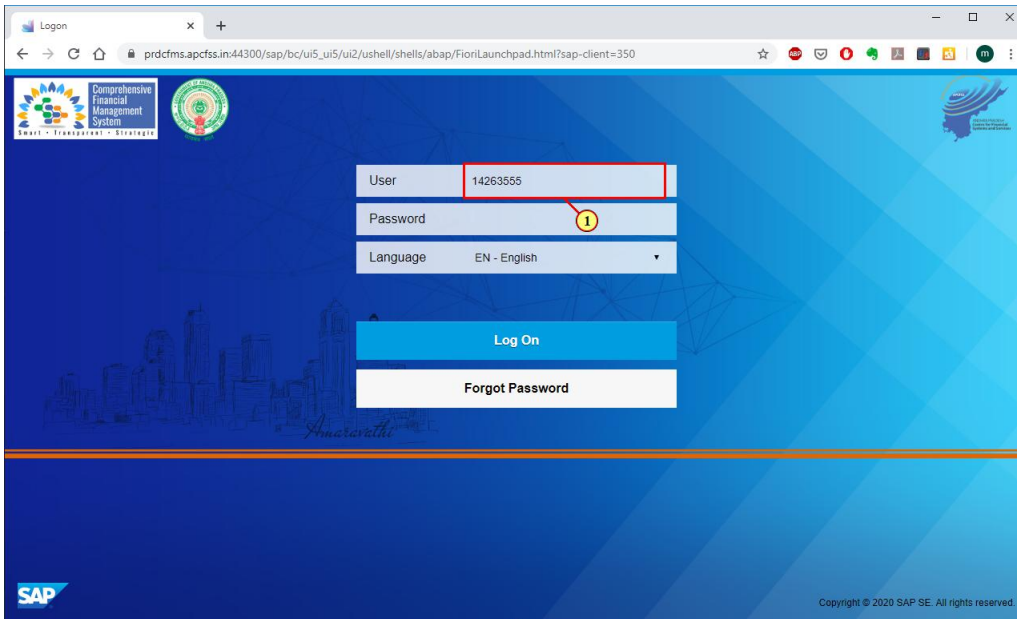


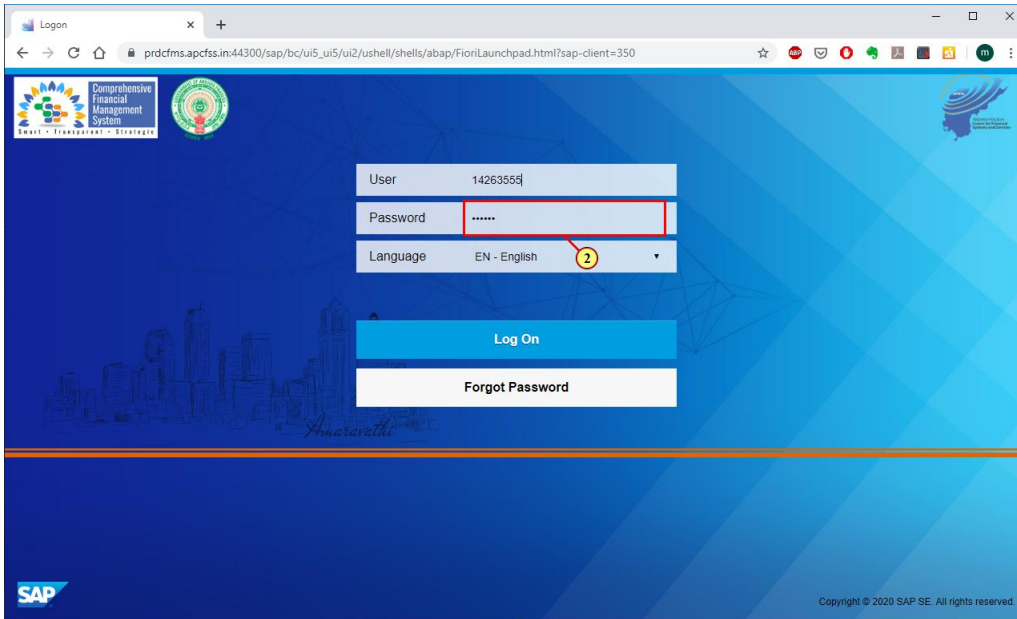
# 1.1. Vol - Honorarium

## 1.1.1. Logon - Google Chrome



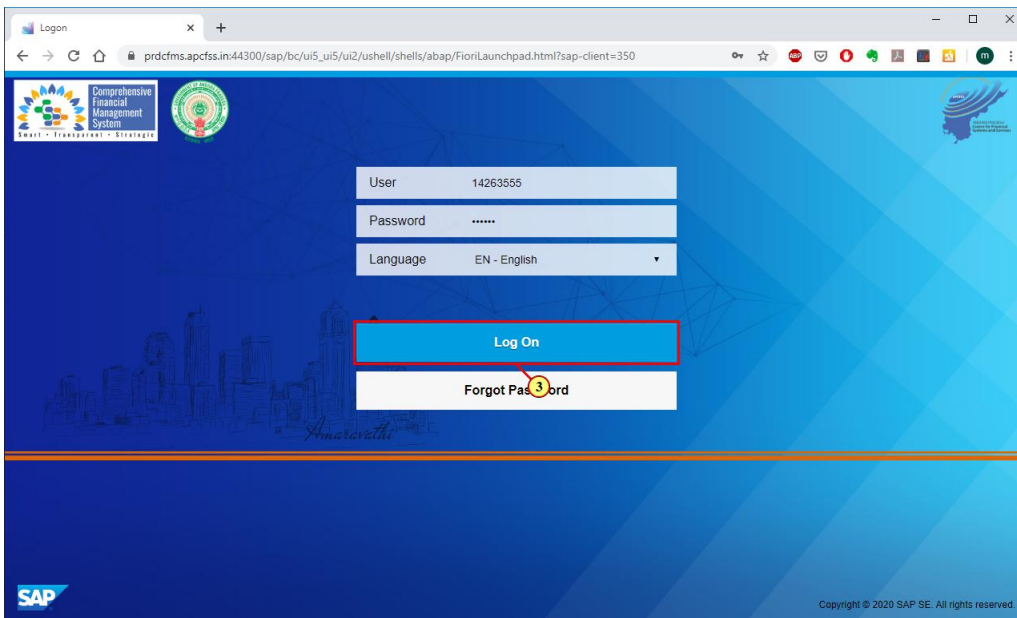
Step	Action
(1)	The <b>User</b> field is filled out.

### 1.1.2. Logon - Google Chrome



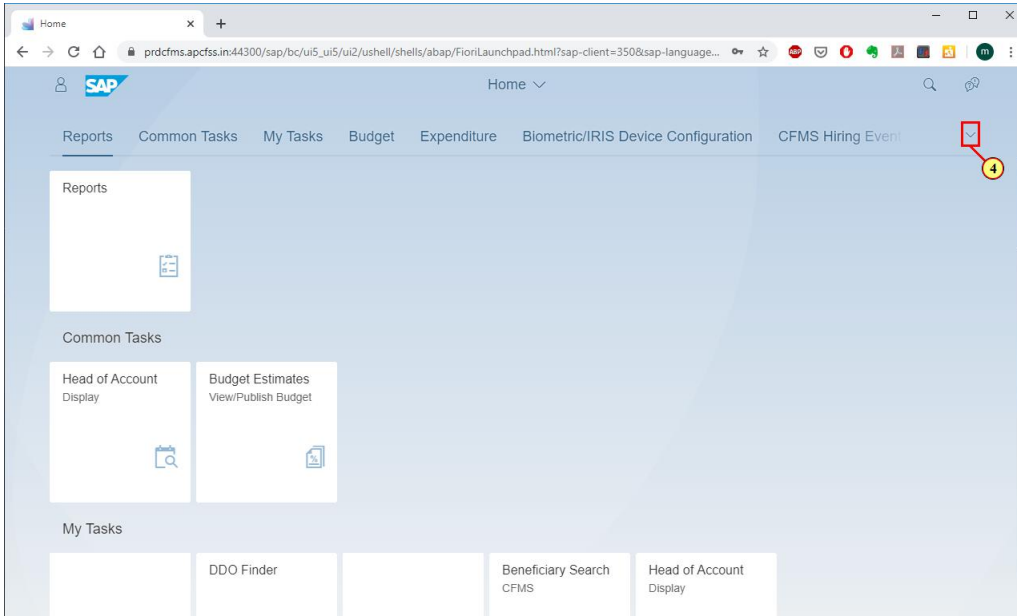
Step	Action
(2)	The <b>Password</b> field is filled out.


### 1.1.3. Logon - Google Chrome



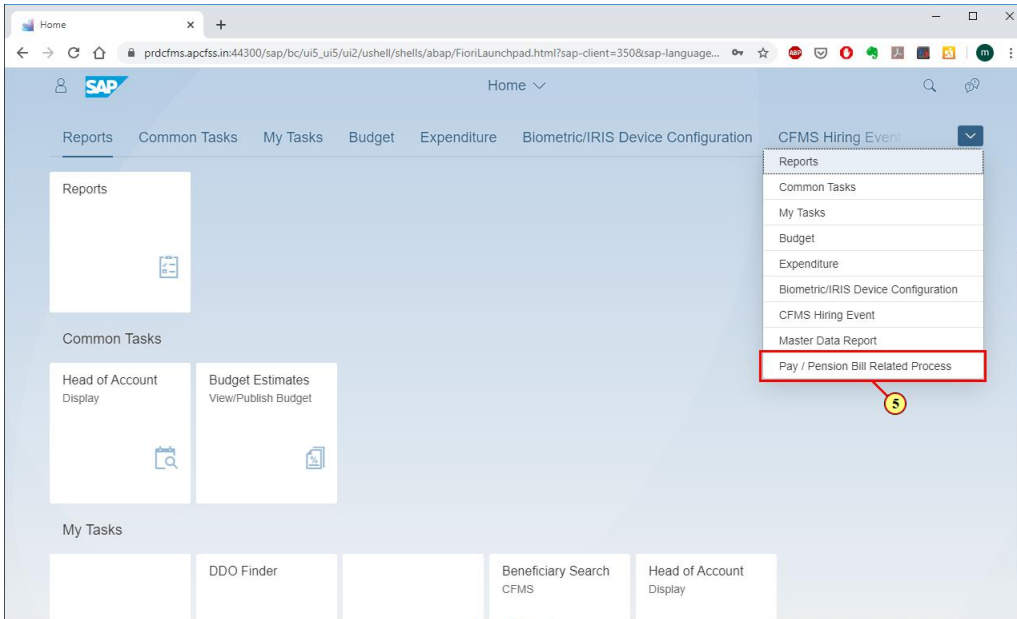
Step	Action
(3)	Click <b>Log On</b> .

### 1.1.4. Home - Google Chrome



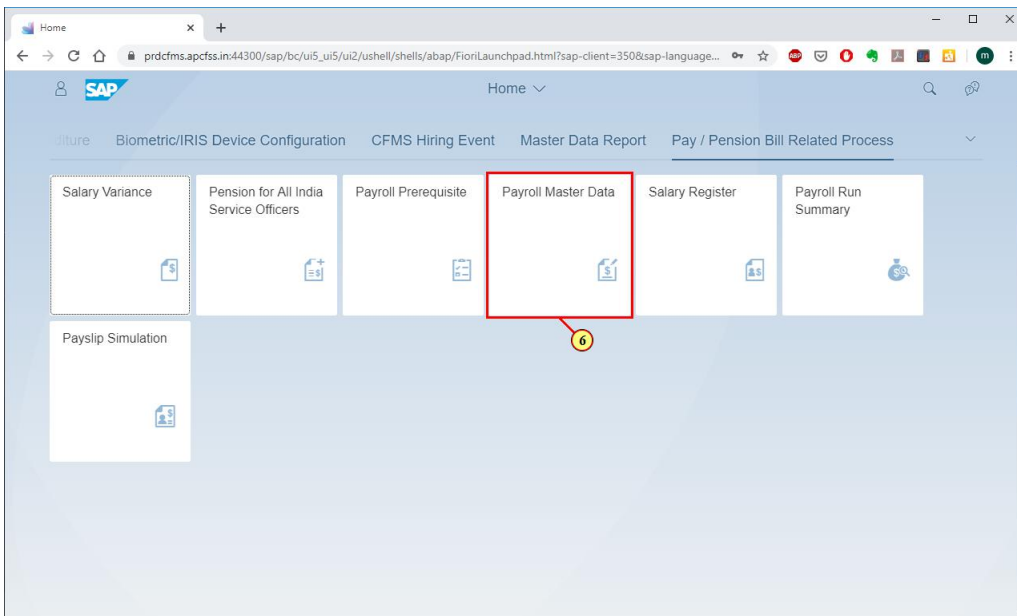
Step	Action
(4)	Click <b>More groups</b>  .

### 1.1.5. Home - Google Chrome



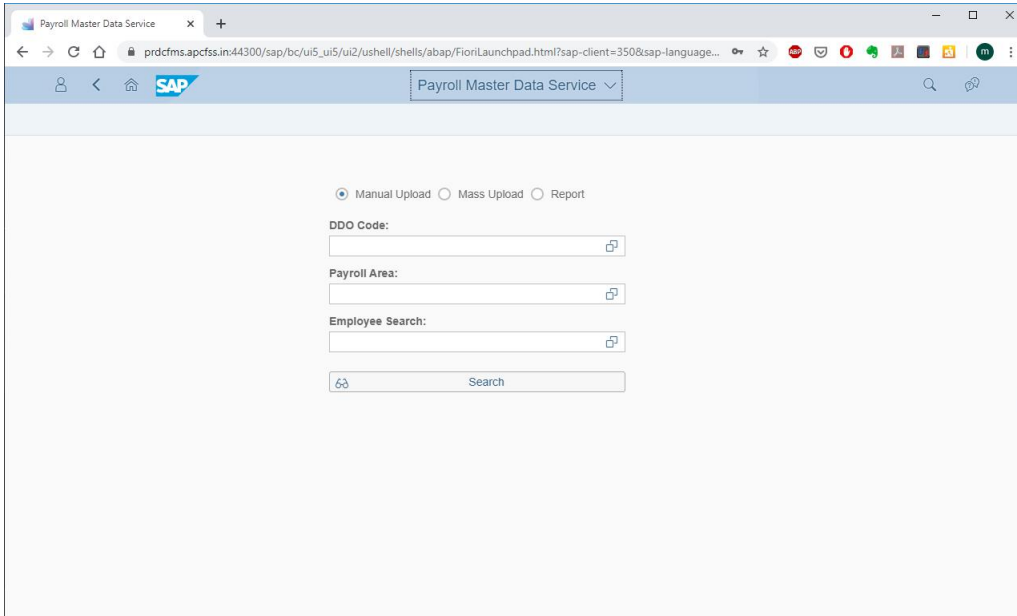
Step	Action
(5)	Click <b>Pay / Pension Bill Related Process</b> .


### 1.1.6. Home - Google Chrome



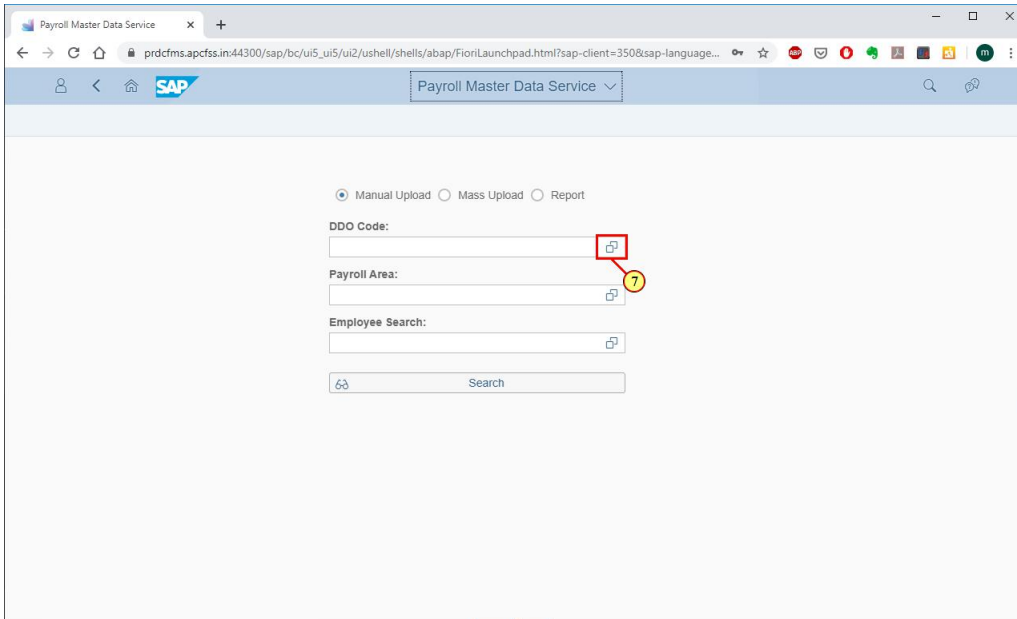
Step	Action
(6)	Click <b>Payroll Master Data</b> .

### 1.1.7. Payroll Master Data Service - Google Chrome



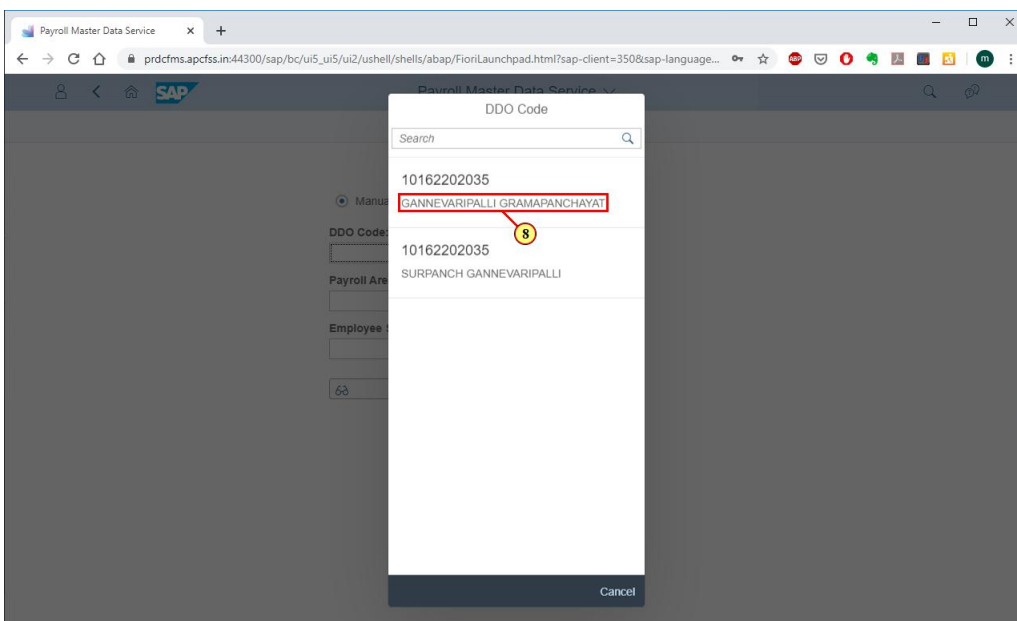
	Please select "Manual upload" option.
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### 1.1.8. Payroll Master Data Service - Google Chrome



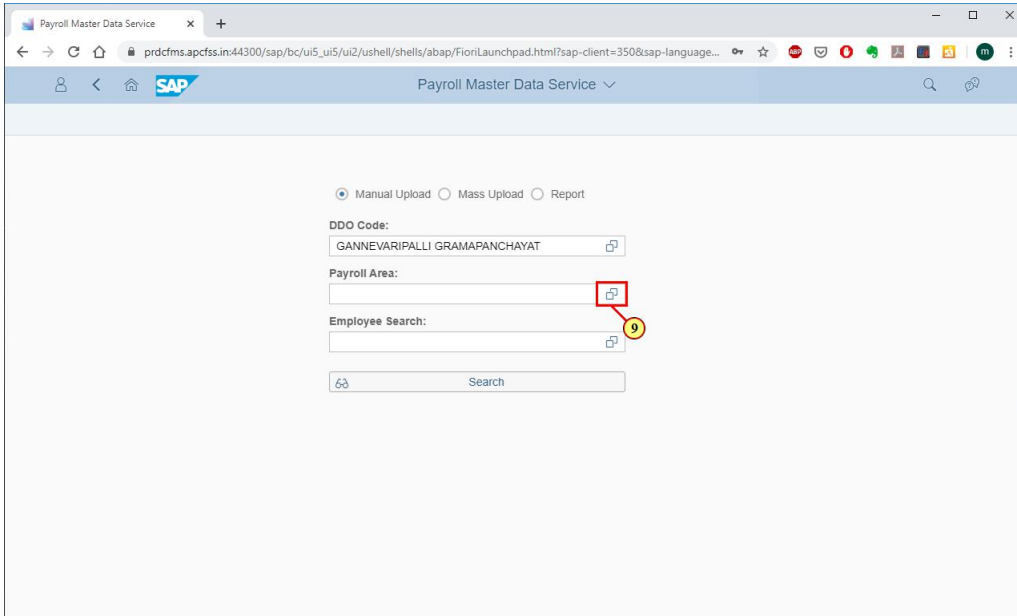
Step	Action
(7)	Clicking the input help <b>DDO Code</b>  selects it.

### 1.1.9. Payroll Master Data Service - Google Chrome



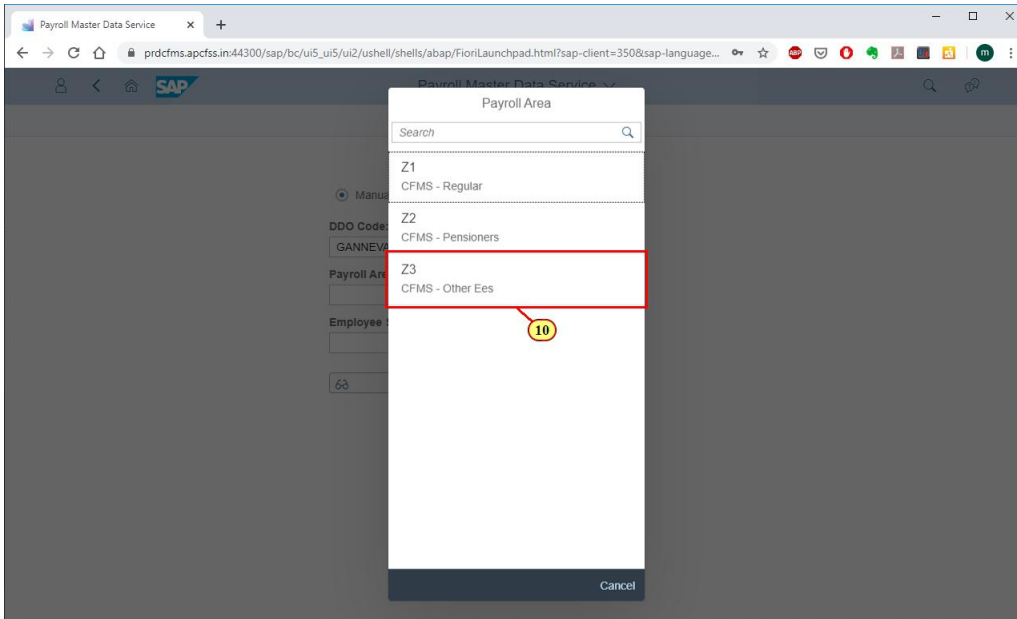
Step	Action
(8)	Click <b>DDO code</b> .

### 1.1.10. Payroll Master Data Service - Google Chrome



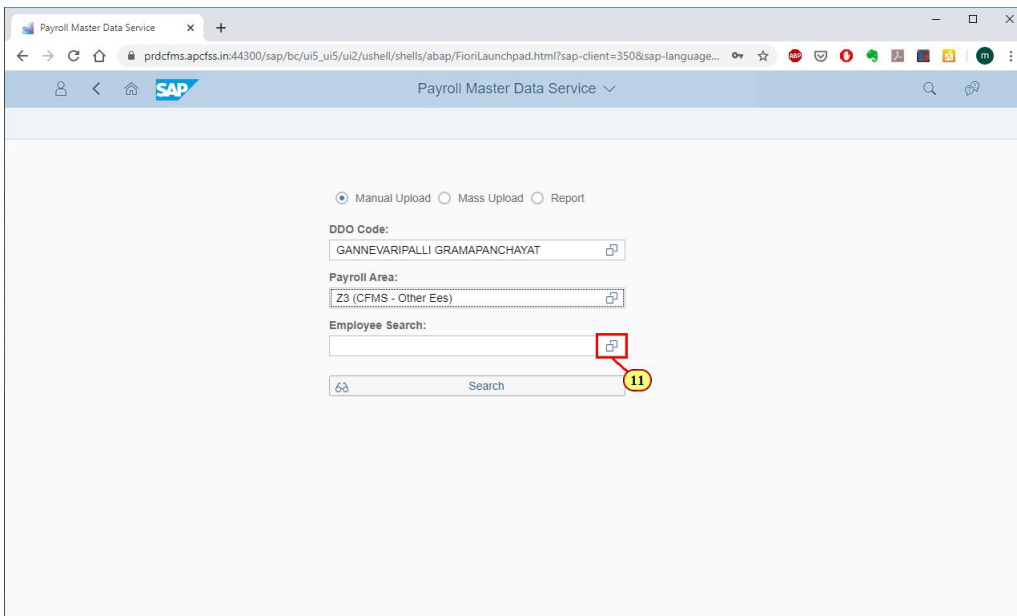
Step	Action
(9)	Clicking the input help <b>Payroll Area</b>  selects it.

### 1.1.11. Payroll Master Data Service - Google Chrome



Step	Action
(10)	Click <b>Z3 CFMS - Other Ees</b> .

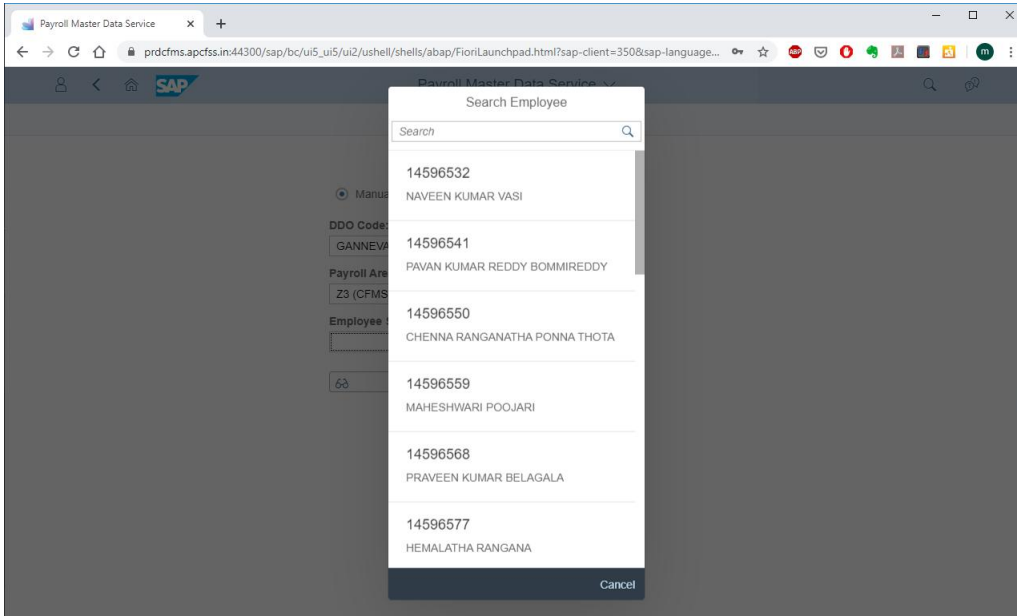
### 1.1.12. Payroll Master Data Service - Google Chrome






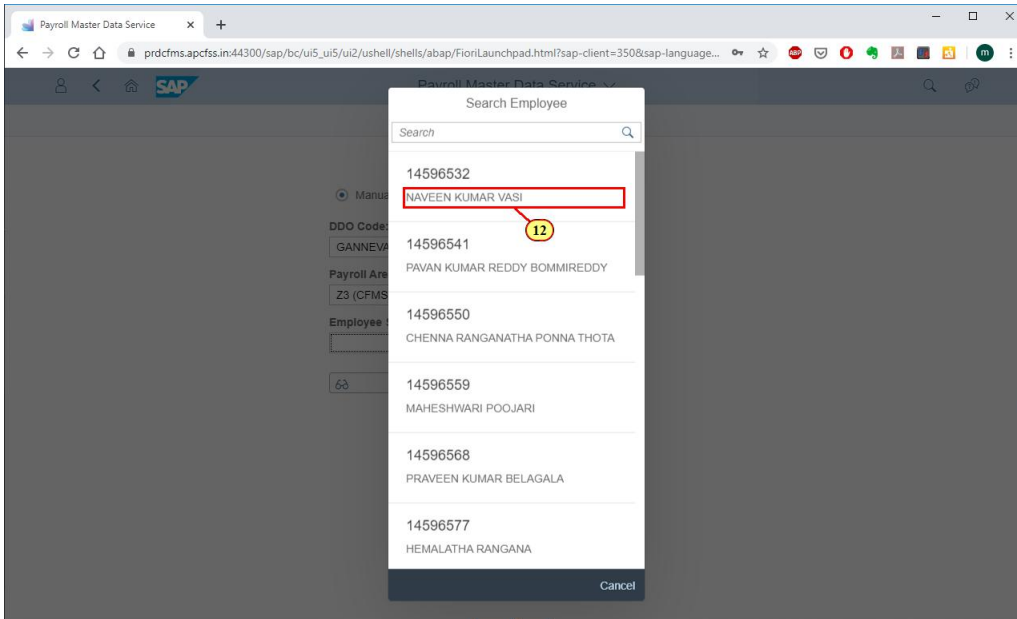
Step	Action
(11)	Clicking the input help <b>Employee Search</b> selects it.

### 1.1.13. Payroll Master Data Service - Google Chrome



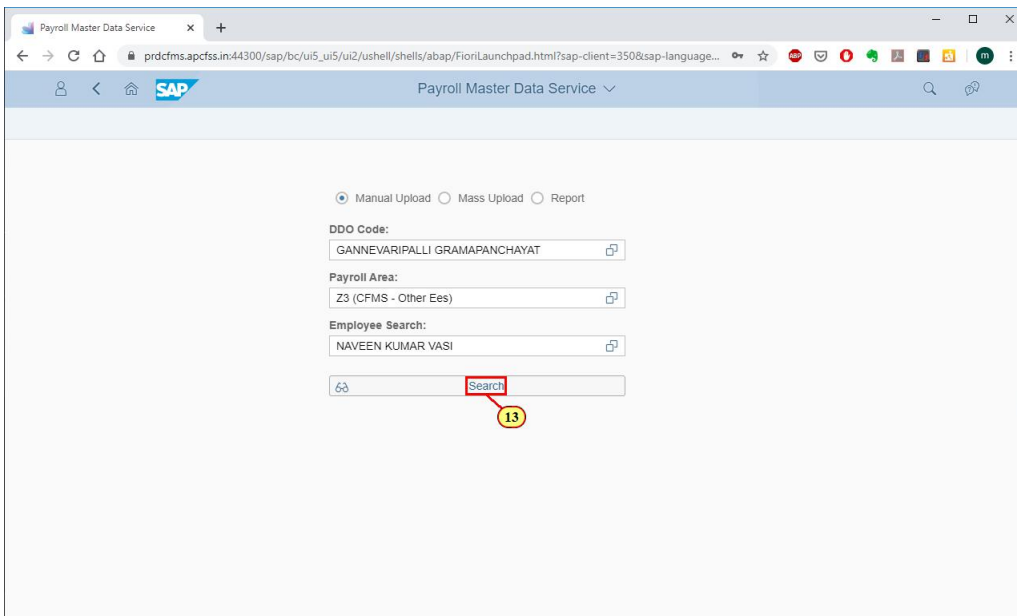
	Please select an employee for whom the Honorarium is to be adjusted
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### 1.1.14. Payroll Master Data Service - Google Chrome



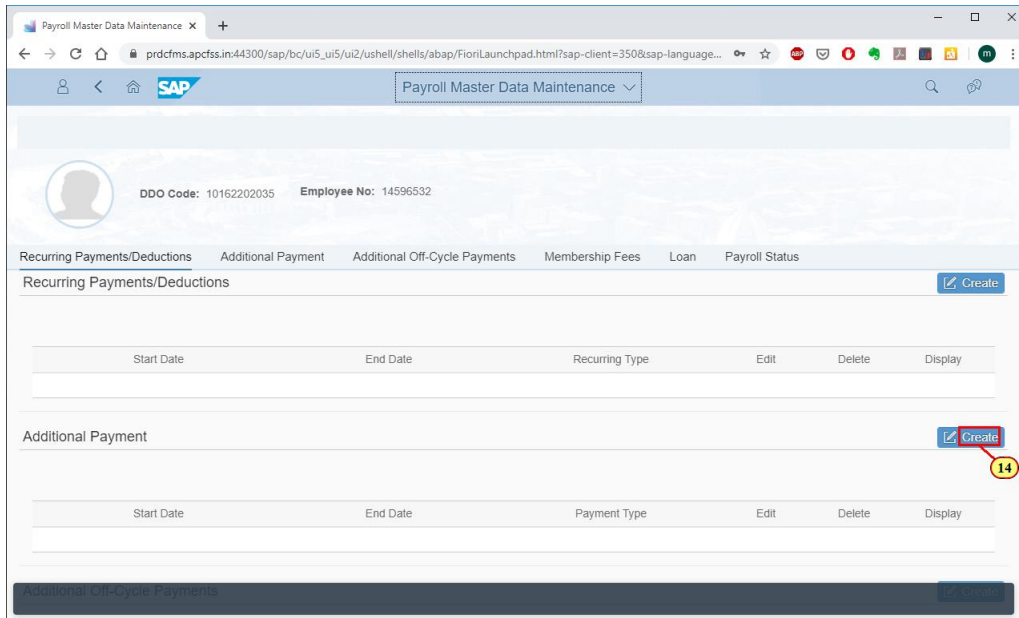
Step	Action
(12)	Click on the Employee Name.

### 1.1.15. Payroll Master Data Service - Google Chrome



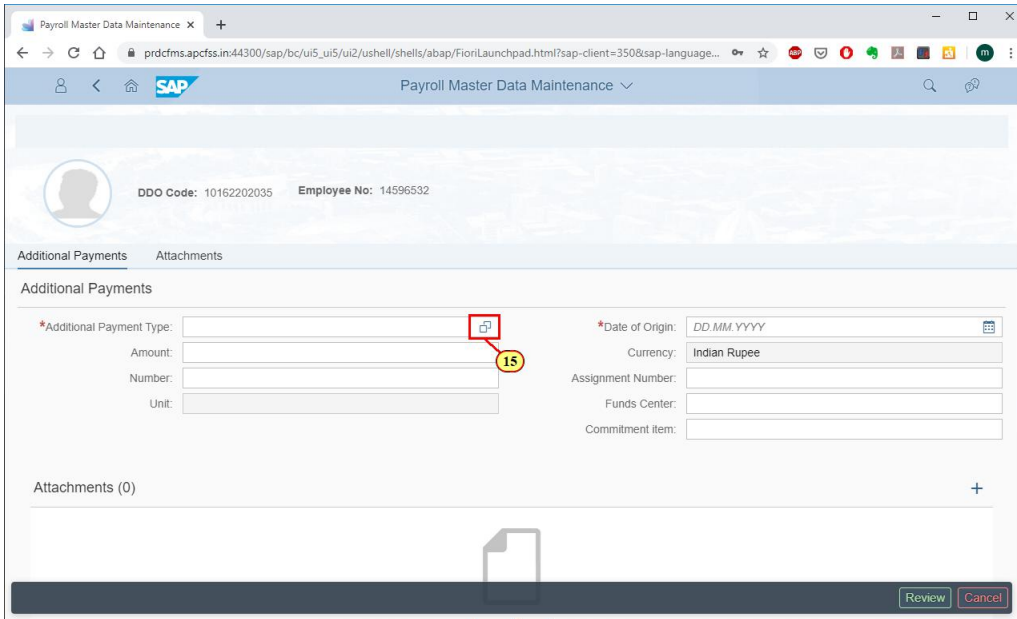
Step	Action
(13)	Click <b>Search</b> .


### 1.1.16. Payroll Master Data Maintenance - Google Chrome



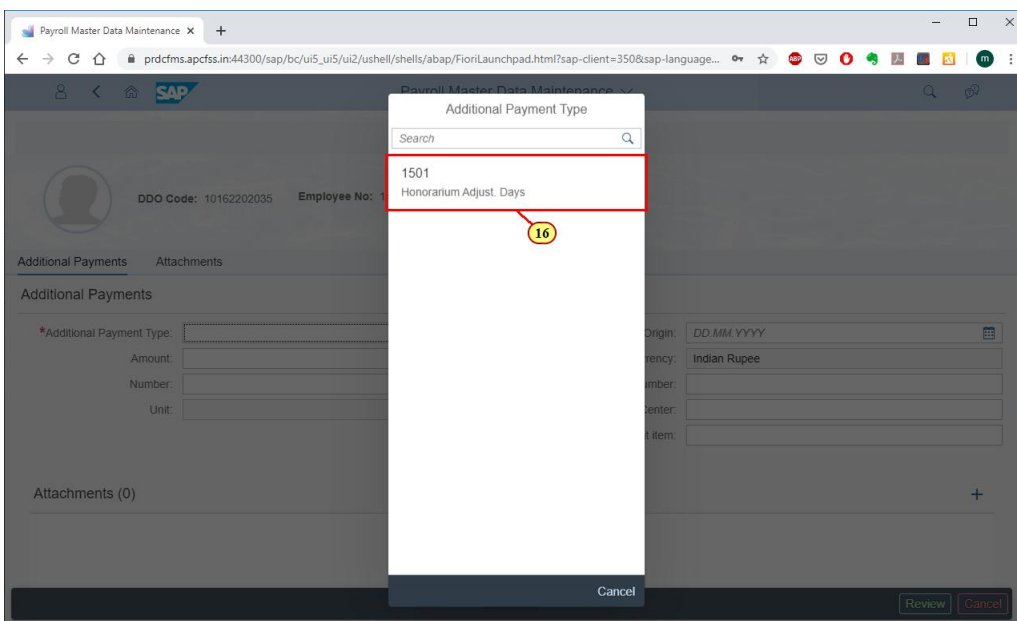
Step	Action
(14)	Click <b>Create</b> .

### 1.1.17. Payroll Master Data Maintenance - Google Chrome



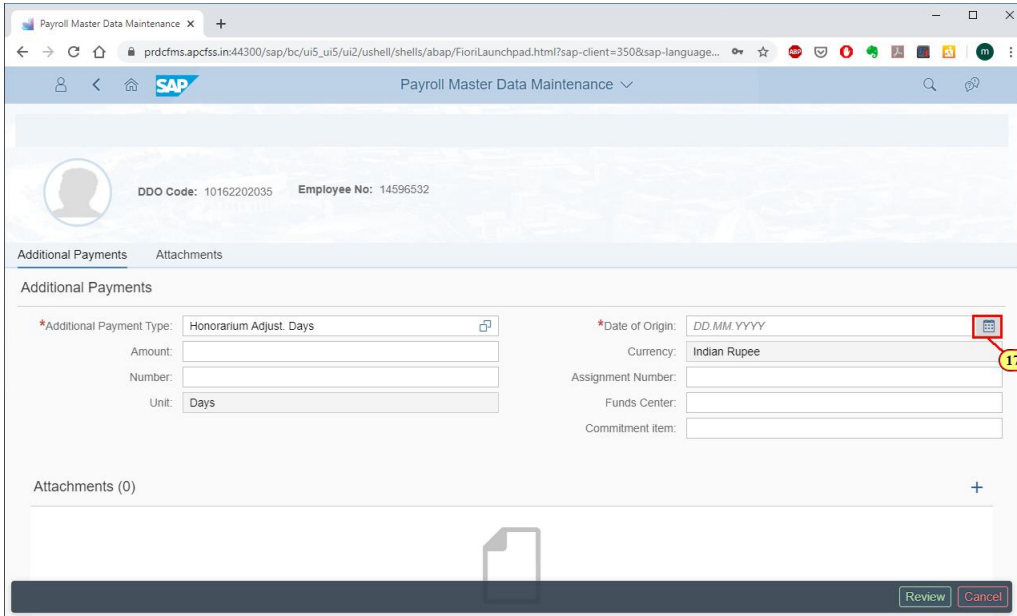
Step	Action
(15)	Clicking the input help <b>Additional Payment Type</b>  selects it.


### 1.1.18. Payroll Master Data Maintenance - Google Chrome



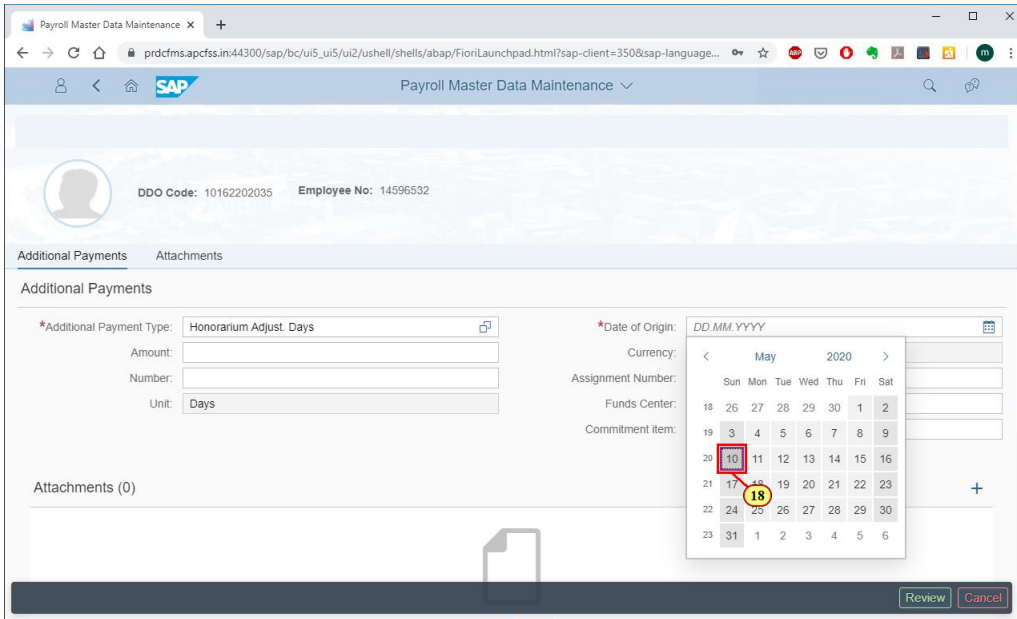
Step	Action
(16)	Click <b>1501 Honorarium Adjust. Days</b> .

### 1.1.19. Payroll Master Data Maintenance - Google Chrome



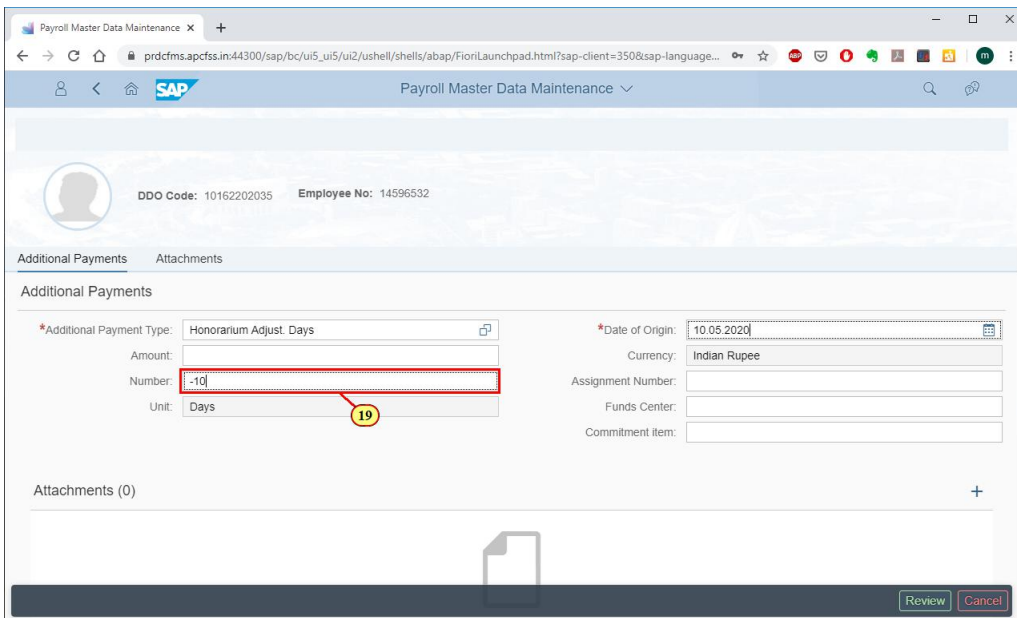
Step	Action
(17)	Clicking the input help  selects it.

### 1.1.20. Payroll Master Data Maintenance - Google Chrome



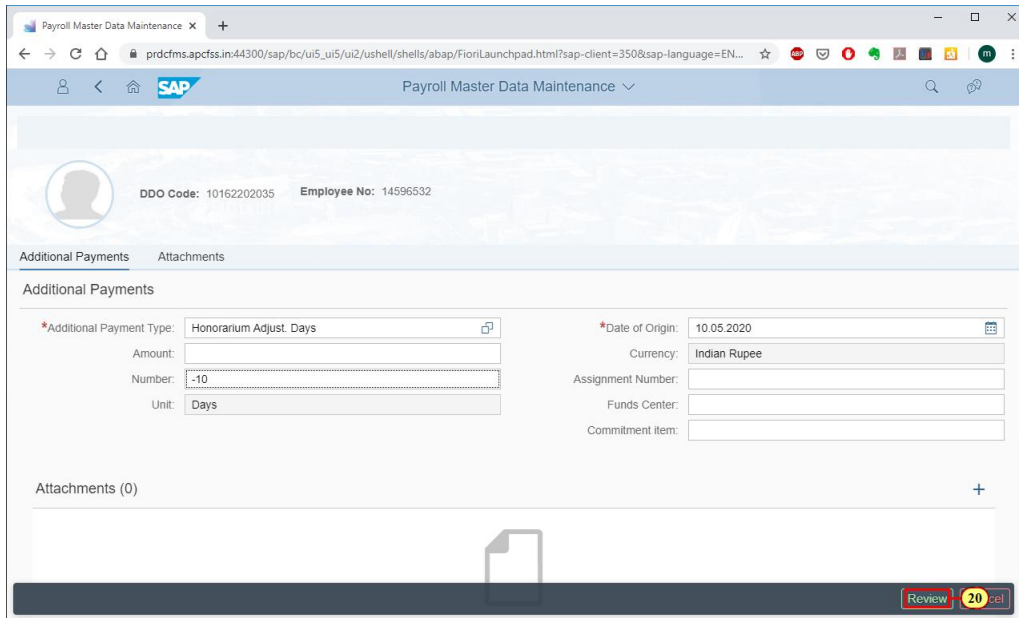
Step	Action
(18)	Click on Date required.

### 1.1.21. Payroll Master Data Maintenance - Google Chrome



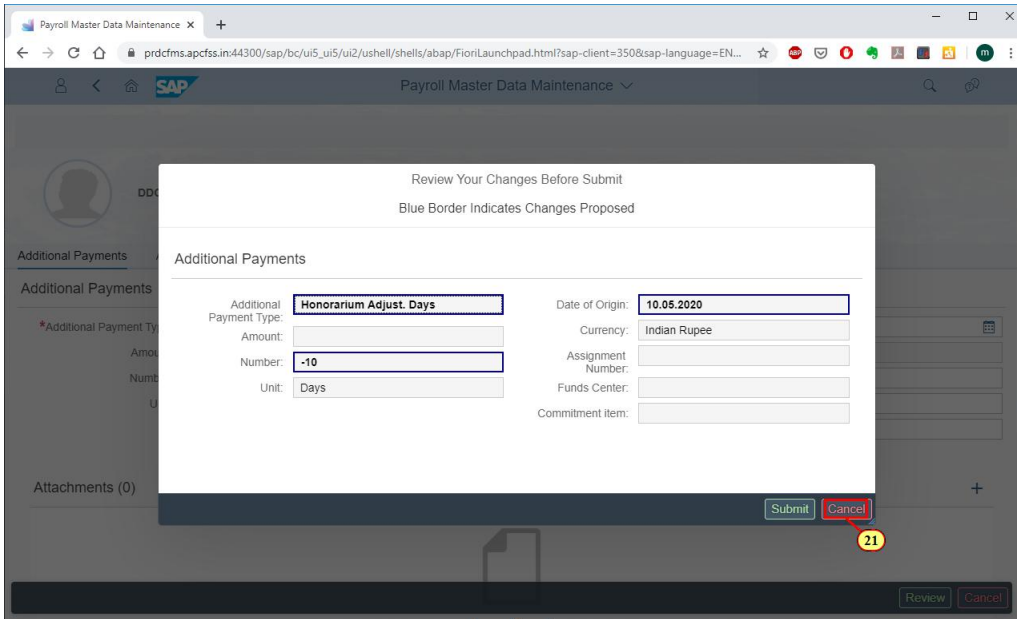
Step	Action
(19)	The <b>Number</b> field is filled out.

### 1.1.22. Payroll Master Data Maintenance - Google Chrome



Step	Action
(20)	Click <b>Review</b> .

### 1.1.23. Payroll Master Data Maintenance - Google Chrome



Step	Action
(21)	Click <b>Cancel</b> .

### 1.1.24. Payroll Master Data Maintenance - Google Chrome

