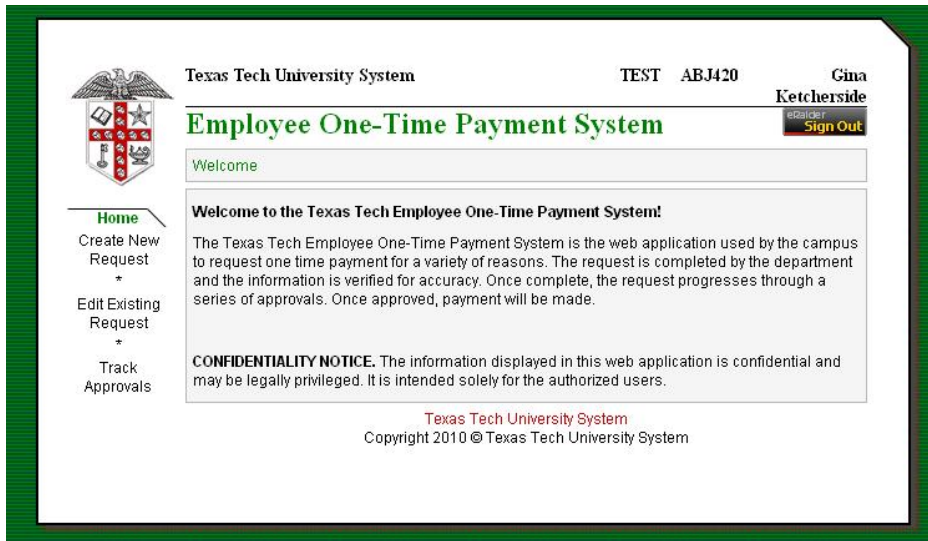# Employee One-time Payment System (EOPs)

Welcome to the Employee One-time Payment System

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

Employee One-time Payment Requests

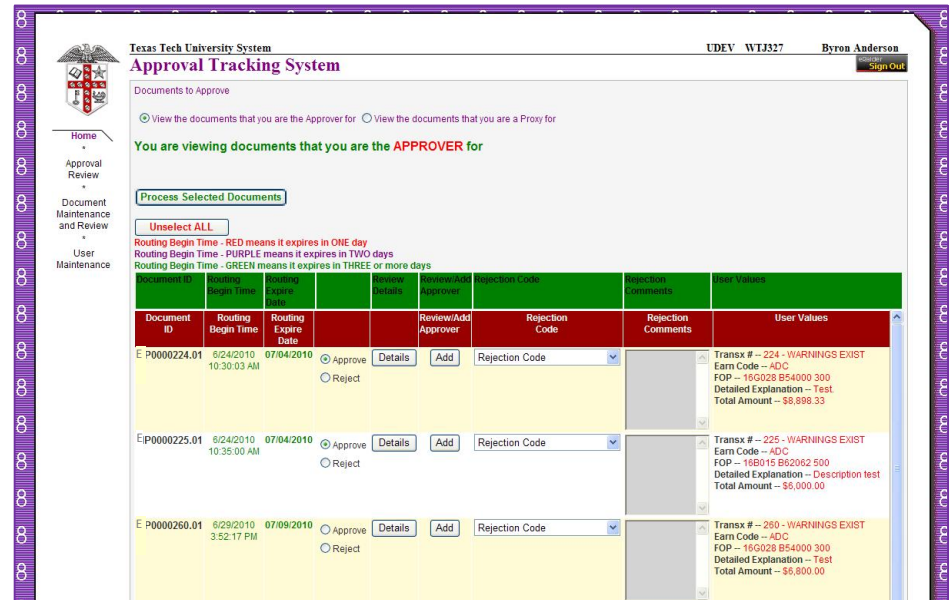This is the opening screen for Originators, with three options on the left:
- Pages 2-8: Create New Request – to open a new form for completion
- Page 9: Edit Existing Request – to edit/complete a form that has not been submitted
- Page 10: Track Approvals – to view submitted forms and progress through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

Additional Questions (Required)

Approximate Number of Effort Hours

How does this work relate to the overall objectives of the employing department?

Explain why the proposed work cannot be performed under the job description of this employee or by another employee.

Explain any other pertinent facts that would help justify this payment.

What duties did the employee perform?

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

The activities listed below are considered additional responsibilities for which an exempt employee may receive additional compensation:

(1)Special projects assigned as overload by TTUHSC administrators;

(2)Consulting or other special services conducted for a TTUHSC department or area other than the employees department and conducted outside of the employees regular work schedule;

(3)Circular A-21, issued by the federal Office of management and Budget, allows consultant fees to be paid from sponsored grant and contract funds to employees of the grantee institution only in unusual cases and provded one of the following conditions is determined to exist.

(a)Consultation is across departmental lines and the work performed by the consultant is in addtion to the individuals regular departmental load; or

(b)Consultation involves a separate or remote operation and the work performed by the consultant is in addition to the individuals regular departmental load.
Additional compensation paid for consulting services under these circumstances must be specifically provided for in the agreement or approved in writing by the sponsoring agency, in accordance with A-21 provisions.

(4) Outreach educational activities as assigned by chairpersons and conducted outside normally scheduled duties.

Compensation above an employees base may also be received for the following activities:

(1) Teaching non-credit courses administered through Continuing Education for TTUHSC
(2)Special augmentation paid from practice income plan funds in accordance with each schools income plan bylaws.

By clicking OK, you are acknowledging that you have read the above notices.

OK

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 a R# or click "Search by Name" to search. To add the person to the table click "Add Person."

Banner ID: [   ]   [Search by Name]   [+ Add Person]

Click "Edit" on a row to select a position and/or enter a special rate amount.

BannerID	First Name	Last Name	Posn#	Suff	Prim/Sec	Desc	PayID	Eclass	Special Rate Amt	Acct		
R00510698	Robert	McDonald	H98041, Primary, Associate Professor ▾	00	P	Associate Professor	MN	F1	[ ]	6A1802	Save	Cancel
R00897497	Michael	Berry	H98003	00	P	Assistant Professor	MN	F1	45.00	6A1802	Edit	Delete

Total: 45.00

[<-Back]   [Delete Transaction]   [Next->]

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.

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

Banner ID: R00902742

Transaction #: *318*

Your transaction has been successfully submitted to the approval process. **All approvals (including Human Resources, Budget, and Payroll)** must be completed by the following deadlines in order for the payment to be processed.

MONTHLY payroll cut-off for One Time Payment will be the 18th of each month at 5:00p.m. **(Central Time).** The transaction must reach the HR approval level by 5:00 p.m. **(Central Time).** If the 18th falls on the weekend, the cut-off will be the next business day.
SEMI-MONTHLY payroll cut-off for One Time Payment will be the next business day after the pay period end date at 5:00p.m. **(Central Time).**

Your transaction can be tracked at url......

OK

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

Texas Tech University System   TEST   ABJ4

Employee One-Time Payment System

READONLY

Originator: Banner ID: R00760815
  Name: Gina Ketcherside   Organization: Human Resources Lbk
  e-Mail: gina.ketcherside@ttuhsc.edu   *Phone: 806-743-8265   Ext: 235
                                                  XXX-XXX-XXXX
Transaction #: 318   Date Submitted(Central Time): **8/4/2010 11:37 AM**

- The request will also be stamped with the date and time.

Edit Existing Request

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.

Employee One-time Payment System (EOPs)

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

- 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.

Trans #	Employee	TechID	Amount	Earn Code
216	**Kristi Huguley**	**R00910322**	**200.00**	**CPE**

- **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: 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: 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: 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.

Trans #	Employee	TechID	Amount	Earn Code
179	Raj Ranganathan	R00541005	1000.00	ADC
179	Melissa Watson	R10362532	1000.00	ADC
179	Melinda Salazar	R00301742	2000.00	ADC

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