


The University of Tennessee
IRIS Project
SAPForms for HR
ADDITIONAL PAYMENTS ACTION REQUEST



Basic Steps for Requesting an Additional Payment Action:

- Transaction **ZPADDPAY000**.
- Type in the personnel number. Press **Enter**.
- Verify that the correct employee has been selected.
- Click on the Create, Change, Display, Delete, or Copy action icon. All actions except Create require a payment record to be selected (highlighted).

Additional Pay Information:

- Type in the desired additional payment additions or change(s) on the **Requested Change** tab. Copy and modify lines as needed.
- Add required **Master Data Text** describing the requested additions/change(s).
- Add **Workflow Notes** for approver use.
- Click on  Submit for Approval (**Submit for Approval**).

Basic Steps to Display Forms:

- Transaction **ZPADDPAY000**.
- Type in the personnel number and press **Enter**.
- Verify that the correct employee has been selected.
- Highlight a payment for display from either tab.
- Click on  Display (**Display**) to see the additional payments that have been requested or already exist.
- Click on  Work Item History (**Work Item History**) to see where that request is in the approval process. (Active Workflow only).

NOTE: All forms that have been processed electronically may be displayed whether they have been approved or not.