Request Incidental Pay

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

2. The Manager Self Service menu displays. You may work from this menu, or from the links in the table. Click the Position Reports & Pay Request link.

3. Click the Incidental Pay Request link.

4. To look up the status of an existing request, you would use the Find an Existing Value page. 
   We want to add a new request. Click the Add a New Value tab.

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

6. Locate the EmplID by clicking the Look Up EmplID button.

7. The result will be a list of all employees, sorted by EmplID. 
   To find the right employee, do a second search by name. You can search by last name: select contains (instead of begins with) as the Operator for the Name field, and type in the last name.
   OR you can type the first and last name in the Name field.

8. Enter the desired information into the Name field. For this exercise, enter a valid value e.g. "Joss Stone".

9. Click the Look Up button.
10. Employees can hold multiple jobs at the same time. These individuals will appear twice in some kinds of lists, with two different IDs. For example, someone who holds both a Professor position and a Chair position will have two Empl Rcds, or Jobs. One Empl Rcd Nbr will be 0 and the other will be 1.

If you are unsure about which Employee Record to use and the Employee reports to you, look up the Employee’s Job or Employee Record using the View Personal Information page.

If the Employee does not report to you, contact the Employment office to determine which Employee Record to use.

11. Click an entry in the **EmplID** column.  

12. Now you can begin to enter details about the incidental pay. Enter the desired information into the **Start Date** field. Enter a valid value e.g. "03/02/2008".

13. Enter the desired information into the **End Date** field. This incidental pay is to be completed in one pay period. Enter a valid value e.g. "03/15/2008".

14. Click the **Look up Earnings Code** button.

   The default value for the Earnings Code is STP (Stipend). For this exercise, view the drop-down list of other codes, and then select STP.

15. Click an entry in the **Earnings Code** column.

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

   (The default amount for this field is $0.00 but you do not need to type the dollar sign. However, include the decimal if the amount is not rounded to dollars.)

17. The **Goal Amount** is the TOTAL amount to be paid.

   For this exercise, enter a valid value e.g. "100".

18. Make sure that the Amount Per Pay Period, the Goal Amount and the time duration (the Start and End dates) are in synch. 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.

19. Click the **Requester Status** list.

   (The default value will be "Open").
<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
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</thead>
<tbody>
<tr>
<td>20.</td>
<td>Click the <strong>Complete</strong> list item.</td>
</tr>
<tr>
<td>21.</td>
<td>In the <strong>Justification and Comments</strong> field, enter information that will help the approver(s) understand the request. Enter a valid value e.g. &quot;<strong>Stipend due to additional duties</strong>&quot;.</td>
</tr>
<tr>
<td>22.</td>
<td>Click the <strong>Save</strong> button.</td>
</tr>
<tr>
<td>23.</td>
<td>This request is ready for review by the approver(s). Click the <strong>Home</strong> link to return to your main work menu.</td>
</tr>
<tr>
<td>24.</td>
<td>Congratulations! You have completed the process to submit a request for incidental pay. <strong>End of Procedure.</strong></td>
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