

CELL PHONE REIMBURSEMENT FOR INACTIVE AND WITHDRAWN EMPLOYEES
DO NOT CREATE OR MAKE CHANGES ON MONDAYS WHEN PAYROLL IS LOCKED

Purpose

Use this process to submit a one-time payment for an employee with an **Inactive** (on a leave of absence) or **Withdrawn** status (terminated or retired). Employees will be paid through an **Additional Off-Cycle Payment** (infotype 267).

Prerequisites

- **Initiator/creator** must have the HR Action Processor role and use a PC to complete the form.
- Inactive or Withdrawn Employee.

Menu Path

HR Action Processor: Sign in to the ERP portal → **Select SAP Access** → **PA30** → **Infotype 267; 3CEL** in **Sty** field

Helpful Hints

- Only Itinerant teachers should receive this payment for using a personal cellular phone for job related purposes.
- Payment can be received in a lump sum up to \$350 per year or a prorated rate of \$35.00 per month. (see chart below)

# of Months	Amount Owed
1 month	\$35.00
2 months	\$70.00
3 months	\$105.00
4 months	\$140.00
5 months	\$175.00
6 months	\$210.00
7 months	\$245.00
8 months	\$280.00
9 months	\$315.00
10 months	\$350.00

- It is **imperative** that you determine the candidate's **employment status** and **Personnel Area (PA)** to determine which process to use.
- There is a group of participants who will have an **Active** status and a **Personnel Area (PA)** of **EXTR**. These are considered "External Nonemployees." If you need to pay one of these employees, you will submit a check request.

- To verify a person's status, go to SAP Access > PA20 > enter in the personnel number > Press enter and review the header. This is an example of an External non-employee. Your retired employees may be in this status if they are participating in training courses with SBBC.
NOTE: These Non-employees (Externals) cannot be paid using the One Time Payment iForm. Payment must be processed using a check request.

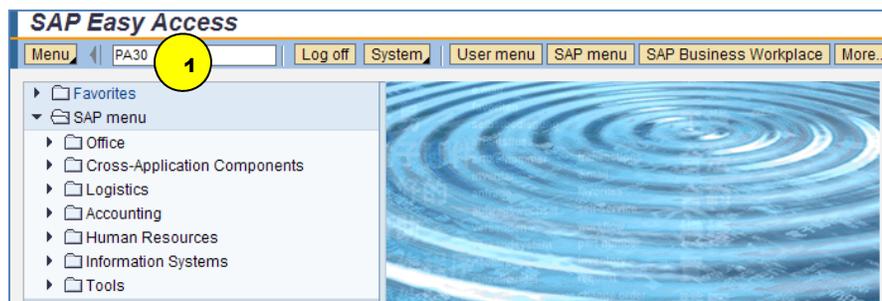
EE subgrp	08	NonEmployee	Position	99999998	NonEmployee	Status	Active
Pers.area	EXTR	External	TEM				

Current Status in SAP	Current Personnel Area (PA) in SAP	Process to Use
Active	Some examples are: IN01, CL01, CL02, PA01, PA02, FP03, etc. Not = EXTR	One Time Payment iForm
Active	EXTR (External)	Check Request
Withdrawn or Inactive	Some examples are: IN01, CL01, CL02, PA01, PA02, FP03, etc. Not = EXTR	PA30 IT267 Additional Off Cycle Payment

- You may want to run a report of your inactive or withdrawn employees. Most BI reports (Employee List) will work. On the variable entry screen, in the **Employment Status** field use the criteria for inactive and withdrawn. (**NOTE: Your 8-digit Organizational Unit number begins with a 6 followed by your 4-digit location number and 000**).
- Do Not** use the drop down arrow in SAP for entering wage type, enter **3CEL** in **Sty** field.
- Do Not** use \$\$, enter Amount to be paid (**XX.XX**). Include the decimal.
- Do Not** save entries until the **Cost Assignment** data is entered and transferred.
- Click the **Cost Assignment** button to enter the **cost center**, **fund**, and **functional area** information.

Steps to Follow:

- From the **Easy Access** screen enter transaction code **PA30** in fast path then press the enter key on keyboard.



2. Enter the **personnel no.** (number) then press the enter key on keyboard.

3. Select the **Payroll** tab.

4. Select box to the left of **Additional Off-Cycle Payments (0267)**, then press enter.

5. Enter **3CEL** in **STY** field under **Direct selection**.

Note: Or simply enter infotype **267** and **STy 3CEL** directly into the **Direct selection** fields on **PA30** screen in place of steps 3 & 4.

6. Select the **Create** button on the menu bar.

7. Enter the amount (ex. XX.XX, in this case 350.00). **Do Not** use \$\$ but **Do** use a decimal point.
8. Payment date will **default** to the last day of the **employee's next payroll period**.
9. Enter **0002** (Special Payment) for the **Off-cycle reas.** (reason).
10. Enter **0** (the number zero) for the Payroll identifier.

Create Additional Off-Cycle Payments(0267)

Menu | Save | Back | Exit | Cancel | System | Previous record | Next record | Overview | Cost assignment

Personnel: REIMBURSE, CELL F | Status: Inactive
 EE subgrp: 01 Salaried (w/Benfts) | Position: 80119993 TEACHER-SOCIAL SCIENCES HIGH
 Pers. area: IN01 Teachers | Org. Unit: 63623000 CYPRESS BAY... Employment ... 12/03/1997
 P00017156

Additional Off-Cycle Payments(0267)

Wage Type: 3CEL Cell Phone Reimburse

Amount: 350.00 USD

Number/unit: []

Payment date: 04/22/2014

Assignment Number: []

Reason for Change: []

Off-cycle reas.: 0002 Special payment

Payroll type: A

Payroll Identifier: 0

11. Click the **Cost assignment** button to enter **cost center** information.
12. Click the **More** button to access the **Coding Block** screen.
13. Remove the **Business Area** number.
14. Enter your **10-digit Cost Center** (Business Area + Type + Location Number + 0).
15. Enter the **4-digit Fund** (1000).
16. Enter the **16-digit Functional Area** (5801771040000000)

Create Additional Off-Cycle Payments(0267)

Menu | Save | Back | Exit | Cancel | System | Previous record | Next record | Overview | Cost assignment

Personnel: REIMBURSE, CELL F | Status: Inactive
 EE subgrp: 01 Salaried (w/Benfts) | Position: 80119993 TEACHER-SOCIAL SCIENCES HIGH
 Pers. area: IN01 Teachers | Org. Unit: 63623000 CYPRESS BAY... Employment ... 12/03/1997
 P00017156

Additional Off-Cycle Payments(0267)

Wage Type: 3CEL Cell Phone Reimburse

Amount: 350.00 USD

Number/unit: []

Payment date: 04/22/2014

Cost Assignment Defaults

Account Assignment

Business Area: 3300

Cost Center: []

WBS Element: []

Cost Object: []

Company Code: SBBC

Coding Block

Business Area: []

Cost Center: 3656333910

Order: []

Cost Object: []

WBS Element: []

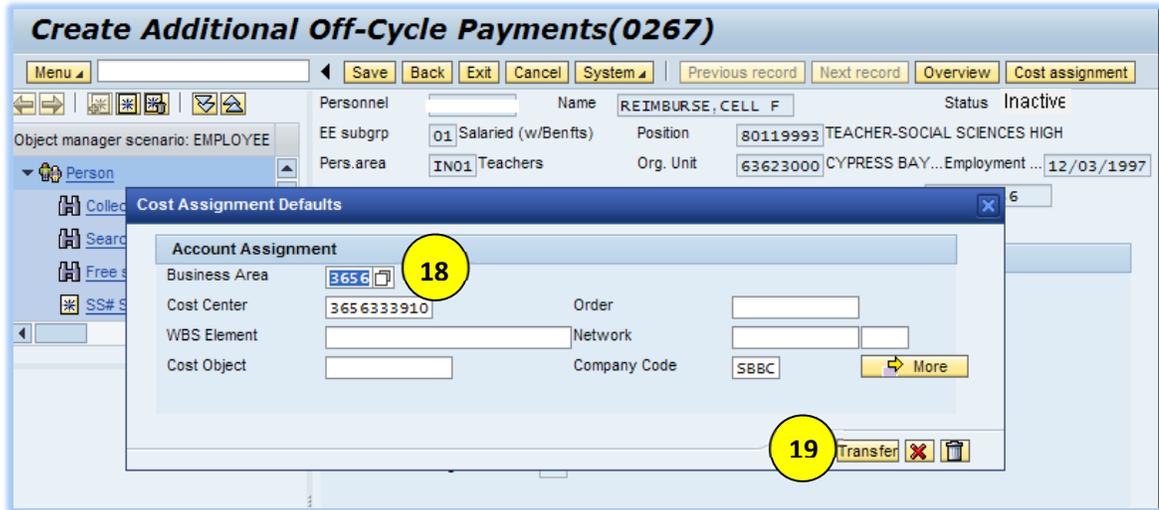
Fund: 1000

Functional Area: 5801771040000000

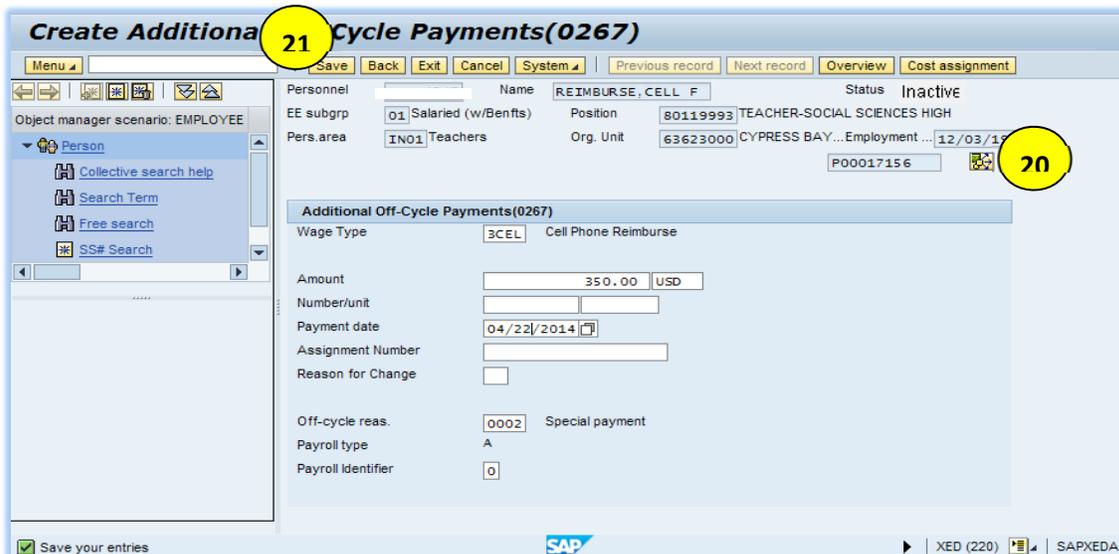
Company Code: SBBC

17. Click the green check icon to continue

18. The Coding Block screen will close and the **Cost Assignment Defaults** screen will show that the correct Business Area is now populated in the Business Area field.
19. Click the **Transfer** button.



20. **NOTE:** The Cost Assignment button  indicates that there is cost information present for this payment.
21. Confirm that the Wage type text states “Cell Phone Reimburse” and that the correct amount was entered for this employee. If correct, save **Save** your entries and verify by viewing the message at the bottom “RECORD CREATED”. If not correct, press the Back button **Back** and correct your entries.



NOTE: After you select save, you may receive a message, “the employee left on MM/DD/YYYY”, hit the enter key to acknowledge the message and the record will be saved. You will receive this message with employees who are withdrawn. You should not receive the message if the employee is inactive.

22. **IMPORTANT:** Email your Payroll Processor the following information: Employee’s personnel number, name, date, and amount.

23. Repeat steps 2 – 21 to enter a payment for another employee.

REVIEWING AN EMPLOYEE'S ADDITIONAL OFF-CYCLE PAYMENTS AND CORRECTIONS

1. If desired, click the overview **Overview** button to view the **List of Additional Off-Cycle Payments** for the employee

Maintain HR Master Data

Personnel no. [] Name REIMBURSE, CELL F Employment Date 12/03/1997
 EE subgrp 01 Salaried (w/Ben... Position 80119993 TEACHER-SOCIAL ... Status Inactive
 Pers.area IN01 Teachers Org. Unit 63623000 CYPRESS BAY HIGH

Basic Personal Data Benefits **Payroll** Addtl Personnel Data

Infotype text S. S.
 Withholding Info W4/W5 US (0210)
 Bank Details (0009)
 Basic Pay (0008)
 Hourly Rate per Assignment (0554)
 Recur Payments/Deductions (0014)
 Additional Payments (0015)
 Residence Tax Area (0207)
 Additional Off-Cycle Payments(0267)
 Payroll Results Adjustment (0221)

Period
 Period
 From [] To []
 Today Curr. week
 All Current month
 From curr. date Last week
 To Current Date Last month
 Current Period Current Year

Direct selection
 Infotype Additional Off-Cycle Payments(0267) STY 3CEL Cell Phone Reimburse

List Additional Off-Cycle Payments(0267)

Personnel [] Name REIMBURSE, CELL F Status Inactive
 EE subgrp 01 Salaried (w/Benfts) Position 80119993 TEACHER-SOCIAL SCIENCES HIGH
 Pers.area IN01 Teachers Org. Unit 63623000 CYPRESS BAY... Employment ... 12/03/1997
 Choose 01/01/1800 To 12/31/9999 STY. 3CEL

Wage...	Long text	Start	...	Amount	Curre... l..	Number	Unit ...
3CEL	Cell Phone Reimburse	04/22/2014		350.00	USD	0.00	

NOTE: If you have previously created and saved an **Cell Phone Reimburse Additional Off-Cycle Payment** and then attempt to create a **second Cell Phone Reimburse- Additional Off-Cycle Payment** for the *same* employee for the *same* day an error message will appear at the bottom of the screen (A); the message will give warning that the previous Cell Phone Reimburse- Additional Off-Cycle Payment will be **deleted** by this entry. Saving the new record will delete the previously saved record; press **Back** to retain the previously saved record.

Create Additional Off-Cycle Payments(0267)

Menu | Save | Back | Exit | Cancel | System | Previous record | Next record | Overview | Cost assignment

Personnel: REIMBURSE, CELL F | Name: REIMBURSE, CELL F | Status: Inactive
 EE subgrp: 01 Salaried (w/Benfts) | Position: 80119993 TEACHER-SOCIAL SCIENCES HIGH
 Pers.area: IN01 Teachers | Org. Unit: 63623000 CYPRESS BAY... Employment ... 12/03/1997

Additional Off-Cycle Payments(0267)

Wage Type: EXCEL Cell Phone Reimburse

Amount: 350.00 USD
 Number/unit:
 Payment date: 04/22/2014
 Assignment Number:
 Reason for Change:
 Off-cycle reas.: 0002
 Payroll type: A
 Payroll Identifier: 0

A This entry deletes a record

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