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

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**.

- 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

- 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

- **Check each entry with your signed timesheet**

To approve, you first must untick the ticks in the **Locked column** so scroll to the right to see this column.

- Click on the **ticks** *individually* **– this unticks the line** and unlocks it.
- Scroll down the page 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 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**

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

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

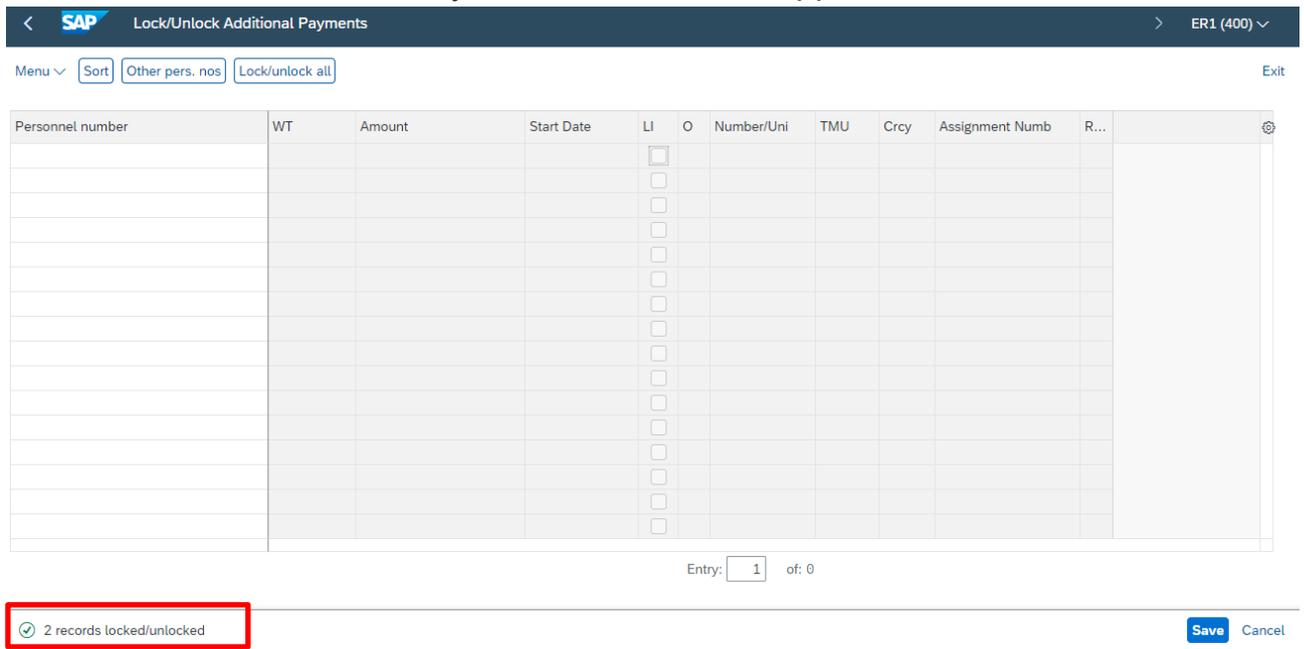Again, to approve, you have to untick the ticks in the **Locked column:**

- Click on the **ticks** *individually* – this unticks the line and unlocks it
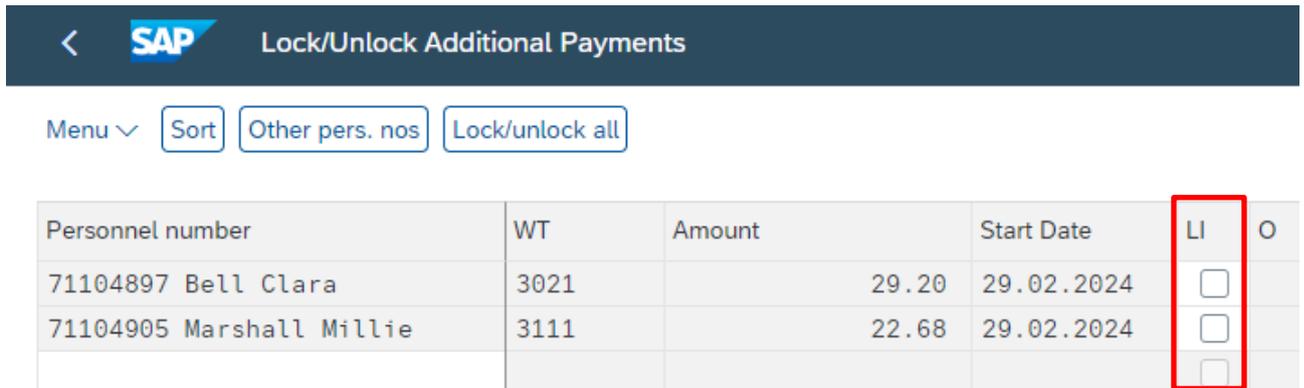
- Scroll down the page, if necessary, to view all entries

- 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.