


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




Basic Steps for Requesting a Recurring Payment Action:

- Transaction **ZPRECPAY000**.
- 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. A payment record must be selected for all actions except *Create*. *Change* and *Delete* may only be used for payment records from the *HR Master Data (PA20)* tab.

Enter Recurring Pay Information:

- Type in the desired recurring 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.
- Print a copy of the request, if desired.
- Click on  **Submit for Approval** (**Submit for Approval**).

Basic Steps to Display Forms:

- Transaction **ZPRECPAY000**
 - Type in the personnel number and press **Enter**.
 - Highlight a payment for display from any tab.
 - Click on  **Display** (**Display**).
 - To see where the request is in the approval process, click on  **Work Item History** (**Work Item History**)
- Transaction **ZWF_HISTORY**
 - Select the *Employee* tab.
 - Type in the personnel number.
 - Select the workflow type and click on  (**Execute**).

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