Online Payment Requests

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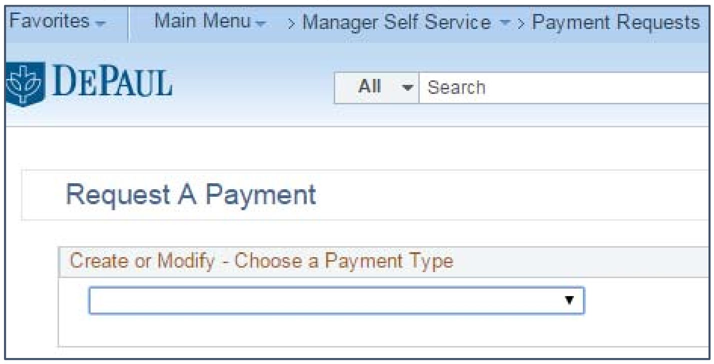
Online Payment Requests

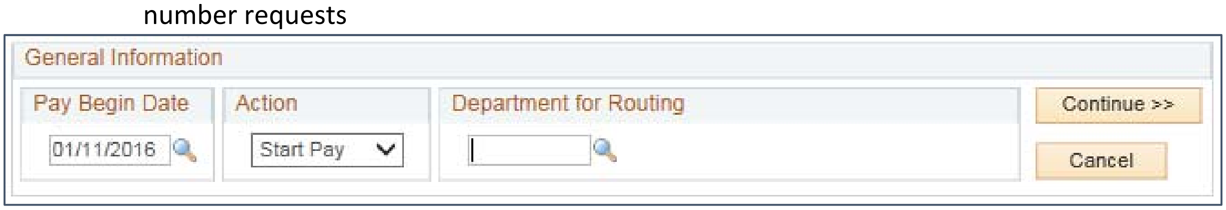
Most employee payments to faculty, staff, and student employees may be requested online through myHR. Online payment request types include one-time payments, award payments, part-time faculty teaching, and stipends for certain types of student employees. The Payment Request Form is available to department budget managers and payment request delegates through the Manager Self Service menu in myHR.

Requesting a Payment

1) Navigate to the Online Payment Request System
    a. Log in to https://myHR.depaul.edu
    b. Navigate to Manager Self Service>Payment Requests> Request a Payment



2) From the drop down menu, select the appropriate payment type
    a. Refer to the Payment Types and Descriptions chart on the Financial Affairs website for more information about appropriate payment types, descriptions, and employee eligibility
    b. It may be necessary to request a new position number in order to facilitate a payment; contact a Compensation and Benefits representative in Human Resources for assistance with position number requests



3) Pay Begin Date
    a. The next available pay begin date will be inserted automatically
    b. Pay begin date options vary based on the payment type; not all payment types allow a different date to be entered

4) Action
    a. Start Payment – The request will default to Start Pay
    b. Stop payment – Select Stop Pay to stop remaining/future payments on a previously approved request; refer to the instructions in the Stopping a Payment section

5) Department
    a. Enter the Department ID or click the magnifying glass icon to select from the list of Departments available to you
    b. Departments must have a valid position number for the selected payment type; refer to the Payment Types and Descriptions chart
    c. For Staff Recognition Awards, the department will be filled in automatically

6) Select Continue to proceed to the payment information

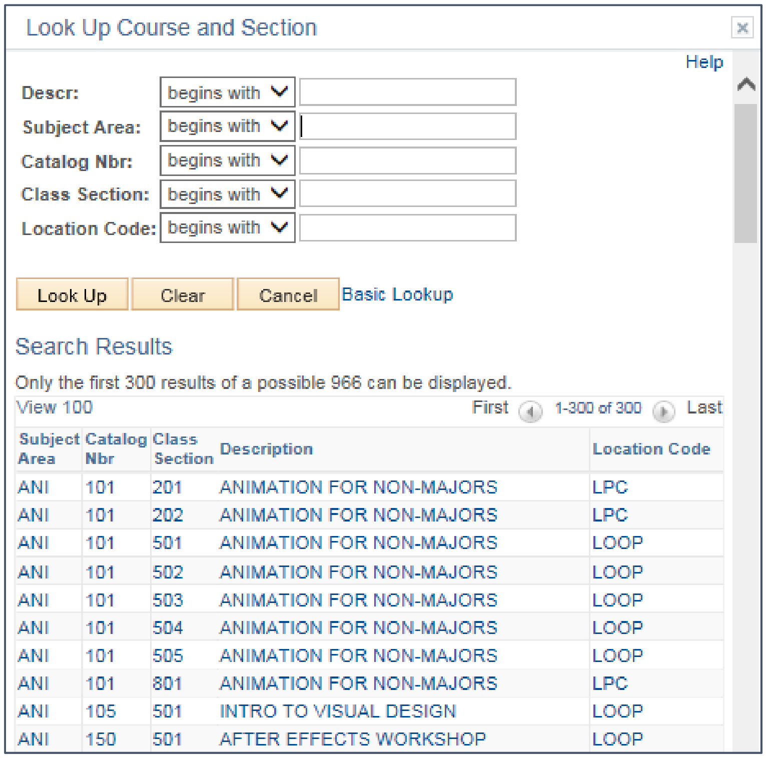
7) Employee ID
    a. Enter the employee ID of the individual you are requesting to pay or click the magnifying glass icon to search by name
    b. Only employees eligible for the selected payment type will be accessible; Refer to the Payment Types and Descriptions chart for employee eligibility
    c. To enter a payment request for multiple employees, select the plus icon to insert additional row(s) in the Payee Information; note that not all payment requests allow multiple employees to be entered on a single form

8) Position Number
    a. Enter a position number for the payment into the field or click the magnifying glass icon to search for the appropriate position number

9) Hours
    a. One-time payments for hourly and part-time employees require that total hours be entered on the form as well as total pay
    b. Include a comment detailing the dates over which the work was performed by each employees

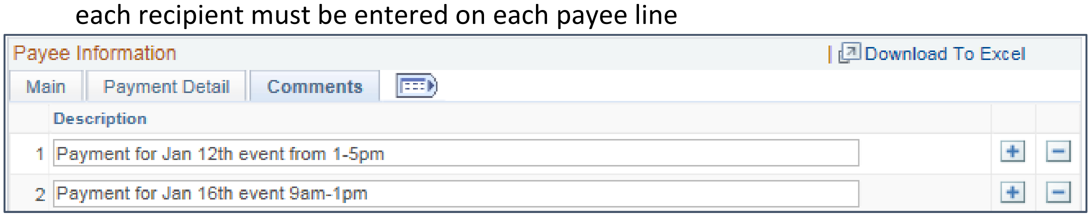
10) Total Pay
    a. Enter total amount the employee should receive
    b. For recurring payments, the Per Pay Period amount will be calculated automatically based on pay begin date and number of remaining periods
    c. For certain payment types, requesters may edit the number of pay periods over which the payment is made
        i. On the Payment Detail tab of the request, enter the number of pay periods over which the Total Pay should span
        ii. Number of pay periods should correspond to the length of the work – for example, work completed over six weeks should be spread over three pay periods
    d. One-time payments for Hourly and part-time employees require that total hours be entered on the form as well as total pay

11) Course and Section
    a. For teaching payments, enter the course being taught or click the magnifying glass icon to search for courses
    b. A list of all courses offered in the current term for the College or School associated with the department will appear in the search results window



c. To narrow your search results, enter additional information into any of the available search fields such as Subject Area, Catalog Number, Section Number, and Location Code
d. If the course associated with the payment request is not found in the Course and Section lookup, a comment or description of the course must be entered into the Course and Section field – a warning message will appear but will not prevent form submission

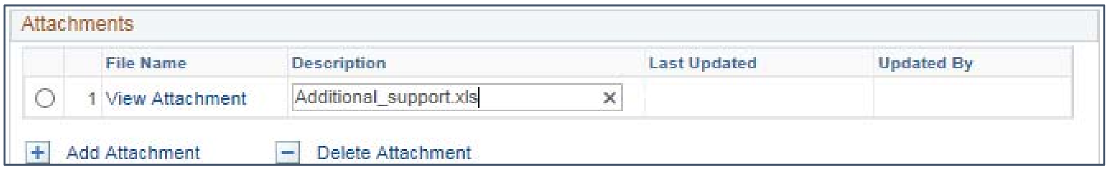
12) Comments
a. The comments tab allows you to enter additional information supporting the payment
b. Comments are required for all non-teaching payment requests
c. For payment requests that allow multiple employees on a single form, comments particular to each recipient must be entered on each payee line



13) Identify Payment Funding – Check the box next to the funding source of the payment being requested
a. Payment Uses Salary Savings
i. May occur when an employee is on leave or a budgeted position remains vacant for a period of time
ii. Payments using Salary Savings require approval by the President, Provost, or EVP depending on the department's reporting structure
iii. This funding source may not appear as an option for all payment requests.
b. Budget Exists
i. Funding for the payment was planned during the budgeting process or has already been transferred into the department's budget
c. Budget Change Required

i. Checking this box will enable a link to an online Budget Change Request form
ii. Payments that require a budget change will include additional approval steps

14) Attachments
   a. Supporting documentation for all payment types can be added as an attachment
   b. Click the plus icon to insert a support file
   c. An Award Nomination form is a required attachment for Staff Recognition Awards
   d. For requests requiring number of hours worked, upload additional documents indicating the number of hours worked by date



15) Comments – include any other relevant details regarding the payment, support, or recipient in the Comments section

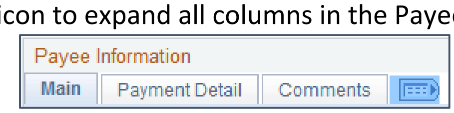
16) Select the Save button to save your work and return to the request at a later time; refer to the Modify a Saved or Denied Request section below

17) Click the Submit button to route the request for review and approval

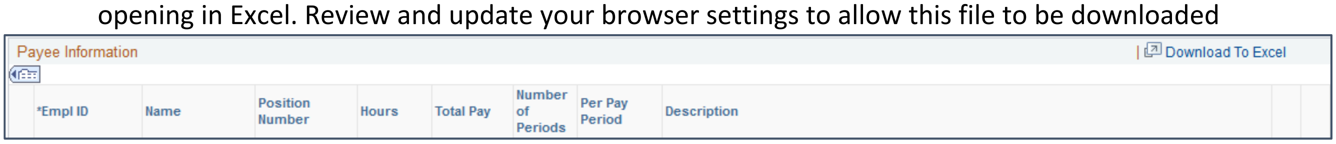
Additional Features

Downloading to Excel

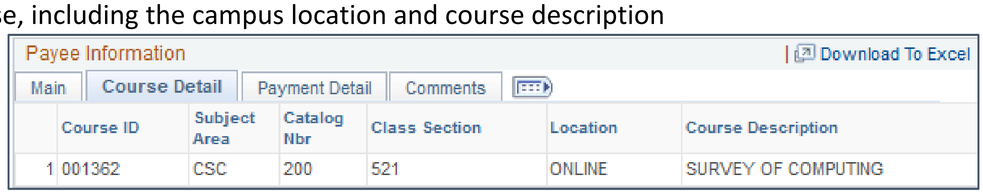
- Click the Show All Columns icon to expand all columns in the Payee Information section



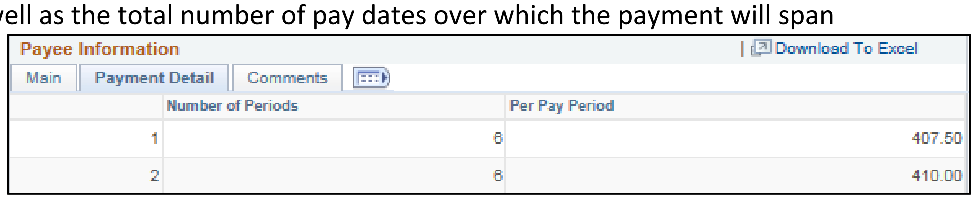
- Click Download to Excel – pop-up blocking features of an internet browser may prevent the file from opening in Excel. Review and update your browser settings to allow this file to be downloaded



Course Detail Tab (for teaching payment requests only) – this tab provides additional information about the selected course, including the campus location and course description



Payment Detail (for recurring payments) – this tab displays the per pay period amount to be issued to the employee as well as the total number of pay dates over which the payment will span

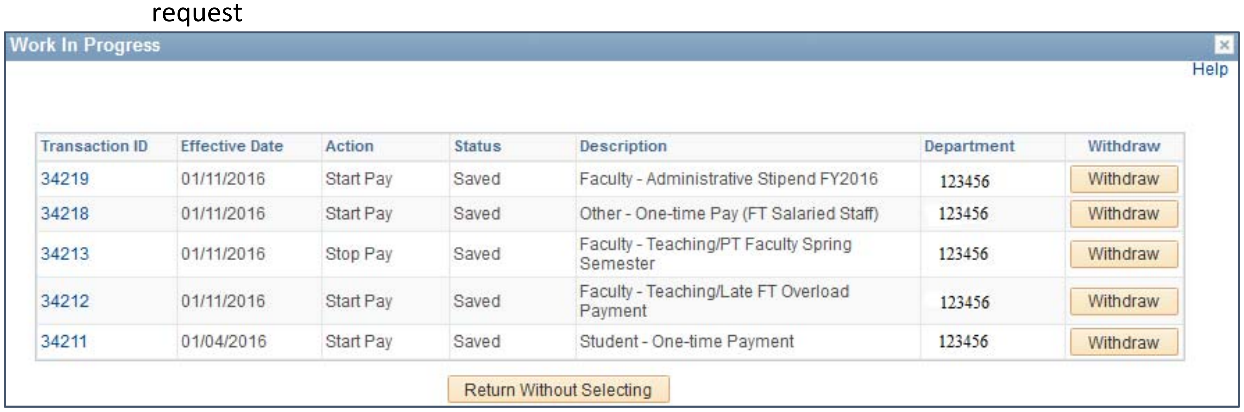


Modifying a Saved or Denied Request

Payment requests may be saved and edited prior to Submitting for approval. Requests that are denied during the approval process appear in the Work in Progress list. Denied requests may be edited and resubmitted.

1) Navigate to the Online Payment Request System
   a. Log in to https://myHR.depaul.edu
   b. Navigate to Manager Self Service>Payment Requests> Request a Payment

   c. If you have any requests that have been Saved (but not yet Submitted) or Denied, the Modify a Saved or Denied Request link will appear; click the link to see the list of Saved or Denied request


Work In Progress

Help

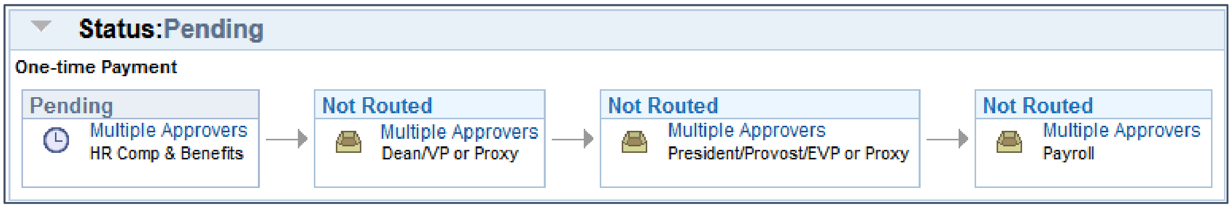
Transaction ID	Effective Date	Action	Status	Description	Department	Withdraw
34219	01/11/2016	Start Pay	Saved	Faculty - Administrative Stipend FY2016	123456	Withdraw
34218	01/11/2016	Start Pay	Saved	Other - One-time Pay (FT Salaried Staff)	123456	Withdraw
34213	01/11/2016	Stop Pay	Saved	Faculty - Teaching/PT Faculty Spring Semester	123456	Withdraw
34212	01/11/2016	Start Pay	Saved	Faculty - Teaching/Late FT Overload Payment	123456	Withdraw
34211	01/04/2016	Start Pay	Saved	Student - One-time Payment	123456	Withdraw

Return Without Selecting

   d. Click on the transaction ID to open the payment request for editing and submission
   e. Click on the Withdraw button to cancel the request and remove it from your progress list

Payment Request Notifications and Approvals

Submitting a payment request initiates the review and approval process. The approval workflow will be displayed in the Status Monitor.



- An email notification will be sent to the requestor confirming the submission of the request and providing information on how to monitor the status of the request
- An email notification will be sent to payment approvers alerting them of the request pending their review
- An email notification will be sent to the requester if an additional approval step is inserted in the routing after the request has been submitted
- An email notification will be sent to the requester once a request has received final approval or denial
- Payment requesters cannot approve their own requests

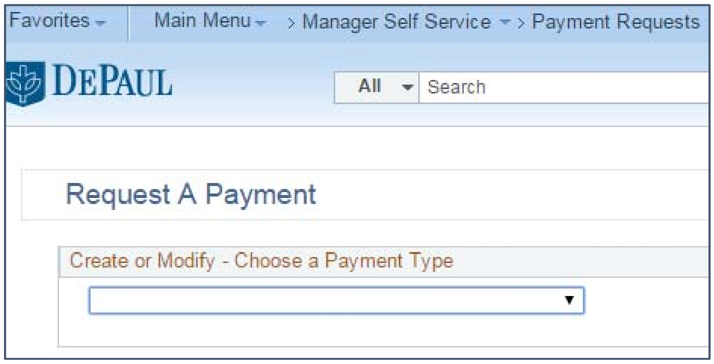
Online Payment Requests

Stopping a Payment Request

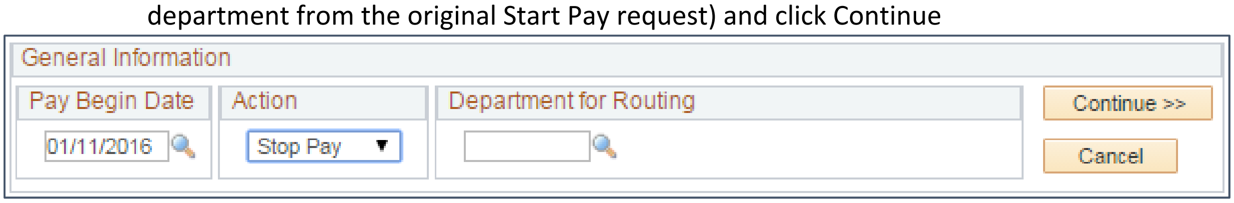
When the situation arises that an individual should no longer receive payment, enter a stop payment request and notify Payroll Services immediately.

The stop payment will prevent future payments for a particular request to be issued. For example, if a stop payment is placed on a teaching payment scheduled to be spread over six periods and one portion has already been issued, the stop payment will be applied to the remaining five portions.

1) Navigate to the Online Payment Request System
    a. Log in to https://myHR.depaul.edu
    b. Navigate to Manager Self Service>Payment Requests> Request a Payment



2) From the drop down menu, select the appropriate payment type
    a. Select Stop Pay as the action
    b. Enter the department from which the stop pay is being requested (this will match the department from the original Start Pay request) and click Continue



3) Employee ID – enter the employee ID of the individual for which you are requesting to stop paym or click the magnifying glass icon to search by name

4) Position Number – Enter a position number from the initial request into the field or click the magnifying glass icon to search for the appropriate position number

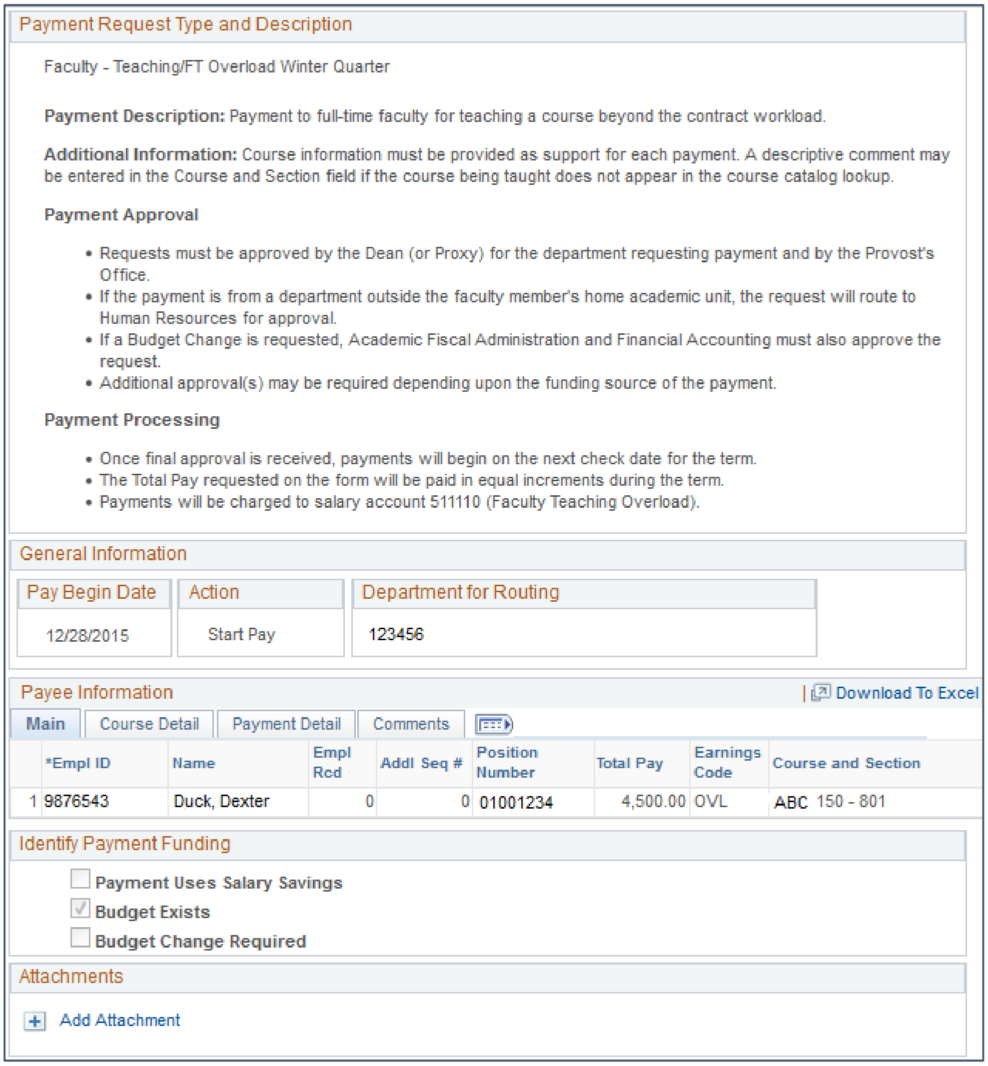
5) Total Pay – Enter the Total Pay remaining to be issued from the original request

6) Course and Section
    a. For teaching payments, enter the course being taught or click the magnifying glass icon to search for courses
    b. If the course associated with the payment request is not found in the Course and Section lookup, a comment or description of the course being taught must be entered into the Course and Section field

7) Comments – In the Comments section, include a brief description of why the payment is being stopped and the transaction ID of the original payment request

Approving a Payment Request

Work flow buttons can be found at the bottom of the payment request form. Scroll down to view the approval area. Clicking Approve will send the transaction to the next approver in the workflow.



Payment Request Type and Description

Faculty - Teaching/FT Overload Winter Quarter

Payment Description: Payment to full-time faculty for teaching a course beyond the contract workload.

Additional Information: Course information must be provided as support for each payment. A descriptive comment may be entered in the Course and Section field if the course being taught does not appear in the course catalog lookup.

Payment Approval

- Requests must be approved by the Dean (or Proxy) for the department requesting payment and by the Provost's Office.
- If the payment is from a department outside the faculty member's home academic unit, the request will route to Human Resources for approval.
- If a Budget Change is requested, Academic Fiscal Administration and Financial Accounting must also approve the request.
- Additional approval(s) may be required depending upon the funding source of the payment.

Payment Processing

- Once final approval is received, payments will begin on the next check date for the term.
- The Total Pay requested on the form will be paid in equal increments during the term.
- Payments will be charged to salary account 511110 (Faculty Teaching Overload).

General Information

Pay Begin Date	Action	Department for Routing
12/28/2015	Start Pay	123456

Payee Information | Download To Excel

Main | Course Detail | Payment Detail | Comments

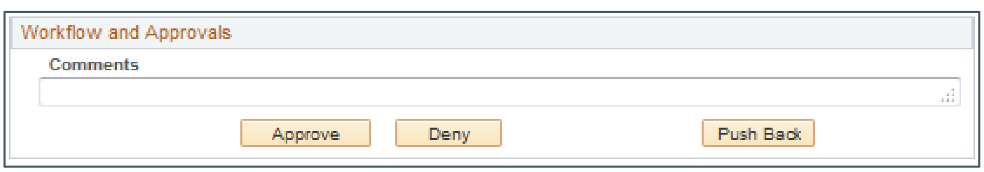
	*Empl ID	Name	Empl Rcd	Addl Seq #	Position Number	Total Pay	Earnings Code	Course and Section
1	9876543	Duck, Dexter	0	0	01001234	4,500.00	OVL	ABC 150 - 801

Identify Payment Funding

- [ ] Payment Uses Salary Savings
- [x] Budget Exists
- [ ] Budget Change Required

Attachments

Add Attachment

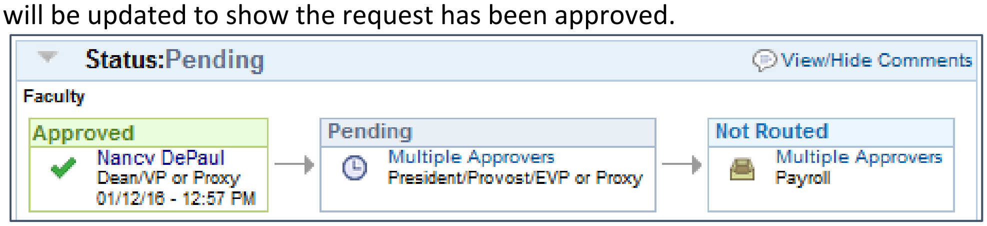


Workflow and Approvals

Comments

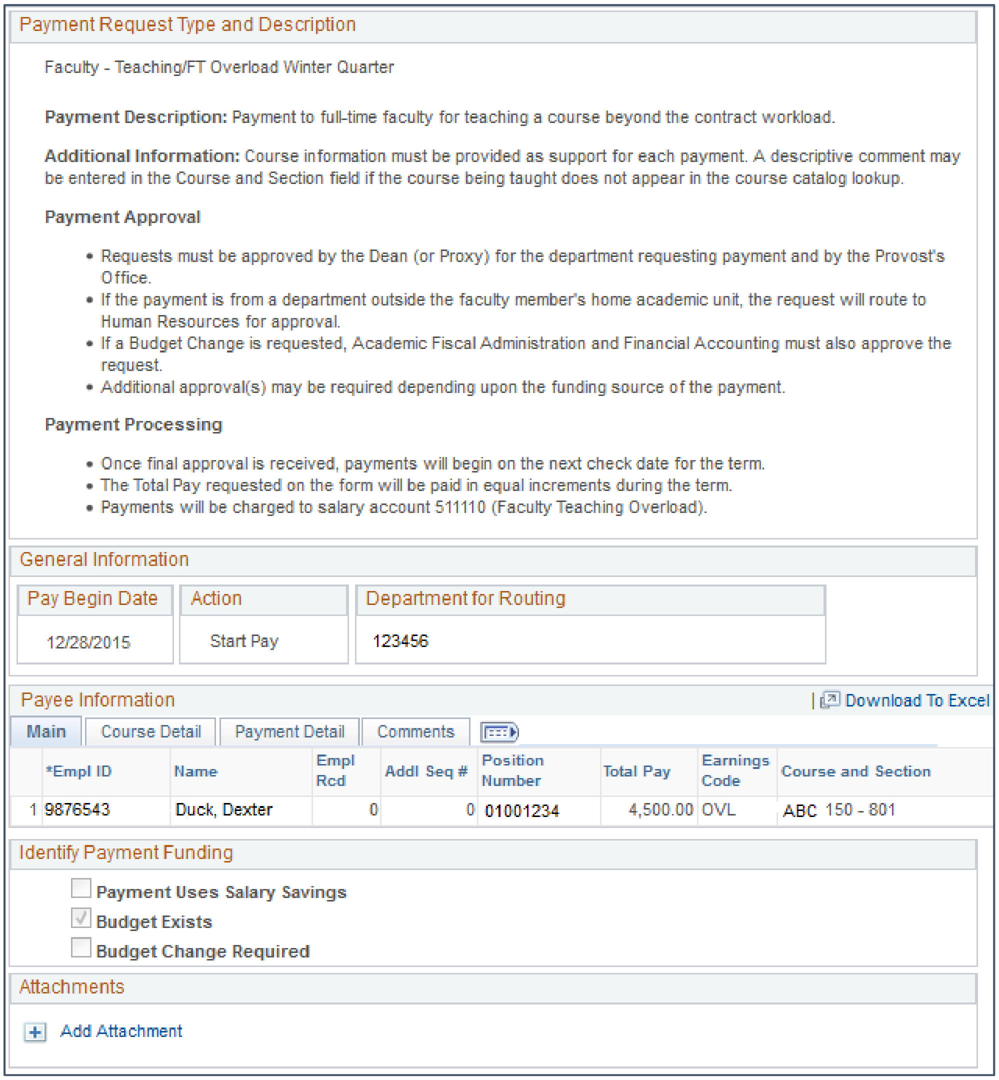
Approve | Deny | Push Back

The workflow will be updated to show the request has been approved.



Denying a Payment Request

Approvers have the option to Deny requests. Denying a request sends it back to the requester. Requestors may edit and re-submit denied requests.



Payment Request Type and Description

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Payment Approval

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- If the payment is from a department outside the faculty member's home academic unit, the request will route to Human Resources for approval.
- If a Budget Change is requested, Academic Fiscal Administration and Financial Accounting must also approve the request.
- Additional approval(s) may be required depending upon the funding source of the payment.

Payment Processing

- Once final approval is received, payments will begin on the next check date for the term.
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General Information

Pay Begin Date	Action	Department for Routing
12/28/2015	Start Pay	123456

Payee Information | Download To Excel

Main | Course Detail | Payment Detail | Comments

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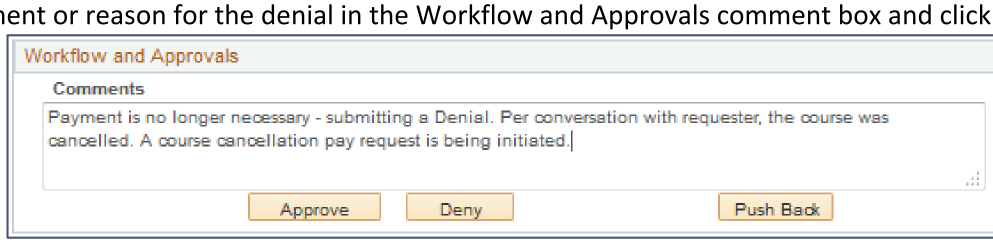
Identify Payment Funding

- [ ] Payment Uses Salary Savings
- [x] Budget Exists
- [ ] Budget Change Required

Attachments

Add Attachment

Enter a comment or reason for the denial in the Workflow and Approvals comment box and click Deny.



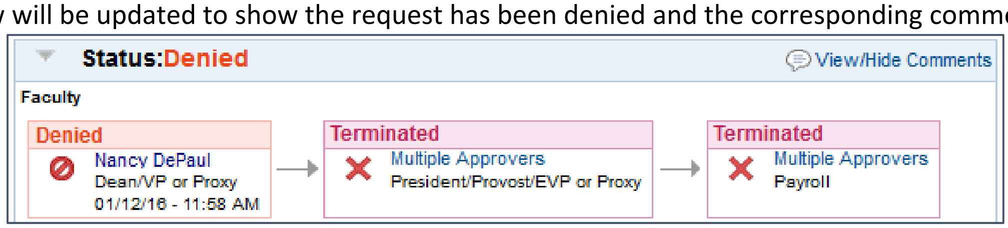
Workflow and Approvals

Comments

Payment is no longer necessary - submitting a Denial. Per conversation with requester, the course was cancelled. A course cancellation pay request is being initiated.

Approve | Deny | Push Back

The workflow will be updated to show the request has been denied and the corresponding comment.



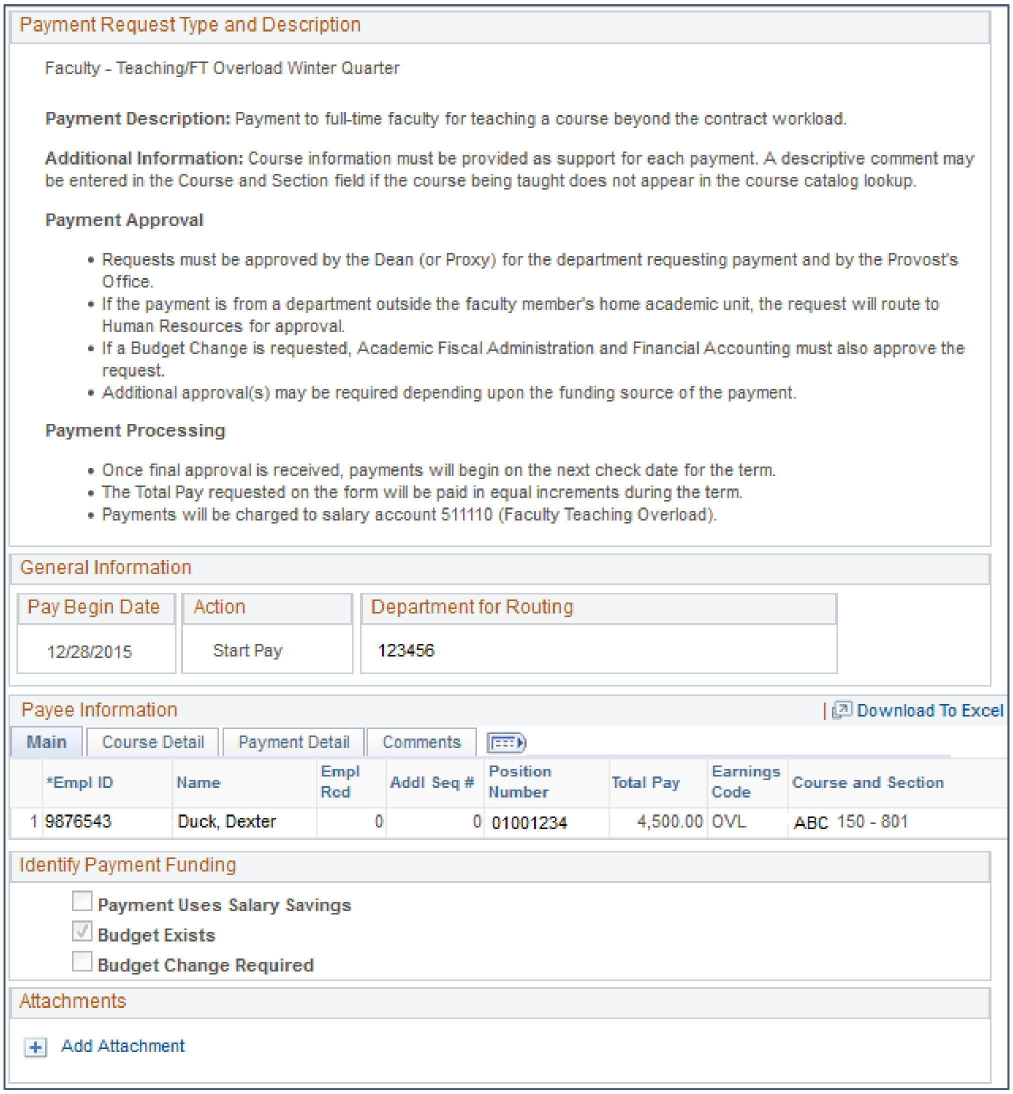
Status:Denied View/Hide Comments

Faculty

Denied	Terminated	Terminated
Nancy DePaul Dean/VP or Proxy 01/12/16 - 11:58 AM	Multiple Approvers President/Provost/EVP or Proxy	Multiple Approvers Payroll

Pushing Back a Payment Request

After the first approval has been entered, the subsequent approvers in the workflow have the option to push back, approve or deny requests.



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Additional Information: Course information must be provided as support for each payment. A descriptive comment may be entered in the Course and Section field if the course being taught does not appear in the course catalog lookup.

Payment Approval

- Requests must be approved by the Dean (or Proxy) for the department requesting payment and by the Provost's Office.
- If the payment is from a department outside the faculty member's home academic unit, the request will route to Human Resources for approval.
- If a Budget Change is requested, Academic Fiscal Administration and Financial Accounting must also approve the request.
- Additional approval(s) may be required depending upon the funding source of the payment.

Payment Processing

- Once final approval is received, payments will begin on the next check date for the term.
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General Information

Pay Begin Date	Action	Department for Routing
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Payee Information | Download To Excel

Main | Course Detail | Payment Detail | Comments

	*Empl ID	Name	Empl Rcd	Addl Seq #	Position Number	Total Pay	Earnings Code	Course and Section
1	9876543	Duck, Dexter	0	0	01001234	4,500.00	OVL	ABC 150 - 801

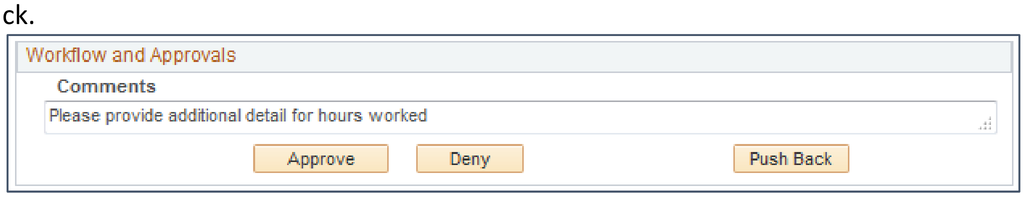
Identify Payment Funding

- [ ] Payment Uses Salary Savings
- [x] Budget Exists
- [ ] Budget Change Required

Attachments

Add Attachment

Enter a comment or reason for pushing the request back in the Workflow and Approvals comment box and click Push Back.



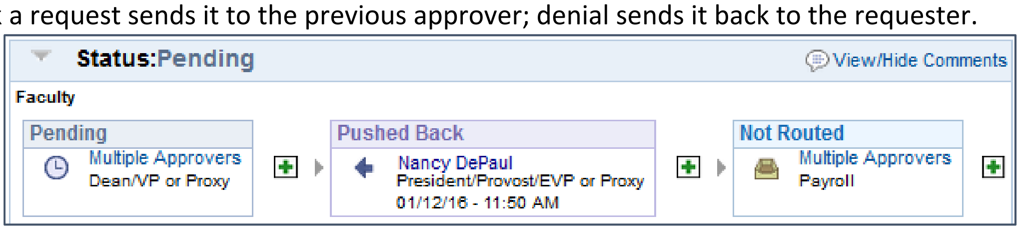
Workflow and Approvals

Comments

Please provide additional detail for hours worked

Approve | Deny | Push Back

Pushing back a request sends it to the previous approver; denial sends it back to the requester.



Status:Pending View/Hide Comments

Faculty

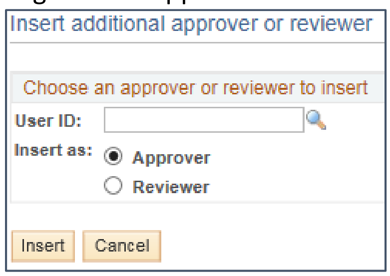
Pending	Pushed Back	Not Routed
Multiple Approvers Dean/VP or Proxy	Nancy DePaul President/Provost/EVP or Proxy 01/12/16 - 11:50 AM	Multiple Approvers Payroll

Ad Hoc Reviewers and Approvers

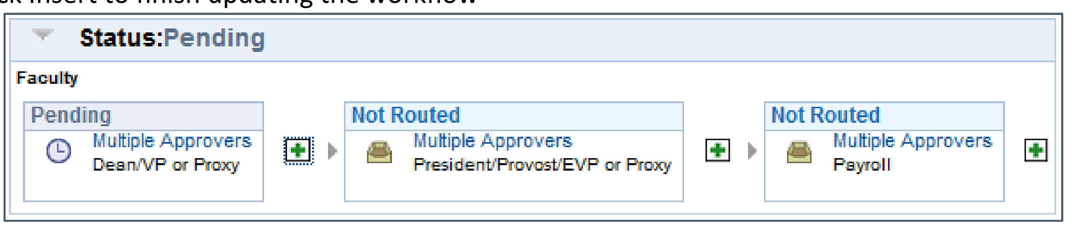
Approvers may add to the approval chain by inserting additional reviewers or approvers. Only users with access to payment requests may be inserted as ad hoc reviewers or approvers.

Ad hoc reviewers are given access to view requests for informational purposes only. Their review is not required for the transaction to be processed and the approval workflow will not wait for their review. Ad hoc approvers must approve requests in order for the request to be processed. Ad hoc approvers have the same authority as other approvers in the workflow; they may also push back or deny requests.

To insert an ad hoc reviewer or approver, click the plus icon between the approval steps where you would like to add to the approval chain. The following box will appear:



- Enter a User ID or click the magnifying glass icon to search by name
- Once you have entered a User ID, select whether the individual should be inserted as an Approver or Reviewer
- Click Insert to finish updating the workflow



Accessing Transactions

There are several ways to access a transaction once it has been routed for approval:

- Click the link provided in the notification email

A Payment Request is waiting for your review at myHR.depaul.edu

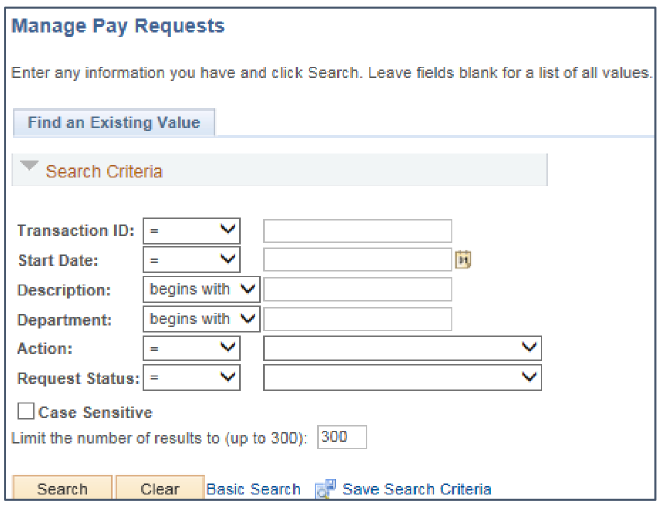
Request Summary
* Action: Start Payment
* Pay Request Type: Faculty - Teaching/Summer
* Department: 123456
* Number of Employees: 1
* Pay Begin Date: 2018-07-09
* Originator: Dexter Duck
* Transaction ID: 52817

The request can be reviewed and monitored using the link below. If clicking the link does not take you directly to the request page, you may need to copy and paste the link below into your browser's address bar.

https://pshr.depaul.edu/psp/HRPRD92/EMPLOYEE/DU_HR/c/DU_PYR_MENU.DU_PYR_APPROVE.GBL?Page=DU_PYR_APPROVE&Action=U&TRANSACTIONID=52817

Alternatively, you may review the request by accessing myHR.depaul.edu , navigating to Manager Self Service > Payment Requests > Manage Pay Requests and searching for the Transaction ID provided in this email.

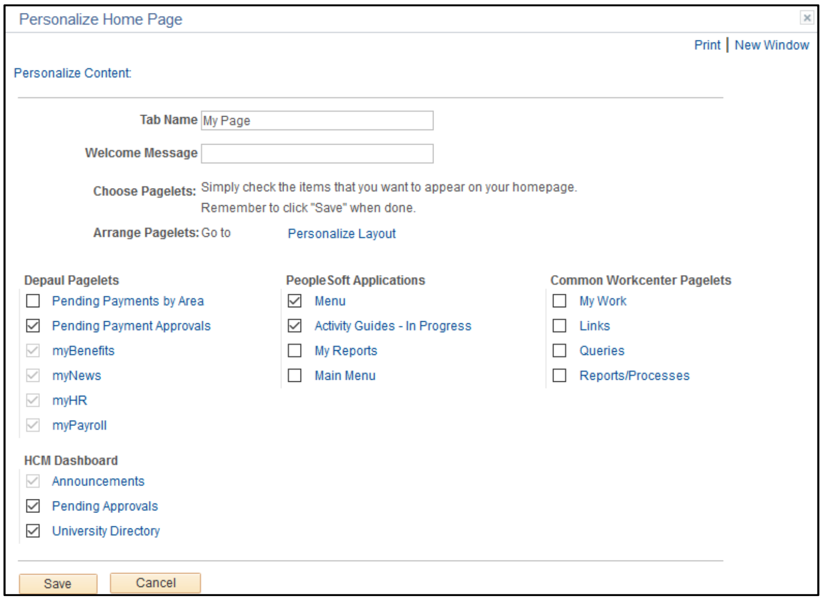
- Search for the transaction from the Manager Self Service> Payment Requests> Manage Pay Requests page



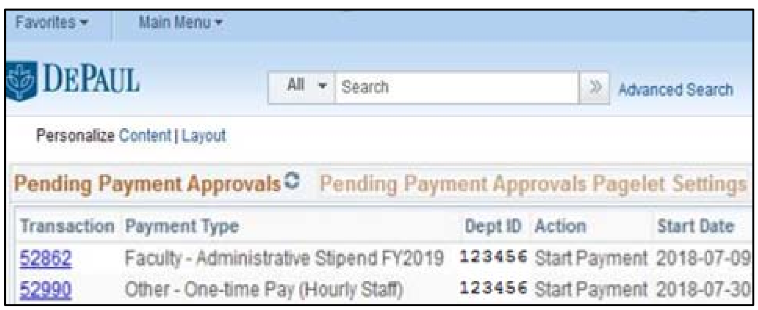
- Accessing the Pending Approvals pagelet on your myHR homepage

Payment Request users that serve in an approval role for their area have access to add the Pending Payment Approvals pagelet to their myHR homepage. The Pending Payment Approvals pagelet provides immediate access to a list of payment requests pending review. To add the pagelet, log in to https://myHR.depaul.edu and select Content from the top left section of the homepage.

Check the box next to Pending Payment Approvals from the DePaul Pagelets section – Click Save



After saving, the Pending Payment Approvals pagelet will appear on your myHR homepage. Pagelets can be arranged on the homepage by using the Layout link. Alternatively, users can drag and drop pagelets to change the layout of the page; click and hold the dark blue pagelet header and move your cursor to the desired location. Note that some pagelet locations are "fixed" and their locations cannot be changed



Budget Manager Delegation

Budget Managers automatically have access to request payments for their departments. Budget Managers have the ability to delegate access to additional payment requesters for their departments through the self-service Budget Manager Delegation page available in myHR.

Budget Managers may have multiple payment request delegates. Budget Managers do not lose their access to request payments by delegating to others.

1) Navigate to the Budget Manager Delegation page
    a. Log in to https://myHR.depaul.edu
    b. Navigate to Manager Self Service> Budget Managers> Budget Manager Delegation or select Manage HR Delegation from the myHR pagelet

2) Enter the Department ID in the department field or click search to view all departments you are authorized to view


Delegates

Set ID: DPAUL
Department: 123456
Budget Manager: Sam Jones

Personalize | Find | View All | First 1-6 of 25 Last

	*Empl ID	Name	Employee Status	eProcurement	Invoice Approval	Budget Planning	Employee Payment Request	Position Request	Financial Activity Information	Position Incumbent No Salary	Position Control with Salary	Scholarship Information	Gift Activity	Telecom Detail	Effective Date	Updated By	
1	1111111	Employee A	Active	☑	☐	☐	☑	☐	☑	☐	☐	☐	☐	☐	05/15/2015		+
2	1111111	Employee B	Active	☐	☐	☐	☑	☐	☐	☐	☑	☐	☐	☐	08/09/2012		+
3	1111111	Employee C	Active	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	08/09/2012		+

3) Select the employee(s) you wish to grant access under the Employee Payment Request column

4) Click the plus sign to insert a blank row and add a delegate not listed

5) Select Save to confirm your delegation

A PeopleSoft Access Request form is not necessary to request access to enter employee payment requests online. Payment Request security refreshes three times daily.