PAC Mass Review Additional Pay Transactions – Job Aid

Visit the HR Website for more information on HR related policies, processes and training.

Purpose:
The purpose of this job aid is to provide you with the steps to access, review and act on Additional Compensation transactions on the Mass Review page in PAC.

The Mass Review page allows you to review multiple salary distribution transactions, select an action for those transactions, and submit the transactions, all on one page.

The Manager Self Service or Add Comp Approver role is required to be able to access the Mass Review Salary Distribution page.

Step 1 - Access the Mass Review Salary Distribution Page.

Log in to myColumbia using your UNI and password. Click on the HR Manager Resources tab and then Go to PAC. From the navigation menu, select Worklist/Mass Review > Mass Review Addl Pay.

Step 2 – Filter to view specific transactions. Use the Filter Options to search for specific transactions or if your list contains more than 300 transactions, you will be asked to filter your items before the full page is displayed. The filtered items will appear far more quickly than having the entire page of items load first.

1. Click on the magnifying glass next to any field and a results list displays the transactions.

Notes:

- For the “Start Date” search, enter or select a date from the calendar icon. This is the “Start Date” that was entered when the transaction was initiated. If no transactions appear, there are no pending transactions with that Start Date.
- Your selection choices and thus next views are dependent upon the type of search you selected. If you searched by “Name” and then selected the employee name from the results list, only transactions for that employee appear. If you searched by “Earnings Code” and then selected one of the codes, e.g. “BNS”, all BNS transactions will appear.
Step 3 – Review each transaction and click on the radio button next to the desired action for the transaction.

a. Approve – approve and send to the next level for approval. If this is the final level, transaction is submitted into PAC.

b. Recycle – sends the transaction back for correction. Be sure to add a comment as why it is being recycled.

c. Deny – Deny the transaction.

Notes:

- Transactions appear one after the other on the page.
- Click the arrows on the “Pending Transactions” bar to view additional pages of transactions.
- Review the employee information (name, position, employee record) to ensure the add comp is for the correct record.
- Review the transaction information (Earnings Code, Total Earn Code Payment, Combo Code, Distribution %/Combo Code Amount), to ensure the add comp is allocated correctly.
- The transaction comments appear and you can add a comment if needed.
- The Originator field displays the UNI and role of the last person who submitted/approved the transaction.
- The Transaction Type indicates the level of approval needed at this point in the workflow.

If charging foreign combination codes for employees within your home department, the transaction will route to the foreign departments for approval after home department approval.

If an error displays such as, “Error – Inactive Employee”, the action for that transaction is greyed out. The approver will need to recycle or deny the transaction from the worklist.

To clear a radio button selected for a particular transaction, click the reset symbol to the right of the ‘deny’ radio button option.
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Step 4 – Submit your selected actions. Click the “Process” button on the bottom of the page. The transactions where you selected an action are submitted into workflow to the next level approver or if you are the final approver, the transactions are entered into PAC.

Notes:
- The PAC system will retroactively calculate past payments due and include them in the paycheck following approval of the transaction
- Add comps that receive final approval by the final approval date on the payroll calendar will take effect as of that pay period. If final approval occurs after the final approval date on the payroll calendar, the add comp will take effect as of the following pay period

Step 5 – View the confirmation screen. This screen appears once the transactions are processed and displays a summary of what was processed.

Notes:
- You do not have to wait for the summary or take any other action
- To navigate away from this page, you can click on the “OK” button or any other menu navigation

Submit Confirmation

Your transaction(s) have been submitted. Please wait for a few minutes before going back to the page to view the results. If a message log is not displayed below, please hit the refresh button below after a few minutes.

<table>
<thead>
<tr>
<th>Num</th>
<th>EmpID</th>
<th>Rec Name</th>
<th>Trans Date</th>
<th>Seq Confirmation Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>0</td>
<td>05/27/2011</td>
<td>The Additional Pay transaction has been saved and sent to the next manager for approval</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>0</td>
<td>05/27/2011</td>
<td>The Additional Pay transaction has been recycled.</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>0</td>
<td>05/27/2011</td>
<td>The Additional Pay transaction has been saved and sent to the next manager for approval</td>
</tr>
</tbody>
</table>
Key Points:

1. Use the Filter in the top section of the page to view your transactions or search for a specific transaction.

2. Transactions appear one after the other on the page.

3. Click the arrows on the “Pending Transactions” bar to view additional pages of transactions.

4. Review the employee information (name, position, employee record) to ensure the add comp is for the correct record.

5. Review the transaction information (Earnings Code, Total Earn Code Payment, Combo Code, Distribution %/Combo Code Amount), to ensure the add comp is allocated correctly.

6. The transaction comments appear and you can add a comment if needed.

7. The Originator field displays the UNI and role of the last person who submitted/approved the transaction.

8. The Transaction Type indicates the level of approval needed at this point in the workflow.

9. Errors or Warnings display to alert you to any conflicts. Review these prior to submission and correct as needed.

10. Click on the radio button next to the desired action for the transaction. The following actions are available on the Mass Review Page:
   a. Approve – approve and send to the next level for approval. If this is the final level, the transaction is submitted into PAC.
   b. Recycle – sends the transaction back for correction. Be sure to add a comment as to why it is being recycled.
   c. Deny – Deny the transaction.