

Section 4: Additional Payments

- ‘Additional Payments’ can be made for Acting up Duty, Laundry allowance, Recall to Work, Miscellaneous Payments.
- ‘Additional Payments’ are recorded as a monetary amount.
- All Additional Payments are recorded in SAP transaction: ‘**PA70 – Fast Entry**’.
- All entries created will be **automatically locked** for the Authorising Officer to unlock and release for payment.
- All inputting and Authorising must be completed by the **7th working day** in order for payment to be made that month. Please see Learning in Derbyshire for deadline dates.
- For Acting up Duty and Laundry allowance you will first need to calculate the allowance for each employee - please see **Appendix D**.
- Multiple entries may be required if the payments are for historic entries.
- All payments input must originate from the **signed source document(s)** as per Audit requirement.
- It is advisable to gather all details required prior to inputting.
- All hours will be entered alongside a ‘Wage Type’ which is used to ensure correct payment is made.
- Additional Payments are always **processed a month in arrears**. See table below.

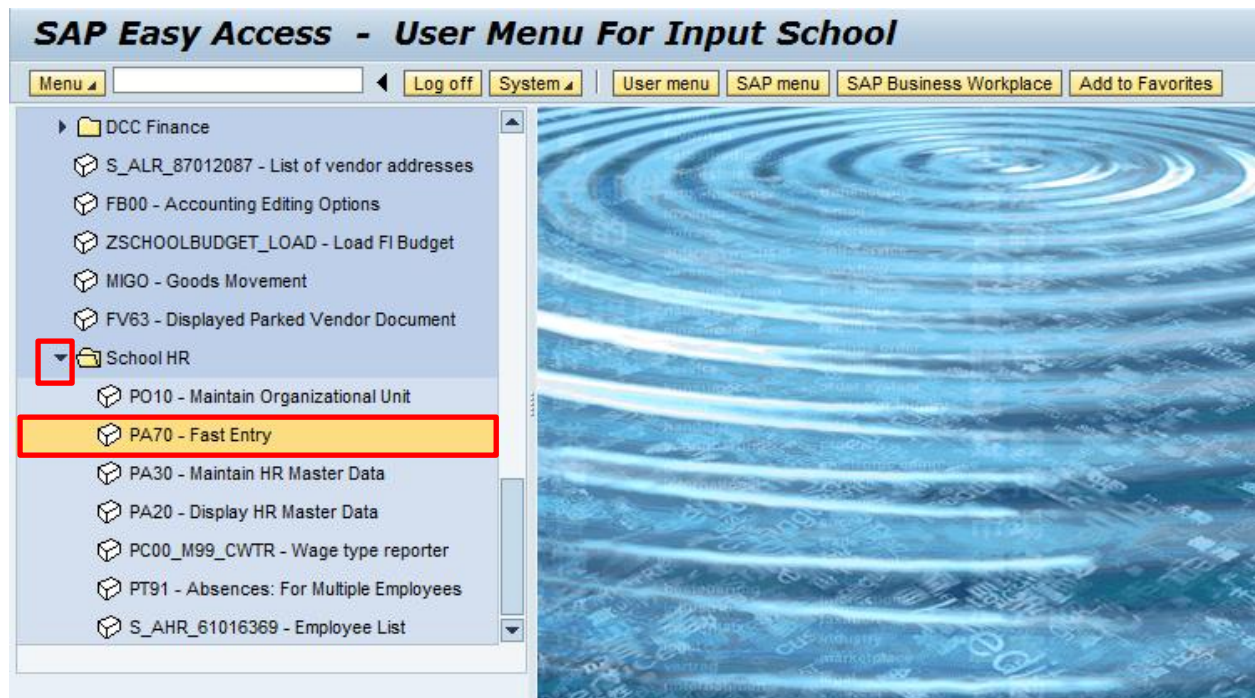
Month Payment Owed	Input date into PA70 – Fast Entry	Month Payment paid
August 2015	31.08.2015	September 2015
September 2015	30.09.2015	October 2015

NB. See section 4.4 for inputting payment dates for a leaver.

4.1 Inputting Additional Payments

From the home page:

- Double click on '**PA70 – Fast Entry**'. You might need to scroll down using the scroll bar if 'Fast Entry' is not visible.



- Select the box to the left of ‘Additional Payments’ to **highlight the line**.
- Enter the **last date of the month** you are inputting payments for in the box to the right of ‘From’ in the format DD.MM.YYYY.

Example: Payments undertaken in August 2015 use 31.08.2015 and these will then be paid in September’s payroll.

- *For historic entries (e.g. previous month entries that have been missed) you would still use the last date of the month that you are currently inputting for but you will need to create a separate entry so as to distinguish the payment.*

Example: Hours worked in July that should have been paid in August but will now be processed for payment in September you would use 31.08.2015.

You will also need to check the employee’s hourly rate for the period the hours were undertaken in case they were lower for that period and use this when inputting.

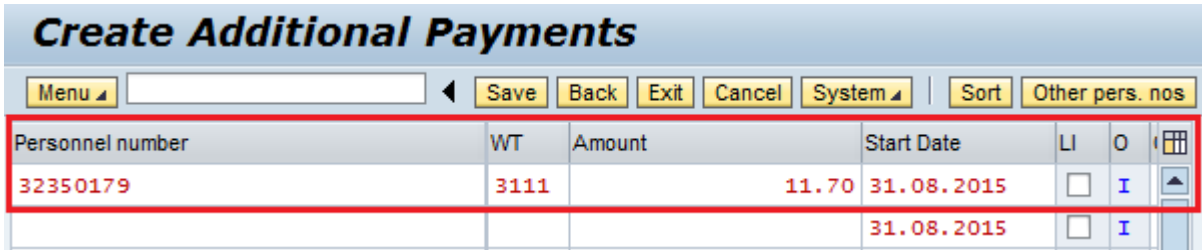
- Click the radio button to the left of ‘**Enter in fast entry screen**’ if not already pre-selected.
- Click ‘**Create**’.

The screenshot shows the 'Fast Entry' interface. At the top, there is a menu bar with buttons: Menu, Back, Exit, Cancel, System, Create (highlighted in yellow), with proposal, Change, Delete, and Lock/Unlock. Below the menu, there is a list of options under 'Fast entry of master data': Additional Payments (highlighted in yellow), Cost Assignment (EE Rem. Info), Notifications, and Recurring Payments/Deductions. To the right, the 'Period' section is active, showing 'From 31.08.2015' (highlighted with a red box) and 'To' with an empty field. Below this are radio buttons for 'Today', 'All', 'From curr.date', 'To Current Date', 'Current Period', 'Curr.week', 'Current month', 'Last week', 'Last month', and 'Current Year'. A 'Choose' button is at the bottom of this section. Below the period section is the 'Direct selection' area with 'Infotype' set to 'Cost Assignment (EE Rem. Info)' and 'STy' set to an empty field. The 'Enter Personnel Numbers' section has 'Enter in fast entry screen' selected (highlighted with a red box), along with options for 'Manual preselection', 'Preselect using report', and 'Preselection w.ad hoc query'. The 'Save Option' section has 'Save records directly' selected. At the bottom, the 'Maintain/Lock/Unlock/Delete' section has a checkbox for 'Locked records only'.

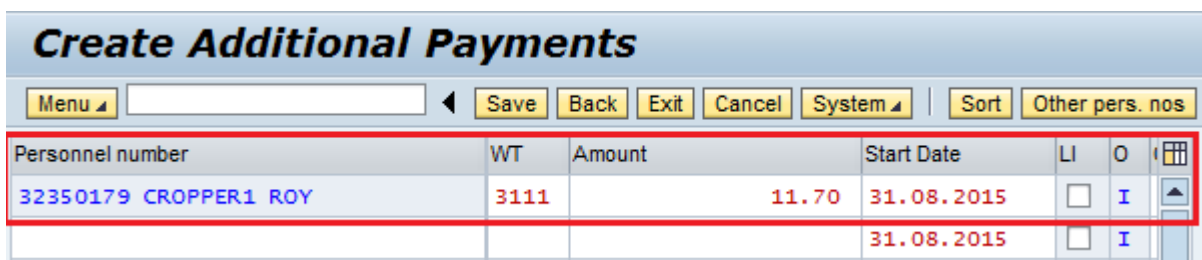
- Enter details for the following fields into the table; (see screenshot below)

Mandatory Fields

Personnel number	WT	Amount
The employee's payroll number .	Enter the Wage Type code . (see Appendix A) . It is essential that this is entered correctly to ensure correct payment is made.	The Cash value of the amount to be paid. See Appendix D .



- Press 'Enter', this will validate the data, and if necessary generate any messages (see Appendix H) which will appear at the bottom left hand corner of the screen.



- Repeat above steps for each entry.

4.2 Amending or checking existing unauthorised Additional Payments

- Double click on '**PA70 – Fast Entry**'.
- Select the box to the left of '**Additional Payments**' to highlight the line.
- In the 'From' box enter the **last day of the month** that needs amending in the format DD.MM.YYYY. (To match the date of input).
- Click the radio button to the left of '**Preselection w.ad hoc query**'.
- Click the box to select (tick) '**Locked records only**'.
- Click '**Change**'.

Fast Entry

Menu ▾ [] ◀ Back Exit Cancel System ▾ | Create with proposal **Change** Delete Lock/Unlock

Fast entry of master data

- Additional Payments**
- Cost Assignment (EE Rem. Info)
- Notifications
- Recurring Payments/Deductions

Period

Period

From **31.08.2015** To []

Today Curr.week

All Current month

From curr.date Last week

To Current Date Last month

Current Period Current Year

[Choose]

Direct selection

Infotype STy

Enter Personnel Numbers

Enter in fast entry screen

Manual preselection

Preselect using report

Preselection w.ad hoc query

Save Option

Save records directly

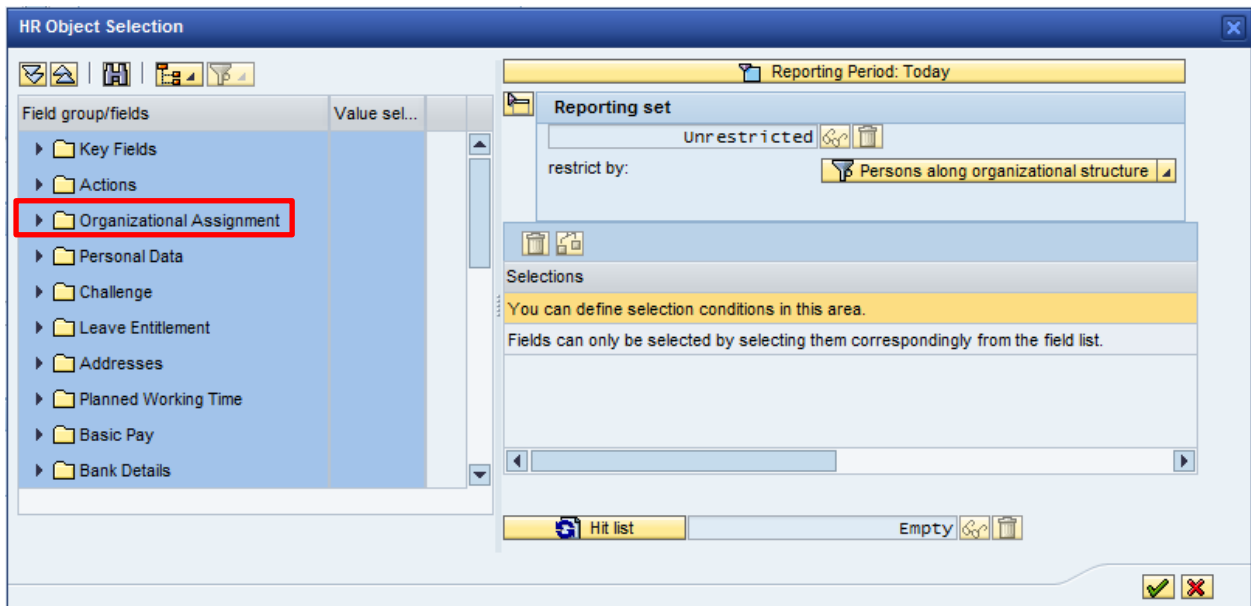
Create batch input session

Maintain/Lock/Unlock/Delete

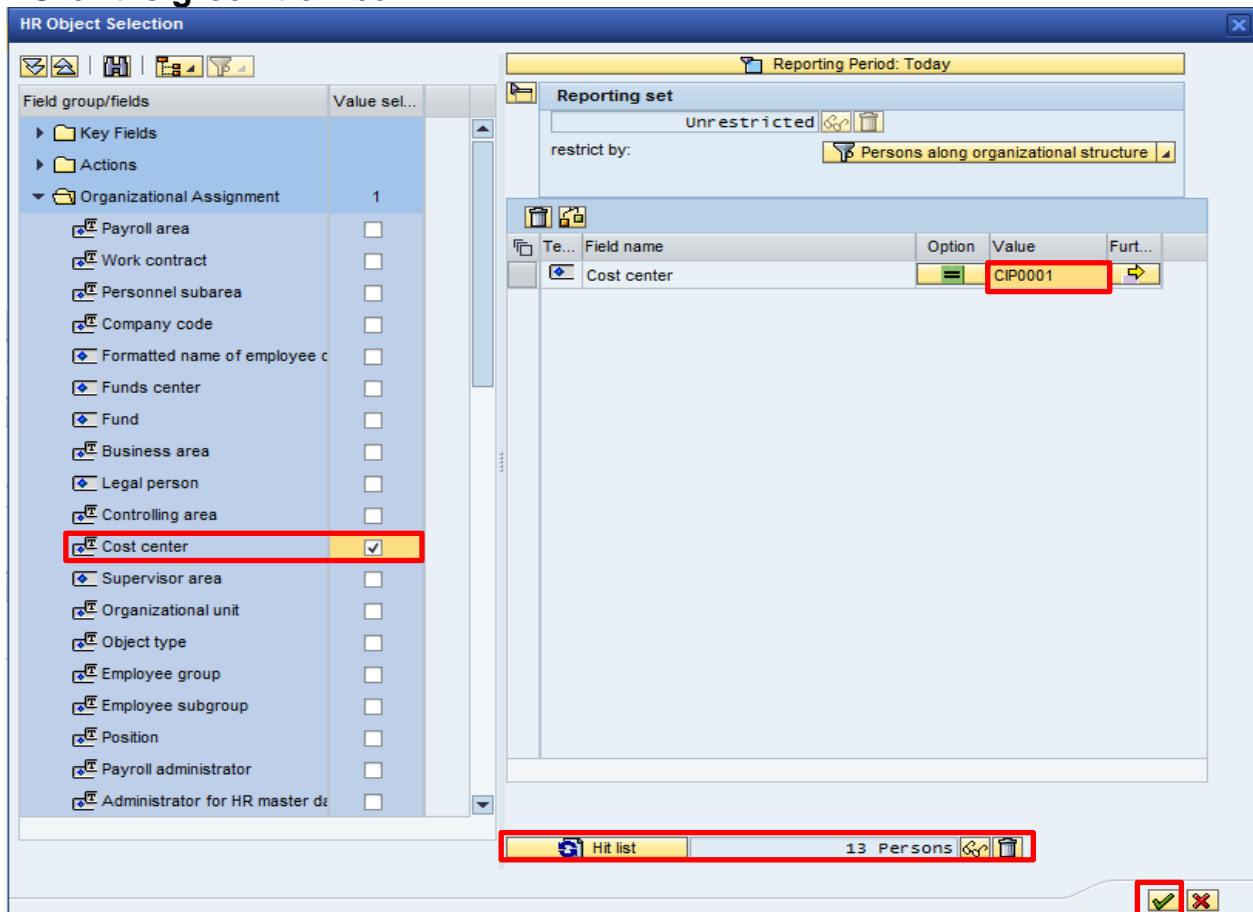
Locked records only

Tip: This can also be used as a check for input.

- Click the black arrow to the left of '**Organisational Assignment**' to expand the folder.



- Click the first box to the right of '**Cost Centre**' to select (tick).
- In the '**Value**' box type in the Cost Centre for your school.
- Click '**Hit list**'. This will identify the number of records held.
- Click the **green tick** icon.



This will bring up a list of all the employees' in your cost centre.

- Click '**Change**' to bring up the entries that have been input / locked.

Fast Entry

Menu | Back | Exit | System | Create | with proposal | **Change** | Lock/Unlock | Delete | insert personnel no. | Delete personnel number | New pers. numbers

Personnel Number	Name of Employee or Applicant
32350178	MR KEN BARLOW1
32350179	MR ROY CROPPER1
32350180	MR ROY CROPPER1
32350183	MRS ANNA WINDASS1
32350185	MRS SALLY WEBSTER1
32350189	MRS MICHELLE CONNOR1
32350191	MRS EMILY BISHOP1
32350194	MRS EILEEN GRIMSHAW1
32350512	MRS LEANNE BATTERSBY1
32350513	MR NICK TILSLEY1
32350556	MR KIRK SUTHERLAND1
32350558	MR KIRK SUTHERLAND1
32350580	MR NORRIS COLE1

Entry 1 of 13

All unauthorised entries that have been input for the month will now be displayed, as seen by the tick in the right hand column.

If a large number of entries have been input it may be that only a certain number of entries are initially displayed.

- In order to get to 'the next page' of data you need to click the button that reads '**Other personnel numbers**'.

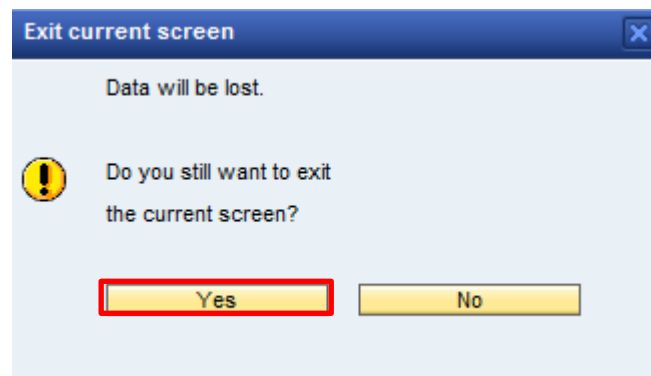
Maintain Additional Payments

Menu | Save | Back | Exit | Cancel | System | Create | Copy | Delete | Lock/unlock | Sort | **Other pers. nos**

Personnel number	WT	Amount	Start Date	LI	O
32350179 MR ROY CROPPER1	3111	11.70	31.08.2015	<input checked="" type="checkbox"/>	
32350191 MRS EMILY BISHOP	3112	0.24	31.08.2015	<input checked="" type="checkbox"/>	
32350556 MR KIRK SUTHERLA	3021	24.77	31.08.2015	<input checked="" type="checkbox"/>	

If there are no changes made to the first page, you may see the box below.

- Click '**Yes**' to get to the next page.



- Repeat this step until you reach the entry you need to change.
- Make amendments by overtyping values as necessary.
- Press '**Enter**' (the data in the line will turn red).
- Click '**Save**'.

Maintain Additional Payments						
Menu ▾						
◀ Save Back Exit Cancel System ▾ Create Copy Delete Lock/unlock Sort Other pers. nos						
Personnel number	WT	Amount	Start Date	LI	O	
32350179 MR ROY CROPPER1	3111	11.70	31.08.2015	✓		
32350191 MRS EMILY BISHOP	3112	0.48	31.08.2015	✓	U	
32350556 MR KIRK SUTHERLA	3021	24.77	31.08.2015	✓		
				☐		

The following message will appear in the bottom left hand corner of the screen if you have just amended one record.



If you do not save, all the data you changed will not be applied.

- Click '**Back**' to return to the previous screen or '**Exit**' to return to the home page.

4.3 To delete an entry that has not been authorised / unlocked.

- Double click on '**PA70 – Fast Entry**'.
- Select the box to the left of '**Additional Payments**' to highlight the line.
- In the 'From' box enter the **last day of the month** that needs amending in the format DD.MM.YYYY. (To match the date of input.)
- Click the radio button to the left of '**Preselection w.ad hoc query**'.
- Click the box to select (tick) '**Locked records only**'.
- Click '**Delete**' at the top of the screen. (Not deleted at this point.)

Fast Entry

Menu ◀ Back Exit Cancel System ▾ | Create with proposal Change **Delete** Lock/Unlock

Fast entry of master data

- Additional Payments**
- Cost Assignment (EE Rem. Info)
- Notifications
- Recurring Payments/Deductions

Period

Period

From **31.08.2015**

Today Curr. week
 All Current month
 From curr.date Last week
 To Current Date Last month
 Current Period Current Year

Direct selection

Infotype STy

Enter Personnel Numbers

Enter in fast entry screen
 Manual preselection
 Preselect using report
 Preselection w.ad hoc query

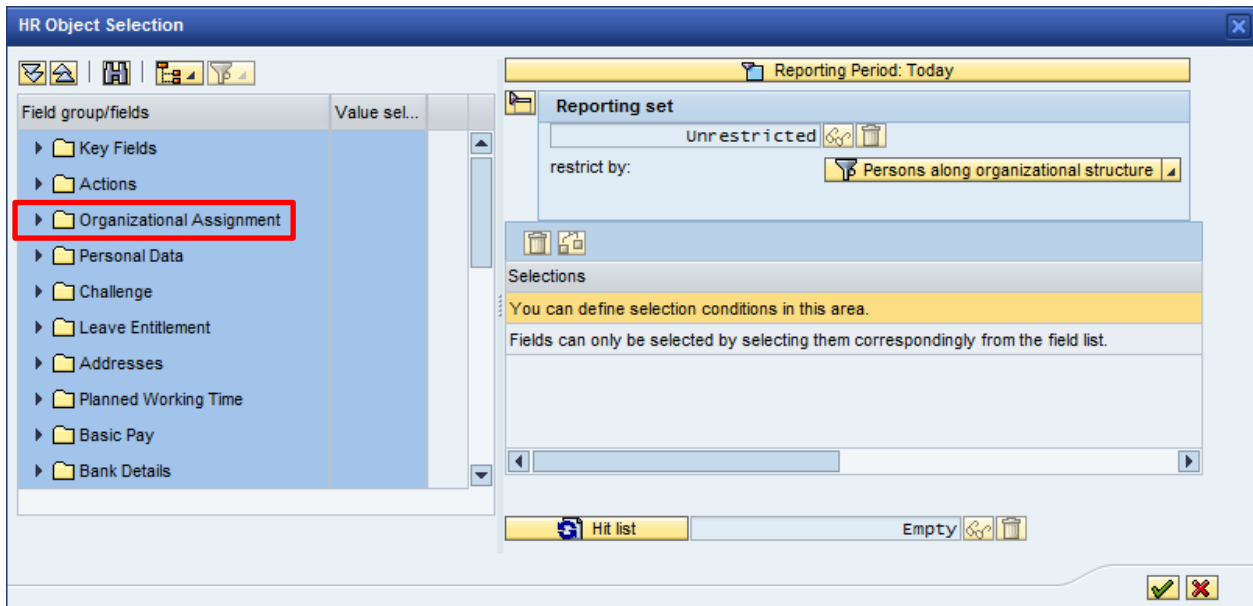
Save Option

Save records directly
 Create batch input session

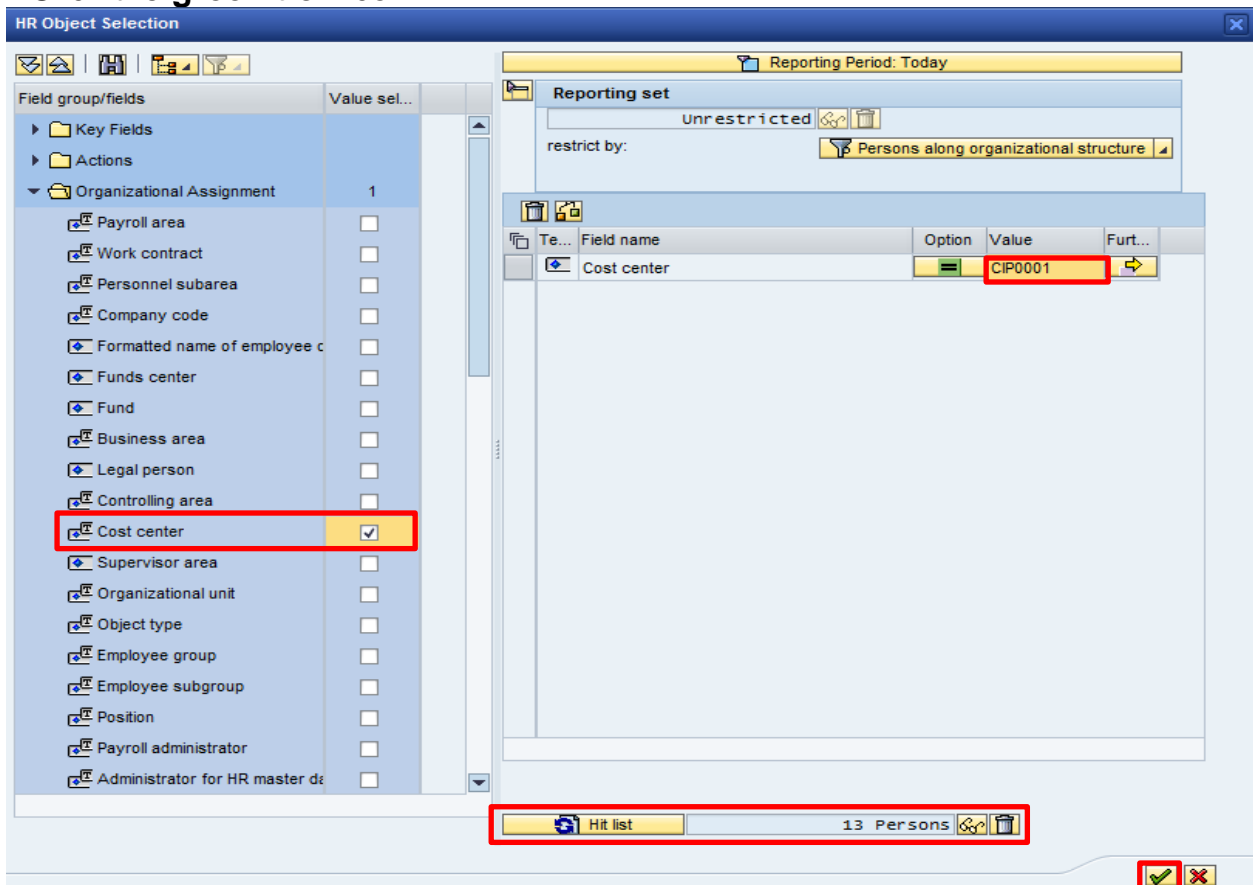
Maintain/Lock/Unlock/Delete

Locked records only

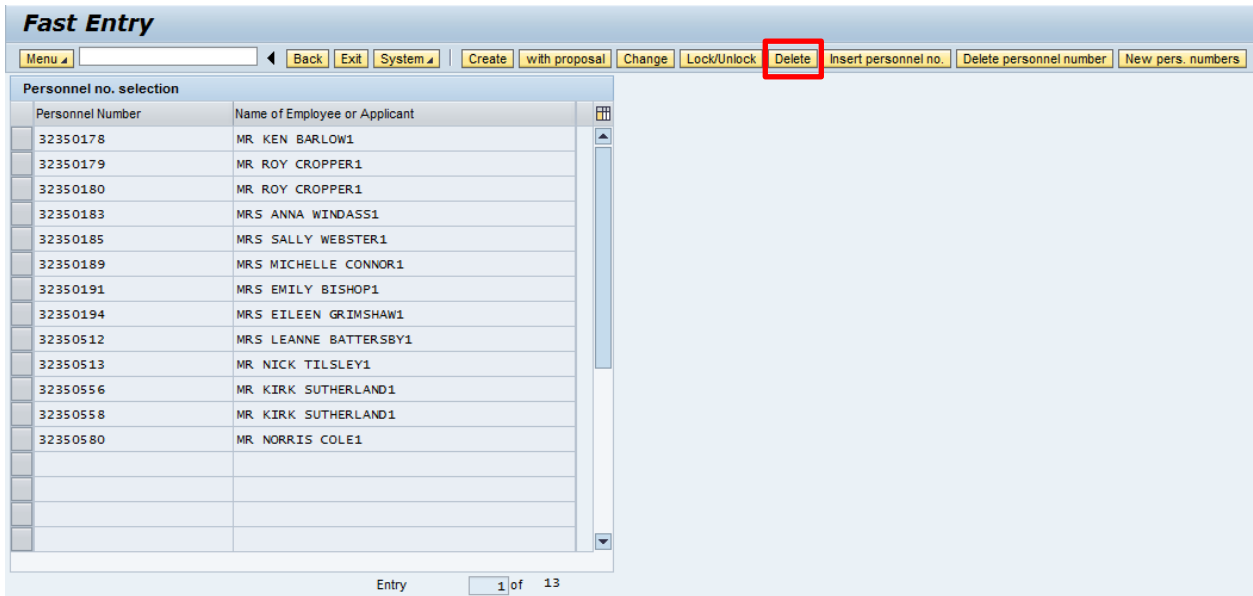
- Click the black arrow to the left of **'Organisational Assignment'** to expand the folder.



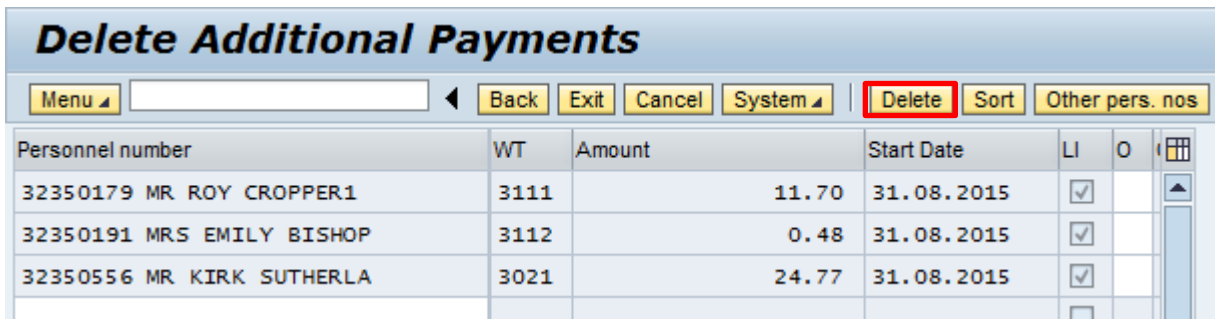
- Click the first box to the right of **'Cost Centre'** to select (tick).
- In the **'Value'** box type in the **'Cost Centre'** for your school.
- Click **'Hit list'** - this will identify the number of records held.
- Click the **green tick icon**.



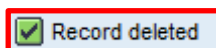
- Click '**Delete**'. (Not deleted at this point.)



- Click somewhere on the line that you want to remove.
- Click '**Delete**'. This deletes the entry.



You will see a message in the bottom left hand corner of the screen saying '**Record deleted**'.

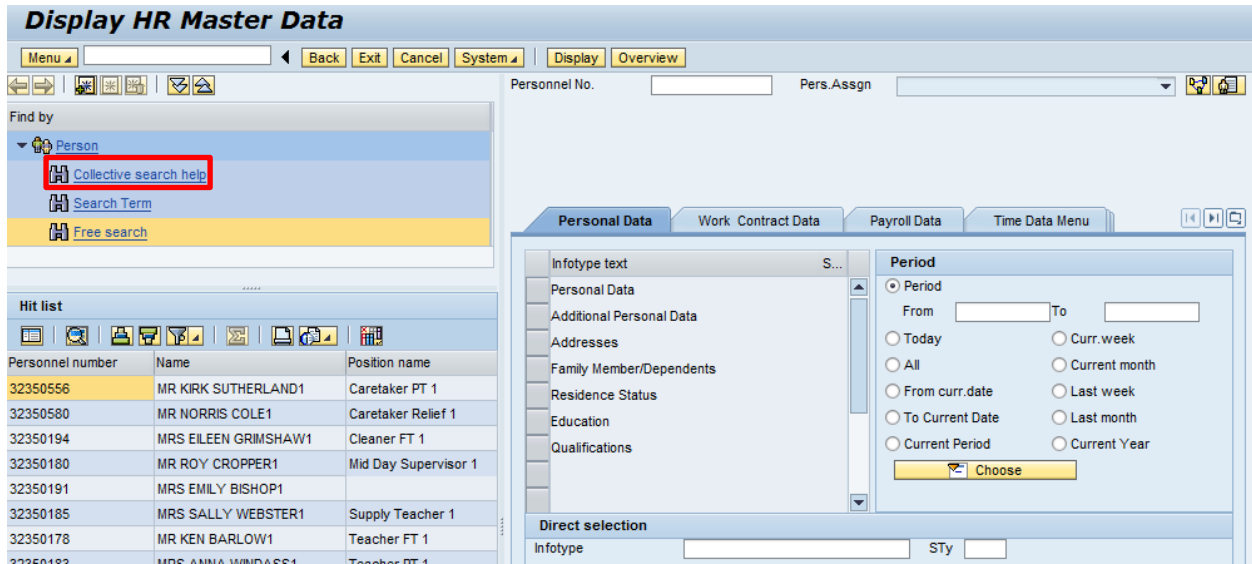


- Click '**Back**' to return to the previous screen or '**Exit**' to return to the home page.

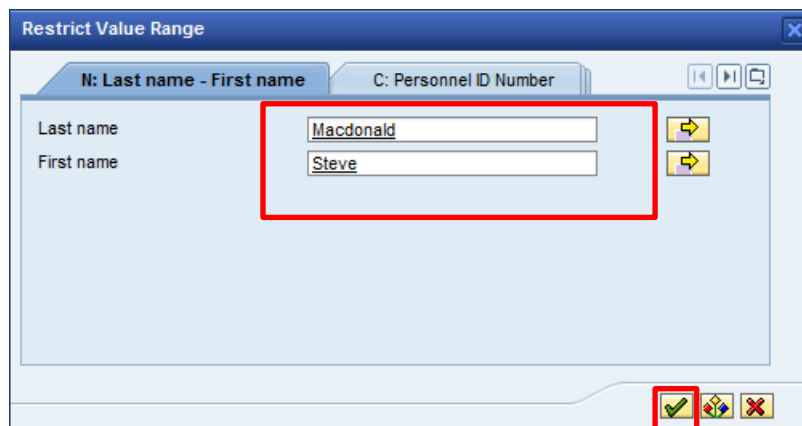
4.4 Leavers (an employee who is no longer on your staff list)

4.4.1 Searching for Leavers

- Double click on ‘PA20 – Display HR Master Data’.
- Click ‘Collective Search Help’ a search box will appear.



- Enter the name of the employee and click the **green tick**.



The employee will now be displayed on your list. Select this employee by double clicking and then you can input/obtain details as required.

The insertion of this record will clear your list of active employees. To re-establish this list you will need to set up the list again by following the ‘Creating a staff list - section 1.3’ from the beginning.

4.4.2 Inputting Additional Payments for a Leaver

If you were to create an **entry on a date that was after the leaving date**, then regardless of being unlocked by the authoriser, the entry will sit in the employee's closed record and will **not be paid**. An entry can be submitted but you must **use the day before the employee's leaving date as the entry date** – regardless of which date in the month it is **in this instance only and advise the authoriser**, so that the entry can be unlocked.