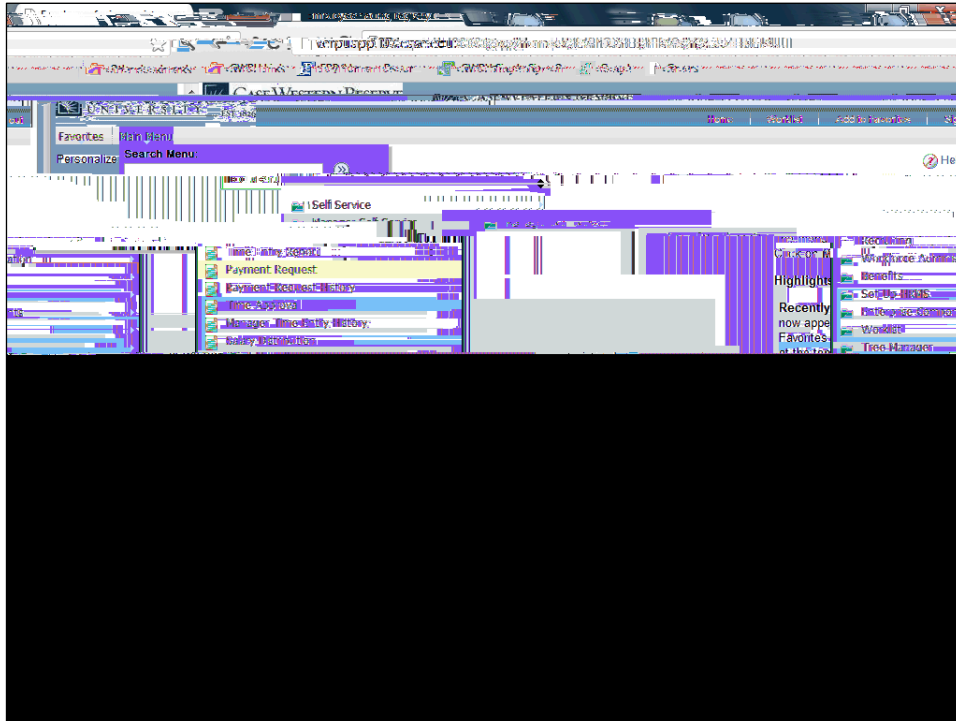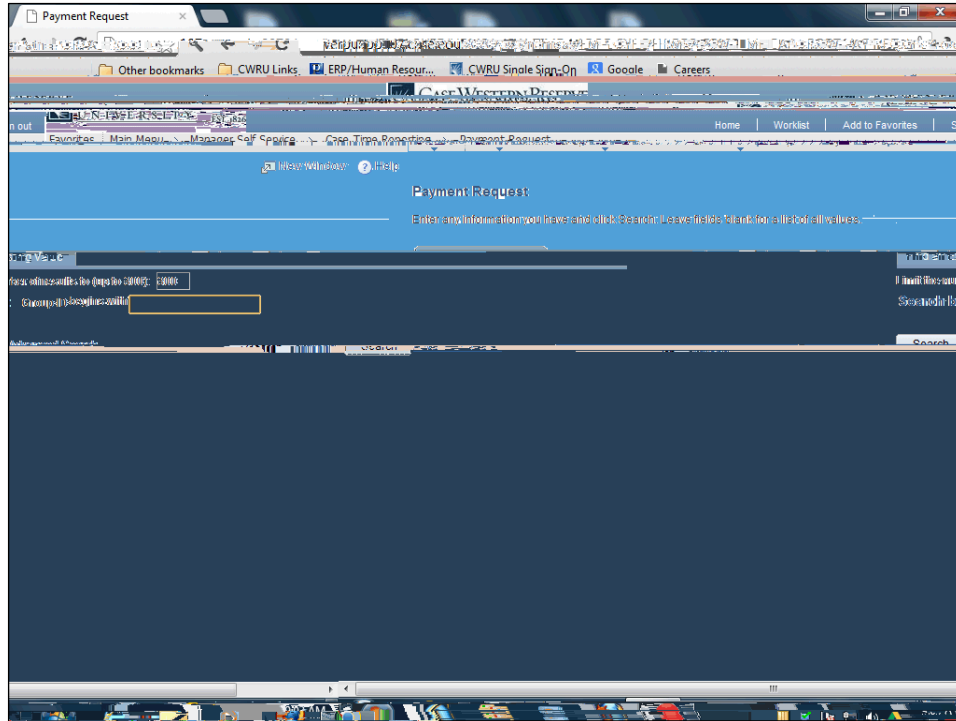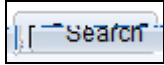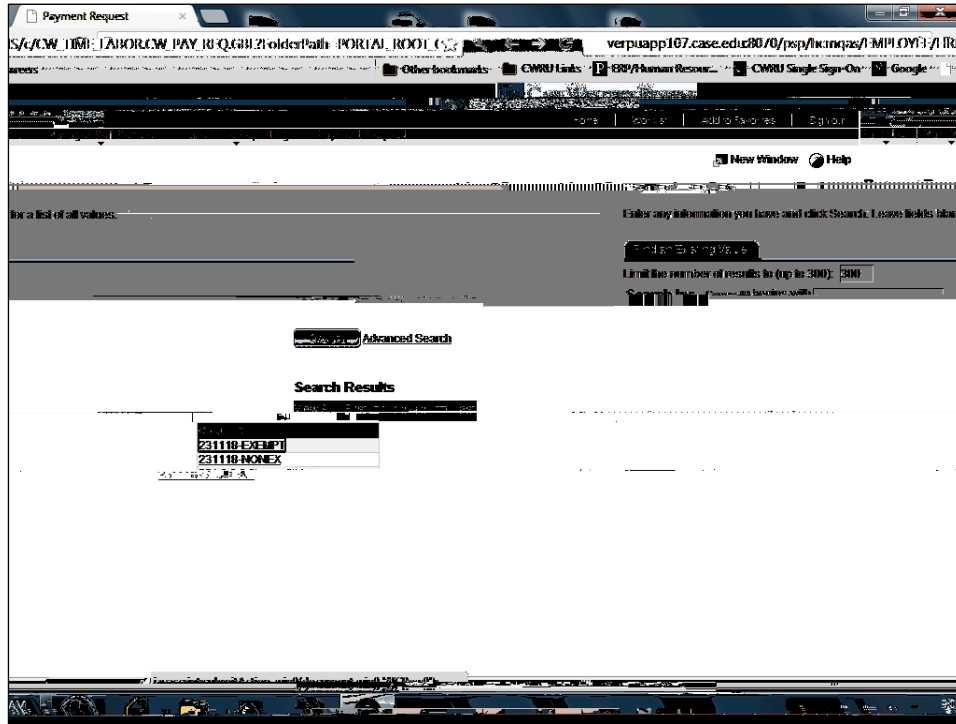# Payment Request

Procedure

Managers can use the HCM system Payment Request form to issue a payment to an employee independent of the regular payroll process.
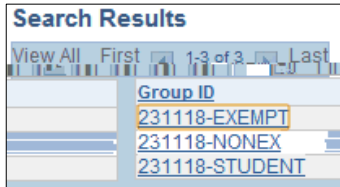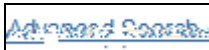

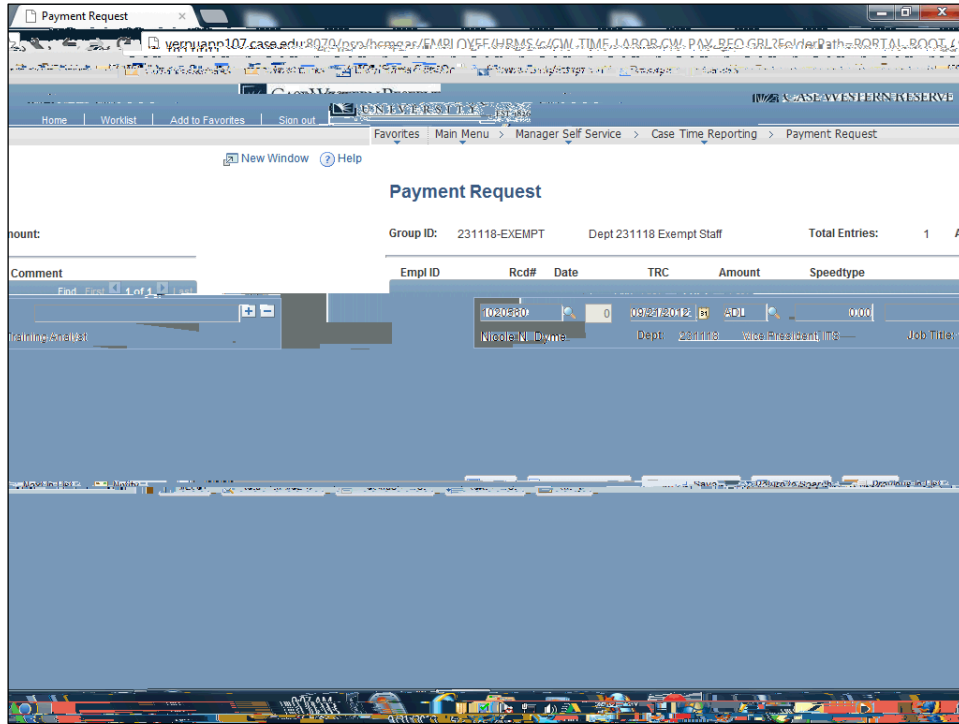| Step	Action
1.	From the HCM main menu, click the **Manager Self Service** link. 📁 Manager Self Service
2.	Click the **Case Time Reporting** link. 📁 Case Time Reporting
3.	Click the **Payment Request** link. 📄 Payment Request

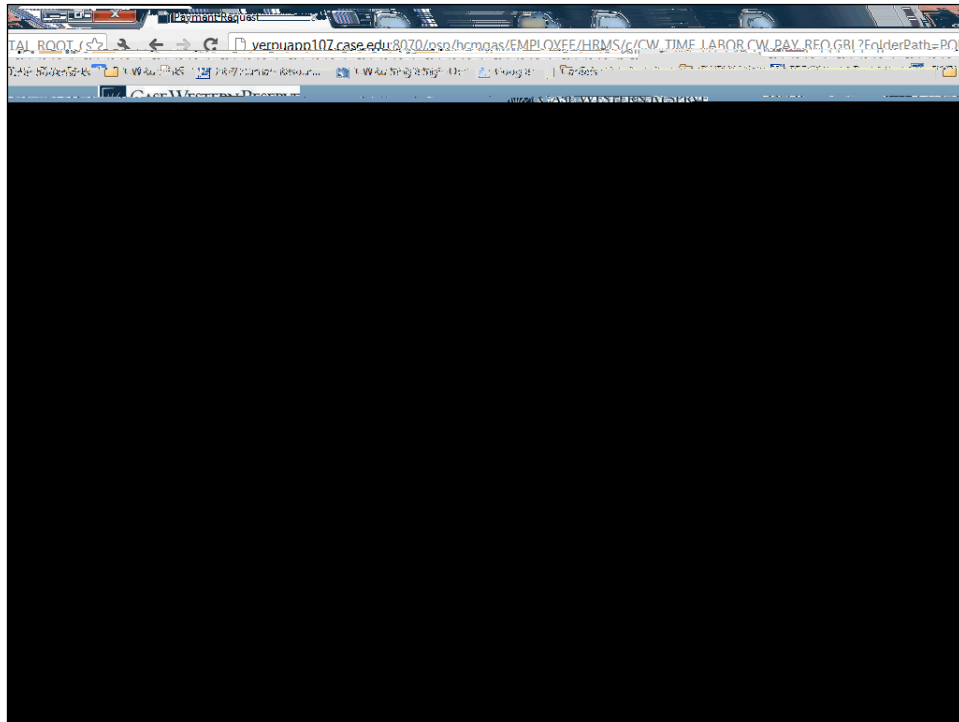| Step	Action
4.	The **Payment Request** search page appears. You can enter the **Group ID** number or leave the field blank and click the **Search** button to bring up the list of available ID numbers. Search

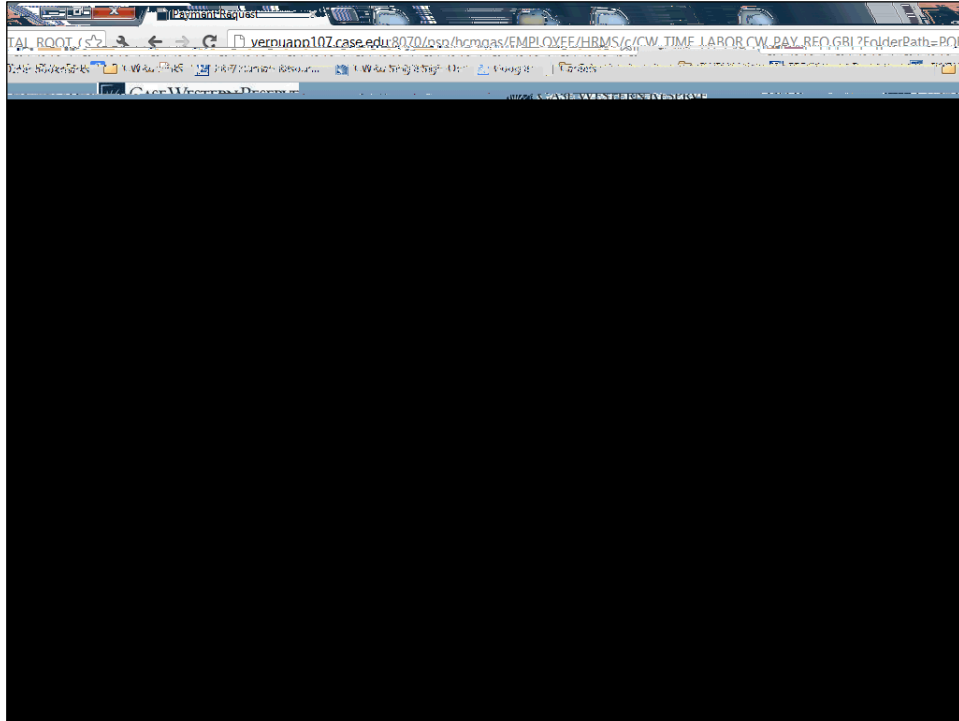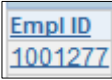| Step	Action
5.	If you chose to leave the ID field blank, the **Search Results** screen appears. Click the desired **Group ID** number from the list. **Note**: You can use the arrow keys at the top of the **Search Results** block to navigate through multiple pages if needed.
6.	Clicking the **Advanced Search** link will take you to page where you can save your search criteria if desired.

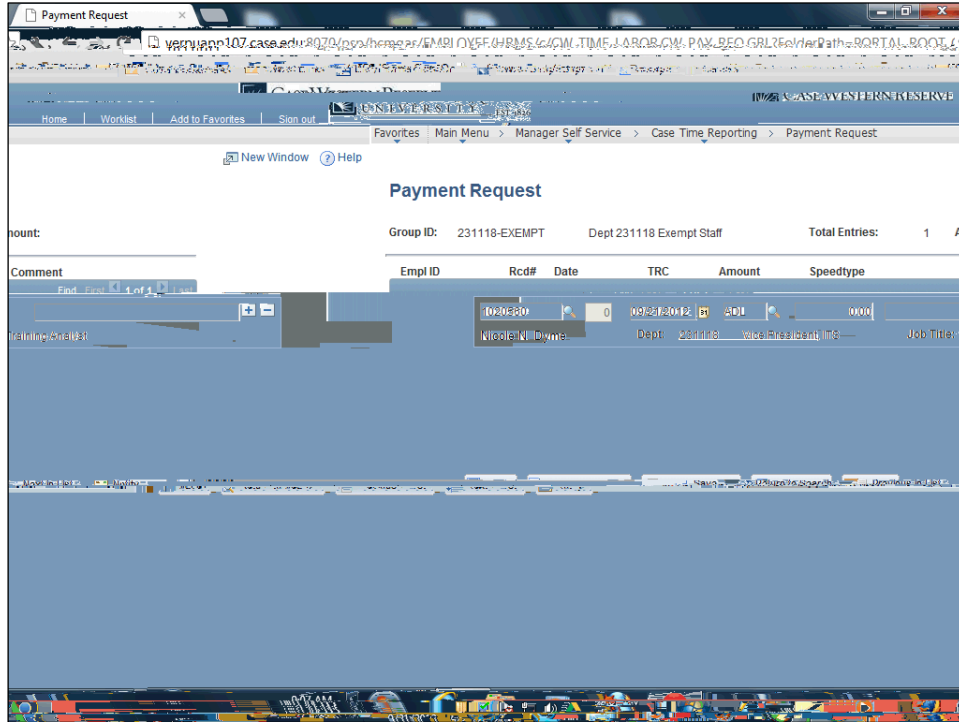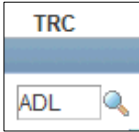| Step	Action
9.	The **Payment Request** page appears. Enter the **Empl ID** (employee identification number) or click the **Look Up** button (magnifying glass) to search for the number.

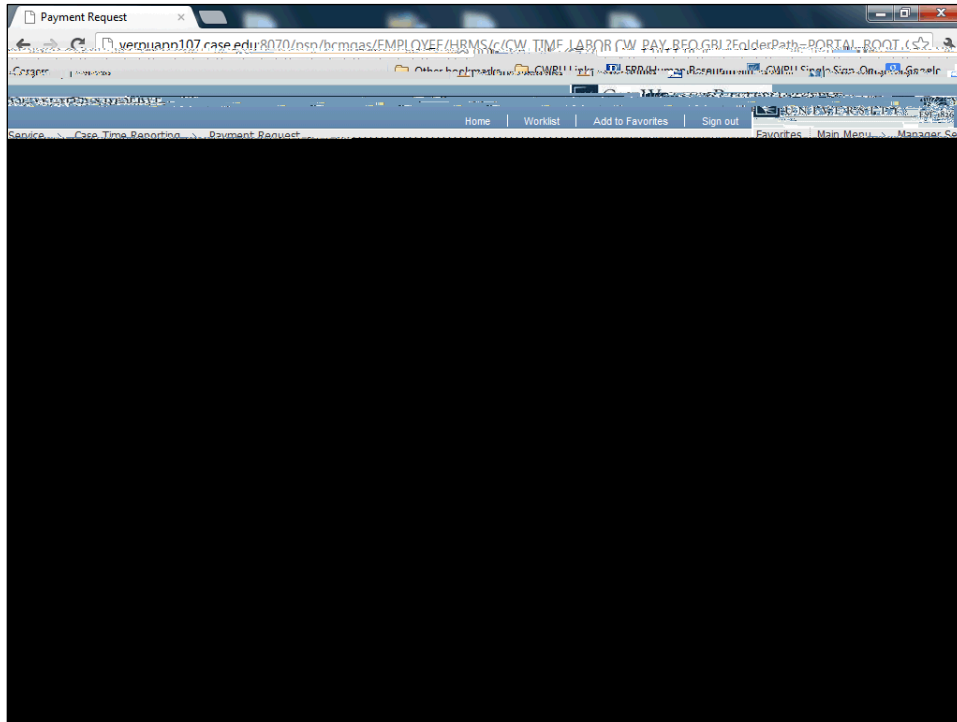| Step	Action
10.	From the **Look Up** dialog box, you can define your search by selecting one of the entries from the **Search By** drop down list: - Empl ID - Empl ID - Rcd Nbr - Empl Record - Job Title - Name. You can then enter the beginning character(s) of the field you selected into the search field. Search by: Empl ID ▾ begins with [ ] 🔍
11.	Click the **Look Up** button to run the search. Look Up
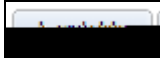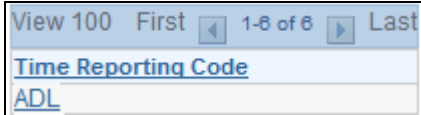
Step	Action
12.	To select an employee ID number, click on the desired link from the **Empl ID** column. Empl ID 1001277

Step	Action

Step	Action
14.	You can enter the **Time Reporting Code** (**TRC**) manually or click the **Look Up** button (magnifying glass) to select a **TRC** code from the list.

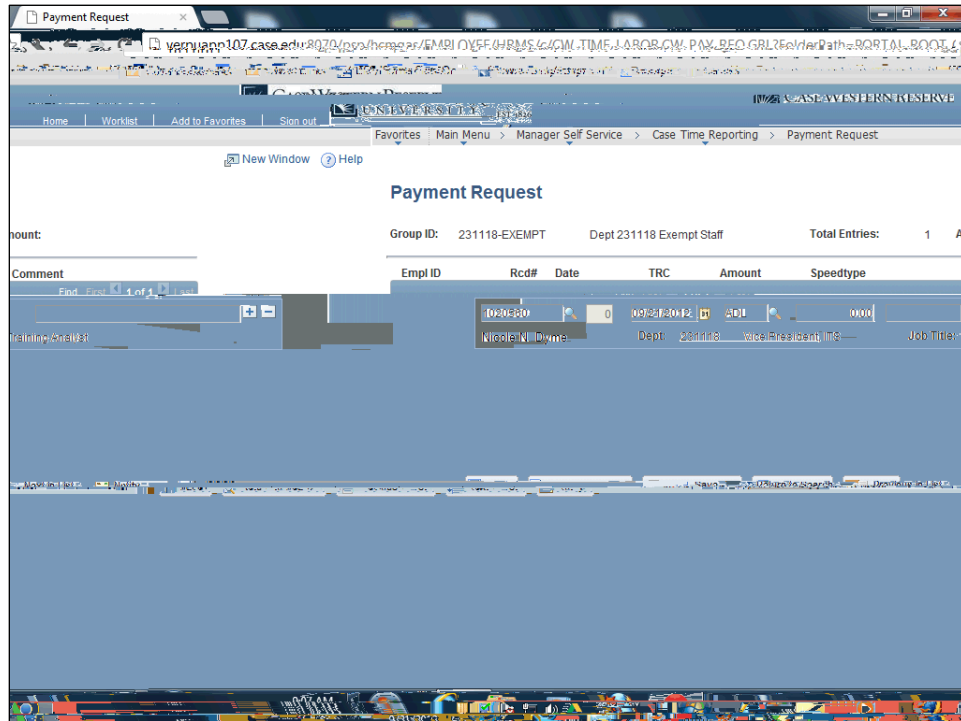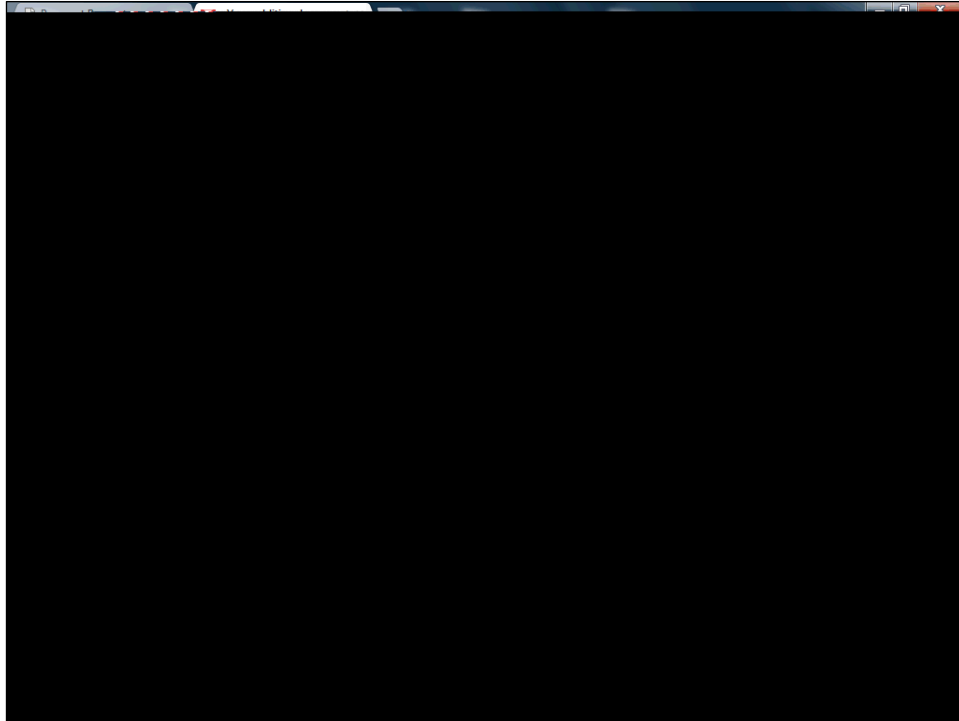| Step	Action
15.	You can search for a **TRC code** by entering the beginning letter(s) into the search field. Search by: Time Reporting Code begins with [ ]
16.	Click the **Look Up** button to run the search.
17.	To select a **TRC** code from the search results, click the link (in blue) from the **Time Reporting Code** column. View 100 First 1-6 of 6 Last Time Reporting Code ADL **Note**: You can use the arrow keys at the top of the **Search Results** block to navigate through multiple pages if needed.

Step	Action
18.	

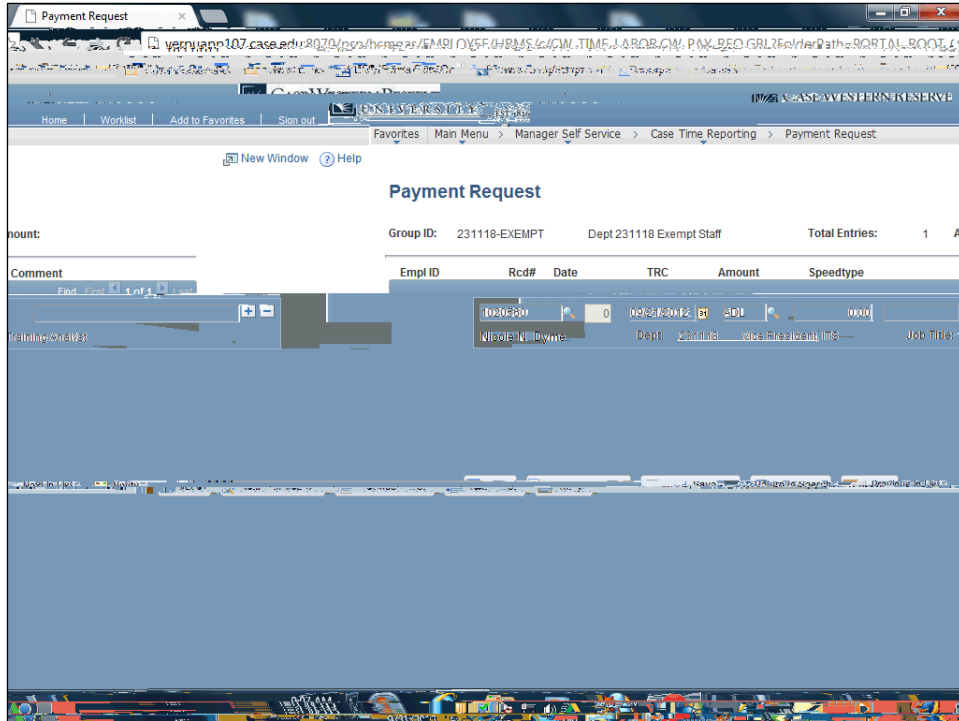| Step	Action
21.	Click the (+

Step	Action
22.	You can click the **Notify** button to send an email notification to the employee informing them that you have approved the **Payment Request**.

Step	Action
26.	The employee will receive your **Notification** email which includes a link to access the transaction in the HCM system.
	Please click on the link below to access this transaction:

Step	Action
27.	Click the **Save** button to finish your **Payment Request**.

Step	Action
28.	You can use the **Navigation** links at the top of the page to move to other areas of the HCM system. Click the