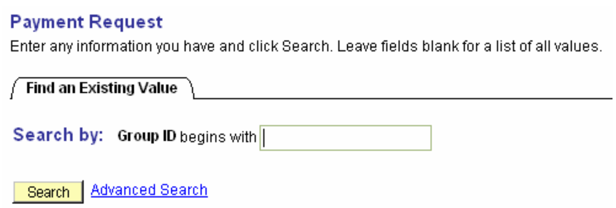
PeopleSoft 8.8 Quick Reference Guide: HCM Payment Request - DRAFT

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.

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

The Payment Request screen appears.

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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 clicking + to add another row.

Any required paperwork should be sent to the Compensation Department.

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

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

Need Additional Help?
Please contact the Help Desk at 368-HELP.