This *Quick Guide* provides you with the steps to access, review, and act on Additional Compensation Payment transactions from the Mass Review Addl Pay page in the PAC. The Mass Review page allows you to review multiple additional compensation payment transactions, select an action, and submit them all on one page. To access the page, go to *my.columbia.edu*, click the HR Manager tab, click the PAC icon, and from the menu, navigate to Worklist/Mass Review > Mass Review Addl Pay.

**Review Transactions**

Transactions appear one after the other on the page. Review each one, select the *Approval option*, enter any comments, and then select *Process* on the bottom of the page to submit all transactions at once.

- **Approve** – approve and send to the next level for approval. If this is the final level, transaction is submitted into PAC
- **Recycle** – sends the transaction back for correction. Be sure to add a comment as why it is being recycled
- **Deny** – Deny the transaction
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.

**Confirmation**

The Submit Confirmation screen appears once the transactions are processed and displays a summary of what was processed. You do not have to wait for the summary or take any other action. To navigate away from this page, click the OK button or any other menu navigation.

For complete instructions on how to submit Additional Compensation Payments, access the module within the PAC Additional Compensation Payments course. For more information on approving PAC transactions, access the PAC Approver Training course.