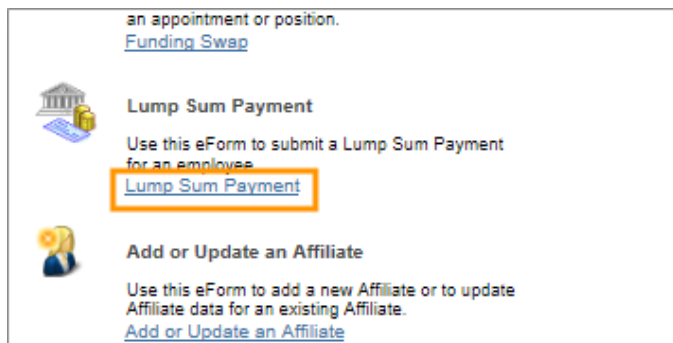


A lump sum payment is a one-time payment to an employee. To make a lump sum payment, submit an ePAR in ConnectCarolina.



What effective date should I use for a lump sum payment?

EPA employees: Enter the first day of the current monthly pay period. The ePAR must execute prior to payroll lockout for the pay period.

SPA employees: Enter the first day of the current biweekly pay period. The ePAR must execute prior to payroll lockout for the pay period.

Can the effective date be in a prior pay period?

No, do not use a date in a prior pay period. In some instances, the system does not process the payment and the employee won't be paid when the effective date of the payment is in a prior pay period.

What effective date should I use on a payment the covers work in the past?

You still use the first day of the current pay period for your employee group. You can enter past dates in the Work Period field to reflect when the work was actually completed (see graphic). Always be sure to check the Prelim Report in InfoPorte to ensure the payment processed and is correct.

Why was an employee's lump sum payment recycled to me with a request to update the effective date?

An error will occur if an employee has an executed lump sum payment of the same payment type with an effective date that is greater than the effective date of your ePAR. For example, if a lump sum payment with an effective date of 10/31/15 has executed and the employee has a second lump sum payment of the same payment type dated 10/15/15, then the second payment will get stuck. This is called a mid-stack error. The Business Analysts will review the mid-stack error and recycle it to you with a request to update the effective date to ensure the employee is paid correctly.

Where can I get more information on submitting an ePAR for a lump sum payment?

For complete instructions, see the ConnectCarolina online help topic titled, "Submitting a Lump Sum Payment".

LumpSum Details	
*Effective Date:	11/01/2015
*Payment Type:	EPA Additional Duties
*Payment Amount:	500.000000
Originating Department:	<input type="text"/>
*Work Period Start Date:	10/2/2015
*Work Period End Date:	11/06/2015
Justification:	Additional duties while coworker was out on leave