# 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.

	Open "vac database"		? ×
	Sign in to open "vae	c database".	instructfm01 🕐
	Account Name:	school	
/	Password:	•••••	
		Save password in Credential Manager	
Figure 1 – Sign in			
Account Name: school		Sign In	Cancel
Password: school			

• Then, select the "Instructional" Tab.



## **Instructions for One Time Payment Database - Cell Phone**

#### Step 2:

• Click on the "One Time Payment Requests" section at the bottom of the screen.

	vac database (INSTRUCTFM01)
	File Edit View Insert Format Records Scripts Window Help
	(advertise) Yiew Candidate and select a Candidate and select a updated daily at 10 am and 2pm
	To review requisitions, recommended hires or to subm SEEP 2 a vacancy (for positions not meeding a positing) or expedite Access DOV
	2021-2022 DOV Assistance with Ads/Placements email- Preclearance@browardschools.com
	TRANSFERS 2022-2023 & 2023-2024
	Athletic Directors
Figure 3 – Click on the "One	State Competency Demonstration Checklist Submission (PEC Form)
Time Payment Requests" in	ONE TIME PAYMENT REQUESTS
the grey area highlighted in	Solect to Enter One Line Payment Athlete A Bonus Rate Open House/Title Lattivities (i.e. parent Open House/Title Lattivities (i.e. parent
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	Layments with an existing wage type, hould enter directly into 1 time payment Istabase. Email SRockelman for the code.
	District Section ONLY
	T.LE.R TAC TAO Instructional
	Budget Use SLP

Step 3: Select the "One-Time Payment Request Direct Entry" tab.



## 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 All employees, including active, inactive and withdrawn employees must be entered.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.

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ayout: Athletic Events VI	iew As: Preview	]		
Record ID 75048				A
Step 1: Enter your org unit number and the Step 2: Enter an entry for each employee	data you entered previously will be displ	layed at the bottom.	If you need to delete a reco	rd III
Athletic Events: Enter the one time paym by your principal. Timesheets are maintaine Athletic Event Wage Type form to determin	ent information for each employee you h ed at the location and will be required du to amounts.	nave an approved time sheet signed ring an audit. Use the One Time	Include reference id #7504	3
		E 2 2 2 2 20 20		
Org Unit 6xxxx000	Cost Center		Click HERE *Fund 8920 & Functional Area 114200000000000 are ONLY used with Athletic Events	Figure 5 - Ente
Org Unit 6xxxx000	WBS Element	Fund Functional Area	Click HERE Fund 8920 & Functional Area 11420000000000 are ONLY used with Athletic Events	Figure 5 - Ente the appropriate
Great	WBS Element you enter personnel number the nem sing same funding.	Fund Functional Area	Click HERE *Fund 9920 & Functional Area 142/06000000000 are Over a seed with Athletic Funds E. If coding is the same for aext employee, clic	Figure 5 - Ente the appropriate payment amoun
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Grant Grant Grant Grant Grant Dive Button to enter another employee a Payment information. After Dive button to enter another employee us Personnel number Wage Text	Cost Center WBS Element you enter personnel number the nam sing same funding. Wage Type	Fund Functional Area	Click HERE *Fund 3920 & Functional Area ONLY used with Abhletic Events  E. If coding is the same for next employee, click	Figure 5 - Ente the appropriate payment amoun

\*\*\*\*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 <a href="mailto:samantha.gordon@browardschools.com">samantha.gordon@browardschools.com</a> 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.