**Summary:**

This process outlines the steps for verifying SAP/ECP/IT0015 for accurate information on Additional Payments.

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| **Access SAP/ECP** | |
| Access **SuccessFactors** through the OneCampus Portal  <https://one.purdue.edu>  **Login** using your Purdue career account, user ID and password. |  |
| Once in SuccessFactors, Access **SAP/ECP** through **Launch SAP GUI X7L Production** on profile.  \*Need to be connected to the VPN to sign into ECP. |  |
| **Access PA20** | |
| Enter **PA20** into search bar.  Hit **Execute** or enter on keyboard |  |
| Enter **PERNR** of person you are validating |  |
| Enter **0015** in to InfoType and **1315**  This can also be found under the **Payroll Tab** and click on Additional payments.  To view, click Moon over the mountain    Tip: If you only want to view Summer Pay entries, you can also enter **1315** in the **STY.** If you want to see all entries, leave blank. |  |
| Click entry line you want to check.  Click the **Magnifying glass** |  |
| Verify the amount in ECP matches the Summer calendar in SEEMLESS  Beginning in 2022, this will be a lump sum amount.  Verify the date of origin is correct for the pay period submitted. |  |
| If you find any discrepancies, discuss them with your Business manager. | |