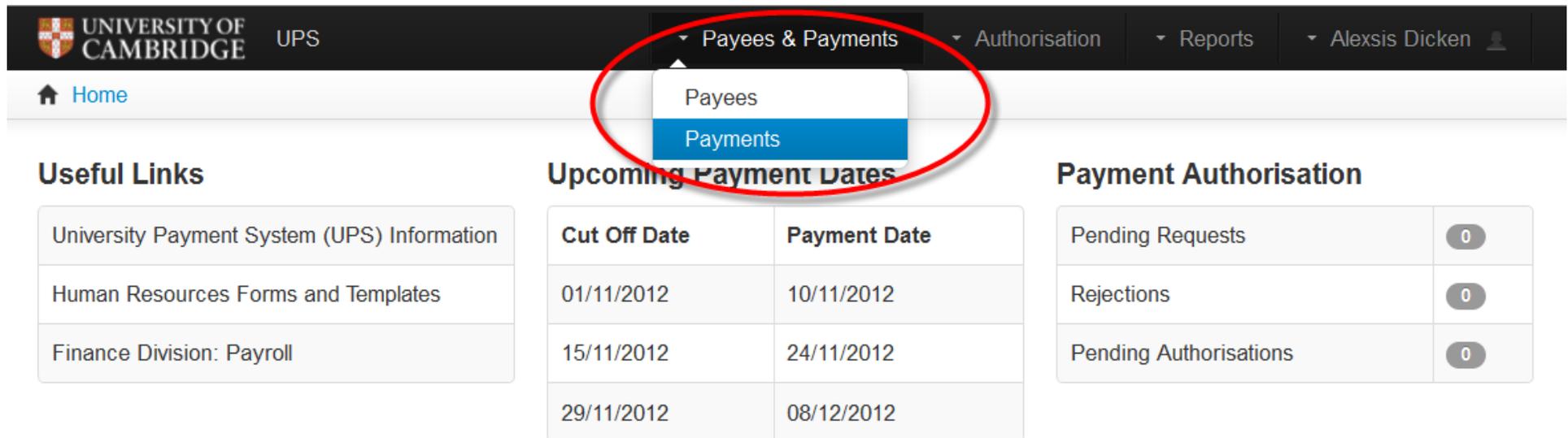


Entering a Payment on UPS

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



UNIVERSITY OF CAMBRIDGE UPS

Payees & Payments Authorisation Reports Alexis Dicken

Home

Payees
Payments

Useful Links

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

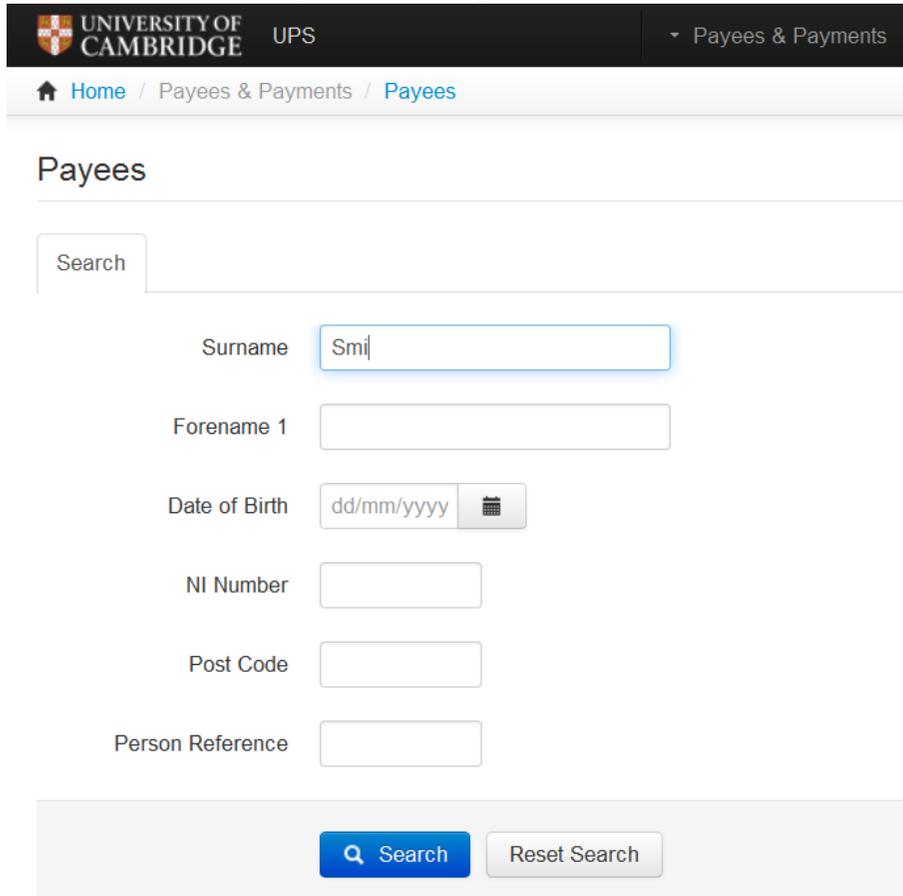
Upcoming Payment Dates

Cut Off Date	Payment Date
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

- Search for Payee using **NI number**, partial surname or Person Reference



The screenshot shows the 'Payees' search interface in the University of Cambridge UPS system. At the top, there is a navigation bar with the University of Cambridge logo, 'UPS', and a dropdown menu for 'Payees & Payments'. Below this is a breadcrumb trail: 'Home / Payees & Payments / Payees'. The main heading is 'Payees'. A search bar is located at the top left of the form area. Below it are several input fields: 'Surname' (containing 'Smij'), 'Forename 1', 'Date of Birth' (with a calendar icon and 'dd/mm/yyyy' placeholder), 'NI Number', 'Post Code', and 'Person Reference'. At the bottom of the form, there are two buttons: a blue 'Search' button with a magnifying glass icon and a grey 'Reset Search' button.

- 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


 UNIVERSITY OF CAMBRIDGE UPS

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

Payments

Search Results

← Previous 1 Next →

Showing 1 to 3 of 3 entries (filtering from 40)

Search:

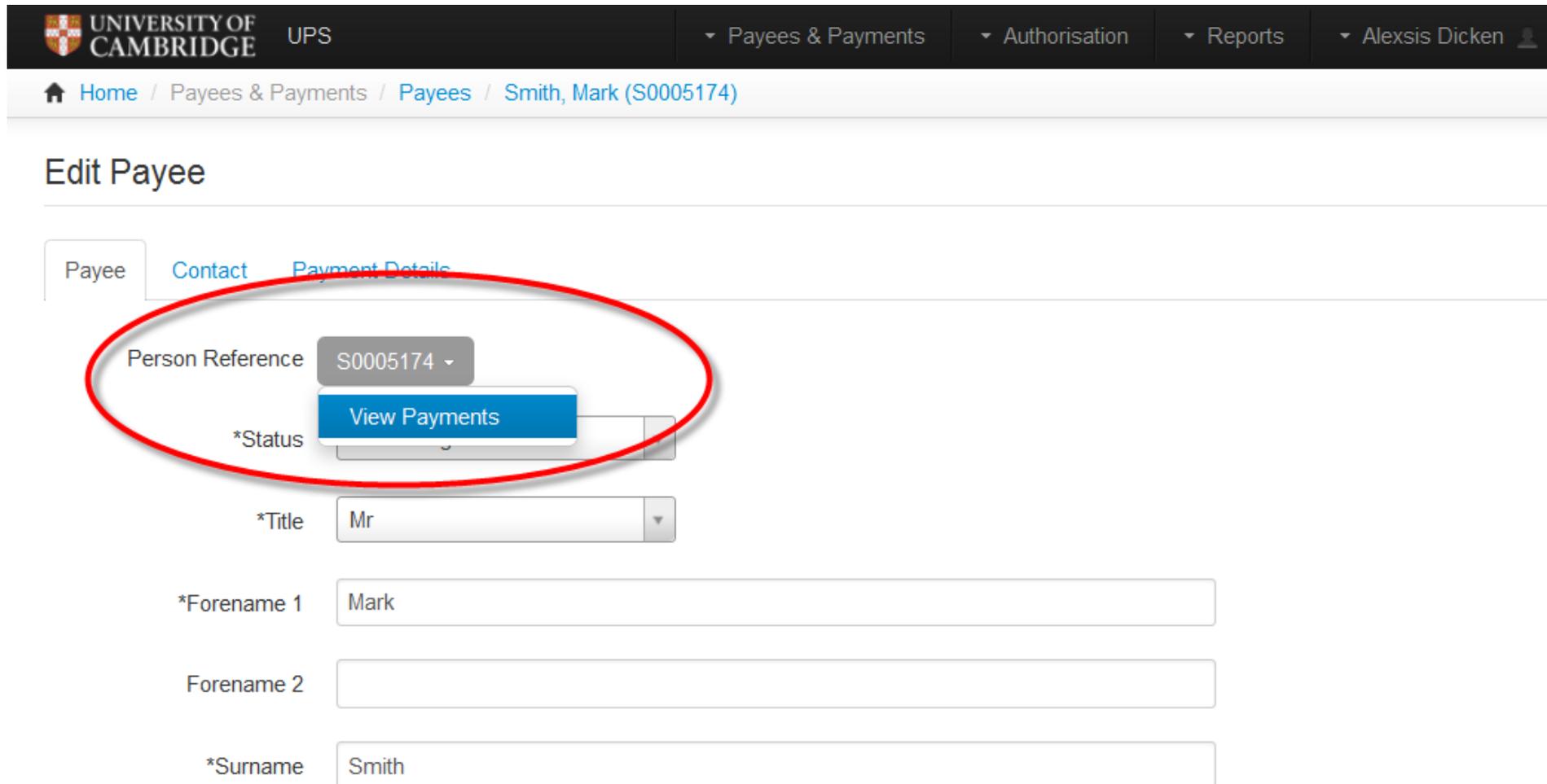
#	Surname	Forename 1	Title	Date of Birth	NI Number	Post Code	Person Reference
1	Smith	Mark	Dr	09/08/1955	NX123456B	CB2 3AA	S0005152
2	Smith	Mark	Mr	20/05/1960	AB123456A	CB3 0TX	S0005161
3	Smith	Mark	Dr	23/09/1975	AB654321B	CB2 3XX	S0005162

← Previous 1 Next →

25 rows per page

- 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**



UNIVERSITY OF CAMBRIDGE UPS

Payees & Payments Authorisation Reports Alexis Dicken

Home / Payees & Payments / Payees / Smith, Mark (S0005174)

Edit Payee

Payee Contact **Payment Details**

Person Reference S0005174

*Status **View Payments**

*Title Mr

*Forename 1 Mark

Forename 2

*Surname Smith

- Click [+ Add Payment](#)

 UNIVERSITY OF
CAMBRIDGE UPS

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

No payments found for Smith, Mark (S0005161) ×

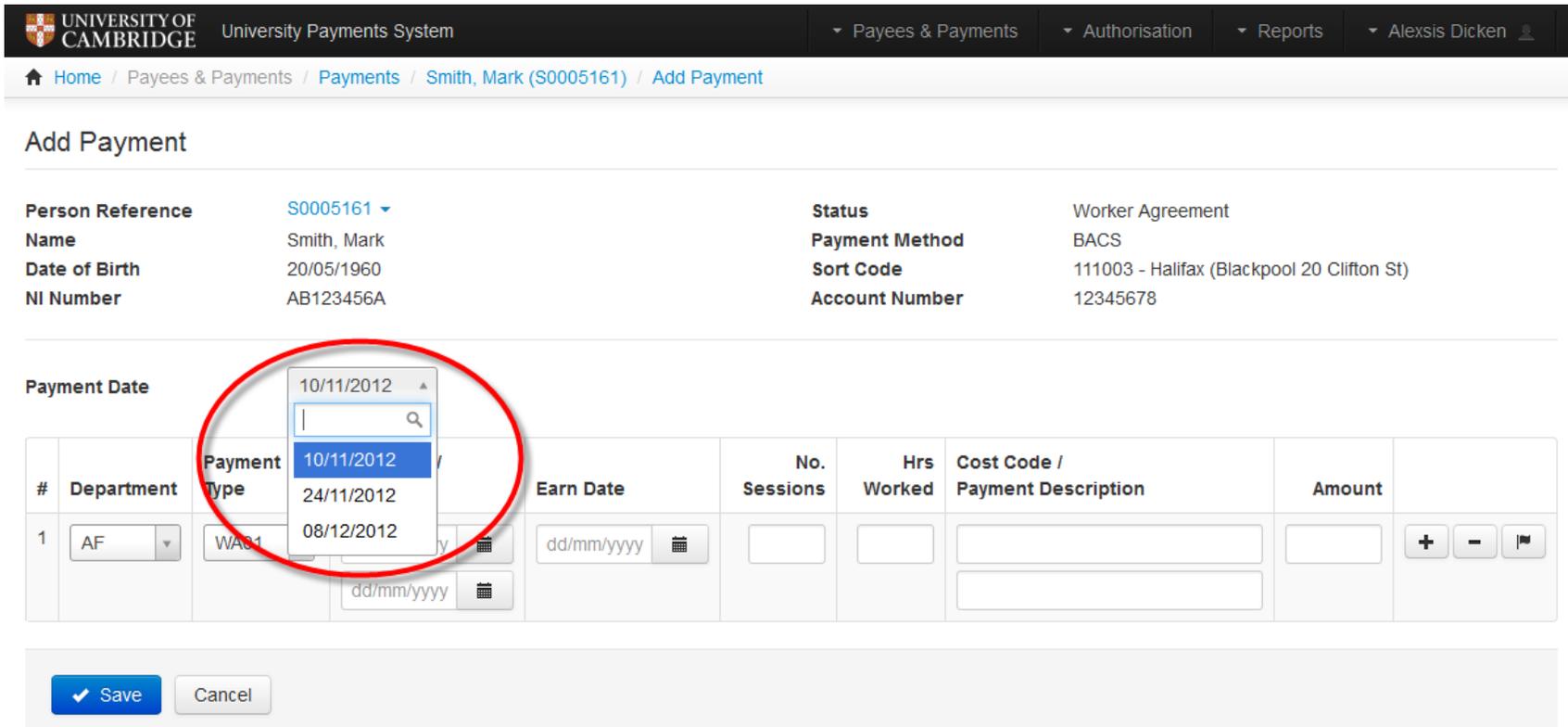
Payments

[+ 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

- **Select Payment Date**



UNIVERSITY OF CAMBRIDGE University Payments System

Payees & Payments | Authorisation | Reports | Alexis Dicken

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

Add Payment

Person Reference S0005161 ▾

Name Smith, Mark

Date of Birth 20/05/1960

NI Number AB123456A

Status Worker Agreement

Payment Method BACS

Sort Code 111003 - Halifax (Blackpool 20 Clifton St)

Account Number 12345678

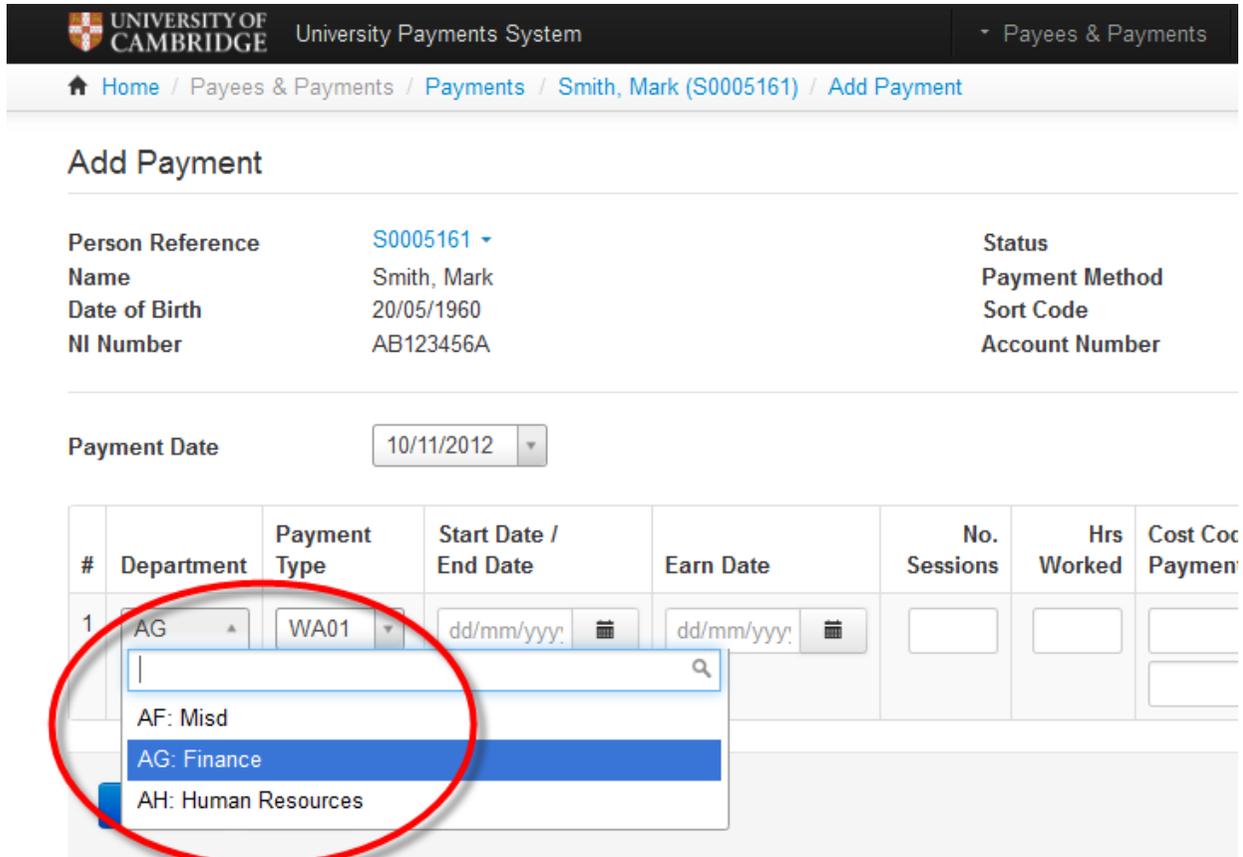
Payment Date

#	Department	Payment Type	Earn Date	No. Sessions	Hrs Worked	Cost Code / Payment Description	Amount
1	AF	WAS1	dd/mm/yyyy				

Save Cancel

- 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**



UNIVERSITY OF CAMBRIDGE University Payments System Payees & Payments

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

Add Payment

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

Status: _____
Payment Method: _____
Sort Code: _____
Account Number: _____

Payment Date: 10/11/2012

#	Department	Payment Type	Start Date / End Date	Earn Date	No. Sessions	Hrs Worked	Cost Coc Payment
1	AG	WA01	dd/mm/yyyy	dd/mm/yyyy			

Department dropdown list:
AF: Misd
AG: Finance
AH: Human Resources

- If you have authorisation to make payments for more than one Department, these Departments will show in the dropdown list

- **Select Payment Type**

 UNIVERSITY OF CAMBRIDGE University Payments System

 Payees & Payments Authorisation Reports Alexis Dicken

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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

Payment Date

#	Department	Payment Type	Start Date / End Date	Earn Date	No. Sessions	Hrs Worked	Cost Code / Payment Description	Amount
1	AG	WA01	<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- SE00: Supervisors
- SE04: Teaching
- SE05: Travel & Subsistence
- SE06: Lecture Fee (taxable)
- Student Maintenance**
- ST01: Studentship Maintenance
- Worker Agreement**
- WA01: Lower Exams

- **Enter Dates**


UNIVERSITY OF CAMBRIDGE University Payments System ▾ Payees & Payments

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Add Payment

Person Reference S0005161 ▾

Name Smith, Mark

Date of Birth 20/05/1960

NI Number AB123456A

Status

Payment Method

Sort Code

Account Number

Payment Date 10/11/2012 ▾

#	Department	Payment Type	Start Date / End Date	Earn Date	No. Sessions	Hrs Worked	Cost Coc Payment
1	AG ▾	WA0 ▾	<input style="width: 100px; height: 20px;" type="text"/>  <input style="width: 100px; height: 20px;" type="text"/> 	<input style="width: 100px; height: 20px;" type="text"/>  <input style="width: 100px; height: 20px;" type="text"/> 	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>

✓ Save
Cancel

- 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**


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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

Payment Date

#	Department	Payment Type	Start Date / End Date	Earn Date	No. Sessions	Hrs Worked	Cost Code / Payment Description	Amount	
1	AG ▾	WA01 ▾	<input type="text" value="21/10/2012"/>  <input type="text" value="21/10/2012"/> 	<input type="text" value="21/10/2012"/> 	<input type="text" value="1"/>	<input type="text" value="5"/>	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/> <input type="button" value="⌂"/>

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

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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

Payment Date

#	Department	Payment Type	Start Date / End Date	Earn Date	No. Sessions	Hrs Worked	Cost Code / Payment Description	Amount
1	AG ▾	WA01 ▾	21/10/2012 01/11/2012	dd/mm/yyyy	4	12		

← October 2012 →

Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

- **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**

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Edit Payment Delete 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: 08/12/2012

#	Department	Payment Type	Start Date / End Date	Earn Date	No. Sessions	Hrs Worked	Cost Code / Payment Description	Amount	
1	AG	WA06	21/10/2012 01/11/2012	21/10/2012	1	3.00	U.AG.AGCU.EDDI.BBAA.0000 Teaching	50.00	+ -
2	AG	WA06	21/10/2012 01/11/2012	24/10/2012	1	3.00	U.AG.AGCU.EDDI.BBAA.0000 Teaching	50.00	+ -
3	AG	WA06	21/10/2012 01/11/2012	29/10/2012	1	3.00	U.AG.AGCU.EDDI.BBAA.0000 Teaching	50.00	+ -
4	AG	WA06	21/10/2012 01/11/2012	01/11/2012	1	3.00	U.AG.AGCU.EDDI.BBAA.0000 Teaching	50.00	+ -

Save
Cancel

- This will ensure the payee receives the correct amount of NI weeks

- Enter **Number of Sessions and Hours Worked**

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

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

Payment Date:

#	Department	Payment Type	Start Date / End Date	Earn Date	No. Sessions	Hrs Worked	Cost Code / Payment Description	Amount	
1	AG ▾	WA01 ▾	dd/mm/yyyy: <input type="text"/> <input type="text"/>	dd/mm/yyyy: <input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+ - <input type="text"/>

- 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/>

- If the **Cost Code** does not default, enter manually e.g. U.AG.AGAA.AAAA.ESBC.0000 or ABCD/001.01.RG12345.AAAA

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

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

Payment Date ▾

#	Department	Payment Type	Start Date / End Date	Earn Date	No. Sessions	Hrs Worked	Cost Code / Payment Description	Amount
1	AG ▾	WA01 ▾	dd/mm/yyyy: <input type="text"/> <input type="text"/>	dd/mm/yyyy: <input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	U.AG.AGAA.AAAA.ESBC.0000	+ - <input type="text"/>

- 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**


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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

Payment Date 10/11/2012 ▾

#	Department	Payment Type	Start Date / End Date	Earn Date	No. Sessions	Hrs Worked	Cost Code / Payment Description	Amount	
1	AG ▾	WA01 ▾	<input type="text" value="dd/mm/yyyy"/>  <input type="text" value="dd/mm/yyyy"/> 	<input type="text" value="dd/mm/yyyy"/> 	<input type="text"/>	<input type="text"/>	<input style="width: 100%; height: 15px;" type="text"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/> <input type="button" value="⌵"/>

✓ Save
Cancel

- Data entered in Payment Description field will be shown on the payees remittance advice

- Enter payment **Amount** and **Save**


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The Payment has been created x

Edit Payment Delete 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	Amount	
1	EA ▾	WA03 ▾	15/10/2012  19/10/2012 	19/10/2012 	5	14.00	U.EA.ECJX.GAAA.BBAA.0000 Teaching	504.00	+ - 

✔ Save
Cancel

- To **add** an additional **row** click 


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Edit Payment Delete 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	Amount	
1	EA ▾	WA03 ▾	15/10/2012  / 19/10/2012 	19/10/2012 	5	14.00	U.EA.ECJX.GAAA.BBAA.0000 Teaching	504.00	  
2	EA ▾	WA03 ▾	15/10/2012  / 19/10/2012 	19/10/2012 			U.EA.ZZZZ.GAAA.BBAA.0000		   Add row

✓ Save
Cancel

- Remember to click **Save** each time you add a row

- To delete a row click 

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Edit Payment

Delete 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	Amount	
1	EA ▾	WA03 ▾	15/10/2012 	19/10/2012 	5	14.00	U.EA.ECJX.GAAA.BBAA.0000	504.00	+ - 
			19/10/2012 				Teaching		
2	EA ▾	WA04a ▾	15/10/2012 	19/10/2012 			U.EA.ECJX.GAAA.ETEZ.0000	28.71	+ - 
			19/10/2012 				Travel		

Save
Cancel

 Delete will not be committed until the page has been saved.

- To reinstate a row click  , as delete will not be committed until page has been saved

- To Delete entire payment, click 


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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	Amount	
1	EA ▾	WA03 ▾	15/10/2012 	19/10/2012 	5	14.00	U.EA.ECJX.GAAA.BBAA.0000	504.00	+ - 
			19/10/2012 				Teaching		
2	EA ▾	WA04a ▾	15/10/2012 	19/10/2012 			U.EA.ECJX.GAAA.ETEZ.0000	28.71	+ - 
			19/10/2012 				Travel		

 Save
Cancel

- Use Person Reference to toggle between Payments and Payee details

The screenshot shows the 'Edit Payee' interface for Mark Smith (S0005161). The 'Person Reference' dropdown menu is highlighted with a red circle, and the 'View Payments' option is selected. Other visible fields include *Status, *Title (Mr), and *Forename 1 (Mark).

UNIVERSITY OF CAMBRIDGE University Payments System

Payees & Payments Authorisation

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

Edit Payee

Payee Contact Payment Details Payee Audit Payment Details Audit

Person Reference S0005161

*Status View Payments

*Title Mr

*Forename 1 Mark

- 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 


UNIVERSITY OF CAMBRIDGE
University Payments System

 ▾ Payees & Payments ▾ Authorisation ▾ Reports ▾ Administration ▾ Mary Beynon 

🏠 [Home](#) / [Payees & Payments](#) / [Payments](#) / [Smith, Mark \(S0005161\)](#) / [24/11/2012](#)

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 24/11/2012

#	Department	Payment Type	Start Date / End Date	Earn Date	No. Sessions	Hrs Worked	Cost Code / Payment Description	Amount	
1	AB ▾	WA01 ▾	01/10/2012 04/10/2012	04/10/2012	1	1.00	U.AG.AGAA.AAAA.ABAE.0000 Hello	500.00	  

✔ Save
Cancel