

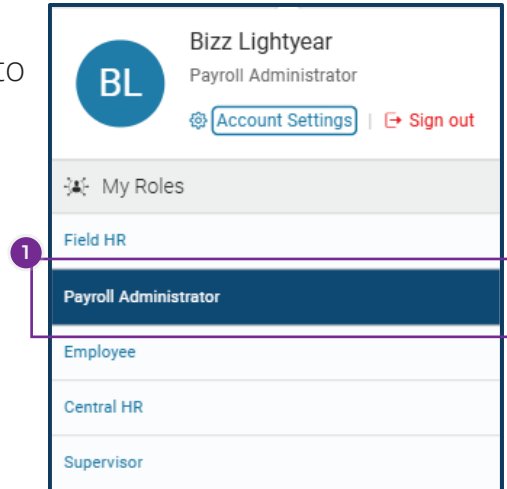
Mass Upload for MAS3 (OTPAY)

Instructions

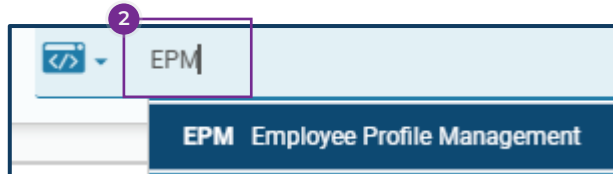
OTPAY

Use to create a Mass Upload for multiple employees to receive a One Time Payment.

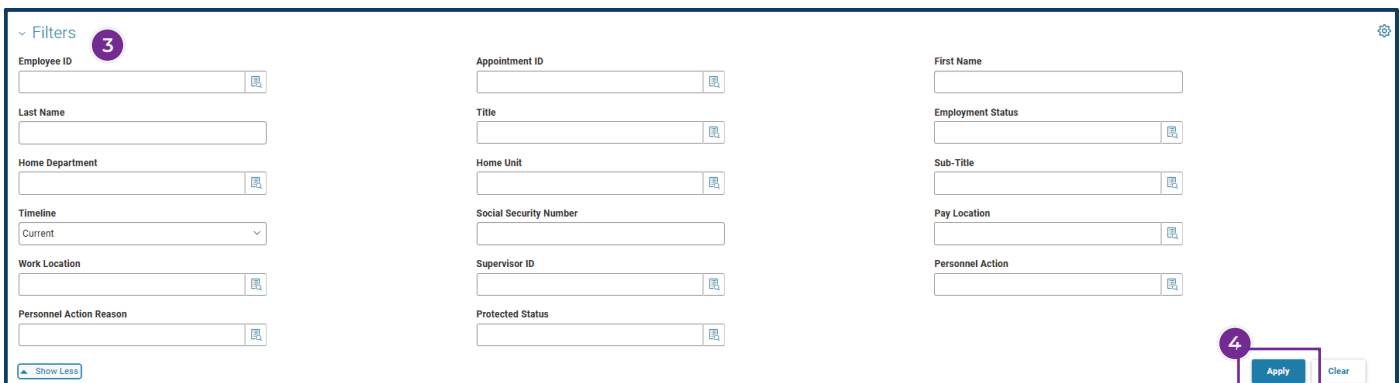
1. From **My Profile**, select the **Payroll Administrator** role.



2. From the **Global Navigation** search bar, type EPM (Employee Profile Management) for Payroll Management.



3. Use **Filters** to search for the employee.
4. Click **Apply** when you've completed your search.



5. From the **Grid Actions** results, click the **View** button.



1. You will see the list of employees under **Grid Actions**. Verify the employees are correct.
2. Search for **MAS3 Mass Change Request for One-Time Transactions** in the **Global Search Bar**.

Employee Profile Management ☆

Grid Actions

1 - 20 of 20 Records

View per Page 20 100

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Protected Status	Employee ID	Employment Status	From	To	Appointment ID	Sub-Title	
	100157	A	02/15/2025	12/31/9999	-	E3	View
	106894	A	02/15/2025	12/31/9999	-	E3	View
	109306	A	02/15/2025	12/31/9999	-	E3	View
	101322	A	02/15/2025	12/31/9999	-	E3	View
	115029	A	02/15/2025	12/31/9999	-	E3	View
	103277	A	02/15/2025	12/31/9999	-	E3	View
	118258	A	02/15/2025	12/31/9999	-	E3	View

Global Search Bar

MAS3

MAS3 Mass Change Requests for One-Time Transactions

1. Click **Create**.
2. Enter **From**, the date the One-Time Payment will be effective. The **Request Code** is **OTPAY**.
3. In the **Selected Criteria-General** section, use the search criteria from the **EPM** filter.

Mass Change Requests for One-Time Transactions ☆

Create

Mass Change Requests for One-Time Transactions

* From: 05/22/2025 To: 12/31/9999

* Request Code: OTPAY

Request Type: OTPAY

Request Number: 000000003

Selected Criteria - General

Home Department: 150 GOV OPS

Home Unit: [Empty]

Union Member: - Select -

Union Local: [Empty]

Payroll Number: [Empty]

Pay Class: [Empty]

Employment Status: A ACTIVE

Title: 10005 State Auditor

Sub-Title: E3 FLSA Exempt 24

Override Grade: [Empty]

Step: [Empty]

Pay Type: [Empty]

Table Driven Pay: - Select -

Amount/Percent Indicator: - Select -

Amount: [Empty]

Percent: [Empty]

Pay Location: [Empty]

Work Location: [Empty]

* Labor Distribution Override Option: Not Applicable

Labor Distribution Profile: [Empty]

4. In the **Revised Attributes - Common** section, enter the **Revised From** date, select or enter the **Pay Type**. The drop-down for **Amount/Percent Indicator** is Amount, and enter the check **Amount**.

Revised Attributes - Common

Revised From
05/22/2025

Pay Type
1132
SPC BONUS PAY

Amount/Percent Indicator
Amount

Amount
\$150,0000

Percent

5. In the **Revised Attributes - STRG** section, select the **Supplemental Type Indicator** and **Pay Period End Date**.

6. In the **Revised Attributes - OTPAY** section, enter the **Home Department** and **Supplemental Pay Indicator**.

7. Click **Save**.

Create Mass Change Requests for One-Time Transactions

Save Save & Close Cancel

Revised Attributes - STRG

Supplemental Type Indicator
By Pay Type

Pay Period End Date
05/30/2025

Revised Attributes - RTRG

Revised Attributes - OTDED

Revised Attributes - OTPAY

Home Department
150

Supplemental Pay Indicator
By Pay-Type

Labor Distribution Override Option
- Select -

Labor Distribution Profile

Position Number

1. From the **Global Navigation** search bar, type BATRUN Job Manager (HRM).

2. Use **Filters** to search for the employee.

3. Click **Apply** when you've completed your search.

4. Click on the **3-dot menu**. 

5. Click **Open Folder**.

1. Click on the **3-dot menu** next to the **On-Request Jobs** row.

2. Select **Open Folder**.

1. Click on the **3-dot menu** next to the **On-Request Jobs** row.

2. Select **Open Folder**.

Item Type	Catalog Label	Catalog ID	Class Name	Application
Folder	Utilities	2000	-	ADVANTAGE HR
Folder	Nightly Processing	2001	-	ADVANTAGE HR
Folder	Paycycle Processing	2002	-	ADVANTAGE HR
Folder	Quarterly and Monthly Processing	2008	-	ADVANTAGE HR
Folder	Annual Processing	2009	-	ADVANTAGE HR
Folder	On-Request Jobs	2010	-	ADVANTAGE HR
Folder	RETRO Pay Processing	2011	-	ADVANTAGE HR

1. Click on the **3-dot menu** next to the **Mass Change** row.

2. Select **View**.

Item Type	Catalog Label	Catalog ID	Class Name	Application
System Batch	Position Control Fiscal Year Rollover	2071	AdvRequestManager	ADVANTAGE HR
System Batch	Execute Ad Hoc Reports for Position Control	2072	AdvRequestManager	ADVANTAGE HR
System Batch	Execute Personnel And Payroll Ad Hoc Reports	2073	AdvRequestManager	ADVANTAGE HR
System Batch	Outstanding Paycheck Report	2074	AdvRequestManager	ADVANTAGE HR
System Batch	Paycycle Bank Reconciliation	2075	AdvRequestManager	ADVANTAGE HR
Report	Mass Change	2076	AMSHRMassChange	ADVANTAGE HR
System Batch	Annualized Salary Extract	2077	AdvRequestManager	ADVANTAGE HR

1. On the Report Summary for Mass Change, click on the **3-dot menu**.

2. Select **Schedule New Job**.

Report Summary for Mass Change

Filters

Job ID

Job Name

Start Date
MM/DD/YYYY

User ID

Return Code

Additional Actions

- Back
- Print Page
- Schedule New Job
- View Pending Jobs

1. Enter the following:

- **Job Name**
- Select a **Run Option**
- **Scheduled Date/Time**

2. Click **Save**.

3. Click the **3-dot menu**.

4. Select **Setup Parameters**.

New Job

Job ID
2235287

Application Server ID

* Run Option

Run Immediate

* Scheduled Date/Time

05/22/2025 06:24 AM

Run After Completing Job

Viewable by All Users ?

Job Name

Payroll Test AM

Application Server Name
-

Number of Runs

Don't Schedule After

05/24/2025 05:18 AM

Pre Condition Return Code

- Select -

Job
Mass Change

Buttons: Save, Submit Request, Cancel

Related Pages

Setup Parameters

1. Enter OTPAY in the **Parameter Value field**.

2. Select **Save & Close**.

Job Parameters for Mass Change

1 - 4 of 4 Records

View per Page - 20 50 100

Parameter

Transaction Code: Enter a transaction code to create transactions for a specific type (optional)

Report Layout XML Filename

Mass Change Transaction Generation

Report Output Subdirectory

Parameter Value

OTPAY

5255

AMSHRMassChange_layout.xml

Mass Change Document Generation

MassChangeReport

Buttons: Save, Save & Close, Cancel

1. Click **Submit Request**.

The screenshot shows the 'New Job' form. At the top right, there are buttons for 'Save', 'Submit Request', and 'Cancel'. The 'Submit Request' button is highlighted with a red box and a circled '1'. The form contains several fields: Job ID (2235287), Job Name (Payroll Test AM), Job (Mass Change), Application Server ID, Application Server Name, Run Option (Run Immediate), Number of Runs, Scheduled Date/Time (05/22/2025 06:24 AM), Don't Schedule After (05/24/2025 05:18 AM), Run After Completing Job, and Pre Condition Return Code (- Select -). There is also a checkbox for 'Viewable by All Users?'.

1. Click **Apply**.

The screenshot shows the 'Report Summary for Mass Change' page. It features a 'Filters' section with fields for Job ID, User ID, Job Name, Return Code, and Start Date. At the bottom right, there are 'Apply' and 'Reset' buttons. The 'Apply' button is highlighted with a red box and a circled '1'.

1. Click the **3-dot menu**.



2. Click **Related Pages**.

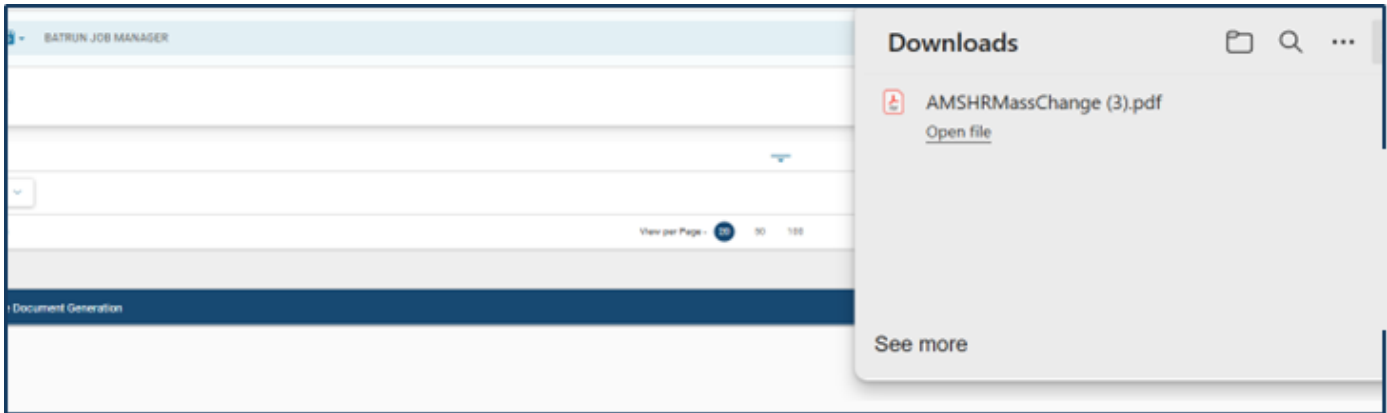
3. Click **Report(s)**.

The screenshot shows a data table with one record. The table has columns for Job ID, Job Name, User ID, Start Time, End Time, and Return Code. The first row contains the following data: Job ID: 2235287, Job Name: Payroll Test AM, User ID: amckinley, Start Time: 05-22-2025 05:43, End Time: 05-22-2025 05:43, Return Code: Successful. A context menu is open over the 'Successful' return code, showing options: Report(s), Related Pages, View Log, and Related Actions. The 'Report(s)' option is highlighted with a red box and a circled '2', and the 'Related Pages' option is highlighted with a red box and a circled '3'. A circled '1' is also present near the top right of the table area.

1. Click **View PDF**.

The screenshot shows the 'Reports' page. It features a 'Grid Actions' dropdown and a table with one record. The table has a column for 'Report' with the value 'Mass Change Document Generation'. At the bottom right, there is a 'View PDF' button highlighted with a red box and a circled '1'.

1. Click **Open File** to view the PDF.

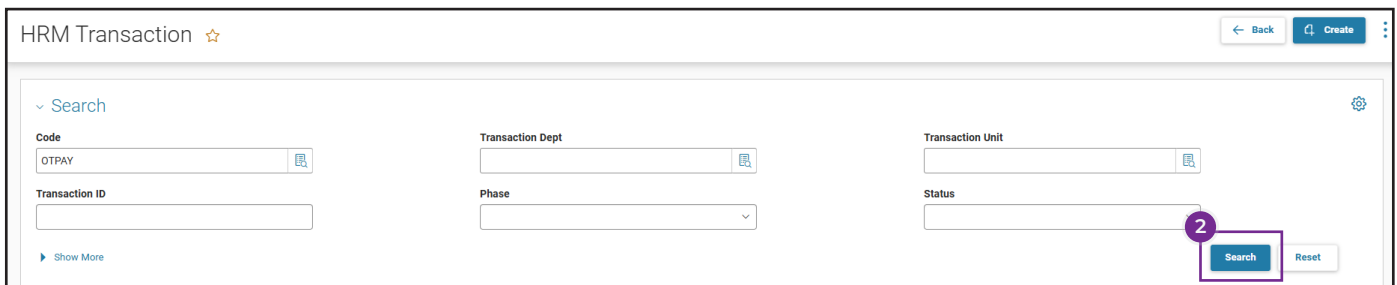


Verify the **OTPAYs** were created successfully.

1. From the **Global Navigation** search bar, type OTPAY (One-Time Payment).



2. Click **Search** to locate the newly created OTPAYs.

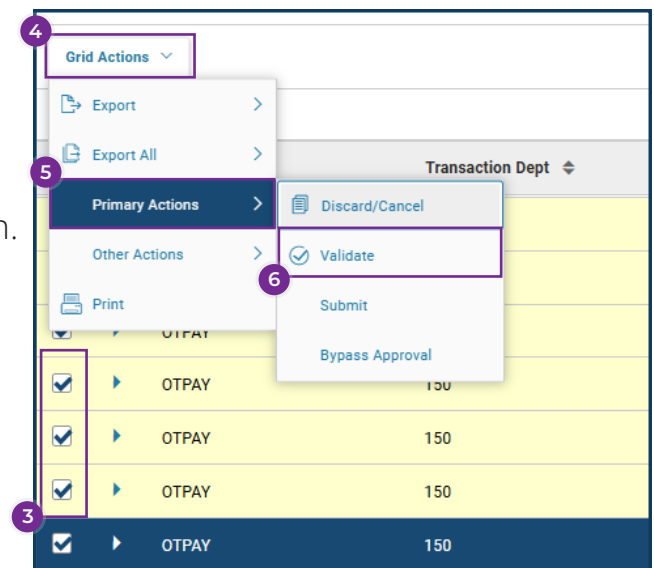


3. Select the **OTPAY entries**.

4. Click **Grid Actions**.

5. Select **Primary Actions** from the drop-down.

6. Click **Validate**.

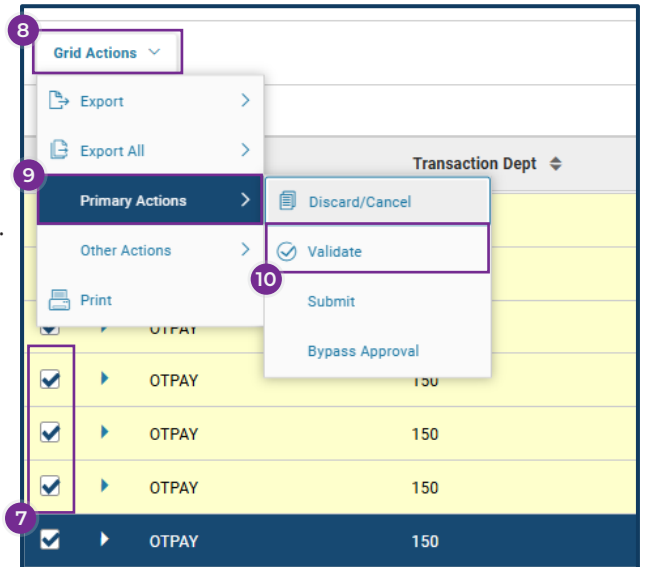


7. Select the **OTPAY** entries.

8. Click **Grid Actions**.

9. Select **Primary Actions** from the drop-down.

10. Click **Submit**.

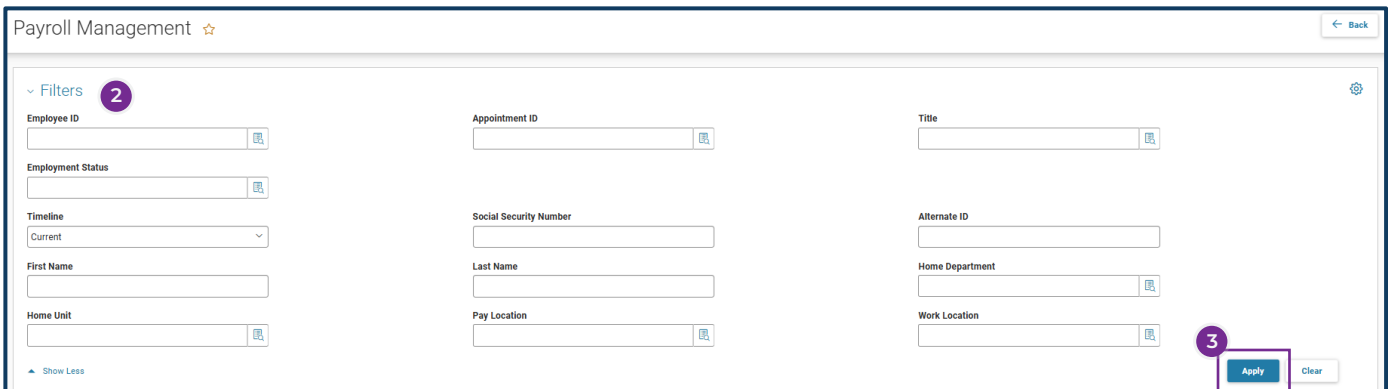


1. From the **Global Navigation** search bar, type PAYM (Payroll Management).



2. Use **Filters** to search for the employee's statuses.

3. Click **Apply** when you've completed your search.



4. From the results, click **View** next to the employee.

Grid Actions

1 - 20 of 72 Records

View per Page - 20 50 100

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Employee ID	Appointment ID	First Name	Last Name	From	To	
100	-	Marvin	Dodge	02/15/2025	12/31/9999	4 View
106	-	William	Brandon	02/15/2025	12/31/9999	View
109	-	Kenneth	Wheeler	02/15/2025	12/31/9999	View

4. Click on the **Pending Payment** tab to view the payment.

Position Distribution Profile Maintenance Details

Employee Training Profile

5 Pending Payment (1)

> Filters

Grid Actions

1 - 1 of 1 Records

View per Page - 20 50 100

Page 1 of 1

	Event Date	Pay Type	Supplemental Pay	Input Amount	Contract Pay Amount	Hold
6	10/26/2024	1132	By-Pay-Type	1,000.00	1000.00	No