Entering a Payment on UPS

- On **Home** page select **Payments** from Payees & Payments dropdown list
• Search for Payee using **NI number**, partial surname or Person Reference

- Surname
- Forename
- Date of Birth
- NI Number
- Post Code
- Person Reference

• 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

<table>
<thead>
<tr>
<th>#</th>
<th>Surname</th>
<th>Forename 1</th>
<th>Title</th>
<th>Date of Birth</th>
<th>NI Number</th>
<th>Post Code</th>
<th>Person Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Smith</td>
<td>Mark</td>
<td>Dr</td>
<td>09/08/1955</td>
<td>NX123456B</td>
<td>CB2 3AA</td>
<td>S0005152</td>
</tr>
<tr>
<td>2</td>
<td>Smith</td>
<td>Mark</td>
<td>Mr</td>
<td>20/05/1960</td>
<td>AB123456A</td>
<td>CB3 0TX</td>
<td>S0005161</td>
</tr>
<tr>
<td>3</td>
<td>Smith</td>
<td>Mark</td>
<td>Dr</td>
<td>23/09/1975</td>
<td>AB854321B</td>
<td>CB2 3XX</td>
<td>S0005162</td>
</tr>
</tbody>
</table>

- 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**
- Click + Add Payment

No payments found for Smith, Mark (S0005161)

Payments

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

• 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**

If you have authorisation to make payments for more than one Department, these Departments will show in the dropdown list.
• Select Payment Type
• **Enter Dates**

![Add Payment Page]

- 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**.

<table>
<thead>
<tr>
<th>Person Reference</th>
<th>Name</th>
<th>Date of Birth</th>
<th>NI Number</th>
<th>Payment Date</th>
<th>Department</th>
<th>Payment Type</th>
<th>Start Date</th>
<th>Earn Date</th>
<th>No. Sessions</th>
<th>Hrs Worked</th>
<th>Cost Code / Payment Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>S0005161</td>
<td>Smith, Mark</td>
<td>20/05/1960</td>
<td>AB123456A</td>
<td>08/12/2012</td>
<td>AG</td>
<td>WA01</td>
<td>21/10/2012</td>
<td>21/10/2012</td>
<td>1</td>
<td>5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
• 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

  o The total payment can be entered as **one row** with an **Earn Date** of **any date** within that period
- 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

- This will ensure the payee receives the correct amount of NI weeks
Enter **Number of Sessions** and **Hours Worked**

- 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 [http://www.admin.cam.ac.uk/offices/misd/services/staff/cam-only/modpay/](http://www.admin.cam.ac.uk/offices/misd/services/staff/cam-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

- 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**

Data entered in Payment Description field will be shown on the payee's remittance advice
Enter payment **Amount** and **Save**

<table>
<thead>
<tr>
<th>Person Reference</th>
<th>S005161</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Smith, Mark</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>20/05/1960</td>
</tr>
<tr>
<td>NI Number</td>
<td>A3123456A</td>
</tr>
</tbody>
</table>

**Status**
- Worker Agreement

**Payment Method**
- BACS

**Sort Code**
- 11003 - Halifax (Blackpool 20 Clifton St)

**Account Number**
- 12345678

**Payment Date**
- 10/11/2012

<table>
<thead>
<tr>
<th>#</th>
<th>Department</th>
<th>Payment Type</th>
<th>Start Date / End Date</th>
<th>Earn Date</th>
<th>No. Sessions</th>
<th>Hrs Worked</th>
<th>Cost Code / Payment Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>EA</td>
<td>WA03</td>
<td>15/10/2012, 19/10/2012</td>
<td>19/10/2012</td>
<td>6</td>
<td>14.00</td>
<td>U.EA, EC05, GAAA, BBAA, 0000, Teaching</td>
<td>504.00</td>
</tr>
</tbody>
</table>

[Image of the University Payment System interface]
• To **add** an additional row **click** +

<table>
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<th>Earn Date</th>
<th>No. Sessions</th>
<th>Hrs Worked</th>
<th>Cost Code / Payment Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>EA</td>
<td>WA03</td>
<td>15/10/2012</td>
<td>19/10/2012</td>
<td>5</td>
<td>14:00</td>
<td>U.EA ECJX GAAA.BBAA.0000 Teaching</td>
<td>504.00</td>
</tr>
<tr>
<td>2</td>
<td>EA</td>
<td>WA03</td>
<td>15/10/2012</td>
<td>19/10/2012</td>
<td></td>
<td></td>
<td>U.EA ZZZZ GAAA.BBAA.0000</td>
<td></td>
</tr>
</tbody>
</table>

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

• To reinstate a row click , as delete will not be committed until page has been saved
To **Delete** entire payment, click

<table>
<thead>
<tr>
<th>Department</th>
<th>Payment Type</th>
<th>Start Date / End Date</th>
<th>Earn Date</th>
<th>No. Sessions</th>
<th>Hrs Worked</th>
<th>Cost Code / Payment Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 EA</td>
<td>WA03</td>
<td>15/10/2012 - 19/10/2012</td>
<td>19/10/2012</td>
<td>5</td>
<td>14.00</td>
<td>U.EA.ECJX.GAAA.BBAA.0000 Teaching</td>
<td>504.00</td>
</tr>
<tr>
<td>2 EA</td>
<td>WA04a</td>
<td>15/10/2012 - 19/10/2012</td>
<td>19/10/2012</td>
<td></td>
<td></td>
<td>U.EA.ECJX.GAAA.ETE2.0000 Travel</td>
<td>28.71</td>
</tr>
</tbody>
</table>
• Use Person Reference to toggle between Payments and Payee details
• 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

![Payment Details](image)

- **Person Reference**: S0005161
- **Name**: Smith, Mark
- **Date of Birth**: 20/05/1960
- **NI Number**: AB123456A

**Payment Date**: 24/11/2012

<table>
<thead>
<tr>
<th>#</th>
<th>Department</th>
<th>Payment Type</th>
<th>Start Date / End Date</th>
<th>Earn Date</th>
<th>No. Sessions</th>
<th>Hrs Worked</th>
<th>Cost Code / Payment Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>AB</td>
<td>WA01</td>
<td>01/10/2012 to 04/10/2012</td>
<td>04/10/2012</td>
<td>1</td>
<td>1.00</td>
<td>UAG.AGAA.AAAA.ABAE.0000, Hello</td>
<td>500.00</td>
</tr>
</tbody>
</table>