PY-24 Maintain One Time Payment Deduction 0015

Purpose

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

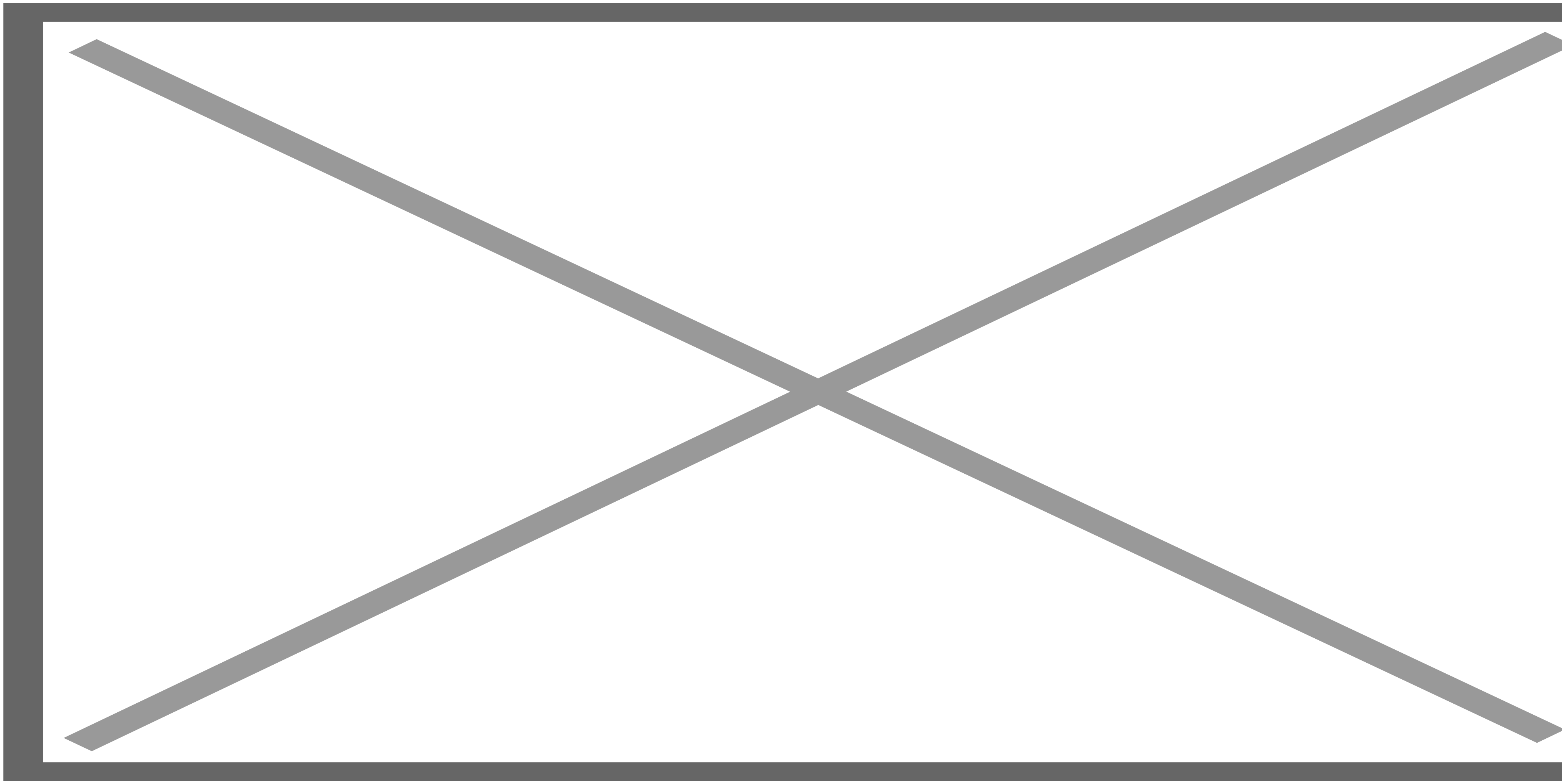
Via Transaction Code: PA30

Procedure

There are 12 steps to complete this process.

SAP Easy Access

Image



Step 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

Step 2. Click **Enter**.

Maintain HR Master Data

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

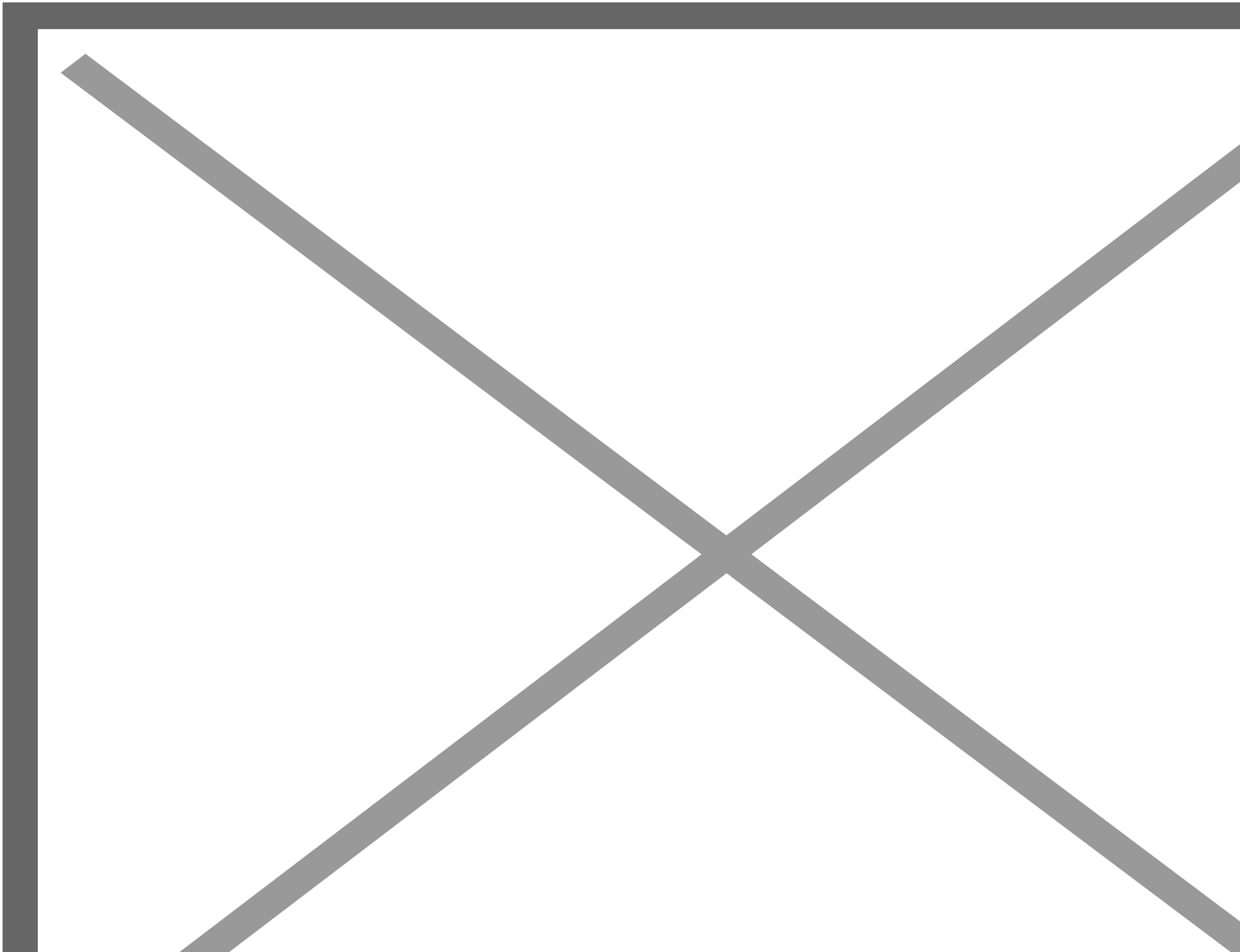
Field Name	Description	R/O/C	Values
Personnel no.	Unique employee identifier.	R	Enter value in Personnel no. Example: 80001035

Information: Ensure the correct personnel number was entered.

Step 4. Click **Enter**.

Maintain HR Master Data

Image



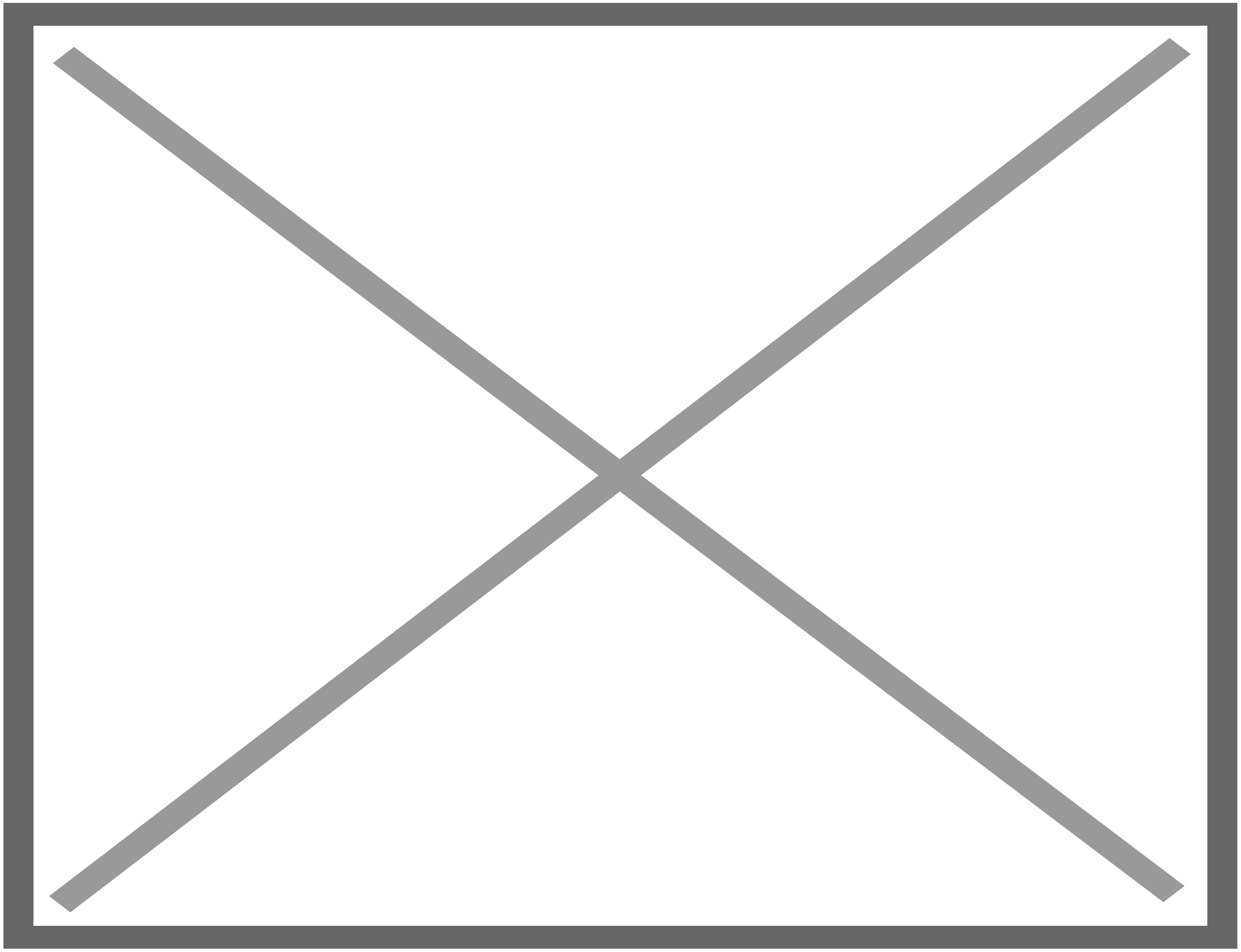
Step 5. Click the **Payroll** tab.

Step 6. Select the **Additional Payments** infotype.

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.

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

Image



Step 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.

Field	Description
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.

Step 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.

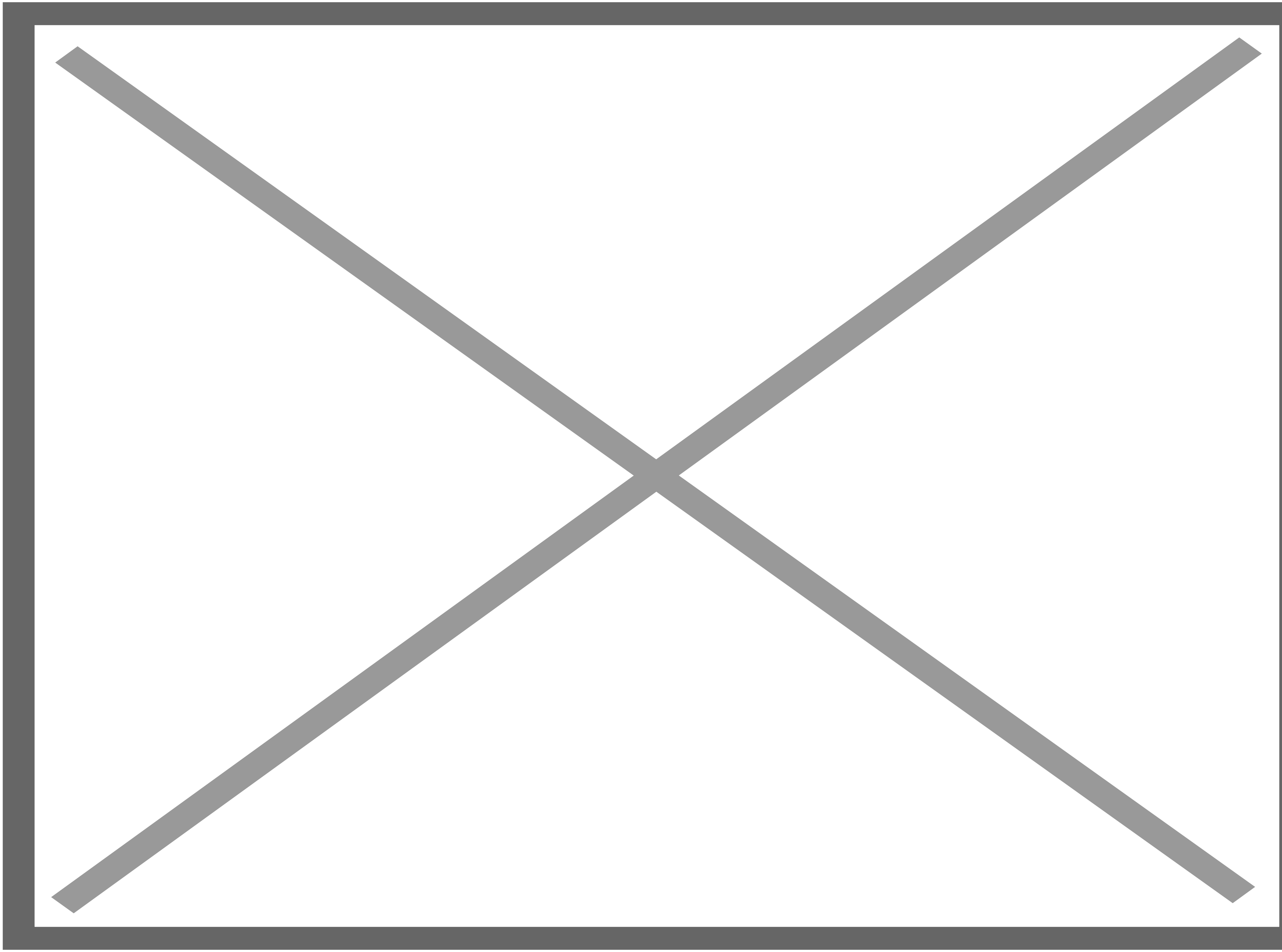
Step 10.   Update the following **required** and **optional** fields.

Field Name	Description	R/O/C	Values
Date of origin		R	Enter value in Date of origin. Example: 9/25/2025

Information: Verify the information is correct before saving.

Create Additional Payments (0015)

Image



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

Step 12. The system task is complete.

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