

# **Entering a Payment on UPS**

• On **A** Home page select **Payments** from Payees & Payments dropdown list

CAMBRIDGE UPS	Pay	vees & Payments - A	uthorisation - Reports - Alexs	sis Dicken 📃
✿ Home	Paye	es		
Useful Links	Paym Upcoming Pay	ments Ment Dates	Payment Authorisation	
University Payment System (UPS) Information	Cut Off Date	Payment Date	Pending Requests	0
Human Resources Forms and Templates	01/11/2012	10/11/2012	Rejections	0
Finance Division: Payroll	15/11/2012	24/11/2012	Pending Authorisations	0
	29/11/2012	08/12/2012		



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

CAMBRIDGE UPS	;	<ul> <li>Payees &amp; Payments</li> </ul>
★ Home / Payees & Paym	ents / Payees	
Payees		
Search		
Surname	Smi	
Forename 1		
Date of Birth	dd/mm/yyyy	
NI Number		
Post Code		
Person Reference		
	Q Search Reset Search	

• 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

	NIVERSITY OF	3		<ul> <li>Payees &amp; Payments</li> </ul>	- Authorisation	<ul> <li>Reports</li> </ul>	<ul> <li>Alexsis Dicken </li> </ul>
🕈 Hor	me / Payees & Paym	nents / Payments					
Payr	ments						
Sear	ch Results						
← P	Previous 1 Nex	t $\rightarrow$ Showing 1	to 3 of 3 entr	ies (filtering from 40)		Search:	ark
#	Surname 🔶	Forename 1	Title  🍦	Date of Birth	NI Number 🔶	Post Code	Person Reference
1	Smith	Mark	Dr	09/08/1955	NX123456B	CB2 3AA	S0005152
2	Smith	Mark	Mr	20/05/1960	AB123456A	CB3 0TX	S0005161
3	Smith	Mark	Dr	23/09/1975	AB654321B	CB2 3XX	S0005162
← P	Previous 1 Nex	t →				2	5 rows per page

• 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** 

UNIVERSITY OF UPS	3	<ul> <li>Payees &amp; Payments</li> </ul>	- Authorisation	- Reports	- Alexsis Dicken 💄
↑ Home / Payees & Payme	ents / Payees / Smith, Mark (S00	05174)			
Edit Payee					
Payee Contact Pay	mont Details				
Person Reference *Status	S0005174 - View Payments				
*Title	Mr 💌				
*Forename 1	Mark				
Forename 2					
*Surname	Smith				



Click + Add Payment

UNIVERSITY OF CAMBRIDGE	UPS	<ul> <li>Payees &amp; Payments</li> </ul>	<ul> <li>Authorisation</li> </ul>	
A Home / Payees &	Payments / Payments / Smith, M	lark (S0005161)		
No payments found	for Smith, Mark (S0005161)			×
Payments				+ Add Payment
Person Reference	S0005161 -	Status	Worke	er Agreement
Name	Smith, Mark	Payment Me	thod BACS	i de la construcción de la constru
Date of Birth	20/05/1960	Sort Code	11100	3 - Halifax (Blackpool 20 Clifton St)
NI Number	AB123456A	Account Nur	mber 12345	678
Payments				



#### • Select Payment Date

UNIVERSITY OF University OF	rsity Payments System		-	Payees & F	payments	- Authorisation		Alexsis Dicken 🚊
A Home / Payees & Payme	nts / Payments / Smith, Mark	(S0005161) / Add Pay	ment					
Add Payment								
Person Reference Name Date of Birth NI Number	S0005161 ▼ Smith, Mark 20/05/1960 AB123456A		Stat Pay Sor Acc	tus ment Meth t Code count Numb	od er	Worker Agreemer BACS 111003 - Halifax ( 12345678	nt Blackpool 20 Clifton	St)
Payment Date # Department Type	10/11/2012 1 Q 10/11/2012 24/11/2012	Earn Date	No. Sessions	Hrs Worked	Cost Code Payment De	/ escription	Amount	
1 AF VWAN	08/12/2012 y 🖬	dd/mm/yyyy						+ -  *
Save Cancel								

- 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**

UNIVERSITY OF CAMBRIDGE	University Pa	yments System		• F	Payees & Pa	yments
♠ Home / Payees	& Payments /	Payments / Smith,	Mark (S0005161) / Add	Payment		
Add Payment						
Person Reference	S000	5161 -		Sta	itus	
Name Data of Birth	Smith	h, Mark		Pay	yment Meth rt Codo	od
NI Number	AB12	23456A		Acc	count Numb	er
Payment Date # Department	10/ <sup>-</sup> Payment Type	11/2012 • Start Date / End Date	Earn Date	No. Sessions	Hrs Worked	Cost Coo Paymen
1 AG   AF: Misd AG: Finance AH: Human F	WA01	dd/mm/yyy <u>;</u> 🗰	dd/mm/yyyy:			

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



# • Select Payment Type

UNIVERSITY OF CAMBRIDGE Uni	iversity Payments System			• Payees & F	ayments	<ul> <li>Authorisation</li> </ul>	✓ Reports	✓ Alexsis Dicken <a></a>
A Home / Payees & Paye	ments / Payments / Smith, Mark	(S0005161) / Add Payı	ment					
Add Payment								
Person Reference Name Date of Birth NI Number	S0005161 ▼ Smith, Mark 20/05/1960 AB123456A		Sta Pay Soi Ace	itus yment Metho rt Code count Numb	od er	Worker Agreemer BACS 111003 - Halifax (I 12345678	nt Blackpool 20 Cl	fton St)
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1 AG V WAI	01 A dd/mm/yyyy 🗮	dd/mm/yyyy 🗰 Q						
s s s c s	E04. reaching E05: Travel & Subsistence E06: Lecture Fee (taxable)	E						
Stu S Wo	VADEN: Lower Exams							



### • Enter **Dates**

÷	UNIVERSITY OF CAMBRIDGE	University Pa	ayments System		+ P	ayees & Pa	yments
ŧ	Home / Payees	& Payments /	Payments / Smith, I	Mark (S0005161) / A	Add Payment		
Ad	ld Payment						
Per Nar Dat NI N	son Reference ne e of Birth Number	S000 Smit 20/09 AB12	9 <mark>5161                                   </mark>		Sta Pay Sor Acc	tus yment Meth t Code count Numb	od oer
Pay	ment Date	10/	11/2012				
#	Department	Payment Type	Start Date / End Date	Earn Date	No. Sessions	Hrs Worked	Cost Coo Paymen
1	AG v	WA0	dd/mm/yyy:	dd/mm/yyy:			
	✓ Save	Cancel					

- 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

÷	UNIVERSITY OF	E University Pa	yments System		- F	Payees & Pa	yments • Authorisation	- Reports	- Alexsis Dicken 🚊
ŧ	Home / Payees	& Payments /	Payments / Smith, M	ark (S0005161) / Add I	Payment				
Ac	ld Payment	:							
Per Nar Dat	son Reference ne e of Birth Number	S000 Smit 20/05	5161 <del>-</del> h, Mark 5/1960 23456A		Sta Pa So Ac	atus yment Meth rt Code count Numb	worker Agreen BACS 111003 - Halifax Der 12345678	nent x (Blackpool 20 (	Clifton St)
Pay	yment Date	08/	12/2012 *		nu.				
#	Department	Payment Type	Start Date / End Date	Earn Date	No. Sessions	Hrs Worked	Cost Code / Payment Description	Am	ount
1	AG 🔻	WA01 -	21/10/2012         Image: Constraint of the second sec	21/10/2012	1	5			



- 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

÷	UNIVERSITY OF	F University Pa	yments System				•	Paye	es 8	& Pay	yments • Authorisation • Re	eports - A	lexsis Dicken 💄
<b>↑</b>	Home / Payees	s & Payments /	Payments / Smith, M	/ark (S0005161) / /	Add Pa	aymei	nt						
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Pay	ment Date	08/*	12/2012 • Start Date /				No.			Hrs	Cost Code /		
#	Department	Туре	End Date	Earn Date		Ses	sions	v	/ork	ed	Payment Description	Amount	
1	AG 🔻	WA01 -	21/10/2012	dd/mm/yyy	•		4			12			+ -  *
			01/11/2012		-	Octo	ber 2	2012		<b>→</b>			
				S	u Mo	Tu	We	Th	Fr	Sa			
	- Sava	Cancel		3	0 1	2	3	4	5	6			
	✓ Save	Calicel		1	8	9	10	11	12	13			
				2	1 22	23	24	25	26	20 27			
				2	3 29	30	31	1	2	3			
				4	5	6	7	8	9	10			



• **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** 

Ξc	lit Payment							ŵ	Delete Paymen
Per lar )at	rson Reference ne e of Birth Number	S000 Smit 20/0 AB1	05161 - th, Mark 5/1960 23456A		Sta Pa So Ace	itus yment Meth rt Code count Numb	Worker Agreement BACS 111003 - Halifax (Black Der 12345678	kpool 20 Clifton	St)
aj	ment Date	08/1	2/2012	$\frown$					
#	Department	Payment Type	Start Date / End Date	Earn Date	No. Sessions	Hrs Worked	Cost Code / Payment Description	Amount	
1	AG 🔻	WA06 *	21/10/2012	21/10/2012	1	3.00	U.AG.AGCU.EDDI.BBAA.0000	50.00	+ -
2	AG 🔻	WA06 *	21/10/2012	24/10/2012	1	3.00	U.AG.AGCU.EDDI.BBAA.0000	50.00	+ -  *
			01/11/2012				Teaching		
3	AG 🔻	WA06 *	21/10/2012 <b>1</b> 01/11/2012 <b>1</b>	29/10/2012 🗰	1	3.00	U.AG.AGCU.EDDI.BBAA.0000 Teaching	50.00	+ -
1	AG *	WA06 *	21/10/2012	01/11/2012 🗯	1	3.00	U.AG.AGCU.EDDI.BBAA.0000	50.00	+ -
			01/11/2012		<pre>////////////////////////////////////</pre>		Teaching		

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



#### • Enter Number of Sessions and Hours Worked

CAME	RSITY OF BRIDGE	University Pa	yments System		• F	Payees & Payments     Authorisation     Reports     Alexsis Dicken						
Home /	Payees	& Payments /	Payments / Smith, N	1ark (S0005161) / Add	I Payment							
Add Pay	yment											
Person Rei Name Date of Bir NI Number	ference rth	S000 Smit 20/05 AB12	S0005161 - Smith, Mark 20/05/1960 AB123456A				Status Payment Method Sort Code Account Number		Worker Agreement BACS 111003 - Halifax (Blackpool 20 Clifton St) 12345678			
Payment D	)ate	10/	11/2012 🔹									
# Depar	rtment	Payment Type	Start Date / End Date	Earn Date	No. Sessions	Hrs Worked	Cost Code Payment	e / Description	Am	ount		
1 AG	Ŧ	WA01 -	dd/mm/yyy!     dd/mm/yyy!	dd/mm/yyy <u>y</u>						+•	-	
		Concel										

- 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 <u>http://www.admin.cam.ac.uk/offices/misd/services/staff/cam-</u> 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

÷	UNIVERSITY OF	University Pa	ayments System		• P	Payees & Pa	yments	• Authorisation •	Reports • A	lexsis Dicken 💄
A I	lome / Payees	& Payments /	Payments / Smith, M	1ark (S0005161) / Add I	Payment					
Ad	d Payment									
Pers Nam Date NI N	son Reference ne e of Birth umber	S000 Smit 20/0 AB12	05161 <del>-</del> th, Mark 5/1960 23456A		Status Payment Method Sort Code Account Number			Worker Agreement BACS 111003 - Halifax (Blackpool 20 Clifton St) 12345678		
Pay	ment Date	10/	11/2012 🔻							
#	Department	Payment Type	Start Date / End Date	Earn Date	No. Sessions	Hrs Worked	Cost Code Payment L	/ Description	Amount	
1	AG *	WA01 ×	dd/mm/yyy:       dd/mm/yyy:	dd/mm/yyy:			U.AG.AGA	AA.AAAA.ESBC.0000		+ -  *
	✓ Save	Cancel								

- 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**

UNIVERSITY CAMBRIDG	E University P	ayments System		+ F	Payees & Pa	yments • Authorisatio	n • Reports	• Alexsis Dicken 💄	
A Home / Payee	es & Payments	Payments / Smith, M	ark (S0005161) / Add I	Payment					
Add Paymen	t								
Person Reference Name Date of Birth NI Number Payment Date	e S00 Smi 20/0 AB1	S0005161 - Smith, Mark 20/05/1960 AB123456A 10/11/2012 -			ntus yment Meth rt Code count Numb	Worker Agro bod BACS 111003 - Ha ber 12345678	Worker Agreement BACS 111003 - Halifax (Blackpool 20 Clifton St) 12345678		
# Department	Payment Type	Start Date / End Date	Earn Date	No. Sessions	Hrs Worked	Cost Code / Payment Description	An	nount	
1 AG *	WA01 -	dd/mm/yyy:       dd/mm/yyy:	dd/mm/yyy:		-			+ - M	
✓ Save	Cancel								

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



# • Enter payment **Amount** and **Save**

CAMBRIDGI	University Pa	ayments System		• F	ayees & Pa	yments • Authorisation	• Reports • A	Alexsis Di	cken 🚊
A Home / Payees	& Payments /	Payments / Smith,	Mark (S0005161) / 10/1	1/2012					
The Payment has	been created								×
Edit Payment								i Delete I	<sup>o</sup> ayment
Person ReferenceS0005161 •NameSmith, MarkDate of Birth20/05/1960NI NumberAB123456A			Sta Pay Soi Acc	tus yment Meth t Code count Numb	Worker Agree BACS 111003 - Halif Der 12345678	Worker Agreement BACS 111003 - Halifax (Blackpool 20 Clifton St) 12345678			
Payment Date	10/1	1/2012							
# Department	Payment Type	Start Date / End Date	Earn Date	No. Sessions	Hrs Worked	Cost Code / Payment Description	Amount		
1 EA *	WA03 -	15/10/2012	19/10/2012 🗰	5	14.00	U.EA.ECJX.GAAA.BBAA.	0000 504.00	+	-
		19/10/2012 🗰				Teaching			



• To **add** an additional **row** click 🚺

÷	UNIVERSITY OF	University Pa	ayments System		• F	Payees & Pa	yments • Authorisation	• Reports •	Alexsis Dicken 💄			
<b>↑</b> I	Home / Payees	& Payments /	Payments / Smith, N	lark (S0005161) / 10/11	/2012							
Ed	Edit Payment											
Person Reference Name Date of Birth NI Number		S000 Smit 20/05 AB12	S0005161 - Smith, Mark 20/05/1960 AB123456A			atus yment Meth rt Code count Numb	Worker Agree BACS 111003 - Halifa Der 12345678	Worker Agreement BACS 111003 - Halifax (Blackpool 20 Clifton St) 12345678				
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#	Department	Payment Type	Start Date / End Date	Earn Date	No. Sessions	Hrs Worked	Cost Code / Payment Description	Amou	nt			
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2	EA 🔻	WA03 *	15/10/2012         Image: mail the second secon	19/10/2012 🗰			U.EA.ZZZZ.GAAA.BBAA.C	0000	+ - I			
	✓ Save	Cancel										

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



#### • To **delete** a **row** click 🖃

<b>W</b> (	NIVERSITY OF CAMBRIDGE	University Pa	ayments System		- [	Payees & Pa	yments • Authorisation	<ul> <li>Report</li> </ul>	ns - Al	lexsis Dicken
A Ho	ome / Payees	& Payments /	Payments / Smith, M	/lark (S0005161) / 10/11	/2012				until the	page has been saved
Edit	Payment								â	Delete Payment
Person Reference Name Date of Birth NI Number		S0005161 - Smith, Mark			Sta	atus	Worker Agreem	nent		
					Pa	yment Meth rt Codo	od BACS	BACS		
		AB12	23456A		Ac	count Numb	per 12345678	111003 - Halifax (Blackpool 200 12345678		30)
Payn	nent Date	10/11	/2012							
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# 1	EA •	Payment Type WA03 +	Start Date / End Date           15/10/2012         Image: Compare the second	Earn Date	No. Sessions	Hrs Worked	Cost Code / Payment Description	000	<b>Amount</b> 504.00	+ -  *
# 1 2	EA •	Payment Type WA03 • WA04a •	Start Date / End Date           15/10/2012         Im           19/10/2012         Im           15/10/2012         Im	Earn Date	No. Sessions	Hrs Worked 14.00	Cost Code / Payment Description U.EA.ECJX.GAAA.BBAA.00 Teaching U.EA.ECJX.GAAA.ETEZ.000	000	Amount 504.00 28.71	+ - P

• To reinstate a row click 🔄 , as delete will not be committed until page has been saved



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

Ŷ	UNIVERSITY OF	E University P	ayments System		• F	Payees & Pa	ayments • Authorisation	• Reports • A	lexsis Dicken 💄
ŧ.	Home / Payees	s & Payments /	Payments / Smith, M	Mark (S0005161) / 10/11	1/2012				
Ed	lit Payment								Delete Payment
Person ReferenceS0005161 •NameSmith, MarkDate of Birth20/05/1960				Sta Pay Sou	ntus yment Meth rt Code	worker Agreeme BACS 111003 - Halifax (	Worker Agreement BACS 111003 - Halifax (Blackpool 20 Clifton St)		
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'ay # 1	Department	10/1 Payment Type WA03 *	1/2012 Start Date / End Date 15/10/2012	Earn Date	No. Sessions	Hrs Worked	Cost Code / Payment Description	Amount 0 504.00	+ -  *
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# 1 2	Department EA *	10/1 Payment Type WA03   WA04a	1/2012 Start Date / End Date 15/10/2012	Earn Date	No. Sessions	Hrs Worked	Cost Code / Payment Description	Amount 0 504.00 28.71	+ -  *

Save

Cancel



• Use Person Reference to toggle between Payments and Payee details

UNIVERSITY OF CAMBRIDGE Unive	ersity Payments System	<ul> <li>Payees &amp; Payments</li> </ul>	<ul> <li>Authorisation</li> </ul>
A Home / Payees & Payme	ents / Payees / Smith, Mark (S0005161)		
Edit Payee			
Payee Contact Pay	ment Details Payee Audit Payment	Details Audit	
Person Reference *Status	S0005161 - View Payments		
*Title	Mr		
*Forename 1	Mark		



• 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 **•** 

	UNIVERSITY OF CAMBRIDGE	University Payn			yments 👻 🗸	Authorisation	✓ Reports	<ul> <li>Administration</li> </ul>			
ŧ	Home / Payees	& Payments / Pay	/ments / Smith, I	Mark (S0005161)	/ 24/11/2012						
Ed	it Payment										
Person Reference Name Date of Birth NI Number		S0005161 ▼ Smith, Mark 20/05/1960 AB123456A				Status Payment Method Sort Code Account Number			Worker Agreement BACS 111003 - Halifax (Blackpool 20 Clifton St) 12345678		
Pay	ment Date	24/11/2	2012								
#	Department	Payment Type	Start Date / End Date	Earn Date	No. Sessions	Hrs Worked	Cost Code / Payment De	scription	Amo	unt	
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