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Use this process to submit a one-time payment for an employee with an Inactive (on a leave of absence) or Withdrawn status (terminated or retired).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- Inactive or Withdrawn Employee.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)

<table>
<thead>
<tr>
<th># of Months</th>
<th>Amount Owed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 month</td>
<td>$35.00</td>
</tr>
<tr>
<td>2 months</td>
<td>$70.00</td>
</tr>
<tr>
<td>3 months</td>
<td>$105.00</td>
</tr>
<tr>
<td>4 months</td>
<td>$140.00</td>
</tr>
<tr>
<td>5 months</td>
<td>$175.00</td>
</tr>
<tr>
<td>6 months</td>
<td>$210.00</td>
</tr>
<tr>
<td>7 months</td>
<td>$245.00</td>
</tr>
<tr>
<td>8 months</td>
<td>$280.00</td>
</tr>
<tr>
<td>9 months</td>
<td>$315.00</td>
</tr>
<tr>
<td>10 months</td>
<td>$350.00</td>
</tr>
</tbody>
</table>

- 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.

<table>
<thead>
<tr>
<th>Current Status in SAP</th>
<th>Current Personnel Area (PA) in SAP</th>
<th>Process to Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active</td>
<td>Some examples are: IN01, CL01, CL02, PA01, PA02, FP03, etc.</td>
<td>One Time Payment iForm</td>
</tr>
<tr>
<td>Active</td>
<td>EXTR (External)</td>
<td>Check Request</td>
</tr>
<tr>
<td>Withdrawn or Inactive</td>
<td>Some examples are: IN01, CL01, CL02, PA01, PA02, FP03, etc.</td>
<td>PA30 IT267 Additional Off Cycle Payment</td>
</tr>
</tbody>
</table>

- 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:**

1. 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 reason.

10. Enter 0 (the number zero) for the Payroll identifier.

11. Click the Cost assignment button to enter cost center information.

12. Click the More (All acct assignment) 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)

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.

![Transfer button](image)

20. **NOTE:** The Cost Assignment button ![Cost Assignment button](image) 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 your entries and verify by viewing the message at the bottom “RECORD CREATED”. If not correct, press the Back button ![Back button](image) and correct your entries.

![Create Additional Off-Cycle Payments](image)

**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.
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.