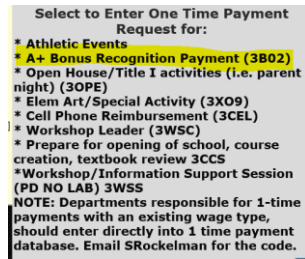# Instructions for Processing A+ Bonus Recognition Payment

1. School accesses the One Time database via the DOV Main Menu
   a. Select the button on right:
   b.

   Select to Enter One Time Payment Request for:
   * Athletic Events
   * A+ Bonus Recognition Payment (3B02)
   * Open House/Title I activities (i.e. parent night) (3OPE)
   * Elem Art/Special Activity (3X09)
   * Cell Phone Reimbursement (3CEL)
   * Workshop Leader (3WSC)
   * Prepare for opening of school, course creation, textbook review 3CCS
   *Workshop/Information Support Session (PD NO LAB) 3WSS
   NOTE: Departments responsible for 1-time payments with an existing wage type, should enter directly into 1 time payment database. Email SRockelman for the code.

2. New screen will appear. Select the One-time payment direct entry button
   a.

   oaded into SAP, Infotype 15

   One-Time Payment
   Request Direct Entry

3. The information screen will appear. Complete the information in yellow.
   a. You must remove the coding that defaults and enter the coding provided by budget.
   b. Use the wage type 3B02 – A+ Bonus Recognition Payment
   c. Enter the approved amount in the green box
   d. Select Add a New Record or Finish and Close. If Select "New Record", the coding information will be copied on the next record – you will enter the personnel number and verify the name and enter amount.

   Org Unit 6xxxx000   Cost Center

   athletic event, delete pre-populated numbers and replace with appropriate number 8920 1142000000000000

   Fund Code & Functional Area 1142000000000000 are ONLY used with Athletic Events

   Grant   WBS Element   Internal Order

   Employee & Payment Information. After you enter personnel number the name will auto populate. Verify ACCURATE. If coding is the same for next employee, click blue button to enter another employee using same funding.

   Personnel number

   Wage Text*   Wage Type   Effective Date   Amount
   *Select from Drop down - non- athletic event wage types are listed at the top.   Enter Amount to be Paid. No $ sign. use decimal i.e. 30.00

   CLICK HERE TO ADD A NEW RECORD   Finish and CLOSE

4. Information will be reviewed by HRSS or Grant Manager and uploaded into SAP.
5. Please allow 2 pay cycles after entry to be paid.