● Log in to PeopleSoft and navigate (as shown below)

![PeopleSoft Navigation Diagram]

● This will open the OUHSC SPC Payroll Entry search window (as shown below).

![OUHSC SPC Payroll Entry Window]

● Type your department number into the Department field as shown, then click Search.
Now, one of three things will happen:

1. If the message "No matching values were found" appears, try again. If you get the same results a second time, this may mean no active TMPs are appointed to your department. If you were expecting certain TMPs to appear and they don't, contact HR-Records to check the status of your "TMP hire" ePAFs.

2. If you have only one TMP appointed to your department, the system will automatically pop up the OU Pay Sheet SPC screen for that EMP.

3. If you have more than one TMP appointed to your department, the system will automatically pop up the Search Results list (as shown below).

(Names and Empl IDs have been removed for security reasons.)

TMPs are listed in Name (alpha) order. Click on any column header in the blue bar to re-sort by that column.
● Scroll through the Search Results list and click on the TMP you wish to pay for the current payroll. You can click anywhere on the blue highlighted Search Results data. The OU Pay Sheet SPC screen will open.

(The Empl ID and Name have been removed for security reasons.)

Note: Make sure the record selected is the individual you wish to pay. If not, scroll down and click the Return to Search button.

Note: The Scroll Area bar indicates that this is row 1 of 2. Click the arrow to view the next row. Make sure to pay attention to this to make sure you are paying the correct item.
● **Oops!** The Detail Rows shown do not contain correct data! If, after viewing the data on the detail rows available, you do not see the correct data... Or the data contains missing/incorrect components - such as wrong Account (aka GL Account), wrong Class Field, or blank Project/Grant field, you WILL have to get the data corrected via ePAF BEFORE you post payments.

● ePAFs made during "open entry": As with all paysheets (all cycles), the TMP paysheets are "frozen" during the two days of open entry. For this reason, executed ePAFs will update on JOB but will not refresh the payline data. Executed ePAF events that that occur during "open entry" MUST be coordinated with Payroll for payment data entry and follow-up. This can be done via email to Payroll Services with a reference to the EXECUTED ePAF and the amount(s)/account(s) to be paid for the period.

● To pay the individual selected for the row selected, click into the OK TO PAY check box. The box will be checked and the SPC Earnings amount field will open.

![OK to Pay?](image)

SPC Earnings: 229.37

● Enter the payment amount, then click ![Save](image)

**Note:** If you use the Return to Search, Previous in List, or Next in List buttons without saving, the following message box will appear.

![Save Warning](image)

You have unsaved data on this page. Click OK to go back and save, or Cancel to continue.

OK Cancel

● Once the entry is saved, you are returned to the OU Pay Sheet SPC screen. Click ![Return to Search](image)

● When back at the Search Results list, select the next individual to be paid and repeat the posting process above.

● When you have posted all of the payments for the period, you are ready to print the OUHSC Temp Payment Report (OUSPCETR).
● To run the OUHSC Temp Payment Report, navigate (as shown below).

When prompted for the Run Control ID, you may want to Add a new one for the SPC report (such as SPCETR, SPC_ETR or similar) (no spaces). To add a New Value, click the tab (as shown above). Type the new Run Control ID and click Add (as shown below).
Next, proceed as you normally would to run/print a report in PeopleSoft. See Pay Run ID (versus Run Control ID) in the GLOSSARY.

The report (OUSPCETR as seen below) is an image of the leftmost two thirds of the report. Only those TMPs whose OK TO PAY checkbox has been checked and saved will be paid. Use initial print-outs of the report as an audit tool to double check your data entry prior to APPROVAL.

To correct data entry errors/omissions navigate back to the record in question, edit the amount, or (if necessary) uncheck the OK TO PAY checkbox and save. Once changes have been made, re-run the report, double check the data, and forward a "final" copy of the report to the approver.

This is a view of the entire report. Note the nine-digit HRMS Acct Cd and the full chartfield spread associated with each payment.

Note: If there are issues with the chartfield spreads, you will have to process a source change via ePAF to correct it. Refer to Oops! At the top of page 4.