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)

<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 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 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.

<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. Not = EXTR</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. Not = EXTR</td>
<td>PA30 IT267 Off Cycle Payment</td>
</tr>
</tbody>
</table>

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

One-time Payments (Additional Payment)

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 are paying the employees using the same wage type. (Example: Employee 13 – 34025F – 01/22/19; 34025F – 03/21/20). Refer to the "Workshop Payment Guidelines" for workshop pay rates. This form accepts up to 10 entries. 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.

<table>
<thead>
<tr>
<th>Organizational Unit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>61261000</td>
<td></td>
</tr>
</tbody>
</table>
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.**
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.**

![List Additional Payments (0015)](image)

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.