

Entering Additional Payments

PA70 – Fast Entry

This guidance shows how to use PA70 app to enter Additional Payments for employees.

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Section 1 Introduction to Inputting Additional Payments for Payroll

- ‘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 the ‘**PA70 – Fast Entry**’ app.
- 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 SchoolsNet for deadline dates.
- For Acting up Duty and Laundry allowance you will first need to calculate the allowance for each employee - please see Section 1.1 of this guide.
- 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
September 2023	30.09.2023	October 2023
October 2023	31.10.2023	November 2023

NB. See Section 6 of this guide for inputting payment dates for a leaver.

Section 1.1 Wage Type Codes for entering Additional Payments

Wage Type Codes

Additional Payments in PA70

3111 – Act Duty Schools

To be used when a contracted member of staff works some of their contract at a higher level in the following situations only:

- Midday Supervisors acting up to Senior Midday Supervisor.
- Teaching Assistant (at level 4 Grade 9) covering for Class Teachers.
- Teaching Assistant covering for work at a Higher Level.

This must **NOT** be used for relief employees.

3112 – Laundry Relief

Only to be used for relief Midday Supervisors. Please see the table on Section 1.1 of this guide to obtain the correct amount, which depends on the total number of hours worked during the month with a maximum of £1.04 for the month.

3021 - Recall to Work

If someone is asked to 'return to work' more than half an hour after they finished work, they would receive the 'Recall to Work' allowance which is currently payable at £29.20 (Rate correct as from 01.04.2023.) Any additional hours worked are claimed under the 'Additional Hours' screen against the appropriate wage type.

3022 – Misc Pens

To be used to pay a one-off pensionable amount of money. (For advice, please contact traded@derbyshire.gov.uk)

3063 – Miscellaneous

To be used to pay of a one off non pensionable amount of money. (For advice, please contact traded@derbyshire.gov.uk)

Standby

If you have an employee on standby the current payment is £29.02. (For advice, please contact traded@derbyshire.gov.uk)

Sleep-in Duty

If you have an employee on sleep-in duty the current payment is £32.86. (For advice, please contact traded@derbyshire.gov.uk)

Calculating Allowances

Acting Duty

To be used when a **contracted** member of staff works some of their contract at a higher level in the following situations only:

- Midday Supervisors acting up to Senior Midday Supervisor.
- Teaching Assistant's covering for Class Teachers (at level 4 Grade 9).
- Teaching assistant's covering for work at a Higher Level.

This must **NOT** be used for relief employees.

Identify the number of hours the employee has 'acted up'.

1. You will need the employee's current hourly rate (Please see **HR & Payroll Guide Viewing Data Section 2.7** for how to display an employee's Full Time Equivalent Pay and how to calculate hourly rate).
2. You will need the hourly rate the employee is acting up to (Please ensure correct rates are used.) Refer to schoolsnet.derbyshire.gov.uk for latest teaching and non-teaching salary rates.
3. To work out the acting duty allowance, follow the formula:

Acting Up Hourly Rate	MINUS	Contracted Hourly Rate	MULTIPLIED	Amount of Hrs acting up
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4. The calculated amount is then to be entered in 'PA70 Fast Entry - Additional Payments' using wage type 3111 (Acting Duty).

Example

A specialist teaching and learning assistant contracted to Grade 8 point 13 has done 10 of their normal hours at Grade 9 point 17.

This would equate to:

Grade 9 point 17 – Grade 8 point 13 = difference between hourly rates

Difference between hourly rates x 10 hours = Amount to be paid to employee

N.B. When checking the employee's record for their contracted hourly rate, be aware that they may have received an increment after the date they are acting up for. In this case you will need to look back at the previous salary point they were on.

Calculating Allowances

Recall to Work

If someone is asked to 'return to work' more than half an hour after they finished work they would receive the 'Recall to Work' allowance currently payable at **£29.20** (Recalled to work at Site or **£21.62** Recall to work at home under Wage Type **3021** within the 'Additional Payments' screen. (Any additional hours worked are claimed under the 'Extra Hours' screen.)

(Allowance amount as at **01.04.2023**)

Calculating Allowances

Laundry

Laundry Allowance is only paid to a Relief Mid-Day Supervisor if you used the Event Code **STHFBMD** on DSAS. (See instructions below).

If the event code **STHFBMD** was not used on DSAS, DO NOT pay a Laundry Allowance. (Disregard the instructions below).

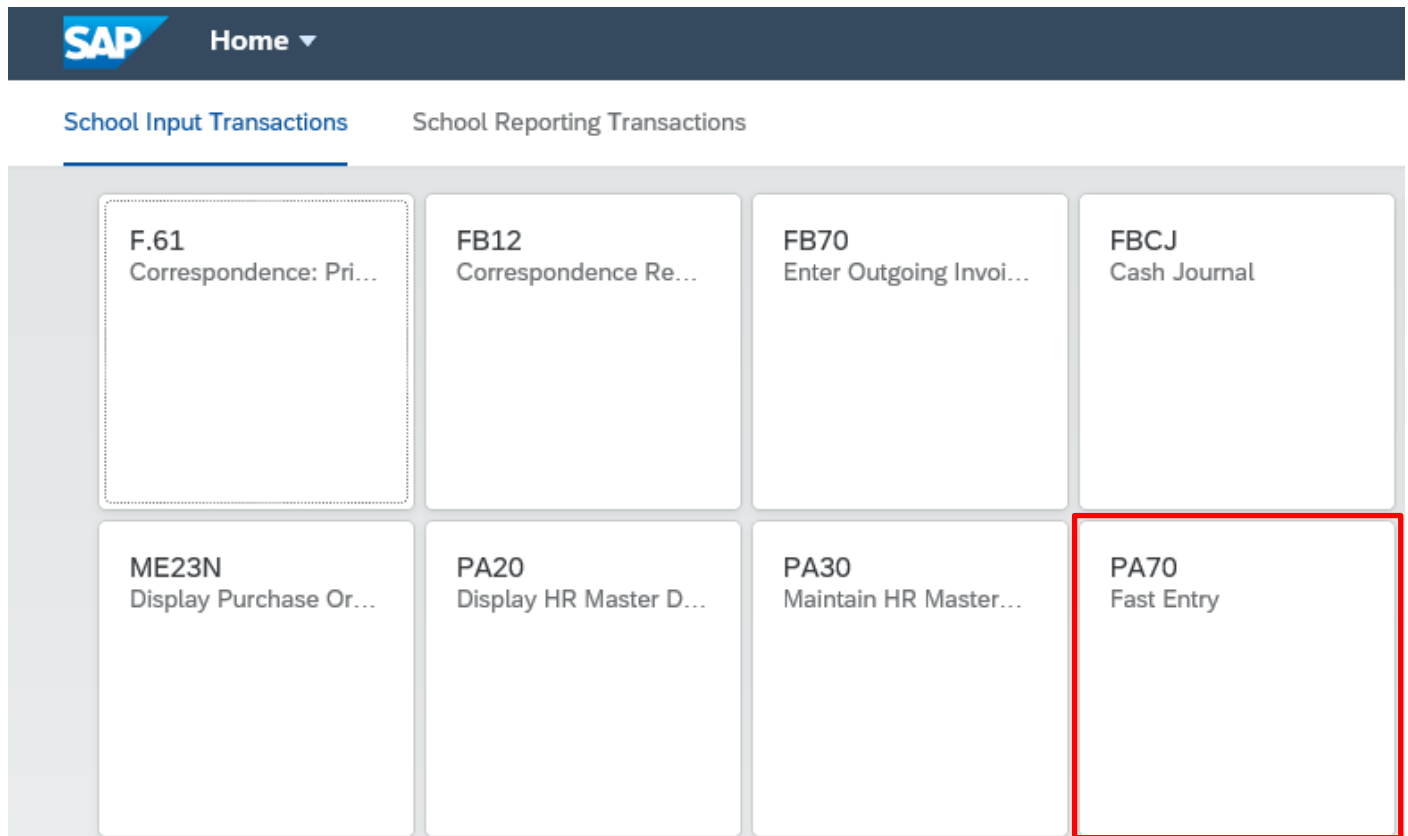
If a Relief Mid Supervisor works and you are submitting hours for them, you will also need to make a Laundry Payment to them. To work out how much laundry allowance to pay you need to look at the amount of hours the relief midday supervisor has worked in the month and pay the amount based on the following table.

Hours worked per month	Laundry Payment
Between 0 and 7½	24p
Between 7½ and 15	48p
Between 15 and 22½	72p
Between 22½ and 30	96p
Over 30	£1.04

The calculated amount is then to be entered in 'PA70 Fast Entry - Additional Payments' using wage type **3112** (Laundry Relief).

Log into SAP

- This loads the Fiori dashboard.
- Click on the **PA70 Fast Entry app**.



You will now be in the **PA70 Fast Entry** screen.

Section 2 Inputting Additional Payments

- Select the radio button to the left of 'Additional Payments' to **highlight the line**.
- Select the radio button to the left of 'Period'
- 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.
- Click the radio button to the left of '**Enter in fast entry screen**' if not already pre-selected.
- Click '**Create**'.

The screenshot shows the SAP 'Fast Entry' interface. At the top, there is a navigation bar with the SAP logo and the title 'Fast Entry'. Below this is a 'Menu' dropdown and several buttons: 'Create', 'with proposal', 'Change', 'Delete', and 'Lock/Unlock'. The 'Create' button is highlighted with a red box. The main area is divided into two sections: 'Fast entry of master data' and 'Period'. In the 'Fast entry of master data' section, the 'Additional Payments' radio button is selected and highlighted with a red box. Other options include 'Cost Assignment (EE Rem. Info)', 'Notifications', and 'Recurring Payments/Deductions'. In the 'Period' section, the 'Period' radio button is selected and highlighted with a red box. Below it, the 'From' date is set to '29.02.2024' and is also highlighted with a red box. Other period options include 'Today', 'All', 'From Today', 'Until Today', 'Curr. Period', 'Current Week', 'Current Month', 'Last Week', 'Last Month', and 'Current Year'. A 'Choose' button is located below these options. At the bottom of the screen, there are two sections: 'Enter Personnel Numbers' and 'Save Option'. In the 'Enter Personnel Numbers' section, the 'Enter in fast entry screen' radio button is selected and highlighted with a red box. In the 'Save Option' section, the 'Save records directly' radio button is selected.

- 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 . It is essential that this is entered correctly to ensure correct payment is made.	The Cash value of the amount to be paid.

Menu ▾ Sort Other pers. nos

Personnel number	WT	Amount	Start Date	LI
71104895 Lock Annabelle	3111	15.66	29.02.2024	<input type="checkbox"/>
			29.02.2024	<input type="checkbox"/>

- Press 'Enter', this will validate the data, and if necessary generate any messages (see Section 7 of this guide) which will appear at the bottom left hand corner of the screen.

Menu ▾ Sort Other pers. nos

Personnel number	WT	Amount	Start Date	LI
71104895 Lock Annabelle	3111	15.66	29.02.2024	<input type="checkbox"/>
71104897 Bell Clara	3021	29.20	29.02.2024	<input type="checkbox"/>
			29.02.2024	<input type="checkbox"/>

- Repeat above steps for each entry.

- If you enter a payroll number that is not recognised, you need to delete the payroll number and press '**Enter**'. You will need to re-check the payroll number and input it again. See red system error message in bottom left of screen

12345678			30.04.2022	<input type="checkbox"/>
			30.04.2022	<input type="checkbox"/>
			30.04.2022	<input type="checkbox"/>
			30.04.2022	<input type="checkbox"/>
			30.04.2022	<input type="checkbox"/>
			30.04.2022	<input type="checkbox"/>
			30.04.2022	<input type="checkbox"/>
			30.04.2022	<input type="checkbox"/>
			30.04.2022	<input type="checkbox"/>
			30.04.2022	<input type="checkbox"/>
			30.04.2022	<input type="checkbox"/>
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			30.04.2022	<input type="checkbox"/>
			30.04.2022	<input type="checkbox"/>
			30.04.2022	<input type="checkbox"/>
			30.04.2022	<input type="checkbox"/>
			30.04.2022	<input type="checkbox"/>
			30.04.2022	<input type="checkbox"/>
			30.04.2022	<input type="checkbox"/>
			30.04.2022	<input type="checkbox"/>
			30.04.2022	<input type="checkbox"/>

Personnel number not yet assigned

Save Cancel

- When you have input all your data, click ‘**Save**’ button . If you do not save, all the data you have entered will be lost.

< **SAP** Create Additional Payments > ER1 (400) v

Menu v Sort Other pers. nos Exit

Personnel number	WT	Amount	Start Date	LI	O	Number/Uni	TMU	Crcy	Assignment Numb	R...
71104895 Lock Annabelle	3111	15.66	29.02.2024	<input type="checkbox"/>	I			GBP		
71104897 Bell Clara	3021	29.20	29.02.2024	<input type="checkbox"/>	I			GBP		
71104905 Marshall Millie	3111	22.68	29.02.2024	<input type="checkbox"/>	I			GBP		
71104904 Cupboard Carrie	3021	29.20	29.02.2024	<input type="checkbox"/>	I			GBP		
			29.02.2024	<input type="checkbox"/>	I					
			29.02.2024	<input type="checkbox"/>	I					
			29.02.2024	<input type="checkbox"/>	I					
			29.02.2024	<input type="checkbox"/>	I					
			29.02.2024	<input type="checkbox"/>	I					
			29.02.2024	<input type="checkbox"/>	I					
			29.02.2024	<input type="checkbox"/>	I					
			29.02.2024	<input type="checkbox"/>	I					
			29.02.2024	<input type="checkbox"/>	I					
			29.02.2024	<input type="checkbox"/>	I					
			29.02.2024	<input type="checkbox"/>	I					
			29.02.2024	<input type="checkbox"/>	I					
			29.02.2024	<input type="checkbox"/>	I					

Entry: 1 of 20


Save Cancel

The data will now be automatically locked (this is identified by a tick appearing in the column to the right of the ‘Date’ column, see below) and are ready for the Approver to approve.

You will see a message in the bottom left hand corner confirming how many records you have created.

It is an **audit requirement** that you keep the **original signed source document(s)** that you have input from for your records and for your Approver to check against.

- Click on back arrow on top menu bar to return to initial screen

 Maintain Additional Payments

Menu ▾ Create Copy Delete Lock/unlock Sort Other pers. nos

Personnel number	WT	Amount	Start Date	LI
71104895 Lock Annabelle	3111	15.66	29.02.2024	<input checked="" type="checkbox"/>
71104897 Bell Clara	3021	29.20	29.02.2024	<input checked="" type="checkbox"/>
71104905 Marshall Millie	3111	22.68	29.02.2024	<input checked="" type="checkbox"/>
71104904 Cupboard Carrie	3021	29.20	29.02.2024	<input checked="" type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

 4 records created

- If your screen shots look any different from the previous pages please contact the **Budget Manager Support Team** as soon as possible.

Section 3 Amending/Checking existing unauthorised Additional Payments

- Double click on ‘**PA70 – Fast Entry**’.
- Select the radio button 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**’.

The screenshot shows the SAP Fast Entry interface for 'Additional Payments'. The 'Change' button is highlighted with a red box. In the 'Period' section, the 'From' date is set to '29.02.2024' and the 'Choose' button is highlighted with a red box. In the 'Enter Personnel Numbers' section, the 'Preselection w.ad hoc query' radio button is highlighted with a red box. In the 'Maintain/Lock/Unlock/Delete' section, the 'Locked records only' checkbox is checked and highlighted with a red box.

Fast Entry

Menu ▾ 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: 29.02.2024 To:

Today Current Week

All Current Month

From Today Last Week

Until Today Last Month

Curr. Period Current Year

Infotype: Additional Payments 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 blue arrow to the left of **'Organisational Assignment'** to expand the folder.

The screenshot shows the 'HR Object Selection' window. On the left, a list of field groups is displayed, with 'Organisational Assignment' highlighted by a red box. The right side of the window shows the 'Reporting set' configuration, including a 'Reporting Period: Today' dropdown, an 'Unrestricted' selection, and a 'restrict by:' dropdown set to 'Persons along organizational structure'. Below this is a 'Selections' section with instructions: 'You can define selection conditions in this area. Fields can only be selected by selecting them correspondingly from the field list.' At the bottom, there is a 'Hit list' button and an 'Empty' status indicator.

Field group/fields	Value...
<input type="checkbox"/> > Key Fields	
<input type="checkbox"/> > Actions	
<input type="checkbox"/> > Organisational Assignment	
<input type="checkbox"/> > Personal Data	
<input type="checkbox"/> > Challenge	
<input type="checkbox"/> > Leave Entitlement	
<input type="checkbox"/> > Addresses	
<input type="checkbox"/> > Planned Working Time	
<input type="checkbox"/> > Basic Pay	
<input type="checkbox"/> > Bank Details	
<input type="checkbox"/> > Contract Elements	
<input type="checkbox"/> > Travel Privileges	
<input type="checkbox"/> > Family/Related Person	
<input type="checkbox"/> > Internal Medical Service	
<input type="checkbox"/> > Internal Control	
<input type="checkbox"/> > Time Recording Info.	
<input type="checkbox"/> > Matern.Prot./Parent.Lea	
<input type="checkbox"/> > Milit./Non-Milit.Service	
<input type="checkbox"/> > Payroll Status	
<input type="checkbox"/> > Capital formation	
<input type="checkbox"/> > Ext. bank transfers	

- Click the first white 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 on **Transfer hit list**.

The screenshot shows the 'HR Object Selection' window. On the left, a list of field groups is shown, with 'Cost center' selected and its checkbox checked. The 'Value' column for 'Cost center' contains 'CIP1234'. On the right, the 'Reporting set' is set to 'Unrestricted' and restricted by 'Persons along organizational structure'. The 'Cost center' field in the table below has 'CIP1234' entered. At the bottom, the 'Hit list' button is highlighted, and the 'Transfer hit list' button is highlighted at the bottom right.

Field group/fields	Value ...
<input type="checkbox"/> > Key Fields	
<input type="checkbox"/> > Actions	
<input type="checkbox"/> > Organizational Assignme	1
<input type="checkbox"/> <input type="checkbox"/> Payroll area	<input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> Work contract	<input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> Personnel subarea	<input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> Company code	<input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> Formatted name of er	<input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> Funds center	<input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> Fund	<input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> Business area	<input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> Legal person	<input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> Controlling area	<input type="checkbox"/>
<input type="checkbox"/> <input checked="" type="checkbox"/> Cost center	<input checked="" type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> Supervisor area	<input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> Organizational unit	<input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> Object type	<input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> Employee group	<input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> Employee subgroup	<input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> Position	<input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> Payroll administrator	<input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> Administrator for HR r	<input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> Administrator for time	<input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> Administrator group	<input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> Employee's name (so	<input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> Job	<input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> Organizational key	<input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> Personnel area	<input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> Name of superior (org	<input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> Functional Area	<input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> Grant	<input type="checkbox"/>

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

- Click **'Change'** again on top menu bar to bring up the entries that have been input/locked.

The screenshot shows the SAP 'Fast Entry' interface. At the top, there is a dark blue header with a back arrow, the SAP logo, and the text 'Fast Entry'. Below the header is a menu bar with several buttons: 'Menu', 'Create', 'with proposal', 'Change' (highlighted with a red border), 'Lock/Unlock', 'Delete', 'Insert personnel no.', and 'De'. Below the menu bar is a section titled 'Personnel No. Selection' containing a table with columns for 'Personnel Number' and 'Name of employee or applicant'. The first row is selected, showing '71104894' and 'Jordan James'. A small icon is visible next to the personnel number.

Personnel Number	Name of employee or applicant
<input checked="" type="checkbox"/> 71104894	Jordan James
<input type="checkbox"/> 71104895	Mrs Annabelle Lock
<input type="checkbox"/> 71104896	Miss Sally Field
<input type="checkbox"/> 71104897	Ms Clara Bell
<input type="checkbox"/> 71104898	Mrs Beverley Bonnet
<input type="checkbox"/> 71104899	Mr Matthew Paint
<input type="checkbox"/> 71104900	Mr Matthew Paint
<input type="checkbox"/> 71104901	Mrs Goldy Locks
<input type="checkbox"/> 71104902	Mr Martin Mop
<input type="checkbox"/> 71104903	Mr Albert Bucket
<input type="checkbox"/> 71104904	Miss Carrie Cupboard
<input type="checkbox"/> 71104905	Ms Millie Marshall
<input type="checkbox"/>	
<input type="checkbox"/>	

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

The screenshot shows the SAP 'Maintain Additional Payments' interface. At the top, there is a dark blue header with a back arrow, the SAP logo, and the text 'Maintain Additional Payments'. Below the header is a menu bar with buttons: 'Menu', 'Create', 'Copy', 'Delete', 'Lock/unlock', 'Sort', and 'Other pers. nos'. Below the menu bar is a table with columns: 'Personnel number', 'WT', 'Amount', 'Start Date', and 'LI'. The first row is selected, showing '71104895 Mrs Annabelle Lo', '3111', '15.66', '29.02.2024', and a checkmark in the 'LI' column. The 'LI' column for all rows shown contains a checkmark.

Personnel number	WT	Amount	Start Date	LI
71104895 Mrs Annabelle Lo	3111	15.66	29.02.2024	<input checked="" type="checkbox"/>
71104897 Ms Clara Bell	3021	29.20	29.02.2024	<input checked="" type="checkbox"/>
71104904 Miss Carrie Cupb	3021	29.20	29.02.2024	<input checked="" type="checkbox"/>
71104905 Ms Millie Marsha	3111	22.68	29.02.2024	<input checked="" type="checkbox"/>

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

- To get to 'the next page' of data you need to click the button **'Other pers nos.'**

< **SAP** Maintain Additional Payments

Menu ▾ Create Copy Delete Lock/unlock Sort **Other pers. nos**

Personnel number	WT	Amount	Start Date	LI
71104895 Mrs Annabelle Lo	3111	15.66	29.02.2024	<input checked="" type="checkbox"/>
71104897 Ms Clara Bell	3021	29.20	29.02.2024	<input checked="" type="checkbox"/>
71104904 Miss Carrie Cupb	3021	29.20	29.02.2024	<input checked="" type="checkbox"/>
71104905 Ms Millie Marsha	3111	22.68	29.02.2024	<input checked="" type="checkbox"/>
				<input 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.

Exit current screen

Data will be lost.

⚠ Do you still want to exit the current screen?

Yes No

- 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 blue and be outlined in red).
- Click 'Save' on bottom right of screen

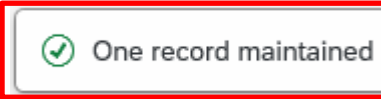
< **SAP** Maintain Additional Payments

Menu ▾ Create Copy Delete Lock/unlock Sort Other pers. nos

Personnel number	WT	Amount	Start Date	LI
71104895 Mrs Annabelle Lo	3111	18.66	29.02.2024	<input checked="" type="checkbox"/>
71104897 Ms Clara Bell	3021	29.20	29.02.2024	<input checked="" type="checkbox"/>
71104904 Miss Carrie Cupb	3021	29.20	29.02.2024	<input checked="" type="checkbox"/>
71104905 Ms Millie Marsha	3111	22.68	29.02.2024	<input checked="" type="checkbox"/>

Save

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 changes made will not be applied.

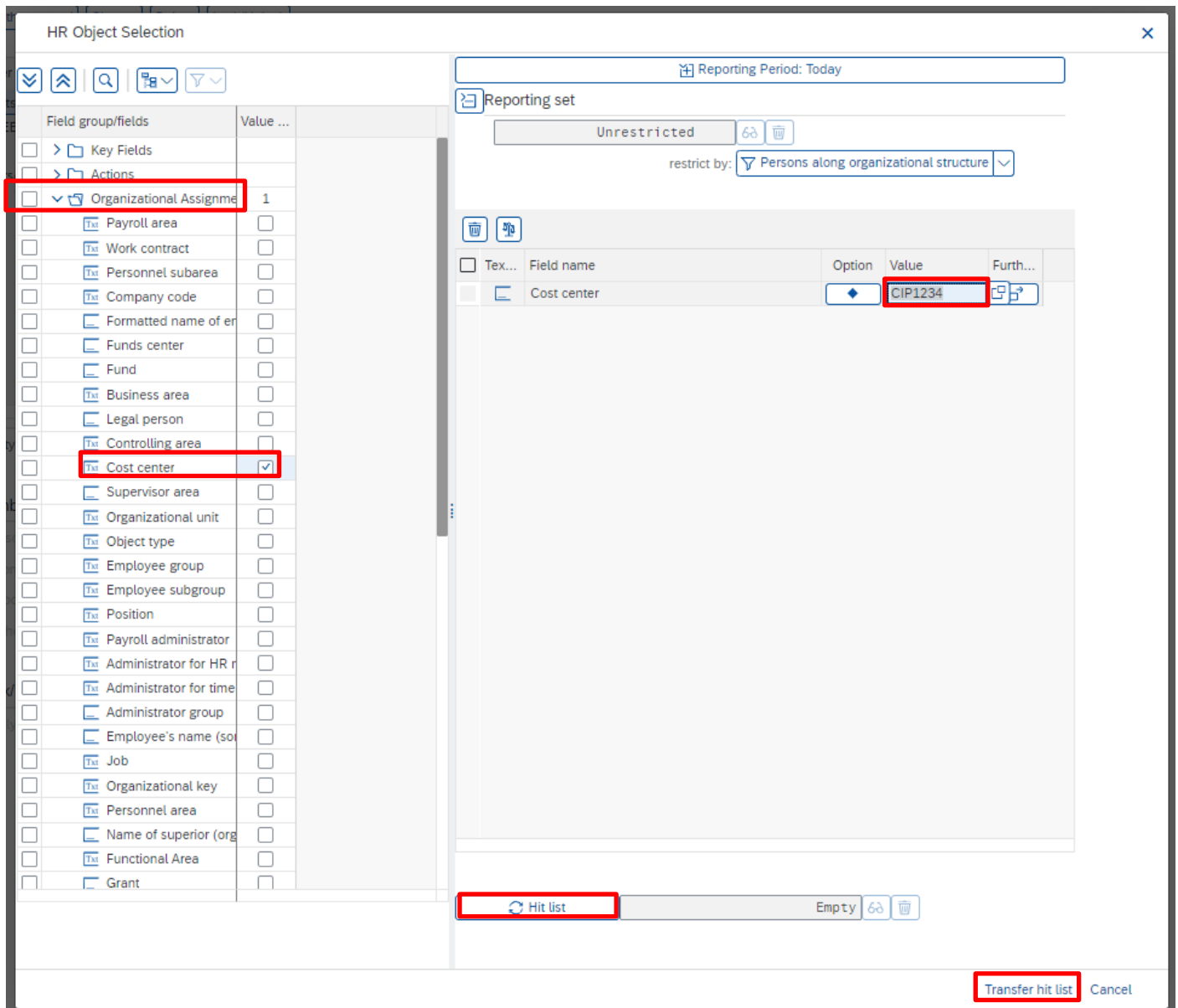
- Click '**Back**' arrow on top menu bar to return to the previous screen or '**Exit**' to return to the Fiori Dashboard.

Section 4 How to delete an entry that has not been authorised/unlocked.

- Double click on '**PA70 – Fast Entry**'.
- Select the radio button 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.)

The screenshot shows the SAP Fast Entry interface. At the top, there is a navigation bar with a back arrow, the SAP logo, and the text 'Fast Entry'. Below this is a menu bar with buttons for 'Create', 'with proposal', 'Change', 'Delete', and 'Lock/Unlock'. The 'Delete' button is highlighted with a red box. The main area is divided into two columns. The left column, titled 'Fast entry of master data', contains a list of options: 'Additional Payments' (selected with a radio button and highlighted with a red box), 'Cost Assignment (EE Rem. Info)', 'Notifications', and 'Recurring Payments/Deductions'. The right column, titled 'Period', contains a 'Period' section with a radio button selected, a 'From' date field containing '29.02.2024' (highlighted with a red box), and a 'To' field. Below this are several radio button options: 'Today', 'All', 'From Today', 'Until Today', 'Curr. Period', 'Current Week', 'Current Month', 'Last Week', and 'Current Year'. A 'Choose' button is at the bottom of this section. Below the main area, there are two sections: 'Enter Personnel Numbers' and 'Save Option'. In 'Enter Personnel Numbers', the 'Preselection w.ad hoc query' option is selected and highlighted with a red box. In 'Save Option', the 'Save records directly' option is selected. At the bottom, there is a 'Maintain/Lock/Unlock/Delete' section with a checkbox for 'Locked records only' which is checked and highlighted with a red box. The 'Infotype' field is set to 'Additional Payments' and the 'STy' field is empty.

- 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 on **Transfer hit list**.



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

< **SAP** Fast Entry

Menu ▾ Create with proposal Change Lock/Unlock Delete Insert personnel no. Delete person

Personnel No. Selection

	Personnel Number	Name of employee or applicant
<input type="checkbox"/>	71104894	Jordan James
<input type="checkbox"/>	71104895	Mrs Annabelle Lock
<input type="checkbox"/>	71104896	Miss Sally Field
<input type="checkbox"/>	71104897	Ms Clara Bell
<input type="checkbox"/>	71104898	Mrs Beverley Bonnet
<input type="checkbox"/>	71104899	Mr Matthew Paint
<input type="checkbox"/>	71104900	Mr Matthew Paint
<input type="checkbox"/>	71104901	Mrs Goldy Locks
<input type="checkbox"/>	71104902	Mr Martin Mop
<input type="checkbox"/>	71104903	Mr Albert Bucket
<input type="checkbox"/>	71104904	Miss Carrie Cupboard
<input type="checkbox"/>	71104905	Ms Millie Marshall
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

Entry: 1 of 12

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

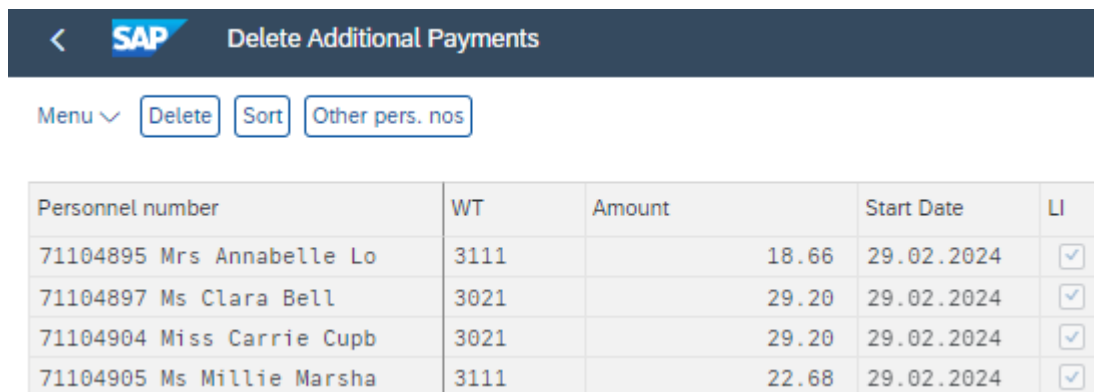
< **SAP** Fast Entry

Menu ▾ Create with proposal Change Lock/Unlock **Delete** Insert personnel no. Delete person

Personnel No. Selection

	Personnel Number	Name of employee or applicant
<input type="checkbox"/>	71104894	Jordan James
<input type="checkbox"/>	71104895	Mrs Annabelle Lock
<input type="checkbox"/>	71104896	Miss Sally Field
<input type="checkbox"/>	71104897	Ms Clara Bell

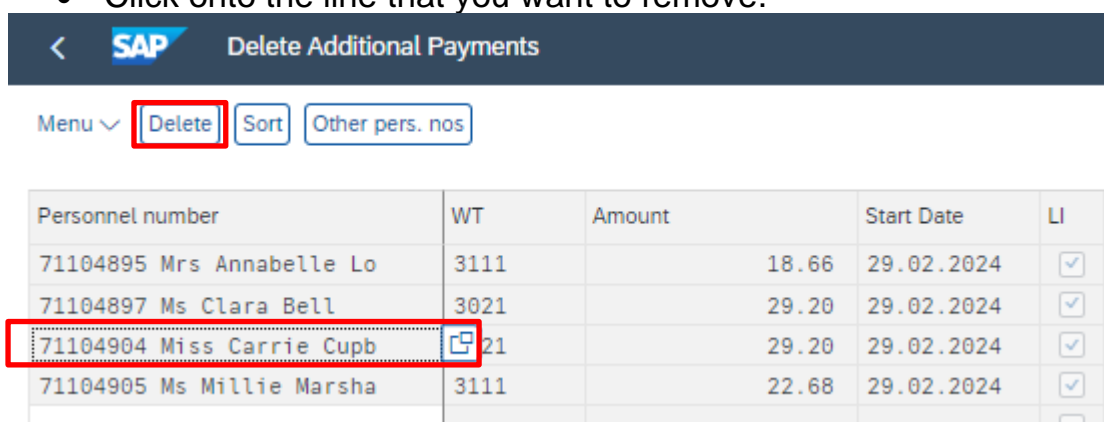
- All unauthorised entries that have been input for the month will now be displayed, as seen by the tick in the right-hand column.



The screenshot shows the SAP interface for deleting additional payments. At the top, there is a dark blue header with a back arrow, the SAP logo, and the title "Delete Additional Payments". Below the header is a "Menu" dropdown with three buttons: "Delete", "Sort", and "Other pers. nos". The "Delete" button is highlighted with a red box. Below the menu is a table with the following columns: "Personnel number", "WT", "Amount", "Start Date", and "LI". The table contains four rows of data:

Personnel number	WT	Amount	Start Date	LI
71104895 Mrs Annabelle Lo	3111	18.66	29.02.2024	<input checked="" type="checkbox"/>
71104897 Ms Clara Bell	3021	29.20	29.02.2024	<input checked="" type="checkbox"/>
71104904 Miss Carrie Cupb	3021	29.20	29.02.2024	<input checked="" type="checkbox"/>
71104905 Ms Millie Marsha	3111	22.68	29.02.2024	<input checked="" type="checkbox"/>

- Click onto the line that you want to remove.



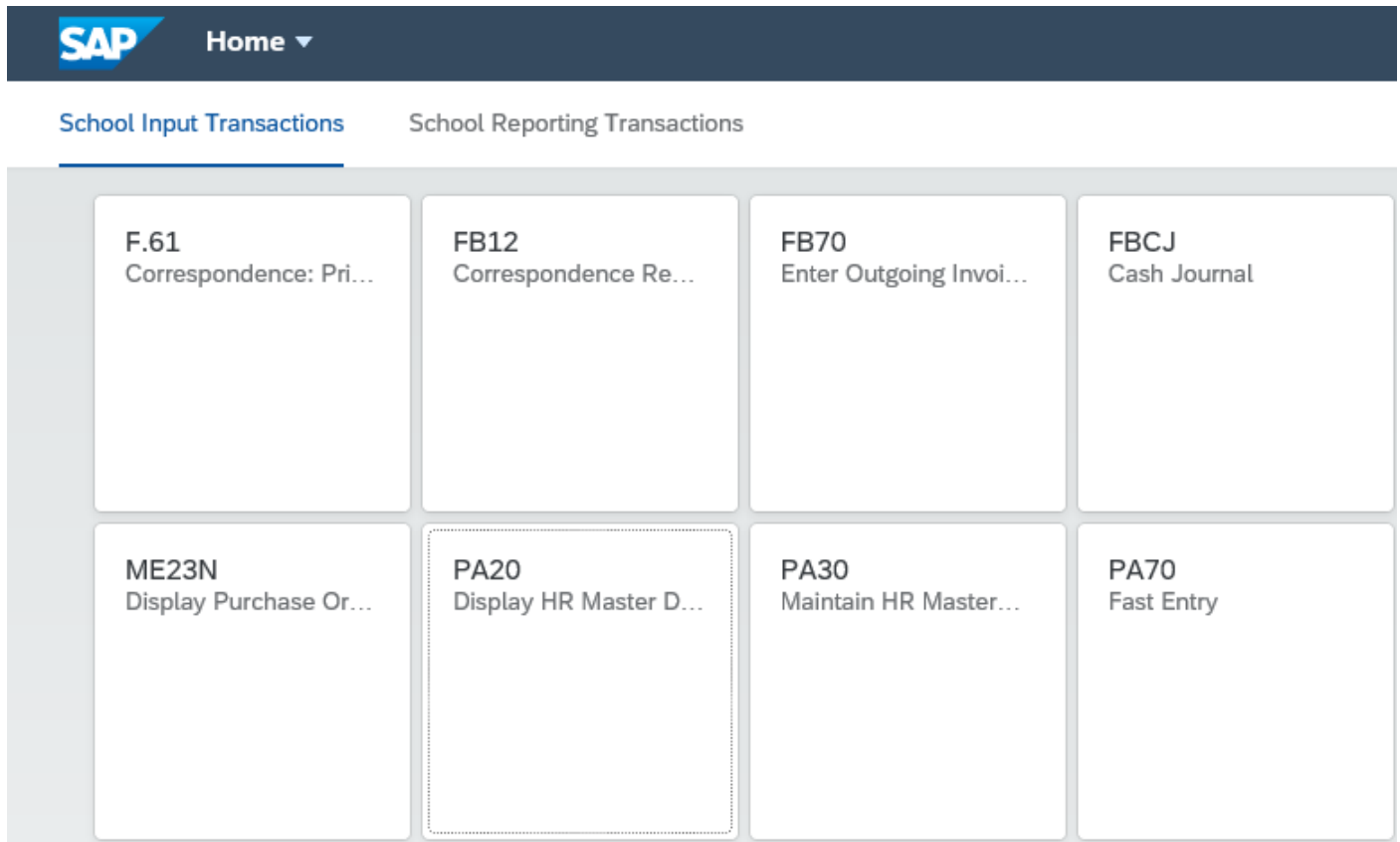
The screenshot shows the same SAP interface as above, but with the "Delete" button in the menu highlighted with a red box. In the table below, the row for "71104904 Miss Carrie Cupb" is highlighted with a red box, and a red box is also drawn around the "LI" column checkbox for this row, which is currently checked.

Personnel number	WT	Amount	Start Date	LI
71104895 Mrs Annabelle Lo	3111	18.66	29.02.2024	<input checked="" type="checkbox"/>
71104897 Ms Clara Bell	3021	29.20	29.02.2024	<input checked="" type="checkbox"/>
71104904 Miss Carrie Cupb	3021	29.20	29.02.2024	<input checked="" type="checkbox"/>
71104905 Ms Millie Marsha	3111	22.68	29.02.2024	<input checked="" type="checkbox"/>

- Click 'Delete'. This deletes the entry. You will see a message in the bottom left-hand corner saying, 'Record deleted'. The entry has now been deleted from the list of entries awaiting approval.

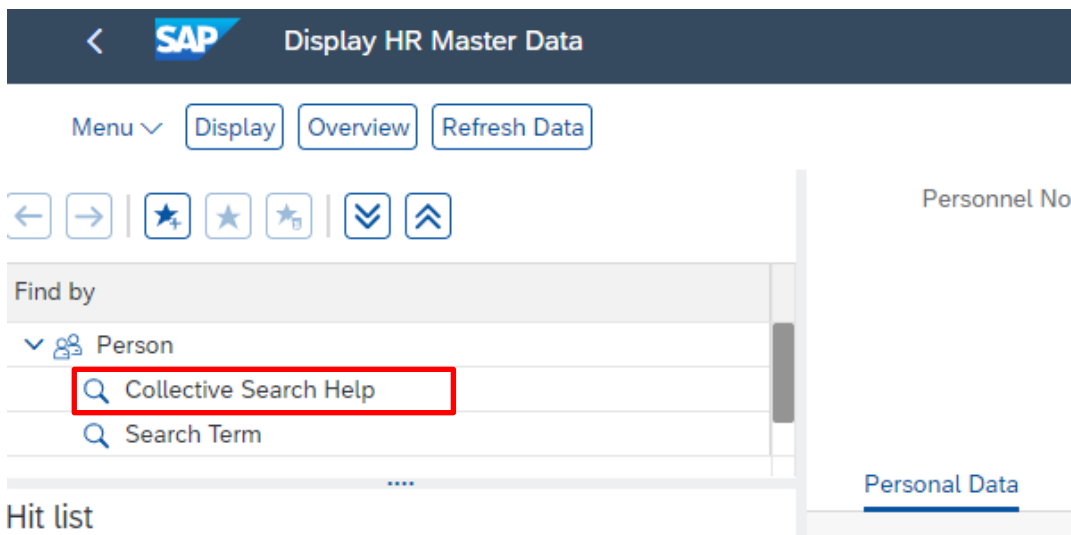
Section 5 Leavers (an employee who is no longer on your staff list)

- Click on 'PA20 – Display HR Master Data' app



Warning:- The insertion of this record will clear your staff hit list of active employees. To re-establish this list, you will need to set up the list again by following the '**Payroll Set Up Guide**

- Click on 'Collective Search Help' a search box will appear.



- Enter the name of the employee and click on **Find**.

Restrict Value Range (1) [X]

▼ Last name - First name Personnel ID Number IC number Organizational assignment

Last name:

First name:

[Find] [Multiple Selection] [Close]

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

NB The insertion of this record will clear your staff hit list of active employees.

Section 6 Inputting Additional Payments for a Leaver

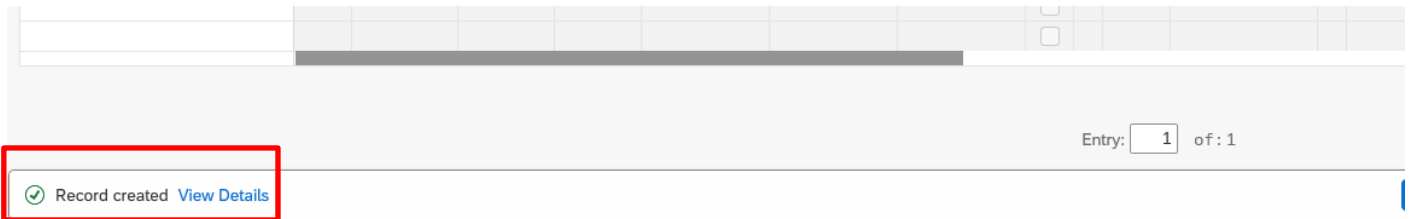
If you were to create an **entry on a date that was after the leaving date**, then regardless of being unlocked by the approver, the entry will sit in the employee's closed record and will **not be paid**. An entry can be submitted but you must **use the day before the employee's leaving date as the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

When you have finished using SAP Fiori, please ensure you log off the system and close out of all windows.

Section 7 SAP – System Messages

SAP Fiori will generate messages when information is entered.

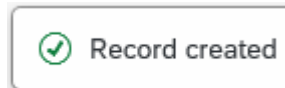
These system messages are displayed at the **bottom left of the screen**.



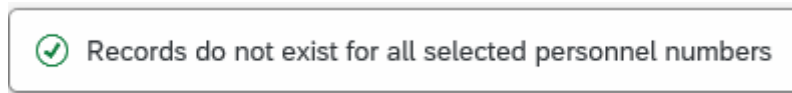
Some of the messages you may see are explained below. If you require more information about these messages or you do not know how to remove an error, please contact the **Budget Manager Support Team**.

Green Messages - These messages are for information.

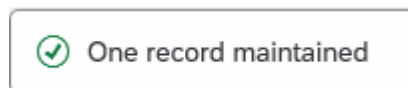
This message is telling you the data entered has been saved.



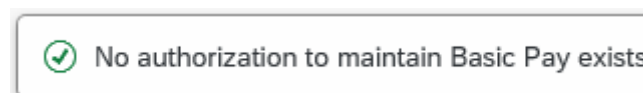
This message is telling you that data has been input for some of the staff under your cost centre, but not all of them.



This message is informing you that the data you have changed has been saved.



If you see this message, it means you do not have access to maintain or change data in this part of the system e.g., Basic Pay.



This message usually means you have clicked on the 'all' radio button before entering some data. When you click 'all' prior to creating an entry it enters the start date as 01.01.1800. This message will disappear when you change the start date of the entry.

Attendance/absence type not valid in selected period

This message will appear if you try to overview an infotype that hasn't got any data in it e.g. Employee Remuneration.

No data stored for Employee Remuneration Info in the selected period

This message means you have tried to create/change an entry without choosing an infotype first e.g. Absences.

Select an infotype

If you try to enter an absence for a period that already exists in absence data it will cause a **collision** and you will see the following warnings.

Record to be saved

Rea...	From	To	Start	End	IType	Infotyp.	SType	Subtype
	25.01.2021	25.01.2021			2001	Absences	0219	Self Isolation

Collisions

Rea...	From	To	Start	End	IType	Infotype	SType	Subtype
	25.01.2021	01.02.2021			2001	Absences	0219	Self Isolation

Insert cannot be made due to collision

If you receive these messages, the data will need to be double checked and the relevant entry will need amending.


You will see this message if you try and input maternity leave for an employee. If you need to update a maternity absence, please contact HR Services


No authorization to maintain Absences 0300 exists

Amber Warnings

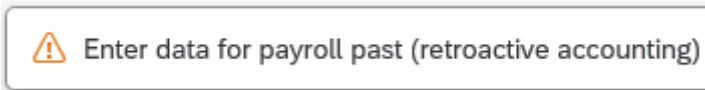
These messages are warnings/notifications; you can press ‘Enter’ on your keyboard to acknowledge and ‘go past’/accept these messages.

This message is informing you that the first or last day of the absence is a day off.



 First day 03.04.2022 of attendance/absence is a day off (att./absence type 0200)

This message is telling you that the information you are entering relates to a previous date to the current date.



 Enter data for payroll past (retroactive accounting)

This message is warning you that (from the date in the brackets) there are 31 days before the employee’s full pay sickness is due to run out.



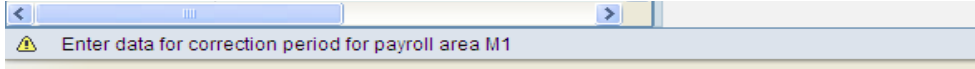
 Entitlement Used (issued on 02.06.2021): 31 entitlement days left of '100% Sickness' for 'SSP & OSP' absence


This message is warning you that the person you are saving a sickness absence for is due to go down on to half or no pay. If you see this message you will need to inform HR Services with the employee’s name and payroll number.



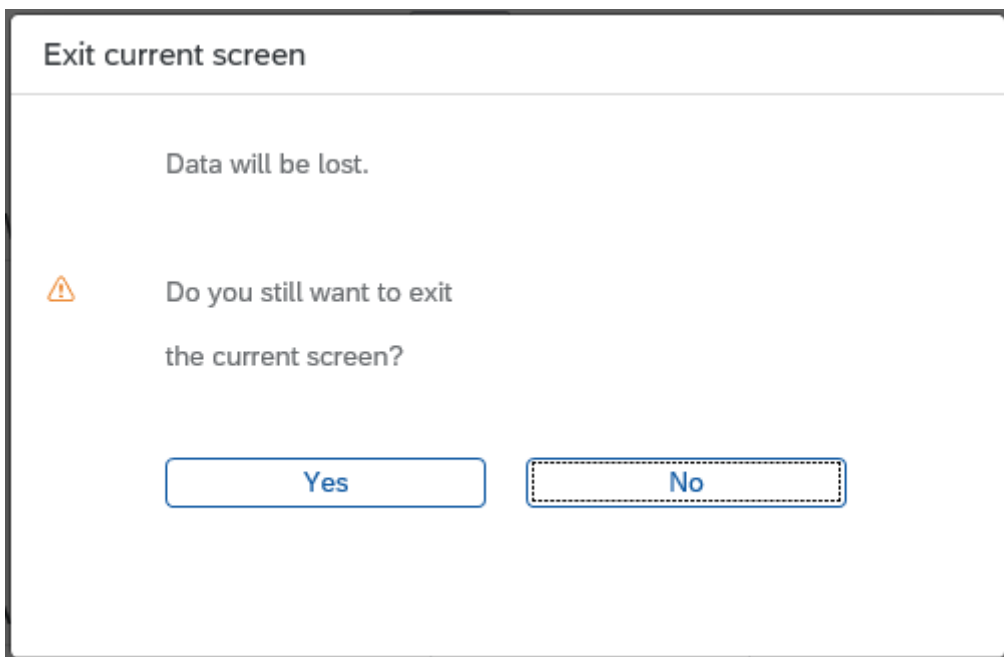
 Payment Band Changed from '100% Sickness' to ' 50% Sickness' on 08.07.2021 for 'SSP & OSP' absence

This message is informing you that you are entering data into the correct payroll area. There are currently 2 ‘payroll areas’ in the system. M1 is for Schools employees only.

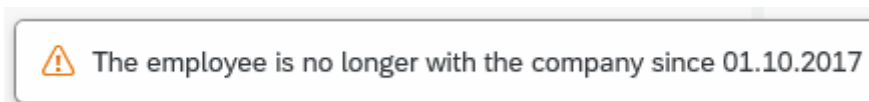


 Enter data for correction period for payroll area M1

This warning message will appear if you have entered data and pressed back or exit without saving. It is to warn you that data will be lost if you continue.



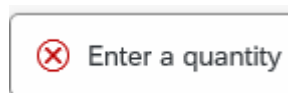
This message is warning you that the employee you are trying to input data for has left. Although this message will let you save an entry after it has shown if the data is dated after the leaving date the system will ignore it. E.g. If supply hours are entered as 31.08.2021 and a warning shows the employee has left on 31.07.2021 the hours will **NOT** be paid.



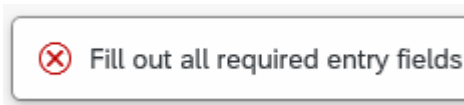
Red Error Messages

Red errors are the systems way of saying there is a specific error. Red errors must be dealt with by amending the information or deleting it. The system will not let you save any other information entered after the red error, unless the red error is dealt with first.

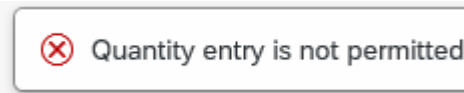
This message is telling you that you haven't entered something you need to in to complete the line entry. This information will need inputting before the entry can be saved e.g. Number.



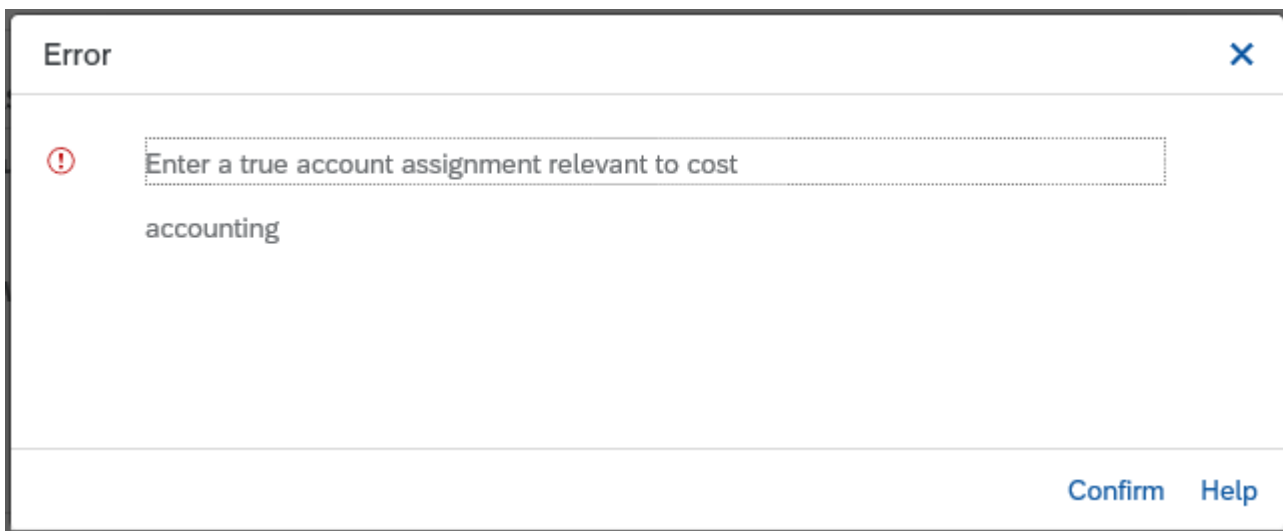
This message will appear when some information has been missed out in order for the data entry to be complete and saved.



This message means you have typed in an incorrect wage type e.g. 3026 instead of 4026 for Supply Hours.



These errors will appear when you have not put your school cost centre in when entering an event code in fast entry. You will need to enter the cost centre before saving again.



You will see a message similar to this if you input an event number in incorrectly. You will need to correct it before saving again.



A message like this one will appear if the inputter tries to unlock an entry that has been locked for authorisation by the payroll approver.



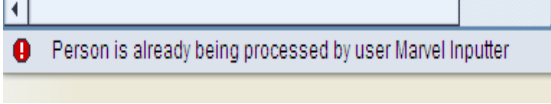
✘ No authorization to maintain Employee Remuneration Info 4100 exists

This message will appear if you are trying to enter more than 150 hours. The 150 hour limit has been applied to prevent any accidental overpayment of hours e.g. 1000 hours. If you need to enter more than 150 hours you will need to split the entry.



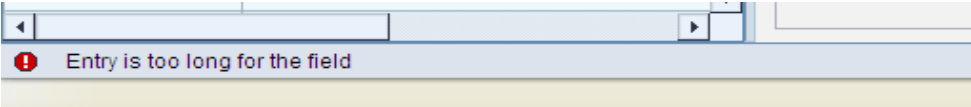
✘ Number for wage type 4026 is too high (table T511)

You will see the below message if you were in the middle of inputting and either experienced a power outage or your computer crashed. When attempting to go back into that record you may be told that you are already in the record and cannot do any inputting. You will need to contact the SAP in Budget Support Team who will be able to unlock the record for you. However, if you see the message below saying that the person is being processed by another employee that you don't recognise, please contact the SAP in Budget Support Team. It could be that a member of the HR Services is updating the individuals record at the time.



! Person is already being processed by user Marvel Inputter

This message will appear if you have manually typed in an employee number in the 'Personnel No.' box and the entry has too many digits.



! Entry is too long for the field