

Approving Payroll

Approving additional/supply hours and acting up/miscellaneous payments.

There is no email notification to you that payroll is ready to be approved, your Inputter will advise you.

Log into **SAP** in the normal way.

- In the transaction field, type in **Z_PA70_SCH** and click **Enter** (on your keyboard)*

For additional/supply/relief hours (Cost assignment):

- On the **Fast Entry – Cost Assignment (EE Rem.Info)** screen:
 - **Cost centre** - will be pre-populated
 - **Period from date – the last date of the month**
 - Select the **Cost Assignment** radio button
 - **Execute**

You will now see all entries for this month.

- Maximise the screen
- **Check** each entry, using your source documents (PM25s)
- **Remove the tick to approve**
- When all entries approved, click **Save** (*message appears in bottom left hand corner of screen to say how many records have been created*)

For acting up allowances/additional payments (Additional Payments):

- On the **Fast Entry – Cost Assignment (EE Rem.Info)** screen:
 - **Cost centre** - pre-populated
 - **Period from date – the last date of the month**
 - Select the **Additional Payments** radio button
 - **Execute**

You will now see all entries for this month.

- Maximise the screen
- **Check** each entry, using your source documents
- **Remove the tick to approve**
- When all entries approved, click **Save** (*message appears in bottom left hand corner of screen to say how many records have been created*)

***To make Z_PA70_SCH a favourite;** from the main whirlpool screen, click **Menu > Favourites > Insert transaction >** type in **Z_PA70_SCH > Enter**