



PAYROLL PROCESSING INFOTYPE

JOB AID PY-9

PY

The purpose of this job aid is to describe payroll processing infotypes.

●	Required for payroll processing.
◆	When active, used by payroll for processing.

Infotype		Description
Organizational Assignment (0001)	●	Incorporates the employee into the organizational structure and personnel structure. Stores data about the organizational unit to which the employee belongs, including the position assigned to the employee and the job from which the position was created.
Personal Data (0002)	●	Stores employee identification data, such as name, birth date, marital status, and gender.
Payroll Status (0003)	●	Stores information that controls an employee's payroll runs and time evaluations. Generally, this infotype is processed by the system only and is created automatically when an employee is hired.
Addresses (0006)	●	Stores an employee's address information Subtype 1 –Permanent Address Subtype 4 – Emergency Contact Subtype 5 – Mailing Address
Planned Working Time (0007)	●	Stores the work schedule rule for State employees. The details of this infotype are created in the Time Management module and include the employee's position, weekly hours, hours per day, and yearly hours.
Basic Pay (0008)	●	Stores an employee's pay information based on the employee's position, such as annual salary, monthly salary, and hourly pay.
Bank Details (0009)	●	Stores the information about which banks an employee's paycheck is to be direct deposited, and when applicable, the percentage or flat amount to be deposited into multiple banks. Subtype 0 – Main Bank Subtype 1 – Other Bank
Recurring Payments and Deductions (0014)	◆	Stores payments and deductions that should be paid to an employee, or money that should be deducted from an employee's pay.

Infotype		Description
Additional Payments (0015)	◆	Stores any additional payments that should be paid to an employee.
Bond Purchase (0103)	◆	Stores the information that is related to the payroll process such as the denomination and cost of the bond, salary deduction amount and wage types to process purchase.
Bond Denominations (0104)	◆	Stores the information about the owner and beneficiary of the bond such as names, addresses, and social security numbers, which are required by the Federal Reserve Bank for the savings bond purchase.
Residence Tax Area (0207)	●	Stores an employee’s federal and state residence information for tax purposes used to derive the tax authorities which levy applicable taxes to residents.
Work Tax Area (0208)	●	Stores information about the state where an employee resides used to derive the tax authorities which levy applicable taxes.
Unemployment State (0209)	●	Stores information about the state where the employee would file for unemployment should the employee separate from the company.
Tax Withholding Info US (0210)	●	Stores an employee’s W4 and W5 withholding and appropriate state withholding information from the employee’s earnings for tax purposes.
One-Time Payments Off-Cycle (0267)	◆	Stores additional wage elements that are made once only or irregularly for off-cycle payroll (i.e. severance pay, court settlement, incentive pay).
Hourly Rate of Assignment (0554)	◆	Plans for dual employment.
Employee Remuneration Info (2010)	◆	Used for a limited period of time. Used to correct legacy system payroll after cutover.
Time Specification/Employ. Period 552	◆	Stores information pertaining to the employee’s length of service - longevity pay.