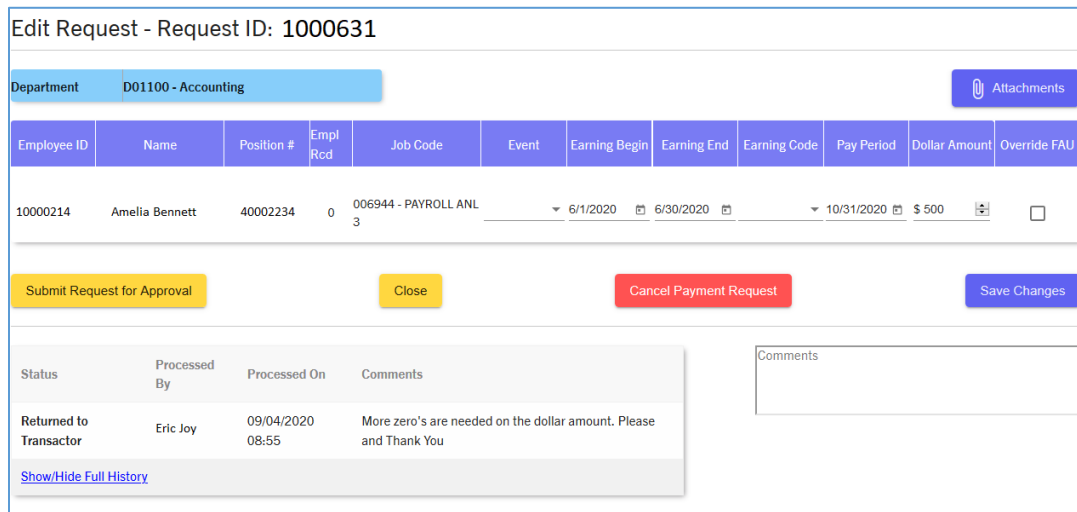
Values under each column can also be sorted from ascending to descending order or vice-versa, by clicking the arrow next to each header.



Resuming a Request in the Work-in-Progress Queue



To resume editing a request via the Work in Progress queue, the Transactor must click the Request ID.



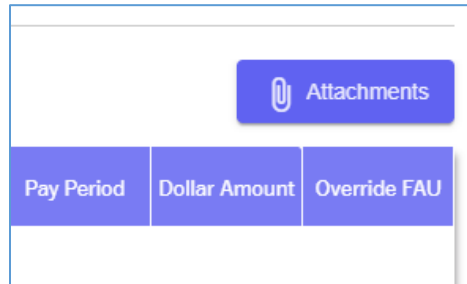
The *Edit Request* screen will be displayed and a Transactor is able to edit any field on the request. Transactors also have the ability to cancel their payment request, upload additional attachments, add comments, or simply save changes. Once all changes have been made, a Transactor can click “Submit Request for Approval” and the request will route to an Approver and disappear from the Work-in-Progress queue.

- Submit Request for Approval
 - Routes request to the appropriate department Approver(s) based on Accountability Structure.
- Close
 - Closes the current screen and makes no changes to request.
- Cancel Payment Request
 - Cancels request and removes it from the Work-in-Progress queue.
- Save Changes
 - Commits any changes entered on the request to history.
 - Once clicked, the screen will disappear and the Work-in-Progress queue will be in view.

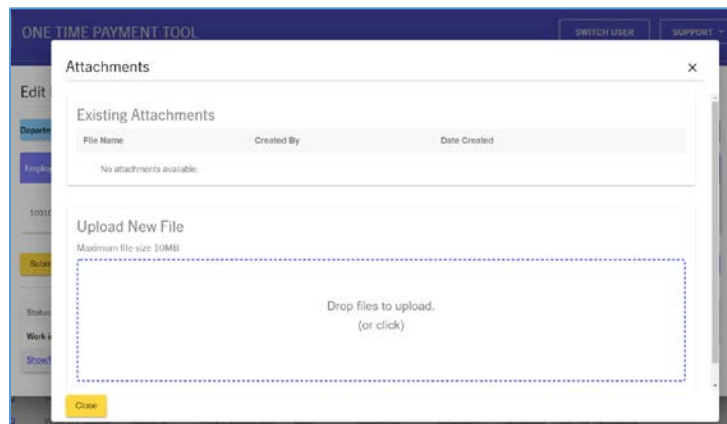


Uploading an Attachment

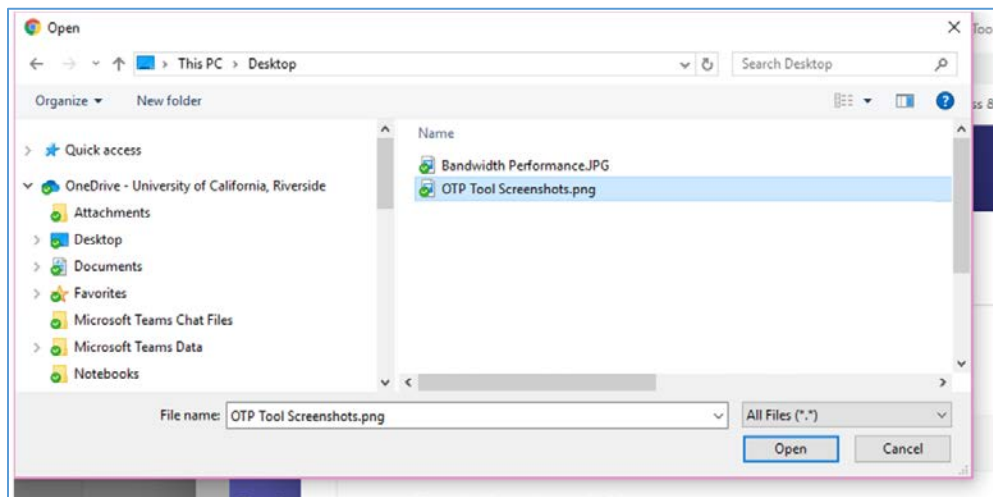
Transactors should always attach supporting documentation to an OTP request to assist with the approver's review of the transaction and for audit purposes. Attachments can include emails providing instructions on processing the transactions, pre-approvals, spreadsheets, or any other document type that supports this payment request. Approvers will be able to view all attachments and may send a request back to a Transactor if the attached documentation is not sufficient.

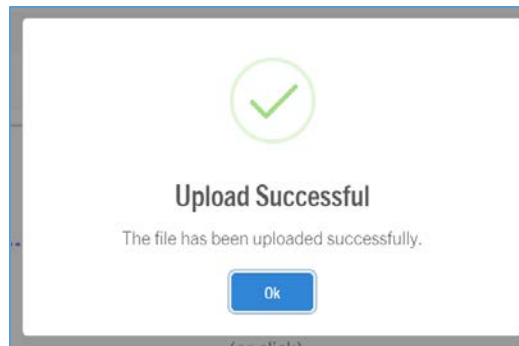


To upload an attachment to a request, a Transactor must click the *Attachments* button.



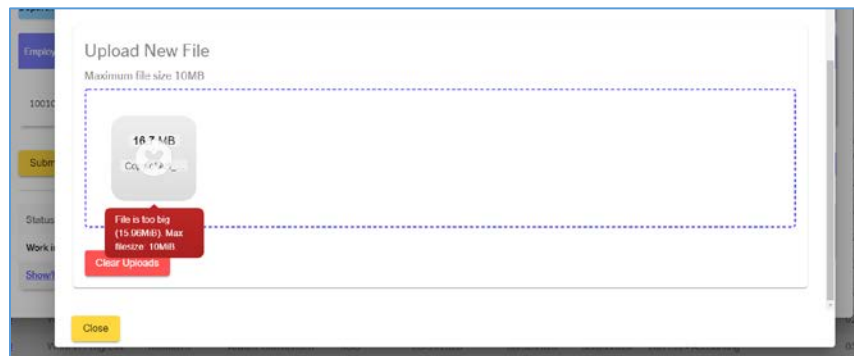
After doing this, the Attachments page will be displayed. Transactors can view existing attachments or upload a new file onto the request. To upload a new file, click on the area that says "Drop Files to Upload". When that is clicked, the following screen will be displayed and a file can be selected.





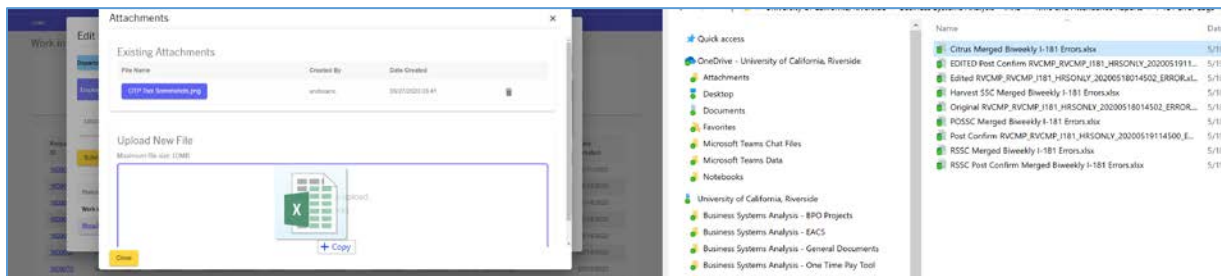
After selecting the file to upload, a Transactor can click on the “Open” button. Once complete, a screen will be displayed saying “Upload Successful”.

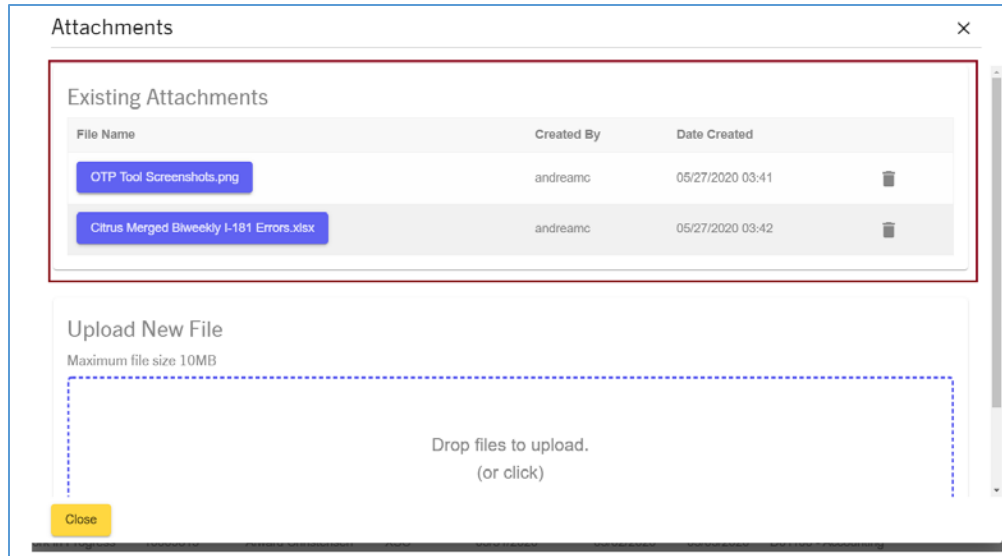
The attachment file size is limited to 10 MB. If the file is larger than 10 MB, the following error will display:



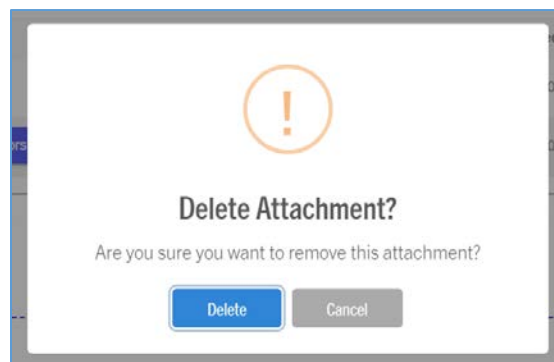
Click “Clear Uploads” to remove the file and upload a new file that is smaller than 10 MB.

Another way to upload a file is to drag and drop the file from your Windows File Explorer screen into the Upload New File area.





When an attachment has been uploaded to the request, it will be displayed in the Existing Attachments section. If an attachment needs to be removed, a Transactor would just need to click on the trashcan icon. A message will be displayed asking the Transactor to confirm this action by clicking “Delete”. Attachments cannot be deleted after the transaction is routed for approval.



Once all attachments have been uploaded, the Transactor can now click on the “Close” button to exit the screen and return to the Edit Request page.





Viewing Request History

Status	Processed By	Processed On	Comments
Approved	Donna Meagle	09/22/2020 14:14	Approved
Show/Hide Full History			

When on the Edit Request screen, Transactors can view the full history of that request by clicking *Show/Hide Full Request History*. This information is captured any time a request is “saved”. The request history will capture all activity performed on a request.

Status	Processed By	Processed On	Comments
Approved	Donna Meagle	09/23/2020 16:10	Reviewed request and I approve.
Pending Approval	Darcy Silva	09/23/2020 15:26	Darcy Silva has certified 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.
Returned to Transactor	Donna Meagle	09/23/2020 15:25	Please select earn code HON for this payment. Also, request does not include email approval from Dr. Lopez.
Pending Approval	Darcy Silva	09/23/2020 15:23	Darcy Silva has certified 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.
Show/Hide Full History			

Saving Changes

After editing a request in the Work-in-Progress Queue, Transactors can save their work and move on to another task if necessary.

To do this, Transactors would click the “Save Changes” button.

Submit Request for Approval
Close
Cancel Payment Request
Save Changes

Status	Processed By	Processed On	Comments
Work in Progress	Alex Shakespeare	07/10/2020 16:34	





Viewing Approver(s) for Request

Transactors have the ability to see whose approval queue their request has routed to. Although Approvers receive an automated email when a request has been sent to them for approval, Transactors may want to know who to contact if they have questions regarding the status of their request.

Transactors should use the Search Request screen to locate their request. Once the request is found, Transactors can click on the Request ID link.

Edit Request - Request ID: 1000696

Department: D01053 - Environmental Sciences Attachments

Employee ID	Name	Position #	Empl Rcd	Job Code	Event	Earning Begin	Earning End	Earning Code	Pay Period	Dollar Amount	Override FAU
10074006	Chris Nguyen	40060259	0	004922 - STDT 1		7/8/2020	7/8/2020	EAA - Emp...	9/5/2020	\$ 199	<input type="checkbox"/>
Account	Activity	Fund	Function	Cost Center	Project Code	Amount					
500130	A01265	20025	68	CKGEI		\$111					

Status	Processed By	Processed On	Comments
Pending Approval	Alex Shakespeare	07/10/2020 16:34	

Cancel Payment Request

The Request information will be displayed on the screen. Click on the *Pending Approval* link in the History section to view the approvers for this request.

Request Approvers

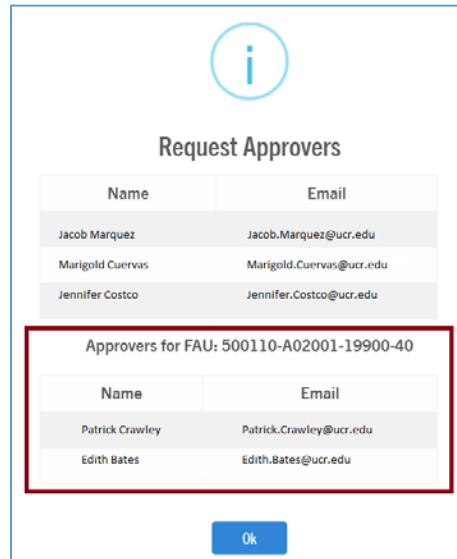
Name	Email
John Wick	john.wick@ucr.edu

Ok

Transactors will see the Approver for this particular request based on the accountability structure. In the example above, there is one Approver who has this request in their Approval queue. Click the “OK” button to close the screen.

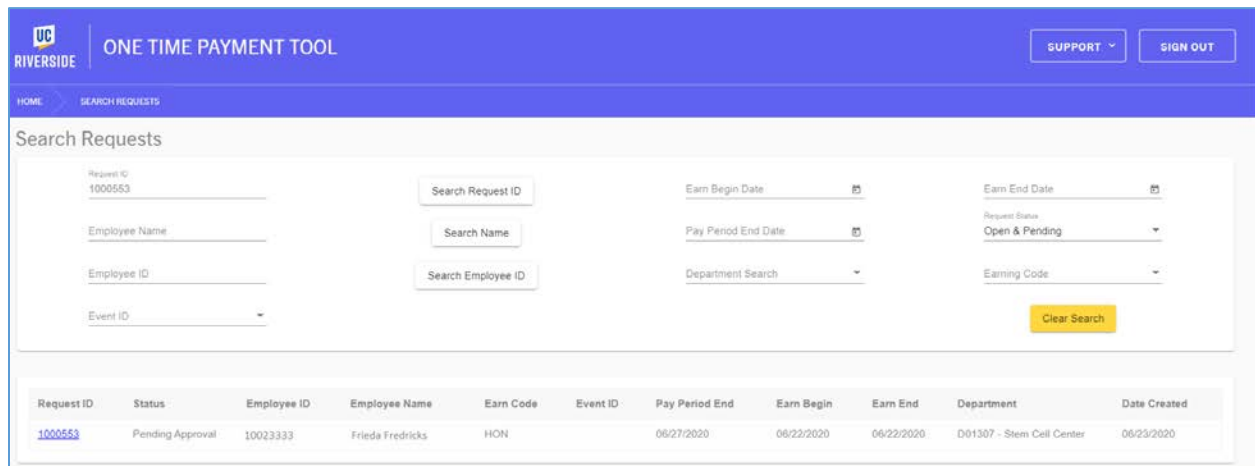


Transactors can also see who is set up as the FAU Activity Approver for the FAU that was used on the request.



Canceling a Request

Transactors have the ability to cancel any request within their accountability structure. Transactors can cancel their request immediately after submitting it for approval and up until their request has been processed in the UCPATH system. Once a request status has been changed to “Processed”, the request can no longer be cancelled. This takes place once information from the request has been submitted to UCPATH for payroll processing. Refer to the [Timing of Request Processing](#) for more information regarding timing.



Using the *Search Requests* screen, locate the request that is being cancelled. Click on the Request ID hyperlink to access this request.



Request - Request ID: 1000553

Department: D01307 - Stem Cell Center

Employee ID	Name	Position #	Empl Rcd	Job Code	Earning Begin	Earning End	Earning Code	Pay Period End	Event	Dollar Amount
10003334	Mark Sanchez	40002221	1	004922 - STDT 1	06/22/2020	06/22/2020	HON - Honorarium	06/27/2020		\$500

Account	Activity	Fund	Function	Cost Center	Project Code	Amount
						\$500

Status	Processed By	Processed On	Comments
Pending Approval	John Taylor Thomas	06/23/2020 13:28	OTP test

Cancel Payment Request

The Request ID information screen will be displayed on the page. The Transactor should enter detailed comments explaining why the request is being cancelled. Click on the *Cancel Payment Request* button to continue.

Cancel Payment Request

Are you sure you want to cancel this Payment Request. This action will remove the Payment Request and it cannot be reversed.

Determined this payment is no longer needed. Cancelling as of

Cancel Payment Request **Close**

A message will appear to confirm that the Transactor wants to take this action. Transactors must enter a comment to specify why they are cancelling the payment request. After entering a comment, click on the “Cancel Payment Request” button to finalize this action. Transactors can also click on the “Close” if they no longer wish to cancel the request.

Payment Request Cancelled

The Payment Request has been cancelled.

Ok





The screen above will be displayed once the request has been cancelled. Click “Ok” to exit. Even though the request has been cancelled, it will still be visible in the Search Request page with a status of “Cancelled”. Transactors can still view the request in history, if needed.

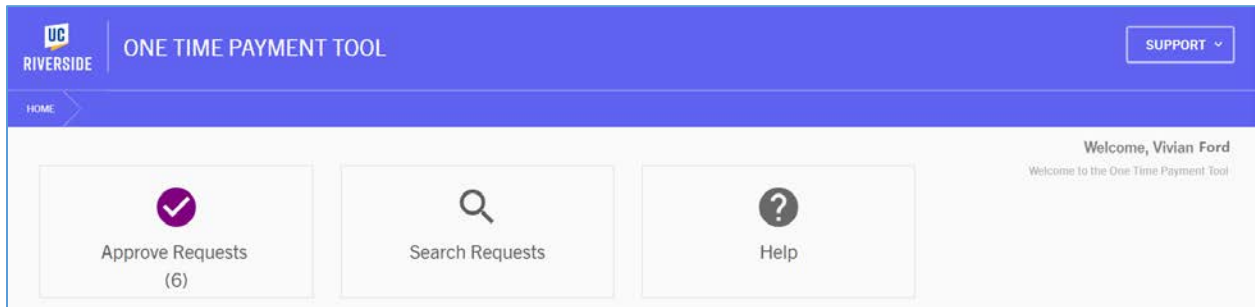
The screenshot displays the 'ONE TIME PAYMENT TOOL' interface. At the top, there is a navigation bar with 'UC RIVERSIDE' and 'ONE TIME PAYMENT TOOL' on the left, and a 'SIGN OUT' button on the right. Below the navigation bar, there are tabs for 'HOME' and 'SEARCH REQUESTS'. The main content area is titled 'Search Requests' and contains a search form with various filters: Request ID (1001697), Employee Name, Employee ID, Event ID, Search Request ID, Search Name, Search Employee ID, Earn Begin Date, Earn End Date, Pay Period End Date, Request Status (Open & Pending), Department Search, and Earning Code. A 'Clear Search' button is located at the bottom right of the search form. Below the search form is a table with the following data:

Request ID	Status	Employee ID	Employee Name	Earn Code	Event ID	Pay Period End	Earn Begin	Earn End	Department	Date Created
1001697	Cancelled	10012222	Selina Kyle	DLP		09/30/2020	08/25/2020	08/25/2020	D01101 - SBS/Cashiers	08/26/2020



Approver Actions

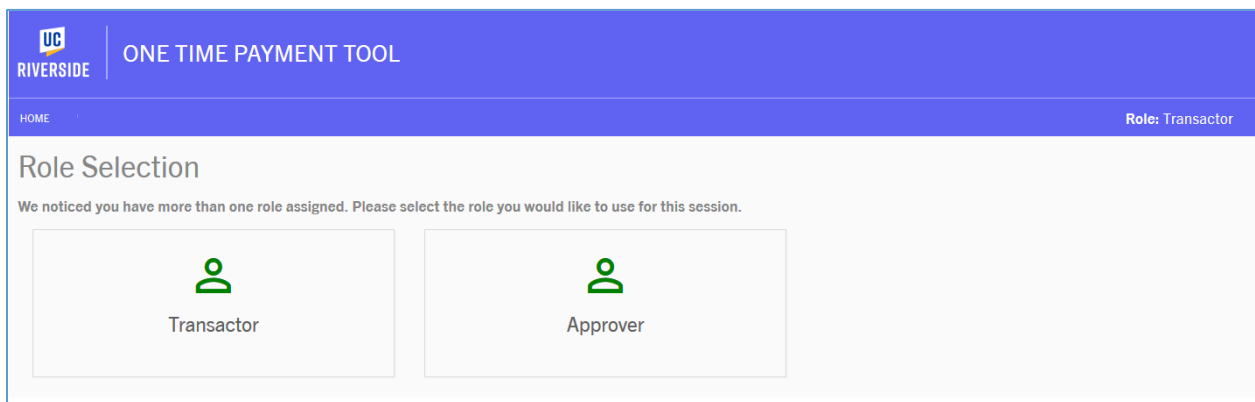
Landing Page – Approvers



- Approve Requests
 - Requests routed to an Approver based on Accountability Structure will appear in this screen.
 - The number below *Approve Requests* will signify how many pending requests are in the queue. (Example above shows there are 6 pending requests).
 - All requests in this queue will have a “Pending Approval” status assigned.
- Search Requests
 - This screen can be used to view all requests within your accountability structure. This includes requests that are a work-in-progress, pending approval, cancelled, and processed.
- Help
 - Support website coming soon.
 - Link to the OTP Tool Guide.

Please note, if an Approver is provisioned additional roles in the OTP Tool, they will see other options not displayed above such as “Begin Request”, “Work-in-Progress”, etc.

If an Approver is assigned additional roles the OTP Tool, they will see the Role Selection screen when they sign in.



They must click “Approver” to view all Approver actions available to them. *(Note: if Approver is only assigned the Approver role in the OTP Tool, they will not see the Role Selection screen).*





Approve Request Queue

UC RIVERSIDE ONE TIME PAYMENT TOOL

HOME APPROVE REQUESTS Role: Approver

Approve Requests

Number of Days Left to Submit Requests for Current Pay Period:
 8 Days for BiWeekly Payroll 09/22/2020 13:45
 8 Days for Monthly Payroll 09/22/2020 13:45

Pending Approval (9) FAU Activity Approval (2) Pending Second Approval (0)

Request ID	Employee ID	Employee Name	Position #	Department	Dept Desc	Job Code	Job Code Desc	Pay Frequency	Earn Code	Earn End	Transactor	Amount	FAU Override	Attachments
1000847	10002244	Pepe Silvia	40001111	D01059	Biomedical Sciences	003276	GSR-PARTIAL FEE REM	MONTHLY	ASN	09/12/2020	Peter Gabriel	\$200	No	
1000848	10002222	Marigold Crawley	40000011	D01059	Biomedical Sciences	003276	GSR-PARTIAL FEE REM	MONTHLY	ASN	09/12/2020	Peter Gabriel	\$200	No	
1000850	10112222	Pepper Rodriguez	40001234	D01059	Biomedical Sciences	003276	GSR-PARTIAL FEE REM	MONTHLY	ASN	09/12/2020	Peter Gabriel	\$200	No	
1000851	10001127	Calvin Johns	40001110	D01059	Biomedical Sciences	003276	GSR-PARTIAL FEE REM	MONTHLY	ASN	09/12/2020	Peter Gabriel	\$200	No	

The Approve Requests queue will display all requests within an Approver’s assigned accountability structure that requires their approval. Once a request has been approved or returned to a Transactor (Transactor), it will disappear from this queue.

Each column provides helpful information to an Approver. For instance, employee and job information such as name, employee ID, department, and job code are provided on this screen to assist an Approver. Additionally, the screen provides information specific to the request such as the Transactor’s name and whether or not an FAU has been overridden.

Approval Tabs

Pending Approval (9) FAU Activity Approval (2) Pending Second Approval (0)

The Approve Requests queue contains various tabs to assist an approver with multiple types of approval abilities.



Review and Approve Request Screen

Request ID	Employee ID	Employee Name	Position #	Department	Dept Desc
1000456	10012222	Megan Marquez	40001234	D01046	Evolution, Ecology & Orgns Bio
1000453	10013333	Tanya Harris	40012222	D01100	Accounting
1000451	10014444	Chris Chu	40001948	D01100	Accounting
1000450	10015555	Elizabeth Singh	40092233	D01100	Accounting

To approve a request, an Approver must click on the hyperlinked Request ID.

Review and Approve - Request ID: 1000456

Department: D01100 - Accounting Attachments

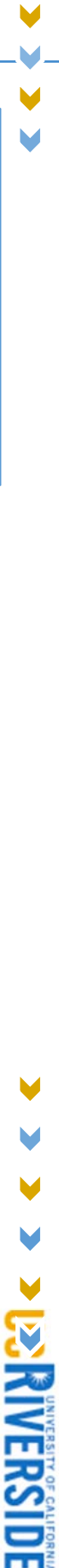
Employee ID	Name	Position #	Empl Rcd	Job Code	Event	Earning Begin	Earning End	Earning Code	Pay Period End	Override FAU	Dollar Amount
10012223	Jenny Jones	40001122	0	004631 - FINANCIAL SVC SUPV 2		07/01/2020	07/17/2020	FRA - Faculty Recruitment Allowance	09/30/2020	<input type="checkbox"/>	\$500

Approve Request
Return to Transactor
Close

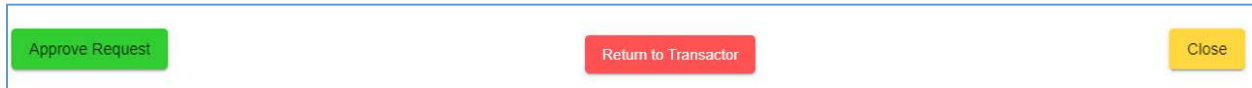
Status	Processed By	Processed On	Comments
Pending Approval	Sally T. Williams	08/04/2020 10:33	

The *Review and Approve* screen will display all details for this particular request. In this example, the request is for an employee named Andrew Jones in the amount of \$2,200. The request does not have an FAU override since the check box under that column is unmarked. As an Approver, the request can either be approved or returned back to the Transactor if there are changes required. When routed back to a Transactor, they can either perform changes to the request and submit it for approval again or cancel the request completely.

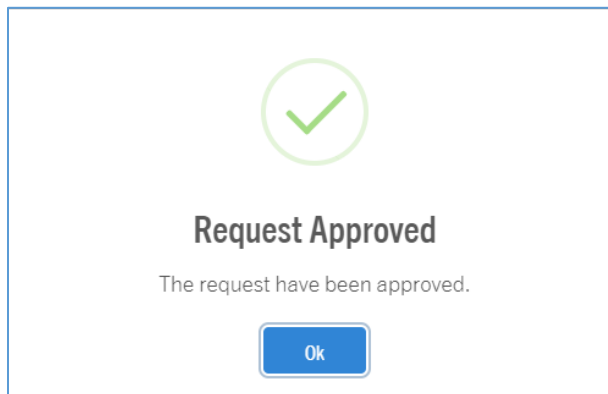
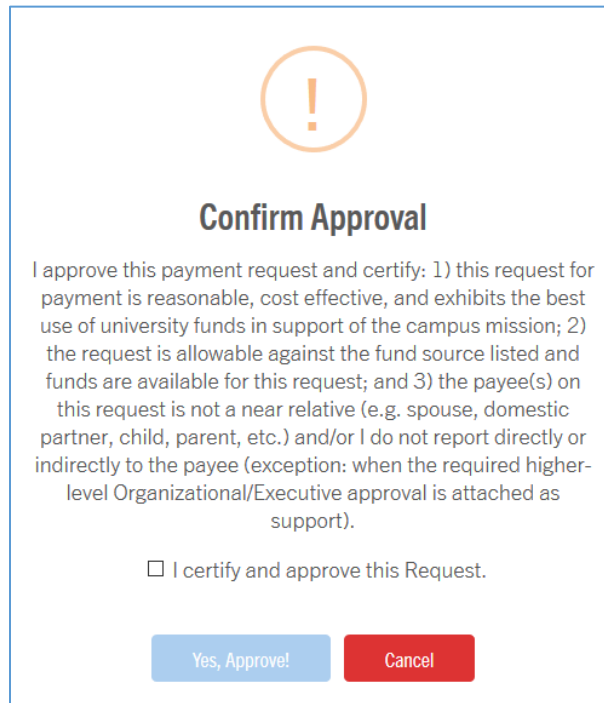
Approvers are encouraged to carefully review all information on a request. For instance, Approvers should review all attachments, earnings dates, earn codes, and FAU values prior to approving a request. If changes are needed, Approvers can return requests back to the Transactor.



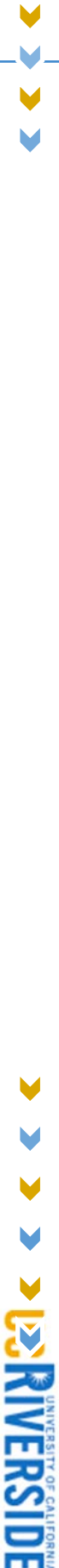
Overview of Approver Buttons



- **Approve Request** – After clicking this button, the Approver will be presented with a Confirm Approval screen. They must select the checkbox to indicate that they approve this request (and the certification statement), then click “Yes, Approve!”.



- **Return to Transactor** – This button allows Approvers to return a request to the original Transactor. Approvers are encouraged to use this in situations where the request needs to be revised or cancelled by a Transactor (e.g. incorrect FAU used, Incorrect earnings code, employee not approved for payment, etc.).



Approving FAU Override on a Request

When a request contains an FAU override, Approvers must either approve or deny the FAU being used. Requests will route to an Approver based on the Activity being used. For instance, this request is using activity A01206, which falls under D01100 – Accounting. This request is routed to this Approver based on this Activity code. If no Approver was set up in the tool for this Activity, a Transactor would have been presented a “warning” message prior to them submitting the request. Refer to [FAU Override with No Approver](#) section for more information.

Review and Approve - Request ID: 1000785

Department: D01100 - Accounting Attachments

Employee ID	Name	Position #	Empl Rcd	Job Code	Event	Earning Begin	Earning End	Earning Code	Pay Period End	Override FAU	Dollar Amount
10012223	Jenny Jones	40001122	0	004631 - FINANCIAL SVC SUPV 2		07/01/2020	07/30/2020	HON - Honorarium	09/30/2020	<input checked="" type="checkbox"/>	\$200

Approve FAU
Deny FAU

Account	Activity	Fund	Function	Cost Center	Project Code	Amount
500110	A01206	19900	72			\$200

Approve Request
Return to Transactor
Close

Status	Processed By	Processed On	Comments
Pending Approval	Sally T. Williams	08/04/2020 10:33	



Denying FAU Override on a Request

Approvers have the option to deny the FAU being used for a request. To do this, they would click on the “Deny FAU” button as seen below.

Review and Approve - Request ID: 1000785

Department: D01100 - Accounting Attachments

Employee ID	Name	Position #	Empl Rcd	Job Code	Event	Earning Begin	Earning End	Earning Code	Pay Period End	Override FAU	Dollar Amount
10012223	Jenny Jones	40001122	0	004631 - FINANCIAL SVC SUPV 2		07/01/2020	07/30/2020	HON - Honorarium	09/30/2020	<input checked="" type="checkbox"/>	\$200

Approve FAU Deny FAU

Account	Activity	Fund	Function	Cost Center	Project Code	Amount
500110	A01206	19900	72			\$200

Approve Request Return to Transactor Close

Status	Processed By	Processed On	Comments
Pending Approval	Sally T. Williams	08/04/2020 10:33	

Comments

After clicking the “Deny FAU” button, the Approve Request button will deactivate, and the Approver will only be able to return the request to the Transactor. Approvers should enter detailed comments to explain why the FAU used on the request is being denied. This will assist Transactors when they either edit the request or cancel it.

Attempting to Approve a Request Initiated by the Approver

By design, Approvers are not permitted to approve requests that they transacted. Approvers may see their own requests in the *Approve Requests* screen due to their Accountability Structure set up.

Review and Approve - Request ID: 1000598

Department: D01045 - Biochemistry Attachments

Employee ID	Name	Position #	Empl Rcd	Job Code	Event	Earning Begin	Earning End	Earning Code	Pay Period End	Override FAU	Dollar Amount
10012223	Jenny Jones	40001122	0	001100 - PROF-AY		07/13/2020	07/13/2020	XSC - Star Spot Award Central	09/30/2020	<input type="checkbox"/>	\$1000

You cannot approve Requests you created.

Approve Request Return to Transactor Close

Status	Processed By	Processed On	Comments
Pending Approval	June Diaz	06/29/2020 12:04	

Comments

An Approver who attempts to approve a request they created will see the message above. The “Approve Requests” button will be inactive and prevent them from approving.





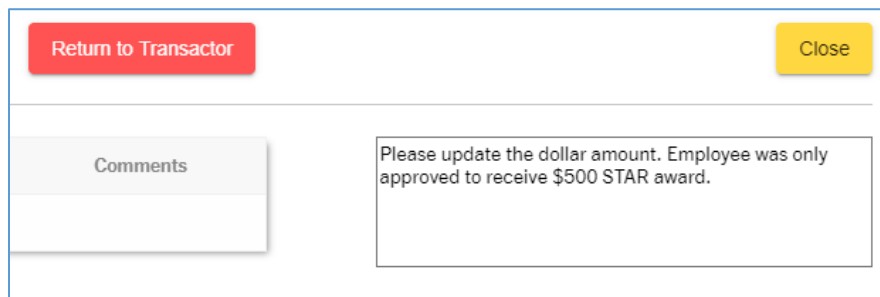
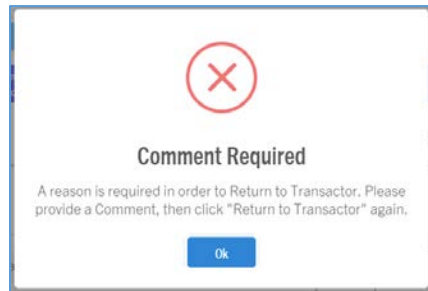
Routing a Request Back to a Transactor

Rather than denying a request completely, Approvers can return requests back to the original transactor. This gives Transactors the opportunity to make any necessary changes detailed by the Approver, then submit for approval again.

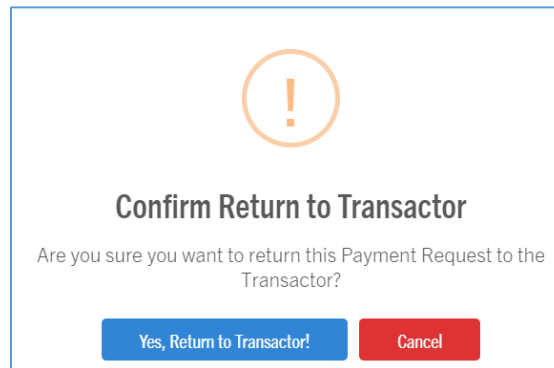
To perform this action, Approvers click on the “Return to Transactor” button on the request.



Comments are required when returning a request back to a Transactor. Approvers should be as detailed as possible so that Transactors can either edit the request or cancel it completely.



Once comments have been entered, the Approver can click the Return to Transactor button.



Approvers will receive the message above. They can click “Yes, Return to Transactor” to complete the task. The original Transactor will receive an email notification regarding this action. They can access this request in their “Work-in-Progress” queue and either edit and resubmit the request or cancel it completely, if appropriate.



FAU Activity Approvers

In some situations, it may be appropriate for a Transactor to use an FAU from a different department. For instance, a Transactor in School of Medicine (SOM) could create a request for an employee in their department, but use an FAU belonging to Engineering. When this scenario occurs, the request will route to the appropriate approver(s) in Engineering, based on the Activity Code in the FAU being used. This logic is determined by whoever is set up as the Approver for the department that the Activity is under. If multiple FAUs are being used on a single request, each Approver will be required to either Approve or Deny the FAU being used for the payment. This additional approval will ensure another unit's FAU is not erroneously charged.

Please note that an FAU Activity Approver is functionally the same role as a standard Approver in the OTP Tool. The following scenario demonstrates how multiple Approvers may need to collaborate on specific requests.

Approver A - Point-of-View

In this example, Request ID 1002099 requires an approval from two Approvers in different departments. The employee receiving the payment is in Department D02013 – SOM Finance & Administration.

The screenshot shows the 'ONE TIME PAYMENT TOOL' interface for UC Riverside. The user is logged in as 'Approver A'. The main heading is 'Approve Requests'. A notification box indicates: 'Number of Days Left to Submit Requests for Current Pay Period: 6 Days for BiWeekly Payroll 09/22/2020 13:45' and '6 Days for Monthly Payroll 09/22/2020 13:45'. Below this, there are three tabs: 'Pending Approval (9)', 'FAU Activity Approval (2)', and 'Pending Second Approval (0)'. The 'Pending Approval (9)' tab is selected. A table lists the requests:

Request ID	Employee ID	Employee Name	Position #	Department	Dept Desc	Job Code	Job Code Desc	Pay Frequency	Earn Code	Earn End	Transactor	Amount	FAU Override	Attachments
1002099	10012222	Marco Antonio	40001111	D02013	SOM Finance & Administration	007303	SYS ADM 2	BIWEEKLY	RFA	09/17/2020	Joe Do	\$1000	Yes	
1001707	10013344	John Johnson	40001113	D02013	SOM Finance & Administration	006206	RSCH ADM 3	MONTHLY	SAS	08/26/2020	Joe Do	\$1000	Yes	
1001705	10001334	Bill Bedford	40000123	D01117	Recreation/Student Rec Center	003253	POSTDOC-FELLOW	MONTHLY	HON	07/08/2020	Joe Do	\$1000	No	

This request routed to Approver A because they are set up as the Approver for the department (SOM Finance & Admin) that the employee receiving the payment works in. Approver A is responsible for reviewing, approving, or returning all requests in this department. To access this request, Approver A would view the “Pending Approval” tab of their *Approve Requests* queue.



Review and Approve - Request ID: 1002099

Department: D02013 - SOM Finance & Administration Attachments

Employee ID	Name	Position #	Empl Rcd	Job Code	Event	Earning Begin	Earning End	Earning Code	Pay Period End	Override FAU	Dollar Amount
10012222	Marco Antonio	40001111	0	007303 - SYS ADM 2		09/17/2020	09/17/2020	RFA - Regular-Flat Amount	09/19/2020	<input checked="" type="checkbox"/>	\$1000


Account	Activity	Fund	Function	Cost Center	Project Code	Amount
500110	A02093	19900	40	MSADD		\$500
500110	A01175	19900	72			\$500

The Activity entered on this FAU is under a different Accountability Structure

Approve Request Return to Transactor Close

In addition for being responsible for the Approving the request, Approver A would also need to approve or deny the FAU being used in the red box above. The FAU information in the orange box belongs to Financial Planning & Analysis, which will require approval from Approver B.

When Approver A clicks “Approve Request”, the message below will appear on their screen




Confirm Approval

I approve this payment request and certify: 1) this request for payment is reasonable, cost effective, and exhibits the best use of university funds in support of the campus mission; 2) the request is allowable against the fund source listed and funds are available for this request; and 3) the payee(s) on this request is not a near relative (e.g. spouse, domestic partner, child, parent, etc.) and/or I do not report directly or indirectly to the payee (exception: when the required higher-level Organizational/Executive approval is attached as support).

I certify and approve this Request.

Yes, Approve! Cancel

Approver A must confirm the approval by checking the “I certify” box and clicking “Yes, Approve”. After doing this, they will receive a message to inform them that the request is partially approved until Approver B takes action.



Partial Approval

All parties are required to approve the whole request. Once all FAUs are approved the Request will be processed.

Ok



Approver B - Point-of-View

Request ID	Employee ID	Employee Name	Position #	Department	Dept Desc	Job Code	Job Code Desc	Pay Frequency	Earn Code	Earn End	Transactor	Amount	FAU Override	Attachment
1002099	10012222	Marco Antonio	40001111	D02013	SOM Finance & Administration	007303	SYS ADM 2	BIWEEKLY	RFA	09/17/2020	Peter Gabriel	\$1000	Yes	
1000848	10002222	Marigold Crawley	40000011	D02013	SOM Finance & Administration	007303	SYS ADM 2	BIWEEKLY	RFA	09/17/2020	Peter Gabriel	\$1000	Yes	
1001693	10112222	Pepper Rodriguez	40001234	D01117	Recreation/Student Rec Center	005316	ZONE MECH	BIWEEKLY	XSC	08/07/2020	Peter Gabriel	\$200	Yes	

Using the same Request ID 1002099, Approver B received the request, to approve or return, due to one of the FAUs being used on the request. This request would appear in the “FAU Activity Approval” tab of their *Approve Requests* queue. Approver B is only responsible for approving the FAU being used in the orange box below (or Activity A01175).

Account	Activity	Fund	Function	Cost Center	Project Code	Amount
500110	A02093	19900	40	MSADD		\$500
500110	A01175	19900	72			\$500





Review and Approve - Request ID: 1002099

Employee ID	Name	Position #	Emp Rcd	Job Code	Event	Earning Begin	Earning End
10012222	Marco Antonio	40001111	0	007303 - SYS ADM 2		09/17/2020	09/17/2020

The Activity entered on this FAU is under a different Accountability Structure

Account	Activity	Fu
500110	A01175	199
500110	A02093	199

Approve FAU Deny FAU

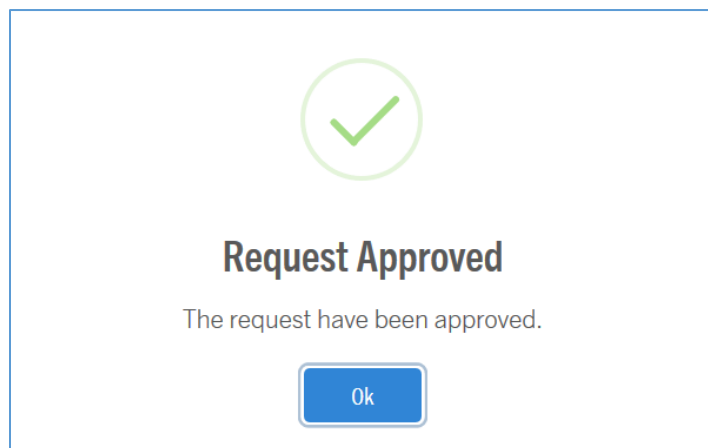
Approve Request Return to Transactor

Status	Processed By	Processed On	Comments
FAU Approved	Nina Marie	09/17/2020 16:30	FAU Approved: 500110-A01175-19900-72

[Show/Hide Full History](#)

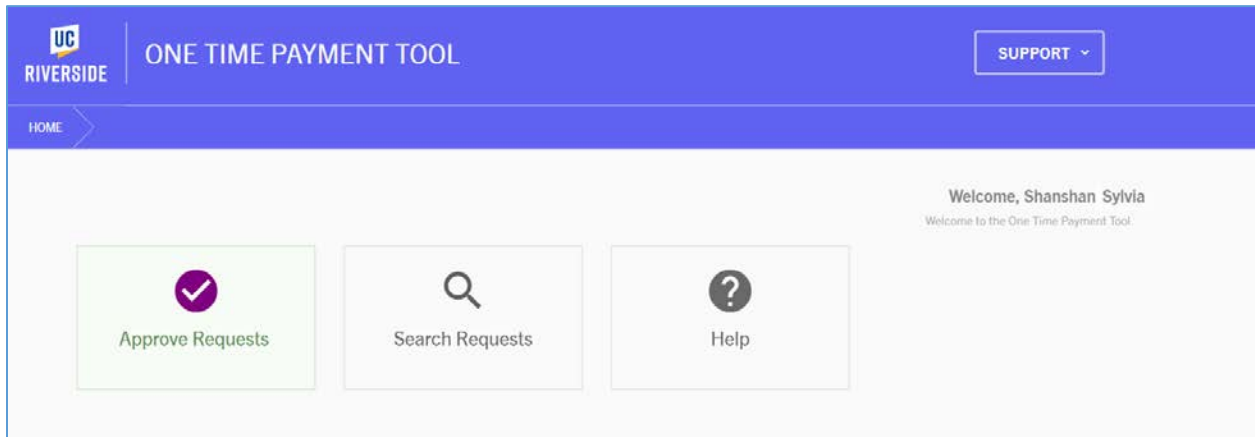
The Approval from Approver A will be recorded on the request under the History section. Approver B can simply click “Approve Request” to capture the approval for the request and for the FAU under their accountability structure.

When both portions of the request are approved, the request status will update to “Approved” and ready to process in the upcoming payroll.

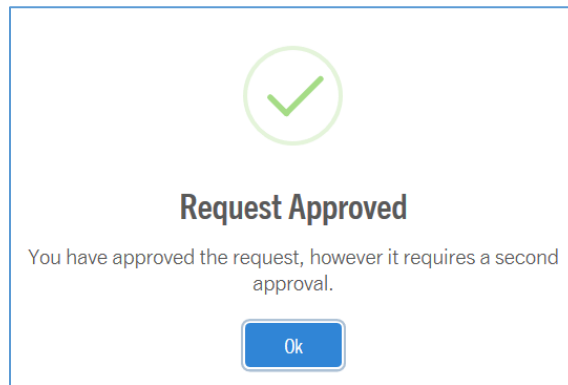


Organizational Level (Secondary) Approver Actions

Landing Page – Organizational Level Approver



- Approve Requests
- Search Requests
- Help



Approvers will receive the message above after approving a request that requires organizational level approval.

Approving Requests

Certain situations require organizational approval. When this occurs, the request will route to the Organizational/Second Approver based upon the accountability structure associated with the request.



UC RIVERSIDE ONE TIME PAYMENT TOOL

HOME APPROVE REQUESTS Role: Approver

Approve Requests

Number of Days Left to Submit Requests for Current Pay Period:
 5 Days for BiWeekly Payroll 09/22/2020 13:45
 5 Days for Monthly Payroll 09/22/2020 13:45

Pending Approval (9) FAU Activity Approval (2) Pending Second Approval (1)

Request ID	Employee ID	Employee Name	Position #	Department	Dept Desc	Job Code	Job Code Desc	Pay Frequency	Earn Code	Earn End	Transactor	Amount	FAU Override	Attachments
1002102	10002344	Maria Clemmons	40001234	D02011	SOM Research	007710	FINANCIAL ANL 4	MONTHLY	TID	09/18/2020	Mark Do	\$8000	No	

Items Per Page: 50

To access requests that require this type of approval, Organizational/Second Approvers would access their Approve Request screen. The request will appear in the *Pending Second Approval* queue. They would then click on the request ID to begin.

Review and Approve - Request ID: 1002102

Department: D02011 - SOM Research

Attachments

Employee ID	Name	Position #	Empl Rcd	Job Code	Event	Earning Begin	Earning End	Earning Code	Pay Period End	Override FAU	Dollar Amount
10002344	Maria Clemmons	40001234	0	007710 - FINANCIAL ANL 4		09/18/2020	09/18/2020	TID - Travel of Indefinite Duration	09/30/2020	<input type="checkbox"/>	\$8000

Approve Request Return to Transactor Close

Status	Processed By	Processed On	Comments
Approved	Jenn Sylvia	09/18/2020 08:40	Request approved.
Pending Approval	Mark Do	09/18/2020 08:38	Mark Do has certified 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)


Comments

The request in this example has already been approved by a first-level Approver based on the information in the history section of the screen above. For this scenario, the transaction triggered an organizational approval based on the earn code and dollar amount involved.

The Organizational/Second Approvers should carefully review the request to ensure the transaction is appropriate. If the transaction is not appropriate, Second Approvers can click on the “Return to Transactor” button and request a correction. If they are ready to Approve the request, they would simply click on the “Approve Request” button.







Confirm Approval

I understand this transaction is exceptional and requires confirmation from an Organizational Approver. Based on the information provided, I agree the transaction is policy compliant and approve.

I certify and approve this Request.

Yes, Approve!
Cancel

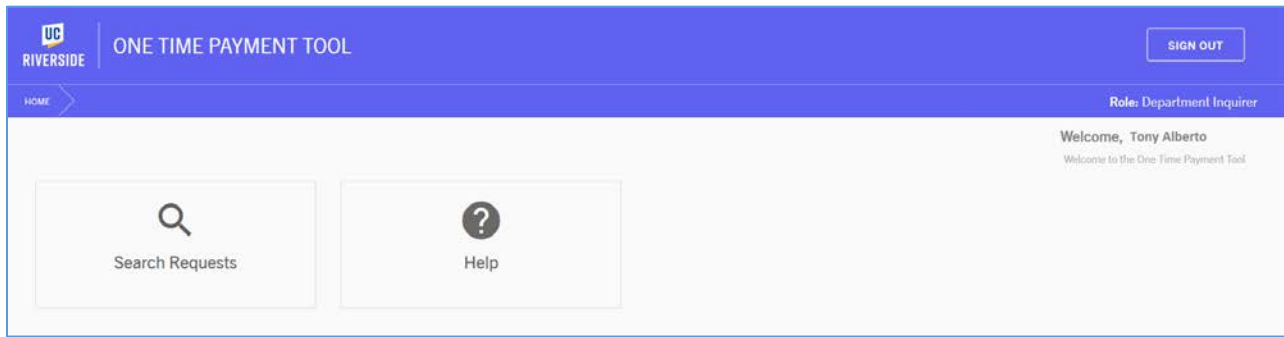
Status	Processed By	Processed On	Comments
Approved	Jill Garcia	10/05/2020 17:03	I understand this transaction is exceptional and requires confirmation from an Organizational Approver. Based on the information provided, I agree the transaction is policy compliant and approve.
Approved	Emelda Patake	10/01/2020 16:50	I approve this payment request and certify: 1) this request for payment is reasonable, cost effective, and exhibits the best use of university funds in support of the campus mission; 2) the request is allowable against the fund source listed and funds are available for this request; and 3) the payee(s) on this request is not a near relative (e.g. spouse, domestic partner, child, parent, etc.) and/or I do not report directly or indirectly to the payee (exception: when the required higher-level Organizational/Executive approval is attached as support).
Pending Approval	Jennifer Henderson	10/01/2020 16:49	Jennifer Henderson has certified 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.

The request will capture all approvals on the history portion of the screen. In this example, the section outlined in red is the Organizational/Second Approver’s activity.



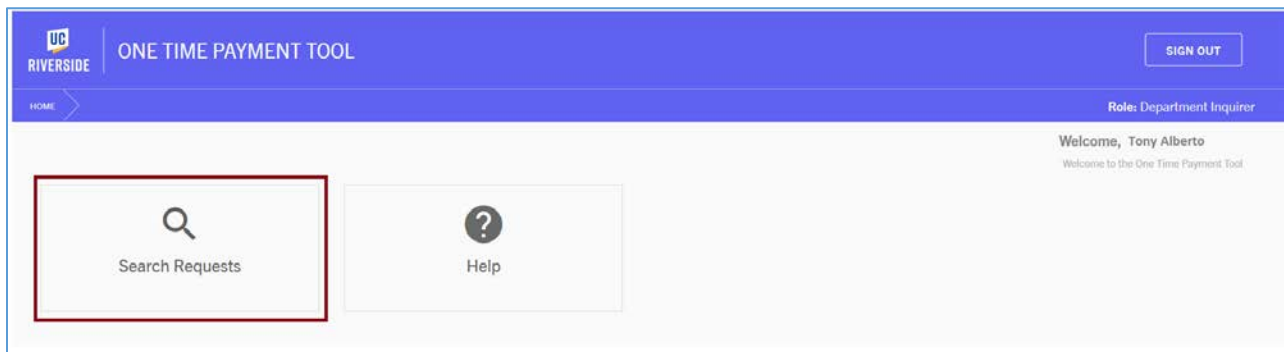


Inquirer Actions

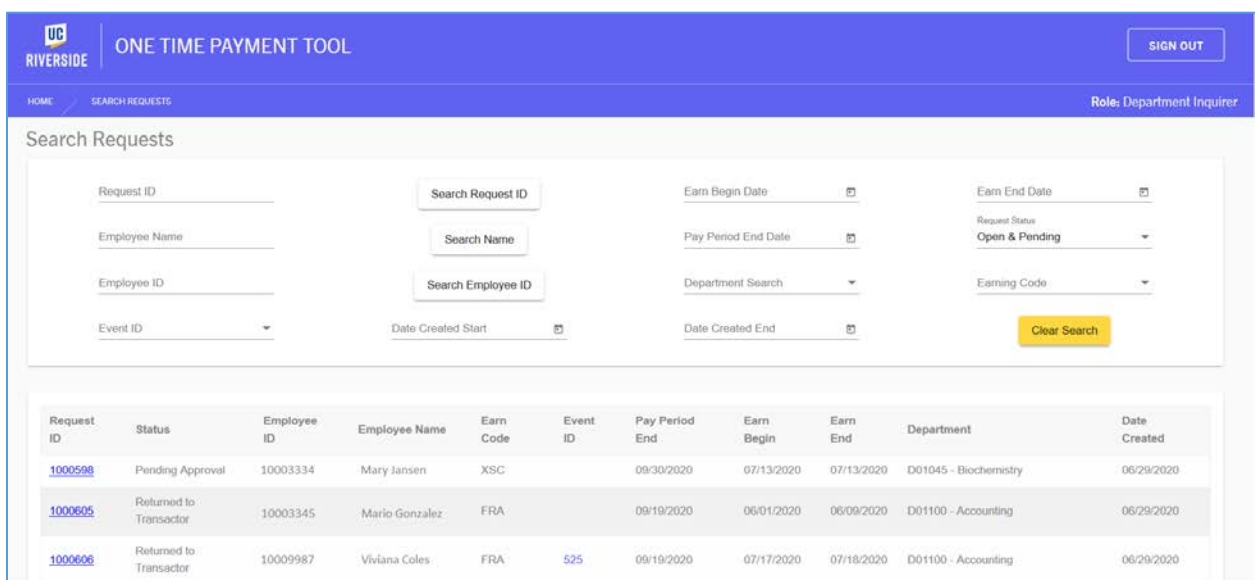


Departments can establish a Department Inquiry role to allow department personnel to view any requests within their accountability structure, without giving them the ability to transact in the OTP Tool. Department Inquirers will only have access to the Search Requests and Help screens.

Search Requests Page



The *Search Requests Page* is available to all roles in the OTP Tool. This page allows users to view any request in history including pending, processed, and cancelled requests within their accountability structure.



The Search Requests page allows Inquirers to searching for a requests using the Request ID, employee’s name, employee ID, earnings periods, and many other fields.

Searching by Request ID

To search by a Request ID, enter the value into the Request ID field. Click “Search Request ID” to execute the search and display results below.

Request ID	Status	Employee ID	Employee Name	Earn Code	Event ID	Pay Period End	Earn Begin	Earn End	Department	Date Created
1000006	Pending Approval	10012020	Jane Brown	HON		05/31/2020	05/20/2020	05/21/2020	D01100 - Accounting	02/11/2020

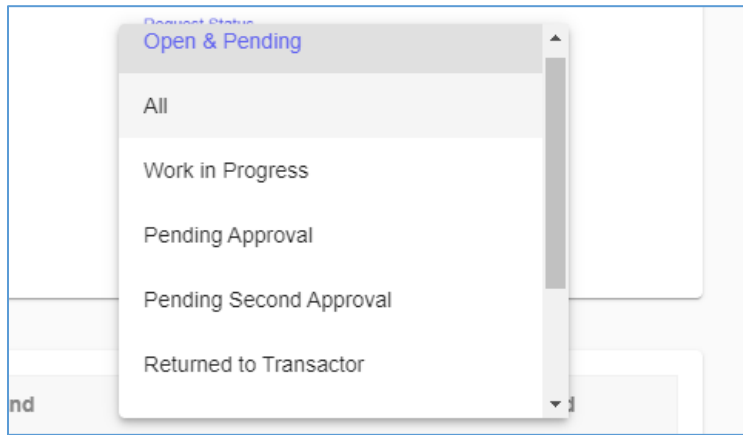
Searching for Request by Employee Name

To search for a request by an employee’s name, simply enter their name in the *Employee Name* field, then click “Search Name”. Results will be displayed under the search criteria area.

Request ID	Status	Employee ID	Employee Name	Earn Code	Event ID	Pay Period End	Earn Begin	Earn End	Department	Date Created
1000393	Pending Approval	10012020	Alexis Smith	XSC		05/30/2020	05/17/2020	05/30/2020	D01117 - Recreation/Student Rec. Center	05/27/2020



! Take note of the Request Status selected before clicking the search button. If a request cannot be found, try updating the Request Status to "All" before executing the search.



Searching for a Request by Employee ID

A screenshot of the UC Riverside One Time Payment Tool search interface. The page title is 'ONE TIME PAYMENT TOOL' and the user role is 'Department Inquirer'. The search area contains several input fields: 'Request ID', 'Employee Name', 'Employee ID' (containing '10012020'), 'Event ID', 'Search Request ID', 'Search Name', 'Search Employee ID', 'Earn Begin Date', 'Pay Period End Date', 'Department Search', 'Date Created Start', 'Earn End Date', 'Request Status' (set to 'Open & Pending'), 'Earning Code', and 'Date Created End'. A 'Clear Search' button is also present. Below the search area is a table of search results.

Request ID	Status	Employee ID	Employee Name	Earn Code	Event ID	Pay Period End	Earn Begin	Earn End	Department	Date Created
100015Z	Work in Progress	10012020	Alexis Smith	RFA	2	05/31/2020	03/01/2020	03/31/2020	D01100 - Accounting	03/20/2020
100018a	Pending Approval	10012020	Alexis Smith	RFA	1	05/31/2020	03/01/2020	03/13/2020	D01100 - Accounting	03/26/2020
100024Z	Pending Approval	10012020	Alexis Smith	FRA	1	05/31/2020	04/03/2020	04/10/2020	D01100 - Accounting	04/03/2020
1000051	Pending Approval	10012020	Alexis Smith	XSC		05/31/2020	02/01/2020	02/28/2020	D01100 - Accounting	02/28/2020

To search for a request by Employee ID, enter the exact UCPath employee ID in the Employee ID field. Click on the Search Employee ID button to execute the search. Results will be displayed under the search area.



Searching for Requests by Department

The screenshot shows the 'Search Requests' interface. The 'Department Search' dropdown menu is open, displaying a list of departments including D01040 - CNAS Dean's Office, D01048 - Entomology, D01100 - Accounting, D01117 - Recreation/Student Rec Center, and D01339 - CNAS Personnel Service Center. Below the search area, a table of search results is visible, with columns for Request ID, Status, Employee ID, Employee Name, Earn Code, Event ID, Pay Period End, Earn Begin, Earn End, Department, and Date Created.

Request ID	Status	Employee ID	Employee Name	Earn Code	Event ID	Pay Period End	Earn Begin	Earn End	Department	Date Created
1000006	Pending Approval	10012020	Jane Brown	HON		05/31/2020	05/20/2020	05/21/2020	D01100 - Accounting	02/11/2020
1000016	Work in Progress	10011001	Mark Takano	SMN	2	05/31/2020	03/01/2020	03/31/2020	D01100 - Accounting	02/14/2020
1000017	Work in Progress	10030432	Marion Rodriguez	FRA	1	05/31/2020	03/08/2020	03/21/2020	D01100 - Accounting	02/14/2020

To view requests for a particular department, select the dropdown list on the Department Search field. Only departments within your Accountability Structure will be displayed in the dropdown. Results based on this selection will be displayed below the search area.

The screenshot shows the 'Search Requests' interface with the 'Department Search' dropdown menu selected to 'D01100 - Accounting'. The search results table below shows the same data as the previous screenshot, but with the 'Department' column highlighted in red, showing 'D01100 - Accounting' for all results.

Request ID	Status	Employee ID	Employee Name	Earn Code	Event ID	Pay Period End	Earn Begin	Earn End	Department	Date Created
1000006	Pending Approval	10012020	Jane Brown	HON		05/31/2020	05/20/2020	05/21/2020	D01100 - Accounting	02/11/2020
1000016	Work in Progress	10011001	Mark Takano	SMN	2	05/31/2020	03/01/2020	03/31/2020	D01100 - Accounting	02/14/2020
1000017	Work in Progress	10030432	Marion Rodriguez	FRA	1	05/31/2020	03/08/2020	03/21/2020	D01100 - Accounting	02/14/2020
1000020	Pending Approval	10001111	Totes McGotes	XSC	2	05/31/2020	03/08/2020	03/21/2020	D01100 - Accounting	02/14/2020

Searching for Requests by Request Status

The Search Requests page offers a filter by Request Status. To use this filter, click on the dropdown on the Request Status field and make a selection. Refer to [Appendix B - Request Statuses](#) for additional information regarding each Request Status.

The screenshot shows the 'Search Requests' interface with the 'Request Status' dropdown menu open, displaying a list of request statuses including Open & Pending, Work in Progress, Pending Approval, Returned to Initiator, Approved, and Processed. Below the search area, the top of the search results table is visible, with columns for Request ID, Status, Employee ID, Employee Name, Earn Code, Event ID, Pay Period End, Earn Begin, and Earn End.

Request ID	Status	Employee ID	Employee Name	Earn Code	Event ID	Pay Period End	Earn Begin	Earn End
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Searching for Requests by Earn Code

The screenshot shows the 'Search Requests' interface. It includes search fields for Request ID, Employee Name, Employee ID, and Event ID. There are also date pickers for Earn Begin Date, Earn End Date, and Pay Period End Date, along with a Department Search dropdown. A dropdown menu for 'Request Status' is open, showing options: HON - Honorarium, LSN - Lump Sum-No Retirement, RFA - Regular-Flat Amount, RGN - Regular Pay-Non Base, RST - Systemwide Response Team, and SMN - Stipend-Summer-Academic. The 'HON - Honorarium' option is highlighted with a red box.

Request ID	Status	Employee ID	Employee Name	Earn Code	Event ID	Pay Period End	Earn Begin	Earn End
1000006	Pending Approval	10008989	Boris Tater	HON		05/31/2020	05/29/2020	05/21/2020
1000016	Work in Progress	10011281	Patricia Harris	HON	1	05/31/2020	05/11/2020	05/11/2020

The Search Requests page offers a filter by Earn Code that was used on the request. To use this filter, click on the dropdown on the Earn Code field and make a selection.

This screenshot shows the search results after filtering by Earn Code. The 'Earning Code' dropdown is set to 'HON - Honorarium'. The search results table is as follows:

Request ID	Status	Employee ID	Employee Name	Earn Code	Event ID	Pay Period End	Earn Begin	Earn End	Department	Date Created
1000006	Pending Approval	10011001	Carolyn Gonzalez	HON		05/31/2020	05/29/2020	05/21/2020	D01100 - Accounting	02/11/2020
1000022	Pending Approval	10012910	Andrea Nwan	HON	1	05/31/2020	01/08/2020	01/16/2020	D01100 - Accounting	02/14/2020
1000024	Pending Approval	10001000	Lauren Watson	HON		05/31/2020	04/07/2020	04/06/2020	D01100 - Accounting	02/14/2020
1000148	Pending Approval	10063505	Gabriel Campos	HON	2	05/31/2020	03/01/2020	03/31/2020	D01100 - Accounting	03/29/2020
1000149	Pending Approval	10012020	Carolyn Smith	HON	2	05/31/2020	03/01/2020	03/31/2020	D01100 - Accounting	03/29/2020

Search for Requests by Date Created

The Search Requests pages offers flexibility for transactors to search for requests by the dates they were created. For instance, a transactor can enter a date range if they need to search for a variety of requests.

This screenshot shows the search results after filtering by date created. The 'Date Created Start' is set to 9/1/2020 and 'Date Created End' is set to 9/25/2020. The search results table is as follows:

Employee Name	Earn Code	Event ID	Pay Period End	Earn Begin	Earn End	Department	Date Created
Mary Jansen	UNX	535	10/03/2020	08/01/2020	08/08/2020	D01123 - Police	09/02/2020
Mario Gonzalez	UNX	535	10/03/2020	08/01/2020	08/08/2020	D01123 - Police	09/02/2020

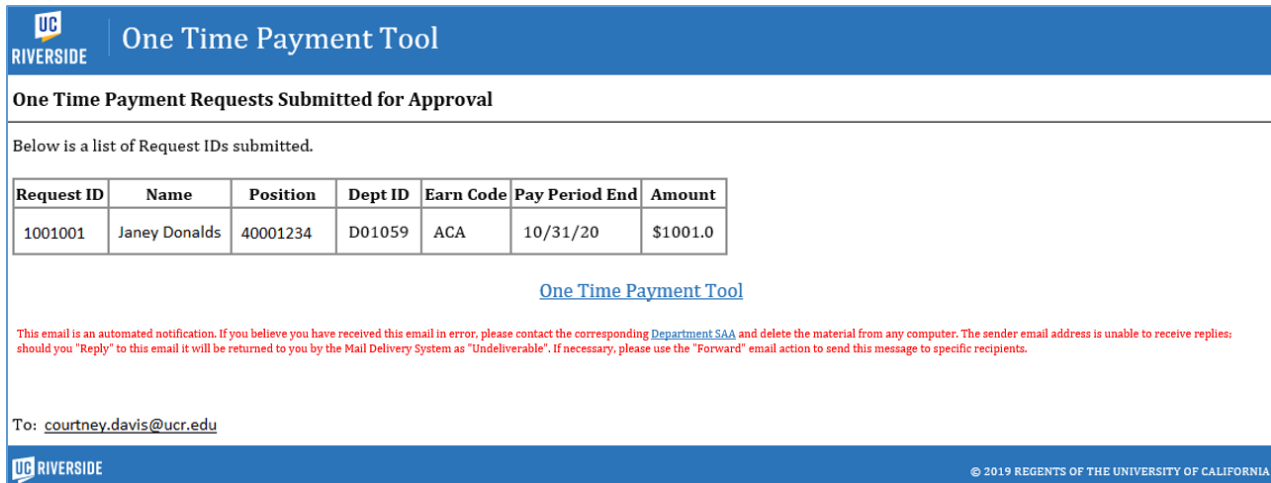


Email Notifications

Transactors and Approvers receive email notifications throughout the cycle of a payment request. Most email notifications will contain certain information about the request, such as the Request ID, employee name, earnings period, and payment amount.

Emails to Transactor

Transactors will receive the following email when they submit a request for approval.



UC RIVERSIDE | One Time Payment Tool

One Time Payment Requests Submitted for Approval

Below is a list of Request IDs submitted.

Request ID	Name	Position	Dept ID	Earn Code	Pay Period End	Amount
1001001	Janey Donalds	40001234	D01059	ACA	10/31/20	\$1001.0

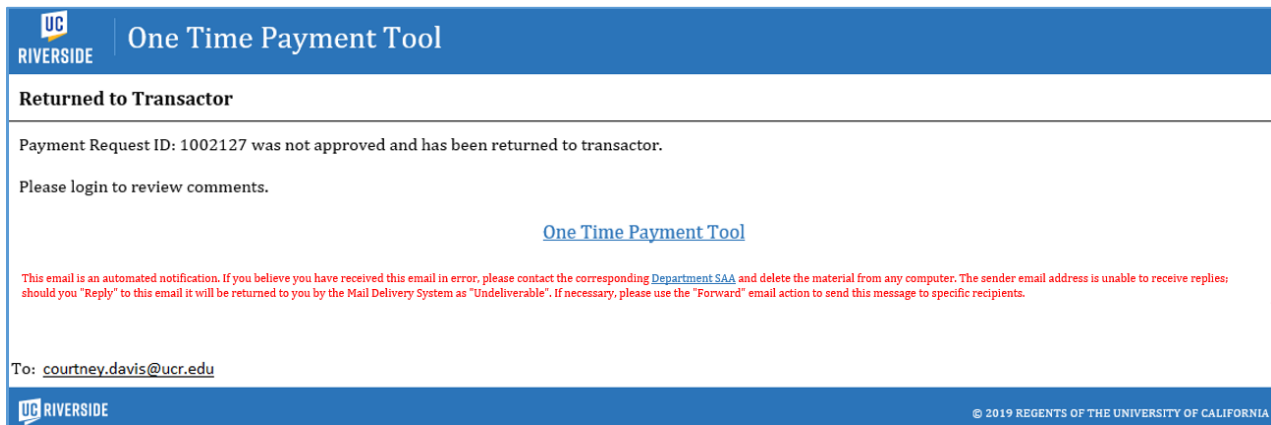
[One Time Payment Tool](#)

This email is an automated notification. If you believe you have received this email in error, please contact the corresponding [Department SAA](#) and delete the material from any computer. The sender email address is unable to receive replies; should you "Reply" to this email it will be returned to you by the Mail Delivery System as "Undeliverable". If necessary, please use the "Forward" email action to send this message to specific recipients.

To: courtney.davis@ucr.edu

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Transactors will receive the following email when their request has been returned to their Work-in-Progress queue by an Approver.



UC RIVERSIDE | One Time Payment Tool

Returned to Transactor

Payment Request ID: 1002127 was not approved and has been returned to transactor.

Please login to review comments.

[One Time Payment Tool](#)

This email is an automated notification. If you believe you have received this email in error, please contact the corresponding [Department SAA](#) and delete the material from any computer. The sender email address is unable to receive replies; should you "Reply" to this email it will be returned to you by the Mail Delivery System as "Undeliverable". If necessary, please use the "Forward" email action to send this message to specific recipients.

To: courtney.davis@ucr.edu

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Transactors will receive the following email when their request has been approved.

UC RIVERSIDE | One Time Payment Tool

Payment Request was Approved

Payment Request 1002127 was Approved and will be processed according to the Pay Period End Date.

[One Time Payment Tool](#)

This email is an automated notification. If you believe you have received this email in error, please contact the corresponding [Department SAA](#) and delete the material from any computer. The sender email address is unable to receive replies; should you "Reply" to this email it will be returned to you by the Mail Delivery System as "Undeliverable". If necessary, please use the "Forward" email action to send this message to specific recipients.

To: courtney.davis@ucr.edu

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Transactors will receive this email when an FAU on a request has been denied and the request has been returned to their Work-in-Progress queue.

UC RIVERSIDE | One Time Payment Tool

Returned to Transactor

Payment Request ID: 1002130 was not approved and has been returned to transactor.

Please login to review comments.

[One Time Payment Tool](#)

This email is an automated notification. If you believe you have received this email in error, please contact the corresponding [Department SAA](#) and delete the material from any computer. The sender email address is unable to receive replies; should you "Reply" to this email it will be returned to you by the Mail Delivery System as "Undeliverable". If necessary, please use the "Forward" email action to send this message to specific recipients.

To: corey.smith@ucr.edu

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Transactors will receive the following email when they cancel their request.

UC RIVERSIDE | One Time Payment Tool

Request Cancelled

Payment Request ID : 1002130 has been cancelled by Corey Smith .

[One Time Payment Tool](#)

This email is an automated notification. If you believe you have received this email in error, please contact the corresponding [Department SAA](#) and delete the material from any computer. The sender email address is unable to receive replies; should you "Reply" to this email it will be returned to you by the Mail Delivery System as "Undeliverable". If necessary, please use the "Forward" email action to send this message to specific recipients.

To: corey.smith@ucr.edu

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Emails to Approver

Approvers will receive this email when a request has been routed to them for approval. They can click on the “One Time Payment Tool” link to access the request.

UC RIVERSIDE | One Time Payment Tool

Review and Approve Pending Requests

Courtney Davis has submitted Payment Request(s), awaiting approval.

Please login to review Payment Request.

Request ID	Name	Position	Dept ID	Earn Code	Pay Period End	UCPath Submission Date	Amount
1001001	Janey Donalds	40001234	D01059	ACA	10/31/20	10/21/20	\$1001.0

[One Time Payment Tool](#)

This email is an automated notification. If you believe you have received this email in error, please contact the corresponding [Department SAA](#) and delete the material from any computer. The sender email address is unable to receive replies; should you "Reply" to this email it will be returned to you by the Mail Delivery System as "Undeliverable". If necessary, please use the "Forward" email action to send this message to specific recipients.

To: elaine.dawson@ucr.edu ; brian.jimenez@ucr.edu ; mary.chu@ucr.edu

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FAU Activity Approvers will receive the following email when a request contains an FAU that requires their approval. This notification will contain the FAU(s) requiring their review/approval.

UC RIVERSIDE | One Time Payment Tool

One Time Payment Requests Submitted for Approval

The following Payment Requests are awaiting approval with an FAU in your accountability structure. Please review.

Request ID	Name	Position	Dept ID	Earn Code	Pay Period End	UCPath Submission Date	Amount
1002130	John Martinez	40001124	D01045	ACA	10/31/20	10/21/20	\$1200.0

FAU Information
 500110 - A02093 - 19900 - 40 - \$1200

[One Time Payment Tool](#)

This email is an automated notification. If you believe you have received this email in error, please contact the corresponding [Department SAA](#) and delete the material from any computer. The sender email address is unable to receive replies; should you "Reply" to this email it will be returned to you by the Mail Delivery System as "Undeliverable". If necessary, please use the "Forward" email action to send this message to specific recipients.

To: francis.johnson@ucr.edu ; mary.rodriguez@ucr.edu ; alberto.fernandez@ucr.edu ;

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Approvers will receive the following email when an FAU has been denied and the request has been routed back to the Transactor.

UC RIVERSIDE | One Time Payment Tool

Review and Approve Pending Requests

Payment Request ID: 1002130 had an FAU denied and the request has been returned to Transactor.
FAU: 500110-A02093-19900-40

[One Time Payment Tool](#)

This email is an automated notification. If you believe you have received this email in error, please contact the corresponding [Department SAA](#) and delete the material from any computer. The sender email address is unable to receive replies; should you "Reply" to this email it will be returned to you by the Mail Delivery System as "Undeliverable". If necessary, please use the "Forward" email action to send this message to specific recipients.

To: nancy.marquez@ucr.edu ; anna.navarro@ucr.edu ; amy.lozano@ucr.edu

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Emails to Org/Second Approver

UC RIVERSIDE | One Time Payment Tool

Review and Approve Pending Requests

Payment Request ID: 1002148 is exceptional and requires Organizational/Second Approval. Please login to review the One Time Payment request and view under the "Pending Second Approval".
Please login to review Payment Request.

[One Time Payment Tool](#)

This email is an automated notification. If you believe you have received this email in error, please contact the corresponding [Department SAA](#) and delete the material from any computer. The sender email address is unable to receive replies; should you "Reply" to this email it will be returned to you by the Mail Delivery System as "Undeliverable". If necessary, please use the "Forward" email action to send this message to specific recipients.

To: ronald.hall@ucr.edu

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Organizational/Second Approvers will receive the notification when a request requiring a second approval routes to their queue.



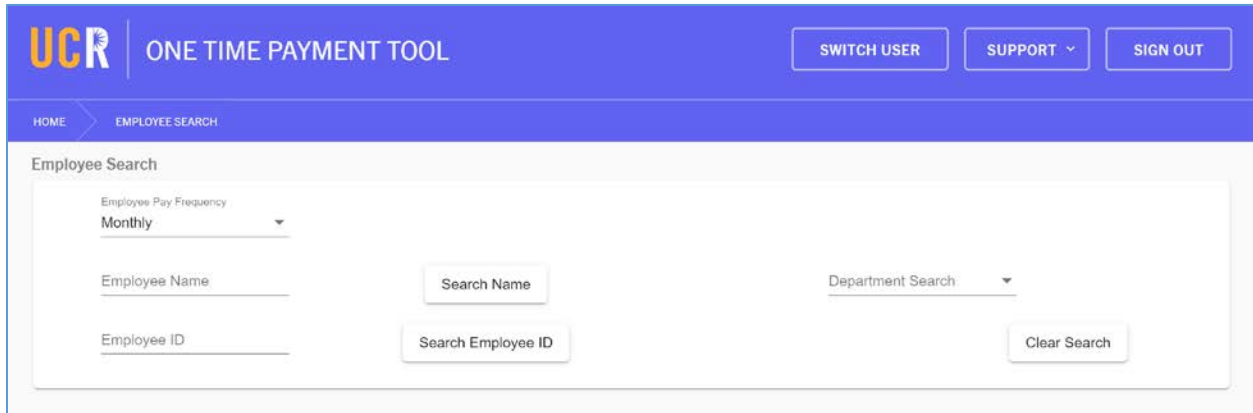
Instructions – Walk Through of Scenarios

Transactors

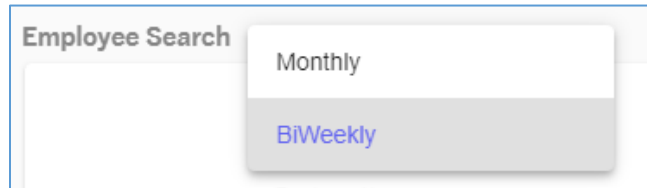
Submitting a Request for One Employee

Walk-Through 1: Submit a One Time Payment request for one Biweekly employee with no FAU override.

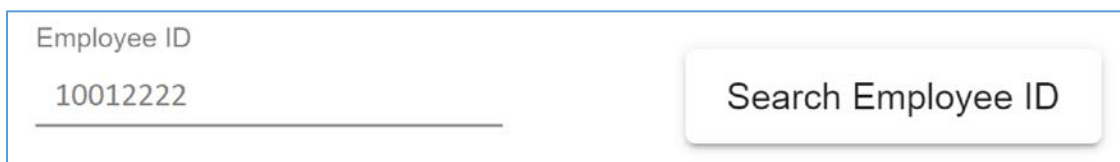
1. To create a new One Time Payment request, click the *Begin Request* icon on the Transactor Landing Page.
2. After clicking *Begin Request*, the *Employee Search* screen will be displayed.



3. On this screen, you will be able to search for the employee who is receiving the One Time Payment. Select “Biweekly” from the *Employee Pay Frequency* dropdown.



4. Enter the employee’s name or UCPATH employee ID to search for the employee receiving the One Time Payment. In this scenario, enter the UCPATH Employee ID.



5. Click on the *Search Employee ID* button to execute the search.



6. Search results will appear below the *Employee Search* criteria grid. When using just a first name to search, you will see results of employees who share that entry.

The screenshot shows the 'Employee Search' interface. At the top, there are 'SUPPORT' and 'SIGN OUT' buttons. Below the navigation bar, the search criteria are: Employee Pay Frequency (Bi/Weekly), Employee Name (Rhonda Naval), and Employee ID (10012222). There are buttons for 'Search Name', 'Search Employee ID', and 'Clear Search'. The search results table has columns: Select, Employee ID, Employee Name, Position, Employee Record, Job Code, Department, and Pay Frequency. One result is shown for Rhonda Naval. At the bottom, there is a 'Begin One Time Payment' button and a message 'Search Results: 1 Employee(s) found'.

7. Once you have located the employee receiving the One Time Payment, click on the check box under the Select column.
8. Click on the “Begin One Time Payment” button to continue.



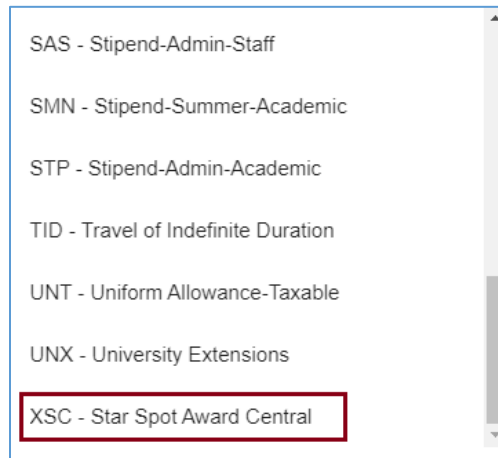
The screenshot shows the 'Apply Entries To All Selected' and 'Prepare Requests' sections. The 'Apply Entries To All Selected' section has a date of 7/11/2020 and a dollar amount of \$0. There are 'Apply To All Selected' and 'Reset' buttons. The 'Prepare Requests' section has 'Select All' and 'DeSelect All' buttons. Below is a table with columns: Select?, Employee ID, Name, Position #, Emp. Rec, Job Code, Earning Begin, Earning End, Earning Code, Pay Period End, Event, Override FAU, Dollar Amount, and a plus icon. One entry is shown for Rhonda Naval with a checked checkbox in the Select? column. At the bottom, there are 'Submit One Time Payment', 'Save', 'Reset All', and 'Cancel & Return to Search' buttons.

9. The section labeled “Prepare Requests” is where we will enter the appropriate attributes for this One Time Payment. Begin by clicking into the Earnings Begin field to select the appropriate Earnings Begin date for this request. Refer to [Earnings Dates Detailed](#) section for more information.
 - a. In this scenario, we will select 6/30/2020.

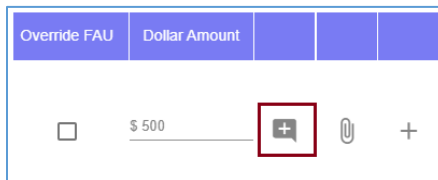




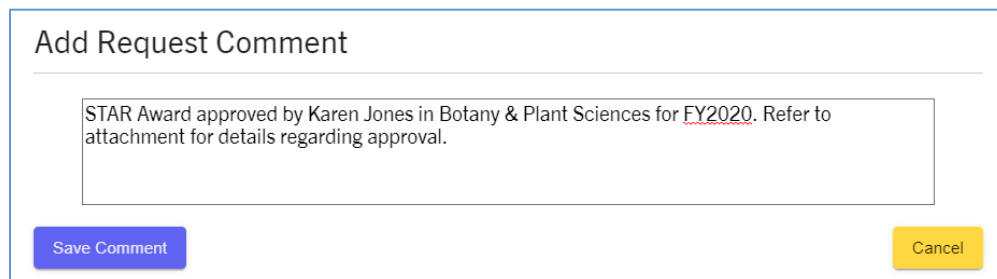
10. Select the appropriate Earnings End Date for this payment. This date should be the **last** day of the earnings period in which the work for this payment was performed.
 - a. In this scenario, we will select 6/30/2020.
11. Select the appropriate Earn Code for this payment from the list of options displayed on the dropdown. The Earn Code you select will vary based on your scenario. Refer to the [Earnings Code](#) section for additional guidance.
 - a. In this scenario, select “XSC – Star Spot Award Central”.



12. In this scenario, we will not be overriding the FAU value so skip over this box.
13. Enter the appropriate payment amount in the *Dollar Amount* field. In this scenario, we will enter \$500.
14. Click on the Add Comments icon.



15. Enter a comment to provide the Approver with appropriate details regarding the nature of this payment. Then click “Save Comment”.



16. Upload any necessary files that will assist the Approver with approving this request. It is also recommended for Transactors to attach any additional supporting documentation to reference if questions should arise. This can include emails, spreadsheets, or other files. Once all files have been attached, click “Close”.





17. Review all entries on the page one last time, just to verify no information was entered incorrectly. Once ready to submit, click on the Submit One Time Payment button.
18. A confirmation message will be displayed. Be sure to review the message, then select the “I certify” check box and click *Yes, Submit 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.

Yes, Submit for Approval! **Cancel**

19. The request will now be routed to the appropriate Approver set up for this Accountability Structure. Be sure to note down the Request ID for future reference.

Submit Successful

The requests have been submitted.
Request ID: 1000671

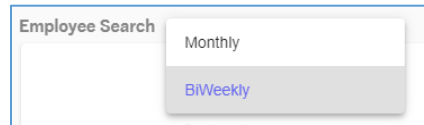
Ok



Submitting a Request – One Employee – FAU Override

Walk-Through 2: Submit a One Time Payment request for one employee and override the FAU.

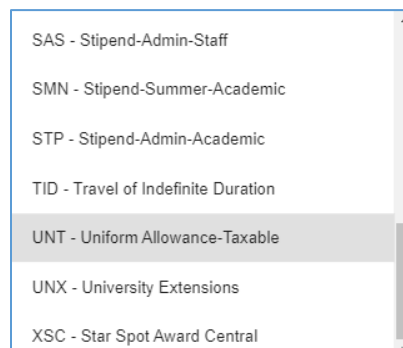
1. To create a new One Time Payment request, click the *Begin Request* icon on the Transactor Landing Page.
2. After clicking *Begin Request*, the *Employee Search* screen will be displayed.
3. On this screen, you will be able to search for the employee who is receiving the One Time Payment. Select “Biweekly” from the *Employee Pay Frequency* dropdown.



4. Enter the employee’s name or UCPATH employee ID to search for the employee receiving the One Time Payment. In this scenario, enter the UCPATH Employee ID.
5. Click on the *Search Employee ID* button to execute the search.
6. Search results will appear below the *Employee Search* criteria grid. When using just a first name to search, you will see results of employees who share that entry.
7. Once you have located the employee receiving the One Time Payment, click on the check box under the Select column.
8. Click on the “Begin One Time Payment” button to continue.

Begin One Time Payment

9. The section labeled “Prepare Requests” is where we will enter the appropriate attributes for this One Time Payment. Begin by clicking into the Earnings Begin field to select the appropriate Earnings Begin date for this request. Refer to [Earnings Dates Detailed](#) section for more information.
 - a. In this scenario, we will select 7/02/2020.
10. Select the appropriate Earnings End Date for this payment. This date should be the **last** day of the earnings period in which the work for this payment was performed.
 - b. In this scenario, we will select 7/02/2020.
11. Select the appropriate Earn Code for this payment from the list of options displayed on the dropdown. The Earn Code you select will vary based on your scenario. Refer to the [Earnings Code](#) section for additional guidance.
 - c. In this scenario, select “UNT – Uniform Allowance-Taxable”.





12. Enter the appropriate payment amount in the *Dollar Amount* field. In this scenario, we will enter \$1,000.
13. To use an FAU specific to this request, click on the “Override FAU” checkbox. Click into the Account field.

Account	Activity	Fund	Function	Cost Center	Project Code	Amount	Amount %
						\$ 1000	100 %

14. Begin entering a valid UCR account value. In this scenario, we will enter “500110”.

15. Enter a valid UCR activity value. In this scenario, we will enter A01420.

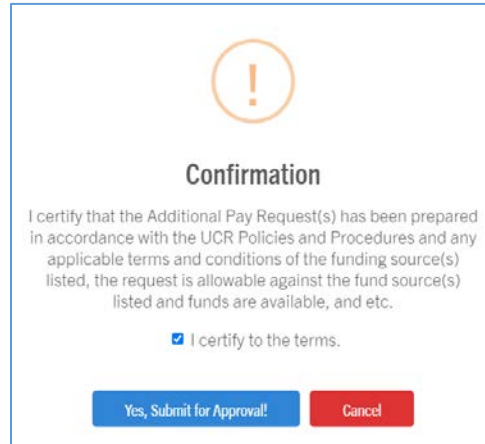
Account	Activity	Fund	Function	Cost Center	Project Code	Amount	Amount %
500110	A01420					\$ 1000	100 %

16. Enter all remaining & required FAU elements. In this scenario, we will enter Fund Code 2000 and Function Code 68.
17. Click on the Add Comments icon.
18. Enter a comment to provide the Approver with appropriate details regarding the nature of this payment. Then click “Save Comment”.

19. Upload any necessary files that will assist the Approver with approving this request. Once all files have been attached, click “Close”.

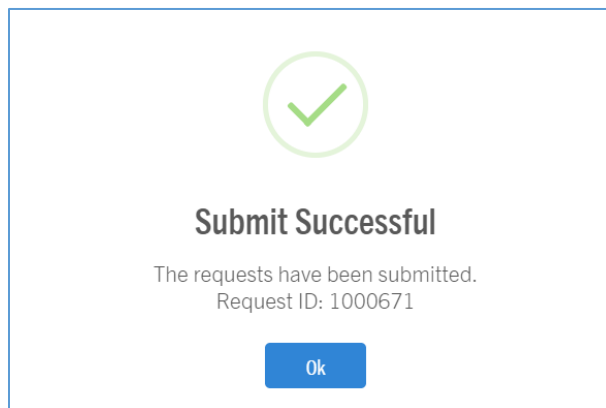


20. Review all entries on the page one last time, just to verify no information was entered incorrectly. Once ready to submit, click on the Submit One Time Payment button.
21. A confirmation message will be displayed. Be sure to review the message, then select the “I certify” check box and click *Yes, Submit for Approval*.



A confirmation dialog box with a white background and a blue border. At the top center is an orange circle containing a white exclamation mark. Below this is the heading "Confirmation" in bold. The main text reads: "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." Below the text is a checked checkbox followed by the text "I certify to the terms." At the bottom are two buttons: a blue button labeled "Yes, Submit for Approval!" and a red button labeled "Cancel".

22. The request will now be routed to the appropriate Approver set up for this Accountability Structure. Be sure to note down the Request ID for future reference. Since an FAU override was used on this request, the FAU will require approval from whoever is assigned as the Approver for the Activity Code being used.



A "Submit Successful" dialog box with a white background and a blue border. At the top center is a green circle containing a white checkmark. Below this is the heading "Submit Successful" in bold. The main text reads: "The requests have been submitted. Request ID: 1000671". At the bottom center is a blue button labeled "Ok".



Submitting Requests – Employee with Multiple Jobs

Walk-Through 3: Submit a One Time Payment request for an employee with multiple jobs and override FAUs.

1. To create a new One Time Payment request, click on the *Begin Request* icon on the Transactor Landing Page.
2. After clicking *Begin Request*, the *Employee Search* screen will be displayed.
3. On this screen, you will be able to search for the employee who is receiving the One Time Payment. Select “Biweekly” from the *Employee Pay Frequency* dropdown.
4. Enter the UCPATH employee ID to search for the employee receiving the One Time Payment.
5. Click on the *Search Employee ID* button to execute the search.
6. Results will be displayed for all jobs within the Transactor’s accountability structure belonging to the employee. For instance, the employee below has two jobs in D01117 – Recreation/Student Rec Center. The employee record number value for each row distinguishes jobs. For purposes of this exercise, we will refer to Empl Record 0 as “**Job 1**” and Empl Record 1 as “**Job 2**”.
 - a. **!** Keep in mind that there will be two unique requests submitted in this scenario since payments are being requested for two different jobs. Refer to the section labeled [What Makes a Request Unique](#) for additional information.

Select	Employee ID	Employee Name	Position	Employee Record	Job Code	Department	Pay Frequency
<input type="checkbox"/>	10012222	Megan Marquez	40001234	0	004128 - RECR PRG INSTR 2	D01117 - Recreation/Student Rec Center	BIWEEKLY
<input type="checkbox"/>	10012222	Megan Marquez	40001234	1	004128 - RECR PRG INSTR 2	D01117 - Recreation/Student Rec Center	BIWEEKLY

7. Since a One Time Payment is needed for both jobs, click on the check box under the Select column for each row.

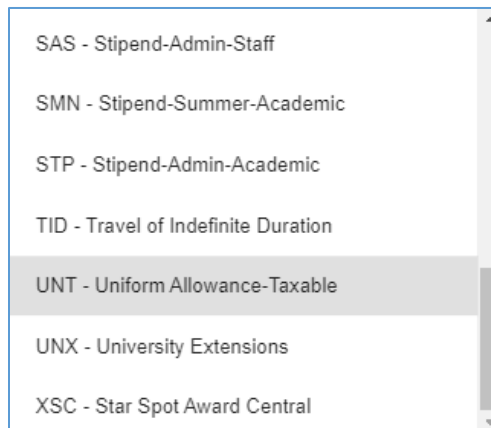
Select	Employee ID	Employee Name	Position	Employee Record
<input checked="" type="checkbox"/>	10012222	Megan Marquez	40001234	0
<input checked="" type="checkbox"/>	10012222	Megan Marquez	40001234	1

8. Click on the “Begin One Time Payment” button to continue.



Begin One Time Payment

9. The section labeled “Prepare Requests” is where the appropriate attributes are entered.
10. We will begin by entering the appropriate attributes for the first row on this grid, which will be **Job 1**. Begin by clicking into the Earnings Begin field to select the appropriate Earnings Begin date for this request. Refer to [Earnings Dates Detailed](#) section for more information.
 - a. In this scenario, we will select 7/02/2020.
11. Select the appropriate Earnings End Date for this payment. This date should be the **last** day of the earnings period in which the work for this payment was performed.
 - a. In this scenario, we will select 7/02/2020.
12. Select the appropriate Earn Code for this payment from the list of options displayed on the dropdown. The Earn Code you select will vary based on your scenario. Refer to the [Earnings Code](#) section for additional guidance.
 - a. In this scenario, select “UNT – Uniform Allowance-Taxable”.





13. Enter the appropriate payment amount in the *Dollar Amount* field. In this scenario, we will enter \$1,000.
14. To use an FAU specific to this request, click on the “Override FAU” checkbox. Click into the Account field.

Account	Activity	Fund	Function	Cost Center	Project Code	Amount	Amount %
						\$ 1000	100 %

15. Begin entering a valid UCR account value. In this scenario, we will enter “500130”.
16. Enter a valid UCR activity value. In this scenario, we will enter “A01265”.
17. Enter all remaining & required FAU elements. In this scenario, we will enter Fund Code “20025”, Function Code “68”, and Cost Center “CKARI”.
18. Click on the “Add Comments” icon to add a comment specifically for this payment.

Add Request Comment

Uniform Allowance payment for FY 20/21. Please refer to attached email approval from Director of Student Rec Center.

Save Comment
Cancel

19. Click on the “Attachments” icon to add any supporting documentation to assist the approval of this particular payment.
20. Now we will move on to the second row for **Job 2**.

Prepare Requests

Select All
DeSelect All

Select?	Employee ID	Name	Position #	Empl Rcd	Job Code	Earning Begin	Earning End	Earning Code	Pay Period End	Event	Override FAU	Dollar Amount																		
<input checked="" type="checkbox"/>	1 10012222	Megan Marquez	40001234	0	004126 RECR PRG INSTR 2	7/2/2020	7/2/2020	UNT - Unifor...	7/11/2020	Uniform Allowance FY...	<input checked="" type="checkbox"/>	1000																		
						<table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr style="background-color: #4a7ebb; color: white;"> <th>Account</th> <th>Activity</th> <th>Fund</th> <th>Function</th> <th>Cost Center</th> <th>Project Code</th> <th>Amount</th> <th>Amount %</th> </tr> </thead> <tbody> <tr> <td>500130</td> <td>A01265</td> <td>20025</td> <td>68</td> <td>CKARI</td> <td></td> <td>\$ 1000</td> <td>100 %</td> </tr> </tbody> </table>									Account	Activity	Fund	Function	Cost Center	Project Code	Amount	Amount %	500130	A01265	20025	68	CKARI		\$ 1000	100 %
Account	Activity	Fund	Function	Cost Center	Project Code	Amount	Amount %																							
500130	A01265	20025	68	CKARI		\$ 1000	100 %																							
<input checked="" type="checkbox"/>	10012222	Megan Marquez	40001234	1	004126 RECR PRG INSTR 2				7/11/2020		<input type="checkbox"/>	\$																		

Select All
DeSelect All

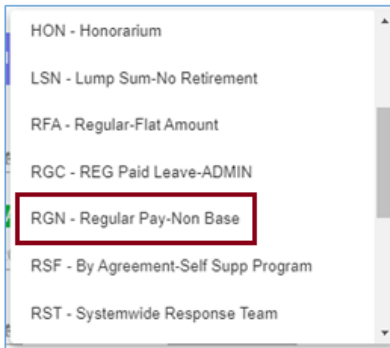
Submit One Time Payment
Save
Reset All
Cancel & Return to Search

21. Begin by clicking into the Earnings Begin field on the second row to select the appropriate Earnings Begin date for this job.
 - a. In this scenario, we will select 7/03/2020.
22. Select the appropriate Earnings End Date for this payment. This date should be the **last** day of the earnings period in which the work for this payment was performed.
 - a. In this scenario, we will select 7/03/2020.





23. Select the appropriate Earn Code for this payment from the list of options displayed on the dropdown.
 - a. In this scenario, select “RGN – Regular Pay-Non Base”.



24. Enter the appropriate payment amount in the *Dollar Amount* field. In this scenario, we will enter \$2,000.
25. Click on the “Override FAU” checkbox to use an FAU specific to this request. Click into the Account field.
26. Begin entering a valid UCR account value. In this scenario, we will enter “500130”.
27. Enter a valid UCR activity value. In this scenario, we will enter “A01266”.
28. Enter all remaining & required FAU elements. In this scenario, we will enter Fund Code “64070”, Function Code “68”, and Cost Center “CKMBI”.

Account	Activity	Fund	Function	Cost Center	Project Code	Amount	Amount %	
500130	A01266	64070	68	CKMBI		\$ 2000	100	% +

29. Click on the Add Comments icon.
30. Enter a comment to provide the Approver with appropriate details regarding the nature of this payment. Then click “Save Comment”.

Add Request Comment

Payment for cycling class instruction on 7/3. Refer to attached email for approval from Diana Castro in Student Rec Center office.

Save Comment
Cancel

31. Upload any necessary files that will assist the Approver with approving this request. Remember that these attachments will only be for the \$2,000 payment we just entered for Job 2. Once all files have been attached, click “Close”.
32. Review all entries on the page one last time, just to verify no information was entered incorrectly. This includes all earnings dates, earnings codes, dollar amounts, comments and attachments entered on this request. Also, be sure to verify the appropriate FAUs have been used.



33. Once ready to submit, click on the Submit One Time Payment button.

The screenshot shows the 'Prepare Requests' interface. At the top, there are 'Select All' and 'DeSelect All' buttons. Below is a table with columns: Select?, Employee ID, Name, Position #, Emp# Prod, Job Code, Earning Begin, Earning End, Earning Code, Pay Period End, Event, Override FAU, Dollar Amount, and a plus sign. Two rows are visible, both for Megan Marquez. The first row has Job Code 004128 RECR PRG INSTR 2, Earning Begin 7/2/2020, Earning End 7/3/2020, Earning Code UNT - Unifor..., Pay Period End 7/11/2020, Event Uniform Allowance FY..., and Dollar Amount 1000. Below this row is a sub-table with columns: Account, Activity, Fund, Function, Cost Center, Project Code, Amount, and Amount %. The sub-table contains one row: 500130, A01265, 20025, 68, CKARI, \$ 1000, 100, %.

The second row has Job Code 004128 RECR PRG INSTR 2, Earning Begin 7/2/2020, Earning End 7/3/2020, Earning Code RGN - Regul..., Pay Period End 7/11/2020, Event, and Dollar Amount 2000. Its sub-table contains one row: 500130, A01265, 64070, 68, CKMBR, \$ 2000, 100, %.

At the bottom, there are buttons: 'Submit One Time Payment' (blue), 'Save' (blue), 'Reset All' (yellow), and 'Cancel & Return to Search' (red).

34. A confirmation message will be displayed. Be sure to review the message, then select the “I certify” check box and click *Yes, Submit for Approval*.

The confirmation dialog box has a warning icon (exclamation mark in a circle). The title is 'Confirmation'. The text reads: '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.' Below the text is a checkbox labeled 'I certify to the terms.' which is checked. At the bottom are two buttons: 'Yes, Submit for Approval!' (blue) and 'Cancel' (red).

35. Since two payments were submitted for different jobs, there will be two requests created with unique Request IDs.

36. The requests should now be routed to the appropriate Approver set up for this Accountability Structure. Be sure to note down the Request ID for future reference. Since an FAU override was used on these requests, the FAU will require approval from whoever is assigned as the Approver for the Activity Code being used.

The 'Submit Successful' dialog box has a green checkmark icon in a circle. The title is 'Submit Successful'. The text reads: 'The requests have been submitted. Request IDs: 1000499, 1000500'. The Request IDs are highlighted with a red box. At the bottom is a blue button labeled 'Ok'.



Submitting Requests by Department

Walk-Through 4: Submit One Time Payment requests for select employees within the same department and override the FAU.

1. To create a new One Time Payment requests by department, click on the *Begin Request* icon on the Transactor Landing Page.
2. After clicking *Begin Request*, the *Employee Search* screen will be displayed.
3. On this screen, you will be able to search for the employees who are receiving a One Time Payment. In this scenario, we will select “Monthly” from the *Employee Pay Frequency* dropdown.
4. Select the appropriate department value from the Department Search dropdown. Values are displayed based on the accountability structure for the Transactor. In this scenario, we will select *D01040 – CNAS Dean’s Office*.

The screenshot shows the 'Employee Search' interface. At the top left is the UC Riverside logo. The main header is 'ONE TIME PAYMENT TOOL' with a 'SIGN OUT' button on the right. Below the header, there are navigation links for 'HOME' and 'EMPLOYEE SEARCH'. The 'Employee Search' section contains a form with the following elements:

- Employee Pay Frequency:** A dropdown menu currently showing 'Monthly'.
- Employee Name:** An input field with a 'Search Name' button to its right.
- Employee ID:** An input field with a 'Search Employee ID' button to its right.
- Department Search:** A dropdown menu that is open, displaying a list of department codes and names. The first item, 'D01040 - CNAS Dean's Office', is highlighted with a red box.

The list of departments shown in the dropdown is:

- D01040 - CNAS Dean's Office
- D01044 - Agricultural Operations
- D01045 - Biochemistry
- D01046 - Evolution, Ecology & Orgns Bio
- D01047 - Botany and Plant Sciences

Employee Search

Employee Pay Frequency: Monthly

Employee Name: Search Name

Employee ID: Search Employee ID

Department Search: D01040 - CNAS Dean's Office

Clear Search

Select All DeSelect All

Select	Employee ID	Employee Name	Position	Employee Record	Job Code	Department	Pay Frequency
<input checked="" type="checkbox"/>	10002223	Jason Mark	40001111	0	000212 - FINANCIAL ANL MGR 1	D01040 - CNAS Dean's Office	MONTHLY
<input checked="" type="checkbox"/>	10003333	Freda Lopez	40002222	0	000306 - K to 14 ACAD PREP SPEC 5	D01040 - CNAS Dean's Office	MONTHLY
<input checked="" type="checkbox"/>	10002222	Emmanuel Jones	40097777	0	000549 - ADMIN MGR 3	D01040 - CNAS Dean's Office	MONTHLY
<input checked="" type="checkbox"/>	10023444	June Carter	40009991	0	000652 - APPLICATIONS PROGR 4	D01040 - CNAS Dean's Office	MONTHLY
<input checked="" type="checkbox"/>	10002224	Serena Cardev	40001112	2	000841 - ACADEMIC COORD I-FY	D01040 - CNAS Dean's Office	MONTHLY
<input checked="" type="checkbox"/>	10003339	Elle Woods	40001223	0	000842 - ACADEMIC COORD II-AY	D01040 - CNAS Dean's Office	MONTHLY
<input checked="" type="checkbox"/>	10009999	Annette Hargrove	40001211	0	001000 - DEAN	D01040 - CNAS Dean's Office	MONTHLY
<input checked="" type="checkbox"/>	10009321	Ivy Miller	40002986	2	001030 - DIVISIONAL DEAN	D01040 - CNAS Dean's Office	MONTHLY

Items Per Page: 50

Previous Next

Begin One Time Payment

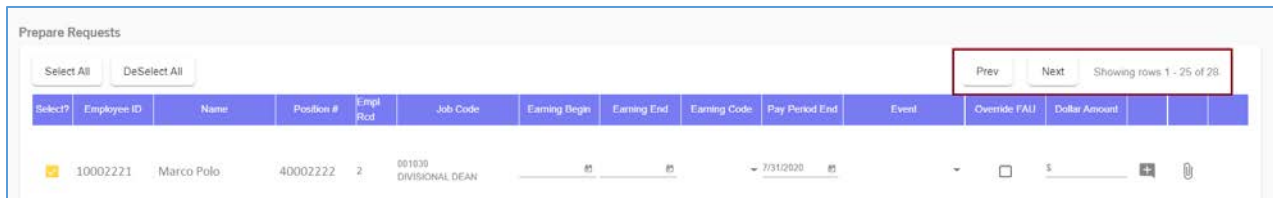
Search Results 22 Employee(s) found

5. Results based on the department selected will be displayed on the grid as displayed above. Click on the Begin One Time Payment button to proceed.
 - a. ! Keep in mind that there will be two unique requests submitted in this scenario since payments are being requested for two different jobs. Refer to the section labeled [What Makes a Request Unique](#) for additional information.
 - b. ! When a Transactor begins a request for an entire department, they will be able to deselect employees if there are any that should not be included in this request.

Select	Employee ID	Employee Name	Position
<input checked="" type="checkbox"/>	10002223	Jason Mark	40001111
<input checked="" type="checkbox"/>	10003333	Freda Lopez	40002222
<input checked="" type="checkbox"/>	10002222	Emmanuel Jones	40097777
<input checked="" type="checkbox"/>	10023444	June Carter	40009991

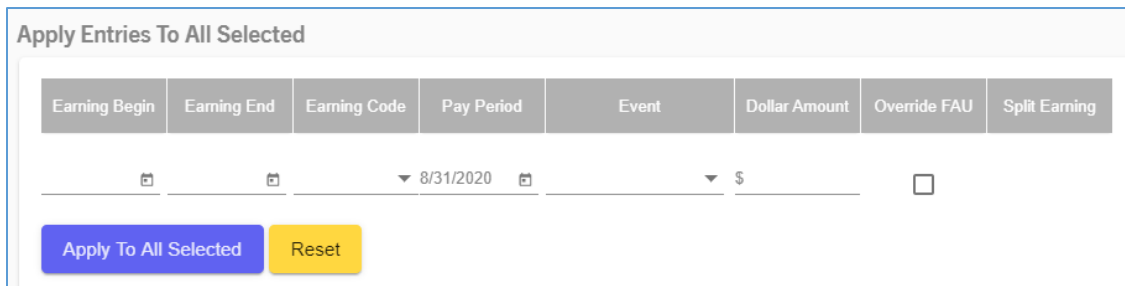


6. The Prepare Requests page will display all Monthly employees in the selected department.

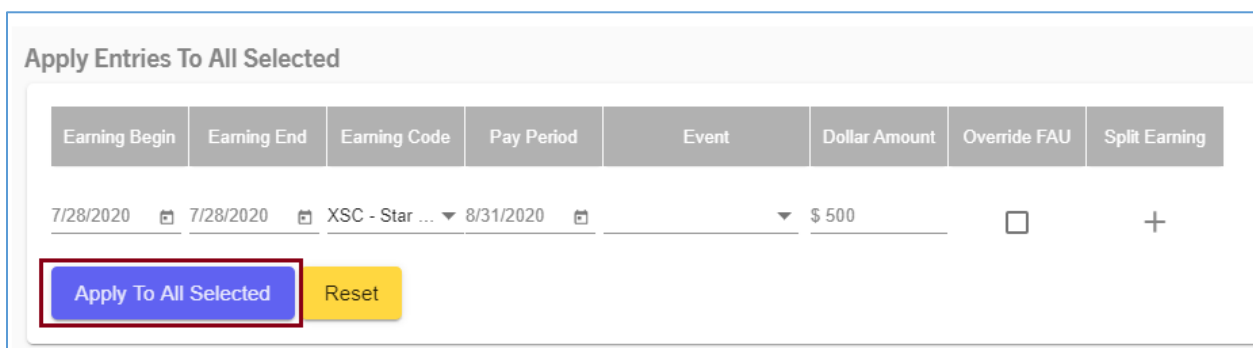


The page will only display up to 25 employees at a time. Select the “Next” button to view other pages if there are more than 25 employees included in this instance.

7. In this scenario, we will be submitting payments for the selected employees using the same earnings period, earn code, pay period end date, and dollar amount. Use the *Apply Entries to All Selected* feature at the top of the screen.

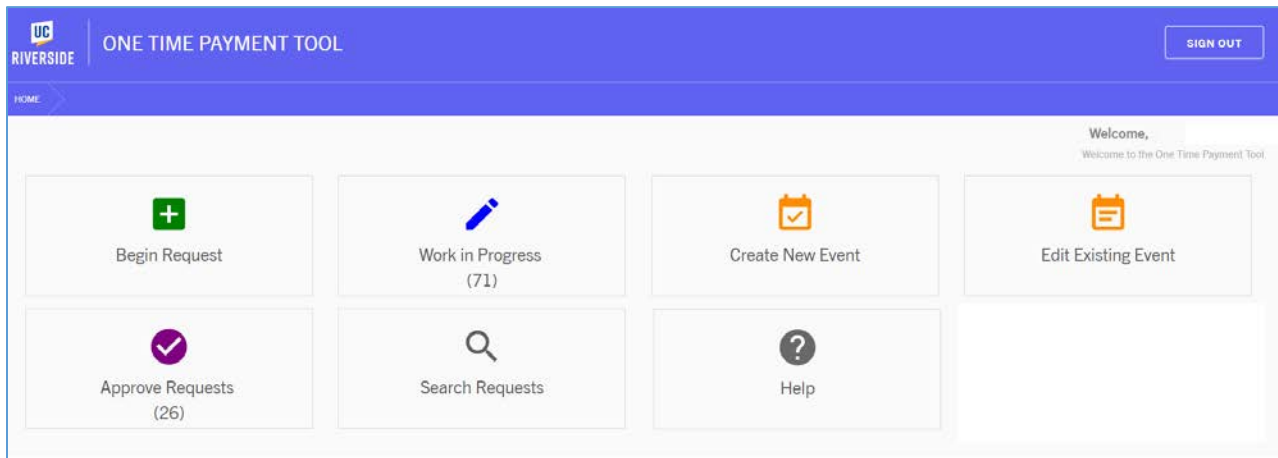


8. Click into the Earning Begin field. Select July 28th, 2020 on the calendar.
9. Click into the Earning End field. Select July 28th, 2020 on the calendar.
10. Click into the Earning Code field. Select “XSC – STAR/SPOT Award Central” from the dropdown list.
11. The Pay Period End date field will be pre-populated to correspond to the next monthly payroll processing schedule. In this scenario, we will not change that value.
12. Enter \$500 in the Dollar Amount field.
13. Since we are not overriding the FAU, skip over this field and click on the “Apply to All Selected” button.

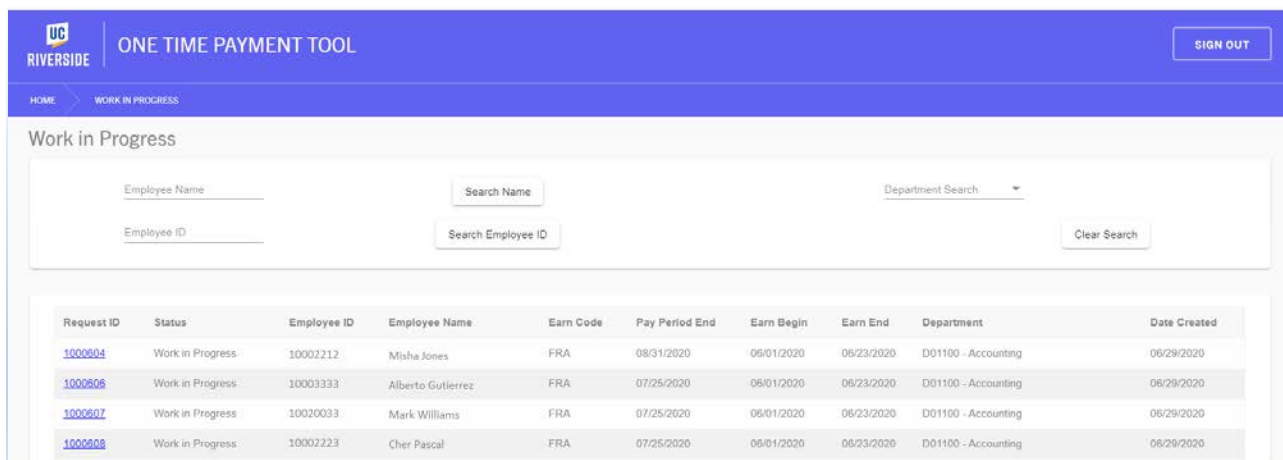


Continuing a Request in the Work-in-Progress Queue

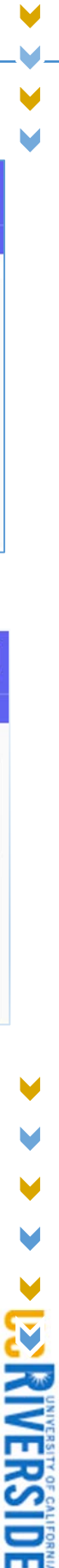
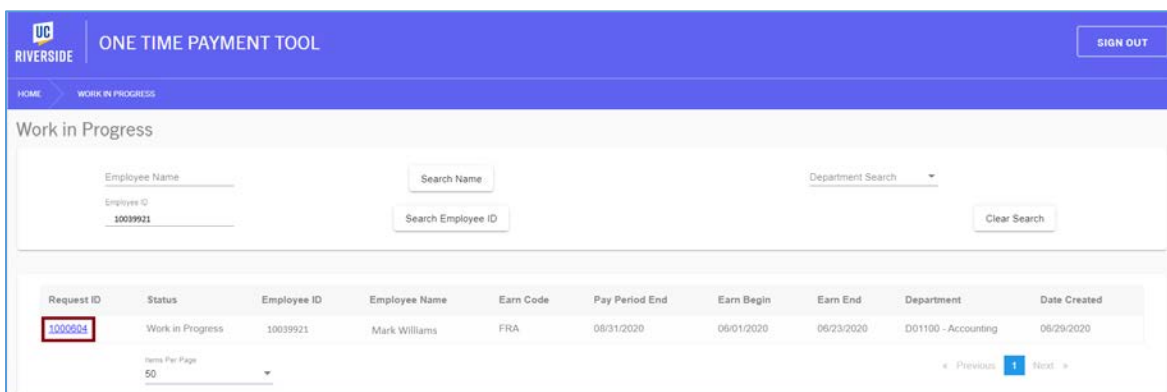
Walk-Through 5: Transactor has saved request as a work-in-progress and no wants to continue editing.



1. Click on the "Work-in-Progress" queue to begin.



2. Enter the appropriate Employee ID to find the request. In this scenario, we will enter 10039921.
3. Click on the "Search Employee ID" button to execute the search.
 - a. The Work-in-Progress screen will display all requests that match the searched value.
4. Click on the Request ID to continue editing the request.





Edit Request - Request ID: 1000604

Department: D01100 - Accounting Attachments


Employee ID	Name	Position #	Empl Rcd	Job Code	Earning Begin	Earning End	Earning Code	Pay Period	Event	Override FAU	Dollar Amount
10039921	Mark Williams	40001122	0	005970 - GEN ACCOUNTANT 5	6/1/2020	6/23/2020	FRA - Fac...	8/31/2020		<input type="checkbox"/>	\$ 500

Submit Request for Approval
Close
Cancel Payment Request
Save Changes

Status	Processed By	Processed On	Comments
Work in Progress	June Daly	06/29/2020 14:43	

Comments

- In this scenario, we are going to update the earn code to “FRA – Faculty Recruitment Allowance”, then submit the request. Click on the “Submit Request for Approval” button to continue.
- A confirmation message will be displayed. Click on the checkbox next to “I certify to the terms” then click “Confirm & Submit”.




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

- After submitting the request, the following message will be displayed to confirm that the submission was successful. The request will then route to the appropriate Approver.



Submit Successful

The request have been submitted. Request ID: 1000604

Ok



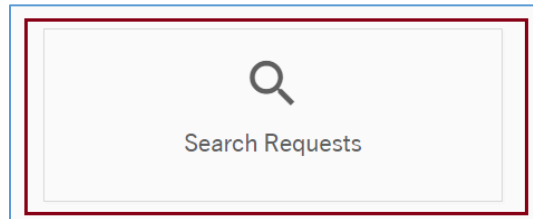


Cancelling a Request

Walk-Through 6: Transactor cancels a request that they submitted for approval.

Transactors have the ability to cancel their requests before the payment is processed in the UCPATH system. See [Understanding the OTP Tool Processing Schedule and Deadlines](#) for more information regarding the OTP Tool Deadlines.

1. Go to the “Search Requests” page in the tool.



2. In order to begin, we must locate the Request being cancelled. In this scenario, we will use Request ID **1001697**. Enter this value in the Request ID field, then click *Search Request ID* to execute the search.
3. Click on the hyperlinked Request ID to view the request. The request details will be displayed

Request ID	Status	Employee ID	Employee Name	Earn Code	Event ID	Pay Period End	Earn Begin	Earn End	Department	Date Created
1001697	Pending Approval	1001222	Selina Kyle	DLP	534	09/30/2020	08/25/2020	08/25/2020	D01101 - SBS/Cashiers	08/26/2020

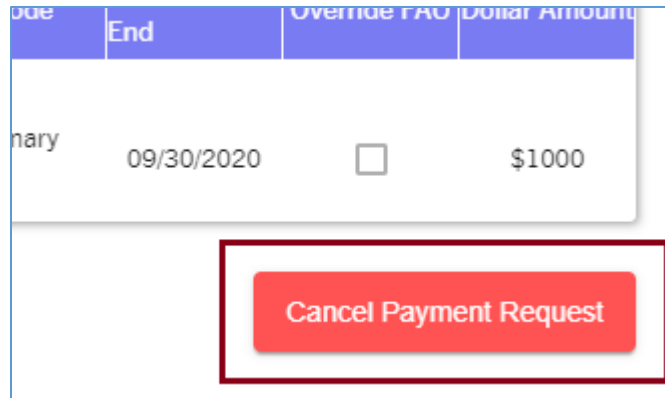
- a. Note: Transactors should attach any additional documentation to support the cancellation before proceeding. This can include emails, spreadsheets, memos, etc. Click the *Attachment* button to upload this supporting documentation.

Employee ID	Name	Position #	Empl Rcd	Job Code	Event	Earning Begin	Earning End	Earning Code	Pay Period End	Override FAU	Dollar Amount
1001222	Selina Kyle	40001111	0	004631 - FINANCIAL SVC SUPV 2	Union Wage implementation:	08/25/2020	08/25/2020	DLP - Discretionary Lump Sum	09/30/2020	<input type="checkbox"/>	\$1000

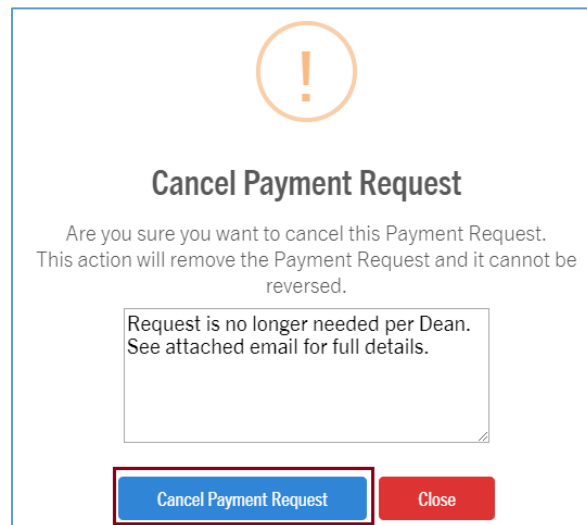




4. Click on the *Cancel Payment Request* button.

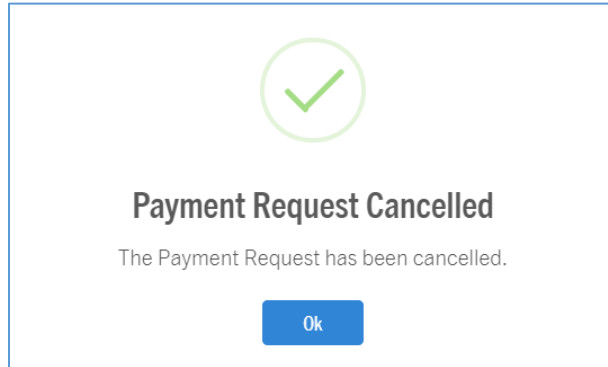


5. A window will be displayed to confirm this is the appropriate action. Transactors will also be required to enter a comment explaining why the request is being cancelled.
 - a. Enter a comment and click “Cancel Payment Request”.





- A window will be displayed confirming the request has been cancelled. Click OK to close the window.



- Transactors will still be able to see the activity/history on this request by using the Search Request page.

HOME > SEARCH REQUESTS

Search Requests

Request ID: 1001697 Earn Begin Date: Earn End Date:

Employee Name: Pay Period End Date: Request Status:

Employee ID: Department Search: Earning Code:

Event ID:

Request ID	Status	Employee ID	Employee Name	Earn Code	Event ID	Pay Period End	Earn Begin	Earn End	Department	Date Created
1001697	Cancelled	10012222	Selina Kyle	DLP	534	09/30/2020	08/25/2020	08/25/2020	D01101 - SBS/Cashiers	08/26/2020

Request - Request ID: 1001697

Department: **D01101 - SBS/Cashiers**

Employee ID	Name	Position #	Empl Rcd	Job Code	Event	Earning Begin	Earning End	Earning Code	Pay Period End	Override FAU	Dollar Amount
10012222	Selina Kyle	40001111	0	004631 - FINANCIAL SVC SUPV 2	Union Wage mplementation:	08/25/2020	08/25/2020	DLP - Discretionary Lump Sum	09/30/2020	<input type="checkbox"/>	\$1000

Status	Processed By	Processed On	Comments
Cancelled	Antonio Solis	08/26/2020 09:52	Request is no longer needed per Dean. See attached email for full details.
Pending Approval	Marco Polo	08/26/2020 09:39	

[Show/Hide Full History](#)

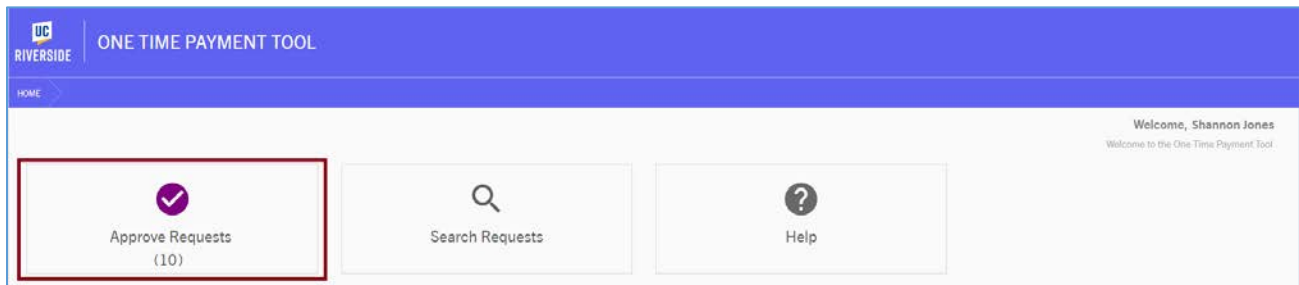


Approvers

Approving a Request for One Employee with No FAU Override

Walkthrough 1: An Approver reviews and approves a request for a single employee with no FAU override.

1. To review and approve a One Time Payment request, the Approver must sign into the tool and access the *Approve Requests* page.



2. After clicking *Approve Requests*, all pending requests pending approval for this Approver will be displayed on the Approve Requests grid.
3. Click on the hyperlinked Request ID that is being reviewed and approved. In this scenario, we will click Request ID **1000845**.



4. After clicking the Request ID, a screen with all request information will be displayed.





Review and Approve - Request ID: 1000845

Department: D01059 - Biomedical Sciences Attachments

Employee ID	Name	Position #	Empl Rcd	Job Code	Event	Earning Begin	Earning End	Earning Code	Pay Period End	Override FAU	Dollar Amount
10001122	Katherine Archer	40002213	0	007300 - APPLICATIONS PROGR 3		08/01/2020	08/12/2020	ASN - Additional Comp- Summer- No 403	09/30/2020	<input type="checkbox"/>	\$200

Approve Request Return to Transactor Close

Status	Processed By	Processed On	Comments
Pending Approval	Jane Dixon	08/17/2020 14:08	

Comments

5. Approvers should carefully review all values entered on the request by the Transactor to ensure requests are accurate and in compliance with UC policies and procedures. That includes the employee information (i.e. name, ID, position), earnings period, earnings code, dollar amounts, attachments, and transactor comments.

a. Note: Approvers should carefully review supporting documentation attached to the request. If supporting documentation is missing, Approvers should return the request

back to the Transactor. Attachments

6. Enter a comment in the *Comments* field prior to approving the request. It is recommended for approvers to acknowledge that they are approving the request.

a. Example: *I approve this request.*

I approve this request for Katherine Archer/ASN payment.

7. Once ready to approve, click on the Approve Request button.

Review and Approve - Request ID: 1000845

Department: D01059 - Biomedical Sciences Attachments

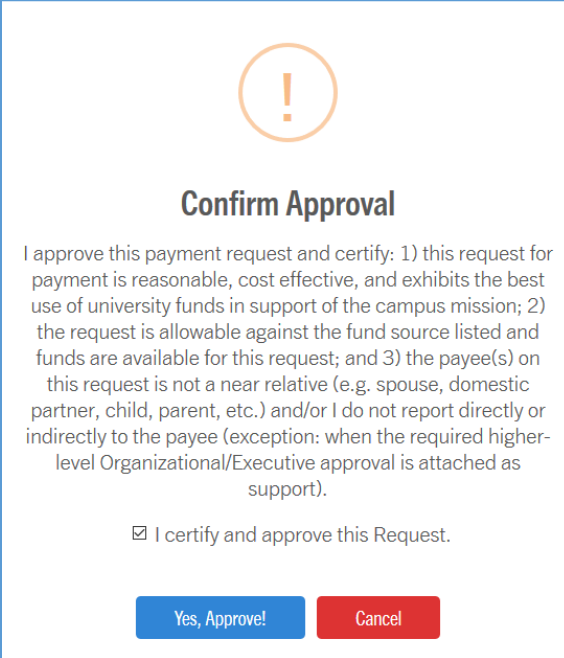
Employee ID	Name	Position #	Empl Rcd	Job Code	Event	Earning Begin	Earning End	Earning Code	Pay Period End	Override FAU	Dollar Amount
10001122	Katherine Archer	40002213	0	007300 - APPLICATIONS PROGR 3		08/01/2020	08/12/2020	ASN - Additional Comp- Summer- No 403	09/30/2020	<input type="checkbox"/>	\$200

Approve Request Return to Transactor Close

Status	Processed By	Processed On	Comments
Pending Approval	Jane Dixon	08/17/2020 14:08	I approve this request for Katherine Archer/ASN payment.

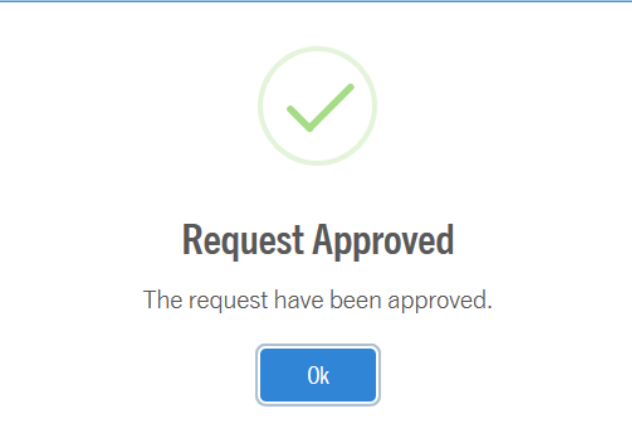


8. A message will be displayed to ask the Approver to confirm this action. Click on the “I approve this Request” check box.
9. Click on the “Yes, approve” button to continue.



The dialog box features a white background with a blue border. At the top center is an orange circle containing a white exclamation mark. Below this is the title "Confirm Approval" in bold black text. The main text reads: "I approve this payment request and certify: 1) this request for payment is reasonable, cost effective, and exhibits the best use of university funds in support of the campus mission; 2) the request is allowable against the fund source listed and funds are available for this request; and 3) the payee(s) on this request is not a near relative (e.g. spouse, domestic partner, child, parent, etc.) and/or I do not report directly or indirectly to the payee (exception: when the required higher-level Organizational/Executive approval is attached as support)." Below the text is a checked checkbox with the label "I certify and approve this Request." At the bottom are two buttons: a blue "Yes, Approve!" button and a red "Cancel" button.

10. A message will be displayed confirming the request has been approved.



The dialog box features a white background with a blue border. At the top center is a green circle containing a white checkmark. Below this is the title "Request Approved" in bold black text. The main text reads: "The request have been approved." Below the text is a blue "Ok" button.



Approving a Request for One Employee with an FAU Override

Walkthrough 2: Approver reviews and Approves a Request for a single employee with an FAU override.

1. To review and approve a One Time Payment request, the Approver must sign into the tool and access the *Approve Requests* page.
2. After clicking *Approve Requests*, all pending requests pending approval for this Approver will be displayed.
3. Click on the hyperlinked Request ID that is being reviewed and approved. In this scenario, we will click Request ID **1001707**.

Request ID	Employee ID	Employee Name	Position #	Department	Dept Desc	Job Code	Job Code Desc	Pay Frequency	Earn Code	Earn End	Transactor	Amount	FAU Override	Attachments
1001706	10002212	Albert Goldman	40001112	D02013	SOM Finance & Administration	007596	HR GENERALIST 3	MONTHLY	SAS	08/25/2020	Joe Gomez	\$500	Yes	
1001100	10000345	Archie Windsor	40001213	D02013	SOM Finance & Administration	006206	RSCH ADM 3	MONTHLY	SAS	08/26/2020	Joe Gomez	\$1000	Yes	
1000764	10002213	Agador Spartacus	40001212	D01100	Accounting	006944	PAYROLL ANL 3	MONTHLY	LSN	07/14/2020	Joe Gomez	\$200	Yes	
1001707	10002233	Louise Keeley	40001223	D02013	SOM Finance & Administration	006206	RSCH ADM 3	MONTHLY	SAS	08/26/2020	Jane Dixon	\$1000	Yes	
1000847	10023333	Marlan Radman	40001125	D01059	Biomedical Sciences	003276	CSR-PARTIAL FEE REM	MONTHLY	ASN	08/12/2020	Margaret Chu	\$200	No	

4. After clicking the Request ID, a screen with all request information will be displayed.

Review and Approve - Request ID: 1001707

Department: D02013 - SOM Finance & Administration

Employee ID	Name	Position #	Empl Rcd	Job Code	Event	Earning Begin	Earning End	Earning Code	Pay Period End	Override FAU	Dollar Amount
10002233	Louise Keeley	40001223	0	006206 - RSCH ADM 3	SOM Health Event 2020	08/26/2020	08/26/2020	SAS - Stipend-Admin-Staff	09/30/2020	<input checked="" type="checkbox"/>	\$1000

Account	Activity	Fund	Function	Cost Center	Project Code	Amount
500110	A02195	19900	40	MSADD		\$1000

Buttons: Approve FAU, Deny FAU, Approve Request, Return to Transactor, Close

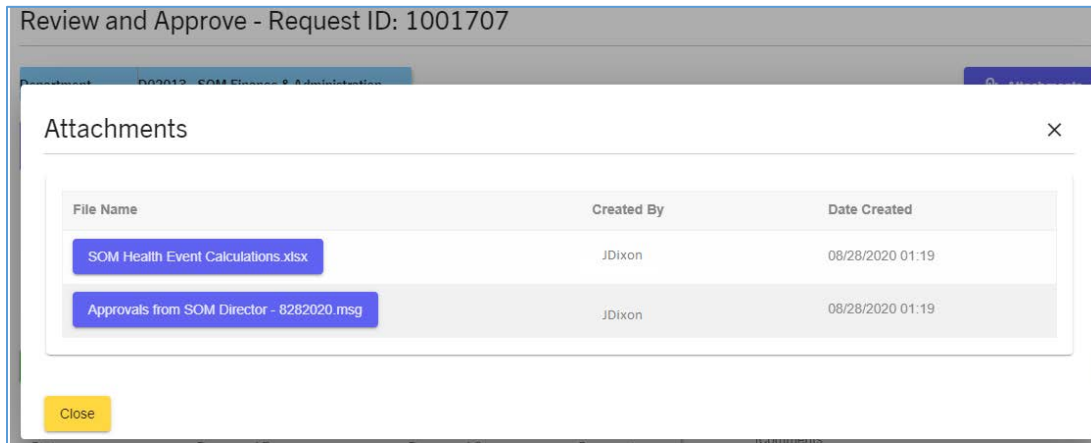
Status	Processed By	Processed On	Comments
Pending Approval	Jane Dixon	08/28/2020 13:20	

Comments: [Text Area]

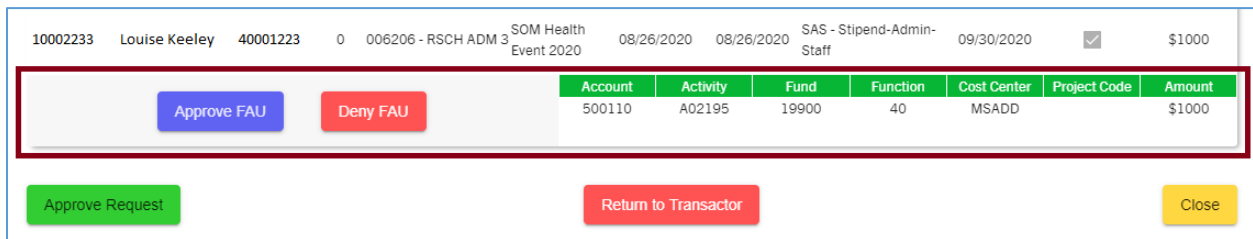
5. Approvers should carefully review all values entered on the request by the Transactor to ensure requests are accurate and in compliance with UC policies and procedures. That includes the employee information (i.e. name, ID, position), earnings period, earnings code, dollar amounts, attachments, FAU override (if applicable) and transactor comments.



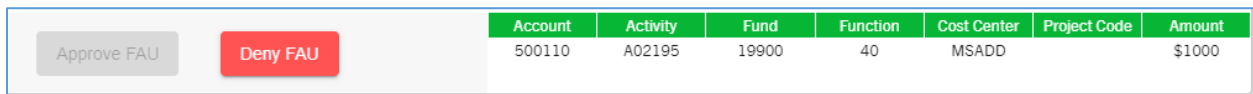
- a. Note: Approvers should carefully review supporting documentation attached to the request. If supporting documentation is missing, Approvers should return the request back to the Transactor.
6. To review attachments, click on the “Attachments” button.
 - a. In this scenario, there are two attachments displayed. Approvers can open the files and determine if the documentation supports the approval. Click the “Close” button to exit the page.



7. Review the FAU Override values entered on the request to ensure this funding source is authorized for this OTP request.
 - a. ! Although there is FAU validation that occurs when the Transactor is creating the Request, it is important to note that Approvers should still verify that the FAU or FAUs being used is appropriate for this payment.



- b. Click on the *Approve FAU* button to acknowledge FAU is appropriate.



8. Enter a comment in the *Comments* field prior to approving the request. It is recommended for approvers to acknowledge that they are approving the request.
 - a. Example: *Request approved; FAU override approved as well.*

Request approved; FAU override approved as well.



9. Once ready to approve, click on the Approve Request button.

Review and Approve - Request ID: 1001707

Department: D02013 - SOM Finance & Administration Attachments

Employee ID	Name	Position #	Empl Rcd	Job Code	Event	Earning Begin	Earning End	Earning Code	Pay Period End	Override FAU	Dollar Amount
10028673	Ana M Aldana	40019117	0	006206 - RSCH ADM 3	SOM Health Event 2020	08/26/2020	08/26/2020	SAS - Stipend-Admin-Staff	09/30/2020	<input checked="" type="checkbox"/>	\$1000

Account	Activity	Fund	Function	Cost Center	Project Code	Amount
500110	A02195	19900	40	MSADD		\$1000

Approve FAU Deny FAU


Approve Request Return to Transactor Close

Status	Processed By	Processed On	Comments
Pending Approval	Jane Dixon	08/28/2020 13:20	

Request approved; FAU override approved as well.

10. A message will be displayed to ask the Approver to confirm this action. Click on the “I approve this Request” check box.

11. Click on the “Yes, approve” button to continue.



Confirm Approval

I approve this payment request and certify: 1) this request for payment is reasonable, cost effective, and exhibits the best use of university funds in support of the campus mission; 2) the request is allowable against the fund source listed and funds are available for this request; and 3) the payee(s) on this request is not a near relative (e.g. spouse, domestic partner, child, parent, etc.) and/or I do not report directly or indirectly to the payee (exception: when the required higher-level Organizational/Executive approval is attached as support).

I certify and approve this Request.

Yes, Approve! Cancel

12. A message will be displayed confirming the request has been approved. The Transactor of the request will receive an email notifying them of the approval. (Note: Refer to [Emails to Transactors](#) for more information).





Returning a Request to the Transactor

Walkthrough 3: Approver returns the request back to the Transactor after reviewing; determines the request is missing supporting documentation.

1. To review and approve a One Time Payment request, the Approver must sign into the tool and access the *Approve Requests* page.
2. After clicking *Approve Requests*, all pending requests pending approval for this Approver will be displayed.
3. Click on the hyperlinked Request ID that is being reviewed and approved. In this scenario, we will click Request ID **1001706**.

Request ID	Employee ID	Employee Name	Position #	Department	Dept Desc	Job Code	Job Code Desc	Pay Frequency	Earn Code	Earn End	Transactor	Amount	FAU Override	Attachments
1000705	10002212	Albert Goldman	40001112	D02013	SOM Finance & Administration	007596	HR GENERALIST 3	MONTHLY	SAS	08/25/2020	Joe Gomez	\$500	Yes	
1001100	10000345	Archie Windsor	40001213	D02013	SOM Finance & Administration	006206	RSCH ADM 3	MONTHLY	SAS	08/26/2020	Joe Gomez	\$1000	Yes	
1000754	10002213	Agador Spartacus	40001212	D01100	Accounting	006944	PAYROLL ANL 3	MONTHLY	LSN	07/14/2020	Joe Gomez	\$200	Yes	
1001706	10001005	Jimmy Benson	40029901	D02013	SOM Finance & Administration	007596	HR GENERALIST 3	MONTHLY	SAS	08/25/2020	Joe Gomez	\$500	Yes	
1000847	10023333	Marian Radman	40001125	D01059	Biomedical Sciences	003276	GSR-PARTIAL FEE REM	MONTHLY	ASN	08/12/2020	Margaret Chu	\$200	No	

4. After clicking the Request ID, a screen with all request information will be displayed.

Review and Approve - Request ID: 1001706

Department: D02013 - SOM Finance & Administration Attachments

Employee ID	Name	Position #	Empl Rcd	Job Code	Event	Earning Begin	Earning End	Earning Code	Pay Period End	Override FAU	Dollar Amount
10001806	Jimmy Benson	40029901	0	007596 - HR GENERALIST 3	SOM Health Event 2020	08/25/2020	08/25/2020	SAS - Stipend-Admin-Staff	09/30/2020	<input checked="" type="checkbox"/>	\$500

Approve FAU
Deny FAU

Account	Activity	Fund	Function	Cost Center	Project Code	Amount
500110	A02195	19900	40	MSADD		\$500

Approve Request
Return to Transactor
Close


Status	Processed By	Processed On	Comments
Pending Approval	Joe Gomez	08/28/2020 12:04	

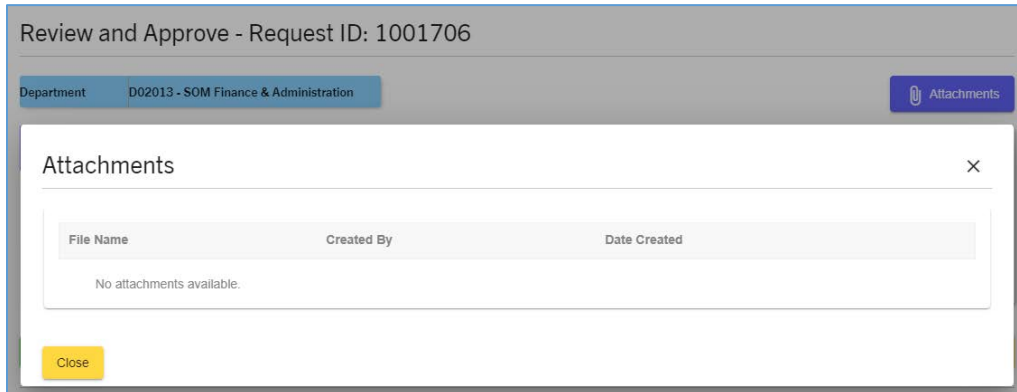
Comments:

5. Approvers should carefully review all values entered on the request by the Transactor to ensure requests are accurate and in compliance with UC policies and procedures. That includes the employee information (i.e. name, ID, position), earnings period, earnings code, dollar amounts, attachments, FAU override (if applicable) and transactor comments.

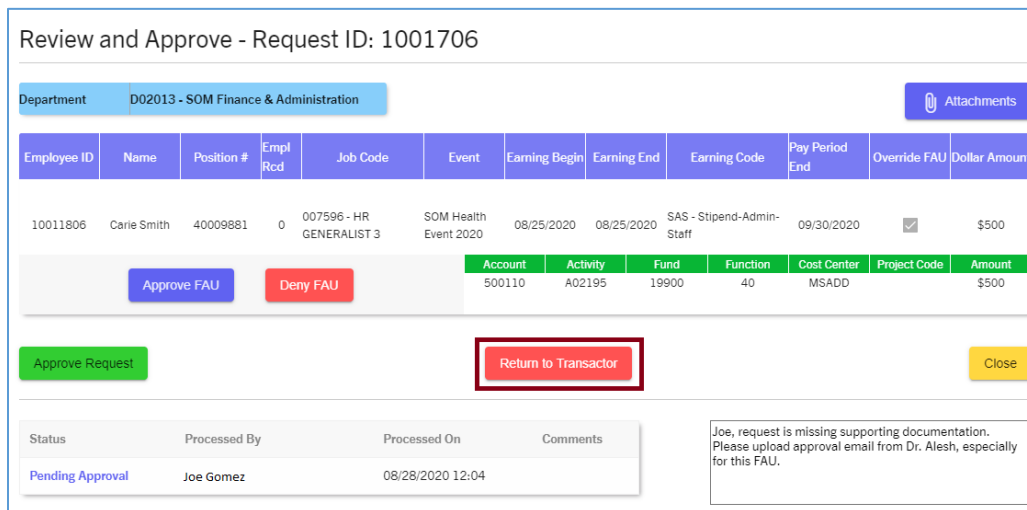




- a. Note: Approvers should carefully review supporting documentation attached to the request. If supporting documentation is missing, Approvers should return the request back to the Transactor.
6. To review attachments, click on the “Attachments” button. 
- a. In this scenario, there is no supporting documentation attached to the request. The approver should not approve this request until the Transactor uploads sufficient documentation to support the request. This information will be helpful for historic/auditing purposes, especially when an FAU override is performed.

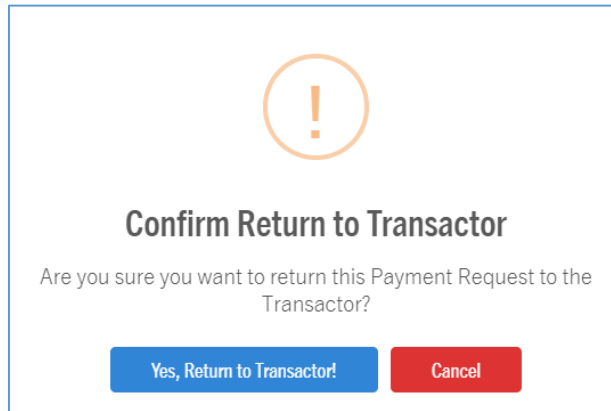


- 7. Enter a comment in the *Comments* field prior to returning the request. Approvers should provide instructions for correcting the request.
 - a. In this scenario, the Approver can say: *Request is missing supporting documentation. Please upload XYZ email and spreadsheet then resubmit for approval.*
- 8. Once ready to return, click on the Return to Transactor button.

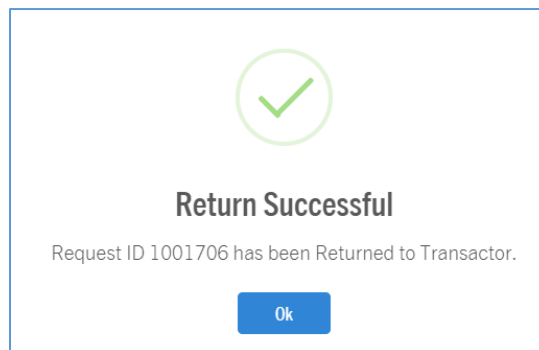




9. A message will be displayed to ask the Approver to confirm this action. Click on the “Yes, Return to Transactor” button to continue.



10. A message will be displayed confirming the request has been returned to the Transactor. The Transactor of the request will receive an email notifying them of the action. Click “OK” to exit the screen.



Denying an FAU Override on a Request

Walkthrough 4: Approver determines that the FAU being used on a request cannot be approved.

1. To review and approve a One Time Payment request, the Approver must sign into the tool and access the *Approve Requests* page.
2. After clicking *Approve Requests*, all pending requests pending approval for this Approver will be displayed.
3. Click on the hyperlinked Request ID that is being reviewed and approved. In this scenario, we will click Request ID **1001708**.

Request ID	Employee ID	Employee Name	Position #	Department	Dept Desc	Job Code	Job Code Desc	Pay Frequency	Earn Code	Earn End	Transactor	Amount	FAU Override	Attachments
1001706	10002212	Albert Goldman	40001112	D02013	SOM Finance & Administration	007596	HR GENERALIST 3	MONTHLY	SAS	08/25/2020	Joe Gomez	\$500	Yes	
1001100	10000345	Archie Windsor	40001213	D02013	SOM Finance & Administration	006206	RSCH ADM 3	MONTHLY	SAS	08/26/2020	Joe Gomez	\$1000	Yes	
1000754	10002213	Agador Spartacus	40001212	D01100	Accounting	006944	PAYROLL ANL 3	MONTHLY	LSN	07/14/2020	Joe Gomez	\$200	Yes	
1000937	10001111	David Guetta	40011234	D01059	Biomedical Sciences	003252	POSTDOC-EMPLOYEE	MONTHLY	ASN	08/12/2020	Joe Gomez	\$200	No	
1001708	10003333	Jane Castro	40000331	D02018	SOM Pediatrics	002057	ASST CLIN PROF-VOL	MONTHLY	HON	08/24/2020	Joe Gomez	\$2000	Yes	

4. After clicking the Request ID, a screen with all request information will be displayed.

Review and Approve - Request ID: 1001708

Department: D02018 - SOM Pediatrics Attachments

Employee ID	Name	Position #	Empl Rcd	Job Code	Event	Earning Begin	Earning End	Earning Code	Pay Period End	Override FAU	Dollar Amount
10003333	Jane Castro	40000331	0	002057 - ASST CLIN PROF-VOL		08/24/2020	08/24/2020	HON - Honorarium	09/30/2020	<input checked="" type="checkbox"/>	\$2000

Account	Activity	Fund	Function	Cost Center	Project Code	Amount
300110	A02195	80144	44			\$2000

Approve FAU
Deny FAU

Approve Request
Return to Transactor
Close

Status	Processed By	Processed On	Comments
Pending Approval	Joe Gomez	08/31/2020 16:25	

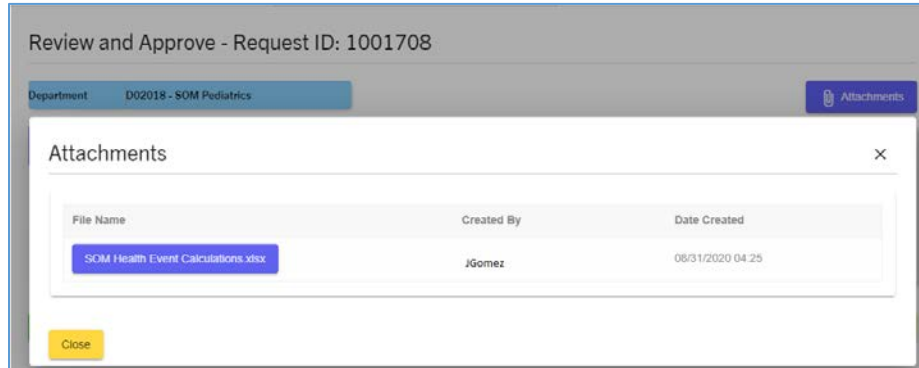
Comments:

5. Approvers should carefully review all values entered on the request by the Transactor to ensure requests are accurate and in compliance with UC policies and procedures. That includes the employee information (i.e. name, ID, position), earnings period, earnings code, dollar amounts, attachments, FAU override (if applicable) and transactor comments.
 - a. Note: Approvers should carefully review supporting documentation attached to the request. If supporting documentation is missing, Approvers should return the request back to the Transactor.





6. To review attachments, click on the “Attachments” button.
 - a. In this scenario, there are two attachments displayed. Approvers can open the files and determine if the documentation supports the approval. Click the “Close” button to exit the page.



7. Review the FAU Override values entered on the request to ensure this funding source is authorized for this OTP request.
 - a. **!** Although there is FAU validation that occurs when the Transactor is creating the Request, it is important to note that Approvers should still verify that the FAU or FAUs being used is appropriate for this payment.

<input type="button" value="Approve FAU"/>	<input type="button" value="Deny FAU"/>	Account	Activity	Fund	Function	Cost Center	Project Code	Amount
		300110	A02195	80144	44			\$2000

8. In this scenario, the Approver determines the FAU on this request is not appropriate for this payment. Enter a comment in the *Comments* field explaining why the FAU is being denied. Approvers should provide instructions for correcting the request.

FAU not appropriate for this request. Please submit again using an unrestricted fund source.

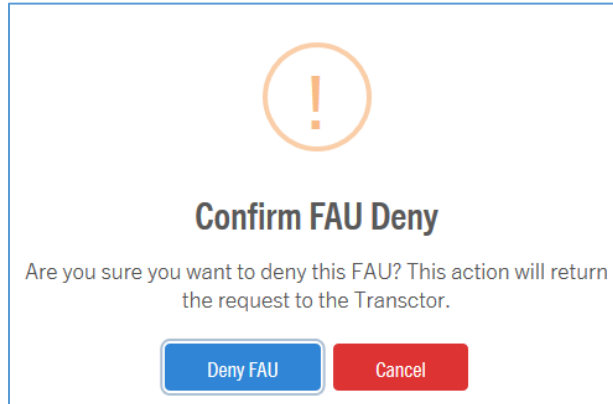
Please Note: comments must be entered before clicking the “deny FAU” button.

9. Click on the Deny FAU button.

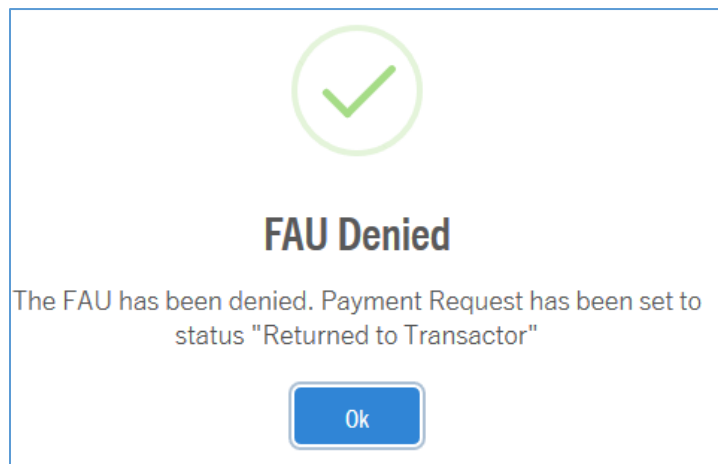
<input type="button" value="Approve FAU"/>	<input type="button" value="Deny FAU"/>	Account	Activity	Fund	Function	Cost Center	Project Code	Amount
		300110	A02195	80144	44			\$2000



10. A message will be displayed to ask the Approver to confirm this action. Click on the “Deny FAU” button to continue.



11. A message will be displayed confirming the request has been returned to the Transactor. The Transactor of the request will receive an email notifying them of the action. Click “OK” to exit the screen.





Approving a Request with an FAU from Another Department (Multiple Approvers)

Walkthrough 5: Transactor split the payment with an FAU from another department. The request will need to be reviewed and approved by the FAU Activity Approver assigned to the Activity code being used.

Steps for FAU Activity Approver

The steps listed below are for an FAU Activity Approver to follow. For more information, please refer to the [FAU Activity Approver](#) section of this guide.

In this scenario, the request is using an FAU that belongs to the School of Medicine (SOM). Although the employee receiving the payment on this request is in D01132 – Infrastructure and Systems Ops, an FAU Activity Approver in the SOM must review/approve the FAU belonging to their department/ORG.

1. To review and approve a One Time Payment request, the FAU Activity Approver must sign into the tool and access the *Approve Requests* page.
2. After clicking *Approve Requests*, the FAU Activity Approver will see three separate tabs in their queue. They must click on the “FAU Activity Approval” tab to access this request.

UC RIVERSIDE ONE TIME PAYMENT TOOL

HOME APPROVE REQUESTS Role: Approver

Approve Requests

Number of Days Left to Submit Requests for Current Pay Period:
1 Days for BiWeekly Payroll 09/22/2020 13:45
1 Days for Monthly Payroll 09/22/2020 13:45

Pending Approval (92) **FAU Activity Approval (3)** Pending Second Approval (0)

Request ID	Employee ID	Employee Name	Position #	Department	Dept Desc	Job Code	Job Code Desc	Pay Frequency	Earn Code	Earn End	Transactor	Amount	FAU Override	Attachments
1000754	10002244	Pepe Silvia	40001111	D01059	Biomedical Sciences	003276	GSR-PARTIAL FEE REM	MONTHLY	ASN	08/12/2020	Peter Gabriel	\$200	No	
1002100	10002222	Marigold Crawley	40000011	D01059	Biomedical Sciences	003276	GSR-PARTIAL FEE REM	MONTHLY	ASN	08/12/2020	Peter Gabriel	\$200	No	
1002116	10112222	Pepper Rodriguez	40001234	D01132	Infrastructure and Systems Ops	000499	INFO SYS ANL 4	MONTHLY	IRN	08/12/2020	Peter Gabriel	\$1000	Yes	

Items Per Page: 50

Previous 1 Next

3. The FAU Activity Approver must now locate the request that is being reviewed. In this scenario, the Approver must click on request ID *1002116*.



4. After clicking the request ID, the Request and Approve screen will be displayed. This FAU Activity Approver is only responsible for approving their portion of the request.

Review and Approve - Request ID: 1002116

Department: D01132 - Infrastructure and Systems Ops Attachments

Employee ID	Name	Position #	Empl Rcd	Job Code	Event	Earning Begin	Earning End	Earning Code	Pay Period End	Override FAU	Dollar Amount						
10112222	Pepper Rodriguez	40001234	0	000499 - INFO SYS ANL 4		09/22/2020	09/22/2020	RGN - Regular Pay-Non Base	09/30/2020	<input checked="" type="checkbox"/>	\$1000						
						Account	Activity	Fund	Function	Cost Center	Project Code	Amount					
						500110	A02093	19900	40	MSADD		\$500					
						The Activity entered on this FAU is under a different Accountability Structure						500110	A01374	20000	68		\$500

Approve FAU
Deny FAU

Approve Request
Return to Transactor
Close

Status	Processed By	Processed On	Comments
Pending Approval	John Marshall	09/22/2020 12:02	John Marshall has certified 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.

School of Medicine FAU approved for this payment.

5. FAU Activity Approvers should carefully review all values entered on the request by the Transactor to ensure requests are accurate and in compliance with UC policies and procedures. That includes the employee information (i.e. name, ID, position), earnings period, earnings code, dollar amounts, attachments, FAU override, and transactor comments.
 - a. Note: Approvers should carefully review supporting documentation attached to the request. If supporting documentation is missing, Approvers should return the request back to the Transactor.
6. To review attachments, click on the “Attachments” button.
7. Review the FAU Override values entered on the request to ensure this funding source is authorized for this OTP request.
 - a. ! Although there is FAU validation that occurs when the Transactor is creating the Request, it is important to note that Approvers should still verify that the FAU or FAUs being used is appropriate for this payment.
 - b. Click on the *Approve FAU* button to acknowledge FAU is appropriate.

Account	Activity	Fund	Function	Cost Center	Project Code	Amount
500110	A02093	19900	40	MSADD		\$500

Approve FAU
Deny FAU

8. Enter a comment in the *Comments* field prior to approving the request. It is recommended for approvers to acknowledge that they are approving the request.



- Once ready to approve, click on the Approve Request button.

Review and Approve - Request ID: 1002116

Department: D01132 - Infrastructure and Systems Ops Attachments


Employee ID	Name	Position #	Empl Rcd	Job Code	Event	Earning Begin	Earning End	Earning Code	Pay Period End	Override FAU	Dollar Amount
10112222	Pepper Rodriguez	40001234	0	000499 - INFO SYS ANL 4		09/22/2020	09/22/2020	RGN - Regular Pay-Non Base	09/30/2020	<input checked="" type="checkbox"/>	\$1000

Account	Activity	Fund	Function	Cost Center	Project Code	Amount
500110	A02093	19900	40	MSADD		\$500
The Activity entered on this FAU is under a different Accountability Structure						
500110	A01374	20000	68			\$500

Approve FAU Deny FAU

Approve Request Return to Transactor Close

- A message will be displayed to ask the Approver to confirm this action. Click on the “I approve this Request” check box.
- Click on the “Yes, approve” button to continue.




Confirm Approval

I approve this payment request and certify: 1) this request for payment is reasonable, cost effective, and exhibits the best use of university funds in support of the campus mission; 2) the request is allowable against the fund source listed and funds are available for this request; and 3) the payee(s) on this request is not a near relative (e.g. spouse, domestic partner, child, parent, etc.) and/or I do not report directly or indirectly to the payee (exception: when the required higher-level Organizational/Executive approval is attached as support).

I certify and approve this Request.

Yes, Approve! Cancel

- In this scenario, the request still needs approval from another FAU Approver for department D01132 – Infrastructure and Systems Ops. The following message will be displayed:



Partial Approval

All parties are required to approve the whole request. Once all FAUs are approved the Request will be processed.

Ok





Steps for Request Approver

The steps listed below are for a Request Approver to follow. For more information, please refer to the [Review and Approve Request](#) section of this guide.

Continuing with the prior scenario, the request is using an FAU that belongs to the School of Medicine (SOM). This FAU Activity Approver has already approved the FAU, but the request must still be reviewed/approved by an Approver in D01132 – Infrastructure and Systems Ops.

1. To review and approve a One Time Payment request, the Approver must sign into the tool and access the *Approve Requests* page.
2. After clicking *Approve Requests*, the Approver will see three separate tabs in their queue. They must click on the “Pending Approval” tab to access this particular request.
3. The Approver must now locate the request that is being reviewed. In this scenario, the Approver must click on request ID *1002116*.

UC RIVERSIDE ONE TIME PAYMENT TOOL

HOME APPROVE REQUESTS Role: Approver

Approve Requests

Number of Days Left to Submit Requests for Current Pay Period:
15 Days for BiWeekly Payroll 10/06/2020 13:45
30 Days for Monthly Payroll 10/21/2020 13:45

Pending Approval (7) FAU Activity Approval (0) Pending Second Approval (0)

Request ID	Employee ID	Employee Name	Position #	Department	Dept Desc	Job Code	Job Code Desc	Pay Frequency	Earn Code	Earn End	Transactor	Amount	FAU Override	Attachments
1000254	10002244	Crystal Waters	40001111	D01089	Biomedical Sciences	003276	GSR-PARTIAL FEE REM	MONTHLY	ASN	08/12/2020	Peter Gabriel	\$200	No	
1002100	10001127	Tot Jones	40001110	D01059	Biomedical Sciences	003276	GSR-PARTIAL FEE REM	MONTHLY	ASN	08/12/2020	Peter Gabriel	\$200	No	
1002116	10112222	Pepper Rodriguez	40001234	D01132	Infrastructure and Systems Ops	000499	INFO-SYS ANL 4	MONTHLY	RGN	08/12/2020	Peter Gabriel	\$1000	Yes	

Items Per Page: 50

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4. After clicking the request ID, the Request and Approve screen will be displayed. This Approver is only responsible for approving their portion of the request.



Review and Approve - Request ID: 1002116

Department: D01132 - Infrastructure and Systems Ops Attachments

Employee ID	Name	Position #	Empl Rcd	Job Code	Event	Earning Begin	Earning End	Earning Code	Pay Period End	Override FAU Dollar Amount
10112222	Pepper Rodriguez	40001234	0	000499 - INFO SYS ANL 4		09/22/2020	09/22/2020	RGN - Regular Pay-Non Base	09/30/2020	<input checked="" type="checkbox"/> \$1000

Approve FAU Deny FAU

Account	Activity	Fund	Function	Cost Center	Project Code	Amount
500110	A01374	20000	68			\$500
The Activity entered on this FAU is under a different Accountability Structure						
500110	A02093	19900	40	MSADD		\$500

Approve Request Return to Transactor Close

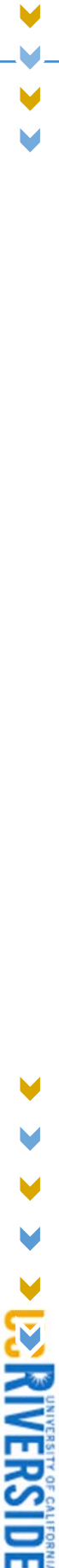
Status	Processed By	Processed On	Comments
FAU Approved	Donna Meagle	09/22/2020 14:48	FAU Approved: 500110-A02093-19900-40
Pending Approval	John Marshall	09/22/2020 12:02	John Marshall has certified that the Additional Pay Request(s) has been prepared in accordance with the UCR Policies and Procedures 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.


[Show/Hide Full History](#)

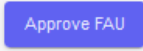
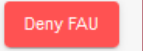
5. Approvers should carefully review all values entered on the request by the Transactor to ensure requests are accurate and in compliance with UC policies and procedures. That includes the employee information (i.e. name, ID, position), earnings period, earnings code, dollar amounts, attachments, FAU override, and transactor comments.
 - a. Note: Approvers should carefully review supporting documentation attached to the request. If supporting documentation is missing, Approvers should return the request back to the Transactor.
6. To review attachments, click on the “Attachments” button.
7. In this scenario, we can see that the FAU belonging to Activity A02093 has already been reviewed and approved by an FAU Activity Approver. This is important for Approvers to note because their approval will be the final step in getting this request processed.

Status	Processed By	Processed On	Comments
FAU Approved	Donna Meagle	09/22/2020 14:48	FAU Approved: 500110-A02093-19900-40
Pending Approval	John Marshall	09/22/2020 12:02	John Marshall has certified 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.

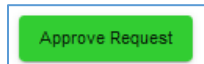
[Show/Hide Full History](#)



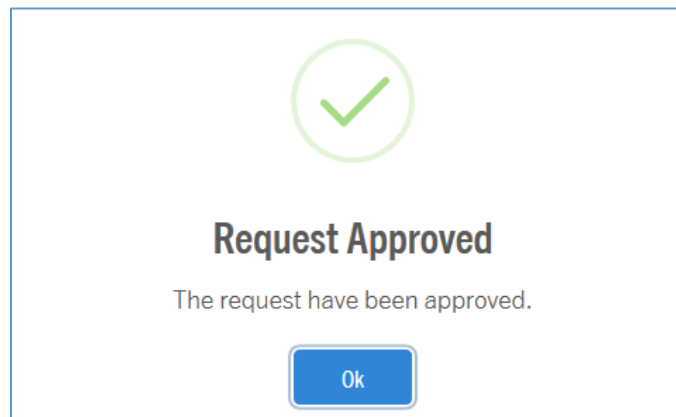
8. The Approver must now review the FAU Override values entered on this request to ensure this funding source is authorized for this OTP request.
 - a.  Although there is FAU validation that occurs when the Transactor is creating the Request, it is important to note that Approvers should still verify that the FAU or FAUs being used is appropriate for this payment.
 - b. Click on the *Approve FAU* button to acknowledge FAU is appropriate.

			Account	Activity	Fund	Function	Cost Center	Project Code	Amount
			500110	A01374	20000	68			\$500

9. Enter a comment in the *Comments* field prior to approving the request. It is recommended for approvers to acknowledge that they are approving the request.
10. Once ready to approve, click on the Approve Request button.



11. A message will be displayed to ask the Approver to confirm this action. Click on the “I approve this Request” check box.
12. Click on the “Yes, approve” button to continue.
13. Since all portions of the request have been approved by the FAU Activity Approver and Request Approver, the request is now ready to be finalized and processed in the upcoming payroll. The following message will be displayed:

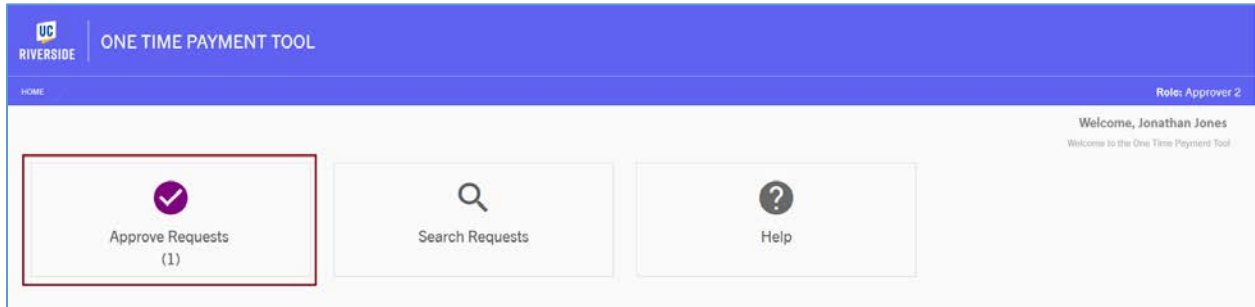




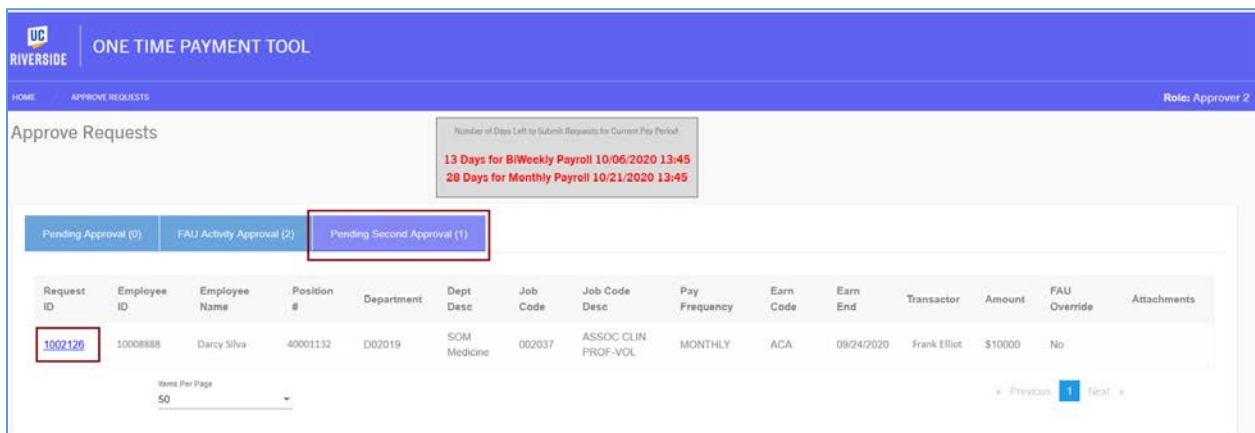
Organizational/Second Approver

Walkthrough 6: Request routes to Organizational/Second Approver due to dollar amount threshold assigned to earn code.

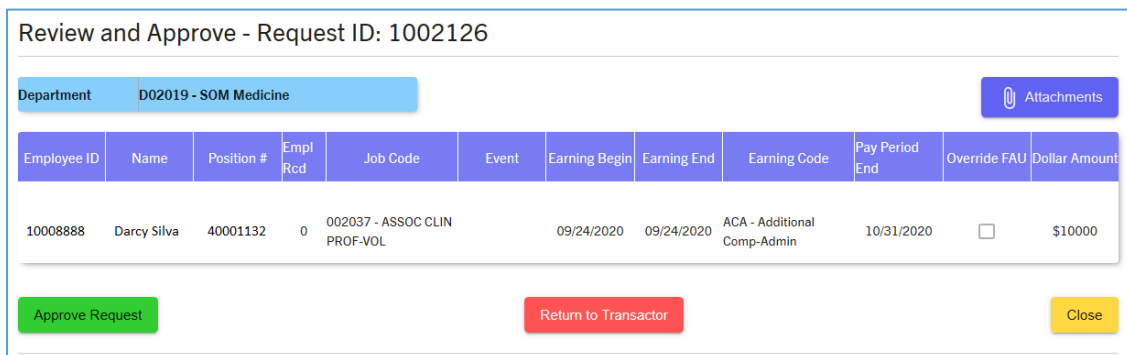
1. To review and approve a One Time Payment request, the Second Approver must sign into the tool and access the *Approve Requests* page.



2. After clicking *Approve Requests*, all pending requests pending approval for this Approver will be displayed on the Approve Requests grid. Click on the *Pending Second Approval* tab.

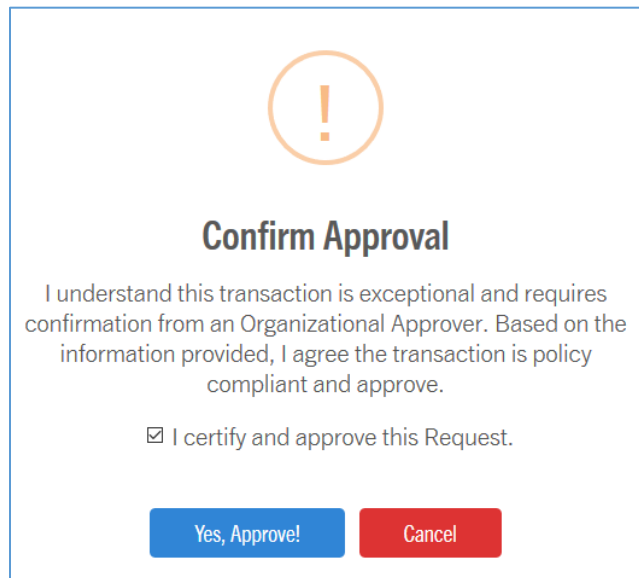


3. Click on the hyperlinked Request ID that is being reviewed and approved. In this scenario, we will click Request ID **1002126**.
4. After clicking the Request ID, a screen with all request information will be displayed.





5. Org/Second Approvers should carefully review all values entered on the request by the Transactor to ensure requests are accurate and in compliance with UC policies and procedures. That includes the employee information (i.e. name, ID, position), earnings period, earnings code, dollar amounts, attachments, FAU, and transactor comments.
 - a. Note: Org/Second Approvers should keep in mind that the request routed to them due to the dollar amount attached to the earn code. They should carefully review the details of this request before approving or returning.
6. Enter a comment in the *Comments* field prior to approving the request. It is recommended for approvers to acknowledge that they are approving the request.
7. Once ready to approve, click on the Approve Request button.
8. A message will be displayed to ask the Approver to confirm this action. Click on the “I certify and approve this Request” check box.
9. Click on the “Yes, Approve” button to continue.



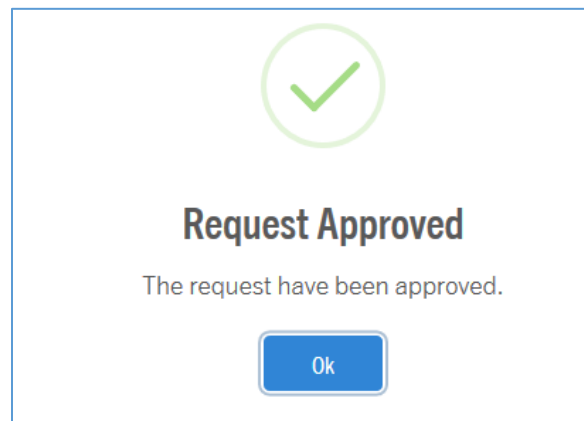
Confirm Approval

I understand this transaction is exceptional and requires confirmation from an Organizational Approver. Based on the information provided, I agree the transaction is policy compliant and approve.

I certify and approve this Request.

Yes, Approve! **Cancel**

10. A message will be displayed confirming the request has been approved.



Request Approved

The request have been approved.

Ok





Appendix A – OTP Tool Deadlines

Biweekly Payroll Deadlines

To access Biweekly Payroll Deadlines for OTP Tool, navigate to:

- <https://accounting.ucr.edu/payroll-coordination> > Payroll Calendars > One Time Payment > Biweekly OTP Tool Schedule > 2020

Monthly Payroll Deadlines

To access Monthly Payroll Deadlines for OTP Tool, navigate to:

- <https://accounting.ucr.edu/payroll-coordination> > Payroll Calendars > One Time Payment > Monthly OTP Tool Schedule > 2020





Appendix B – Request Statuses

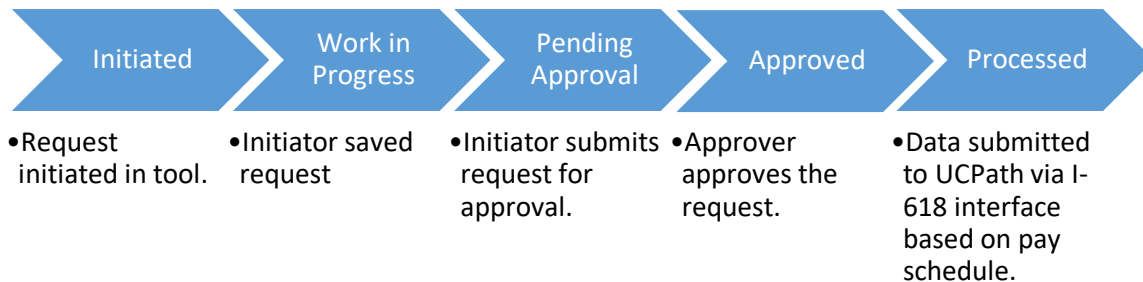
For each request, a status will be assigned to assist the user in determining where the request is in the process. Below is a list of the statuses and definitions.

Request Status	Description
Initiated	When a request is started by a Transactor but has not been saved as a work-in-progress.
Work-In-Progress	When a request is saved by a Transactor but not submitted for approval.
Cancelled	When a request is cancelled by a Transactor within the accountability structure of the request. <i>Note: only Transactors can cancel requests.</i>
Pending Approval	When a Transactor first submits a request; not yet approved by the Department Approver.
Pending Org/Second Approval	When an Approver approves a request that exceeds the dollar amount threshold and requires exceptional approver from the Organizational/secondary approver.
Returned to Transactor	When an Approver returns a request during the approval process. The Approver will be required to leave comments for clarification. The request is then routed back to the Transactor’s Work-in-Progress queue.
Approved	Pending Submission to UCPath; When a request has been approved by an Approver is on the Staging Table waiting to be submitted to UCPath through the automated interface (I-618) file for that pay period.
Processed	Final status of a request that has been submitted to UCPath for processing on the next pay cycle.

Request Scenarios

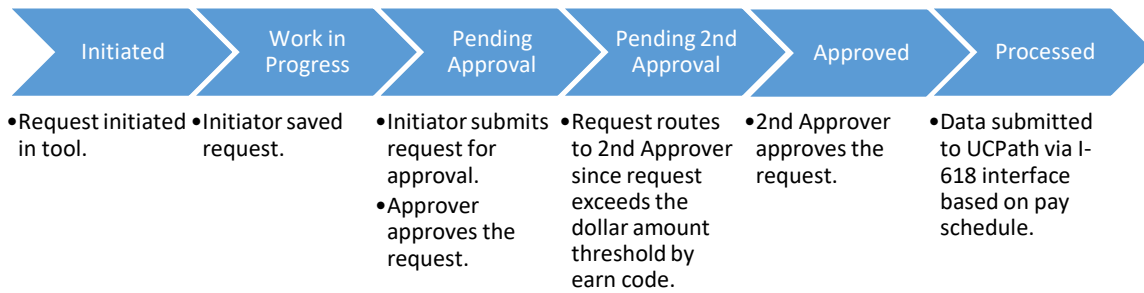
Request Statuses are denoted in the chevron patterns below. Each item walks through a different scenario to show where the statuses can vary.

Standard Flow

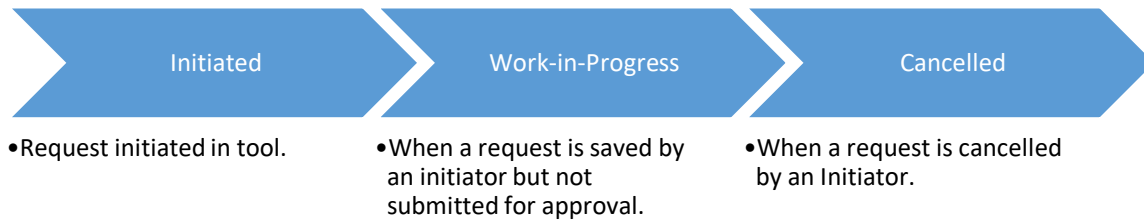




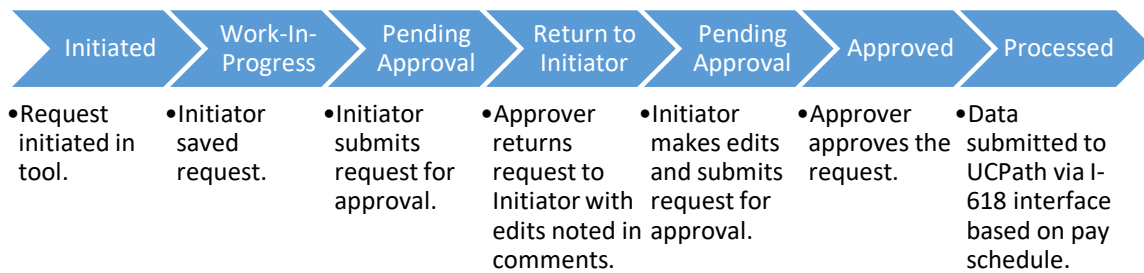
Standard Flow – Second Approval Required



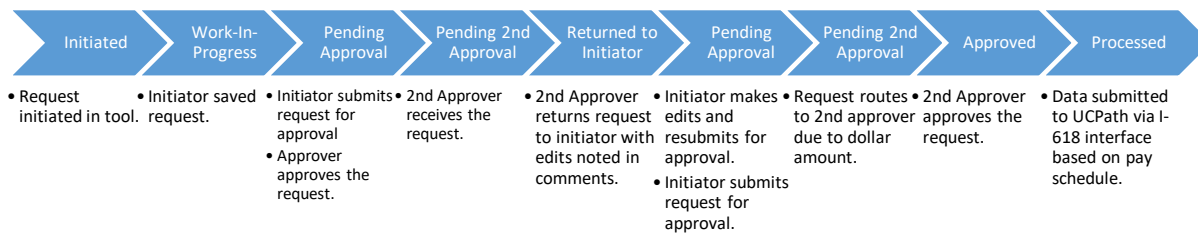
Request Cancelled



Returned to Transactor by Approver



Returned to Transactor by Org/2nd Approver





Approver Returns Request - Cancelled





Appendix C – Earnings Codes

The following earn codes are available for selection (when appropriate) in the OTP Tool.

Earn Code	Description	Employee Type
ACA	Additional Comp- Admin	SALARIED
ACR	Additional Comp- Research	SALARIED
ACS	Additional Comp-Summer- 403	SALARIED
ADC	Additional Comp-General	All
AFR	Additional Comp-FY Research	All
ASN	Additional Comp-Summer-No 403	All
FRA	Faculty Recruitment Allowance	SALARIED
HON	Honorarium	ALL
HSZ	HLTH Sciences-Z (General)	SALARIED
HZA	HLTH Sciences-Z (Admin)	SALARIED
HZC	HLTH Sciences-Z (Clinical)	SALARIED
RFA	Regular-Flat Amount	ALL
RGN	Regular Pay-Non Base	ALL
RSF	By Agreement-Self Supp Program	ALL
SAS	Stipend Admin Staff	ALL
UNT	Uniform Allowance- Taxable	ALL
UNX	University Extensions	ALL
XSC	Star Spot Award Central	ALL

