

Entering Additional Hours - PA70 – Fast Entry

This guidance shows how to use the PA70 app to enter hours for Additional/Supply Hours, Overtime, Enhanced Hours, Lettings, Accrued Leave & Recall to Work hours for employees.

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Section 1 - Introduction to Inputting Extra Hours for Payroll

- All additional/supply/relief hours, overtime, enhanced hours, lettings, accrued leave and recall to work hours are recorded in '**PA70 – Fast Entry**'.
- All entries created will be automatically '**locked**' for the **Approver** to '**unlock**' and release/approve 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.
- Contracted employees basic pay is paid on the 25th of each month and covers the first day to the last day of the month.
 E.g., 25th September pay day covers 1st to 30th September.
- All hours input must originate from the **signed source document(s)**, as per Audit requirement.

All hours input need to be decimalised for example, 6 hours and 30 minutes is entered on SAP as 6.5 hours the calculation is $30 \div 60 \times 100 = 0.50$

- See table below:

Minute	Decimal
5	0.08
10	0.17
15	0.25
20	0.33
25	0.42
30	0.50
35	0.58
40	0.67
45	0.75
50	0.83
55	0.92
60	1.00

- Additional/supply/relief hours, overtime, enhanced hours, lettings, accrued leave and recall to work hours worked in a month are to be submitted as **one entry**.
- Accrued leave is automatically calculated for all staff. This is automatically paid for 38 week staff. However, for 52 week relief staff, these need to be input to be claimed. A report detailing amount due for claiming can be found on the secure area of SchoolsNet.
- Multiple entries may be required if the hours are for: -
 - different event numbers,
 - historic entries based on relief hours or additional hours worked
 - part of the entries are at a different rate of pay (**Excluding lettings, no different rates of pay are allowed**).
- All hours will be entered against a '**Wage Type**' which is used to ensure correct payment is made (See Section1.1 page 5 of this guide)
- It is advisable to gather all details prior to inputting.

- As a preventative measure, the input of hours has been restricted to 150 hours per entry. If a member of staff has worked more than 150 hours these will need to be submitted in separate entries but both under the same date and wage type.
- Hours are always **processed a month in arrears**. See table below.

Month Hours worked	Input date into PA70 – Fast Entry	Month Hours paid
September 2023	30.09.2023	October 2023
October 2023	31.10.2023	November 2023

Example: For hours undertaken in September 2023 use 30.09.2023 and these will be paid in October 2022.

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 hours.

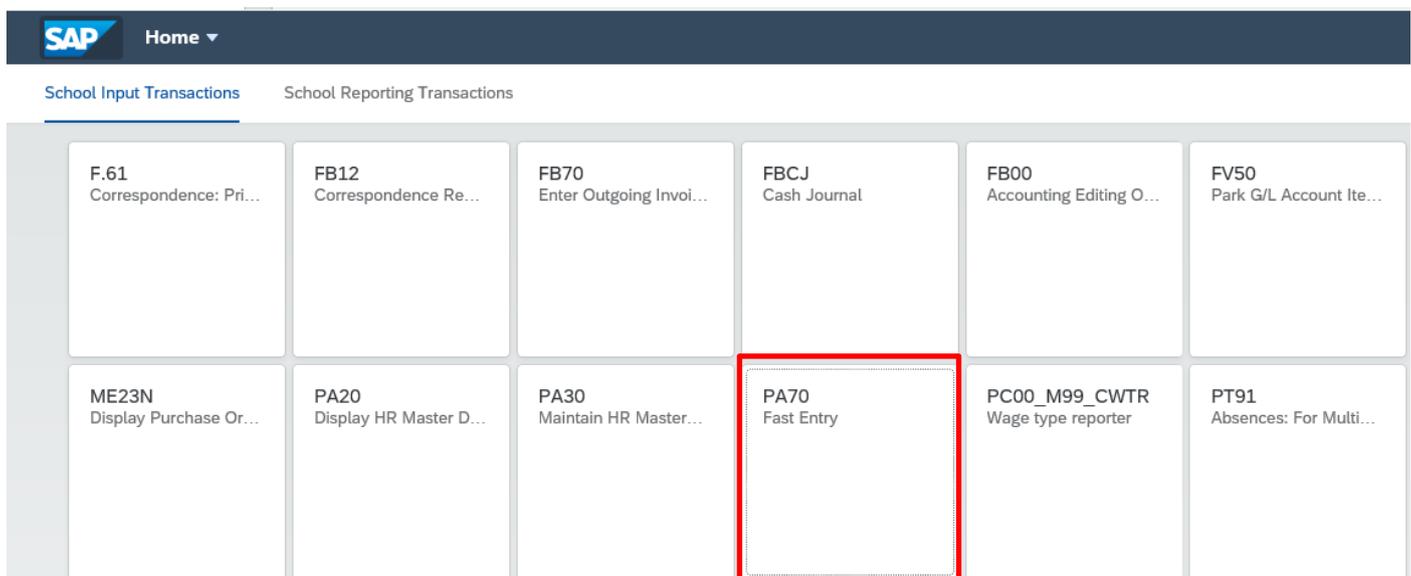
Example: Hours worked in September that would have been paid in October but will now be paid in November you would use 31.10.2023.

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.

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

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 1.1 Wage Type Codes for entering Additional Hours

Wage Type Codes

Employee Remuneration (Cost Assignment in PA70)

- **WT 4026 – Teachers & Relief Hours**
- **WT 4100 - Additional Hours (Contracted Non-Teaching)**

Type of Employee	Wage Type
Contracted Teacher	4026
Supply Hours <ul style="list-style-type: none"> • Teachers • Teaching Assistants x 2 	4026
Relief Hours <ul style="list-style-type: none"> • Midday Supervisors • Invigilators • Clerical staff • Cleaners • Caretakers • Technicians 	4026
Contracted Non-Teaching staff <ul style="list-style-type: none"> • Teaching Assistants x 2 • Midday Supervisors • Clerical staff • Cleaners • Caretakers • Technicians 	4100

Overtime Hours

Overtime Hours	Wage Type
Over Time (Time + 1/3)	4013
Over Time (Double Time)	4015
Over Time (Time + 1/2)	4014

Enhanced Hours

Type of Employee	Wage Type
Non-Teaching Employees	4005 – Pay Enhanced hours at 1/3
Non-Teaching Employees	4019 – Pay Enhanced hours at Plain Time

Lettings

Type of Employee	Wage Type
Non-Teaching Employees	4010 – Plain Time
Non-Teaching Employees	4032 – Plain Time + 1/3

Recall to Work (Please also see ‘Additional Payments’)

Type of Employee	Wage Type
Non-Teaching Employees	4037 – Recall to Work – Plain Time
Non-Teaching Employees	4007 – Recall to Work – Plain Time + 1/3

Accrued Leave

Type of Employee	Wage Type
All 52 week Relief Employees	4043

N.B. A report will be produced on a monthly basis, detailing the monthly accrued leave allocated based on the hours paid for the previous months.

This report is payroll driven and automatically uploaded to the secure area of schoolsnet.derbyshire.gov.uk on 27th of each month. The cumulative total will also be displayed on the employees’ payslip.

Wage Type Code Explanations

Employee Remuneration (Cost Assignment in PA70)

4100 – Schl Hrs WrkNP

To pay additional hours (up to 37 hours per week) for contracted non-teaching staff. A rate can be added for hours paid at a different scale point to an existing employee's contractual rate.

4026 – Supply Hours

To pay hours for supply teachers/supply teaching assistants/relief employees and additional hours for contracted teachers. A rate can be added for hours paid at a different scale point to an existing employee's contractual rate.

If Relief hours are submitted for an employee who is on protected pay, for example, Relief Invigilators, then key the Relief hours as normal using Wage Type code 4026 and the system will automatically calculate the basic pay plus protection.

If Relief hours are submitted for a Mid-Day Supervisor, then a laundry allowance payment will also need to be made to the employee if you have previously used Event Number STHFBMD.

4013 – OT/Time+1/3

To pay overtime at time and a third for full or part time non-teaching staff who have worked over 37 hours per week or work on a Saturday or Sunday.

4014 – OT/Time+1/2

To pay overtime at time and a half for non-Single Status employees.

4015 – OT/Double Time

To pay overtime at double time for non-teaching staff who have worked on a Bank Holiday.

4005 – Enhanced Hours at 1/3

To pay enhanced hours for non-teaching staff who have worked: -
Monday to Friday – after 7 pm and before 7 am. E.g. Clerk to Governors.
Saturday and Sunday – all hours. E.g. Caretakers.

4019 – Enhanced Hours at Plain Time

To pay enhanced hours for non-teaching staff who have worked on a bank holiday as part of their normal working week.

4010 – Lettings at Plain Time

To pay lettings at Plain Time for a non-teaching Part Time employee who opens and /or locks after 7 am and before 7 pm.

4032 – Lettings at Plain Time + 1/3

To pay lettings at Plain Time + third for all non-teaching Full Time employees or for non-teaching Part Time employees that have completed a letting after 7 pm and before 7 am or on a Saturday or Sunday.

4037 – Recall to Work at Plain Time

To pay hours for a non-teaching Part Time employee who is recalled to work. Please note that you will need to pay an 'Additional Payment' to process the Recall to Work allowance.

4007 – Recall to Work at Plain Time + 1/3

To pay hours for a non-teaching Full Time employee who is recalled to work. To pay hours for a non-teaching Part Time employee after who is recalled to work after 7 pm or before 7am or on a Saturday or Sunday. Please note that you will need to pay an 'Additional Payment' to process the Recall to Work allowance.

4043 - Accrued Leave

To pay Accrued Leave for non-teaching 52 week Relief employees who have worked and had hours processed and paid through SAP.

N.B. A report will be produced on a monthly basis detailing the monthly accrued leave allocated based on the hours paid for the previous months.

This report is payroll driven and automatically uploaded to the secure area of schoolsnet.derbysire.gov.uk on the 27th of each month. The cumulative total will also be displayed on the employees' payslip.

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**' additional payment. Then any extra hours worked are claimed under the 'Extra Hours' screen.

Hours worked for a Full Time employee:

- **4007** – Plain Time + 1/3.

Hours worked for a Part Time employee:

- **4037** – Plain Time – Between 7 am and 7 pm Monday to Friday.
- **4007** – Plain Time + 1/3 - After 7 pm and before 7 am Monday to Friday or anytime worked on a Saturday or Sunday.

If the 'Recall to Work' is on a Bank Holiday, please contact the Budget Manager Support Team for advice.

You will also need to input an '**Additional Payment**' for the Recall to Work.

- **3021** – Recall to Work payment.

Travel: Travel time for return to work is not claimable; any mileage undertaken for recall duty will be paid in line with the council's travel guide.

Enhanced Hours

Any hours worked in the month and the employee normally works Monday to Friday (or a proportion if they are part-time) and work either:

- Monday to Friday – after 7 pm and before 7 am – Plain Time + one third.
- Saturday and Sunday – all hours – Plain Time + one third.

For example: If a Cleaner is contracted to work 20 hours between 7 pm and 7 am in March, they will receive their basic pay in March as normal and you will need to input 20 hours on wage type 4005 to be paid in April.

For example: If a Cleaner works an additional 10 hours in March, 5 hours of which are between 7 pm and 7am or Saturday or a Sunday, then you will need to input 10 hours on wage type 4100 (10 additional hours) & 5 hours on wage type 4005 (enhanced hours 1/3).

For example: If a Relief Cleaner works 10 hours in March, 5 hours of which are between 7 pm and 7am or Saturday or a Sunday, then you will need to input 10 hours on wage type 4026 (10 additional hours) & 5 hours on wage type 4005 (enhanced hours 1/3).

Lettings

All lettings are now keyed as hours and the employee will be paid for a **minimum of one and a half hours for a complete letting (open and close)**. **If the employee either opens or closes, they will be paid 0.75 hours:**

- At Plain Time rates between 7 am and 7 pm.
- At Plain Time + a third between 7 pm and 7 am.

If you are inputting for a Full-Time employee:

- All times input on wage type code '**4032**' for 1.5 hours.

If you are inputting for a Part-Time employee:

- Open/lock times after 7 am and before 7 pm - input on wage type code '**4010**' for 1.5 hours.
- Open/lock times after 7 pm and before 7 am - input on wage type code '**4032**' for 1.5 hours.

- Open before 7 pm and closes after 7 pm it is split '4010' for 0.75 hours and '4032' for 0.75 hours.
- Open/ lock times on a Saturday or Sunday for a Part-Time employee who works Monday to Friday input on wage type '4032' (minimum of 1.5 hours still applies).

If the Caretaker is required to attend during the letting then the employee will be paid for the actual hours worked at the appropriate rate.

If you are inputting for a Full-Time employee:

- All hours input on wage type code '4032'.

If you are inputting for a Part-Time employee:

- Hours worked before 7 pm input on wage type '4010'.
- Hours worked after 7 pm input on wage type '4032'.
- Hours worked on a Saturday or Sunday for a Part-Time employee who works Monday to Friday input on wage type '4032' (minimum of 1.5 hours still applies).

Accrued Leave

Accrued leave is payable when an employee works additional hours as a part time employee and relief hours as a 'Relief' employee.

Accrued leave is not payable for overtime (hours in excess of 37 in a week).

Accrued leave includes both annual leave and bank holiday entitlement.

Accrued leave automatically generates from 4026 (for relief employees) and 4100 (for contracted employees) entered into SAP. SAP will calculate the accrued leave for any hours entered against these wage types and therefore please ensure that overtime is entered against the correct wage type of 4013. If you have any queries about which wage types to use then you can contact the Budget Manager Support team.

Part time employees and term time reliefs will receive a payment each month they work for accrued leave.

You can see how much accrued leave has been paid for those that have automatic payments as 4041 'Accrued leave' as it is now included in the wage type reporter report you receive.

The amount of accrued leave generated is dependent upon your grade and service.

For 38 week relief employees they will receive a payment each month they work.

For 52 week relief employees, schools will receive a report of all leave accrued and this will be published once a month to the secure area of schoolnet.derbyshire.gov.uk. This is a cumulative total and the member of staff can request payment for these hours as and when requested. The same cumulative total will also be displayed on the employees' payslip. To process the payment of accrued leave, the hours must be keyed against the following wage type:

- **4043** – Accrued Leave for 52 week Relief employees.

Employees' who may fall into the '52 week Relief employee' category at your school will either be a Caretaker, a Casual Lettings Assistant, a Site Manager or a Site Supervisor.

Section 1.2 Event Codes

Teaching Event Codes

Event Number	Event Description
SEADEAA	AUTHORITY SPONSORED ACTIVITIES
SEADECA	CHILD ABUSE / CASE CONFERENCE
SEADECP	CHILD PROTECTION - COURT
SEADELA	CHILDREN LOOKED AFTER CONF'CE
SEADEST	SUSPENDED TEACHERS
SEADETU	TEACHING TRADE UNION COVER
SEAFB01	TEACHING SUPPLY EVENT 1
SEAFB02	TEACHING SUPPLY EVENT 2
SEAFB03	TEACHING SUPPLY EVENT 3
SEAFB04	TEACHING SUPPLY EVENT 4
SEAFB05	TEACHING SUPPLY EVENT 5
SEAFBAC	SEC SCHOOLS SICKNESS COVER
SEAFBAE	SAEO APP OTH POOLABLE ABSCENCE
SEAFBAL	ADOPTION LEAVE
SEAFBEH	EXTRA HOURS
SEAFBEX	EXAM INVIGILATION COVER
SEAFBJU	JURY SERVICE COVER TEACHERS
SEAFBLJ	SCHOOL JOURNEYS/FIELD TRIPS
SEAFBMG	MAKING GOOD PROGRESS
SEAFBML	MATERNITY LEAVE/PREGNANCY REL
SEAFBNP	NON POOLABLE SICKNESS COVER
SEAFBPA	SCHOOL POOLED SICKNESS ABSENCE
SEAFBPD	PUBLIC DUTIES
SEAFBPL	PATERNITY LEAVE
SEAFBTL	TRAINING LEAVE
SEAFPPA	PLAN, PREP & ASSMNT TIME

Non-Teaching Event Codes

Event Number	Event Description
STHDEAA	AUTHORITY SPONSORED ACTIVITIES
STHDETU	NON TEACHING TRADE UNION COVER
STHFB01	NON TEACHING SUPPLY EVENT 1
STHFB02	NON TEACHING SUPPLY EVENT 2
STHFB03	NON TEACHING SUPPLY EVENT 3
STHFB04	NON TEACHING SUPPLY EVENT 4
STHFB05	NON TEACHING SUPPLY EVENT 5
STHFBEH	EXTRA HOURS
STHFBEX	EXAM INVIGILATION
STHFBEZ	EXTENDED SERVICES (COMMUNITY)
STHFBMD	MIDDAY SUPERVISORS
STHFBML	MATERNITY LEAVE
STHFBNC	SCHOOL ECO COVER NON POOL SICK
STHFBNP	OTH SICKNESS ABSENCES NON POOL
STHFBOT	ADDITIONAL HOURS TECHNICIANS
STHFBPA	NON TCH SICKNESS POOLABLE
STHFBTL	TRAINING LEAVE
STHFPPA	PLAN, PREP & ASSMT TIME

Please use the following Teaching Event Code if you have a member of Non-Teaching staff on Paternity Leave: -

SEAFBPL **PATERNITY LEAVE**

Section 2 - Inputting Additional/Supply/Relief Hours, Overtime, Enhanced Hours, Lettings, Accrued Leave & Recall to Work

- Select the radio button to the left of **'Cost Assignment (EE Rem. Info)'** to highlight
- **Enter the last date of the calendar month** you are inputting hours 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-populated)
- Click **'Create'**

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: To:

Today Current Week

All Current Month

From Today Last Week

Until Today Last Month

Curr. 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

Enter details for the following fields into the entry screen; (see screenshot below)

- Mandatory Fields**

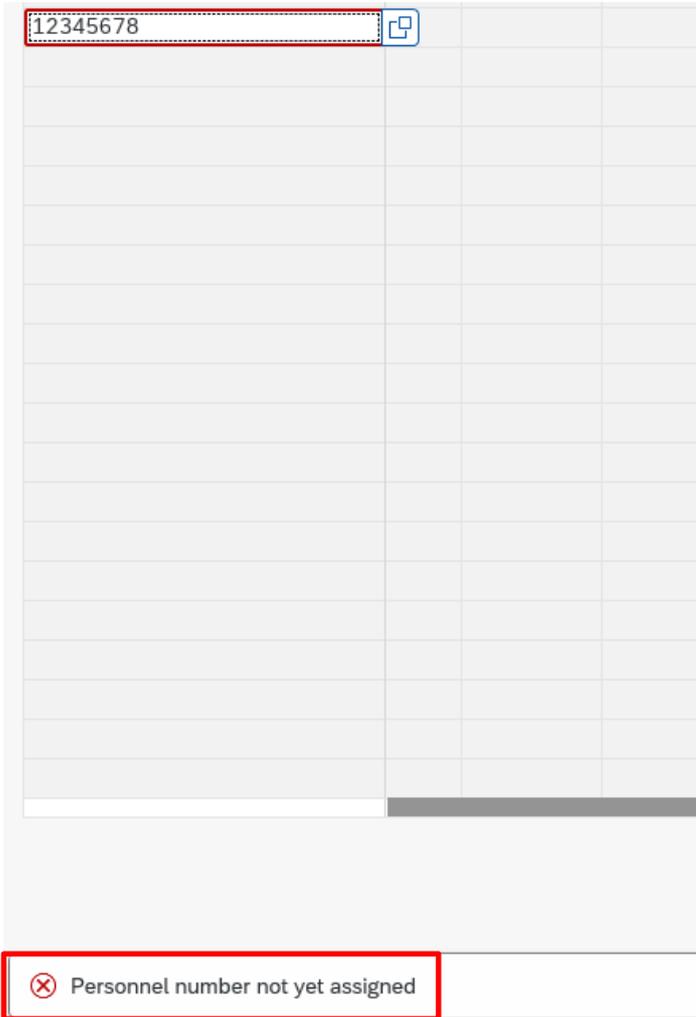
Personnel number	WT (Wage Type Code)	Number
The employee's payroll number .	<p>Enter the Wage Type code. (see pages 5-12 of this guide)</p> <p>It is essential that this is entered correctly to ensure correct payment is made.</p>	<p>Number of Hours.Minutes (Minutes as a decimal).</p> <p><i>Example:</i> 5 hours 45 minutes is 5.75 (see page 2 of this guide)</p>

- Optional Fields**

ValBasis	Cost Ctr	Order
Used to enter an hourly rate that is different from the contract hourly rate.	<p>Your school's cost centre.</p> <p>(Only enter data here if you are entering an Event Code).</p>	<p>Enter the Event Number as required. (see pages 13-14 of this guide).</p> <p>(You must have already entered your Cost Centre.)</p>

- Press '**Enter**', this will validate the data, and if necessary generate any messages **(see pages 35-41 of this guide)** which will appear at the bottom left hand corner of the screen.

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



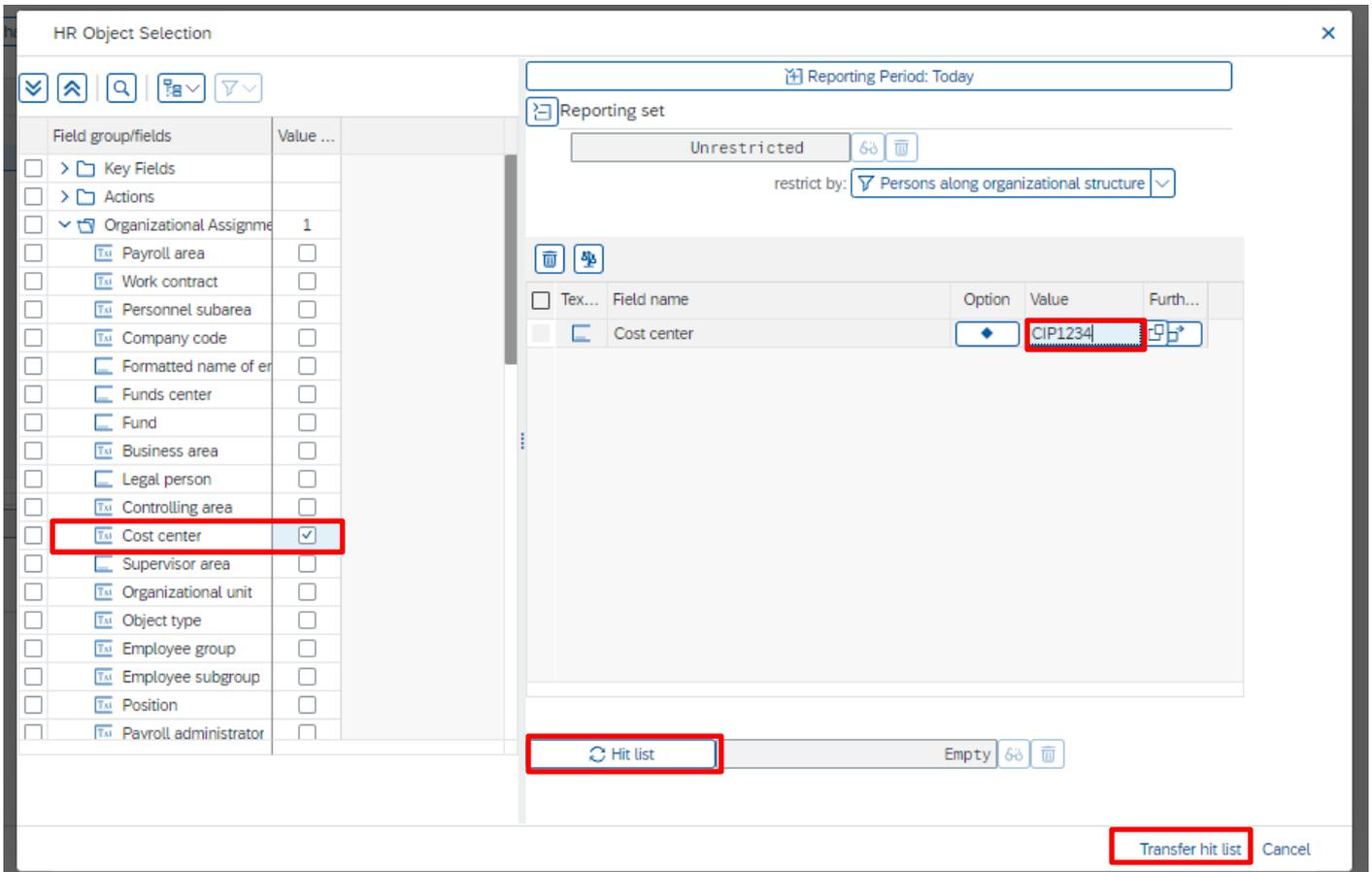
The screenshot shows a web-based form for entering payroll data. At the top, there is a text input field containing the number '12345678', which is highlighted with a red dashed border. To the right of this field is a blue square icon with a white right-pointing arrow. Below the input field is a large, empty table with a light gray background and a grid pattern. At the bottom of the form, a red-bordered box contains a warning message: a red 'X' icon followed by the text 'Personnel number not yet assigned'.

- **Warning:** If you click back arrow at this point, you will lose any data not yet saved.

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

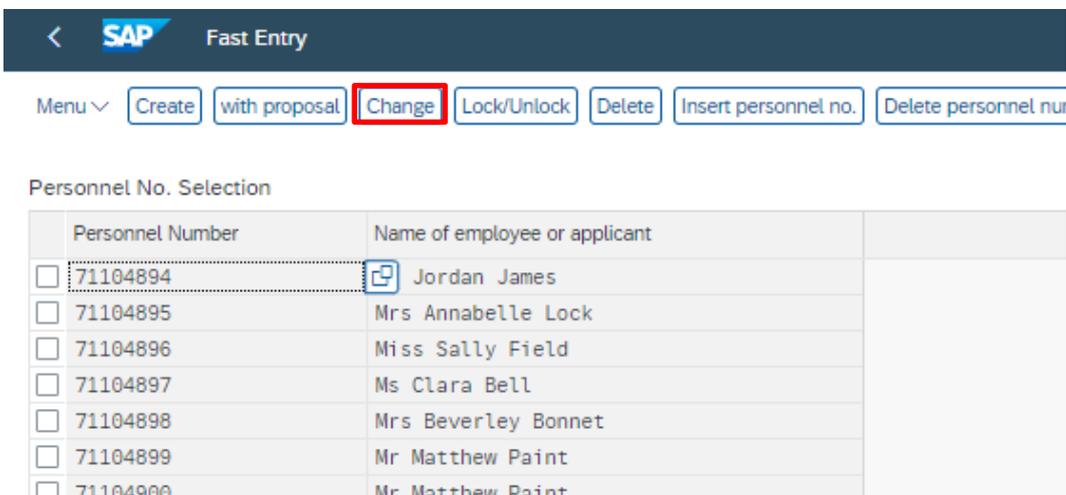
The screenshot displays the 'HR Object Selection' window. On the left, a list of field groups is shown, with 'Organisational Assignment' highlighted by a red box. The right-hand pane is titled 'Reporting set' and shows a configuration for 'Reporting Period: Today'. Below this, there is a section for 'Unrestricted' access with a 'restrict by:' dropdown menu set to 'Persons along organizational structure'. A 'Hit list' button is located at the bottom of the right pane. At the bottom right of the window, there are 'Transfer hit list' and 'Cancel' buttons.

- Click in the 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.
- When you can see the number of employees, click on **Transfer hit list** in bottom right of the screen

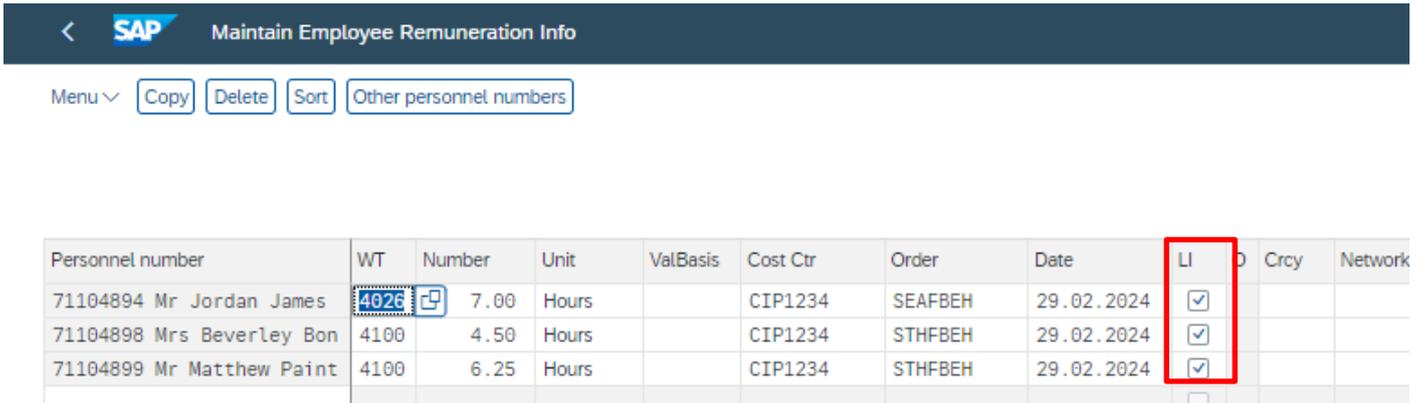


This will bring up a list of all the employees' in your Cost Centre.

- Click on Change



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



The screenshot shows the SAP 'Maintain Employee Remuneration Info' interface. At the top, there is a navigation bar with the SAP logo and the title. Below the navigation bar, there are several buttons: 'Menu', 'Copy', 'Delete', 'Sort', and 'Other personnel numbers'. The main area contains a table with the following columns: Personnel number, WT, Number, Unit, ValBasis, Cost Ctr, Order, Date, LI, P, Crcy, and Network. The table contains three rows of data. The 'LI' column has checkmarks in the first three rows, indicating that these entries are locked. A red box highlights the 'LI' column header and the checkmarks in the first three rows.

Personnel number	WT	Number	Unit	ValBasis	Cost Ctr	Order	Date	LI	P	Crcy	Network
71104894 Mr Jordan James	4026	7.00	Hours		CIP1234	SEAFBEH	29.02.2024	<input checked="" type="checkbox"/>			
71104898 Mrs Beverley Bon	4100	4.50	Hours		CIP1234	STHFBEH	29.02.2024	<input checked="" type="checkbox"/>			
71104899 Mr Matthew Paint	4100	6.25	Hours		CIP1234	STHFBEH	29.02.2024	<input checked="" type="checkbox"/>			

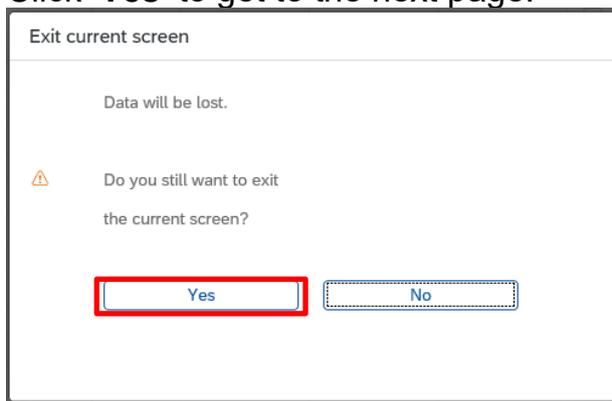
If a large number of entries have been input, it may be that only a certain number of entries are initially displayed.

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



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**' (this will re-validate the data and the text will turn blue and red).
- Click '**Save**'.

< **SAP** Maintain Employee Remuneration Info

Menu ▾

Personnel number	WT	Number	Unit	ValBasis	Cost Ctr	Order	Date	LI	O	Crcy	Network
71104894 Mr Jordan James	4026	<input type="text" value="83"/>	Hours		CIP1234	SEAFBEH	29.02.2024	<input checked="" type="checkbox"/>			
71104898 Mrs Beverley Bon	4100	4.50	Hours		CIP1234	STHFBEH	29.02.2024	<input checked="" type="checkbox"/>			
71104899 Mr Matthew Paint	4100	6.25	Hours		CIP1234	STHFBEH	29.02.2024	<input checked="" type="checkbox"/>			
								<input type="checkbox"/>			
								<input type="checkbox"/>			
								<input type="checkbox"/>			

Entry: of : 2

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



If you do not click on **Save**, any changes to the data will not be applied.

- Click on the back arrow on the top left to return to the previous screen or click on grey cross to return to Apps screen.

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

- Double click on **'PA70 – Fast Entry'**.
- Select the box to the left of **'Cost Assignment (EE Rem. Info)'** to highlight the line.
- In the 'From' box **enter the last day of the month that needs amending** in the format DD.MM.YYYY. (This must match the input date).
- Click the radio button to the left of **'Preselection w.ad hoc query'**.
- Click the box to select (tick) **'Locked records only'**.
- Click **'Delete'**. (This does not at this point delete any records)

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 is titled 'Fast entry of master data' and contains a list of options: 'Additional Payments', 'Cost Assignment (EE Rem. Info)', 'Notifications', and 'Recurring Payments/Deductions'. The 'Cost Assignment (EE Rem. Info)' option is selected and highlighted with a red box. Below this list is a 'Direct selection' section.

The right column is titled 'Period' and contains a 'Period' section with a radio button selected. Below this is a 'From' field with the date '29.02.2024' entered and highlighted with a red box, and a 'To' field. There are several radio button options: 'Today', 'All', 'From Today', 'Until Today', 'Curr. Period', 'Current Week', 'Current Month', 'Last Week', and 'Last Month'. A 'Choose' button is located below these options.

Below the 'Period' section are two input fields: 'Infotype:' and 'STy:'. Below these are two sections: 'Enter Personnel Numbers' and 'Save Option'. The 'Enter Personnel Numbers' section has four radio button options: 'Enter in fast entry screen', 'Manual preselection', 'Preselect using report', and 'Preselection w.ad hoc query'. The 'Preselection w.ad hoc query' option is selected and highlighted with a red box. The 'Save Option' section has two radio button options: 'Save records directly' and 'Create batch input session'. The 'Save records directly' option is selected.

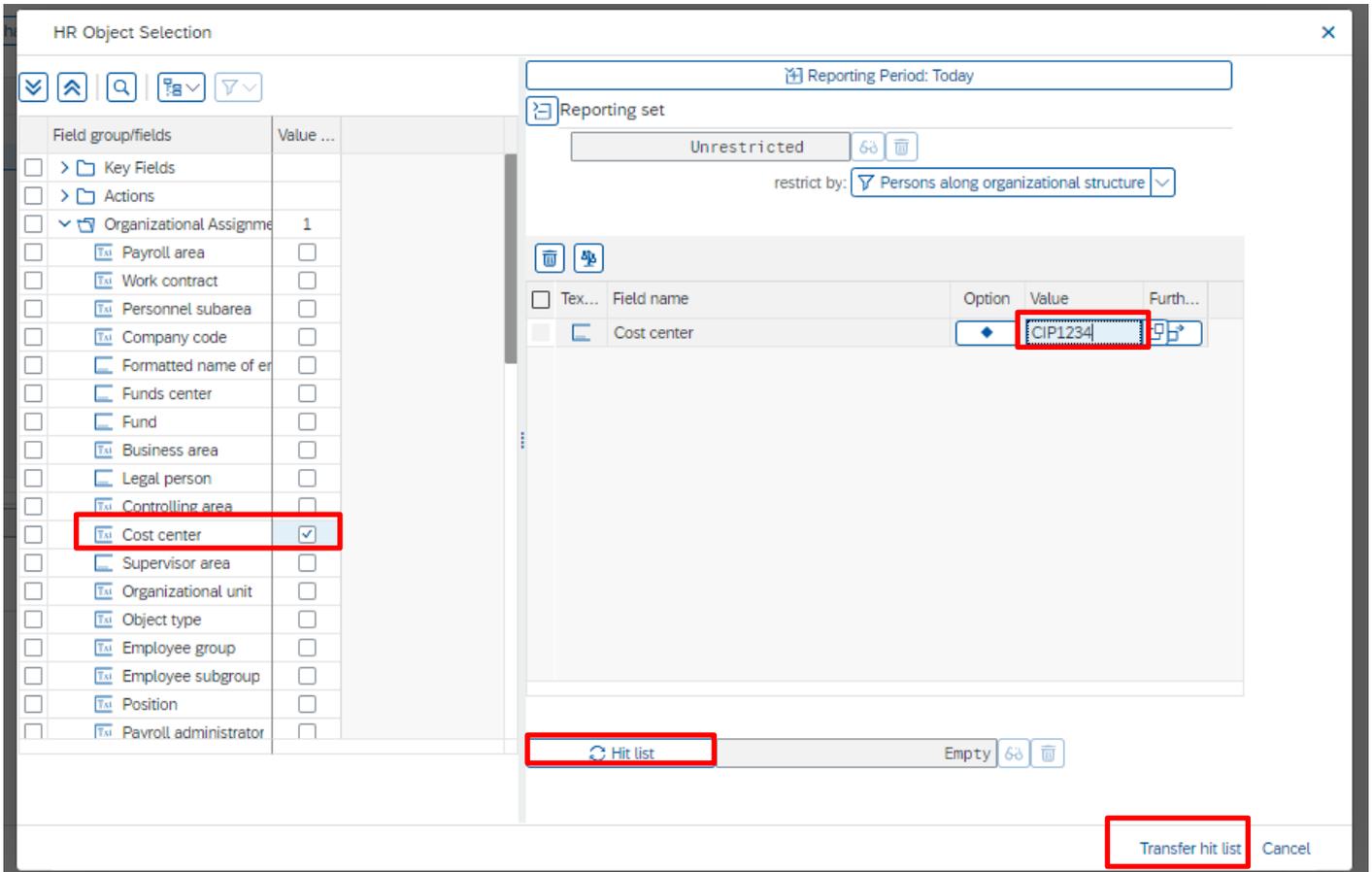
At the bottom, there is a section titled 'Maintain/Lock/Unlock/Delete' with a checkbox labeled 'Locked records only' which is checked and highlighted with a red box.

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

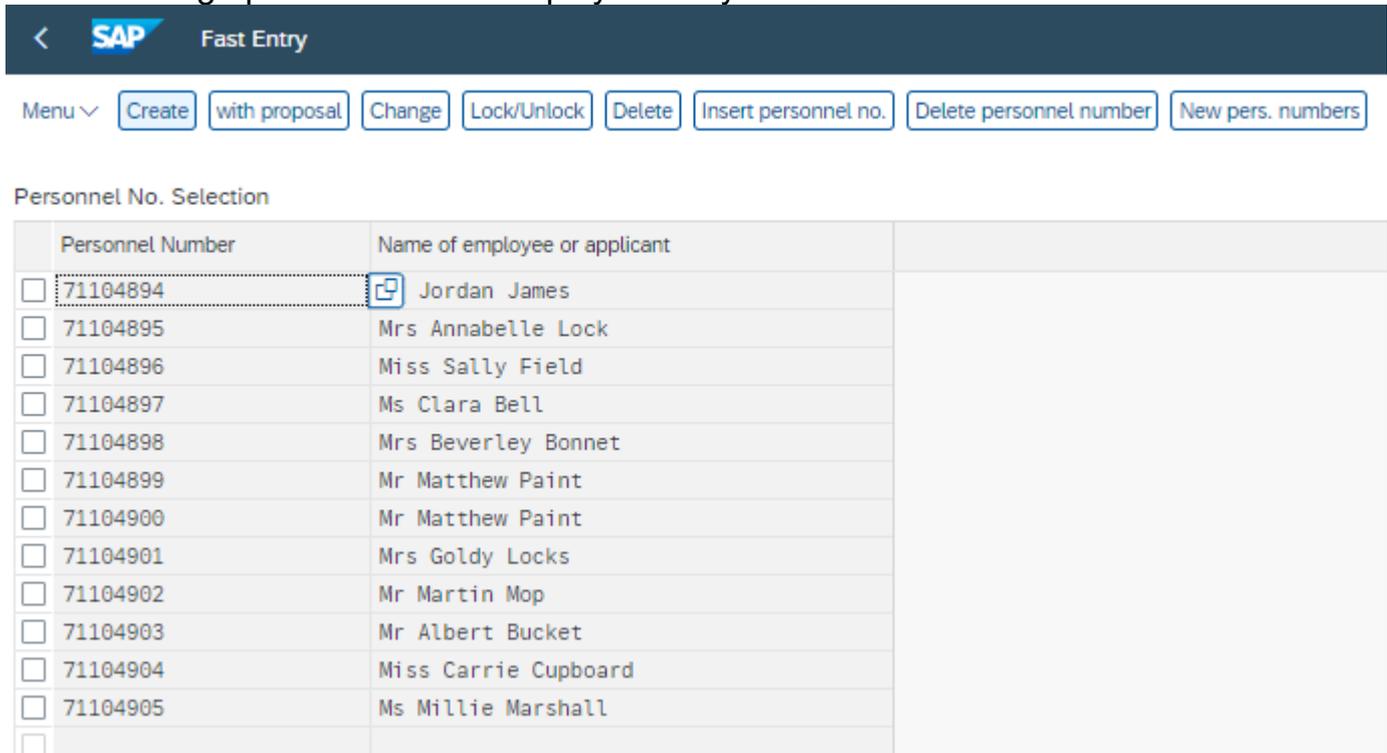
The screenshot displays the 'HR Object Selection' window. On the left, a list of field groups is shown, with 'Organisational Assignment' highlighted by a red box. The right panel shows the 'Reporting set' configuration, including a 'Reporting Period: Today' dropdown, a 'Reporting set' dropdown set to 'Unrestricted', 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 Assignm	
<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 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.
- When you can see the number of employees, click on **Transfer Hit List**



This will bring up a list of all the employees' in your Cost Centre

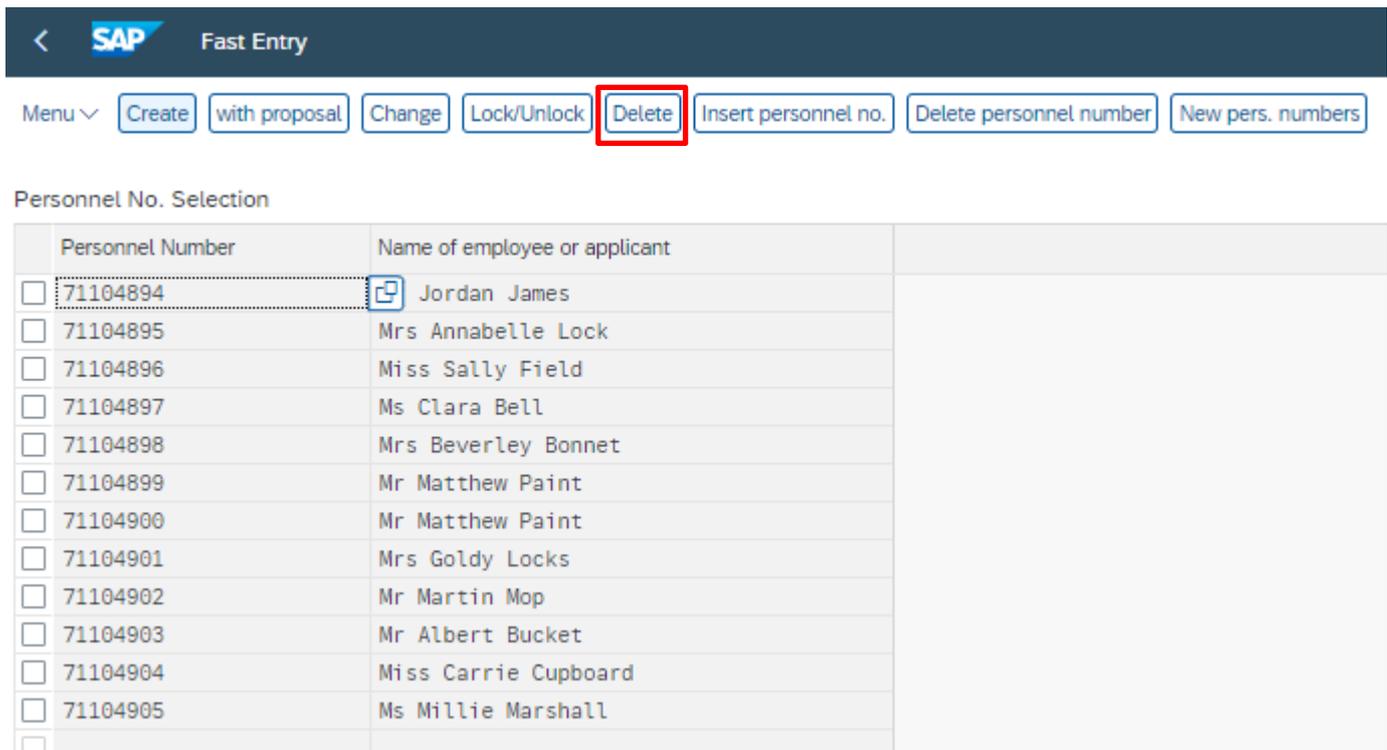


Menu ▾ Create with proposal Change Lock/Unlock Delete Insert personnel no. Delete personnel number New pers. numbers

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"/>	

- Click 'Delete'. (This does not delete at this point).



Menu ▾ Create with proposal Change Lock/Unlock Delete Insert personnel no. Delete personnel number New pers. numbers

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"/>	

All unauthorised entries that have been input for the month will now be displayed.

< **SAP** Delete Employee Remuneration Info

Menu ▾ **Delete** Select All Sort Other personnel numbers

Personnel number	WT	Number	Unit	ValBasis	Cost Ctr	Order	Date	LI	C
71104894 Mr Jordan James	4026	8.00	Hours	0.00	CIP1234	SEAFBEH	29.02.2024	<input checked="" type="checkbox"/>	
71104898 Mrs Beverley Bon	4100	4.50	Hours	0.00	CIP1234	STHFBEH	29.02.2024	<input checked="" type="checkbox"/>	
71104899 Mr Matthew Paint	4100	6.25	Hours	0.00	CIP1234	STHFBEH	29.02.2024	<input checked="" type="checkbox"/>	
								<input type="checkbox"/>	

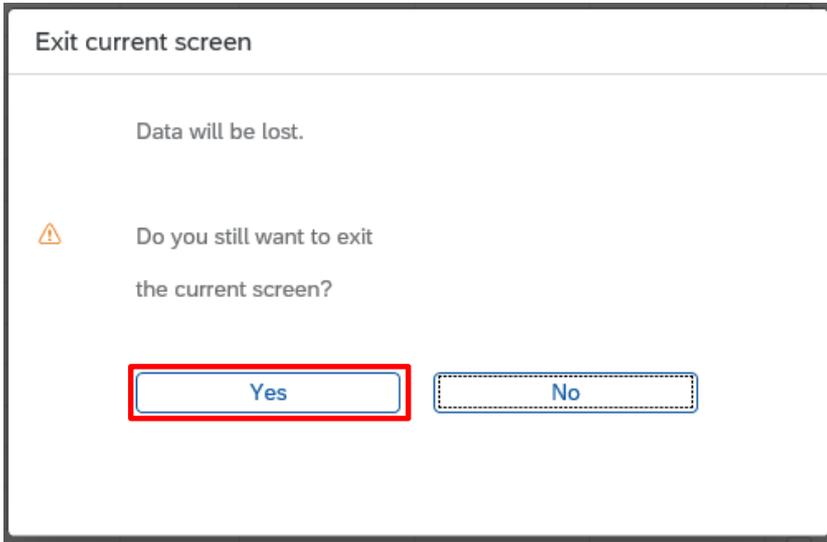
- Click into the **line** that you want to remove.
- Click '**Delete**' again(This will delete that entry.)

< **SAP** Delete Employee Remuneration Info

Menu ▾ **Delete** Select All Sort Other personnel numbers

Personnel number	WT	Number	Unit	ValBasis	Cost Ctr	Order	Date	LI	O
71104894 Mr Jordan James	4026	8.00	Hours	0.00	CIP1234	SEAFBEH	29.02.2024	<input checked="" type="checkbox"/>	
71104898 Mrs Beverley Bon	4100	4.50	Hours	0.00	CIP1234	STHFBEH	29.02.2024	<input checked="" type="checkbox"/>	
71104899 Mr Matthew Paint	4100	6.25	Hours	0.00	CIP1234	STHFBEH	29.02.2024	<input checked="" type="checkbox"/>	
								<input type="checkbox"/>	

- The record will have been deleted. You will see a message in the bottom left hand corner of the screen saying '**Record deleted**'.



- Repeat this step until you reach the entry you need to delete then follow the instructions on the previous page.

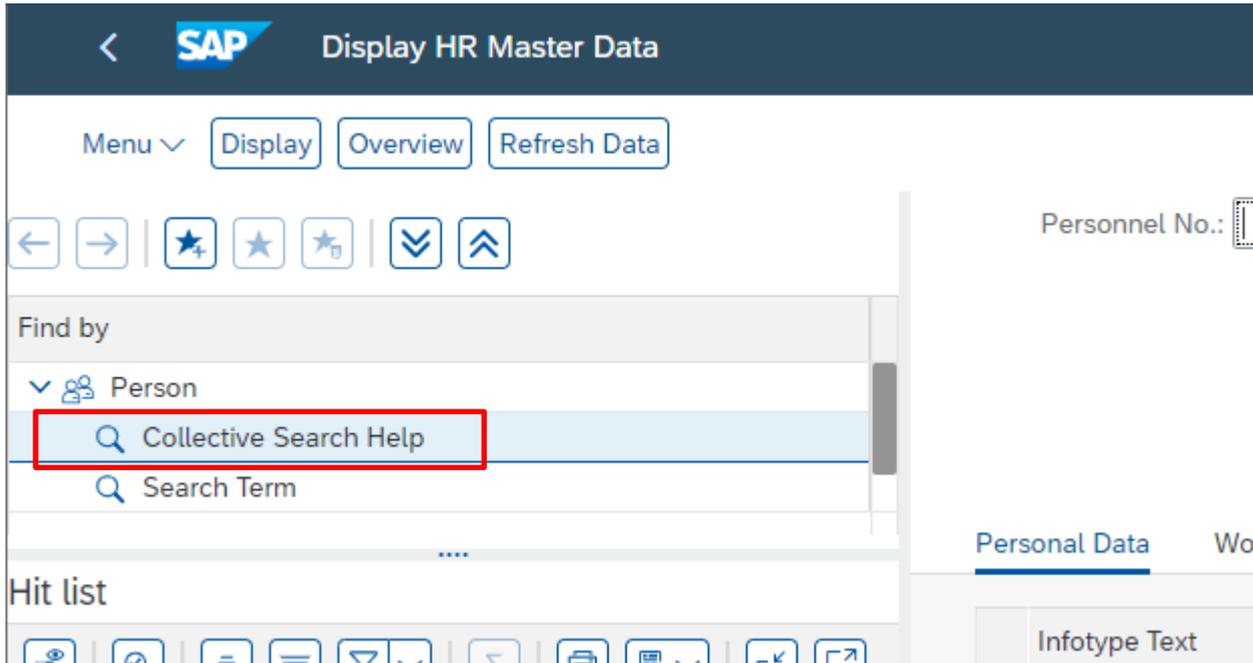
Section 5 - Leavers (an employee who is no longer on your staff list)

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

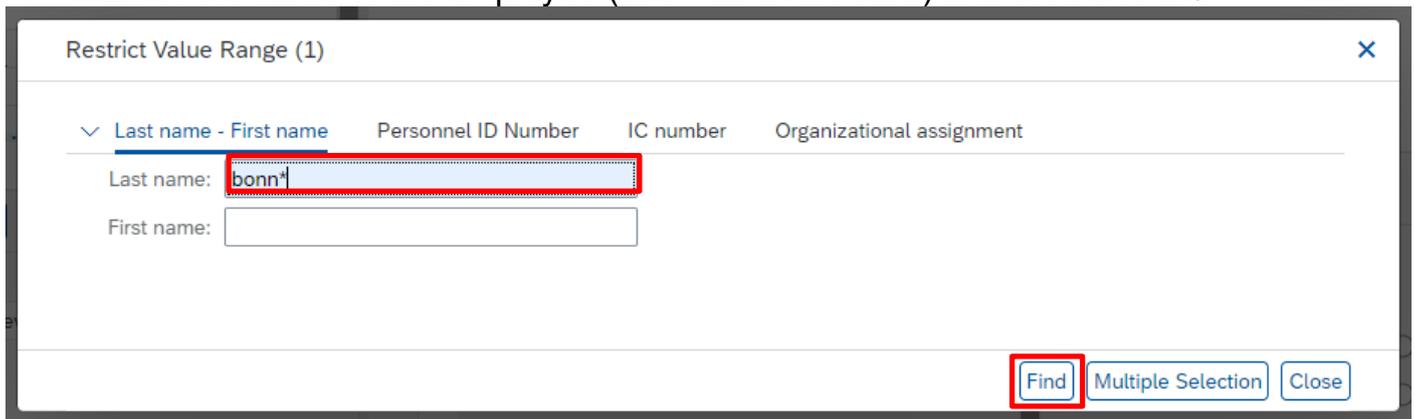
The screenshot shows the SAP Home dashboard with a grid of transaction codes. The 'PA20' transaction, labeled 'Display HR Master D...', is highlighted with a red border. Other visible transactions include FB70, FB12, F.61, FBCJ, FB00, FV50, ME23N, PA30, PA70, PC00_M99_CWTR, PT91, S_AHR_61016369, S_ALR_87012087, ZRHR_ESTINV, ZSCHOOLBUD-GET_LOAD, Z_PO10_HTML, and SBWP.

Transaction Code	Description
FB70	Enter Outgoing Invoi...
FB12	Correspondence Re...
F.61	Correspondence: Pri...
FBCJ	Cash Journal
FB00	Accounting Editing O...
FV50	Park G/L Account Ite...
ME23N	Display Purchase Or...
PA20	Display HR Master D...
PA30	Maintain HR Master ...
PA70	Fast Entry
PC00_M99_CWTR	Wage type reporter
PT91	Absences: For Multip...
S_AHR_61016369	Employee List
S_ALR_87012087	List of vendor addres...
ZRHR_ESTINV	Establishment Invent...
ZSCHOOLBUD-GET_LOAD	Load FI Budget
Z_PO10_HTML	Maintain Organizatio...
SBWP	Business Workplace

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



- Enter the name of the employee (use * as a wild card) and click on **Find**



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 screenshot shows the SAP 'Display HR Master Data' interface. At the top, there is a navigation bar with a back arrow, the SAP logo, and the title 'Display HR Master Data'. Below this is a menu bar with 'Menu' and three buttons: 'Display', 'Overview', and 'Refresh Data'. A toolbar contains navigation and action icons: left and right arrows, three star icons, and up/down arrows. The 'Find by' section is expanded to show 'Person' with a search icon and the text 'Collective Search Help'. Below this is a search input field with 'Search Term'. The 'Hit list' section features a toolbar with icons for list view, search, expand/collapse, filter, sum, print, and refresh. The data table below has two columns: 'Personnel number' and 'Name'. The first row shows '71104898' and 'Mrs Beverley Bonnet'. A vertical sidebar on the right shows a list of circular icons.

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**.

Section 6 - Inputting Additional/Supply/Relief Hours, Overtime, Enhanced Hours, Lettings, Accrued Leave & Recall to Work hours 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.

Section 7 - SAP – System Messages

SAP 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



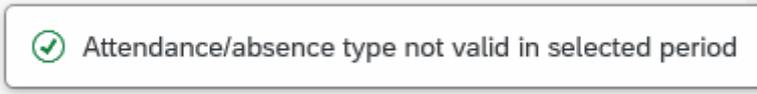
This message is informing you that the data you have changed has been saved.



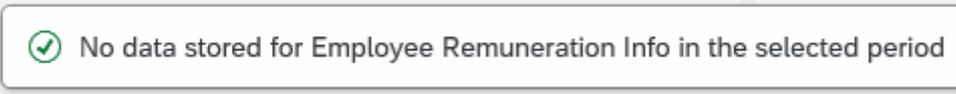
If you see this message it means you do not have access to maintain or change data in this part of the system e.g. Basic Pay.



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.



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



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



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



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

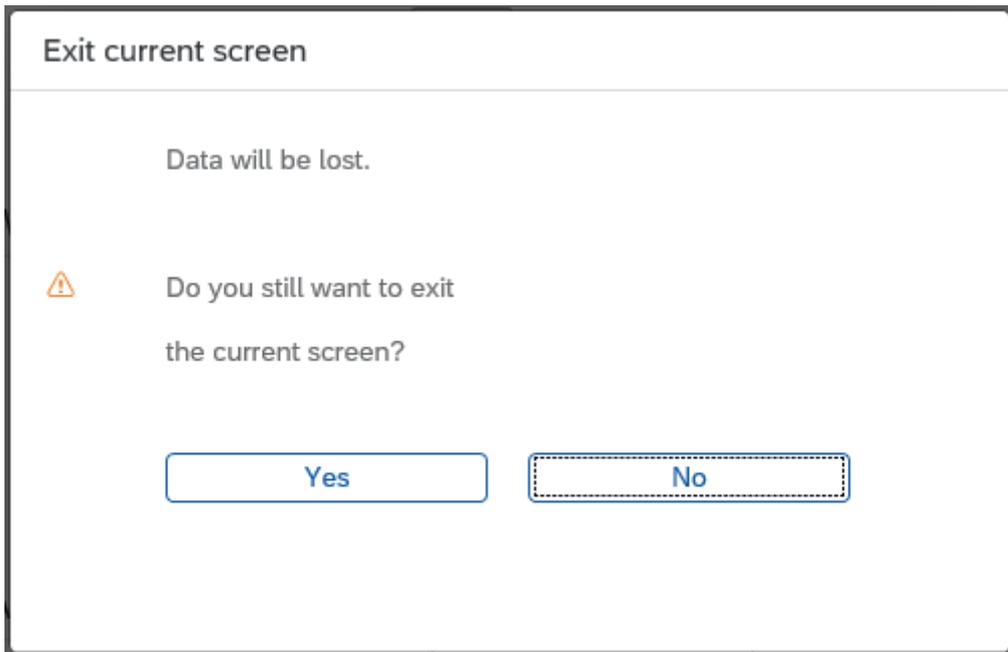
This message is warning you that the person you are saving a sickness absence for is due to go down on to half or no pay. If you see this message you will need to inform HR Services with the employee's name and payroll number.

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

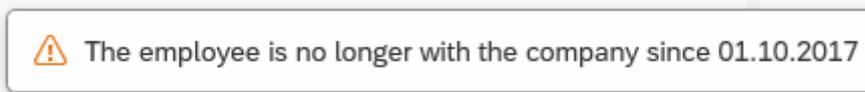
This message is informing you that you are entering data into the correct payroll area. There are currently 2 'payroll areas' in the system. M1 is for Schools employees only.

 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.



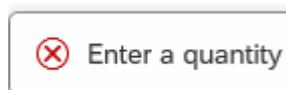
This message is warning you that the employee you are trying to input data for has left. Although this message will let you save an entry after it has shown if the data is dated after the leaving date the system will ignore it. E.g. If supply hours are entered as 31.08.2021 and a warning shows the employee 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.

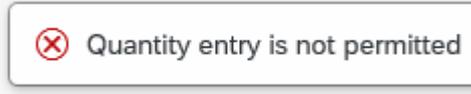
This message is telling you that you haven't entered something you need to in to complete the line entry. This information will need inputting before the entry can be saved e.g. Number.



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



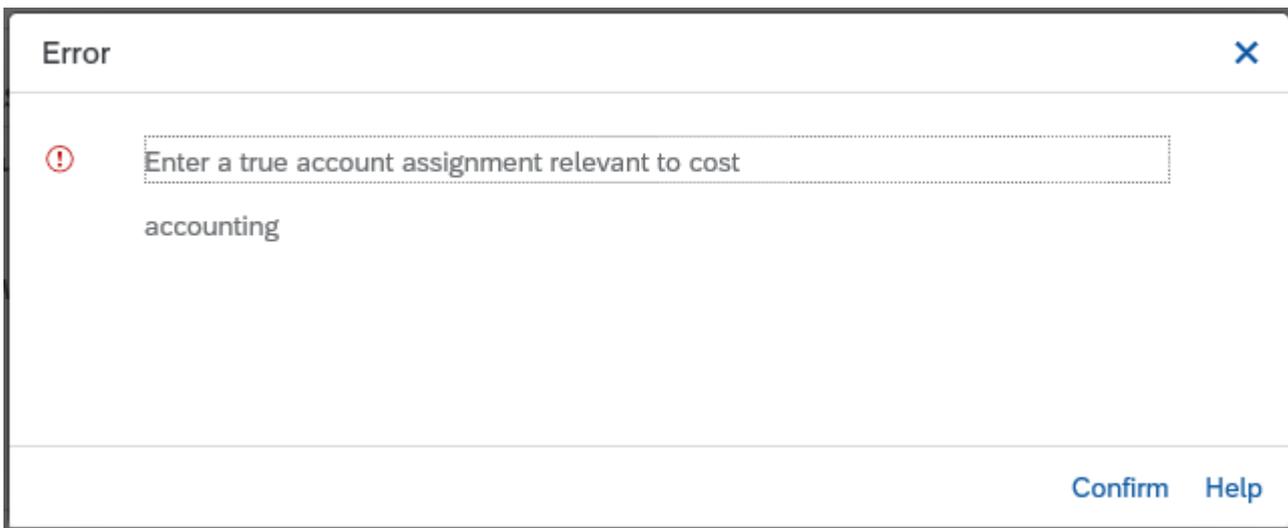
This message means you have typed in an incorrect wage type e.g. 3026 instead of 4026 for Supply Hours.



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

⊗ Wage type 4026 is not permitted for EE subgroup grouping 3 (from 01.04.2023 to 31.12.9999) [View Details](#)

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 in authorisation by the payroll approver.



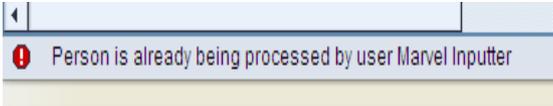
✘ No authorization to maintain Employee Remuneration Info 4100 exists

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 Budget Manager 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 Budget Manager 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