The purpose of this Business Process Procedure is to explain how to view a one-time deduction or payment that is either deducted from an employee's pay or paid to an employee in the Integrated HR-Payroll System.

Trigger: Use the procedure to view a one-time deduction or payment that is either deducted from an employee's pay or paid to an employee.

Business Process Procedure Overview:

Use this procedure to display a one-time payment or deduction. Examples include:

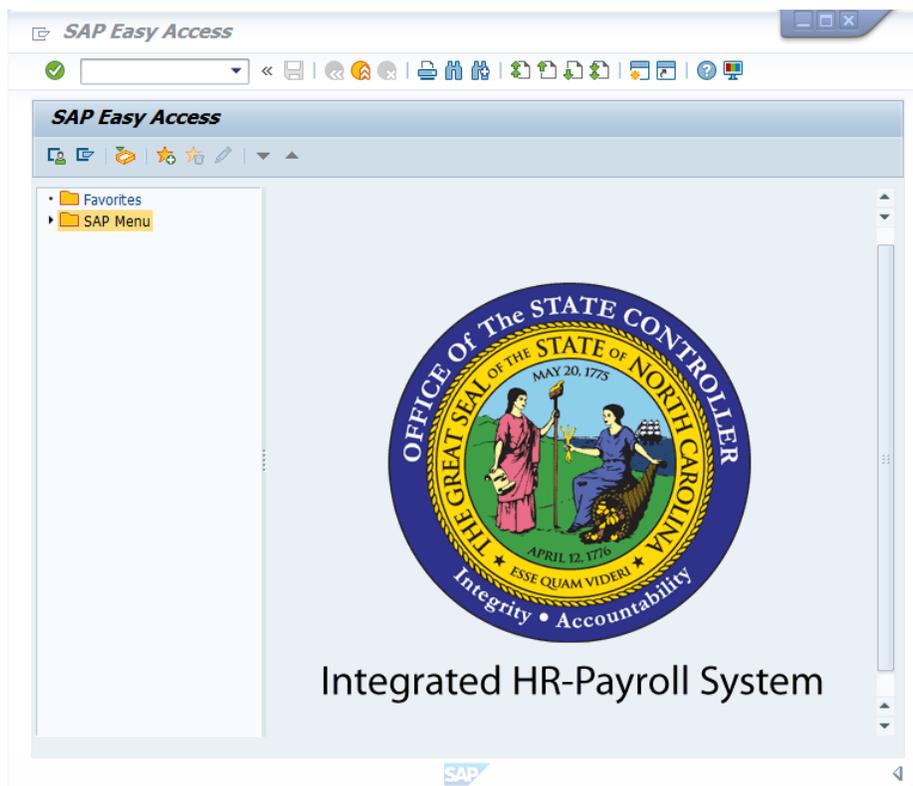- Incentive Award
- Court Settlement Payments

Access Transaction:

Via Menu Path: Human Resources >> Personnel Management >> Administration >> HR Master Data >> PA20 – Display

Via Transaction Code: PA20

Procedure

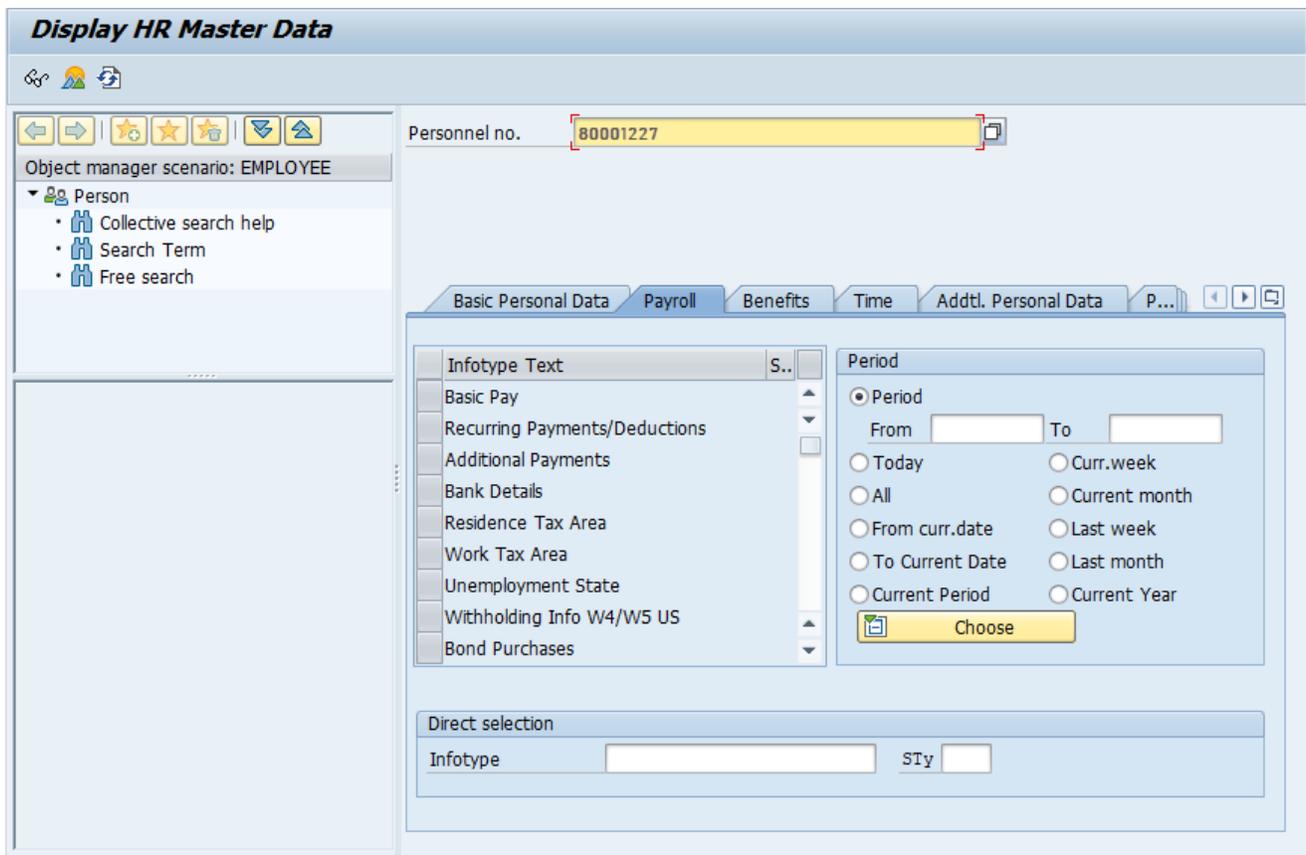1. Access SAP GUI, **SAP Easy Access** Menu.

2. Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
Command	White alphanumeric box in upper left corner used to input transaction codes	R	Enter value in Command. **Example:** PA20

3. Click **Enter** ✅ button.

4. Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
Personnel no.	Unique employee identifier	R	Enter value in Personnel no.. **Example:** 80001227

5. Click **Enter** ✅ button.

ℹ️ **Information:** Select the appropriate Infotype to display. Infotype records can be accessed through the various /Tabs/ or through the /Direct Selection/section of the screen. Infotypes listed within the Tabs with a corresponding green checkmark indicate that he infotype records is populated with data. Infotypes without a green checkmark may not be populated at this time.

Display HR Master Data

Personnel no.	80001227
Name	Thomas Mcgregor05
EEGroup	A SPA Employees
EESubgroup	B1 FT S-FLSAOT Perm

PersA 4601 Natural and Cultural Resources
CostC 4699999999 CULTURE RESOURCES

Object manager scenario: EMPLOYEE
- Person
  - Collective search help
  - Search Term
  - Free search

Tabs: Basic Personal Data | Payroll | Benefits | Time | Addtl. Personal Data | P...

Infotype Text	S..
Actions	✔
Organizational Assignment	✔
Personal Data	✔
Addresses	✔
Planned Working Time	✔
Basic Pay	✔
Family Member/Dependents	
I-9 Residence Status	✔
Additional Personal Data	✔

Period
- ⦿ Period
  - From _____ To _____
- ○ Today   ○ Curr.week
- ○ All   ○ Current month
- ○ From curr.date ○ Last week
- ○ To Current Date ○ Last month
- ○ Current Period ○ Current Year
- [ ] Choose

Direct selection
Infotype	_____	STy	___

6. Click the **Payroll** ⬜ Payroll tab button.

7. Click **Additional Payments** ⬜ button.

Display HR Master Data

Personnel no.   80001227
Name   Thomas Mcgregor05
EEGroup   A   SPA Employees   PersA   4601   Natural and Cultural Resources
EESubgroup   B1   FT S-FLSAOT Perm   CostC   4699999999   CULTURE RESOURCES
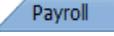
Object manager scenario: EMPLOYEE
- Person
  - Collective search help
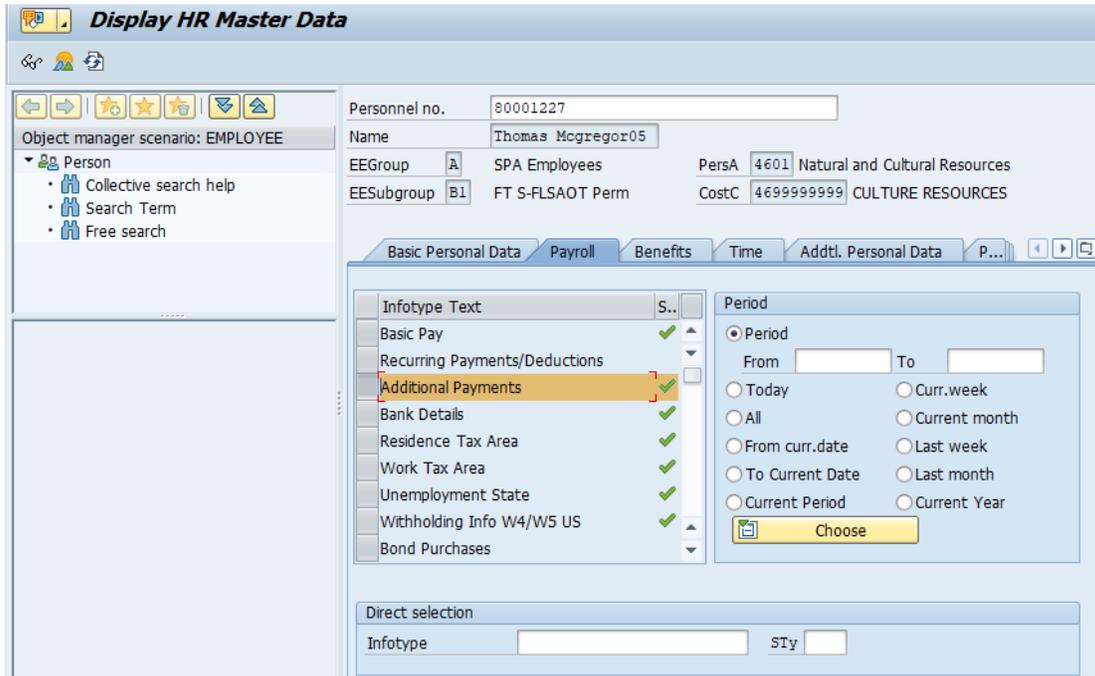 - Search Term
  - Free search

| Basic Personal Data | Payroll | Benefits | Time | Addtl. Personal Data | P... |

Infotype Text	S..	
Basic Pay	✔	
Recurring Payments/Deductions		
Additional Payments	✔	
Bank Details	✔	
Residence Tax Area	✔	
Work Tax Area	✔	
Unemployment State	✔	
Withholding Info W4/W5 US	✔	
Bond Purchases		

Period
- ● Period
  - From ____   To ____
- ○ Today   ○ Curr.week
- ○ All   ○ Current month
- ○ From curr.date ○ Last week
- ○ To Current Date ○ Last month
- ○ Current Period   ○ Current Year
- ▣   Choose

Direct selection
Infotype   _____   STy ____

8. Click **Overview (Shift+F8)** 🏔 button.
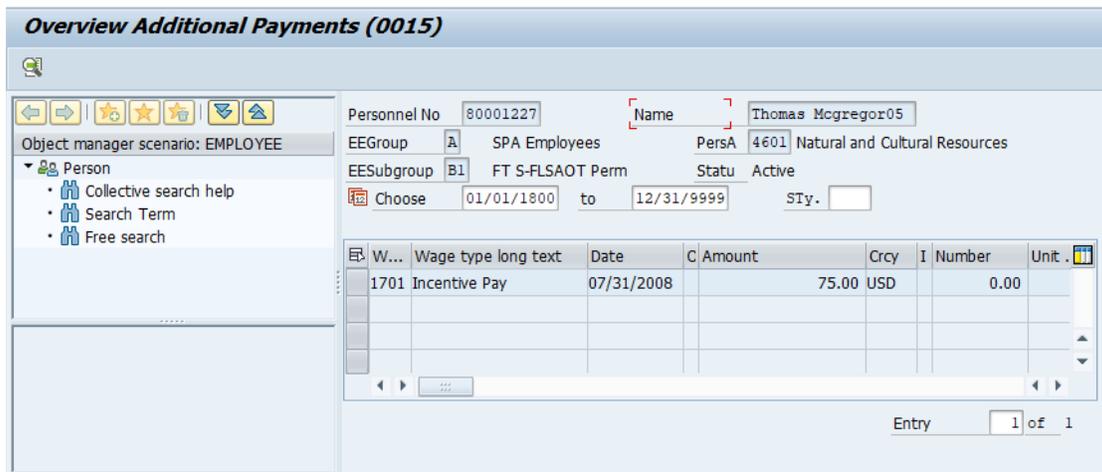
Overview Additional Payments (0015)

Personnel No   80001227   Name   Thomas Mcgregor05
EEGroup   A   SPA Employees   PersA   4601   Natural and Cultural Resources
EESubgroup   B1   FT S-FLSAOT Perm   Statu   Active
Choose   01/01/1800   to   12/31/9999   STy. ____

Object manager scenario: EMPLOYEE
- Person
  - Collective search help
  - Search Term
  - Free search

W...	Wage type long text	Date	C	Amount	Crcy	I	Number	Unit .
1701	Incentive Pay	07/31/2008		75.00	USD		0.00	

Entry   1 of 1

9. Click **Selection** [ ] button.

    (i)   **Information:** Review the Additional Payments data as appropriate. There may be multiple records for infotype 0015, available by clicking on the next record. If there are multiple records on the screen, additional data is available by selecting those records.

10. Click **Choose (F2)** [icon] button.

11. The below table provides a description for the fields located in Infotype 0015.

Field	Description
Wage Type	Type of deduction/payment for the employee per pay period.
Amount	Amount of deduction or payment.
Date of Origin	The date the information was entered into the infotype.

12. Click **Back (F3)** button.
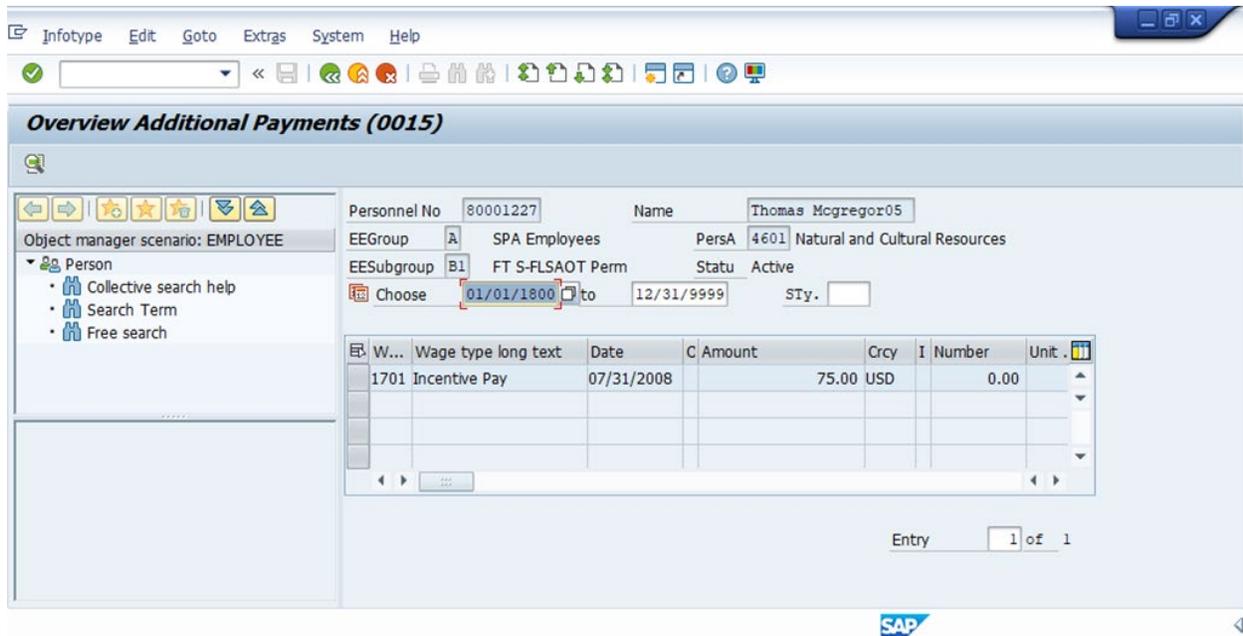
13. Click **Back** button to the **SAP Easy Access Screen**.

14. The system task is complete.

Additional Resources

Change Record

Change Date: 8/11/2020 – Changed by C. Ennis
Changes: Updated format, assigned reference number, and made accessible

Change Date: 4/28/2021

Changes: Updated Screenshots, added alt text. Changed by L.Lee