

## Creating a Lump Sum Payment

1. From the ConnectCarolina home page, navigate to: **HR WorkCenter > ePAR Home Page > Start a New ePAR > Lump Sum Payment - v.3.**
2. Enter the employee's PID in the **Empl ID** field and then click **Search**.  
**Note:** If you get a search results screen, choose the correct employee record.
3. Do one of the following:
  - If you are on the **Lump Sum Payment: Action Selection** screen (you'll see one or more active payments at the bottom of the screen), click the **Next** button.
  - If you are on the **Lump Sum Payment: Payment Information** screen, skip to step 4.
4. Choose the **Pay Begin Date** from the drop-down menu. These dates correspond to the available pay periods for the employee and represent when the payment should be processed (not when the work was performed).  
**Note:** You should only enter a Pay Begin Date manually for a new hire who is not active on the first day of the pay period that you want the payment to occur. In this case, the Pay Begin Date should be the hire date.
5. Choose the **Payment Type** from the list.
6. Enter or verify the **Payment Amount**.
7. Choose the **Payment Occurrence**.  
**Note:** Most payment types only allow single payments.
8. If you're making a single payment, skip to step 9. For a recurring payment, choose a **Duration** from the list.
  - For a duration set to **Indefinitely**, the payment will recur until you end it. Skip to step 9.
  - For a duration set to **Until End Date**, choose a **Pay End Date**, which is the first pay period the employee will NOT receive this payment.
  - For a duration set to **Goal Amount Reached**, enter a **Goal Amount**. The payment will recur until the goal amount entered is reached.
9. Enter the **Originating Department** number.
10. Enter a **Work Period Start Date** and a **Work Period End Date** for when the work was performed. For recurring payments, this field is optional and may not be relevant.
11. Enter a **Justification** for the lump sum payment.
12. In the **Funding Information** section, enter the **Payment Amount** and either a combination code or a chartfield string. You can click the [+] button to add more lines and split the distribution of the payment between multiple chartfield strings.
13. Click the **Next** button.
14. Attach any necessary documents and then click the **Submit** button.

**Important:** Modifying funding on, ending, or canceling lump sum payments all require the same approvals as new lump sum payments.

## Modifying Funding on a Payment

You can modify the funding on active lump sum payments that are either recurring payments or single payments that haven't yet been processed by payroll. If a payment has already been processed, or the modify funding ePAR doesn't receive all approvals and doesn't fully execute prior to payroll processing, then a PAAT transaction will be needed to adjust the funding retroactively.

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2. Enter the employee's PID in the **Empl ID** field and then click **Search**.  
**Note:** If you get a search results screen, choose the correct employee record.
3. Click the drop-down for **Action** and select **Modify Funding**.  
**Note:** If you don't see the Action drop-down box, then the employee doesn't have any active payments you can modify.
4. Beside the payment you'd like to modify, click the **Selection** slider so it changes to **Yes** and then click the **Next** button.
5. Do one of the following:
  - For **single payments**, the **Modify Begin Date** will default to the effective date of the payment. Skip to step 6.
  - For **recurring payments**, in the **Pay Begin Date** field, choose the first pay period the new funding should occur. The **Modify Begin Date** will update with your choice.

6. In the **Justification** field, enter a reason for the change.
7. In the **Funding Information** section, make the funding changes.
8. Click the **Next** button.
9. Attach any necessary documents and then click the **Submit** button.

## Ending or Canceling a Payment

You can end recurring payments and cancel single payments that haven't yet been processed by payroll. If the End/Cancel ePAR doesn't receive all approvals and doesn't fully execute prior to payroll processing, then the original payment will be processed and the employee will be overpaid.

1. From the ConnectCarolina home page, navigate to: **HR WorkCenter > ePAR Home Page > Start a New ePAR > Lump Sum Payment - v.3.**
2. Enter the employee's PID in the **Empl ID** field and then click **Search**.  
**Note:** If you get a search results screen, choose the correct employee record.
3. Click the drop down for **Action** and select **End/Cancel Payment**.  
**Note:** If you don't see the Action drop-down box, then the employee doesn't have any active payments you can end or cancel.
4. Beside the payment you'd like to end or cancel, click the **Selection** slider so it changes to **Yes** and then click the **Next** button.

## Ending or Canceling a Payment (continued)

5. Do one of the following:
  - For **single payments**, the **New Pay End Date** will default to the effective date of the payment. This will **cancel** the payment. Skip to step 6.
  - For **recurring payments**, in the **Choose Pay End Date** field, choose the first pay period the payment should NOT occur. The **New Pay End Date** will update with your choice.
6. In the **Justification** field, enter a reason for ending or canceling the payment.
7. Click the **Next** button.
8. Attach any necessary documents and then click the **Submit** button.