



MAINTAIN ONE-TIME PAYMENT/DEDUCTION

PY-24 | IT0015 | TRANSACTION PA30

PY

The purpose of this Business Process Procedure is to explain how to enter 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: A one-time deduction or payment that is either deducted from an employee's pay or paid to an employee needs to be entered into the System.

Business Process Procedure:

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

- Incentive Award
- Court Settlement – Payments

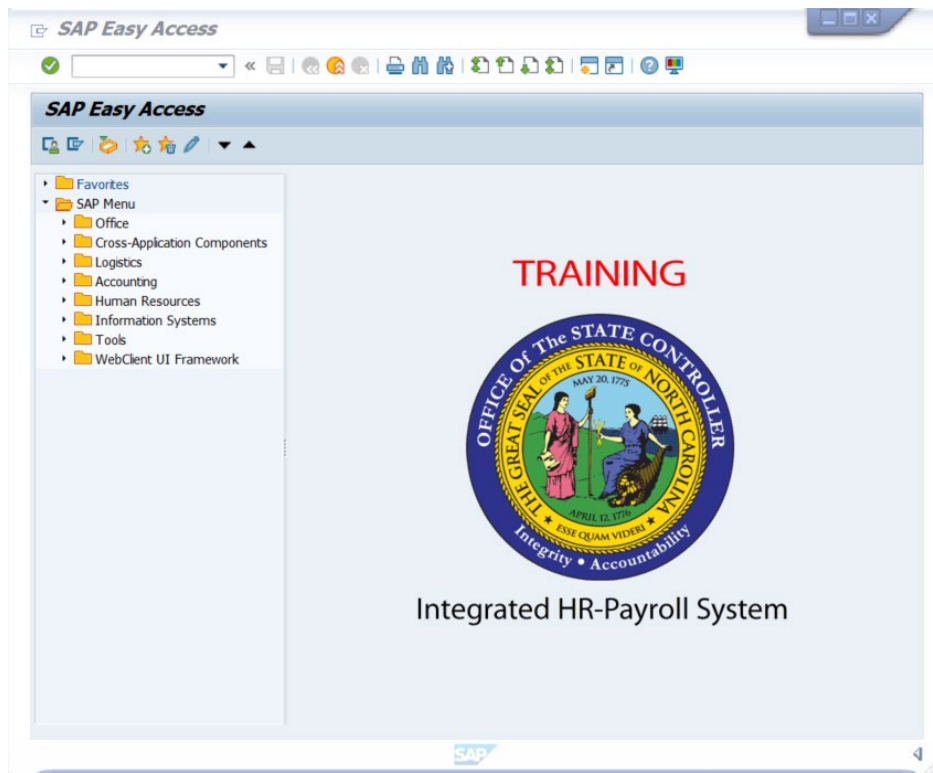
Access Transaction:

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

Via Transaction Code: PA30

Procedure

SAP Easy Access

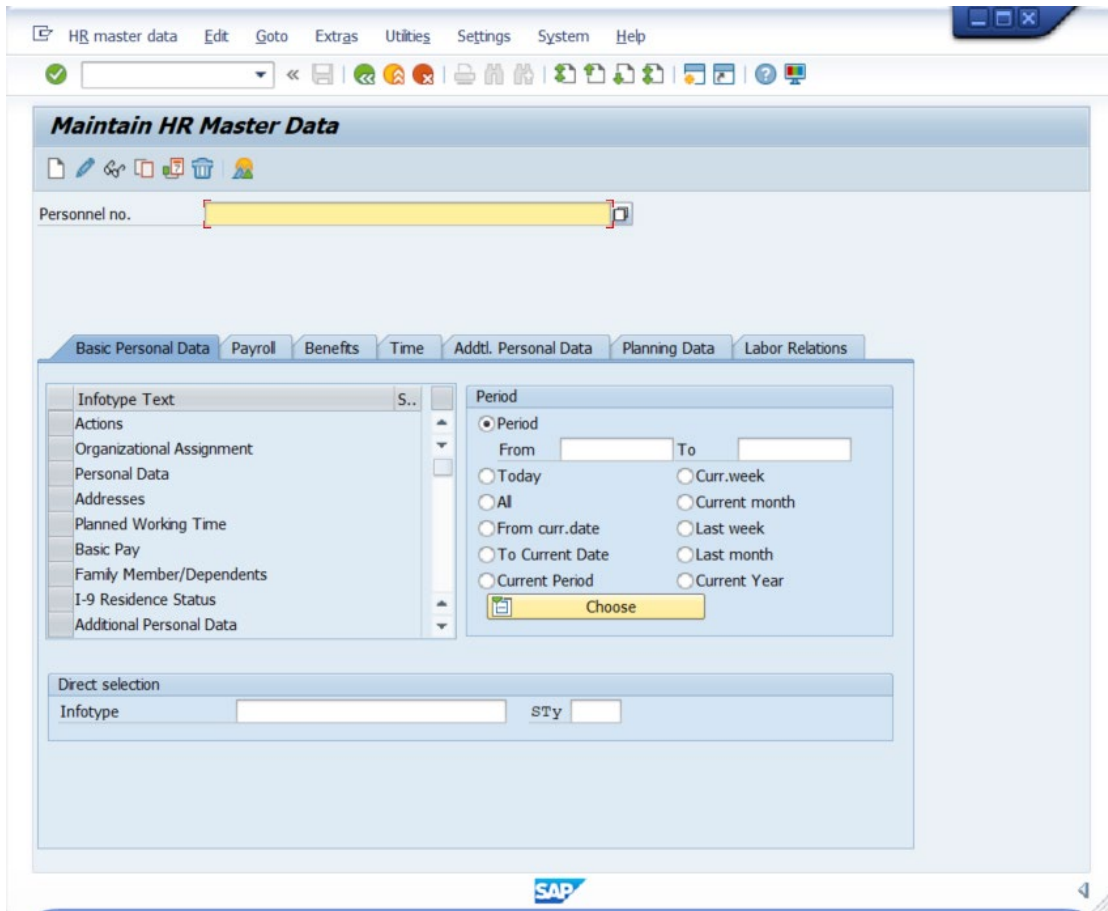


1. Update the following **required** and **optional** fields:

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** .

Maintain HR Master Data



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

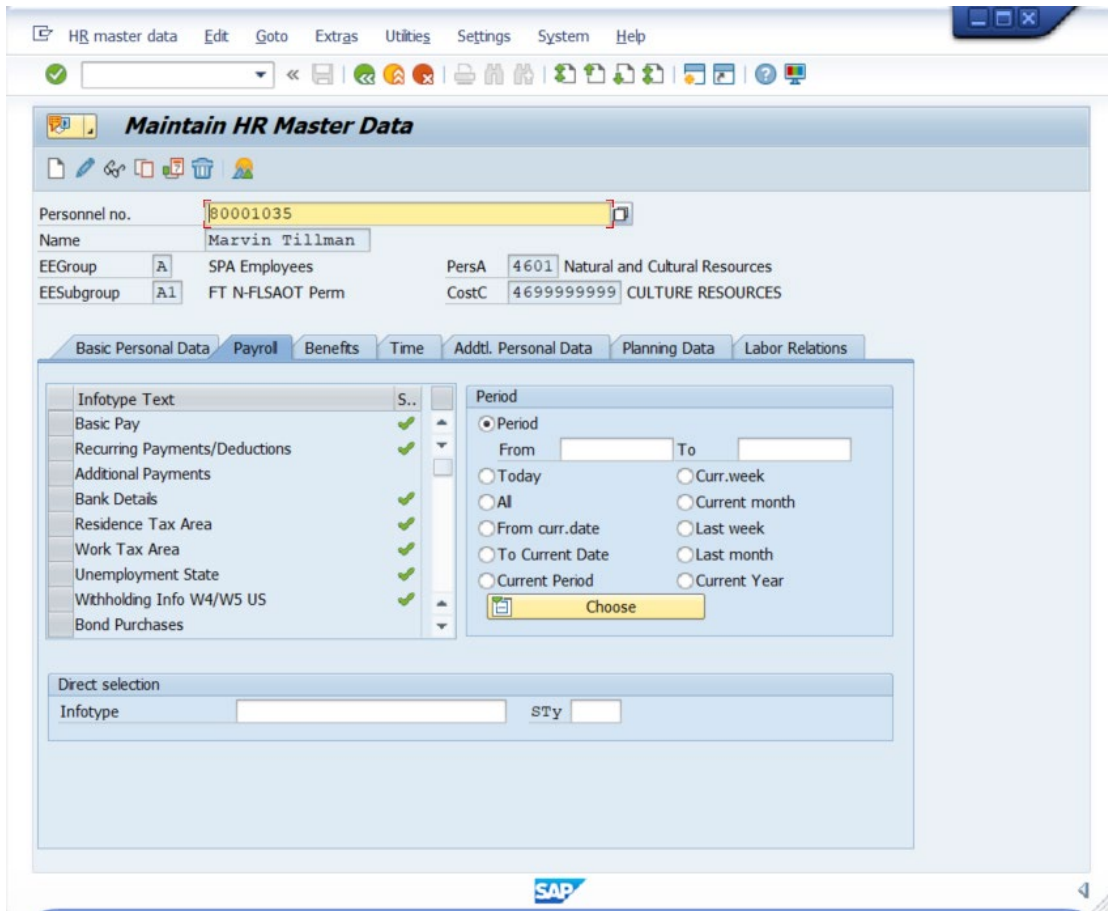
Field Name	Description	R/O/C	Values
Personnel no.	Unique employee identifier	R	Enter value in Personnel no.. Example: 80001035

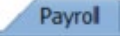



Information: Ensure the correct personnel number was entered.

4. Click **Enter** .

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5. Click the **Payroll**  tab button.
6. Click **Additional Payments**  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.

Maintain HR Master Data


The screenshot shows the SAP 'Maintain HR Master Data' window. At the top, the title bar reads 'Maintain HR Master Data'. Below the title bar is a toolbar with various icons. The main content area is titled 'Maintain HR Master Data' and contains the following information:

Personnel no. 80001035
 Name Marvin Tillman
 EEGroup A SPA Employees PersA 4601 Natural and Cultural Resources
 EESubgroup A1 FT N-FLSAOT Perm CostC 4699999999 CULTURE RESOURCES

Below this information are several tabs: 'Basic Personal Data', 'Payroll', 'Benefits', 'Time', 'Addtl. Personal Data', 'Planning Data', and 'Labor Relations'. The 'Basic Personal Data' tab is active, showing a list of infotypes with checkmarks in the 'S..' column:

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	

To the right of the list is a 'Period' section with radio buttons for 'Period', 'Today', 'All', 'From curr.date', 'To Current Date', 'Current Period', 'Curr.week', 'Current month', 'Last week', and 'Current Year'. A 'Choose' button is located below these options. At the bottom of the main content area is a 'Direct selection' section with an 'Infotype' field and an 'STy' field.

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

8. The table below displays the field descriptions for 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.
Reason for Change	In this field, you enter the reason for change in the data in the infotype.



Information: The available wage types assigned for one-time payments are listed in the matchcode search. Click the matchcode search button to view the options.

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

Field Name	Description	R/O/C	Values
Wage Type	Type of deduction/ payment for the employee per pay period.	R	Enter value in Wage Type. Example: 1701
Amount	Amount of deduction/ payment.	R	Enter value in Amount. Example: 15.00



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.

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

Field Name	Description	R/O/C	Values
Date of origin		R	Enter value in Date of origin. Example: 10/31/2007



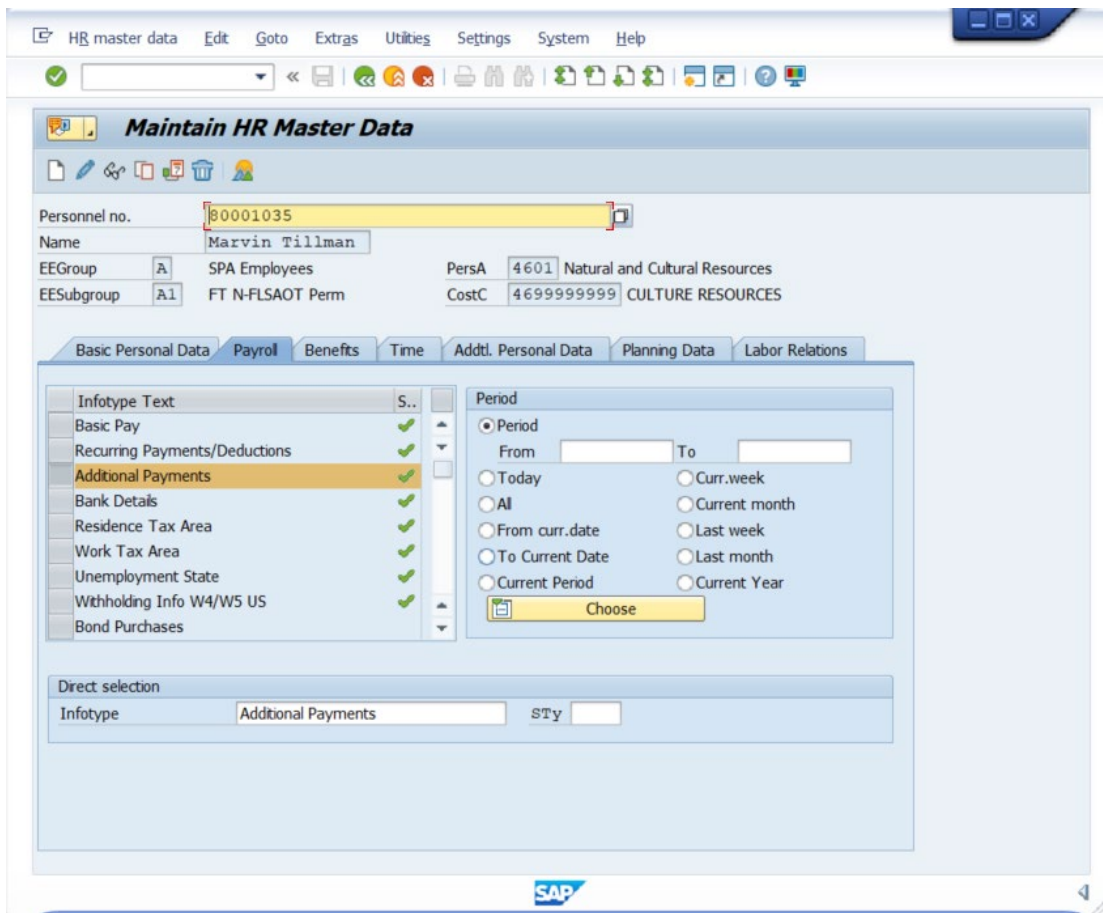
Information: Verify the information is correct before saving.

Create Additional Payments (0015)

The screenshot displays the SAP 'Create Additional Payments (0015)' interface. At the top, there is a menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main form area is titled 'Create Additional Payments (0015)'. It contains several input fields for employee and payment details. The 'Personnel No' is 80001035 and the 'Name' is Marvin Tillman. The 'EEGroup' is A (SPA Employees) and 'PersA' is 4601 (Natural and Cultural Resources). The 'EESubgroup' is A1 (FT N-FLSAOT Perm) and 'Statu' is Active. The 'Additional Payments' section includes: 'Wage Type' (1701), 'Amount' (15.00 USD), 'Ind.val.' (checkbox), 'Number/unit' (empty), 'Date of origin' (10/31/2007), 'Default Date' (empty), 'Assignment Number' (empty), and 'Reason for Change' (dropdown menu). The SAP logo is visible at the bottom right of the window.

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

Maintain HR Master Data



12. Click **Exit (Shift+F3)**  icon.

13. 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

Change Date: 6/14/2021 – Changed by L.Lee
 Changes: Updated images, links, and added alt text