

**CELL PHONE REIMBURSEMENT FOR ACTIVE EMPLOYEES**  
**DO NOT CREATE OR MAKE CHANGES ON MONDAYS WHEN PAYROLL IS LOCKED**

**Purpose**

Use this process to make a Cell Phone Reimbursement to Active Employees with a Primary Position in/outside an Organizational Unit. See One-time Payment Wage Type Guidelines for additional requirements.

**Prerequisites**

- Initiator/creator must have the HR Action Processor role and use a PC to complete the form. The approver must have the Manager Self Service role and use a PC to approve the form.

**Menu Path**

- **Initiator/Creator:** Sign in to the ERP portal → Select **HR Action Processor tab** → Click on **Work Overview** → Select **One Time Payment**
- **Approver:** Sign in to the ERP portal → Select **Home Tab** → Click on **Universal Worklist** → Locate **One Time Payment iForm** and click on it to open

**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 status and Personnel Area (PA) to decide 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. The example below is 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 form. You must pay using the check request process.**

EE subgrp	08	NonEmployee	Position	99999998	NonEmployee	<b>Status</b>	Active
Pers.area	<b>EXTR</b>	External	TEM				

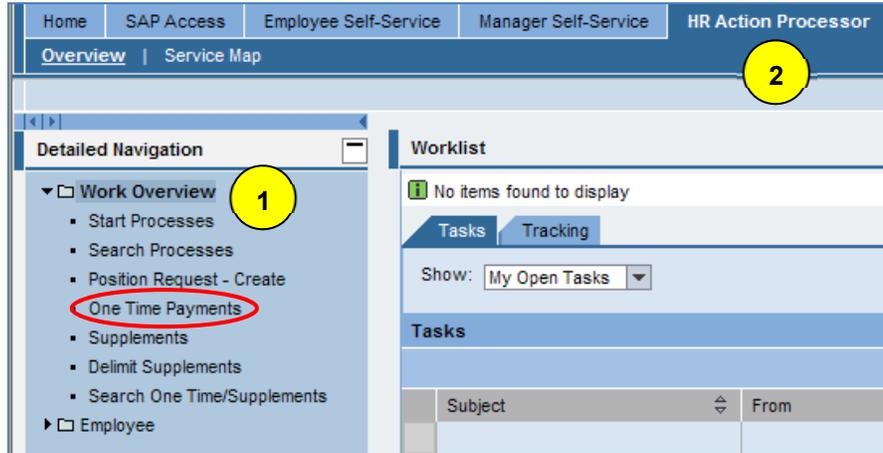
Current Status in SAP	Current Personnel Area (PA) in SAP	Process to Use
Active	Some examples are: IN01, CL01, CL02, PA01, PA02, FP03, etc. Not = EXTR	One Time Payment iForm
Active	EXTR (External)	Check Request
Withdrawn or Inactive	Some examples are: IN01, CL01, CL02, PA01, PA02, FP03, etc. Not = EXTR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

SBBC employees who are active will be paid through SAP using the One Time Payment iForm. This includes current employees who may have transferred to another location.

- There is a **10 minute** window to enter your entries. If you need more time, save as a draft. To access the draft document, go to your Home UWL – Task tab.
- 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 for entering wage type, enter **3CEL in all CAPS**.
- Do Not** use \$\$, enter Amount to be paid (**XX.XX**). Include the decimal.
- Do Not** use the **Reason** field. Reason field should be left **blank**.
- Copy/Paste functionality can be used on this form.
- Once the Administrator approves the **One Time Payment**, you can verify the payment by accessing **PA20 > Payroll tab > Infotype 0015** (Additional Payments).
- The **One Time Payment** report is a BI Report and is located in the **Reports and Planning > HR & Payroll** tab. Because this is a BI Report, the data is updated the following day. Once the form is approved by your administrator, a report should be run the following day to check entries.

**Steps to Follow:**

1. **Select the HR Action Processor tab.**
2. **Open the Work Overview folder, then select One Time Payments.**



3. **Select the Payment Entry/Approval button.**



4. **Enter the 8-digit Organizational Unit number (the Org. Unit begins with a 6) of the department paying for the supplement.**

**Entry/Approval Screen**

REFER\_NUM

One-time Payments (Additional Payment)

PREPARED BY: DONNA MILLER

**Purpose of Form**  
The One-time Payment Action is used to pay employees who are participants and facilitators of workshops, A+ Bonus, athletic activities etc. You cannot use the same wage type on the same date. Please use a different date if you paying the employee using the same wage type. (Example: Employee 13 - 3WSF - 01/02/08; 3WFS-01/03/08). Refer to the "Workshop Payment Guidelines" for workshop pay rates. This form accepts up to 10 entries, create another form if additional entries are needed. If grant funds are being used to pay for a one-time payment, the grant analyst will create the payment.  
EXCEPTION: Multiple entries for athletic activities can use the same date.

Organizational Unit  description

pers#	Name	Wage type	Wage Text	Amount	Date	Reason	Cost Center	Order	Fund	Functional area	Grant	Comments
						▼			1000		NOT REL	
						▼			1000		NOT REL	
						▼			1000		NOT REL	
						▼			1000		NOT REL	

5. Select the **Update\_description** button.



6. Enter the **personnel number** of employee **Select Update\_description** to confirm data entry is correct.

7. Enter **Wage Type** 3CEL (IN CAPS).

8. Enter amount – Do **Not use \$\$ - use decimal (XX.XX)**.

9. Enter date – Refer to the payment dates chart on the FAQ.

10. **Do not use** the Reason field – leave it **Blank**.

11. Enter the **10-digit Cost Center** (Business Area + Type + Location Number + 0).

12. Enter the **4-digit Fund** (1000).

13. Enter the **16-digit Functional Area** (5801771040000000)  
(Function + Activity + 0000000)

14. **No comments** are necessary.

**Entry/Approval Screen**

REFER\_NUM: \_\_\_\_\_

One-time Payments (Additional Payment)

PREPARED BY: CELIA NARDI

**Purpose of Form:**  
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6	Name	7	Wage Text	8	9	10	11	Order	12	13	Grant	14
5459		3B02		1020.00	10/10/08		365633910		1000	565212108000	NOT REL	
									1000		NOT REL	
									1000		NOT REL	
									1000		NOT REL	
									1000		NOT REL	
									1000		NOT REL	
									1000		NOT REL	
									1000		NOT REL	
									1000		NOT REL	
									1000		NOT REL	

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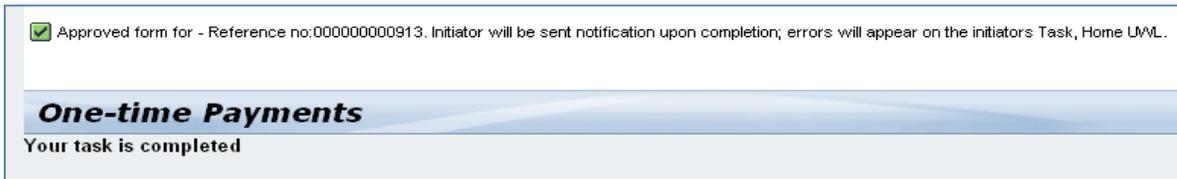
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Submit for Approval Save\_As\_Draft Reset Form (clear) Update\_description

15. Select the **Update\_description** after each line entry. **Copy/Paste fields for additional line entries**
16. Select the **Submit for Approval** button once you have completed the Cell Phone Reimbursement One Time Payment Form

### ADMINISTRATOR/PRINCIPAL APPROVES THE IFORM

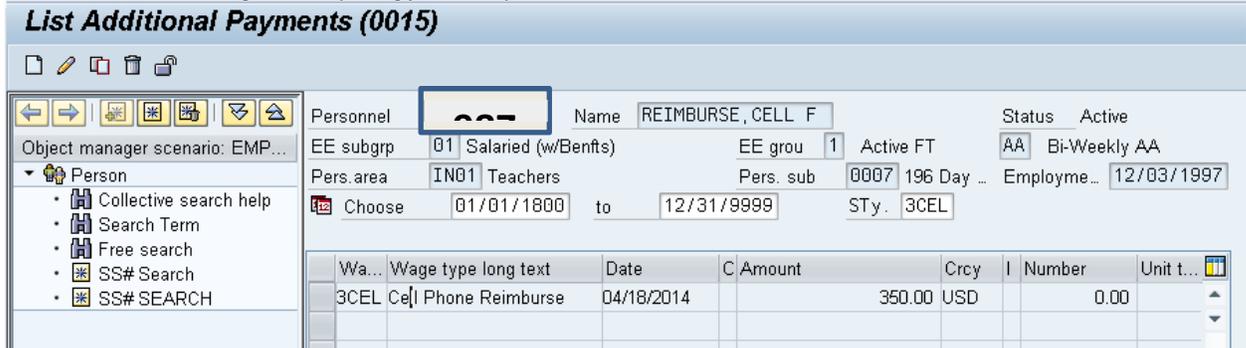
17. One Time Payment iForm will be routed to your principal/director for approval. The iForm will be listed in their **Home – UWL**. Select the iForm and click the approval button. After approved, the administrator will receive a message that your task is complete.



18. iForm executed in SAP (infotype 0015).
19. HR Action Processor will receive a notification that iForm was approved.

### VERIFY THE PAYMENT IS IN SAP

20. **SAP Easy Access > Enter PA20 (Display Master Data)** in fast path > Select the **Payroll** Tab > Select **Additional Payments** (infotype 0015) > Select **Overview** button.



21. The **One Time Payment** report is a BI Report and is located in the **Reports and Planning > HR & Payroll** tab. Because this is a BI Report, the data is updated the following day. Once the form is approved by your administrator, a report should be run the following day to check entries.