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.

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Talent Acquisition & Operations (Instructional) brinds Arm wat as instructional) brinds Arm wat as instructional Instructional NOTE: The view in APPLITRACK has been changed and MUST now be used with Google CHROME. Internet Explorer is no inger supported. Talent Acquisition & Operations (Non Instructional) brinds Arm wat of (Non Instructional) brinds arm wat of DOV

Step 2:

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

	Vac database (INSTRUCTEM01) File Edit View Insert Format Records S Defailbase	ripts Window Help Home To become my favorite teacher:
	Step 1 Create a Regulation (advertise) View Candidates and Select a Candidate	Applitrack Applitrack Download completed: updated daily at 9:30 and 2pm
	Step 2 recommended hires or to submit a vacancy (for positions not needing a posting) or expedite sub request	2021-2022 Access DOV
	TRANSFERS 2022-2023 TRANSFERS 2021-2022	Summer Experience Database Instructional/Non-instructional
	List of Active Substitute Teachers Updated 2/22	Certification Issues 2022-2023 DROP Data
Figure 2 – Click on the "One Time Payment Requests" in	Athletic Directors State Competency Demonstration Checklist Submission (PEC Form)	OUT-OF-FIELD Survey 3
the grey area highlighted in red.	CONCENTING AND A CONCENTRATION OF THE DAYMONIC Request for: Athletic concentration of the concentration of the concentration of the concentration of the concentration of the concentration of the concentration of the concentration of the concentration of the con	Nent REQUESTS . Wage type not listed to the left, select to Access the Payment Request Form
	TIER Department NTA Interim Sub-Based SLP	TAO Instructional

Step 3:

• Select the "One-Time Payment Request" 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 All employees, including active, inactive and withdrawn employees must be entered.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.
 - 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.

Step 1: Enter your org unit number and the Step 2: Enter an entry for each employee Athletic Events: Enter the one-time payme by your principal. Timesheets are maintaine Athletic Event Wage Type form to determine	data you entered previously will be ent information for each employee y d at the location and will be required a amounts.	displayed at the bottom. ou have an approved time d during an audit. Use the	sheet signed One Time	If you need to delete a record email Samantha Gordon Include reference <u>id #47743</u>	
Org Unit 6xxxx000	Cost Center	*Fund & Function athletic event, del numbers and repl number 8920	al Area: If NOT an ete pre-populated ace with appropriate 1142000000000000000	*Fund 8920 & Functional Area 114200000000000 are ONLY used with Athletic Events	
Grant	WBS Element	Int	ernal 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					payment amount
Wage Text* *Select from Drop down - non- athletic e	Wage Type	Effective Date	Amount Enter Amount to I	be Paid. No \$ sign. 0.00	
	ADD A NEW F	inish and CLOSE	use decimal i.e. s	0.00	

*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 <u>samantha.gordon@browardschools.com</u> and include the record id/reference id.

For additional information, please follow link: <u>https://www.browardschools.com/Page/47676</u>

Instructions for One Time Payment Database - Cell Phone

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.