

Payroll - Approve

Z_PA70_SCH – Unlock Employee Variations

This guidance shows how to approve additional/supply hours and additional payments (eg acting up payments, recall to work, laundry allowance).

Contents

Introduction.....	1
Section 1 - Approving additional hours	2
Section 2 - Approving Additional Payments	6

Introduction

As an approver, you are approving additional hours and additional payments only, not salaries or absences.

Your school inputter enters these total monthly hours and amounts into SAP with a date of the last day of each month.

There will be multiple entries per employee if they have worked hours for different job roles, for different event numbers, for a different rate of pay or if historic hours are being entered.

Timesheets: ensure you check the onscreen hours/amounts against the signed timesheets.

There is no email notification to alert you that payroll needs to be approved but your school inputter will tell you.

Deadlines: approve payroll by the 7th working day of the next month.

Section 1 - Approving additional hours

- Log into SAP
- This loads the Fiori Dashboard
- Scroll down the page and click on the **Z_PA70_SCH Unlock Employee Variations app.**

The screenshot shows the SAP Fiori dashboard interface. At the top, there is a dark blue header with the SAP logo and a 'Home' dropdown menu. Below the header, there are two tabs: 'School Approver Transactions' and 'School Reporting Transactions'. The main area contains a grid of application tiles. The tile for 'Z_PA70_SCH Unlock Employee Va...' is highlighted with a red border. Other visible tiles include: /PTG-WFI/M_LIX_REL Release LIV Blocked..., FB00 Accounting Editing O..., FBV0 Post Parked Document, ME23N Display Purchase Or..., PA20 Display HR Master D..., PA30 Maintain HR Master ..., PT91 Absences for multipl..., PC00_M99_CWTR Wage type reporter, S_AHR_61016369 Employee List, ZRHR_ESTINV Establishment Invent..., and ZSCHOOLBUD-GET_LOAD Load FI Budget.

Transaction Code	Description
/PTG-WFI/M_LIX_REL	Release LIV Blocked...
FB00	Accounting Editing O...
FBV0	Post Parked Document
ME23N	Display Purchase Or...
PA20	Display HR Master D...
PA30	Maintain HR Master ...
PT91	Absences for multipl...
PC00_M99_CWTR	Wage type reporter
S_AHR_61016369	Employee List
ZRHR_ESTINV	Establishment Invent...
ZSCHOOLBUD-GET_LOAD	Load FI Budget
Z_PA70_SCH	Unlock Employee Va...

- In the next screen, the **Cost Centre** field defaults to your school's cost centre. *(If you are an **executive Headteacher** over more than one school, enter the relevant cost centre)*
- In **Period from date**, type the **last date of the month** in which the hours have been worked

SAP School Payroll Approval

Menu ▾ Save as Variant... Get Variant... ☰

* Cost Centre: CIP1234

* Period from date: 29.02.2024

Approve Extra Hours:

Approve Additional Payments:

Execute

- The radio button defaults to **Approve Extra Hours** so click **Execute**
- The next screen displays the hours to be approved (**Locked** entries)
- If you have lots of entries, use the right-hand side scroll bar to move down

SAP Lock/Unlock Employee Remuneration Info ER1 (400) ▾

Menu ▾ Sort Other personnel numbers Lock/unlock all Exit

Personnel number	WT	Number	Unit	ValBasis	Cost Ctr	Order	Date	LI	O	Crcy	Network	E	Amount	WBS
71104894 James Jordan	4026	8.00	Hours	0.00	CIP1234	SEAFBEH	29.02.2024	<input checked="" type="checkbox"/>					0.00	
71104898 Bonnet Beverley	4100	4.50	Hours	0.00	CIP1234	STHFBEH	29.02.2024	<input checked="" type="checkbox"/>					0.00	
								<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 2

Save Cancel

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

The screenshot shows the SAP interface for 'Lock/Unlock Employee Remuneration Info'. The top header includes the SAP logo, the title 'Lock/Unlock Employee Remuneration Info', and a dropdown menu for 'ER1 (400)'. Below the header are navigation buttons: 'Menu', 'Sort', 'Other personnel numbers', and 'Lock/unlock all'. The main area contains a table with the following columns: Personnel number, WT, Number, Unit, ValBasis, Cost Ctr, Order, Date, LI, O, Crpy, Network, E, Amount, and WBS. The table is currently empty. At the bottom right, there is an 'Entry: 1 of 0' indicator. A red box highlights a message at the bottom left: '2 records locked/unlocked'. To the right of this message are 'Save' and 'Cancel' buttons.

- Click on the **Back arrow** to return to the first screen.



Section 2 Approving Additional Payments

Always check to see if you have any Additional Payments awaiting approval.

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

SAP School Payroll Approval

Menu ▾ Save as Variant... Get Variant... ☰

* Cost Centre: CIP1234

* Period from date: 29.02.2024

Approve Extra Hours:

Approve Additional Payments:

Execute

- The additional payments to be approved will show on screen.

SAP Lock/Unlock Additional Payments

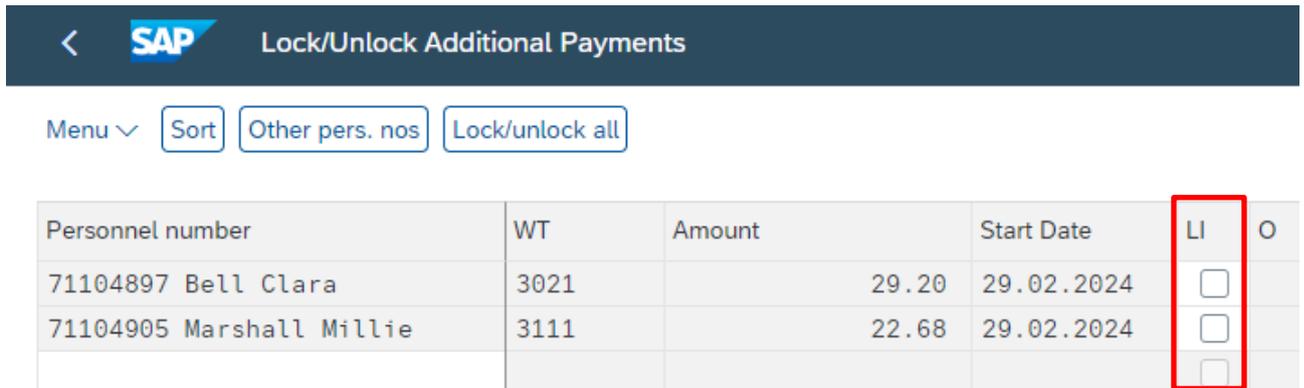
Menu ▾ Sort Other pers. nos Lock/unlock all

Personnel number	WT	Amount	Start Date	LI	O	No
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"/>		
				<input type="checkbox"/>		

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

Again, to approve, you have to untick the ticks in the **Locked** column:

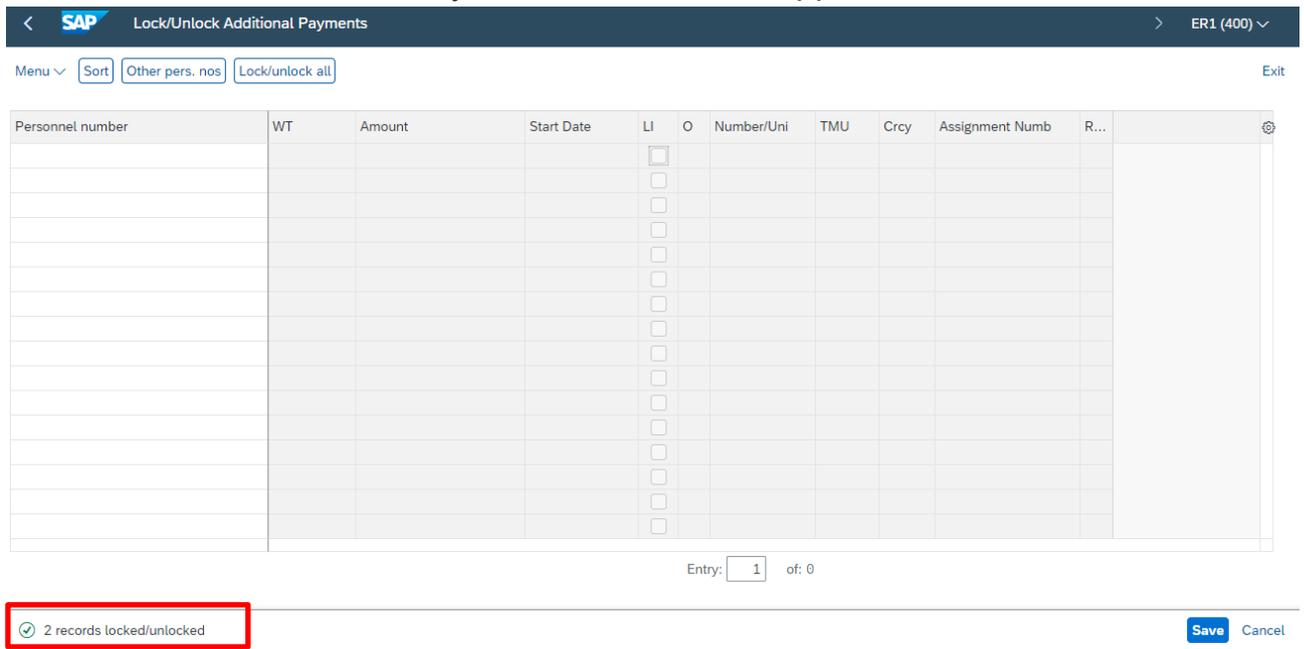
- Click on the **ticks** *individually* – this unticks the line and unlocks it



- Scroll down the page, if necessary, to view all entries



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



- Click on the **Back arrow** to return to previous screen.



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