Payment Request System Guidebook

DePaul University Payroll Department
<table>
<thead>
<tr>
<th>Payment Type</th>
<th>Description</th>
<th>Eligibility</th>
<th>Approval Routing* (After department submission)</th>
<th>Payment Processing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Payments</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part-Time Faculty</td>
<td>Payment made to part-time faculty teaching a course during the academic year.</td>
<td>Must be an active employee, hired as part-time faculty into the college requesting the payment. Full-time faculty are not eligible.</td>
<td>VP/Dean or Academic Fiscal Administration, Payroll</td>
<td>Split over equal payments in the term the payment is requested</td>
</tr>
<tr>
<td></td>
<td>=&gt; Payment requests for IPD, Community Music, and ELA follow the approval process for part-time faculty</td>
<td>=&gt; IPD and ELA instructors must be hired into by their respective departments. ELA instructors are hired as part-time administrative rather than part-time faculty.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full-time Faculty Teaching Overload</td>
<td>Payment to full-time faculty for teaching a course beyond the contract workload. This request type is not to be used for instruction of non-credit courses (e.g. CPE, CPA Review). Payment to full-time faculty for instruction of a non-credit course should be requested using the type Faculty - Administrative Service.</td>
<td>Active full-time faculty</td>
<td>VP/Dean, Provost, HR/Comp. (if requesting department is outside faculty member's home unit), Payroll</td>
<td>Split over equal payments in the term the payment is requested</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Research</td>
<td>Payment to faculty members for participating in a research project during the academic year. Requests for full time faculty must include justification for additional payment beyond terms of the contract.</td>
<td>Must be an active employee hired as full time or part-time faculty into the college requesting the payment</td>
<td>VP/Dean, Provost, HR/Comp. (if requesting department is outside faculty member's home unit), Payroll</td>
<td>Split over equal payments in the term the payment is requested</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Administrative Service</td>
<td>One-time payment to full-time faculty for service not related to in-load classroom instruction, research, or advising. Examples of eligible activities include instruction of non-credit courses (e.g. CPE, CPA Review), curriculum review, and participating in a committee. This request type may also be used to facilitate third-party payments to faculty.</td>
<td>Active full-time faculty</td>
<td>VP/Dean or Academic Fiscal Administration, Provost, Payroll</td>
<td>Paid on the next available payroll</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Administrative Stipend</td>
<td>Payment to a faculty member for taking on additional responsibilities related to department or program administration over the course of the year. (Examples include: Department Chair, Associate Dean, or Program Director)</td>
<td>Active full-time faculty</td>
<td>VP/Dean or Academic Fiscal Administration, Provost, Payroll</td>
<td>Split over equal payments throughout the fiscal year.</td>
</tr>
</tbody>
</table>
## Payment Types and Descriptions

<table>
<thead>
<tr>
<th>Payment Type</th>
<th>Description</th>
<th>Eligibility</th>
<th>Approval Routing*</th>
<th>Payment Processing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Teaching</td>
<td>Payment made to faculty teaching a course during the summer term.</td>
<td>Must be an active employee, hired as part-time faculty into the college requesting the payment. Full-time faculty (outside of the School for New Learning) must be hired as part-time to teach over the summer.</td>
<td>VP/Dean or Academic Fiscal Administration, Payroll</td>
<td>Split over equal payments in the term the payment is requested</td>
</tr>
<tr>
<td>Faculty Research Summer</td>
<td>Payment for participating in a research project during the summer term</td>
<td>All active faculty and staff</td>
<td>VP/Dean, Provost, HR/Comp. (if payee does not have appropriate employee record for research payment), Payroll</td>
<td>Split over equal payments in the term the payment is requested</td>
</tr>
<tr>
<td>Summer Administrative Service</td>
<td>Payment to Full-time Faculty for service performed during the summer term not related to classroom instruction, research, or advising.</td>
<td>Active full-time faculty</td>
<td>VP/Dean or Academic Fiscal Administration, Provost, Payroll</td>
<td>Split over equal payments in the term the payment is requested</td>
</tr>
<tr>
<td>Summer Advising</td>
<td>Payment for advising conducted during the summer.</td>
<td>All faculty and salaried staff</td>
<td>VP/Dean, Provost, HR/Comp. (if payee does not have appropriate employee record for research payment), Payroll</td>
<td>Split over equal payments in the summer quarter or semester the payment is requested</td>
</tr>
</tbody>
</table>

### One-time

| One-Time Payment           | Payments made to staff for one-time services performed outside core job function. Full-time hourly employees must include the number of hours worked. (example: Graduation Marshall, proctoring a test) | All full-time and part-time staff, part-time faculty | HR/Comp., VP/Dean, President/Provost/EVP (if over $1,000), Payroll | Paid on the next available payroll |

### Discretionary Payments

| Recognition Award          | Payment awarded based on the guidelines in the HR Reward & Recognition Program. (Policy can be found on HR website) | Active full-time staff | HR/Comp., VP/Dean, President/Provost/EVP, Payroll | Paid on next available off-cycle payroll |
| Discretionary Staff Payment | Special payment which meets the following criteria:  
- Payment details have not been predetermined in reference to: dollar amount, timing of payment, or certainty of payment.  
- The payment is not based on any prior contract, agreement or promise to the employee. | Active full-time and part-time staff | HR/Comp., VP/Dean, President/Provost/EVP, Payroll | Paid on next available off-cycle payroll |
*Additional Approval steps include the following:

<table>
<thead>
<tr>
<th>Whom</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Fiscal Administration</td>
<td>Department reports to the Provost and a budget change is requested. Academic Fiscal Administration may be appear in the approval workflow for faculty payment requests as a substitute for the Dean when there are no available approvers at the Dean level</td>
</tr>
<tr>
<td>OSPR</td>
<td>When the payment is funded by an external grant</td>
</tr>
<tr>
<td>Faculty Research &amp; Development</td>
<td>When the payment is funded by an internal grant</td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>When the payment is funded by a gift, endowment, discretionary, or agency fund. Financial accounting also approves requests that require a budget change</td>
</tr>
</tbody>
</table>
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Budget Manager Delegation

Budget Managers may delegate access to request payments for their department(s) through Manager Self Service. Budget Managers may have multiple payment request delegates. Budget Managers do not lose their access to request payments by delegating others. To enter delegations, do the following:

1. Log in to Campus Connection. Under For Employees, select Manager Self Service.

2. Select Budget Managers then Budget Manager Delegation

3. Enter the Department ID in the Department field
4. Select the employee(s) you wish to grant access to under the Employee Payment Request column.

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

5. Select **Save** to confirm your delegation.

**NOTE:** An IS security request form is not required to delegate access for requesters. Payment Request security refreshes 3 times daily. Changes will take effect soon after the delegation is entered.
Requesting a Payment

- Log in to Campus Connection. Select For Employees, Manager Self Service, then Payment Requests.

- From the drop down menu under Create or Modify, select the appropriate payment type.

NOTE: You will only see Payment types that are appropriate for you. For this example, the payment requested is for a Part-time Faculty member teaching during the Fall quarter. Other departments may be requesting payments on a semester basis.

Please refer to the Payment Types and Descriptions on pages 1-2 for more information about the available request types.
1. Pay Begin Date
   - The next available pay period begin date will be inserted automatically. Pay Begin Date options will vary based on the type of payment selected. To select a different Pay Begin Date, click the icon to view a list of appropriate dates.
     - **NOTE:** Not all payment requests allow a different date to be entered.

   ![Pay Begin Date Table]

2. Action
   - This field will default to Start Pay for new requests. Select Stop Pay to cancel a previously requested payment.

   ![Action Field]

3. Department
   - A Department ID must be entered in the Department for Routing field. Enter a Department ID or click the icon for a list of departments you have access to. Departments must have a valid position number for the type of payment selected in order to appear in the department lookup.
     - **NOTE:** For payment requests where there is only one valid Department ID, the Department for Routing will be filled in automatically.

   ![Department Field]

   - Select Continue
Once you have entered a Department ID and selected Continue all other fields will be expanded.

<table>
<thead>
<tr>
<th>Request A Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create or Modify - Choose a Payment Type</td>
</tr>
<tr>
<td>Faculty: Teaching FTE Faculty Fall Quarter</td>
</tr>
<tr>
<td>Payment to part-time faculty for teaching. Pay recipients must be active employees, hired as part-time faculty by the college requesting payment. FT Faculty are not eligible. 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. Payments to multiple instructors may be requested on a single form.</td>
</tr>
<tr>
<td>Departments must have an active Part-time Faculty position in order to request payment. Requests must be approved by the Dean or Provost for the department requesting payment. If a Budget Change is requested, Academic Fiscal Administration and Financial Accounting must also approve the request. Additional approval(s) may be required depending on the funding source of the payment.</td>
</tr>
<tr>
<td>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 511760 (faculty Part-Time).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Begin Date</td>
</tr>
<tr>
<td>08/03/2020 (1)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payee Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main</td>
</tr>
<tr>
<td>Prompt ID</td>
</tr>
<tr>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Identify Payment Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Uses Salary Savings</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Attachment (10)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Workflow and Approvals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments</td>
</tr>
</tbody>
</table>

| Save | Submit | Cancel |

4. Employee ID

- Enter the employee ID of the person you are paying into the Employee ID field. Select the icon to search employees by name. Only employees appropriate for the payment type selected will appear in the search results.

**Look Up EmplID**

**EmplID:** begins with
**Name:** begins with
**Last Name:** begins with

[Look Up]  [Clear]  [Cancel]  [Basic Lookup]

**Search Results**

<table>
<thead>
<tr>
<th>Field</th>
<th>Name</th>
<th>Last Name</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>1111111</td>
<td>First, Employee A Name</td>
<td>Last, Employee Name</td>
<td>360100</td>
</tr>
<tr>
<td>2222222</td>
<td>First, Employee B Name</td>
<td>Last, Employee Name</td>
<td>360100</td>
</tr>
<tr>
<td>3333333</td>
<td>First, Employee C Name</td>
<td>Last, Employee Name</td>
<td>360100</td>
</tr>
<tr>
<td>4444444</td>
<td>First, Employee D Name</td>
<td>Last, Employee Name</td>
<td>360100</td>
</tr>
</tbody>
</table>
Payment Requests for Multiple Employees

NOTE: Not all payment requests allow multiple employees to be entered on a single form.

- To enter a payment request for multiple employees, simply add additional rows in the payee information box by selecting the icon.

5. Position Number

- Enter a position number for the payment into the field or select the icon to search for appropriate position numbers for the type of payment you are requesting.

NOTE: It may be necessary to request a new position number to facilitate a payment. Contact a Compensation and Benefits representative in Human Resources for assistance with position number requests.
6. Total Pay

- Enter the total amount the employee is to receive in the field. For recurring payments, the per-period payment amount will be calculated automatically. Click on the Payment Detail tab for information about the payments.
- One-time Payments for hourly employees require that total hours be entered on the form as well as total pay.

<table>
<thead>
<tr>
<th>Payee Information</th>
<th>Download To Excel</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EmplID</strong></td>
<td><strong>Name</strong></td>
</tr>
<tr>
<td>1</td>
<td>1111111</td>
</tr>
</tbody>
</table>

7. Course and Section

- For teaching payments, enter the course being taught. Use the icon to search for courses.
- A list of all courses offered in your college for the current term will appear in the search results window.

- To narrow your search results, enter additional information into any of the available search fields, such as Subject Area, Catalog Number, Section Number, or Location Code.
- 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 may be entered in the Course and Section field.
8. Comments

- The comments tab allows you to enter a comment as additional support for the payment.
- **Comments are required** for all payment requests that are not for teaching. For payment requests that allow multiple employees on a single form, comments must be entered on each payee line.

9. Identify Payment Funding

- At least one **Payment Funding** type must be selected:
  - **Payment Uses Salary Savings** (May not appear as an option for all payment requests)
    - Salary savings may occur when an employee is on leave or a budgeted position remains vacant for a period of time. Payments using salary savings require approval by the President, Provost, or EVP depending upon a department’s reporting structure.
  - **Budget Exists**
    - Funding for the payment was planned during the budgeting process, or has already been transferred into the department’s budget.
  - **Budget Change Required**
    - Checking this box will enable a link to an online **Budget Change Request** form. Payment requests that require a Budget Change will include additional approval steps.

10. Attachments

- Supporting documentation for all payment types can be added as an attachment.
- An Award Nomination form is a required attachments for Recognition Awards.

Save payment requests to return to them later or click **Submit** to begin the approval process.
Additional Features

11. Course Detail Tab
   • The Course Detail tab appears in the Payee Information box of the request form of any payment for teaching. This tab provides additional information about the selected course, including the campus location and course description.

12. Payment Detail Tab
   • For recurring payments, this tab displays the Per Pay Period payment amount, in addition to the number of payrolls the payment will be spread over.

13. Downloading to Excel
   • Follow the steps below to download payment information to Excel:
     i. Click the icon located under Payee Information to show all the columns in the Payee Information grid.
     ii. Click Download to Excel.

NOTE: Popup or download blocking features of internet browsers may prevent the information from opening in Excel. If Excel does not open after clicking the Download To Excel link, look to see if your browser is displaying a message explaining that a popup or download has been blocked. Follow the instructions provided to open the payment information in Excel.
Modifying a Saved or Denied Request

- Use the ‘Modify a Saved or Denied Request’ link next to the payment request drop-down menu to access a list of requests in your work in progress queue.
- Payment requests may be saved and edited prior to initiating the approval process.
- In addition to saved requests, requests that are denied during the approval process appear in the work in progress list. Denied requests may be edited and re-submitted.

NOTE: The ‘Modify a Saved or Denied Request’ link will only appear if the requester has saved or denied transactions available for editing.

<table>
<thead>
<tr>
<th>Transaction ID</th>
<th>Effective Date</th>
<th>Action</th>
<th>Status</th>
<th>Description</th>
<th>Department</th>
<th>Withdraw</th>
</tr>
</thead>
<tbody>
<tr>
<td>1455</td>
<td>08/30/2010</td>
<td>Start Pay</td>
<td>Denied</td>
<td>Part-Time Faculty Fall Quarter 2010</td>
<td>350100</td>
<td>Withdraw</td>
</tr>
<tr>
<td>1454</td>
<td>08/30/2010</td>
<td>Start Pay</td>
<td>Saved</td>
<td>Part-Time Faculty Fall Quarter 2010</td>
<td>350100</td>
<td>Withdraw</td>
</tr>
<tr>
<td>1453</td>
<td>08/30/2010</td>
<td>Start Pay</td>
<td>Saved</td>
<td>Part-Time Faculty Fall Quarter 2010</td>
<td>350100</td>
<td>Withdraw</td>
</tr>
</tbody>
</table>

- Click the Transaction ID to open a payment request for editing and submission
- Click the Withdraw button to cancel a request and remove it from your work in progress queue
Payment Request Notifications and Approvals

- Submitting a payment request initiates the approval process. The approval workflow will be displayed in the Workflow and Approvals box. An example is shown below.

Please refer to the Payment Types and Descriptions on pages 1-2 for information regarding the approval routing of payment requests.

PAYMENT APPROVAL NOTES:
- Payment requesters cannot approve their own requests
- For faculty payments, requests will be routed to Academic Fiscal Administration for approval at the Dean level if no other approver is available (occurs when the only eligible approver is the requester).

Notification Emails to Requester and Approvers

- An email notification will be sent to the requester confirming the submission of the request and providing information on how to monitor the status of the request.
- Emails will be sent to payment approvers alerting them of the pending request(s) needing their review.
- Emails will be sent to notify the requester when a request has received final approval or denial. The requester will also be notified if an additional approval step is inserted in the routing after the request has been submitted.
Accessing Transactions Awaiting Review

There are three ways to access a transaction that has been routed to you for review:

A. Click the link provided in the notification email
B. Search for the transaction from the Manage Pay Requests page
C. Add the Pending Payment Approvals pagelet to your Campus Connection homepage

A. Click the link provided in the notification email

- Approvers receive a notification email when a transaction is routed to them for review. The email contains a link to the transaction page in PeopleSoft. Clicking the link will take you directly to the transaction after logging in to Campus Connection.

```
https://sawbqua01.is.depaul.edu/pqs/SAPUI5/EMPLOYEE/HRMS/c/DU_PYR_MENU.DU_PYR_APPROVE.QL?Page=DU_PYR_APPROVE&Action=U&TRANSACTIONID=1896
```

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

B. Search for the transaction from the Manage Pay Requests page

- Log in to Campus Connection. Under For Employees, select Manager Self Service.
• Then select Manage Pay Requests under Payment Requests

![Manager Self Service](image)

• Search for a transaction by entering the Transaction ID in the search field. Click the **Search** button.
• The Transaction ID is provided in the notification emails sent to approvers

```
Payment Approval

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

Find an Existing Value

Maximum number of rows to return (up to 200): 300

Transaction ID:  
Start Date:  
Description:  
Department:  
Action:  
Request Status:  
Case Sensitive

Search  Clear  Basic Search  Save Search Criteria
```

• Clicking Search without entering any search criteria will display all payment requests you have access to view.
• Previously approved and denied transactions will appear in the search results, in addition to those that are still pending.
• For reference purposes, requests that have been approved remain available via the Manage Pay Requests page after they are processed by Payroll.

**Search Results**

<table>
<thead>
<tr>
<th>Transaction ID</th>
<th>Start Date</th>
<th>Description</th>
<th>Department</th>
<th>Action</th>
<th>Request Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1130</td>
<td>04/26/2010</td>
<td>Part-Time Faculty Spring Quarter 2010</td>
<td>350100</td>
<td>Start Pay</td>
<td>Pending</td>
</tr>
<tr>
<td>1137</td>
<td>04/26/2010</td>
<td>Part-Time Faculty Spring Quarter 2010</td>
<td>350100</td>
<td>Start Pay</td>
<td>Pending</td>
</tr>
</tbody>
</table>

![DePaul University](image)
C. Pending Payment Approvals Pagelet

- Payment Request users that serve in an approval role for their area – a VP or Dean’s proxy, for example – have access to add the Pending Payment Approvals pagelet to their Campus Connection homepage. The Pending Payment Approvals pagelet provides immediate access to a list of payment requests pending review.
- To add the pagelet to your Campus Connection homepage, click the Content link on the homepage, then check the Pending Payment Approvals box.

After saving, the Pending Payment Approvals pagelet will appear on your Campus Connection homepage as seen below. Scroll to the bottom of your homepage if you do not immediately see the pagelet.

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. Simply click and hold the dark blue pagelet header and move your cursor to the desired location.

NOTE: Some pagelet locations are “fixed.” Their location cannot be changed.
Approving a Payment Request

- Workflow buttons can be found at the bottom of the payment request page. To approve a request, scroll down to the bottom of the page and select Approve.

- Clicking approve will send the transaction to the next approver in the workflow.
Denying a Payment Request

- Approvers have the option to Deny requests. Denying a request sends it back to the requester. Requesters may edit and re-submit denied requests.
- Enter a comment or reason for the denial in the Workflow and Approvals comment box.
- To deny a request, scroll down to the bottom of the page and select "Deny".

The workflow will be updated to show that the request has been denied.
**Pushing Back a Payment Request**

- After the first approval has been entered, the following approvers in the workflow have the option to push back, approve, or deny requests. Pushing back a request sends it to the previous approver; denial sends it back to the requester.
- Enter a comment or reason for pushing the request back in the Workflow and Approvals comment box.
- To push back a request, scroll down to the bottom of the page and select **Push Back**.

The workflow will be updated to show that the request has been pushed back.

**Ad Hoc Reviewers and Approvers**

- Approvers may add to the approval chain by inserting additional reviewers or approvers.
- Ad hoc reviewers are given access to view requests for informational purposes only. Their review is not required for requests to be processed. 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 push back or deny requests.
- To insert an ad hoc reviewer or approver, click the **+** 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 **+** icon to search by name.
Once you have entered a User ID, select whether the individual should be inserted as an Approver or Reviewer.

**NOTE:** Only users that have access to payment requests may be inserted as ad hoc reviewers or approvers.

Click **Insert** to finish updating the workflow.