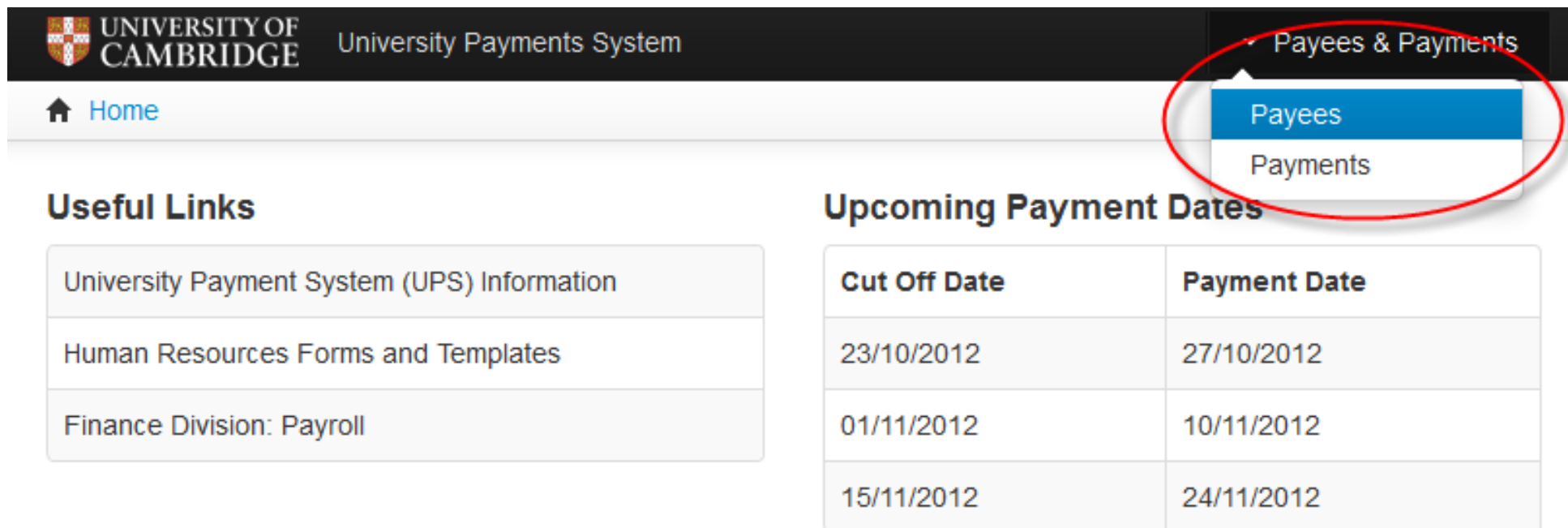


Adding a New Payee on UPS

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



UNIVERSITY OF CAMBRIDGE University Payments System

[Home](#)

Payees & Payments

Payees

Payments

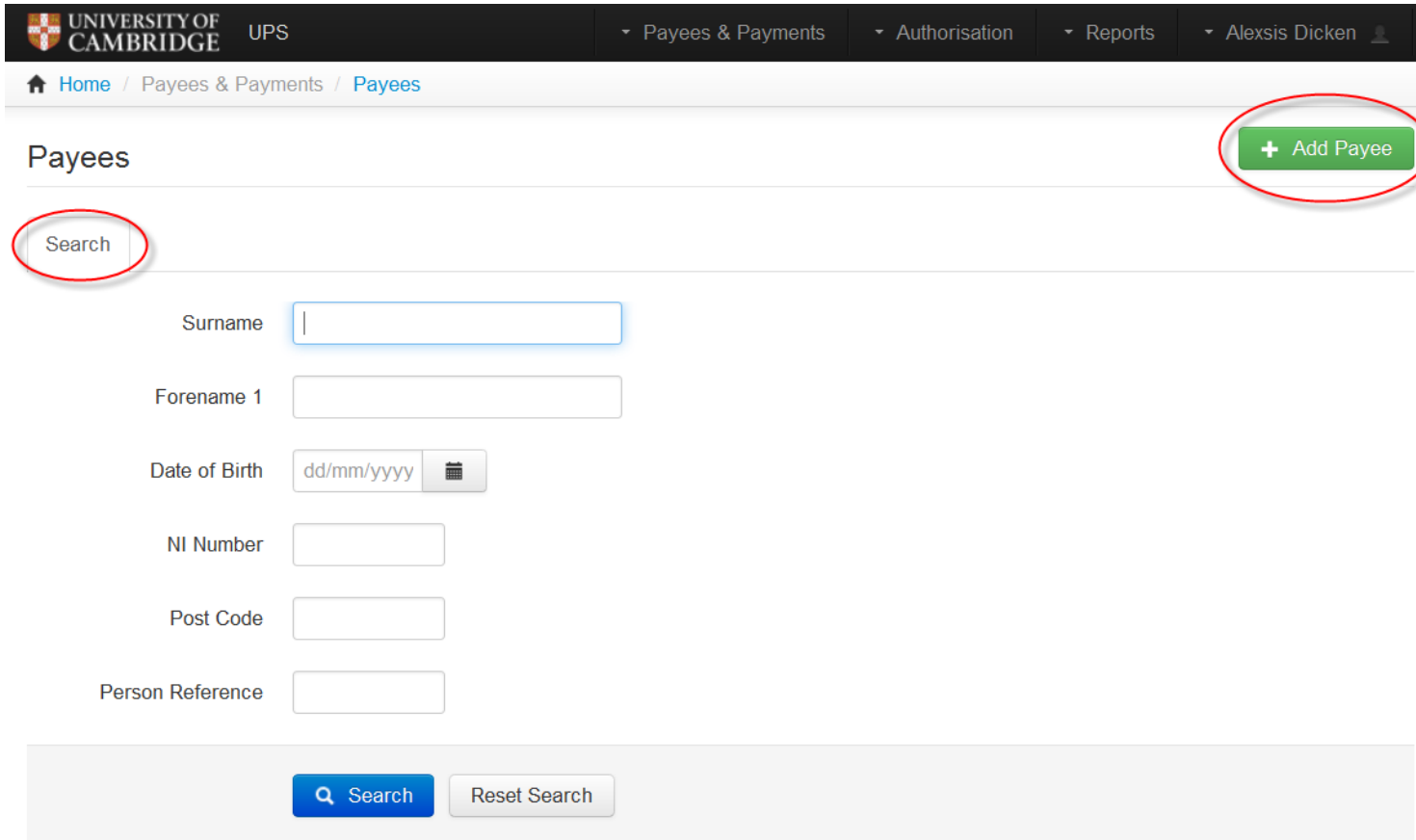
Useful Links

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

Upcoming Payment Dates

Cut Off Date	Payment Date
23/10/2012	27/10/2012
01/11/2012	10/11/2012
15/11/2012	24/11/2012

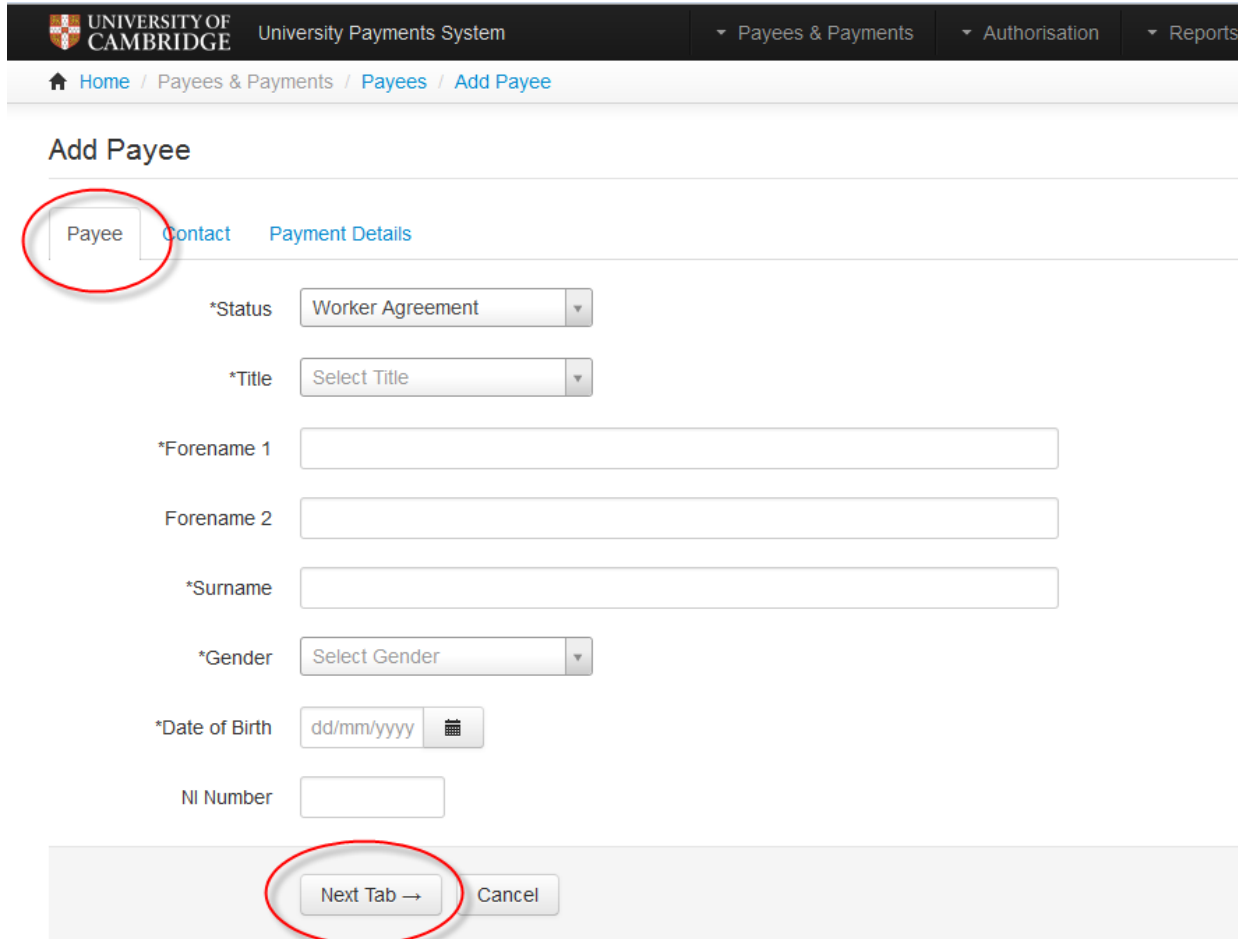
- Use NI number to check Payee is not already on the system and click



The screenshot shows the 'Payees' page in the University of Cambridge UPS system. The page header includes the University of Cambridge logo, 'UPS', and navigation menus for 'Payees & Payments', 'Authorisation', 'Reports', and 'Alexsis Dicken'. The breadcrumb trail is 'Home / Payees & Payments / Payees'. The main heading is 'Payees', with a '+ Add Payee' button circled in red. Below the heading is a search section with a 'Search' button also circled in red. The search form contains input fields for Surname, Forename 1, Date of Birth (with a calendar icon), NI Number, Post Code, and Person Reference. At the bottom of the search section are 'Search' and 'Reset Search' buttons.

- If no NI number is available, enter partial surname
- The more details you enter the more restricted your search results will be

- Enter **Payee Details** then click  to enter Contact and Payment Details.



UNIVERSITY OF CAMBRIDGE University Payments System

Payees & Payments | Authorisation | Reports

Home / Payees & Payments / Payees / Add Payee

Add Payee

Payee | Contact | Payment Details

*Status: Worker Agreement

*Title: Select Title

*Forename 1:

Forename 2:

*Surname:

*Gender: Select Gender

*Date of Birth: dd/mm/yyyy

NI Number:

Next Tab → | Cancel

- When all data is entered, click  on the Payment Details tab

- The system will highlight potential duplicate Payee records

UNIVERSITY OF CAMBRIDGE UPS

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

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

Warning ✕

Potentially duplicate Payees detected. Click Payee details below to view.

Person Reference	Forename 1	Surname	Date of Birth	Post Code	NI Number
H0004244	Geoffrey	Hall	19/10/1946	YO10 5DD	AB123456C
S0005161	Mark	Smith	20/05/1960	CB3 0TX	AB123456A

[Create new Payee](#)

Add Payee

Payee
Contact
Payment Details

*Status

*Title

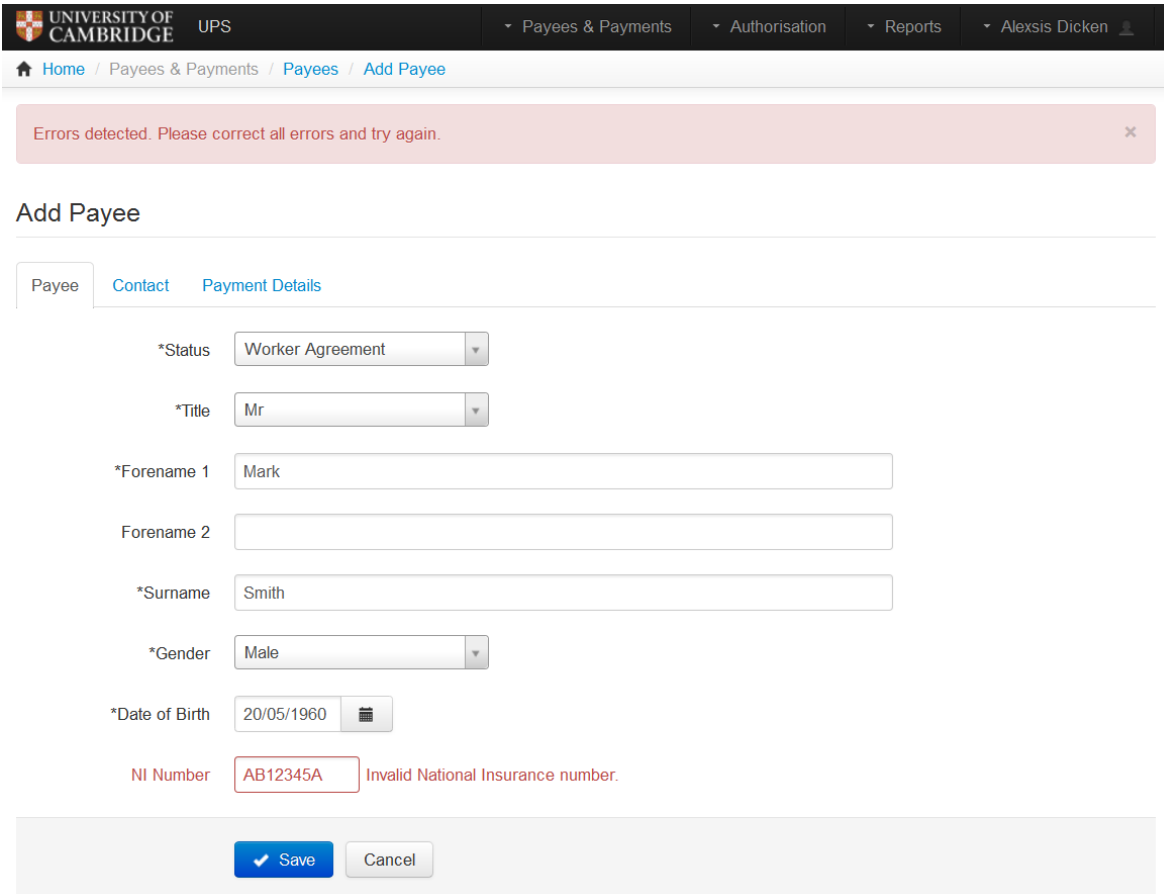
*Forename 1

Forename 2

*Surname

- To add new Payee click [Create new Payee](#)

- Invalid or missing details will be highlighted in red



UNIVERSITY OF CAMBRIDGE UPS

Payees & Payments Authorisation Reports Alexis Dicken

Home / Payees & Payments / Payees / Add Payee

Errors detected. Please correct all errors and try again.

Add Payee

Payee Contact Payment Details

*Status Worker Agreement

*Title Mr

*Forename 1 Mark

Forename 2

*Surname Smith

*Gender Male

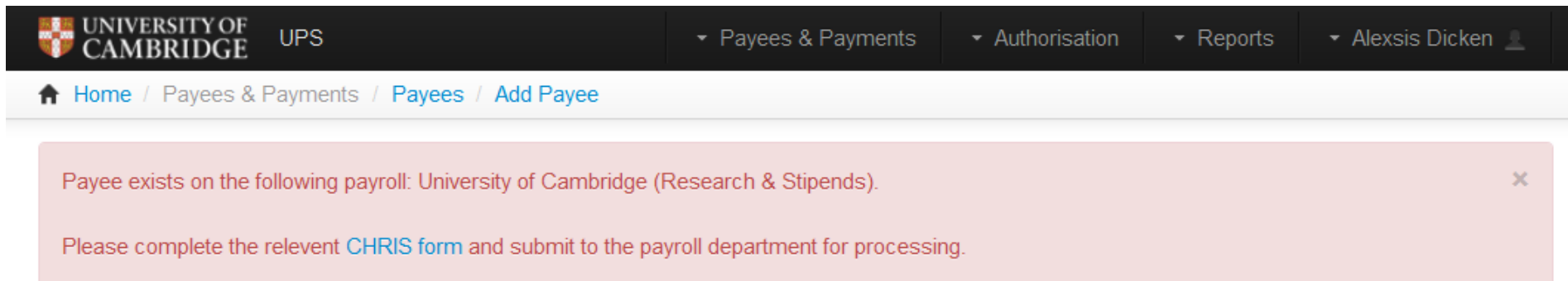
*Date of Birth 20/05/1960

NI Number AB12345A Invalid National Insurance number.

Save Cancel

- Once highlighted fields have been amended / updated, click Save

- If a Payee is on CHRIS, a warning box will appear



The screenshot shows the top navigation bar of the University of Cambridge UPS system. The navigation bar is dark grey and contains the University of Cambridge logo, the text 'UNIVERSITY OF CAMBRIDGE UPS', and several menu items: 'Payees & Payments', 'Authorisation', 'Reports', and 'Alexsis Dicken' with a user icon. Below the navigation bar is a breadcrumb trail: 'Home / Payees & Payments / Payees / Add Payee'. A red warning box is displayed in the center of the page, containing the following text: 'Payee exists on the following payroll: University of Cambridge (Research & Stipends). Please complete the relevent CHRIS form and submit to the payroll department for processing.' The warning box has a close button (X) in the top right corner.