

## Instructions for One Time Payment Database - Cell Phone

### PROCESSING PAYMENTS:

#### Step 1:

Cell phone reimbursement payments will be processed by the HR Action Processor for each location.

- The HR Action Processor will obtain authorized Cell Phone Election form(s) and make the One Time Payment request according to employee(s) selection.
- The requestor will access the One Time Payment database, via the DOV Main Menu and sign in using **“school”** for the Account Name and Password.

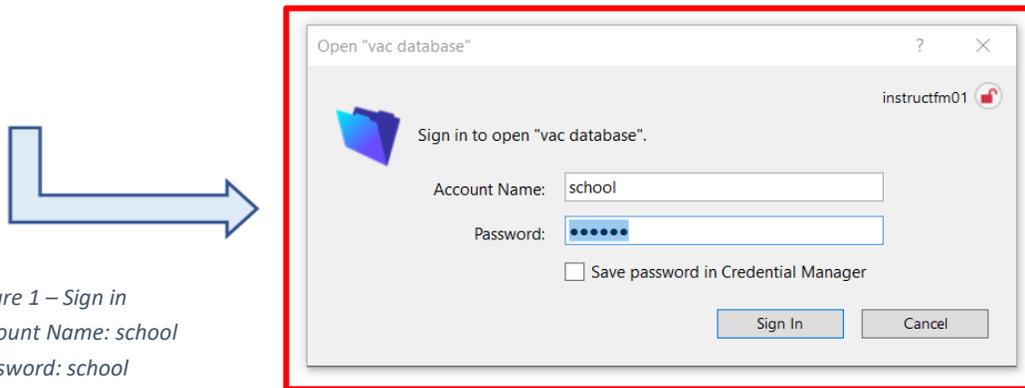


Figure 1 – Sign in  
Account Name: school  
Password: school

- Then, select the “Instructional” Tab.

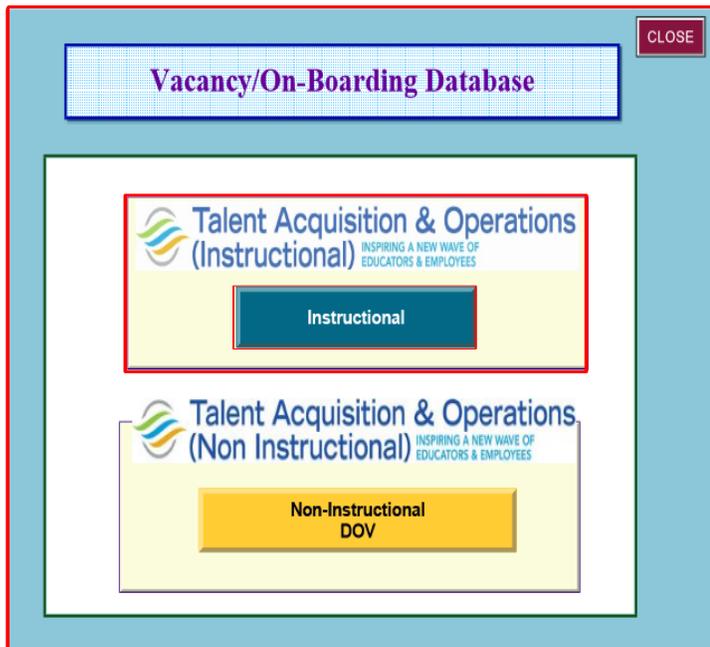


Figure 2 – Select  
“Instructional”



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## Step 2:

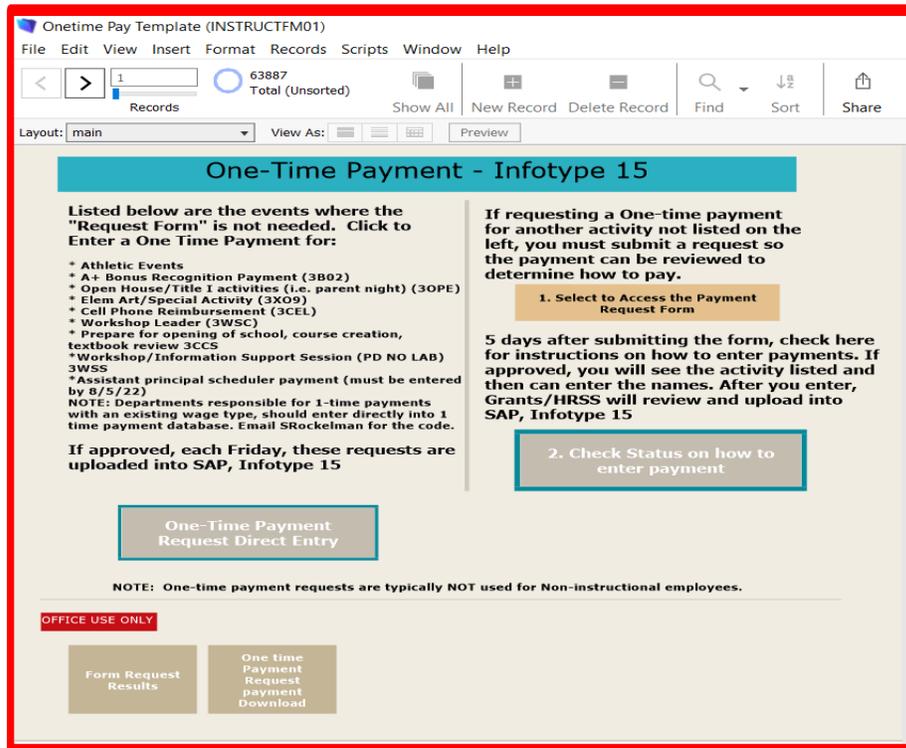
- Click on the “One Time Payment Requests” section at the bottom of the screen.

Figure 3 – Click on the “One Time Payment Requests” in the grey area highlighted in red.



## Step 3: Select the “One-Time Payment Request Direct Entry” tab.

Figure 4 - Select “One-Time Payment Request Direct Entry”



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### Step 4:

The data entry screen will appear.

- Enter the information for one employee at a time. All employees, including active, inactive and withdrawn employees must be entered. Complete the fields highlighted in yellow. Please ensure that the appropriate **Org Unit, Cost Center, Fund, Functional Area, and Wage Type** information are entered. The correct Wage Type is **3CEL**.
- Once all required information is entered, the **amount defaults to \$350**. Therefore, you will need to adjust the amount accordingly. You must enter the lump sum amount “to be paid” in the green field
- Then click the **“Finish and close”** tab or the Click Here to **“Add a New Record”** tab.

Onetime Pay Template (INSTRUCTM01)

Records: 63467 Total (Unsorted)

Record ID: 75048

Step 1: Enter your org unit number and the data you entered previously will be displayed at the bottom.  
Step 2: Enter an entry for each employee

Athletic Events: Enter the one time payment information for each employee you have an approved time sheet signed by your principal. Timesheets are maintained at the location and will be required during an audit. Use the One Time Athletic Event Wage Type form to determine amounts.

Org Unit 6xxxx000 Cost Center Fund Functional Area

Grant WBS Element Internal Order

Employee & Payment Information. After you enter personnel number the name will auto populate. Verify ACCURATE. If coding is the same for next employee, click blue button to enter another employee using same funding.

Personnel number

Wage Text Wage Type Effective Date Amount

Amount: Athletic Events: DO NOT CHANGE THE AMOUNT. IT DEFAULTS TO APPROVED AMOUNT. All other: Enter Amount to be Paid. No \$ sign, use decimal i. e. 30.00

CLICK HERE TO ADD A NEW RECORD Finish and CLOSE

Your Location Summary for Request ID. Use the right scroll bar to see all requests.

If you need to delete a record email Samantha Gordon Include reference id #75048

Click HERE \*Fund 8920 & Functional Area 1142000000000000 are ONLY used with Athletic Events

Figure 5 - Enter the appropriate payment amount

\*\*\*\*Please note that upon entering the one-time payment, a record id/reference id is created which reflects at the top left-hand corner of the screen. If you need to delete a record, please email Samantha Gordon at [samantha.gordon@browardschools.com](mailto:samantha.gordon@browardschools.com) and include the record id/reference id.

### Step 5:

- The information will be routed to HRSS and entered into SAP where the one-time payment is processed within 2 weeks.
- Once processed, information can be verified by accessing SAP PA20, Infotype 15 (Additional Payments) if the employee is active or by accessing SAP PA20, Infotype 0267 (Additional Off-Cycle Payments) if the employee is inactive.