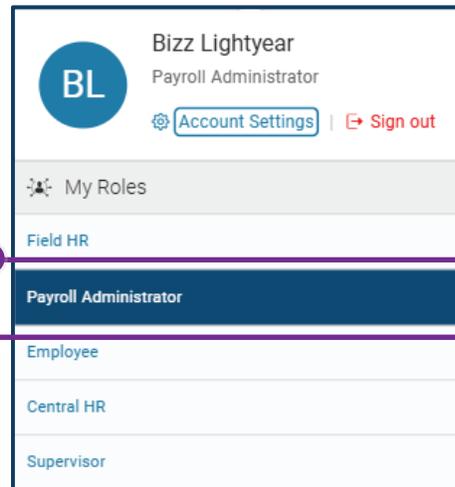


# Recurring Payments ESMT

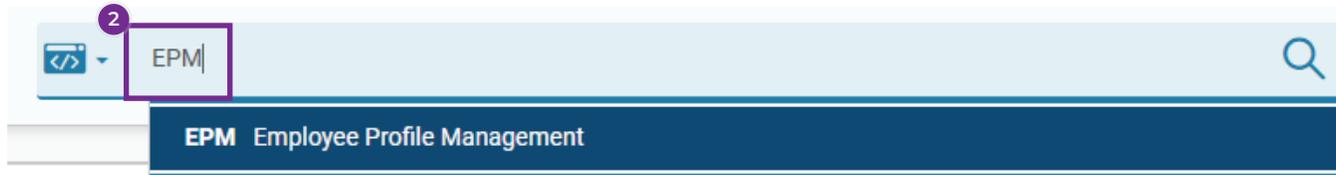
quick reference guide

## Instructions

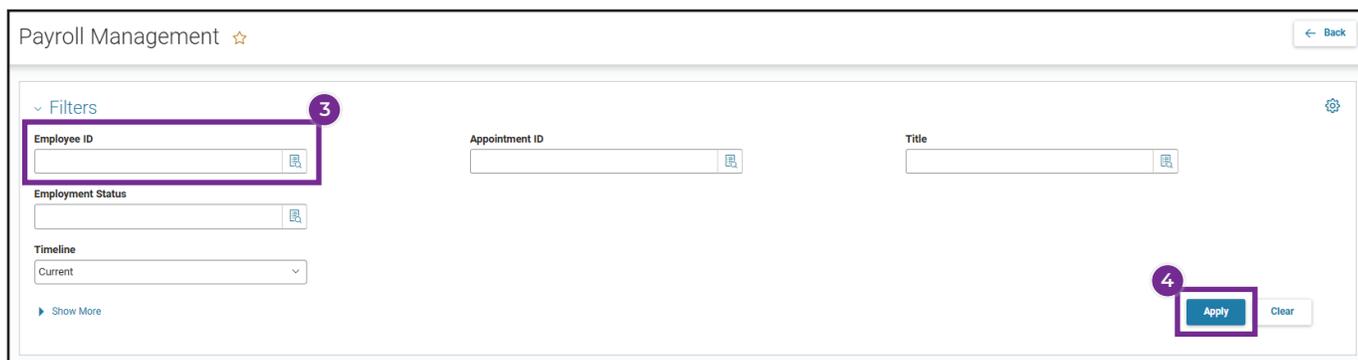
1. From **My Profile**, select the appropriate business role for payroll duties.



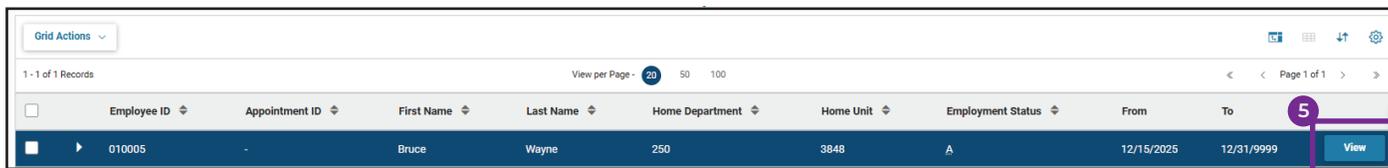
2. From the **Global Navigation** search bar, type EPM for Employee Profile Management.



3. Enter the **Employee ID** to search for the employee.
4. Click **Apply** when you've narrowed your search.



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



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

Protected Status	Personnel Action	Personnel Action Count	Correction Count	From	To	Attachments
POSN	NEWH!	1	0	12/15/2025	12/31/9999	<a href="#">Modify</a>

From the **Employee** tab under the **General Information** section:

1. Update the required fields:

- **From** - this should be updated to match the effective date of the Recurring Pay Parameter

Employee Status Maintenance (ESMT) ☆ Draft

Department: 150 | Unit: - | Transaction ID: 2026022200000014795 | Version: 1

Employee Pay Parameters (1)  
Pay Type WORK

Created By: | Created On: 02/22/2026 | Modified By: | Modified On: 02/22/2026

**General Information**

\* From: 12/15/2025 To: 12/31/9999

\* Employee ID: 010005 Wayne, Bruce B  
\* First Name: Bruce  
\* Last Name: Wayne  
\* Original Appointment Date: 12/15/2025  
\* Appointment ID:  
\* Middle Name: Bat  
\* Last Hire Date: 12/15/2025  
\* Last Day Worked: MM/DD/YYYY  
\* Last Check Date: MM/DD/YYYY  
\* Name Suffix: II  
\* Multiple Personnel Action: Yes  
 Correction  
ACA Measurement Start Date: MM/DD/YYYY

From the **Employee** tab under the **Assignment Information** section:

2. Update the required fields:

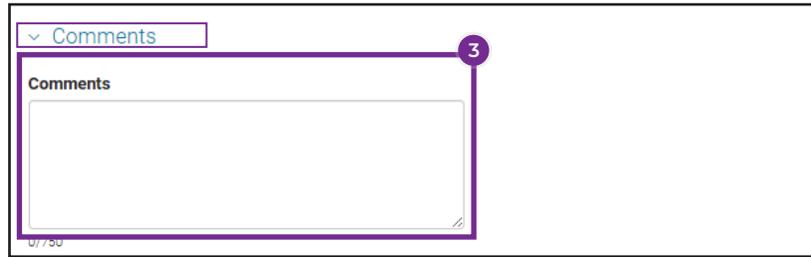
- **Personnel Action Code** - enter RECUR (this is the code for recurring payments)
- **Personnel Action Reason** - leave blank

**Assignment Information**

\* Personnel Action Code: RECUR RECURRING PYMT  
\* Personnel Action Reason:  
\* Employment Status: A ACTIVE  
\* Home Department: 250 Health & Human  
\* Home Unit: 3848 USH-Patient Ind  
\* Position Number: 20012708 Resident Worker  
\* Table Driven Pay: Do Not Use Table  
\* EEO Full-time: No  
\* Percent Full-time: 0.5000  
Protected Status: POSN PROTECTED POSN

From the **Employee** tab under the **Comments** section:

3. Update the **Comments** fields, optional.



A screenshot of a web application interface showing a 'Comments' section. The section is titled 'Comments' and contains a large, empty text input area. A purple rectangular box highlights the entire 'Comments' section. A small circle with the number '3' is positioned in the top right corner of the purple box.

Select the **Employee** tab:

1. Confirm or update the required fields:

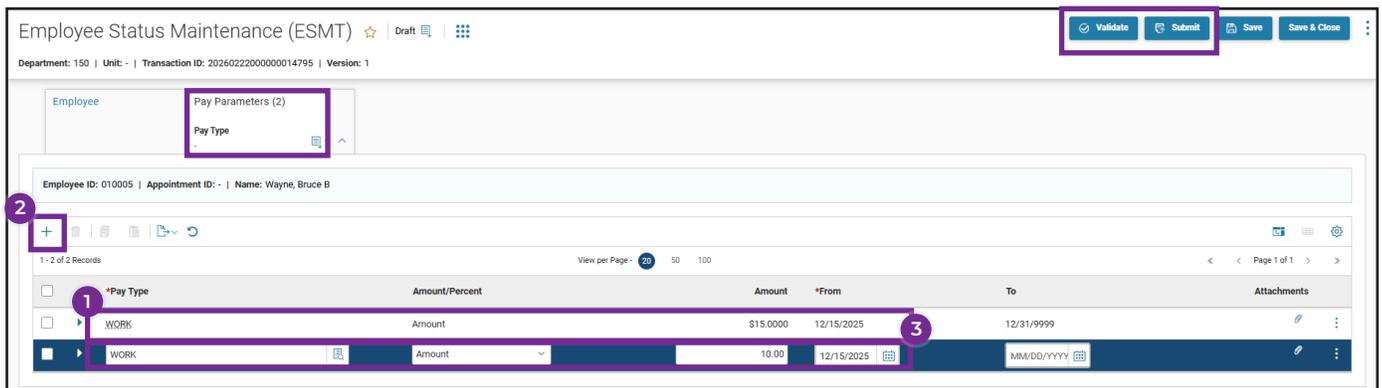
- **Pay Type** - WORK will default
- **From** - make sure the date matches the effective date being used on the ESMT and the Recurring Payment

2. Select the **+ icon** + to create a new line.

3. Update the required fields:

- **Amount/Percent** - select 'Amount' from drop-down
- **Amount** - enter the dollar amount
- **From** - make sure to match the effective date of the ESMT and all other work types
- **To** - optional, if an end date is unknown you will just leave this blank and it will auto populate with the 12/31/9999 date

4. Once everything is entered, hit **Validate** then **Submit**.



A screenshot of the Employee Status Maintenance (ESMT) web application. The interface shows the 'Employee' tab selected. At the top right, there are buttons for 'Validate', 'Submit', 'Save', and 'Save & Close'. Below this, the 'Pay Parameters (2)' section is visible, showing a table with two rows of data. The first row is highlighted with a purple box. The second row is also highlighted with a purple box. A purple box highlights the '+ icon' in the table header. Another purple box highlights the 'Amount' field in the second row. A third purple box highlights the 'From' field in the second row. A fourth purple box highlights the 'To' field in the second row. The table has columns for '\*Pay Type', 'Amount/Percent', 'Amount', '\*From', 'To', and 'Attachments'. The first row shows 'WORK', 'Amount', '\$15.0000', '12/15/2025', and '12/31/9999'. The second row shows 'WORK', 'Amount', '10.00', '12/15/2025', and 'MM/DD/YYYY'.