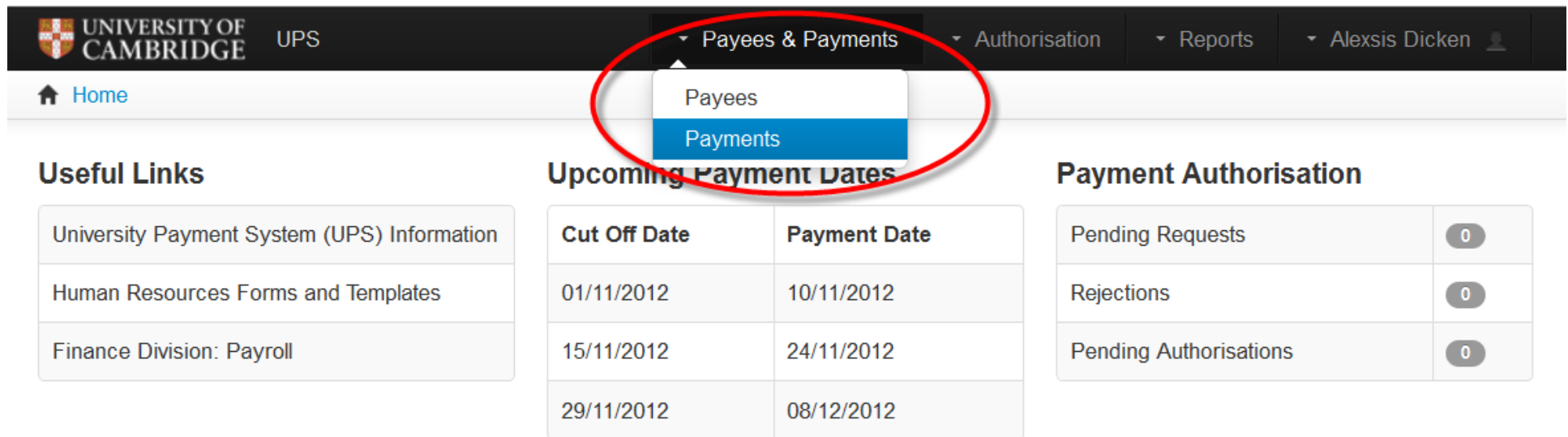


Viewing Payments for an individual on UPS

- On  [Home](#) page select **Payments** from Payees & Payments dropdown list



The screenshot shows the University Payment System (UPS) interface. The top navigation bar includes the University of Cambridge logo, the text 'UPS', and a dropdown menu with 'Payees & Payments' selected. The dropdown menu is open, showing 'Payees' and 'Payments' (highlighted in blue). Below the navigation bar, there are three main sections: 'Useful Links', 'Upcoming Payment Dates', and 'Payment Authorisation'.

Useful Links

- University Payment System (UPS) Information
- Human Resources Forms and Templates
- Finance Division: Payroll


Upcoming Payment Dates

Cut Off Date	Payment Date
01/11/2012	10/11/2012
15/11/2012	24/11/2012
29/11/2012	08/12/2012

Payment Authorisation

Pending Requests	0
Rejections	0
Pending Authorisations	0

- Use to find Payee

 UNIVERSITY OF
CAMBRIDGE UPS

[Payees & Payments](#) [Authorisation](#) [Reports](#) [Alexsis Dicken](#)


[Home](#) / [Payees & Payments](#) / [Payments](#)

Payments

[Results](#)

Surname

Forename 1


Date of Birth 

NI Number

Post Code

Person Reference

- Click **Payment Date** to view Payments

 UNIVERSITY OF
CAMBRIDGE University Payments System

[Payees & Payments](#) [Authorisation](#) [Reports](#) [Alexsis Dicken](#)

[Home](#) / [Payees & Payments](#) / [Payments](#) / [Smith, Mark \(S0005161\)](#)

Payments + Add Payment

Person Reference	S0005161 ▾	Status	Worker Agreement
Name	Smith, Mark	Payment Method	BACS
Date of Birth	20/05/1960	Sort Code	111003 - Halifax (Blackpool 20 Clifton St)
NI Number	AB123456A	Account Number	12345678

Payments

#	Payment Date	Payment Count
1	10/11/2012	2

- **Flags indicate status of payments**

UNIVERSITY OF CAMBRIDGE University Payments System

 Payees & Payments | Authorisation | Reports | Alexis Dicken

[Home](#) / [Payees & Payments](#) / [Payments](#) / [Smith, Mark \(S0005161\)](#) / [10/11/2012](#)

Edit Payment

Person Reference	S0005161	Status	Worker Agreement
Name	Smith, Mark	Payment Method	BACS
Date of Birth	20/05/1960	Sort Code	111003 - Halifax (Blackpool 20 Clifton St)
NI Number	AB123456A	Account Number	12345678

Payment Date 10/11/2012

#	Department	Payment Type	Start Date / End Date	Earn Date	No. Sessions	Hrs Worked	Cost Code / Payment Description	
1	EA	WA03	15/10/2012 19/10/2012	19/10/2012	5	14.00	U.EA.EC.JX.GAAA.BBAA.00 Teaching	<div style="border: 1px solid #ccc; padding: 5px; width: 150px;"> Payment Status Authorised Created by Alexis Dicken on 31/10/2012 Authorised by Alexis Dicken on 31/10/2012 </div>
2	EA	WA04a	15/10/2012 19/10/2012	19/10/2012			U.EA.EC.JX.GAAA.ETEZ.00 Travel	
3	EA	WA04e	15/10/2012 19/10/2012	19/10/2012			U.EA.EC.JX.GAAA.ESGF.0000 Postage	15.90 + - ❌

✓ Save
Cancel

- **Payments can be added, amended or deleted** before they have been Authorised