PY-23 Maintain Recurring Payments Deductions Infotype 0014

Purpose

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

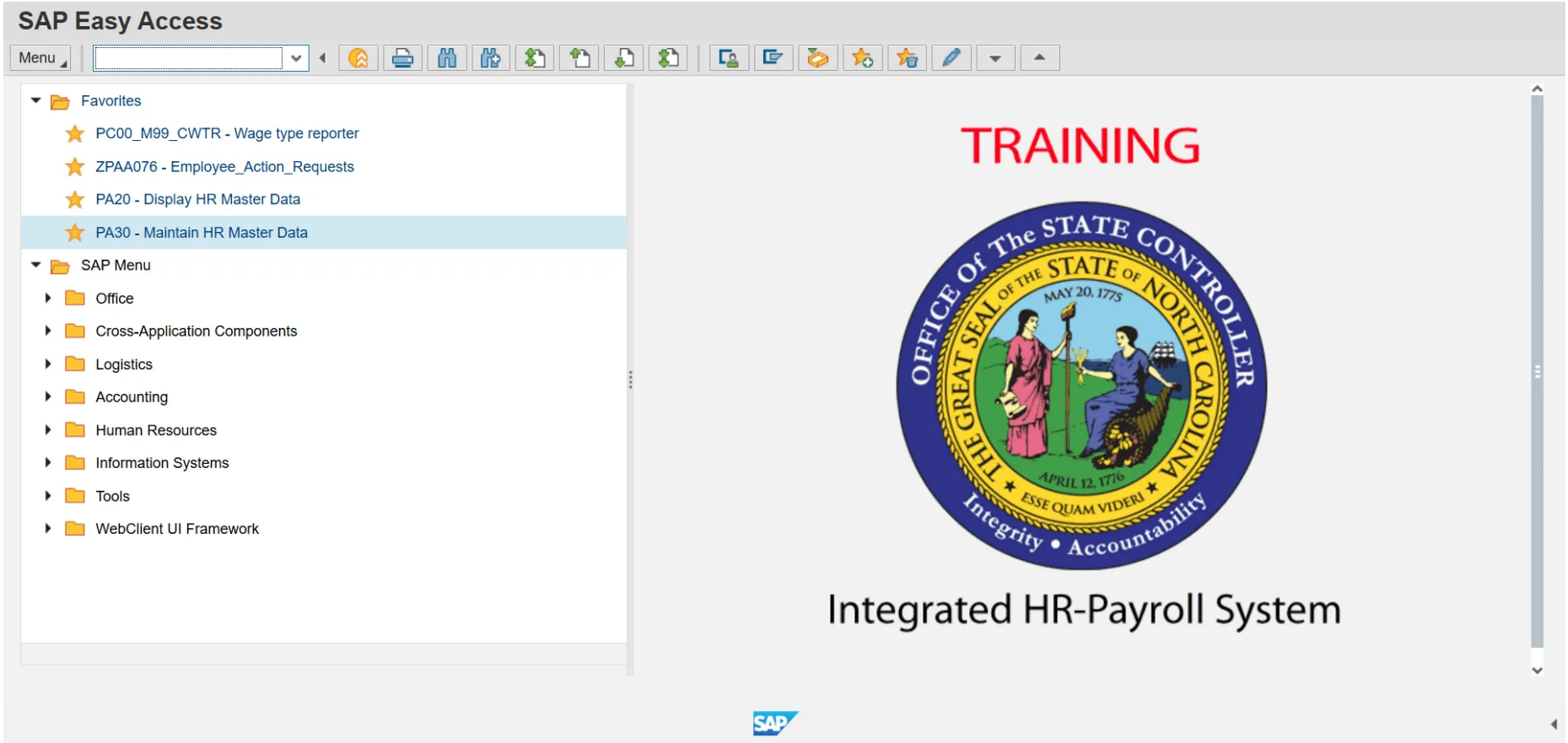
Via Menu Path: SAP menu >> Human Resources >> Personnel Management >> Administration >> HR Master Data >> PA30 – Maintain

Via Transaction Code: PA30

Procedure

There are 13 steps to complete this process.

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

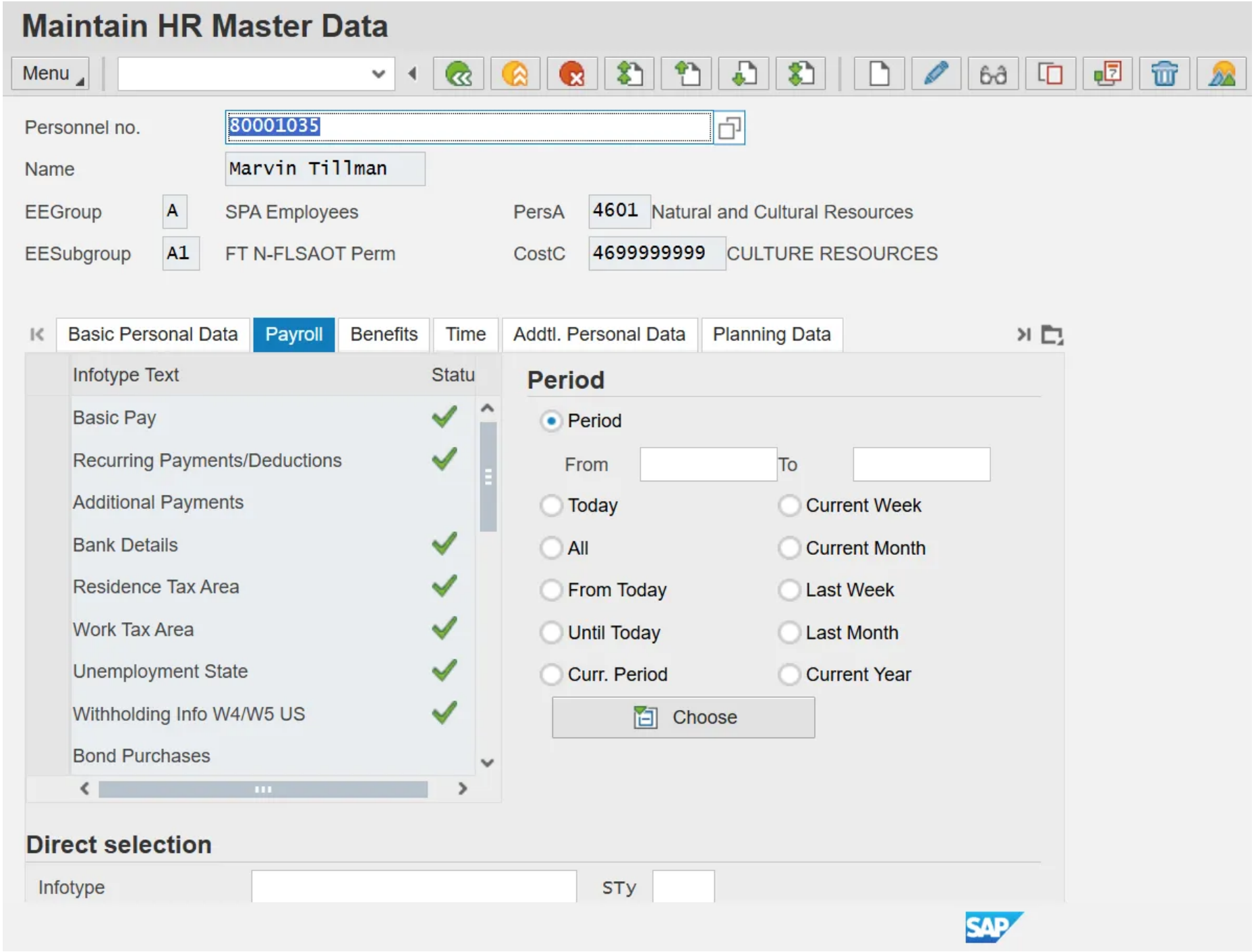
Step 3. Update the following **required** and **optional** fields.

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**.

Image


Maintain HR Master Data
Menu
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
Basic Personal Data
Payroll
Benefits
Time
Addtl. Personal Data
Planning Data
Infotype Text
Statu
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
Current Week
All
Current Month
From Today
Last Week
Until Today
Last Month
Curr. Period
Current Year
Choose
Direct selection
Infotype
STy
SAP

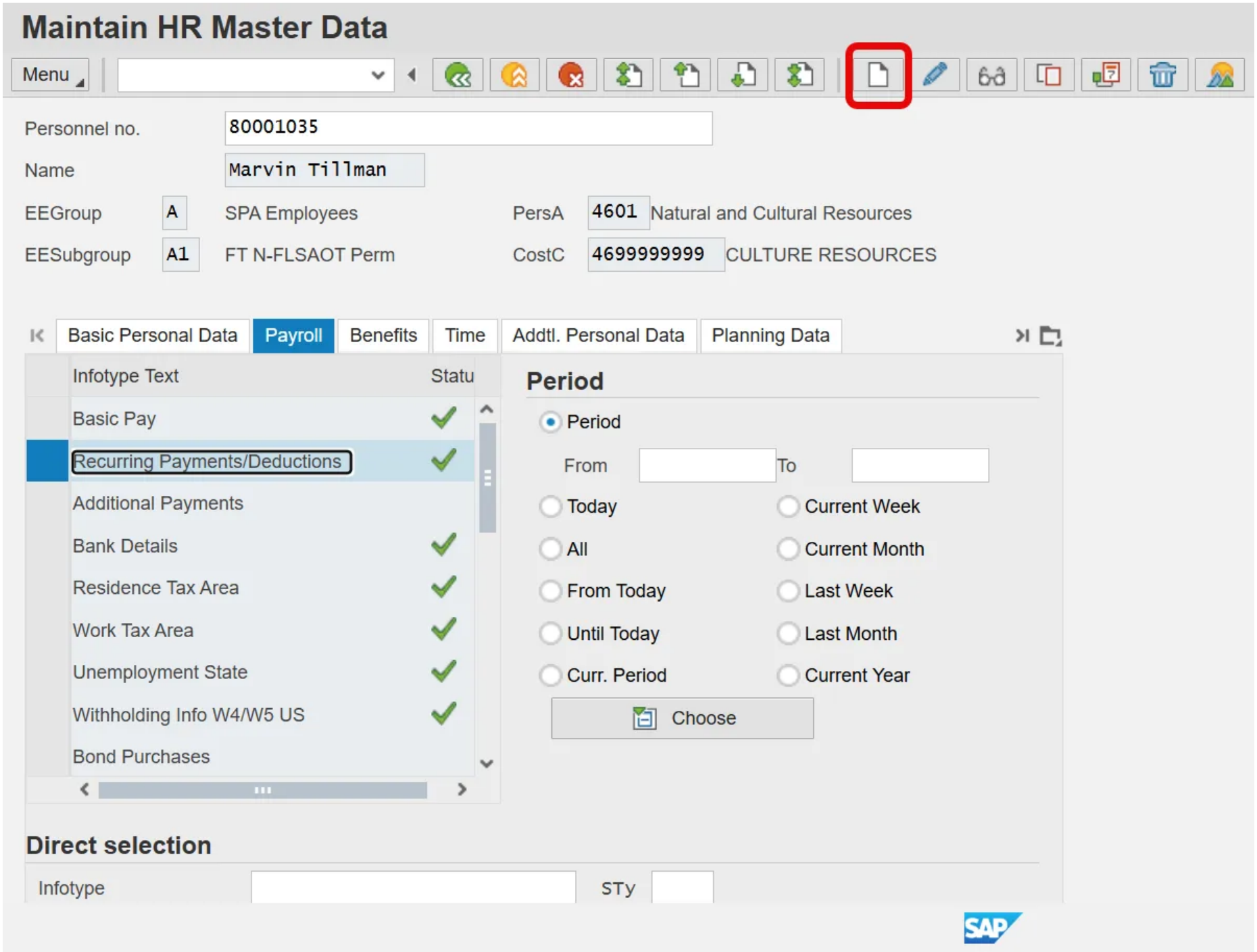
Step 5. Click the **Payroll** tab.

Step 6. Select the **Recurring Payments/Deductions** 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 **Create (F5)** button.

Image


Maintain HR Master Data
Menu
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
Basic Personal Data
Payroll
Benefits
Time
Addtl. Personal Data
Planning Data
Infotype Text
Statu
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
Current Week
All
Current Month
From Today
Last Week
Until Today
Last Month
Curr. Period
Current Year
Choose
Direct selection
Infotype
STy

Step 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.
1st 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.
1st 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)

Image

Create Recurring Payments/Deductions (0014)

Menu

Personnel No	80001035	Name	Marvin Tillman		
EEGroup	A	SPA Employees	PersA	4601	Natural and Cultural Resources
EESubgroup	A1	FT N-FLSAOT Perm	Statu	Active	
Start	*	to	12/31/9999		

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		

Step 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: 06/01/2025
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.

Step 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

Image

Create Recurring Payments/Deductions (0014)

Menu

Personnel No	80001035		Name	Marvin Tillman	
EEGroup	A	SPA Employees	PersA	4601	Natural and Cultural Resources
EESubgroup	A1	FT N-FLSAOT Perm	Statu	Active	
Start	6/1/2025	to	12/31/9999		

Recurring Payments/Deductions

Wage Type	2400		
Amount	50.00 USD	Ind. Val.	
Number/unit			
Assignment Number			
Reason for Change			

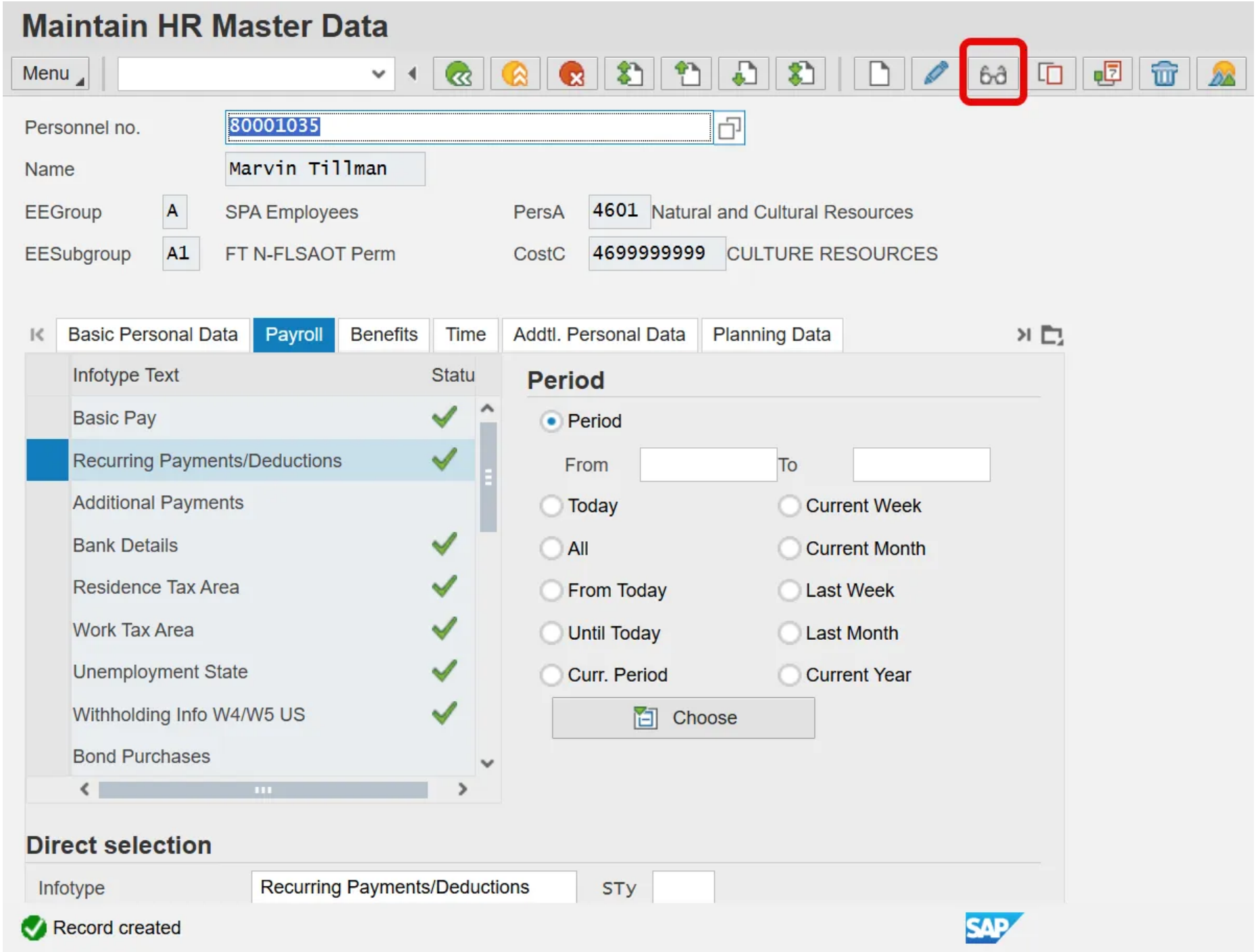
Payment dates

Payment model			
1st payment period	or	1st payment date	
Interval in periods		Interval/Unit	

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

Step 12. To view the Recurring Payments/Deductions, Click the **Display (F7)** button.

Image


Maintain HR Master Data
Menu
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
Basic Personal Data
Payroll
Benefits
Time
Addtl. Personal Data
Planning Data
Infotype Text
Statu
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
Current Week
All
Current Month
From Today
Last Week
Until Today
Last Month
Curr. Period
Current Year
Choose
Direct selection
Infotype
Recurring Payments/Deductions
STy
Record created
SAP

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.

Image

Display Recurring Payments/Deductions (0014)

Menu

Personnel No	80001035	Name	Marvin Tillman		
EEGroup	A	SPA Employees	PersA	4601	Natural and Cultural Resources
EESubgroup	A1	FT N-FLSAOT Perm	Statu	Active	
Start	06/01/2025	to	12/31/9999	Chng	09/25/2025 INPAULM20

Recurring Payments/Deductions

Wage Type	2400	SECU			
Amount	A	50.00	USD	Ind. Val.	
Number/unit		0.00			
Assignment Number					
Reason for Change					

Payment dates

Payment model					
1st payment period	00	or	1st payment date		
Interval in periods	00		Interval/Unit	0	

Step 13. The system task is complete.

First Published

Tue, 02/26/2013

Last Updated

Tue, 11/04/2025

Printable PDF