PY-20 Display One Time Payment Deductions Infotype 0015

Purpose

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

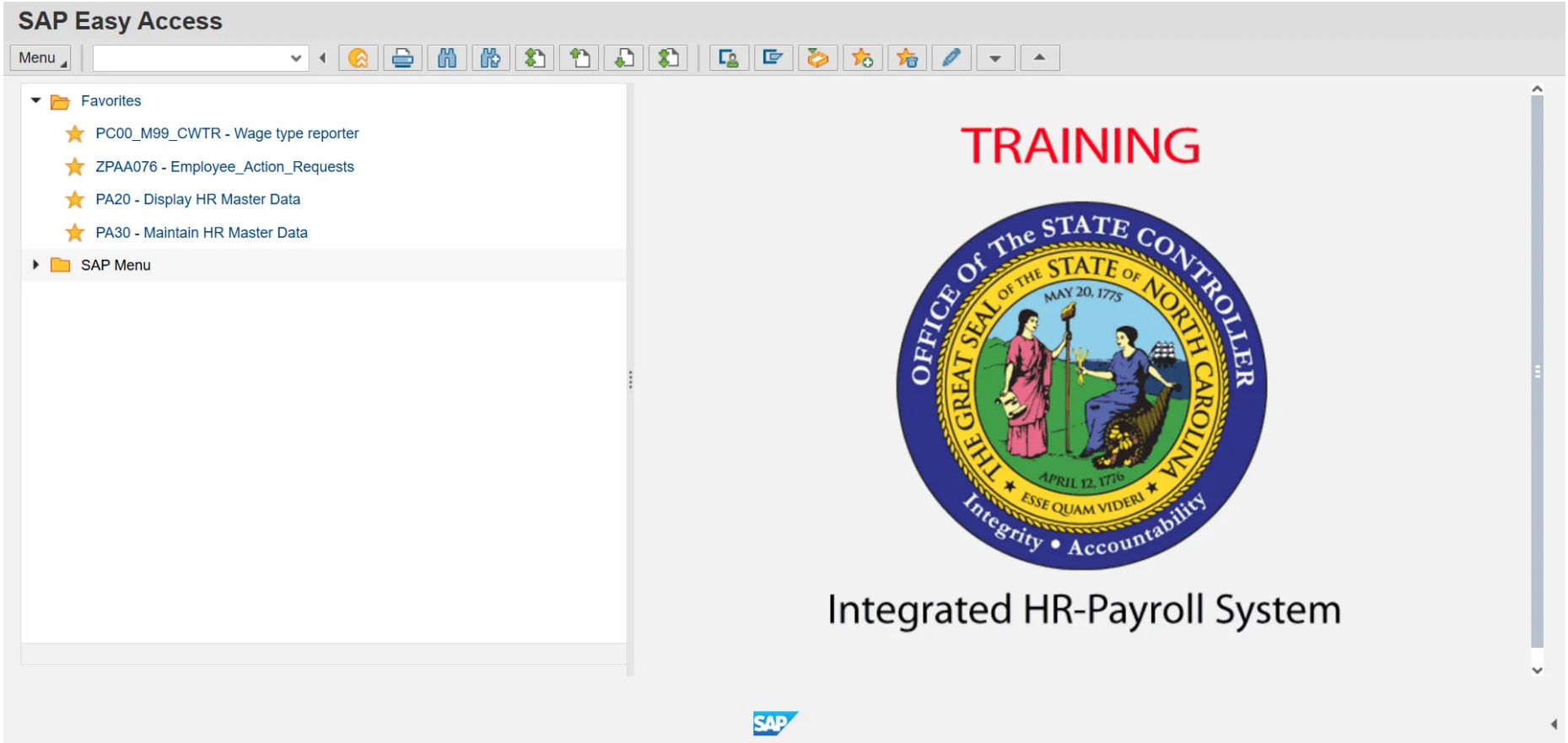
Procedure

There are 12 steps to complete this process.

Step 1. On the **SAP Easy Access** screen, 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

Image

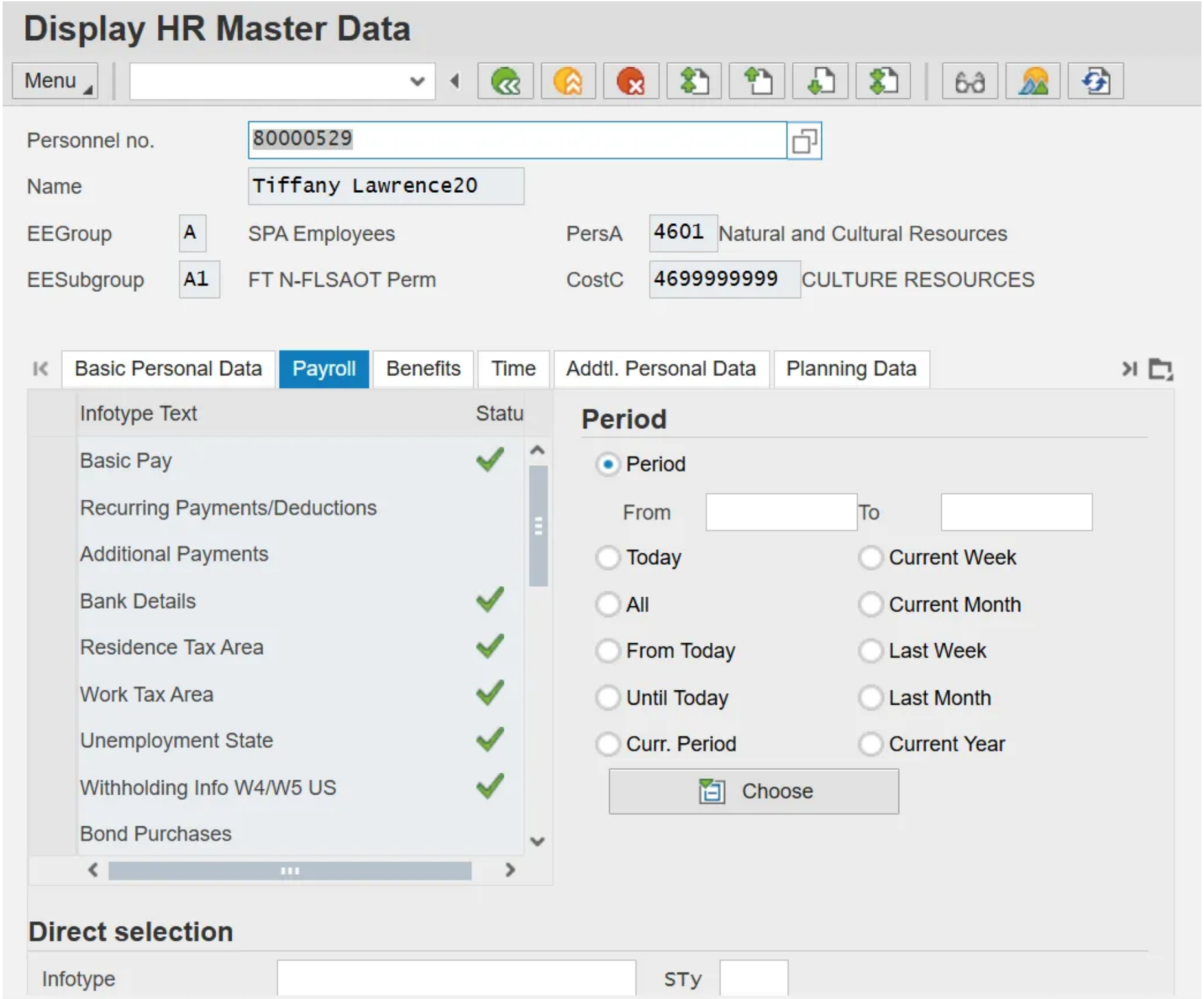


Step 2. Click **Enter**.

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: 80000529

Image


Display HR Master Data
Menu
Personnel no.
80000529
Name
Tiffany Lawrence20
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 4. Click **Enter**.

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.

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

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

Step 7. Click **Overview** button.

Image

Display HR Master Data



Personnel no. 80000529

Name Tiffany Lawrence20

EEGroup A SPA Employees

EESubgroup A1 FT N-FLSAOT Perm

PersA 4601 Natural and Cultural Resources

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
- ( ) All
- ( ) From Today
- ( ) Until Today
- ( ) Curr. Period
- ( ) Current Week
- ( ) Current Month
- ( ) Last Week
- ( ) Last Month
- ( ) Current Year

Choose

Direct selection

Infotype ____ STy ____

Image

Overview Additional Payments (0015)

Menu

Personnel No	80000529	Name	Tiffany Lawrence20		
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.

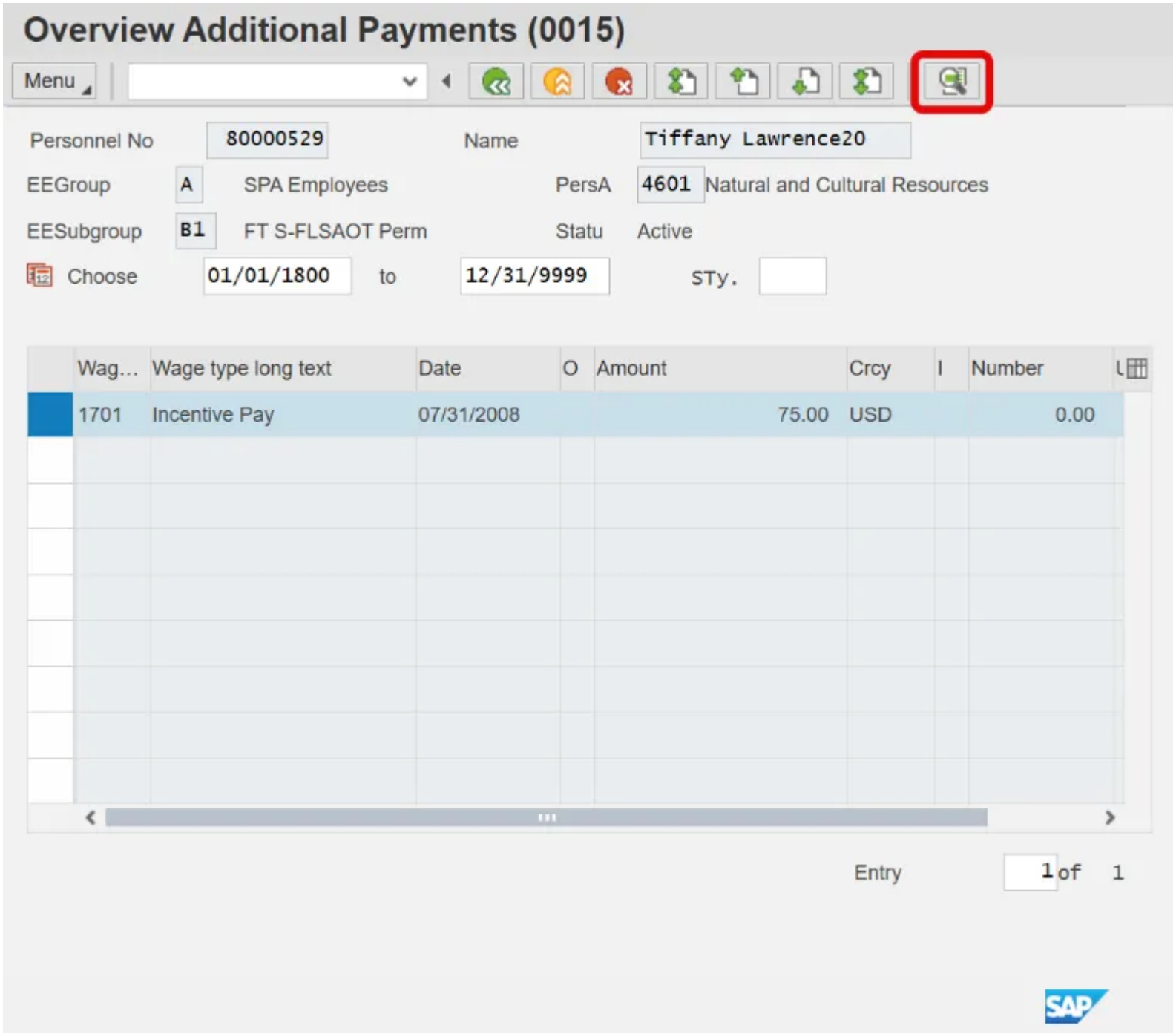
Wag…	Wage type long text	Date	O	Amount	Crcy	I	Number	U
1701	Incentive Pay	07/31/2008		75.00	USD		0.00	

Entry 1 of 1

Step 8. Select the **Additional Payment Record** and click the **Choose** button.

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.

Image


Overview Additional Payments (0015)
Menu
Personnel No 80000529
Name Tiffany Lawrence20
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.
Wag... Wage type long text Date O Amount Crcy I Number
1701 Incentive Pay 07/31/2008 75.00 USD 0.00
Entry 1 of 1

Step 9. The table below 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.

Image

Display Additional Payments (0015)

Menu

Personnel No	80000529	Name	Tiffany Lawrence20		
EEGroup	A	SPA Employees	PersA	4601	Natural and Cultural Resources
EESubgroup	B1	FT S-FLSAOT Perm	Statu	Active	
			Chng	07/03/2008	90000044

Additional Payments

Wage Type	1701	Incentive Pay		
Amount	75.00	USD		Ind.val.
Number/unit	0.00			
Date of origin	07/31/2008			
Default Date	00			
Assignment Number				
Reason for Change				

Reference Period for Payment

Start Date	
End Date	

Step 10. Click **Back** button.

Step 11. Click **Back** button again to the **SAP Easy Access Screen**.

Step 12. The system task is complete.

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