

For queries, contact the SAP in Schools team:
telephone 01629 538088 or email schoolssap@derbyshire.gov.uk

For SAP in Schools guidance, circulars and information (SchoolsNet):
<https://schoolsnet.derbyshire.gov.uk/administration-services-and-support/sap-for-schools/sap-for-schools.aspx>

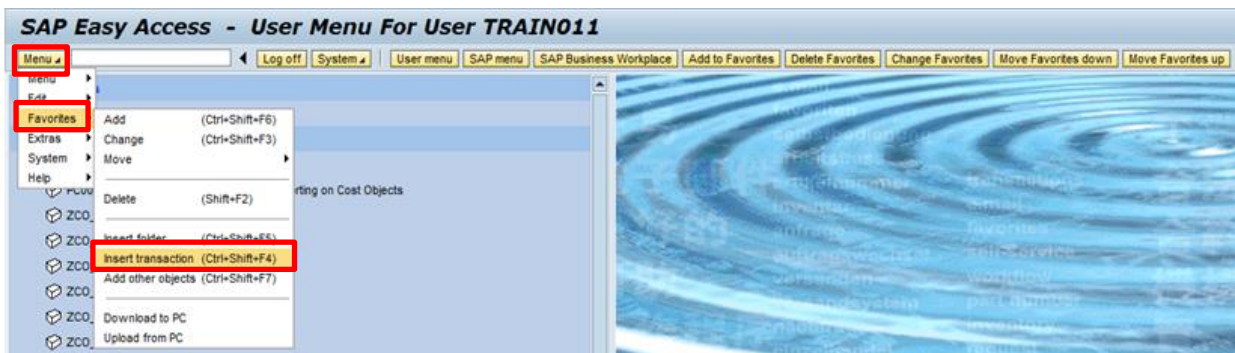
Section 7: Payroll Approval

Transaction Z_PA70_SCH – Unlock Employee Variations

This guide covers approving additional/supply hours and additional payments.

Add the transaction to your **Favorites**:

- Log onto SAP
- Click on **Menu, Favourites, Insert transaction**



- Type **Z_PA70_SCH** into the **Transaction Code** field and click on the **green tick**



- The transaction will now appear in your **Favorites**



Approving Additional/Supply Hours (Cost Assignment)

- Double click on **Z_PA70_SCH** in your **Favorites**
- In the **Fast Entry** the **Cost Centre** field defaults to the lead Cost Centre of the Approver if you have an additional cost centre see guidance for executive heads on approving each cost centre.
- In **Period from date**, type the **last date of the month** in which the hours have been worked
- To approve additional or supply hours, select the **Cost Assignment** radio button and click **Execute**

Fast Entry - Cost Assignment (EE Rem. Info)

Menu | Save as Variant... | Back | Exit | Cancel | System | **Execute** | Program Documentation

Cost Centre: CIP0024
 Period from date: 31.03.2015

Additional Payments
 Cost Assignment

- This screen displays the hours to be approved (**Locked** entries)

Lock/Unlock Employee Remuneration Info

Menu | Save | Back | Exit | Cancel | System | Sort | Other personnel numbers | Lock/unlock all

Personnel number	WT	Number	Unit	ValBasis	Cost Ctr	Order	Date	LI
32350278 CROPPER24 ROY	4026	24.00	Hours	0.00	CIP0024	STHFBEH	31.03.2015	✓
32350278 CROPPER24 ROY	4026	6.00	Hours	0.00	CIP0024	STHFB01	31.03.2015	✓
32350278 CROPPER24 ROY	4100	6.00	Hours	0.00	CIP0024	STHFBMN	31.03.2015	✓
32350288 BISHOP24 EMILY	4026	4.00	Hours	0.00	CIP0024	STHFBEH	31.03.2015	✓
32350288 BISHOP24 EMILY	4026	4.00	Hours	0.00	CIP0024	STHFBMN	31.03.2015	✓

- **Check each entry with your signed, source document (PM25 timesheet)**
- Click on the **ticks** individually – **this unticks the line** (and unlocks it)
- Scroll down the page to view all entries
- Click **Save**
- The approved records will disappear from screen and a message in the bottom left hand corner shows how many records have been approved

✓ 6 records locked/unlocked

- Click **Back**

Approving Additional Payments

- Double click on **Z_PA70_SCH** in your **Favorites**
- In the **Fast Entry** the **Cost Centre** field defaults to the lead Cost Centre of the Approver if you have an additional cost centre see guidance for executive heads on approving each cost centres.
- In **Period from date**, type the **last date of the month** in which the hours have been worked
- To approve additional payments, select the **Additional Payments** radio button and click **Execute**

Fast Entry - Cost Assignment (EE Rem. Info)

Menu | Save as Variant... | Back | Exit | Cancel | System | **Execute** | Program Documentation

Cost Centre: CIP0024

Period from date: 31.03.2015

Additional Payments
 Cost Assignment

- This displays the additional payments to be approved

Lock/Unlock Additional Payments

Menu | Save | Back | Exit | Cancel | System | Sort | Other pers. nos | Lock/unlock all

Personnel number	WT	Amount	Start Date	LI
32350278 CROPPER24 ROY	3111	2.60	31.03.2015	<input checked="" type="checkbox"/>
32350288 BISHOP24 EMILY	3112	0.48	31.03.2015	<input checked="" type="checkbox"/>

- **Check each entry with your signed, source document (eg acting up calculation, recall to work, laundry)**
- Click on the **ticks** individually – this unticks the line (and unlocks it)
- Scroll down the page to view all entries
- Click **Save**
- The approved records will disappear from screen and a message in the bottom left hand corner shows how many records have been approved

2 records locked/unlocked

- Click **Back** to exit

Executive Head Payroll Approval **with control over one or more cost centres**

- In **Z_PA70_SCH** transaction
- The **Cost Centre** field defaults to the lead Cost Centre of the Approver, so approve all additional/supply hours (Cost Assignment) and Additional payments for this cost centre first
- Then amend the cost centre to your other school's cost centre
- The **Period from date** will be retained, (the last date of the month you are approving payroll for)
- Select the **Cost Assignment** radio button and click **Execute**

Fast Entry - Cost Assignment (EE Rem. Info)

Menu | Save as Variant... | Back | Exit | Cancel | System | **Execute** | Program Documentation

Cost Centre: CIP0023 x

Period from date: 31.03.2015

Additional Payments

Cost Assignment

- As before, check each entry with the signed source document (PM25 timesheet), click on the tickbox to untick and click **Save**

Lock/Unlock Additional Payments

Menu | Save | Back | Exit | Cancel | System | Sort | Other pers. nos | Lock/unlock all

Personnel number	WT	Amount	Start Date	LI	O	
32350502 MR ROY CROPPER23	3111	5.20	31.03.2015	<input checked="" type="checkbox"/>		

- Click **Back**
- **Now repeat with Additional Payments radio button selected**