

Instructions for One Time Payment Database Cell Phone Reimbursement

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 Select the "Instructional" Tab.

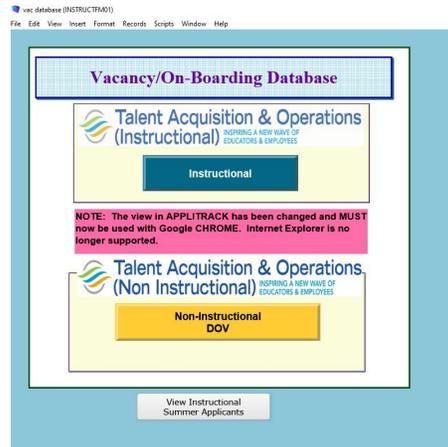


Figure 1 - Select "Instructional"

Step 2:

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



Figure 2 – Click on the "One Time Payment Requests" in the grey area highlighted in red.



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Step 3:

- Select the “One-Time Payment Request” tab.

Figure 3 - Select “One-Time Payment Request”



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 All employees, including active, inactive and withdrawn employees must be entered.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.
 - Enter the appropriate Fund and Functional Area information are entered as it automatically defaults to Athletic Events.
 - Use Wagetype 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.

Figure 4 - 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 and include the record id/reference id.

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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, info type 0267 (Additional Off-Cycle Payments) if the employee is inactive.