

One-Time Payment Tool

Introduction & Overview

UCR

BFS – Business & Financial Services
A Division of Planning, Budget, and Administration

PBA

BFS



Presentation Content

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- [Introduction to OTP Tool](#)
- [OTP Tool Look and Feel](#)
- [Deployment Timeline](#)
- [CFAO Next Steps](#)
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One-Time Payment Tool Objectives

- Leverage existing UCPath interfaces whenever possible to best meet campus needs
- Improve process audit trail
- Validate FAU combinations
- Distributed transactions to the department level complying with the recent campus model structure
- Streamline the process of submitting interface files





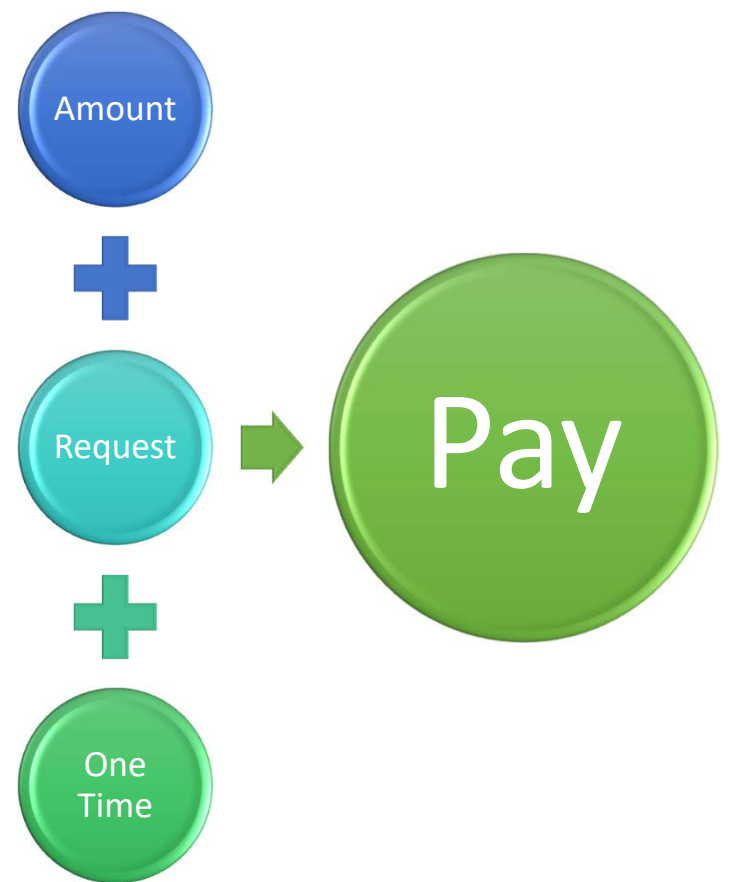
One-Time Payment - The Process





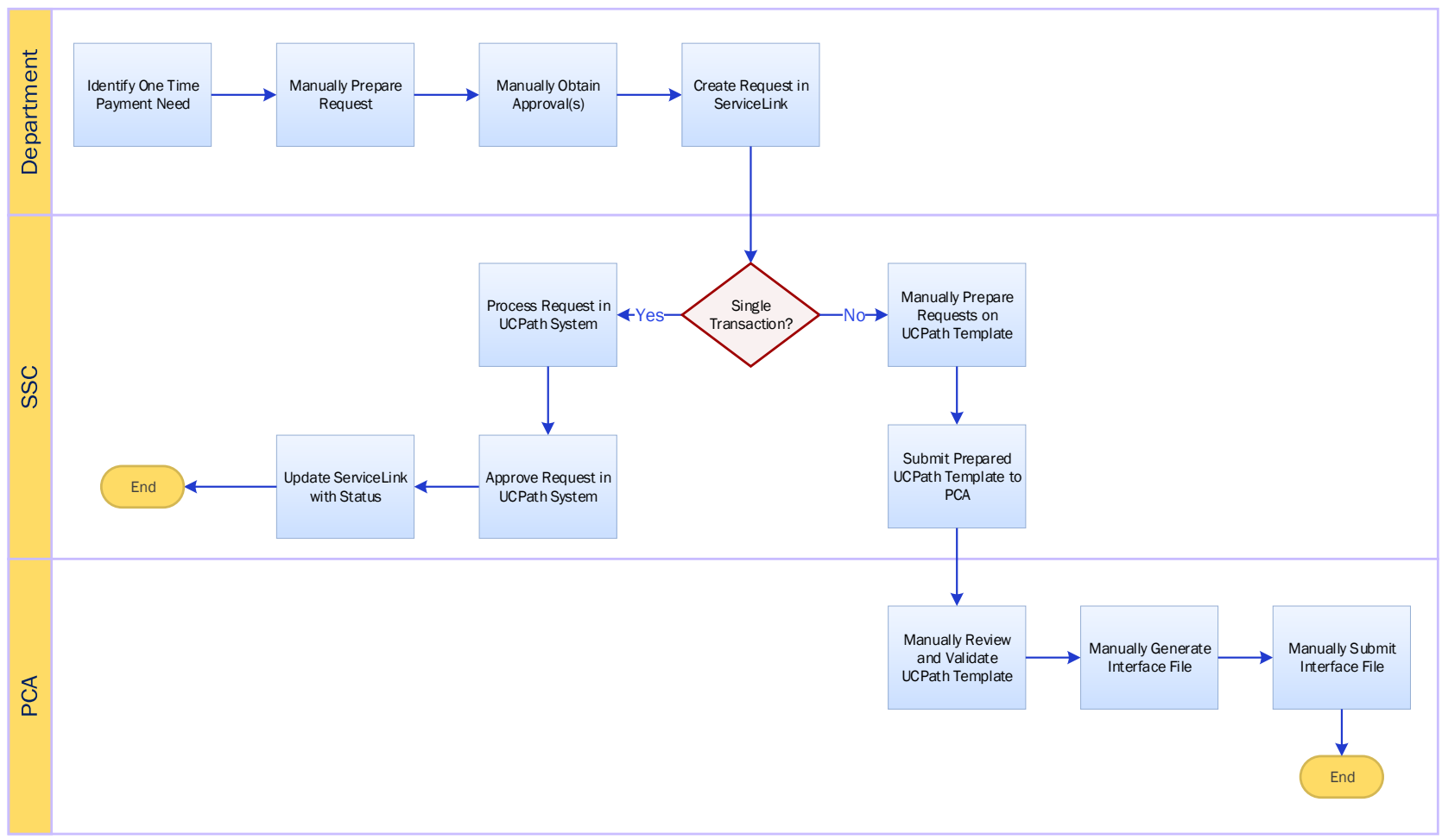
UCPath One-Time Payment

- Payroll one-time payment can be a single payment in a pay period or a varying payment each pay period.
- One-time payment is NOT a flat dollar recurring each pay period.
 - Recurring flat dollar amounts must be requested through your designated SSC
- Examples of payroll One-time payments:
 - STAR/SPOT Award
 - Summer Salary
 - Honorarium

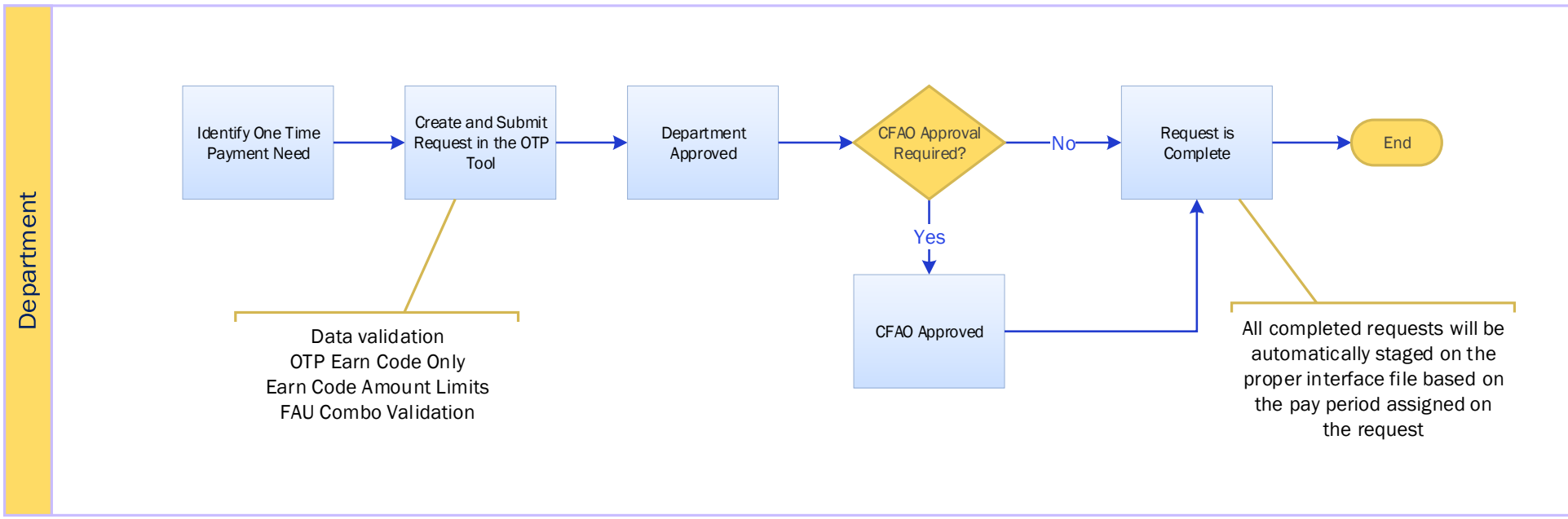




One-Time Payment - Current Process Flow



One-Time Payment – Tool Request Process Flow



With built-in business rules and data validation at point of entry, should help minimize errors.

*Using the OTP, policy compliance is the responsibility of the transactor.
CFAOs should begin considering organizational guidance regarding the use of this tool.*

One-Time Payment (OTP) Tool

[Overview & Features](#)

[OTP Tool Process Comparison](#)

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OTP Tool – Overview & Features

- Built as a distributed access model with roles assigned by department SAA
- Intended to reduce errors
- Intended to increase efficiency
- Track approvals and stores supporting documentation
- FAU approval is independent of transaction approval when it is different from the accountability structure
- Robust search capabilities
- Transactions routed by FAU and accountability structure
- Allows current and future pay period submission
- Allows past earning dates on current pay period
- Allows position funding override
- Prevents exceeding payment thresholds by earn code
- Create events capabilities



OTP Tool Process Comparison

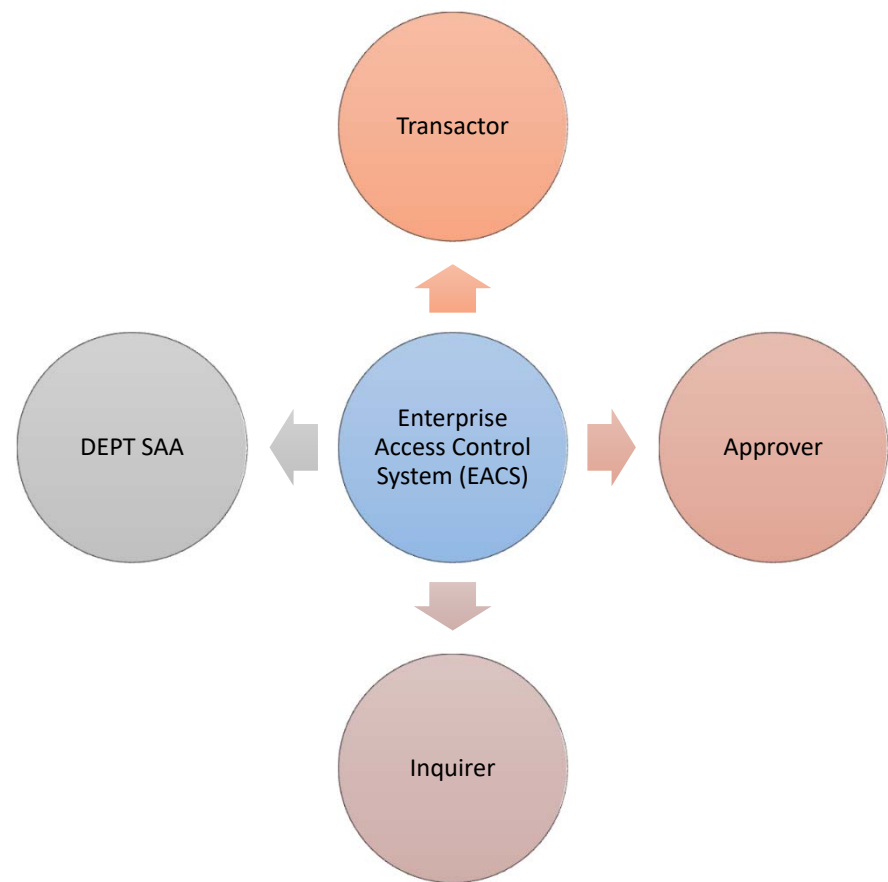
| Category | Functionality | OTP Tool |
|-----------------|---|----------|
| Compliance | Attachment of Supporting Documentation to Requests | Yes |
| Compliance | One-Time Payment Applicable Earn Code Only | Yes |
| Compliance | Request Audit Trail | Yes |
| User Experience | Edit Submitted Requests | Yes |
| User Experience | Event Association with Requests | Yes |
| User Experience | Mass Entries with data and FAU validation | Yes |
| User Experience | Return to Transactor | Yes |
| User Experience | Robust Search Capabilities | Yes |
| User Experience | Save Requests as Work-In-Progress | Yes |
| User Experience | UCR FAU Element order (Account, Activity, Fund...) | Yes |
| Validation | FAU Combination Validation | Yes |
| Validation | Job Data Directly from UCPath Data Warehouse | Yes |
| Validation | Limitation to Amounts Requested | Yes |
| Workflow | Approval Routing to ORG CFAO for High Risk Requests | Yes |
| Workflow | Workflow Approval from Start to Finish | Yes |





Roles & Security

- Assigned by Department SAA
 - Transactor
 - Department Approver
 - Department Inquirer
- Assigned by Central Office SAA
 - CFAO Approver
 - Required for high risk transactions
 - ORG Inquirer
 - SSC Inquirer (in dev)
- Security
 - EACS enabled





OTP Tool Look and Feel

Screenshots by Roles






OTP Tool – Transactor Landing Page


UC RIVERSIDE | ONE TIME PAYMENT TOOL SUPPORT ▾

HOME >


Welcome, Vivian Ford
Welcome to the One Time Payment Tool




Begin Request




Work in Progress
(39)



Create New Event



Search Requests




Help








OTP Tool – Approver Landing Page

 **ONE TIME PAYMENT TOOL** SUPPORT ▾

[HOME](#)

Welcome, Jillian Sanchez
Welcome to the One Time Payment Tool

| | | |
|--|--|---|
|  Approve Requests (6) |  Search Requests |  Help |
|--|--|---|





OTP Tool – Transactor Work-in-Progress (WIP)

UC RIVERSIDE ONE TIME PAYMENT TOOL SWITCH BACK

HOME > WORK IN PROGRESS

Work in Progress

Employee Name Request ID

Employee ID Department Search

| Request ID | Status | Employee ID | Employee Name | Earn Code | Pay Period End | Earn Begin | Earn End | Department | Transactor | Date Created |
|-------------------------|------------------------|-------------|---------------|-----------|----------------|------------|------------|------------------------------|------------|--------------|
| 1000625 | Returned to Transactor | 10027763 | [REDACTED] | ERB | 08/22/2020 | 06/01/2020 | 06/10/2020 | D01116 - Highlander Union | Elle Kano | 06/30/2020 |
| 1000821 | Work in Progress | 10265053 | [REDACTED] | XSC | 08/22/2020 | 08/12/2020 | 08/13/2020 | D02000 - SOM - Dean's Office | | 08/13/2020 |
| 1000964 | Work in Progress | 10032938 | [REDACTED] | HON | 08/22/2020 | 08/01/2020 | 08/07/2020 | D01100 - Accounting | Elle Kano | 08/19/2020 |

Items Per Page:

« Previous **1** Next »





OTP Tool – Updating WIP

Edit Request - Request ID: 1000327

Department: D01117 - Recreation/Student Rec Center

Attachments

| Employee ID | Name | Position # | Empl Rcd | Job Code | Earning Begin | Earning End | Earning Code | Pay Period | Event | Override FAU | Dollar Amount |
|-------------|------------|------------|----------|---------------------------|---------------|-------------|--------------|------------|-------|--------------------------|---------------|
| 10014444 | [REDACTED] | 40001948 | 0 | 004128 - RECR PRG INSTR 2 | 5/17/2020 | 5/30/2020 | RFA - Reg... | 5/30/2020 | | <input type="checkbox"/> | \$ 100 |

Submit Request for Approval

Close

Cancel Payment Request

Save Changes

| Status | Processed By | Processed On | Comments |
|-----------------------|--------------|------------------|----------|
| Returned to Initiator | [REDACTED] | 05/27/2020 17:24 | test |

[Show/Hide Full History](#)

Test comment





OTP Tool – Approver Queue



SIGN OUT

HOME > APPROVE REQUESTS

Approve Requests

Number of Days Left to Submit Requests for Current Pay Period:

7 Days for BiWeekly Payroll 08/25/2020 13:45
3 Days for Monthly Payroll 08/21/2020 13:45

| Request ID | Employee ID | Employee Name | Position # | Department | Dept Desc | Job Code | Job Code Desc | Pay Frequency | Earn Code | Earn End | Transactor | Amount | FAU Override | Attachments |
|-------------------------|-------------|---------------|------------|------------|------------|----------|---------------------|---------------|-----------|------------|------------|--------|--------------|-------------|
| 1000604 | 10009666 | [REDACTED] | 40005563 | D01100 | Accounting | 005970 | GEN ACCOUNTANT 5 | MONTHLY | FRA | 06/23/2020 | Elle Kano | \$500 | No | |
| 1000605 | 10031746 | [REDACTED] | 40015826 | D01100 | Accounting | 004722 | BLANK AST 3 | BIWEEKLY | FRA | 06/09/2020 | Elle Kano | \$500 | No | |
| 1000606 | 10022154 | [REDACTED] | 40016722 | D01100 | Accounting | 004626 | FINANCIAL SVC ANL 1 | BIWEEKLY | FRA | 07/18/2020 | Elle Kano | \$500 | No | |
| 1000618 | 10013505 | [REDACTED] | 40010634 | D01100 | Accounting | 007584 | BUS SYS ANL 3 | MONTHLY | HON | 04/30/2020 | Elle Kano | \$500 | No | |
| 1000624 | 10011873 | [REDACTED] | 40009960 | D01100 | Accounting | 006944 | PAYROLL ANL 3 | MONTHLY | CRU | 06/30/2020 | Elle Kano | \$500 | No | |





OTP Tool – Approving Request

Review and Approve - Request ID: 1000549

Department: D02000 - SOM - Dean's Office

Attachments

| Employee ID | Name | Position # | Empl Rcd | Job Code | Earning Begin | Earning End | Earning Code | Pay Period End | Event | Override FAU | Dollar Amount |
|-------------|------------|------------|----------|-----------------|---------------|-------------|-------------------------------|----------------|-------|-------------------------------------|---------------|
| 10002211 | [REDACTED] | 40004922 | 0 | 004922 - STDT 1 | 06/16/2020 | 06/17/2020 | XSC - Star Spot Award Central | 06/27/2020 | | <input checked="" type="checkbox"/> | \$5000 |

Approve FAU
Deny FAU

| Account | Activity | Fund | Function | Cost Center | Project Code | Amount |
|---------|----------|-------|----------|-------------|--------------|--------|
| 500110 | A02000 | 19900 | 40 | MSADD | | \$5000 |

Approve Request

Return to Transactor

Close

| Status | Processed By | Processed On | Comments |
|------------------|--------------|------------------|----------|
| Pending Approval | [REDACTED] | 06/22/2020 15:23 | |

Comments





OTP Tool – Request Search

UC RIVERSIDE ONE TIME PAYMENT TOOL SWITCH BACK

HOME > SEARCH REQUESTS

Search Requests

Request ID

Employee Name

Employee ID

Event ID

Earn Begin Date

Pay Period End Date

Department Search

Earn End Date

Request Status **Open & Pending**

Earning Code

| Request ID | Status | Employee ID | Employee Name | Earn Code | Event ID | Pay Period End | Earn Begin | Earn End | Department | Date Created |
|-------------------------|------------------------|-------------|---------------|-----------|----------|----------------|------------|------------|---------------------------|--------------|
| 1000604 | Pending Approval | 10009666 | [REDACTED] | FRA | | 08/31/2020 | 06/01/2020 | 06/23/2020 | D01100 - Accounting | 06/29/2020 |
| 1000605 | Pending Approval | 10031746 | [REDACTED] | FRA | | 08/22/2020 | 06/01/2020 | 06/09/2020 | D01100 - Accounting | 06/29/2020 |
| 1000606 | Pending Approval | 10022154 | [REDACTED] | FRA | 525 | 08/22/2020 | 07/17/2020 | 07/18/2020 | D01100 - Accounting | 06/29/2020 |
| 1000618 | Pending Approval | 10013505 | [REDACTED] | HON | | 08/31/2020 | 04/01/2020 | 04/30/2020 | D01100 - Accounting | 06/29/2020 |
| 1000624 | Pending Approval | 10011873 | [REDACTED] | CRU | | 08/31/2020 | 06/01/2020 | 06/30/2020 | D01100 - Accounting | 06/30/2020 |
| 1000625 | Returned to Transactor | 10027763 | [REDACTED] | ERB | | 08/22/2020 | 06/01/2020 | 06/10/2020 | D01116 - Highlander Union | 06/30/2020 |
| 1000626 | Pending Approval | 10013505 | [REDACTED] | HON | | 08/31/2020 | 07/01/2020 | 07/18/2020 | D01100 - Accounting | 07/01/2020 |
| 1000627 | Pending Approval | 10022607 | [REDACTED] | LSN | | 08/22/2020 | 07/01/2020 | 07/03/2020 | D01100 - Accounting | 07/01/2020 |
| 1000628 | Pending Approval | 10009746 | [REDACTED] | RST | | 08/31/2020 | 07/01/2020 | 07/09/2020 | D01100 - Accounting | 07/01/2020 |
| 1000672 | Pending Approval | 10022154 | [REDACTED] | HON | 525 | 08/22/2020 | 06/01/2020 | 06/13/2020 | D01100 - Accounting | 07/07/2020 |





Deployment Timeline & CFAO Next Steps



OTP Deployment Timeline

- Campus Announcement and Guidance - August
- EACS Roles Established – August
- OTP Live Date – August/September
- Campus Training – August/September





Next Steps

CFAOs should consider deployment approach for units under their area of responsibility

- Guidance regarding Transactor and Department Approver role assignments
- Restrictions on transaction types
- Unique requirements for supporting documentation
- Discuss expectations with your SSCs



Q & A

