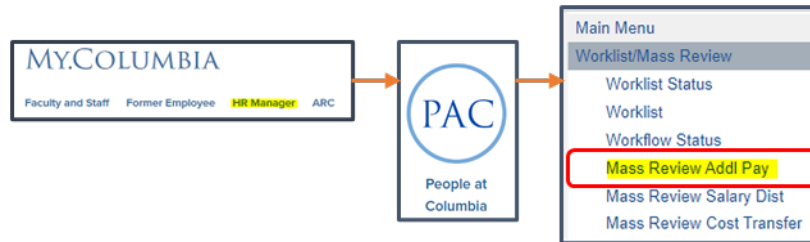




This *Quick Guide* provides you with the steps to access, review, and act on Additional Compensation Payment transactions from the Mass Review Addl Pay page in the PAC. The Mass Review page allows you to review multiple additional compensation payment transactions, select an action, and submit them all 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**.



Use the **Filter** options to search the list for specific transactions. 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.

Mass Review Addl Pay

Filter Options

Name	<input type="text"/>	Department	<input type="text"/>	<input type="button" value="Details"/>		
Position Nbr	<input type="text"/>	Earnings Code	<input type="text"/>	Start Date: <input type="text"/>	Work List Name	<input type="text"/>

The **Start Date** 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.

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

Review each transaction and **Select** your desired action: Approve, Recycle, or, Deny

To clear a radio button selected for a particular transaction, click the **reset symbol** to the right of the 'deny' radio button option

Use the **Navigation** arrows to view transactions on additional pages (if there are additional)

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

Review the **Earnings Allocation** (Dates, Combo and Earning Code(s), Payment information), to ensure the add comp is allocated correctly

The **Originator** field displays the UNI and role of the last person who submitted or approved the transaction

Enter a **Comment** as needed. If recycling the transaction, be sure to add a comment as to why it is being recycled

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.

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

Transactions appear one after the other on the page. To 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. Transactions route to foreign department approvers if foreign combination codes were charged for employees within your home department. If you are the final approver, the transactions are entered into PAC.

- 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.

Num	EmpID	Rcd Name	Trans Date	Seq	Confirmation Message
1	1	0	05/27/2011	0	The Additional Pay transaction has been saved and sent to the next manager for approval.
2	2	0	05/27/2011	0	The Additional Pay transaction has been recycled.
3	3	0	05/27/2011	0	The Additional Pay transaction has been saved and sent to the next manager for approval.

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.