

HCM Quick Reference Guide: Payment Request

HCM Payment Request

URL: www.case.edu/erp/hcm

- 1. From the left-hand navigation menu, select Manager Self Service.
- 2. Select Case Time Reporting.
- 3. Select Payment Request.

The Payment Request search page appears.



- 4. Enter the Group ID.
- 5. Click Search

Payment Request

To view all the groups to which you access, leave the Group ID blank and click Search

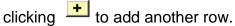
The Payment Request screen appears.



- 6. Enter the **EmplID** for the employee or click to select from a list.
- 7. The date should be the date you are entering the payment request.
- 8. Enter the appropriate TRC.
- **9.** Enter the **amount** the employee will receive.
- **10.** Enter the **SpeedType** being charged.
- 11. Enter Comments that explain the reason for the request.
- 12. Click Save



You may create another payment request for the same person by





Any required paperwork should be sent to the Compensation Department.



You must know the correct EmpIID in order to process a payment request.



You may process a payment request for an employee who is not listed in your approval groups.