


Updating a Payee on UPS

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



UNIVERSITY OF CAMBRIDGE UPS

▼ Payees & Payments ▼ Authorisation ▼ Reports ▼ Alexis Dicken

Home

Useful Links

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

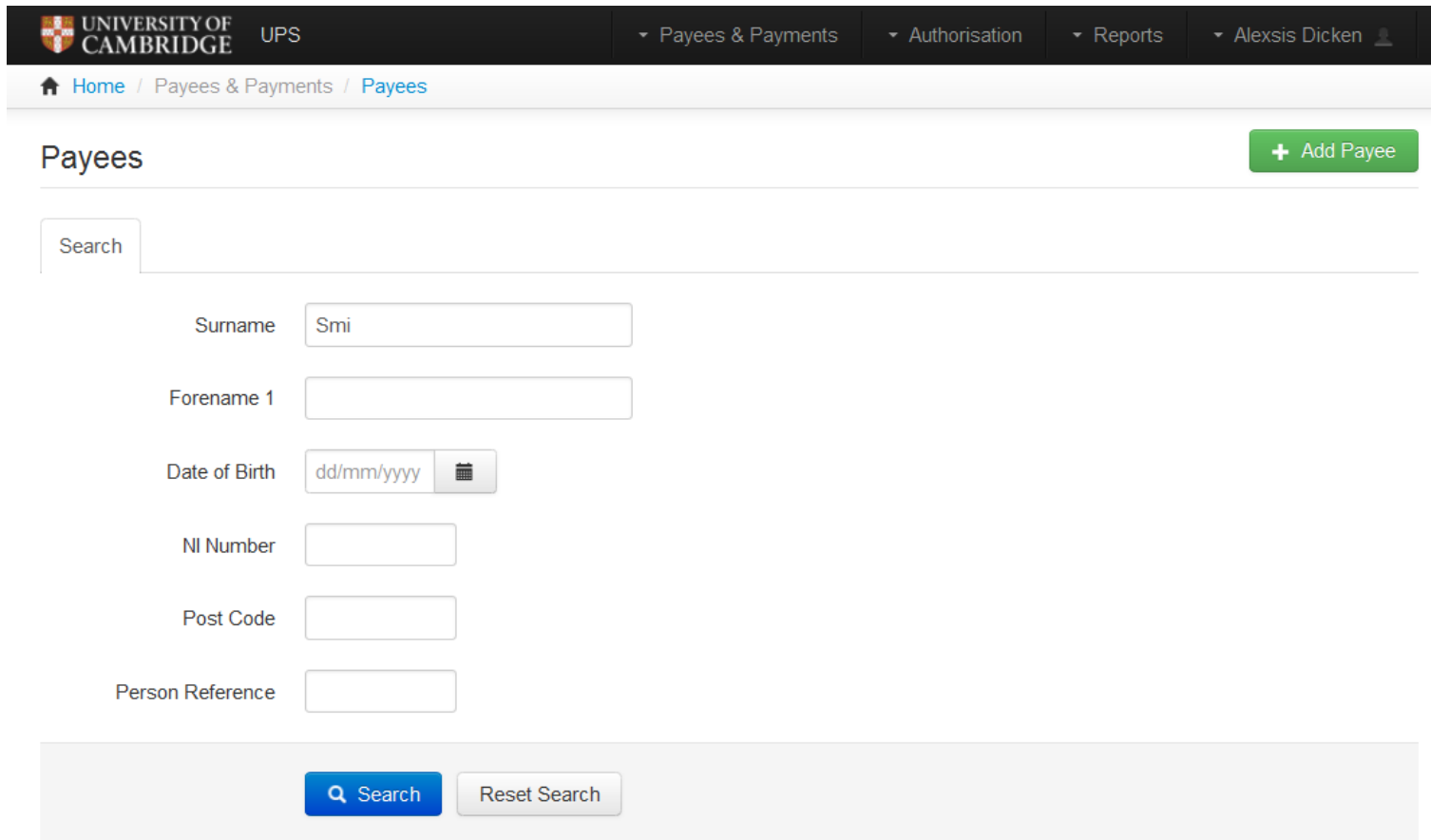
Upcoming Payment Dates

| 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 NI number to find Payee



The screenshot shows the 'Payees' section of the University of Cambridge UPS. At the top, there is a navigation bar with the University of Cambridge logo, 'UPS', and menu items: 'Payees & Payments', 'Authorisation', 'Reports', and 'Alexsis Dicken'. Below the navigation bar is a breadcrumb trail: 'Home / Payees & Payments / Payees'. The main heading is 'Payees', followed by a green '+ Add Payee' button. A search bar is present with the placeholder text 'Search'. Below the search bar are several input fields: 'Surname' (containing 'Smi'), 'Forename 1', 'Date of Birth' (with a calendar icon and placeholder 'dd/mm/yyyy'), 'NI Number', 'Post Code', and 'Person Reference'. At the bottom of the form area, there are two buttons: a blue 'Search' button and a grey 'Reset Search' button.

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

- Update relevant details then click **Save**

UNIVERSITY OF CAMBRIDGE University Payments System

Payees & Payments Authorisation Reports Alexis Dicken

Home / Payees & Payments / Payees / Smith, Mark (S0005161)

Edit Payee

Payee Contact Payment Details

Person Reference S0005161

*Status Worker Agreement

*Title Mr

*Forename 1 Mark

Forename 2

*Surname Smith

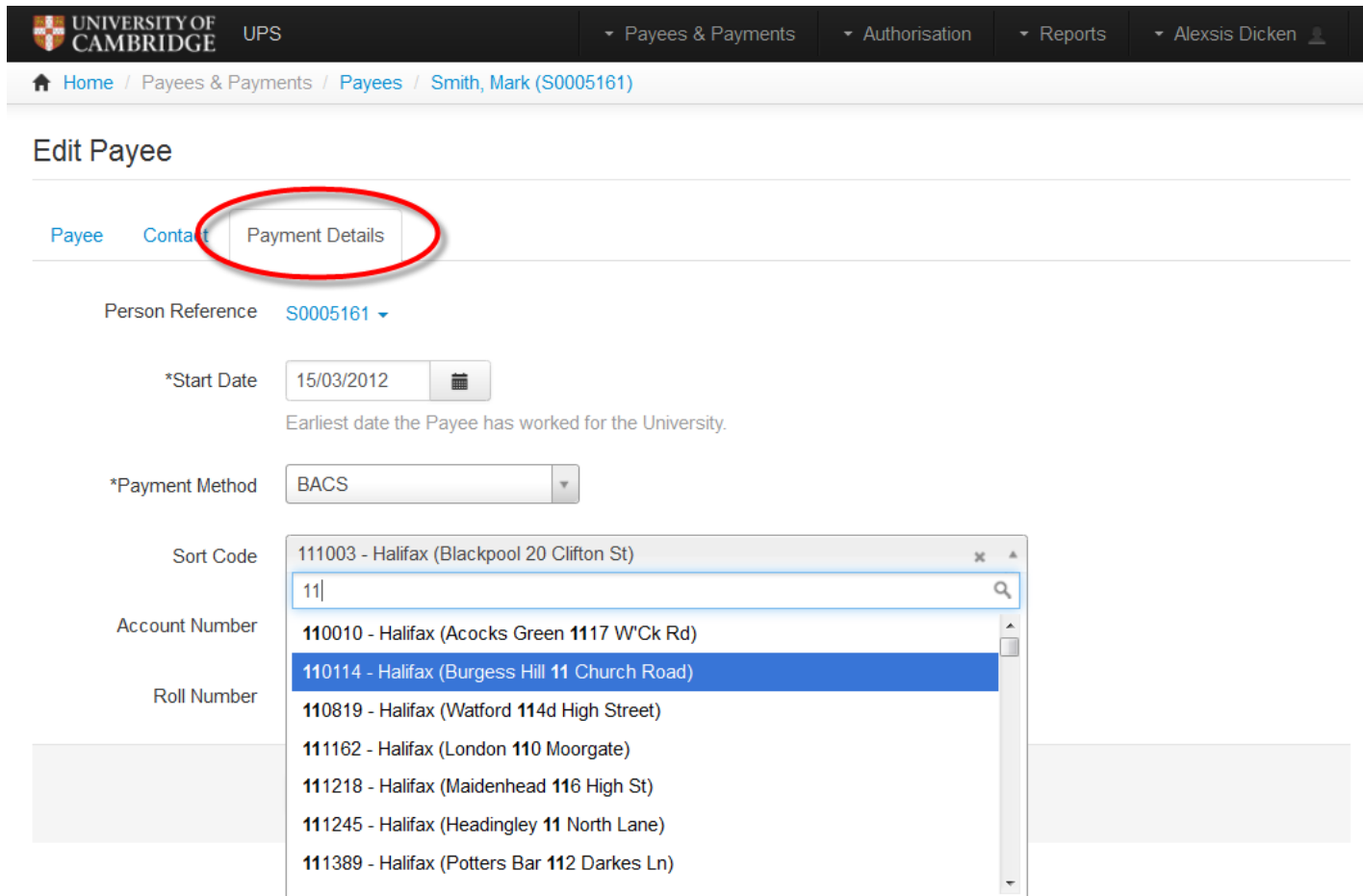
*Gender Male

*Date of Birth 20/05/1960

NI Number AB123456B

Save Cancel

- Payment Details can be **updated** on UPS until the first payment for the payee has been processed by Payroll



UNIVERSITY OF CAMBRIDGE UPS

Payees & Payments Authorisation Reports Alexis Dicken

Home / Payees & Payments / Payees / Smith, Mark (S0005161)

Edit Payee

Payee Contact **Payment Details**

Person Reference S0005161

*Start Date 15/03/2012
Earliest date the Payee has worked for the University.

*Payment Method BACS

Sort Code 111003 - Halifax (Blackpool 20 Clifton St)

Account Number 110010 - Halifax (Acocks Green 1117 W'ck Rd)

Roll Number 110114 - Halifax (Burgess Hill 11 Church Road)

110819 - Halifax (Watford 114d High Street)

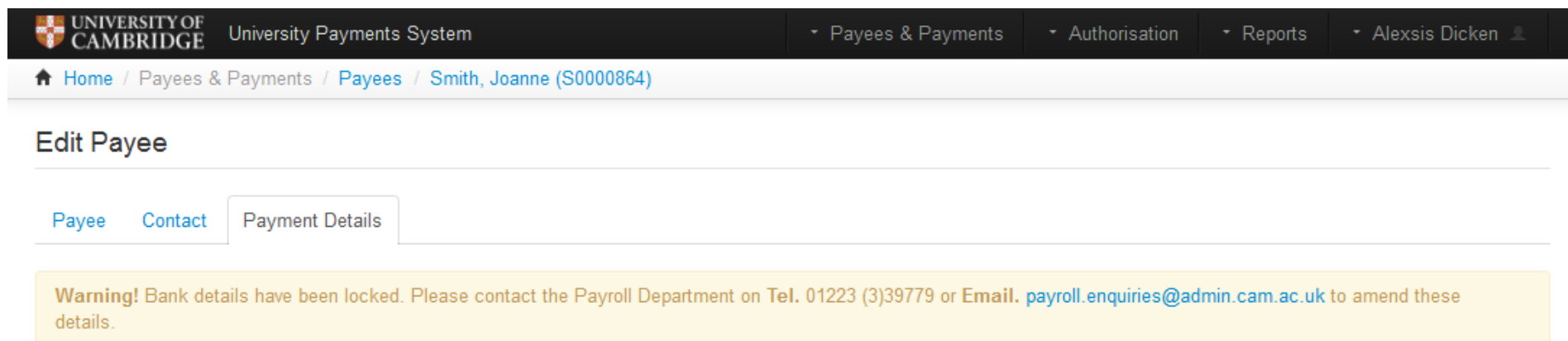
111162 - Halifax (London 110 Moorgate)

111218 - Halifax (Maidenhead 116 High St)

111245 - Halifax (Headingley 11 North Lane)

111389 - Halifax (Potters Bar 112 Darkes Ln)

- Once Payment Details are **locked**, any amendments should be passed to Payroll



The screenshot shows the 'University Payments System' interface. At the top, there is a navigation bar with the University of Cambridge logo and the text 'University Payments System'. Below this, there are several menu items: 'Payees & Payments', 'Authorisation', 'Reports', and 'Alexsis Dicken'. A breadcrumb trail indicates the current location: 'Home / Payees & Payments / Payees / Smith, Joanne (S0000864)'. The main heading is 'Edit Payee'. Below the heading, there are three tabs: 'Payee', 'Contact', and 'Payment Details'. A yellow warning box is displayed, stating: 'Warning! Bank details have been locked. Please contact the Payroll Department on Tel. 01223 (3)39779 or Email. payroll.enquiries@admin.cam.ac.uk to amend these details.'