# Request Incidental Pay

1. Click the **Manager Self Service** link. Begin by navigating to the Incidental Pay Request pages available in Manager Self Service.

   ![Manager Self Service](image)

2. Click the **Position Reports & Pay Request** link.

   ![Position Reports & Pay Request](image)

3. Click the **Incidental Pay Request** link.

   ![Incidental Pay Request](image)

4. Click the **Add a New Value** tab.

   ![Add a New Value](image)

5. Leave the Requisition ID as NEXT. The system will assign a number when the request is saved.

   ![Add button](image)

6. Click the **Look up EmplID (Alt+5)** button.

   ![Look up EmplID](image)

7. Enter the desired information into the **Name** field. Enter a valid value e.g. "georgi frye".

   ![Look Up button](image)

8. Click the **Look Up** button.

   ![Look Up](image)

9. Click an entry in the **Name** column.

   ![Georgi Frye](image)

10. Enter the desired information into the **Start Date** field. Enter a valid value e.g. "02/01/2008".

11. Enter the desired information into the **End Date** field. Enter a valid value e.g. "02/15/2008".

12. Click the **Look up Earnings Code (Alt+5)** button.

   ![Look up Earnings Code](image)

13. Click an entry in the **Description** column.

   ![Uniform Allowance](image)

14. Enter the desired information into the **Goal Amount** field. Enter a valid value e.g. "100".
15. Enter the desired information into the **Amount Per Pay Period** field.
   Enter a valid value e.g. "100".

16. Make sure that the Amount Per Pay Period, the Goal Amount and the time duration (the Start and End dates) are in sync. For example, this scenario calls for $100 paid in a single installment covering one pay period. If the submitter had entered an Amount Per Pay Period of $50 and a Goal Amount of $100, the employee would not have received the full $100 because there is only one pay period involved.

17. Enter the desired information into the **Justification and Comments** field.
   Enter a valid value e.g. "Security uniform for Ms. Frye".

18. Click the **Complete** list item.

19. Click the **Save** button.

20. Click the **Home** link.

21. Congratulations! You have completed the Request Incidental Pay business process. **End of Procedure.**