



MAINTAIN RECURRING PAYMENTS/DEDUCTIONS

PY

PY-23 | INFOTYPE 0014 | TRANSACTION PA30

The purpose of this Business Process Procedure is to explain how to enter a recurring 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 this procedure to enter a recurring deduction or payment that is either deducted from an employee's pay or paid to an employee.

Business Process Procedure:

Use this procedure to enter recurring payments or deductions. Examples of this transaction would be:

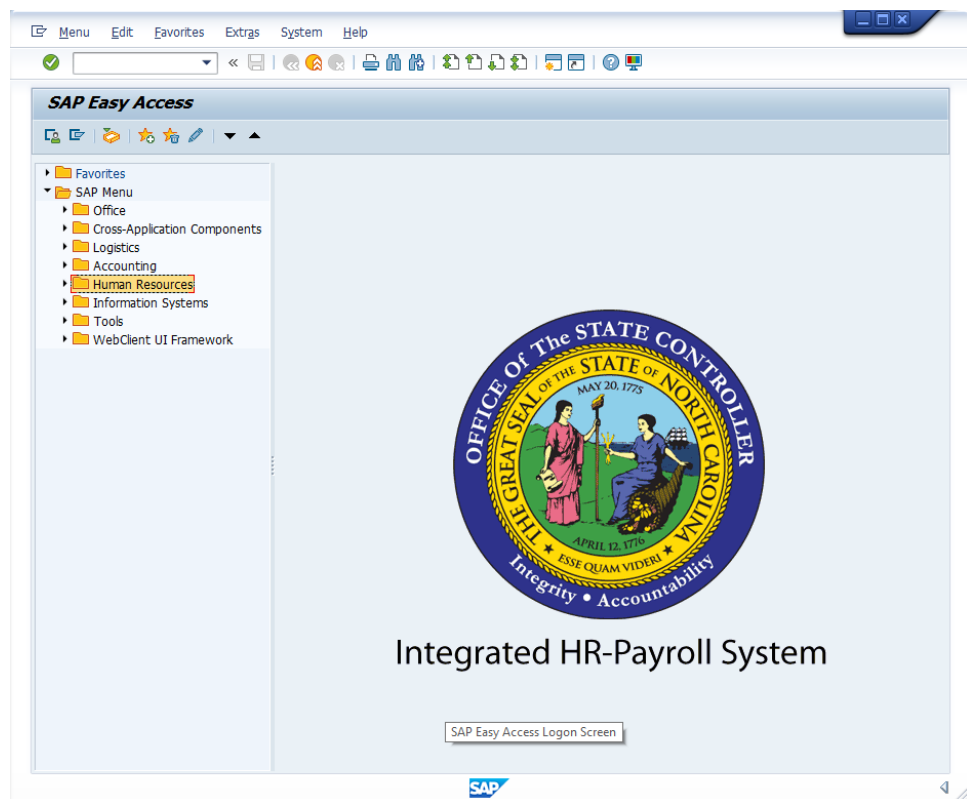
- Cell Phone Supplement
- Parking
- Membership Dues

Access Transaction:

Via Menu Path: SAP menu >> Human Resources >> Personnel Management >> Administration >> HR Master Data >> PA30 – Maintain

Via Transaction Code: PA30

Procedure



1. 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: PA30

2. Click **Enter**  icon.

Maintain HR Master Data

3. 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: 80001035



Information: Ensure the correct personnel number was entered.

4. Click **Enter** button.
5. Click the **Payroll** tab.

Maintain HR Master Data

6. Click **Recurring Payments/Deductions** button.



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 the infotype record is populated with data. Infotypes without a green checkmark may not be populated at this time.

7. Click **Create (F5)** button.

8. The table below provides the descriptions for each field in Infotype 0014.

Field	Description
Wage Type	Type of deduction/payment for the employee per pay period.
Amount	Amount of deduction or payment.
Reason for Change	In this field, you enter the reason for change in the data in the infotype.
Payment model	The payment model defines a time pattern in which deductions are withdrawn and payments made.
1 st payment period	In the FIRST PAYMENT PERIOD field, you can enter the first period in which the recurring payment or deduction is to be made.
1 st payment date	Enter the first payment date. This date defines the payroll period in which the recurring payment or deduction is to be made the first time .
Interval in periods	Enter the number of periods that should lie between two consecutive payments.
Interval/Unit	This field together with the UNIT field defines the interval between recurring payments and deductions.

Create Recurring Payments/Deductions (0014)

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

Field Name	Description	R/O/C	Values
Start	Beginning date of the specified date range	R	Enter value in Start. Example: 06/01/2021
Wage Type	Type of deduction/ payment for the employee per pay period.	R	Enter value in Wage Type. Example: 2400



Information: If you know the wage type code number you want to enter, type it directly into the wage type field. If you do not know the code number you want to enter, click the drop-down menu on the right of the wage types field (after single-clicking the field). This will give you the codes and descriptions of the available wage types for the employee being processed.

In this demonstration, we are using wage type 2400 SECU.

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

Field Name	Description	R/O/C	Values
Amount	Amount of deduction/ payment.	R	Enter value in Amount. Example: 50.00

Create Recurring Payments/Deductions (0014)

Personnel No Name

EGroup SPA Employees PersA Natural and Cultural Resources

ESubgroup FT N-FLSAOT Perm Statu

Start to

Recurring Payments/Deductions

Wage Type

Amount USD Ind. Val.

Number/unit

Assignment Number


Reason for Change

Payment dates

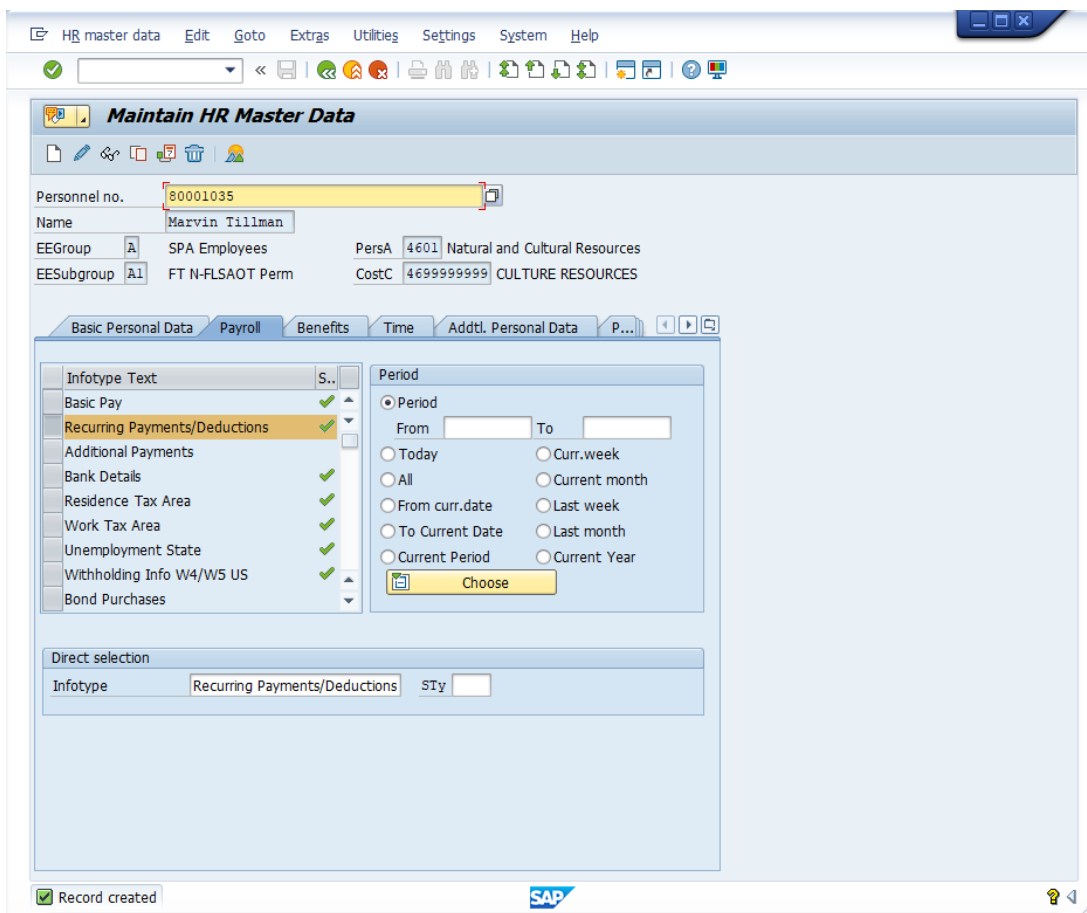
Payment model

1st payment period or 1st payment date

Interval in periods Interval/Unit

11. Click **Save (Ctrl+S)**  button.

Maintain HR Master Data




12. Click **Display (F7)**  button.



Critical: When processing a deduction wage type, confirm there is an 'A' to the left of the amount field. If an 'A' exists, you are processing a deduction wage type. If an 'A' does not exist, you are processing a payment wage type.

Display Recurring Payments/Deductions (0014)

Display Recurring Payments/Deductions (0014)



Personnel No	80001035	Name	Marvin Tillman
EGroup	A SPA Employees	PersA	4601 Natural and Cultural Resources
ESubgroup	A1 FT N-FLSAOT Perm	Statu	Active
Start	06/01/2021	to	12/31/9999
		Chng	06/09/2021 01928036

Recurring Payments/Deductions

Wage Type	2400	SECU
Amount	A 50.00	USD <input type="checkbox"/> Ind. Val. <input style="width: 100px;" type="text"/>
Number/unit	0.00	<input style="width: 100px;" type="text"/>
Assignment Number	<input style="width: 100%;" type="text"/>	
Reason for Change	<input type="checkbox"/>	

Payment dates

Payment model	<input type="text"/>
1st payment period	00 or 1st payment date <input style="width: 100px;" type="text"/>
Interval in periods	00 Interval/Unit <input style="width: 100px;" type="text"/>

13. Click **Exit (Shift+F3)**  button.

14. The system task is complete.

Additional Resources

Training HELP website: https://www.osc.nc.gov/training/training_help_documents

Change Record

Change Date: 8/12/2020 – Changed by C. Ennis
 Changes: Updated format, assigned reference number, and made accessible

Changes Date: 6/10/2021 - Changed by L. Lee
 Changes: Updated screenshots, links, and added Alt Text