

## Payroll Approval

### Transaction Z\_PA70\_SCH – Unlock Employee Variations

This guide covers approving additional/supply hours and additional payments (eg acting up payments, recall to work, laundry allowance, miscellaneous).

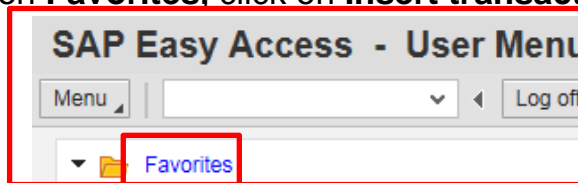
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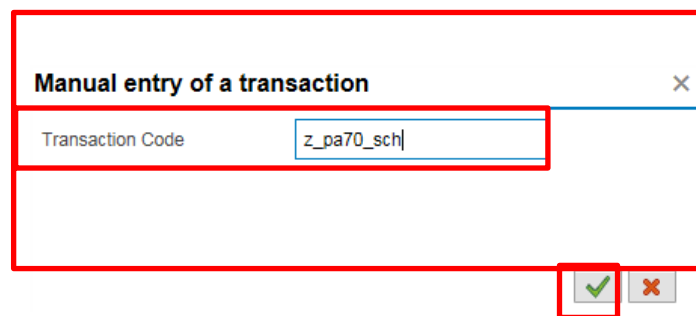
#### Section 1 - Add the transaction to your Favorites:

To make it easier for you to approve Payroll, set the transaction up as a SAP favorite:

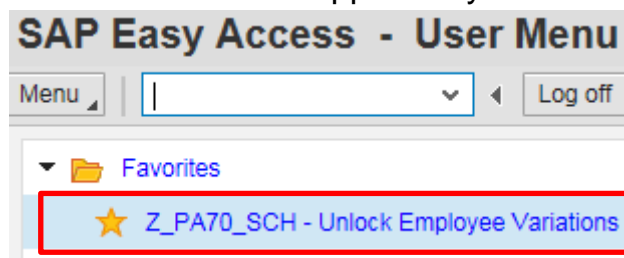
- Log onto SAP
- Right click on **Favorites**, click on **Insert transaction**



- Type **Z\_PA70\_SCH** into the **Transaction Code** field and click on the **green tick**



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



*If the transaction code does not show, go to **Menu > Extras > Settings** and tick **Display Technical Names**, then **green tick***

## Section 2 - Approving Additional/Supply Hours (Cost Assignment)

- Double click on **Z\_PA70\_SCH** in your **Favorites** list
- In the **Fast Entry** screen, the **Cost Centre** field defaults to your school's cost centre.  
*(Please note, if you are an **executive Headteacher** over more than one school, you need to enter the relevant cost centre)*
- In **Period from date**, type the **last date of the month** in which the hours have been worked
- The radio button defaults to **Approve Extra Hours** so to approve additional or supply hours, click **Execute**

**School Payroll Approval**

Menu | [Dropdown] | Save as Variant... | Back | Exit | Cancel | System | **Execute**

Cost Centre: CIP0001

Period from date: 30.09.2020

Approve Extra Hours  
 Approve Additional Payments

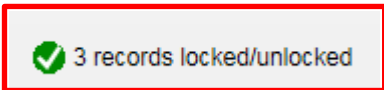
- This screen displays the hours to be approved (**Locked entries**)

**Lock/Unlock Employee Remuneration Info**

Menu | [Dropdown] | **Save** | Back | Exit | Cancel | System | Sort | Other personnel numbers | Lock/unlock all

Personnel number	WT	Number	Unit	ValBasis	Cost Ctr	Order	Date	LI	Hours
36758077 Cropper Roy	4100	7.50	Hours	0.00	CIP1234	STHFBEH	31.03.2019	✓	
71047770 Bishop Emily	4026	24.00	Hours	0.00	CIP1234	SEAFBPA	31.03.2019	✓	
71048514 Webster Sally	4026	4	Hours	9.58	CIP1234	STHFBEH	31.03.2019	✓	

- **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 on **Save**
- The approved records will disappear from screen and a message in the bottom left hand corner shows how many records have been approved



- Click **Back**

### Section 3 - Approving Additional Payments

Always check to see if you have any Additional Payments.

- Now change the radio button to **Approve Additional Payments** (your Cost Centre and Period from date will still be populated) and click **Execute**

- The additional payments to be approved will show on screen

Personnel number	WT	Amount	Start Date	LI	O	Numl
36758308 Webster Rosie	3111	15.45	31.03.2019	✓		
36758451 Barlow Ken	3021	25.78	31.03.2019	✓		

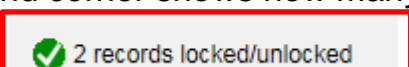
- **Check each entry with your signed, source document (eg acting up calculation, recall to work, laundry)**

- 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



- Click **Back** to exit