

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.

Payment Request

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search by: Group ID begins with

[Advanced Search](#)

4. Enter the **Group ID**.
5. Click .



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

.

The Payment Request screen appears.

Payment Request

| | | | | | | |
|----------------------|----------------------|---------------------------|----------------------|-----------------------------------|----------------------|----------------------|
| Group ID: | 261221-EXEMPT | Dept: 261221 Exempt Staff | Total Entries: | 1 | Amount: | |
| EmplID | Rcd# | Date | TRC | Amount | SpeedType | Comment |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="0.00"/> | <input type="text"/> | <input type="text"/> |
| Dept: | | Job Title: | | | | |

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 .



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.