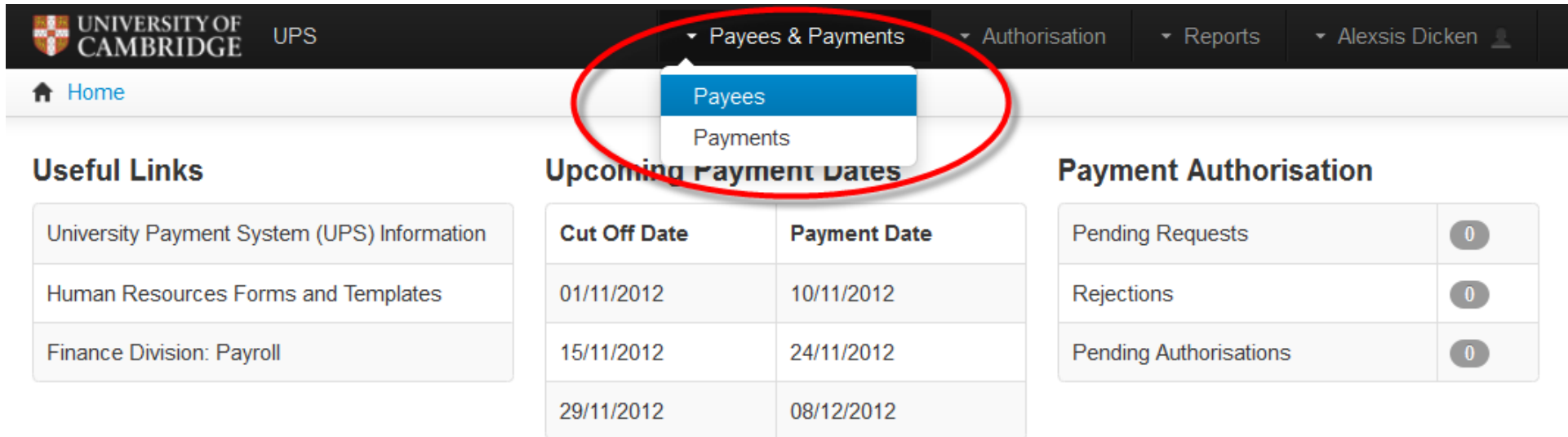


Search on UPS

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



The screenshot shows the University of Cambridge UPS interface. The top navigation bar includes the University of Cambridge logo, the text 'UPS', and a dropdown menu for 'Payees & Payments' which is currently open, showing 'Payees' and 'Payments' options. Other navigation options include 'Authorisation', 'Reports', and 'Alexsis Dicken'. Below the navigation bar is a 'Home' link. The main content area is divided into three sections: 'Useful Links', 'Upcoming Payment Dates', and 'Payment Authorisation'.

Useful Links

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

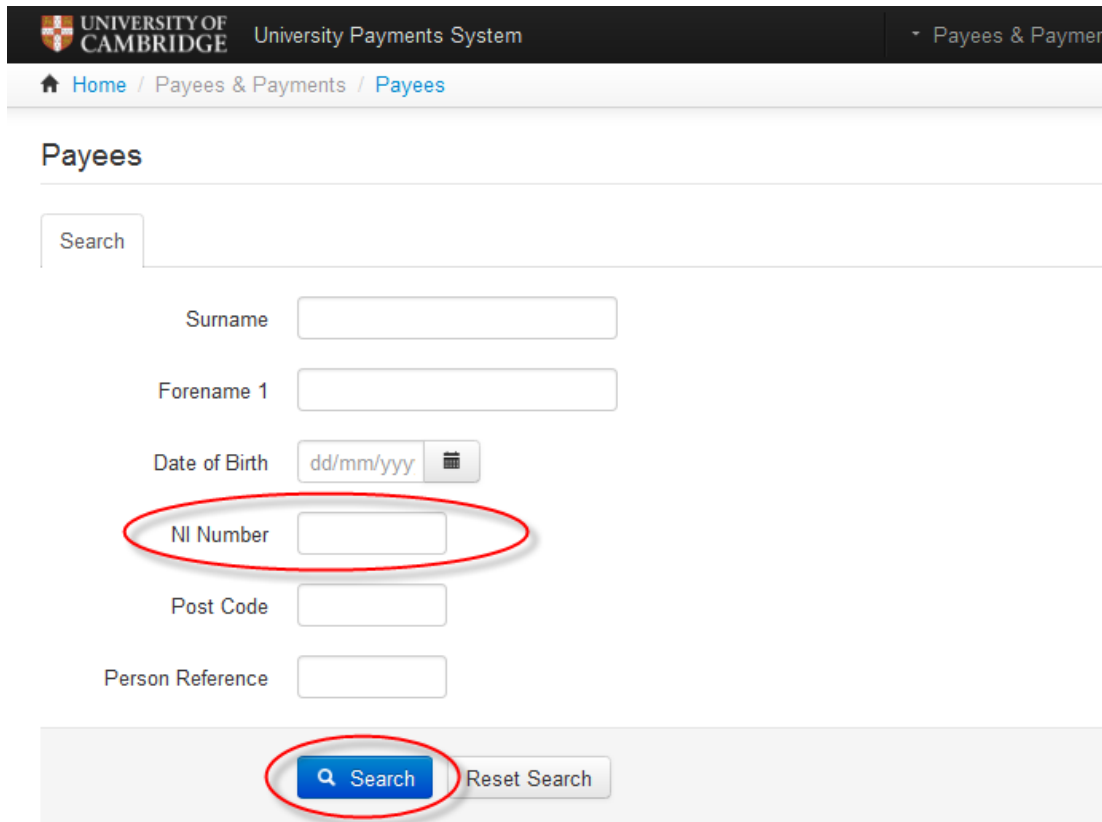
Upcoming Payment Dates

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

- Enter **NI number** and click 



UNIVERSITY OF CAMBRIDGE University Payments System


Home / Payees & Payments / Payees

Payees

Search

Surname

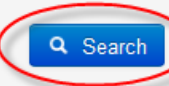
Forename 1

Date of Birth 

NI Number

Post Code

Person Reference

 Search

- If you do not have the NI number, you can enter a partial surname e.g. Smi or Person Reference in full
- The more details you enter, the more restricted your search results will be

- To refine the search results, enter additional details in Search box e.g. partial forename

UNIVERSITY OF CAMBRIDGE UPS

Payees & Payments Authorisation Reports Alexsis Dicken

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

Payees

+ Add Payee

Search
Results

← Previous
1
Next →

Showing 1 to 4 of 4 entries (filtering from 40)


Search:


#	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
4	Smith	Martine	Mrs	22/10/1980	NH506070C	CH48 8BP	S0000670

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Next →

25
▼
rows per page

- You can switch between the Search and Results, simply by clicking the relevant tab


UNIVERSITY OF CAMBRIDGE

UPS
▾ Payees & Payments
▾ Authorisation
▾ Reports
▾ Alexsis Dicken 

Home / Payees & Payments / Payees

Payees + Add Payee

Search
Results

← Previous
1
Next →


Showing 1 to 4 of 4 entries (filtering from 40)


#	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
4	Smith	Martine	Mrs	22/10/1980	NH506070C	CH48 8BP	S0000670

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Next →

25
▾
rows per page

- You can order the Search results by clicking any column heading in the Results tab


UNIVERSITY OF CAMBRIDGE
UPS

 ▾ Payees & Payments ▾ Authorisation ▾ Reports ▾ Alexis Dicken 

Home / Payees & Payments / Payees

Payees + Add Payee

Search
Results

Click any column heading to sort

← Previous

1

Next →

Showing 1 to 4 of 4 entries (filtering from 40)

Search: Mar

#	Surname	Forename 1	Title	Date of Birth	NI Number	Post Code	Person Reference
1	Smith	Martine	Mrs	22/10/1980	NH506070C	CH48 8BP	S0000670
2	Smith	Mark	Dr	23/09/1975	AB654321B	CB2 3XX	S0005162
3	Smith	Mark	Mr	20/05/1960	AB123456A	CB3 0TX	S0005161
4	Smith	Mark	Dr	09/08/1955	NX123456B	CB2 3AA	S0005152

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25 ▾ rows per page

The active column is highlighted

- Search will look for the data across all fields


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UPS
Payees & Payments
Authorisation
Reports
Alexsis Dicken

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

Payees + Add Payee

Search Results

← Previous
1
Next →
Showing 1 to 4 of 4 entries

#	Surname	Forename 1	Title	Date of Birth	NI Number	Post Code	Person Reference
1	Smith	Mark	Mr	20/05/1960	AB123456A	CB3 0TX	S0005161
2	Smith	Martine	Mrs	22/10/1965	NH506789C	CH48 8BP	S0000670
3	Smith	Mark	Dr	09/08/1955	MA123456B	CB2 3AA	S0005152
4	Smith	Mark	Major General	23/09/1975	AB654321B	CB2 3XX	S0005162

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Next →
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rows per page

Search:

