

Manager – How to Approve a one off Payment

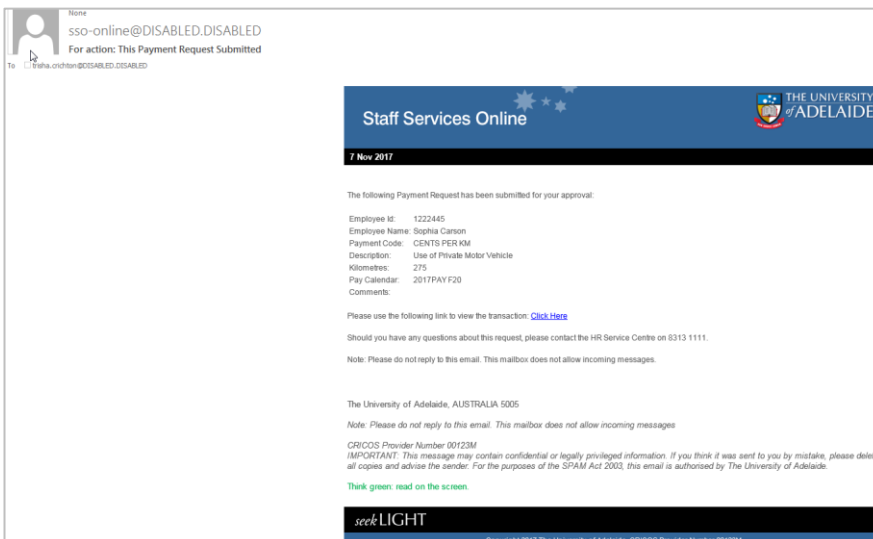
Introduction

This is a step by step guide to assist Managers to view and Approve requests for a one off Payment

Procedure

Log in to SSO > Manager SSO or use the link in the email

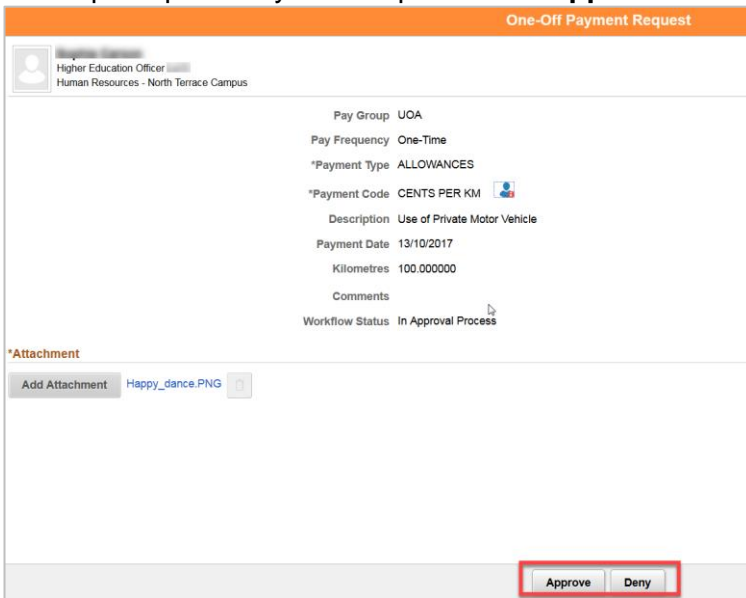
1. Manager will receive an email notification to approve the Payment, select the link '[Click Here](#)'



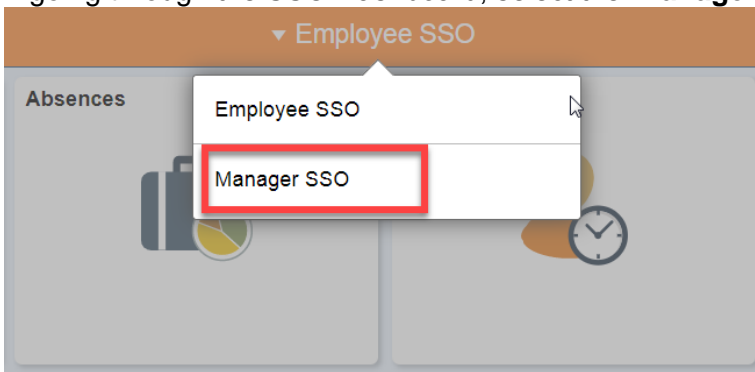
2. The link will open up in SSO, enter your '**Username & Password**'



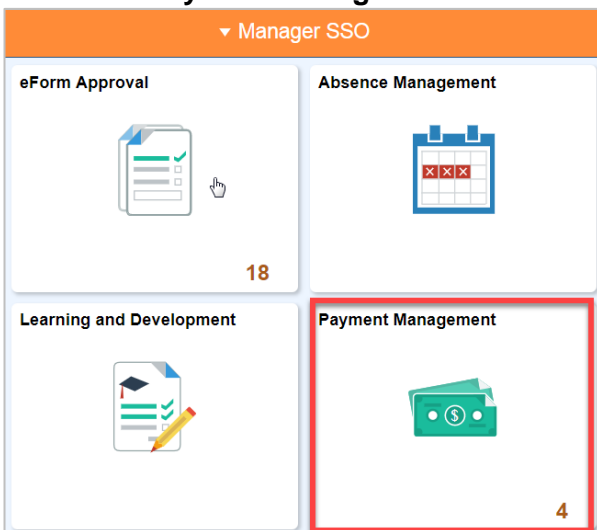
3. It will open up the Payment request to be **'Approved/Denied'**, for next steps follow points 8, 9, & 10.



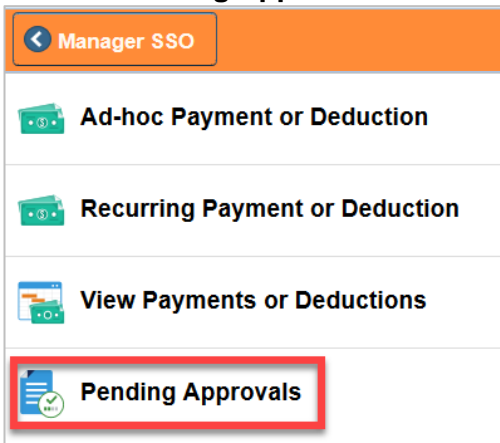
4. If going through the SSO Dashboard, select the **'Manager SSO'** option



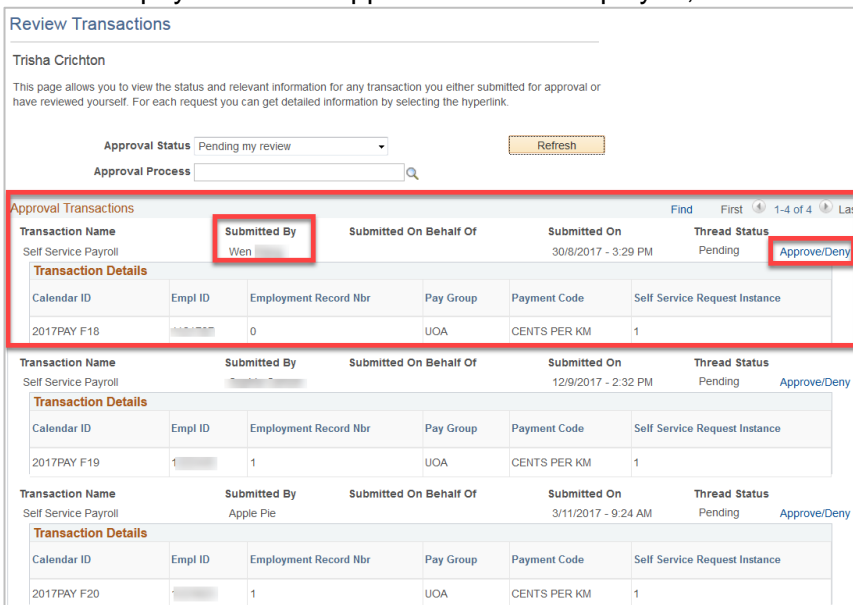
5. Select the **'Payment Management'** tile



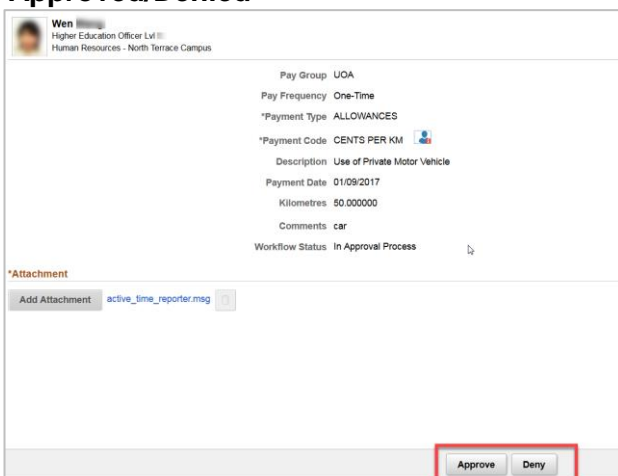
6. Click on **Pending Approvals**.



7. Select the payment to be approved for the Employee, click on the 'Approve/Deny' button:



8. When you click on the Approve/Deny button it will display the details of the payment to be 'Approved/Denied'



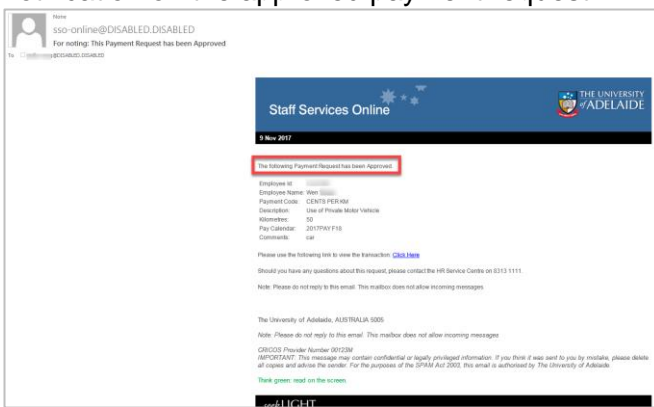
Confirmation will be shown on the screen

The screenshot shows the HCM Approval Status interface for a 'One-Off Payment Request'. The status is 'Approved', highlighted in a red box. The request details are as follows:

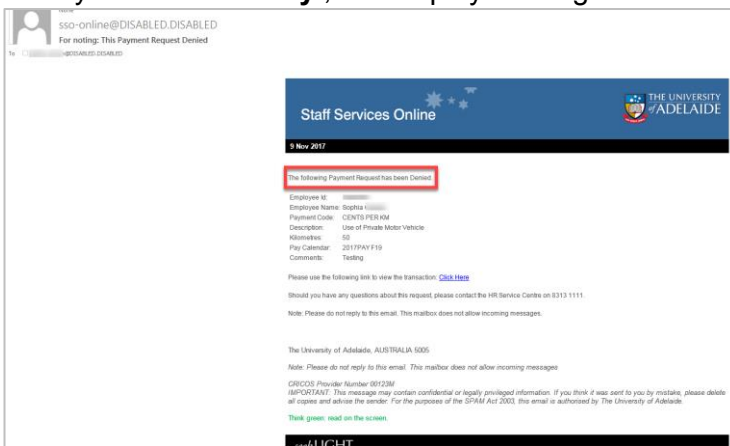
- Pay Group: UOA
- Pay Frequency: One-Time
- *Payment Type: ALLOWANCES
- *Payment Code: CENTS PER KM
- Description: Use of Private Motor Vehicle
- Payment Date: 29/09/2017
- Kilometres: 275.000000
- Comments: (empty)
- Workflow Status: Approved

At the bottom, there is an 'Attachment' section with a button 'Add Attachment' and a file named 'Happy_dance.PNG'.

9. Once the payment is “Approved” the both the Employee and the Manager will get an email notification on the approved payment request



10. If you click on ‘Deny’, the employee will get an email notification of the payment being ‘Denied’



What's next?

Once the form is approved the employee will receive the payment in the next available pay cycle.

Contact Us

For further support or questions, please contact the Service Centre on +61 8 8313 1111 or hrservicecentre@adelaide.edu.au