Welcome to the Employee One-time Payment System

The Employee One-time Payment System is comprised of two applications:

**Employee One-time Payment Requests**

This is the opening screen for Originators, with three options on the left:
- Pages 2-8: Create New Request – to open a new form for completion
- Page 9: Edit Existing Request – to edit/complete a form that has not been submitted
- Page 10: Track Approvals – to view submitted forms and progress through the approval process.

**Email Notices for Approval and Payment Tracking**

Pages 11 – 12: Samples of emails.

**Approval Tracking System**

(As future paper procedures are automated, they will use this Approval Tracking System)

This is the opening screen for Approvers, with three options on the left:
- Approval Review
- Document Maintenance and Review
- User Maintenance

An Approval Tracking System (ATS) Guide is available as a separate document.
Create New Request

A new form opens with your name from your eRaider sign-in to WebRaider.

On the first transaction, you will complete the phone number and the system will remember it for future transactions.

The data will be saved and transaction number will be assigned when the NEXT button is clicked.

The magnifying glass icon allows search for fund, organization and program. The search entry area will appear below the Messages/Warnings/Errors display area.

The Earn Code will determine what additional fields need to be completed for that type of earnings (see ADC example on page 4). The Earn Code

- Has the FOAP Account code inbuilt and the FOP entered below should have a corresponding budget pool.
- Knows whether payees are exempt and/or nonexempt
- Has stored appropriate reminders to display when NEXT is clicked
Messages/Warnings/Errors

To the right of the form is a Messages/Warnings/Errors display area. You may need to use the bottom scroll bar to view the full display area.
Additional Questions

This is an example of the additional fields required for an ADC Earn Code.

Additional Questions, when displayed, are specific to the Earn code.

Note: all prior attachments required for ADC have been combined into the list of additional questions, so intern, resident, staff, faculty, etc. payments require responses to the same questions.
Notice of Acknowledgment

Depending on the Earn Code used for the transaction, an opportunity to acknowledge policy requirements for that Earn Code will appear.

“By clicking OK, you are acknowledging that you have read the above notices”. This acknowledgment will be stored for future audit reference.
Enter Payees

Type the Banner ID (R#) and click + Add Person to enter a payee. The exempt/nonexempt status of the employee is compared to the allowable status of the earn code and rejected if not allowed. You will have an opportunity to

- Select from a list of active positions if the employee has more than one appointment.
- Enter the payee amount and SAVE the entry.

If you do not know the Banner Id, then click Search By Name (look in the Messages/Warnings/Errors display area) to enter a payee name and retrieve the R#. Payee names may be partially spelled (not fully typed, not capitalized, and do not require wildcards, etc.)

If an earn code is not applicable for a classification of employees such as ADC is not applicable for nonexempt employees, the Search box will not display the names of nonexempt employees.

Both exempt and nonexempt payees can be processed on the same form, as allowed by the Earn Code, but generally it is recommended to avoid combining them. The payees will be separated into the appropriate monthly or semi-monthly payroll process and receive email notifications during their payroll processes.

Once you enter a payee, you have buttons to edit and delete that person.
Select Approvers

On your first transaction, you will select;
- Financial Manager approver
- Department Head approver, and
- Dean/Provost/VP Approver.

Your entries on these levels are remembered for future forms, and you can override the remembered entries on those future forms.

Required levels have already been selected and vary by earn code requirements. Additional levels as required by the department, grant, or business situation may be added based on the Earn Code (research, etc).

The preparer also has the ability to Add Additional Approvers and indicate where those additional approvers occur on the routing sequence.

The list of possible Approvers is composed of ePAF Approvers. A Level 20 approver can be added using the TEAM App at team.texastech.edu by the Orgn Manager or a request can be sent to Gina Ketcherside at gina.ketcherside@ttuhsc.edu along with the Level of approval being requested (such as Level 10 for Principal Investigators).

BEWARE: Through the current form process, researchers or other approvers may be signing requests and not be current ePAF Approvers; hence advanced preparation and setup of approvers in the EOPs may be necessary to ease the transition.

You may search for an approver by name. You do not have to type the complete names(s), see example on left.

Work Performed To is a future date.
Select Proxies

After selecting the approver, you must select a proxy if one exists.

The proxy list is specific to the approver, as already designated for ePAF approval.

If an Approver needs a Proxy not already designated in ePAF, that approver can add the person to their ePAF proxy list. (To be an ePAF proxy, the person must also be given approver (or originator) access via TEAM App.)

- If the approver has no proxies assigned for ePAF, then no proxy is required on the request; if the approver has an ePAF proxy list, then a name must be selected on the request.
- Proxies do not receive email notices.
- When a proxy approves a request, the proxy’s name is listed (not the approver’s name) on the approval history.
Successful SUBMIT

Upon Submission, you will receive an informational screen with the transaction #, with payroll deadlines and tracking links.

- The request will also be stamped with the date and time.
An “existing request” is incomplete and has not been submitted.

To open an existing request, you may either enter the transaction # or search for the transaction # using the magnifying glass.

When searching, the list of unsubmitted requests will be displayed and you can click the desired transaction.
Track Approvals

To track approvals, you may either enter the transaction # or search for the transaction #.

When searching, the list of requests in progress will be displayed and you can click the desired transaction.

The tracking status shows:

- Status through the approval levels
- When rejected, a reason code is provided
- Whether the approver or the proxy made the approval, and
- The Date and time of the approval.

If you need to print a transaction or see date/time stamp, click the Show detail button. A frame will open below the button, right click within the frame to select print, adjust settings as needed, and select print.

Questions: Contact your local HR or Janie Delacerda for assistance.
Email Notices

Once a request has been submitted, email notices are generated to advise approvers and originators of pending and required actions. The following emails are generated by the Approval Tracking System.

Notice to the Approver
- Notice to Approve

Notice to Recipient
- Payment Notice, when the employee is scheduled for a pay date

Notices to the Originator
- Rejection
- Approved
- Expiration
- Payment Notice, when the employee is scheduled for a pay date

Approver: Notice to Approve
- The following document(s) have been added to the Approval Tracking System. Please log in and begin reviewing the documents that have been assigned to you.
  - [https://ban8-udevbanapps.ttu.edu/IS_ApprovalTrackingSystem/Approvers.aspx](https://ban8-udevbanapps.ttu.edu/IS_ApprovalTrackingSystem/Approvers.aspx)
  - EP0000243.01

Recipient Email
- Kristi Huguley,
  The following one time payment has been approved and submitted for payment for the SM pay date of 07/09/2010.
<table>
<thead>
<tr>
<th>Trans #</th>
<th>Employee TechID</th>
<th>Amount</th>
<th>Earn Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>216</td>
<td>Kristi Huguley</td>
<td>200.00</td>
<td>CPE</td>
</tr>
</tbody>
</table>
  - If you have any questions, please contact webmaster.payroll@ttu.edu.
Originator: Rejection

- The following document(s) have been REJECTED in the Approval Tracking System.
- Please log into the system EMPLOYEE ONE TIME PAYMENT where the documents originated from and review.
- Use this link to review - https://ban8.udevbanapps.ttu.edu/iPY_Multipurpose_OTP
- EP0000227.01 -- Gena Jones entered the following rejection reason: Insufficient Funding
- EP0000232.01 -- Gena Jones entered the following rejection reason: Insufficient explanation

Originator: Approved

- The following document(s) have been approved in the Approval Tracking System.
- Please log into the system EMPLOYEE ONE TIME PAYMENT where the documents originated from and review.
- Use this link to review - https://ban8.udevbanapps.ttu.edu/PY_Multipurpose_OTP
- EP0000240.01

Originator: Expiration

- The following document(s) are scheduled to EXPIRE in 2 days in the Approval Tracking System.
- https://ban8.udevbanapps.ttu.edu/IS_ApprovalTrackingSystem/Approvers.aspx
- EP0000262.01 - waiting on approver Lesley Wilmeth - Last time user was notified - 7/2/2010 5:32:00 PM

Originator: Payment Notice

- Janet Coquelin,
The following one time payments have been approved and submitted for payment for the MN pay date of 09/01/2010.

<table>
<thead>
<tr>
<th>Trans #</th>
<th>Employee</th>
<th>TechID</th>
<th>Amount</th>
<th>Earn Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>179</td>
<td>Raj Ranganathan</td>
<td>R00541005</td>
<td>1000.00</td>
<td>ADC</td>
</tr>
<tr>
<td>179</td>
<td>Melissa Watson</td>
<td>R10362532</td>
<td>1000.00</td>
<td>ADC</td>
</tr>
<tr>
<td>179</td>
<td>Melinda Salazar</td>
<td>R00301742</td>
<td>2000.00</td>
<td>ADC</td>
</tr>
</tbody>
</table>

- If you have any questions, please contact webmaster.payroll@ttu.edu.