To access PAC training information, go to http://managers.hr.columbia.edu/tig/PAC

Purpose:
The purpose of this job aid is to provide you with the steps to access, review and take action on Additional Compensation transactions on the Mass Review page in the PAC system.

The Mass Review page allows you to review multiple additional compensation transactions, select an action for those transactions, and submit the transactions, all on one page.

The Manager Self Service or Accounting Approver role is required to be able to access the Mass Review Additional Pay page.

<table>
<thead>
<tr>
<th>STEP . . .</th>
<th>ACTION . . .</th>
<th>RESULT . . .</th>
</tr>
</thead>
</table>
| Access PAC / Worklist Section – MSS & Non MSS Users | 1. Navigate to myColumbia portal @ https://my.columbia.edu  
2. Log in with your UNI and Password  
3. Click on the “HR Manager Resources” tab  
4. Under the PAC Access section:  
• Click the ‘Go to PAC’ link  
5. Click on the “Worklist” link | You accessed the Worklist section of PAC. |

Navigate to the Mass Review Page

1. Click on the “Mass Review Addl Pay” link on the Worklist page.

You are at the Mass Review page.
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On the top section of the page is a Filter where you can search for a specific transaction. This search is optional and allows you to find one transaction or a group of transactions that you may be specifically looking for.

**Note:** If your list contains more than 300 transactions for your review, you will be asked to filter your items before the full page is displayed. The filtered items will appear far more quickly than having the entire page of items load first.

1. Click on the magnifying glass next to any field and a results list displays transactions with that information. For example:
   - Click on the magnifying glass next to “Name” and the results list displays employees who have pending add comp transactions ready for review. Or
   - Click on the magnifying glass next to “Earnings Code” and the results list displays earnings codes that are in the transactions.

**Note:** For the “Start Date” search, enter or select a date from the calendar icon. This is the “Start Date” that was entered when the transaction was initiated. If no transactions appear, there are no pending transactions with that Start Date.

2. From the Search Results list, select from the items that appear to display those transactions.

**Notes:** Your selection choices and thus next views are dependent upon the type of search you selected.
- For example, if you searched by “Name” and then selected the employee name from the results list, only transactions for that employee appear.
- If you searched by “Earnings Code” and then selected one of the codes, e.g. “BNS”, all BNS transactions will appear.
**Mass Review Page – Approver Steps**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>On the middle section of the page are the Pending Add Comp transactions that are ready for review.</td>
<td>1. Review each transaction and click on the radio button next to the desired action for the transaction.</td>
<td>You reviewed multiple transactions at once.</td>
</tr>
<tr>
<td>The following actions are available on the Mass Review Page:</td>
<td>a. Approve – approve and send to the next level for approval. If this is the final level, the transaction is submitted into PAC</td>
<td></td>
</tr>
<tr>
<td>b. Recycle – sends the transaction back for correction. Be sure to add a comment as to why it is being recycled</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Deny – Deny the transaction</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**

- Transactions appear one after the other on the page
- Click the arrows on the “Pending Transactions” bar to view additional pages of transactions
- Review the employee information (name, position, employee record) to ensure the add comp is paid on the correct record
- Review the transaction information (Earnings Code, Total Earn Code Payment, Combo Code, Distribution %/Combo Code Amount), to ensure the add comp is allocated correctly
- The transaction comments appear and you can add a comment if needed.
- The Originator field displays the UNI and role of the last person who submitted/approved the transaction
- The Transaction Type indicates the level of approval needed at this point in the workflow
- If charging foreign combination codes for employees within your home dept. the transaction will route to the foreign departments for approval after home dept. approval
- Errors or Warnings display to alert you to any conflicts. Review these prior to submission and correct as needed
- To clear a radio button selected for a particular transaction, click the reset symbol
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| Submit the selected actions | On the bottom section of the page is a Process button where you submit the selected actions made on the page.  
1. Click the “Process” button.  
2. The transactions where you selected an action are submitted into workflow.  
a. If you are the final approver, the transactions are entered into PAC. | You processed multiple transactions at once. |

Notes:  
- The PAC system will retroactively calculate past payments due and include them in the paycheck following approval of the transaction.  
- Add comps that receive final approval by the final approval date on the payroll calendar will take effect as of that pay period. If final approval occurs after the final approval date on the payroll calendar, the add comp will take effect as of the following pay period.  

View the confirmation screen | A confirmation screen appears once the transactions are processed. This screen displays a summary of what was processed.  
Notes:  
- You do not have to wait for the summary or take any other action  
- To navigate away from this page, you can click on the “OK” button or any other menu link. | The transactions were submitted. |

Submit Confirmation  
Your transaction(s) have been submitted. Please wait for a few minutes before going back to the page to view the results. If a message log is not displayed below, please hit the refresh button below after a few minutes.  
**Message Log**  
<table>
<thead>
<tr>
<th>Num.</th>
<th>Emp. ID</th>
<th>Ref.</th>
<th>Trans Date</th>
<th>Seq.</th>
<th>Confirmation Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10103860</td>
<td>0</td>
<td>05/30/2015</td>
<td></td>
<td>The Additional Pay transaction has been saved and sent to the next manager for approval</td>
</tr>
<tr>
<td>2</td>
<td>10103862</td>
<td>0</td>
<td>05/30/2015</td>
<td></td>
<td>The Additional Pay transaction has been recycled.</td>
</tr>
<tr>
<td>3</td>
<td>10103861</td>
<td>0</td>
<td>05/30/2015</td>
<td></td>
<td>The Additional Pay transaction has been denied.</td>
</tr>
</tbody>
</table>
Key Points:

1. Use the Filter in the top section of the page to view your transactions or search for a specific transaction.

2. Transactions appear one after the other on the page.

3. Click the arrows on the “Pending Transactions” bar to view additional pages of transactions.

4. Review the employee information (Name, Position, Employee Record) to ensure the add comp is paid on the correct record.

5. Review the transaction information (Earnings Code, Total Earn Code Payment, Combo Code, Distribution %/Combo Code Amount), to ensure the add comp is allocated correctly.

6. The transaction comments appear and you can add a comment if needed.

7. The Originator field displays the UNI and role of the last person who submitted/approved the transaction.

8. The Transaction Type indicates the level of approval needed at this point in the workflow.

9. Errors or Warnings display to alert you to any conflicts. Review these prior to submission and correct as needed.

10. Click on the radio button next to the desired action for the transaction. The following actions are available on the Mass Review Page:
    a. Approve – approve and send to the next level for approval. If this is the final level, the transaction is submitted into PAC
    b. Recycle – sends the transaction back for correction. Be sure to add a comment as to why it is being recycled
    c. Deny – Deny the transaction