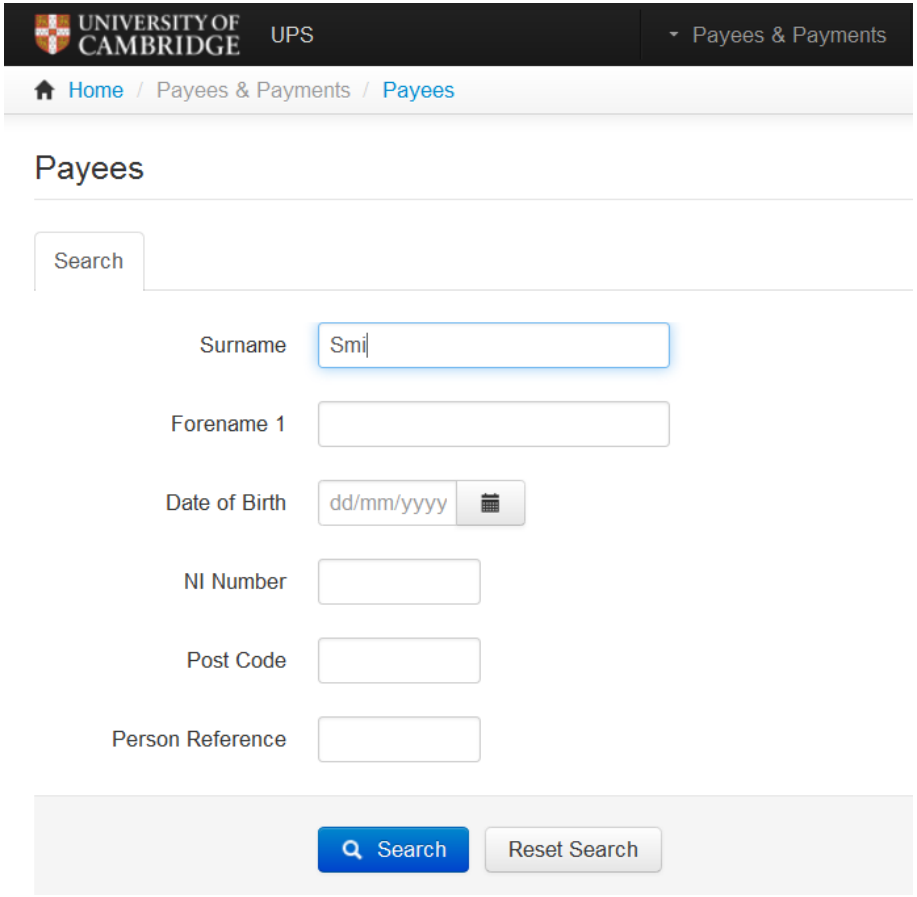
Entering a Payment on UPS

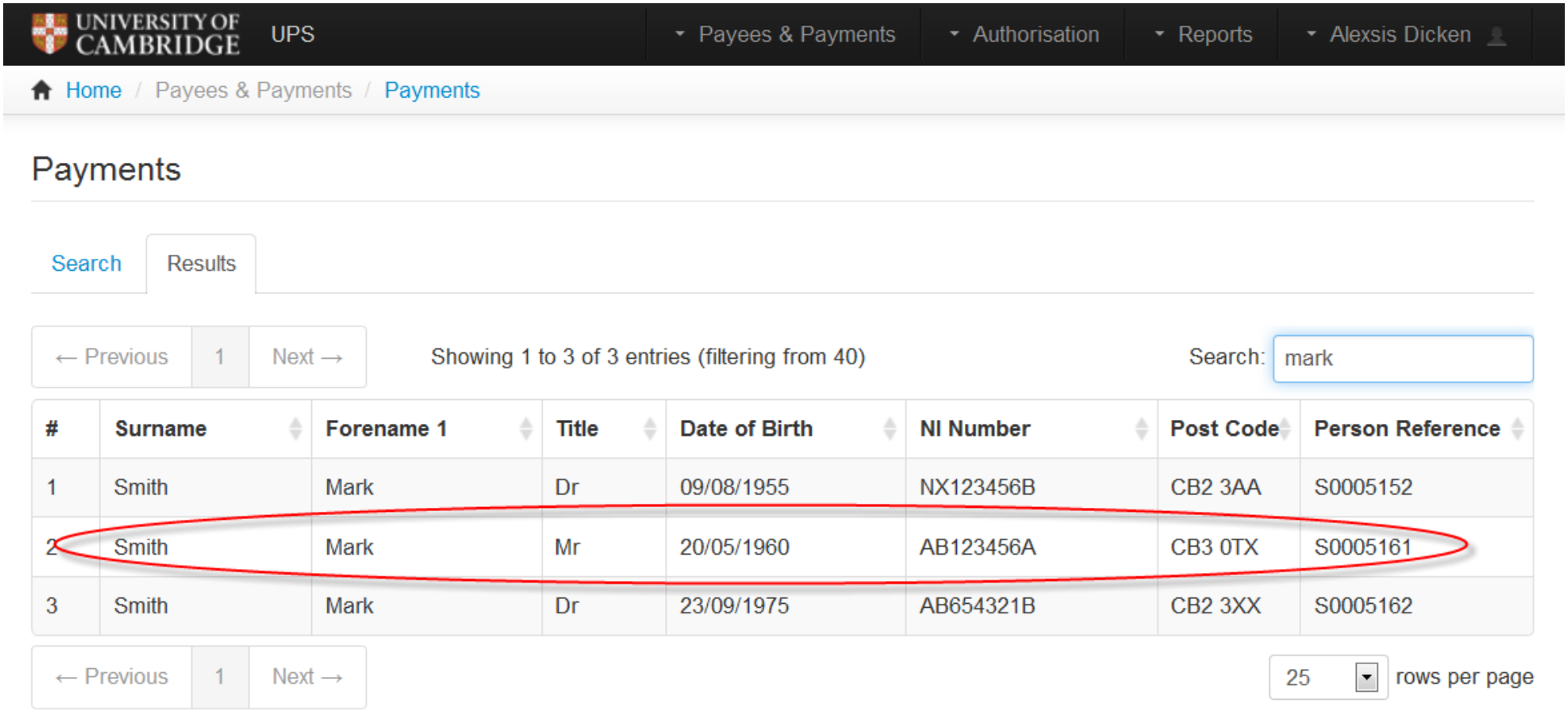
- On Home page select **Payments** from Payees & Payments dropdown list

- Search for Payee using **NI number**, partial surname or Person Reference



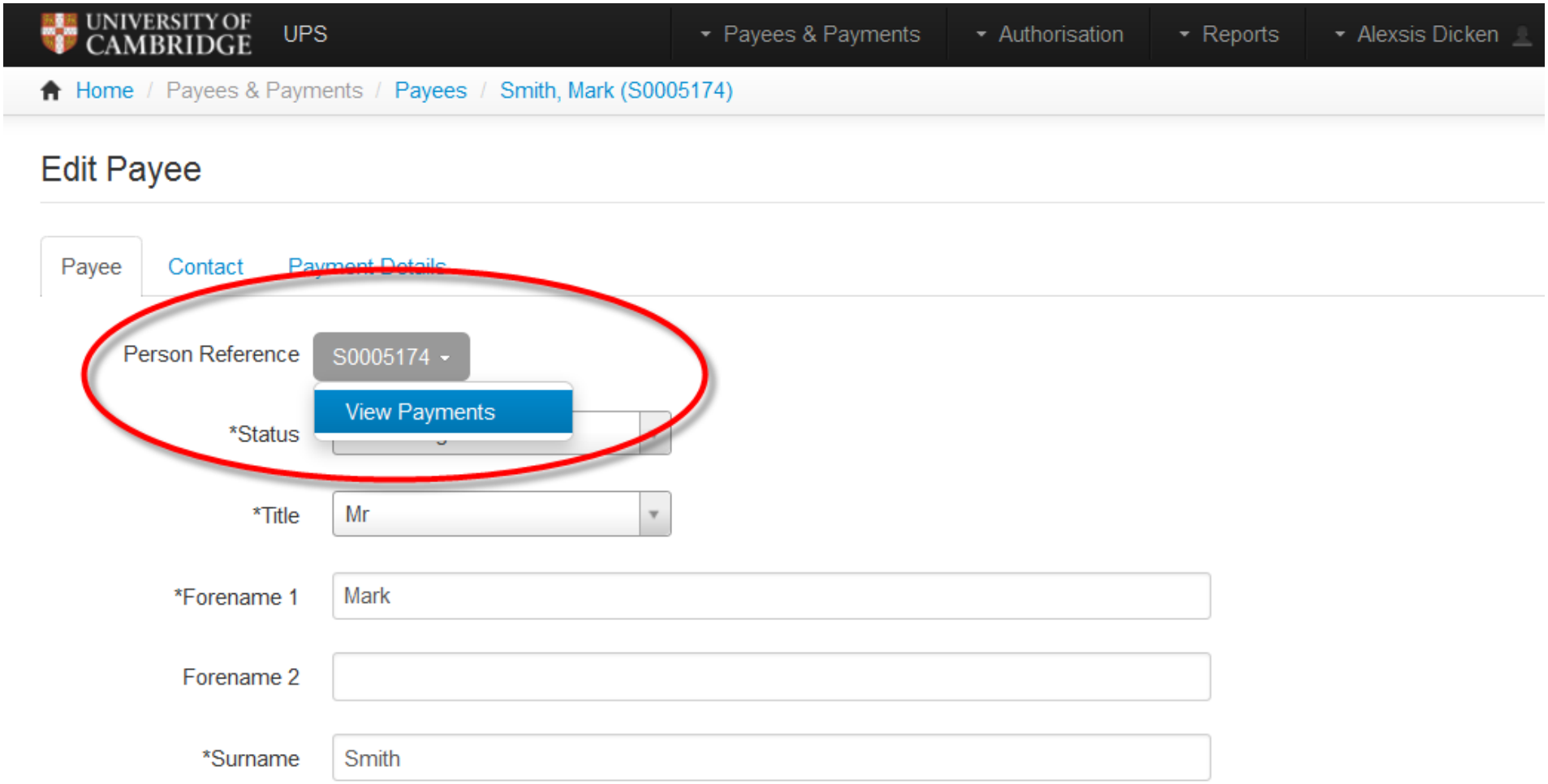
- If no NI number, enter as much information as you have to return the most accurate result

- Select Payee by clicking on **any** of the details in row

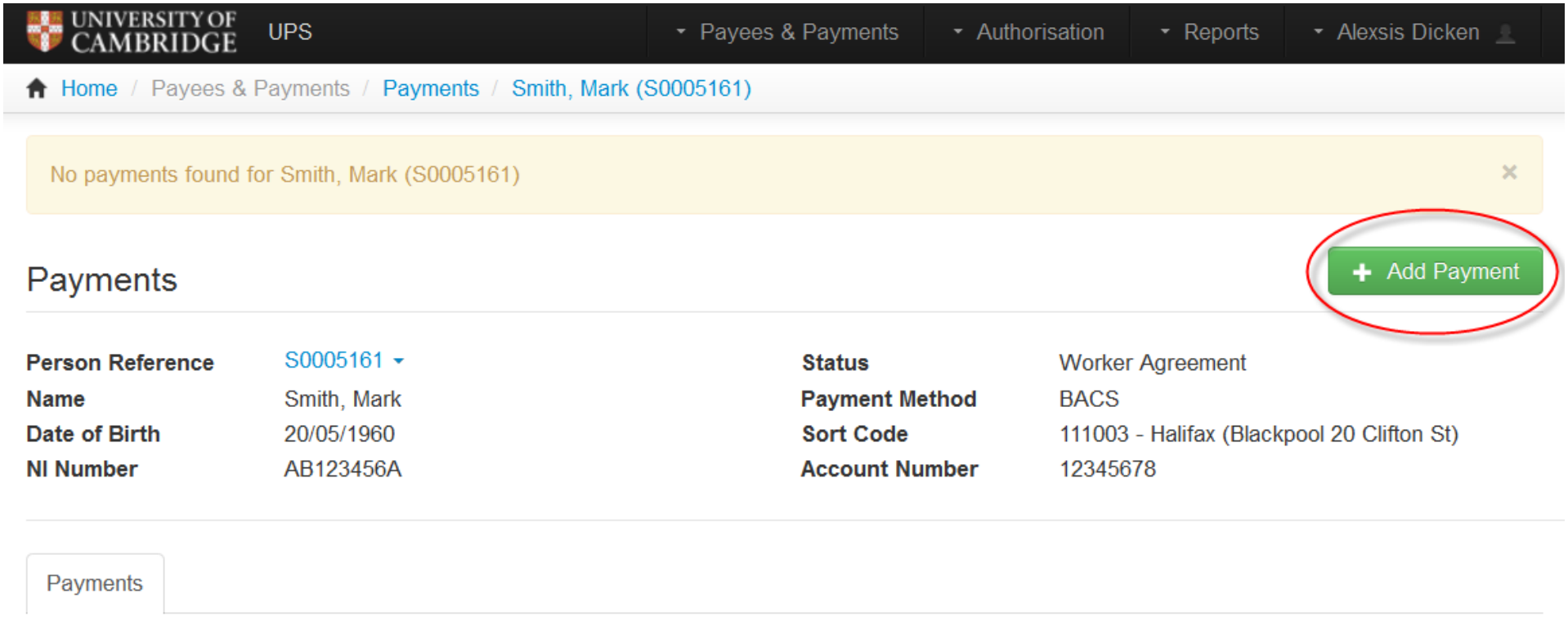


- If the Surname contains the word **Duplicate record do not use,** this record has been locked by Payroll. Review search and select alternative record.

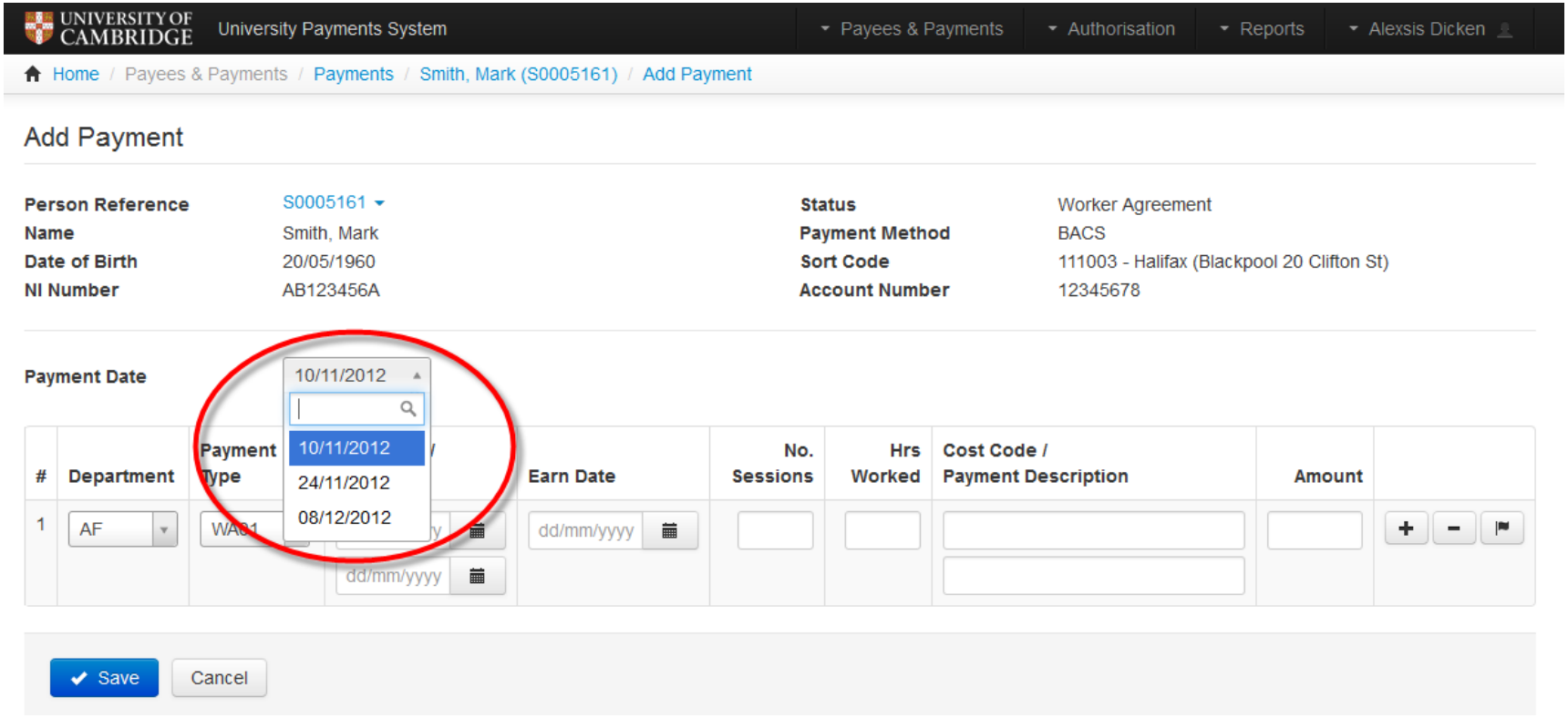
- Or after adding a **new payee** click on Person Reference and select **View Payments**



- Click + Add Payment

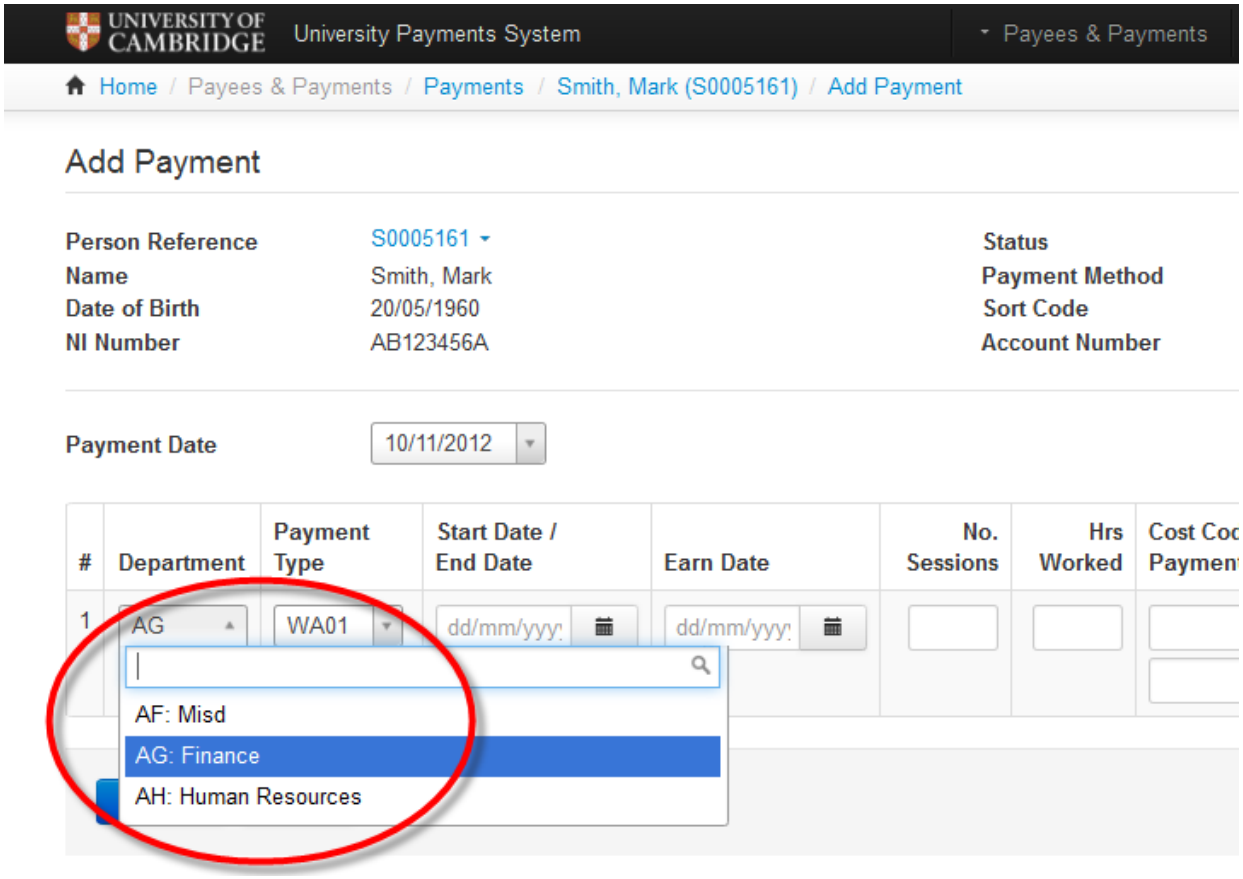


- Select **Payment Date**



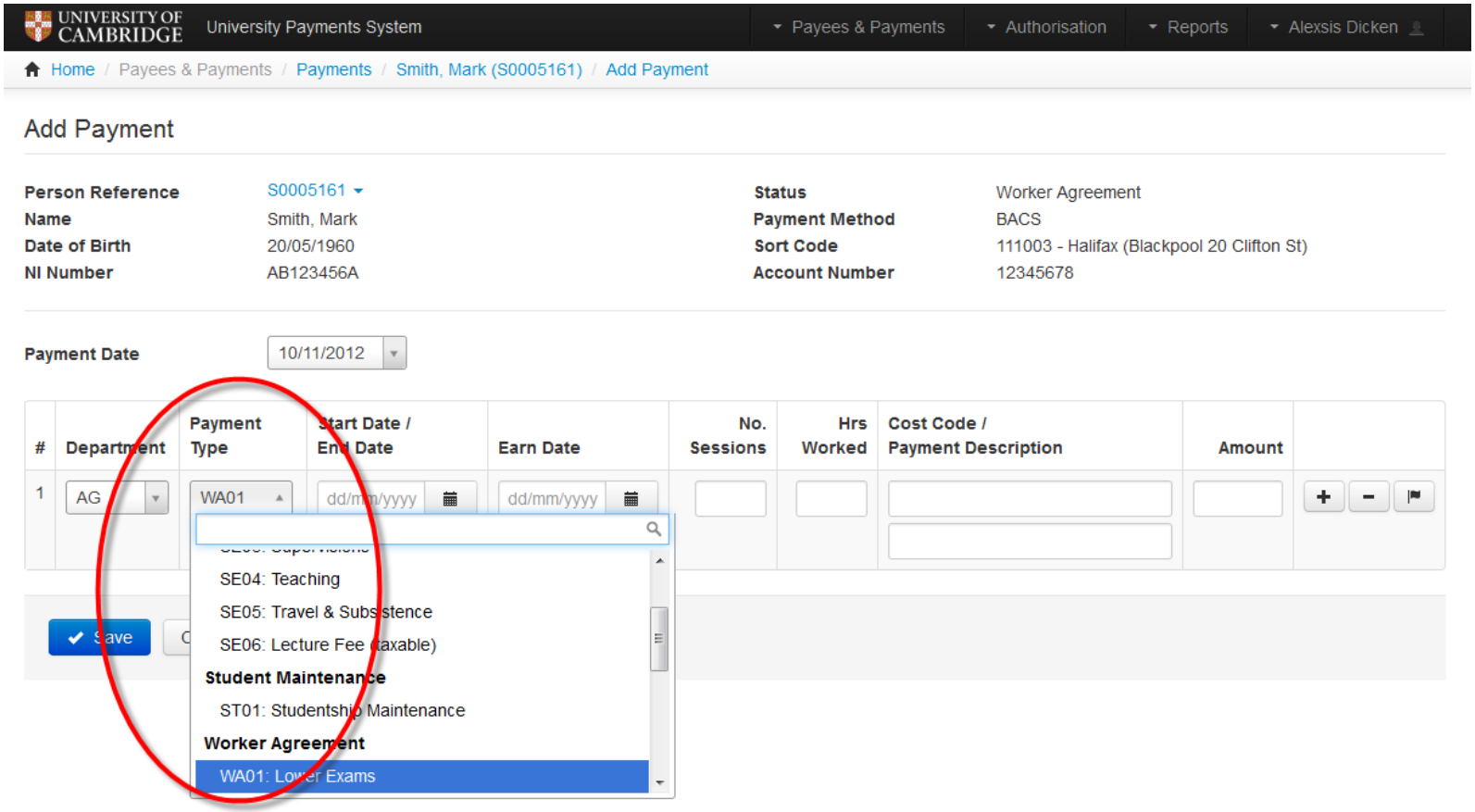
- Payment Dates can be selected for current or future pay runs
- If another department has entered a payment for the current payment date, you will need to select the current payment date from list and add a row (see below) rather than using Add Payment

- Select **Department**

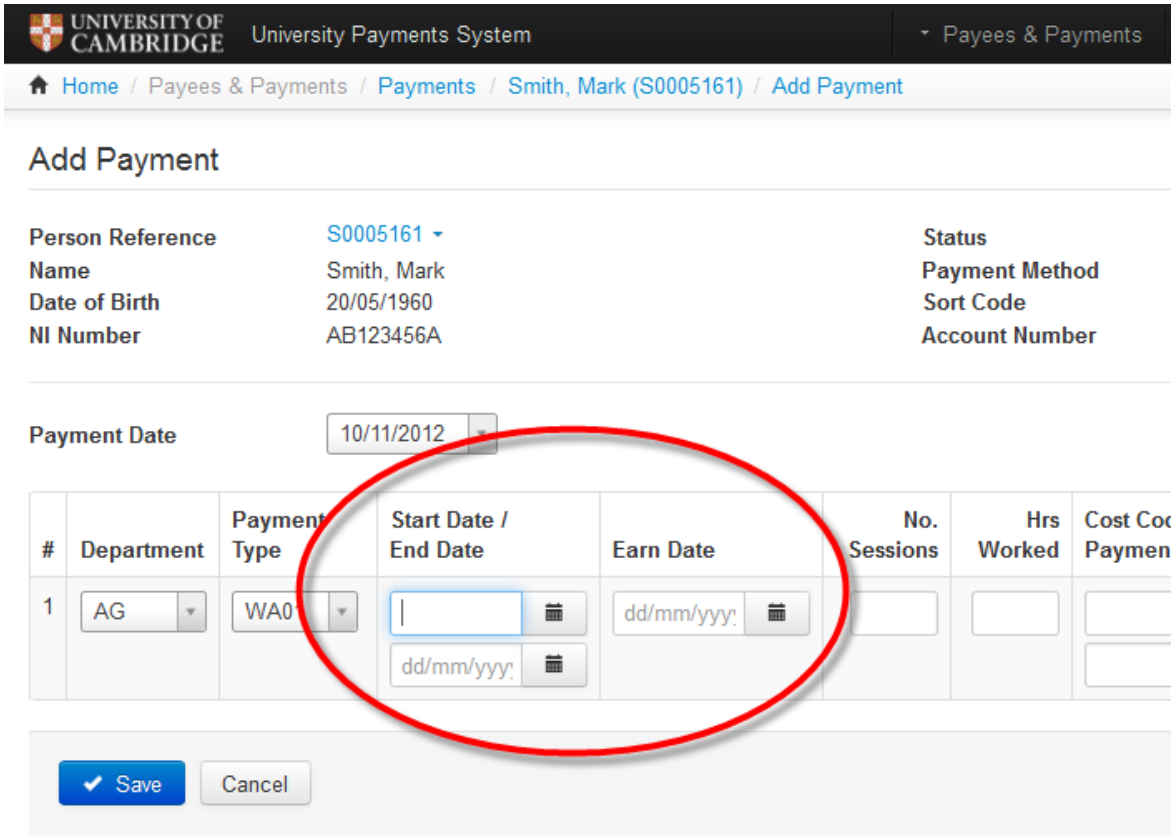


- If you have authorisation to make payments for more than one Department, these Departments will show in the dropdown list

- Select **Payment Type**

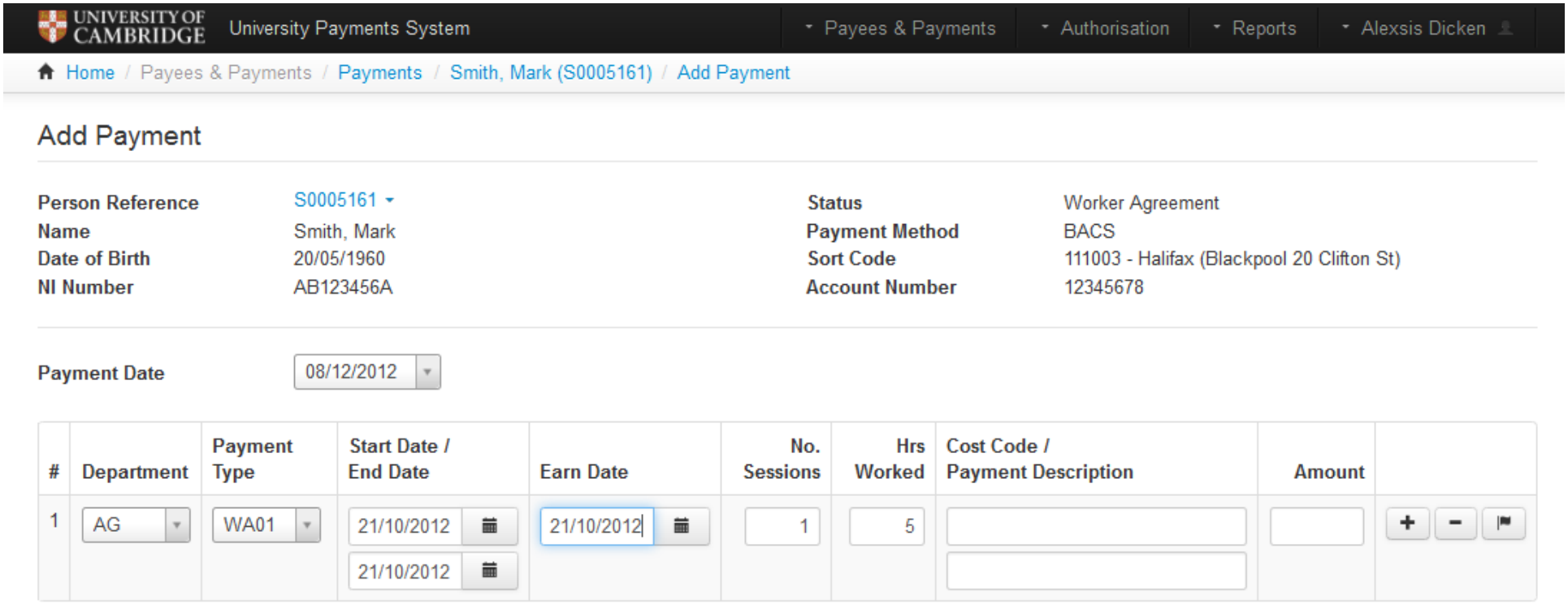


- Enter **Dates**

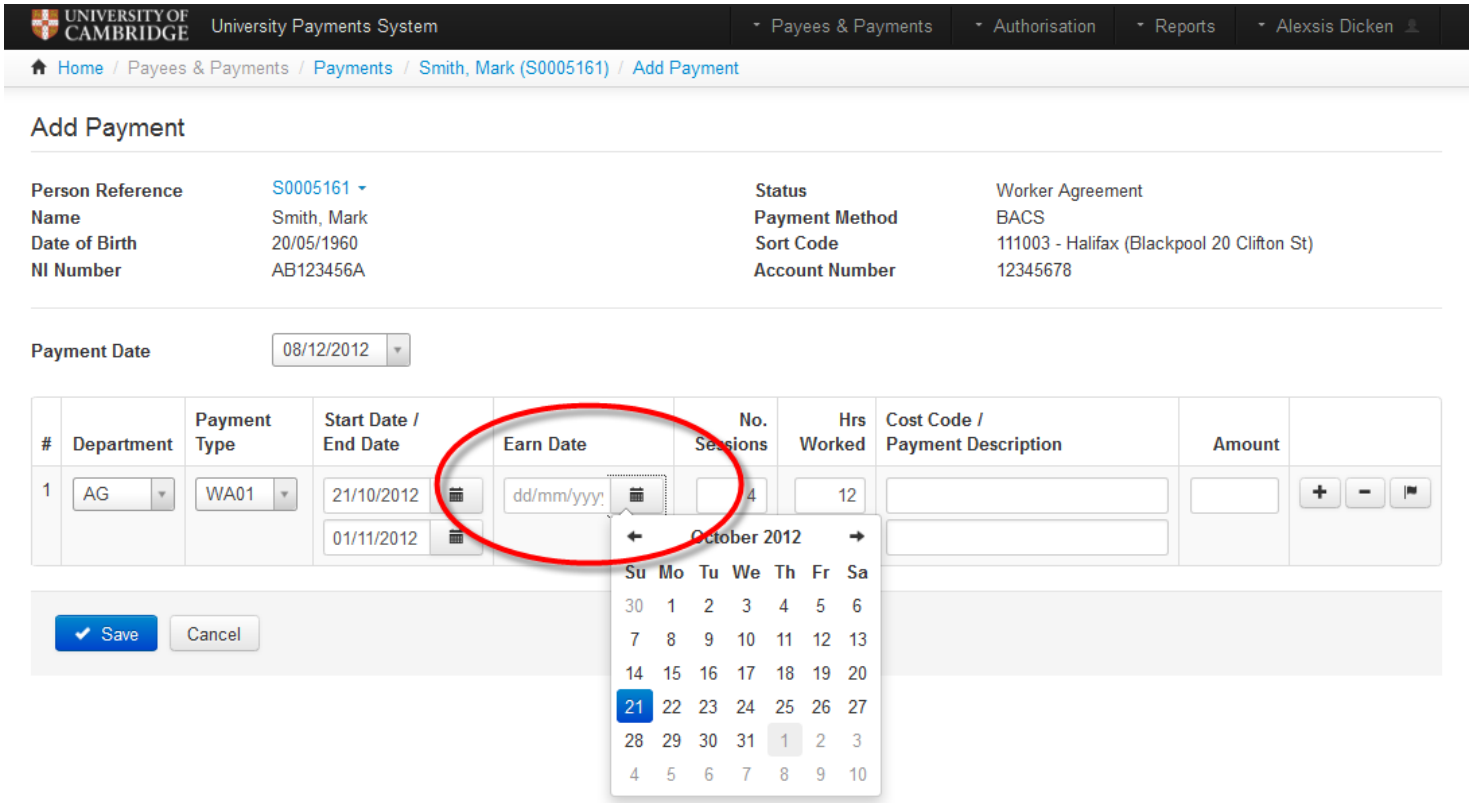


- Different date formats can be entered e.g. 01-01-2012, 01.01.2012
- Click to see additional date entry options

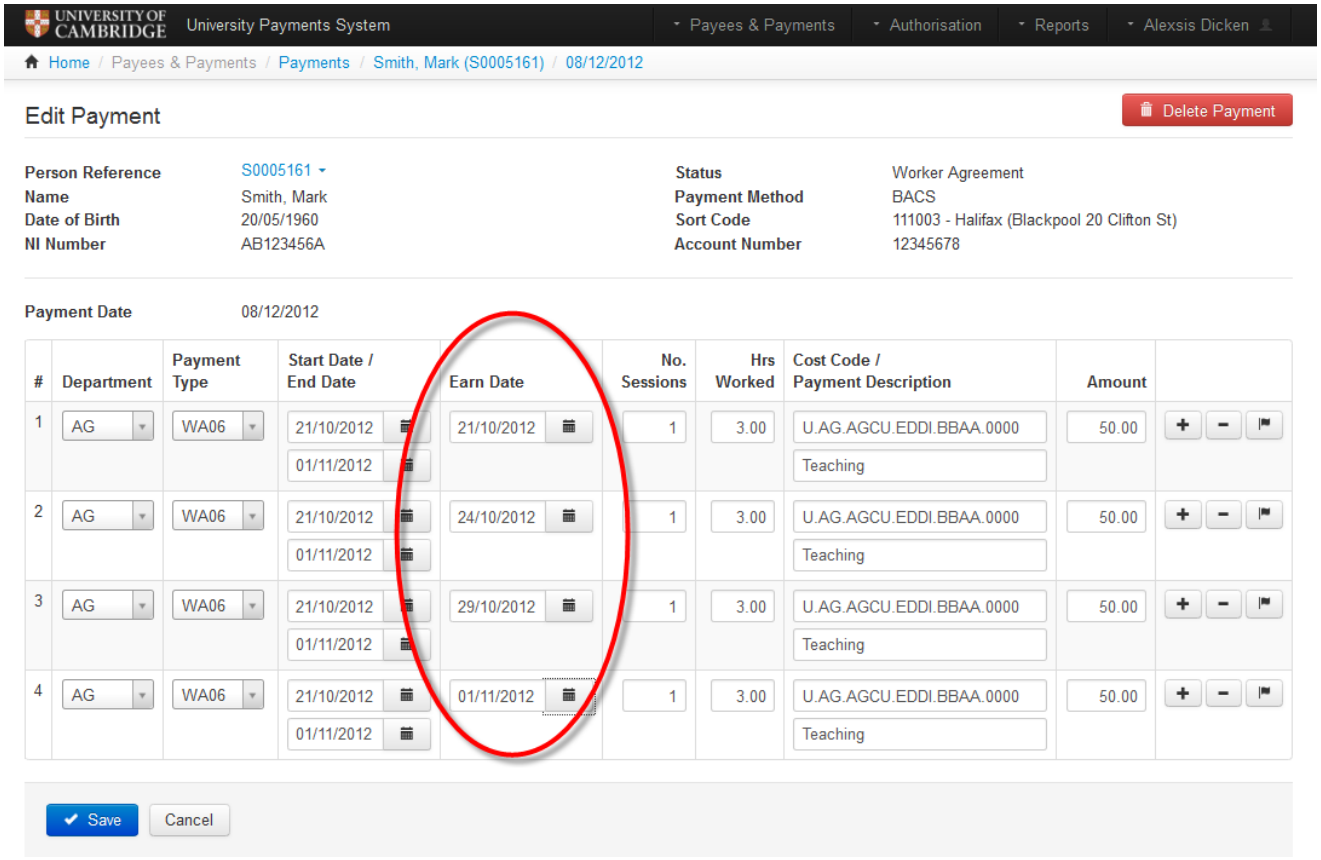
- For a **single day** of work, the **Earn Date** should be the **same** as the **Start** and **End Dates**



- For a **period** of work i.e. multiple days worked over two weeks, the Start Date and End Date should be those of the whole period worked
    - The total payment can be entered as **one row** with an **Earn Date** of **any date** within that period

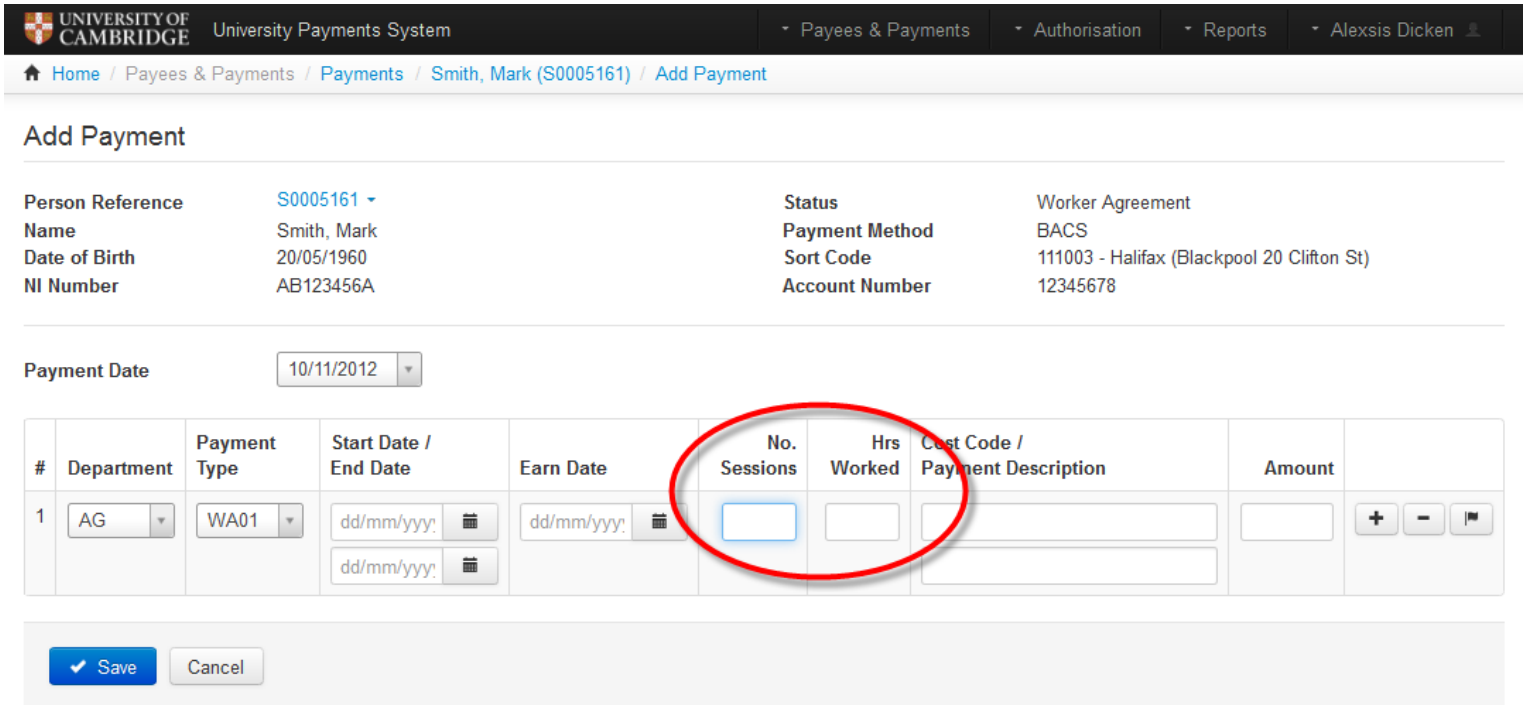


- **Or** with each day on **separate rows** with the Start and End Dates of the whole period worked and an **Earn Date** of each **individual day worked**



- This will ensure the payee receives the correct amount of NI weeks

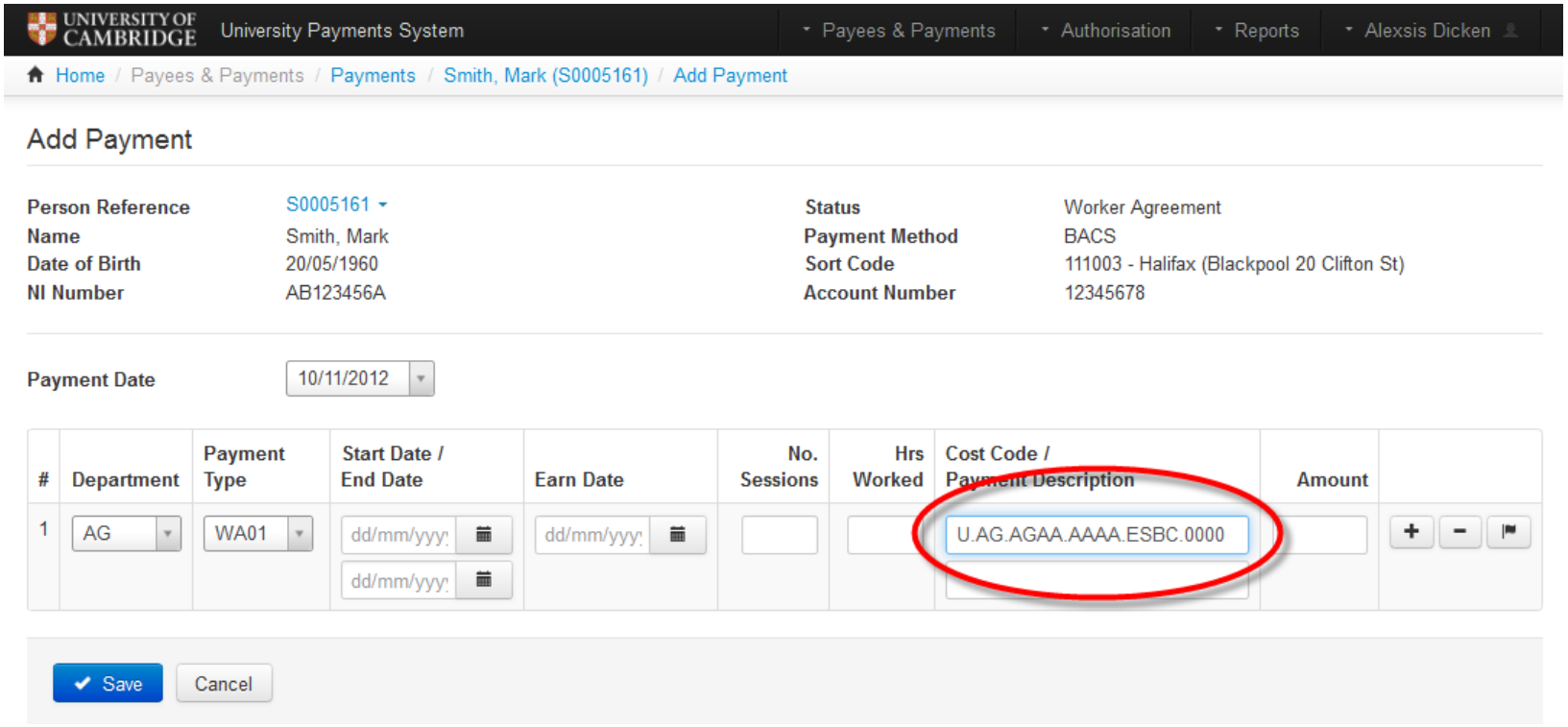
- Enter **Number of Sessions** and **Hours Worked**



- If **no data** relating to number of sessions or hours worked, **leave field blank**, do not enter 0

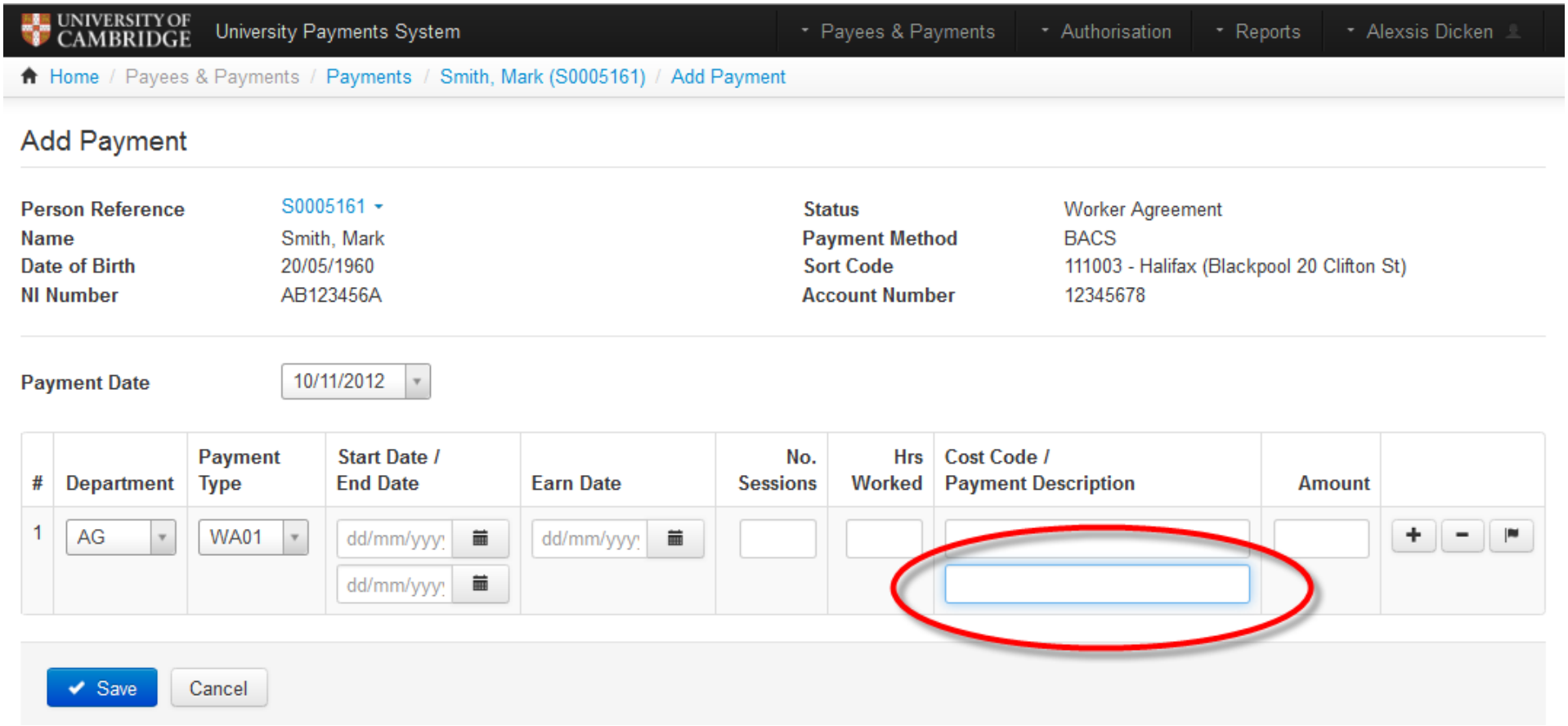
- Information about sessions and hours can be found in the UPS Guidance and Decision Tree documents on http://www.admin.cam.ac.uk/offices/misd/services/staff/cam-only/modpay/

- If the **Cost Code** does not default, enter manually e.g. U.AG.AGAA.AAAA.ESBC.0000 or ABCD/001.01.RG12345.AAAA



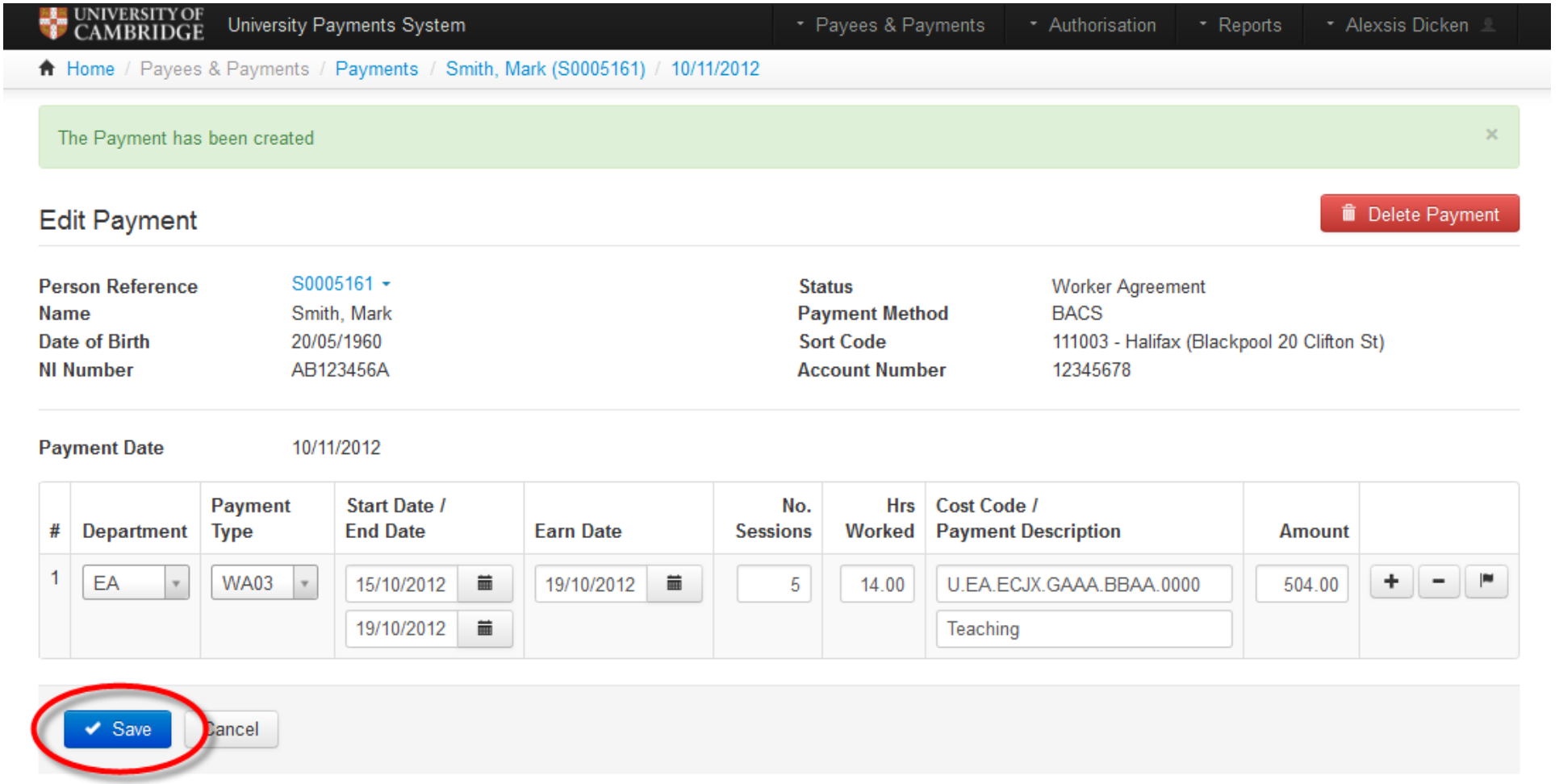
- If you need to override default code, you can overtype details in box
- Cost Codes must be 24 characters and will be validated against CUFS

- Enter **Payment Description**

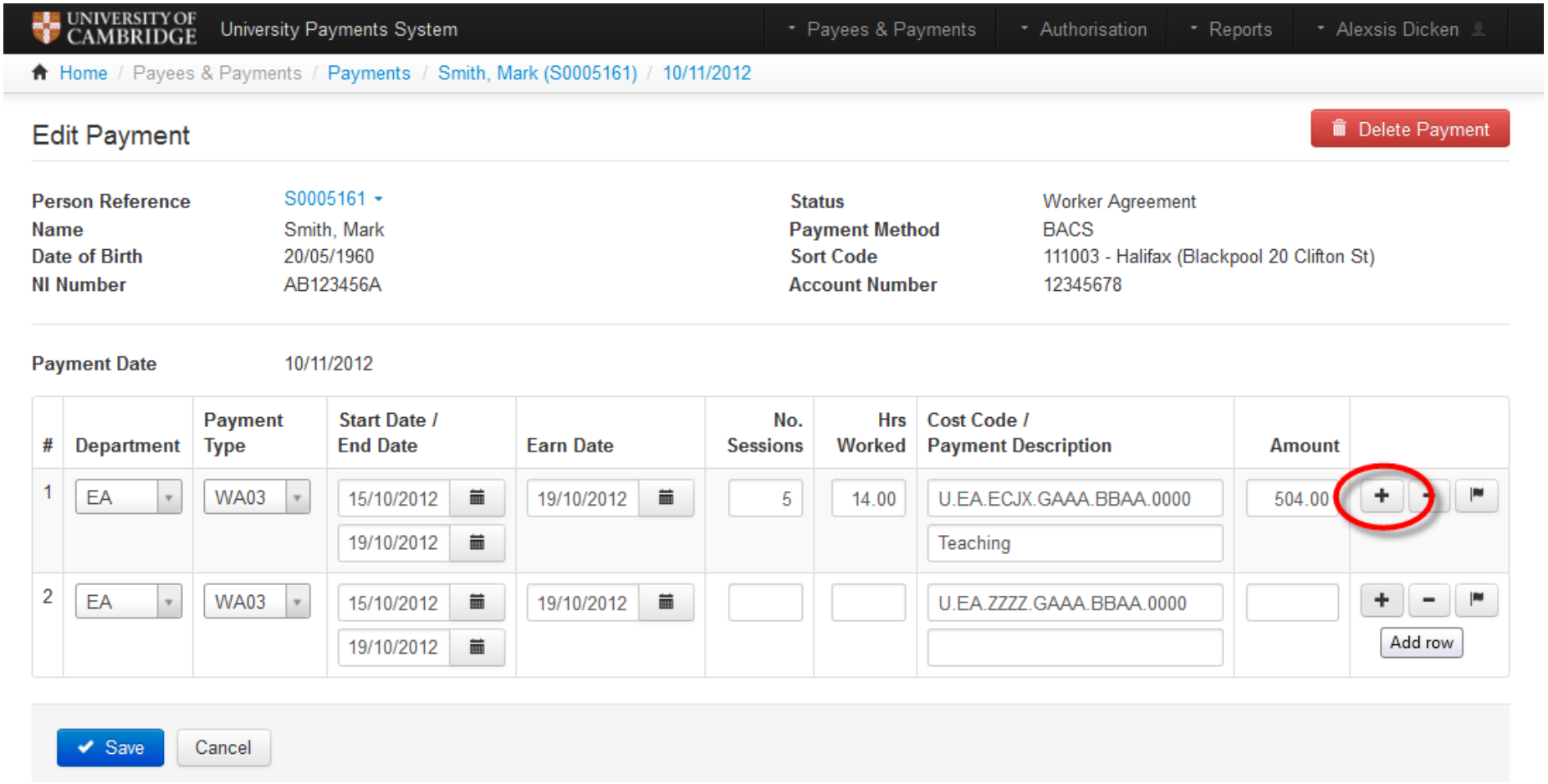


- Data entered in Payment Description field will be shown on the payees remittance advice

- Enter payment **Amount** and **Save**

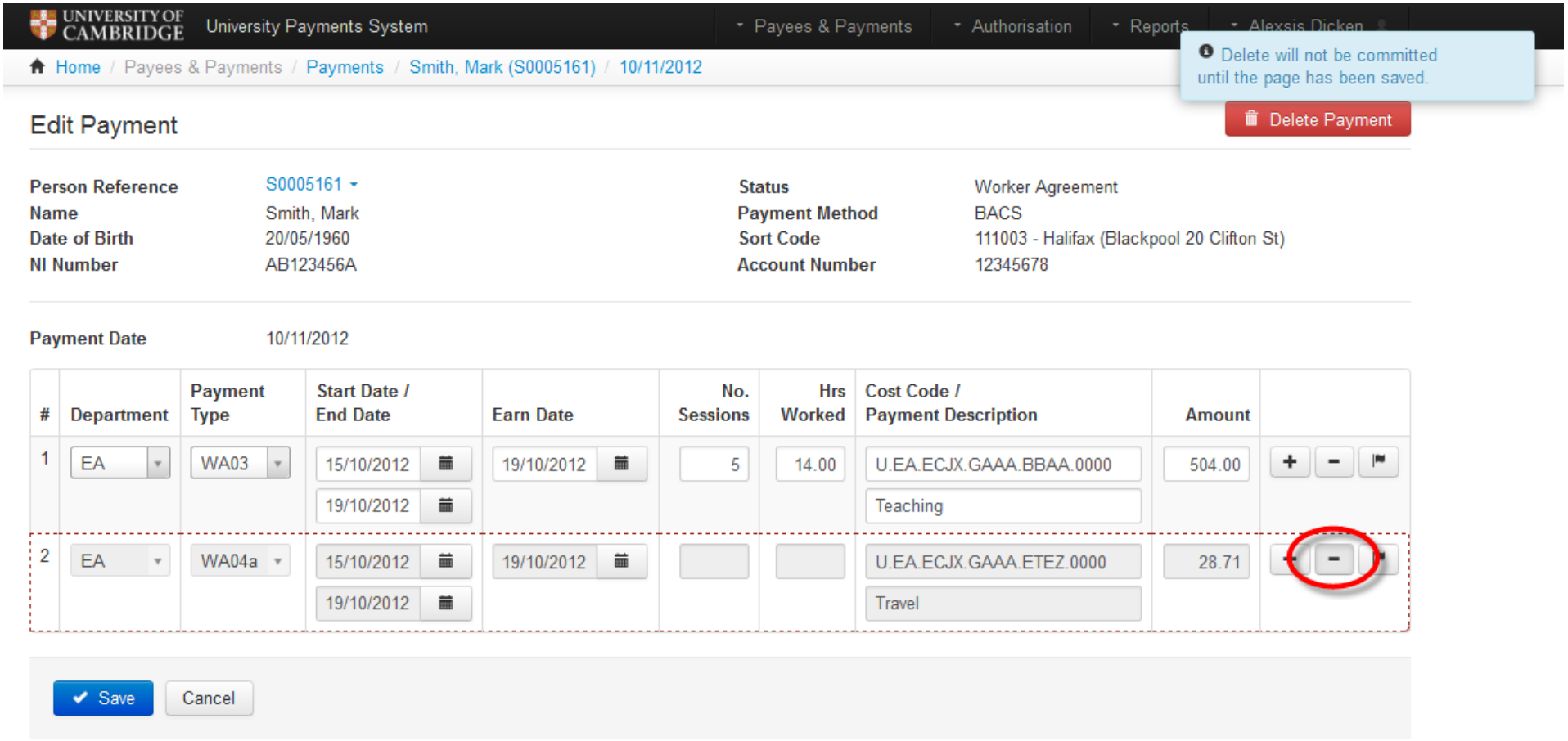


- To **add** an additional **row** click [+]



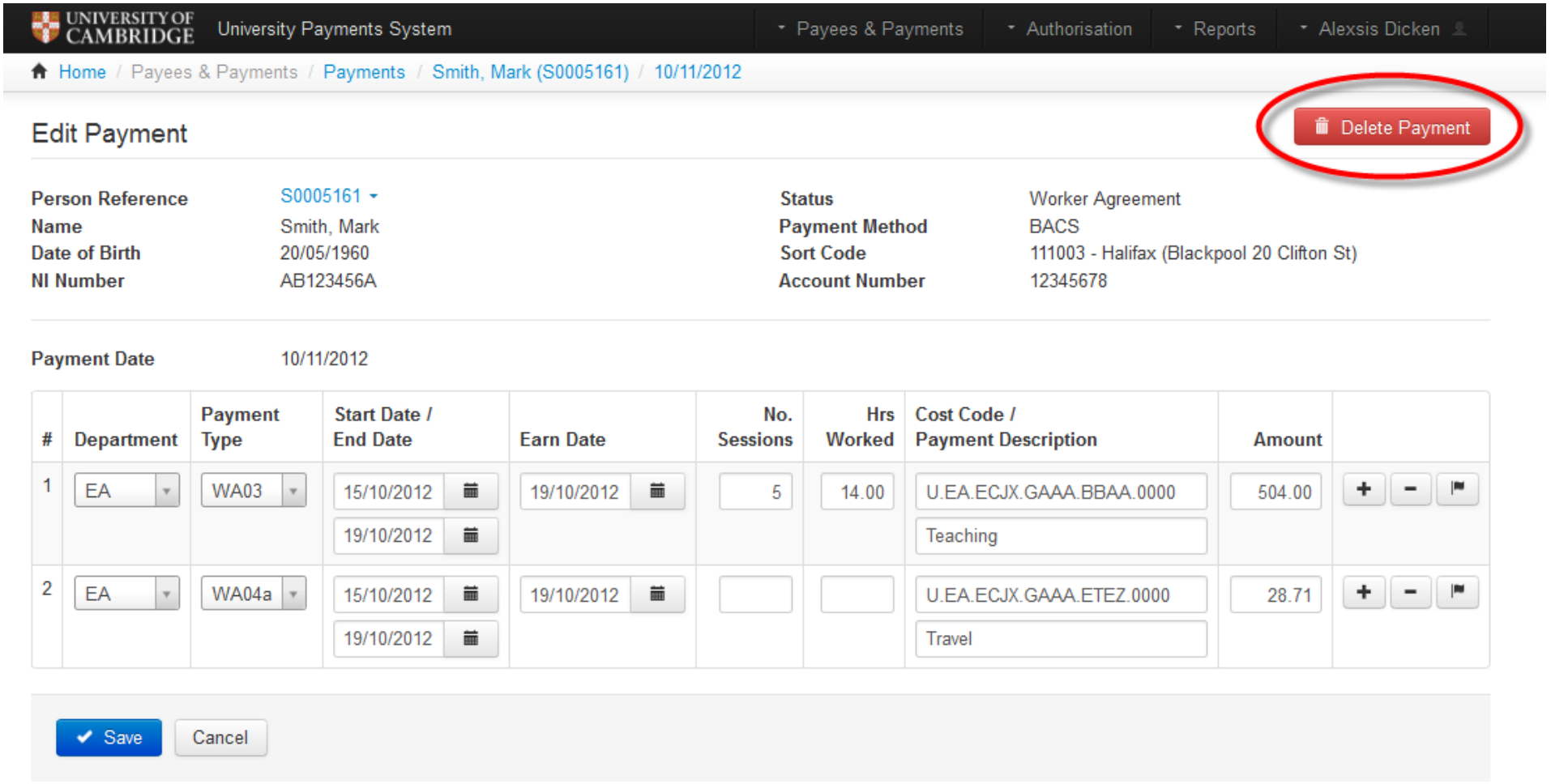
- Remember to click **Save** each time you add a row

- To **delete** a **row** click [-]

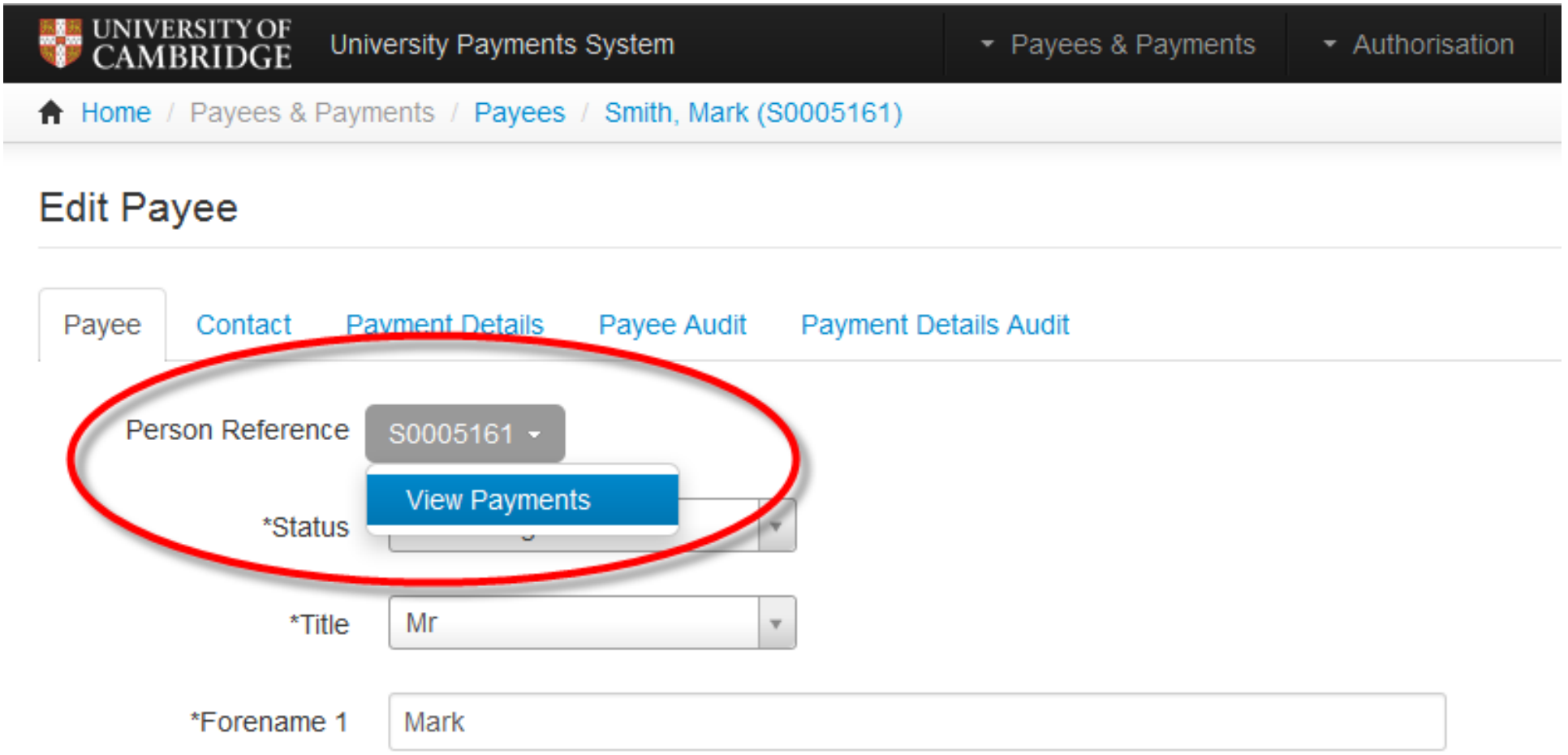
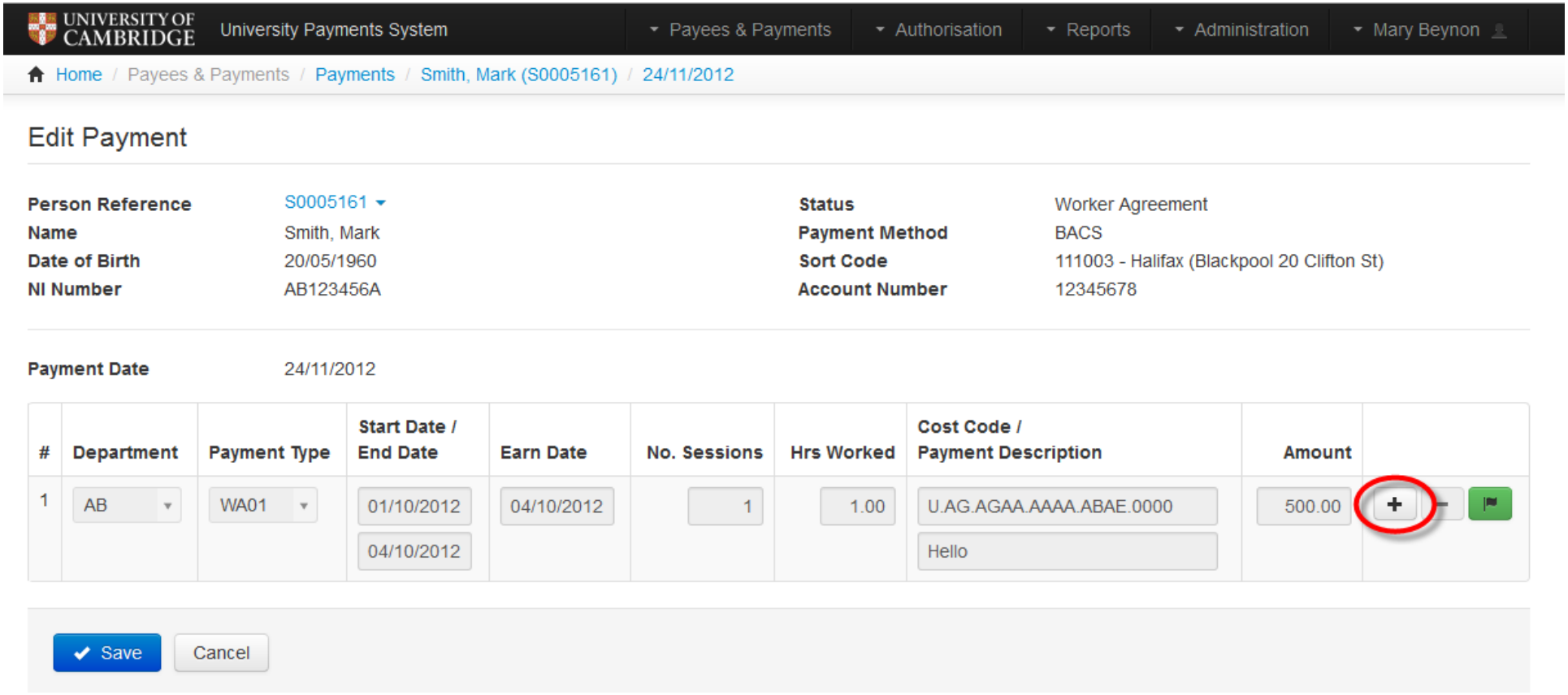


- To reinstate a row click [-], as delete will not be committed until page has been saved

- To **Delete** entire **payment**, click Delete Payment



- Use Person Reference to toggle between Payments and Payee details



- To enter an **additional payment(s)** to a payrun (after initial payment(s) for that payrun have been authorised), go to Payments, select Payment Date and click +