

Enter or Change for a Payment Method

Use this procedure to set up, a new personal pay method for a participant.

Prerequisites

- Have complete paperwork in hand.
- Know the effective date of the change.

To enter a payment method

When completing the Oracle forms referenced in this procedure, note that a white field indicates optional entry or one that is conditional based on the particular process.

1. Select **People > Enter and Maintain** and then a **Decision** form will display to alter the effective date of the change.

The screenshot displays the Oracle HRMS Administrator interface. The top navigation bar shows 'Navigator - 650 HRMS Administrator'. Below it, the 'Functions' tab is active, and the 'People: Enter and Maintain' menu is expanded. The 'Enter and Maintain' option is highlighted in blue. A red arrow points from the text 'Enter and Maintain' in the instructions to this menu item. Another red arrow points from the text 'Decision' in the instructions to a 'Decision' dialog box that is open over the form. The dialog box contains the text: 'Your current effective date is 06-MAY-2015. Do you want to change it?' with 'Yes' and 'No' buttons. The background form shows various fields for personal information, including 'Last', 'First', 'Title', 'Prefix', 'Gender', 'Action', 'Person Type for Action', 'Person Types', 'Identification', 'Social Security', 'Medical', 'Other', 'Benefits', 'Town of Birth', 'Region of Birth', 'Country of Birth', 'Status', 'Nationality', and 'Registered Disabled'.

- a. If the current effective date is different than the change date of pay method, click **Yes** to go to the **Alter Effective Date** form. If date is not different, click no and proceed to step 2

- b. Complete the **Effective Date** field

2. Click **OK** to go to the **Find Person** form.

- a. Complete one of the following **Find Person** form fields:

Field Name	Required (R) or Optional (O)	Description
Full Name	O	Person's last name.
Social Security	O	Person's social security number.

Type	0	Select from the List of Values: Contingent Worker Applicant Employee(Floods in)
Employee Number	0	Person's ID Number.

3. Click **Find** to go to the **People** form.

NO_CONTACT - 650 HRMS Administrator @ RFPRODX - 06-MAY-2015

Name

Last **do not u**

First **do not u**

Title

Prefix

Suffix

Middle

Gender **Female** Action

Person Type for Action

Person Types **Internal**

Identification **Employee** 103386

Social Security **897-65-43**

Personal Employment Office Details Applicant **Rehire** Further Name Medical Other Benefits

Birth Date **01-JAN-2001** Age **14**

Town of Birth

Region of Birth

Country of Birth

Status

Nationality

Registered Disabled

Effective Dates

From **01-SEP-2013** To

Latest Start Date **01-SEP-2013** [**NC**]

Address Person Type Usage Assignment Special Info Others...

Click **Assignment** to go to the Assignment form.

Assignment(Torrej... ator @ RFPRODX - 06-MAY-2015

Organization: 011 College of Nanoscale Science & Eng
Job: Research Project Assistant
Grade: E.69
Location: 011 CNSE
Group: 011.Employee Graduate
Position:
Payroll: Biweekly
Status: Terminated - Do Not Process
Vacancy:
Assignment Number: 85612
Assignment Category: Exempt - Regular
Collective Agreement:
Employee Category:

Salary Information | Supervisor | Probation & Notice Period | Standard Conditions | Statutory Information

Salary Basis: Salaried Annual
Review Salary: Every
Review Performance: Every
Effective Dates: From 29-AUG-2010 To

Salary | Entries | Entry History | Others...

4. Click **Others** > **Pay Method**. Click **Ok** to go to the **Personal Payment Method** form > Click **OK**.

Assignment(Karen Y.) - 650 HRMS Administrator @ RFPRODX - 06-MAY-2015

Navigation Options

Find %

- CNSE Accrual
- COEUS
- Pay Method
- Position Number
- Proposed Labor Schedule
- QuickPay
- Salary History
- Statement of Earnings
- Tax Info

Find OK Cancel

Group: 011.Employee Graduate
Position:
Payroll: Biweekly
Status: Terminated - Do Not Process
Vacancy:
Collective Agreement:
Employee Category:
Standard Conditions | Statutory Information
Performance:
To

Salary | Entries | Entry History | Others...

5. As required by the completed and approved documentation, complete the following **Personal Payment Method** fields:

The screenshot shows a web browser window titled 'Personal Payment Method'. The browser address bar shows 'Personal Payment Method' and the user is identified as 'S Administrator @ RFPRODX - 06-MAY-2015'. The form contains the following fields and controls:

- Name:** A text input field highlighted in yellow.
- Type:** A dropdown menu.
- Priority:** A text input field.
- Balance Currency:** A dropdown menu.
- Balance Amount:** A text input field.
- Percentage:** A text input field.
- Payment Currency:** A dropdown menu.
- Foreign Payment:** A checkbox.
- Bank Details:** A text input field.
- Payee:** A section containing:
 - Type:** A dropdown menu set to 'None'.
 - Name:** A text input field.
- Prenote Information:** A section containing:
 - Issued:** A checkbox.
 - Date:** A text input field.
- Effective Dates:** A section containing:
 - From:** A text input field with the value '06-MAY-2015'.
 - To:** A text input field.
- Further Information:** A text input field.

Note: The final pay method should always be 100%.

Field Name	Required (R) or Optional (O)	Description
Name	R	Method of compensation disbursement chosen by participant. Select from the list of values: Check Direct Deposit Third Party Pay Card
Type	O	System-generated based on input to the Name field. For Example: When Direct Deposit is chosen in the Name field, NACHA will display in the Type field.
Priority	R	Number indicating the priority status of method.

		<p>Example for choosing the priority: If an employee is receiving: Net wage payment \$1,000 Account A: \$200-Priority should be 3 Account B: \$100-Priority should be 5 Account C: \$700-Priority should be 10(The highest number is the final balance left to be deposited). This would allow you to add in other accounts if the participant wanted to add accounts.</p>
Amount	○	<p>Dollar amount of pay for which the method in the Name field is used. The Amount OR the Percentage field must be used. If the amount entered does not equal the total compensation amount, enter an additional pay method.</p>
Percentage	○	<p>Percentage of pay for which the method in the Name field is used. The Percentage OR the Amount field must be used. If the percentage entered does not equal 100%, enter an additional pay method.</p>

6. When are done loading all this information, select **File > Save**.
7. If an additional pay method is needed, select **File > New**. Go back to step 5.
8. Make a final review of all pay methods for any given effective date.
9. Select **File > Close Form**.