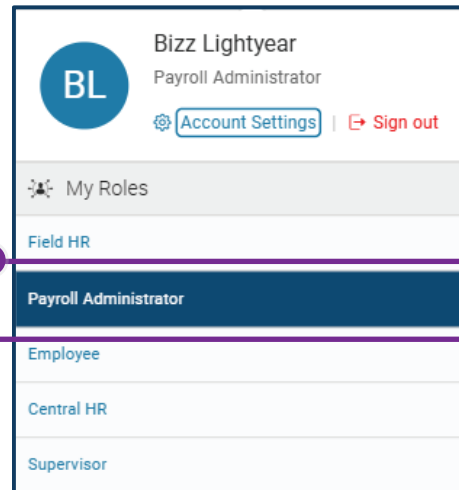


Recurring Payments ESMT

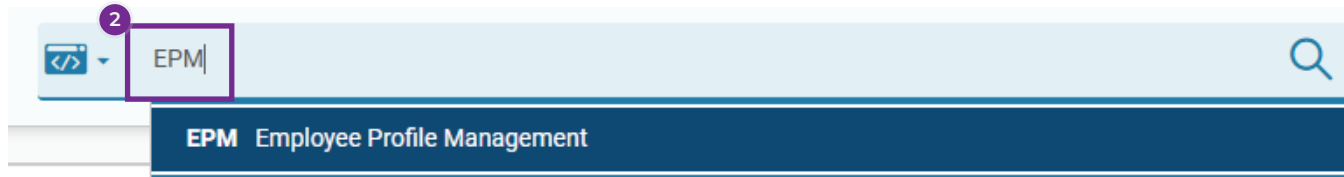
quick reference guide

Instructions

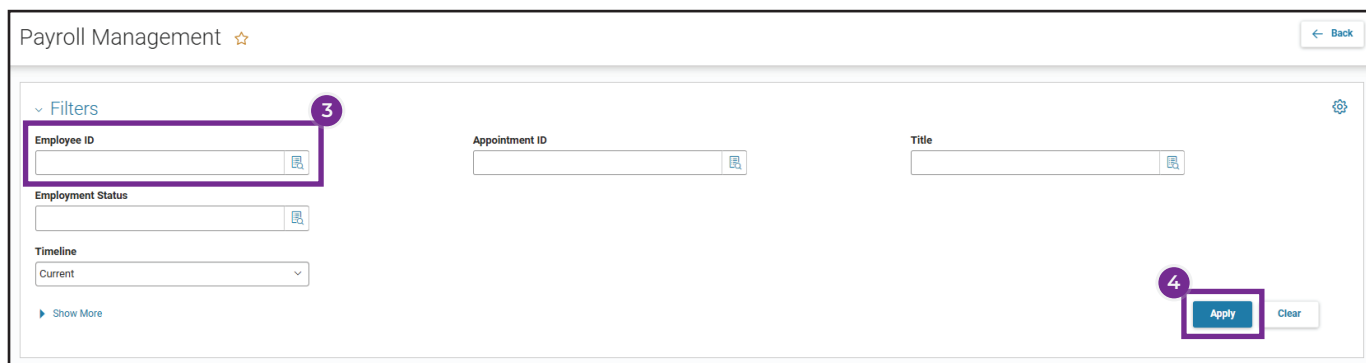
1. From **My Profile**, select the appropriate business role for payroll duties.



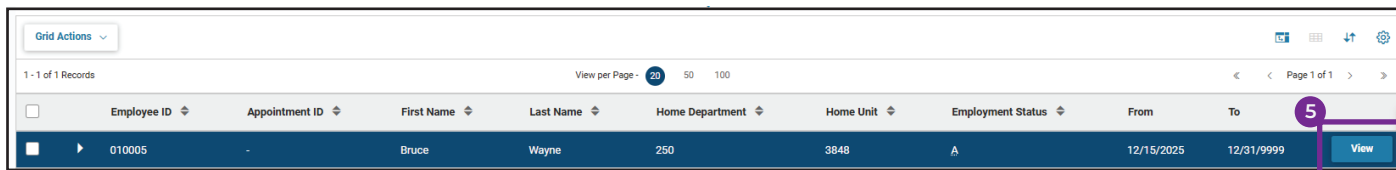
2. From the **Global Navigation** search bar, type EPM for Employee Profile Management.



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 **Employee Status Maintenance** tab, click the **Modify** button.

The screenshot shows the 'Employee Profile Management' interface. At the top, there are navigation tabs: 'Employee', 'Employee Status Maintenance (1)', 'Pay Parameters (1)', 'Employee Status Maintenance Log (3)', 'Pay Parameter Log (1)', 'Department Specific Data (1)', and 'Employee Address (1)'. The 'Employee Status Maintenance (1)' tab is highlighted with a purple box. Below the tabs is a 'Filters' section with a 'Timeline' dropdown set to 'Current'. A table below shows one record with columns: 'Protected Status', 'Personnel Action', 'Personnel Action Count', 'Correction Count', 'From', 'To', and 'Attachments'. The record has values: 'CNV2', '1', '0', '02/28/2026', '12/31/9999', and an 'Attachments' icon. A purple box highlights the 'Modify' button in the bottom right corner of the table, with a circled '6' next to it.

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

The screenshot shows the 'Employee Status Maintenance (ESMT)' form. At the top, there are buttons for 'Validate', 'Submit', 'Save', and 'Save & Close'. Below the buttons, there is a header with 'Department: 150 | Unit: | Transaction ID: 2026022200000014795 | Version: 1'. The form has several tabs: 'Employee', 'Pay Parameters (1)', and 'Pay Type WORK'. The 'Employee' tab is highlighted with a purple box. Below the tabs is a 'Created By' and 'Modified By' section. The 'General Information' section is expanded and highlighted with a purple box and a circled '1'. It contains several fields: '* From' (12/15/2025), 'To' (12/31/9999), '* Employee ID' (010005), 'Appointment ID', '* Original Appointment Date' (12/15/2025), '* First Name' (Bruce), 'Middle Name' (Bat), '* Last Name' (Wayne), 'Name Suffix' (II), 'Last Hire Date' (12/15/2025), 'Multiple Personnel Action' (Yes), 'Correction' (checkbox), 'Last Day Worked' (MM/DD/YYYY), 'Last Check Date' (MM/DD/YYYY), and '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

*** Home Department**
 250
 Health & Human

*** Table Driven Pay**
 Do Not Use Table

Protected Status
 POSN
 PROTECTED POSN

Personnel Action Reason

*** Home Unit**
 3848
 USH-Patient Ind

EEO Full-time
 No

*** Employment Status**
 A
 ACTIVE

Position Number
 20012708
 Resident Worker

*** Percent Full-time**
 0.5000

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

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

Comments

Comments

07/20

Select the **Pay Parameters** 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**.

Employee Status Maintenance (ESMT) ☆ Draft

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

Employee ID: 010005 | Appointment ID: - | Name: Wayne, Bruce B

*Pay Type	Amount/Percent	Amount	*From	To	Attachments
WORK	Amount	\$15.0000	12/15/2025	12/31/9999	

Ending a recurring payment

1. Repeat steps 1-6 above.
2. From the **Pay Parameters** tab, edit the **To** date by entering the last day of the pay period when they want the recurring payment to stop.
3. Click **Validate**, then **Submit**.

Employee Status Maintenance (ESMT) ☆ Draft

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

Employee ID: | Appointment ID: - | Name: .

*Pay Type	Amount/Percent	Amount	*From	To	Attachments
WORK	Amount		02/28/2026	12/31/9999	