

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
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Command White alphanumeric box in upper left corner used to input transaction codes. R

Enter value in Command.

Example: PA20

Image

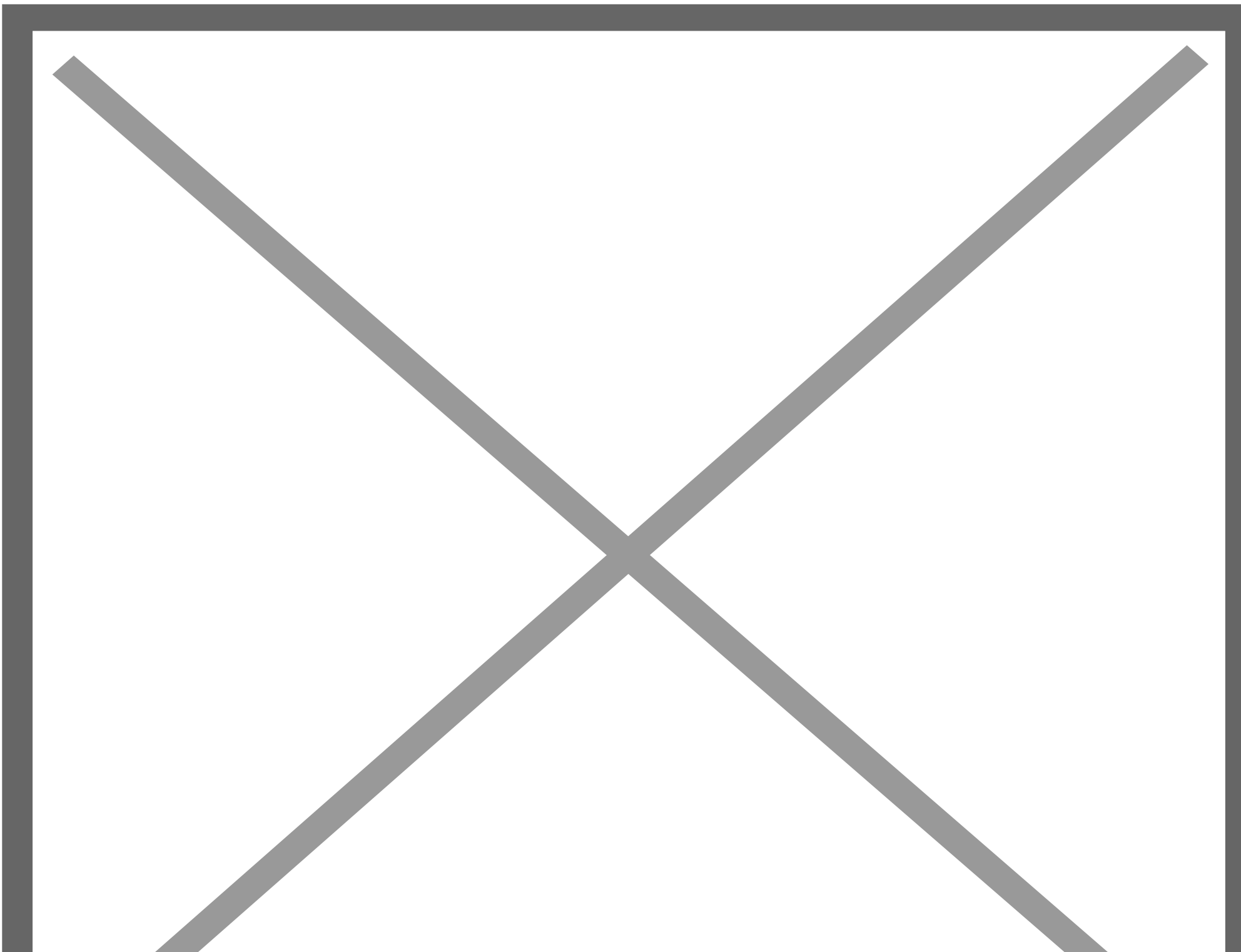


Step 2. Click **Enter**.

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



Step 4. Click **Enter**.

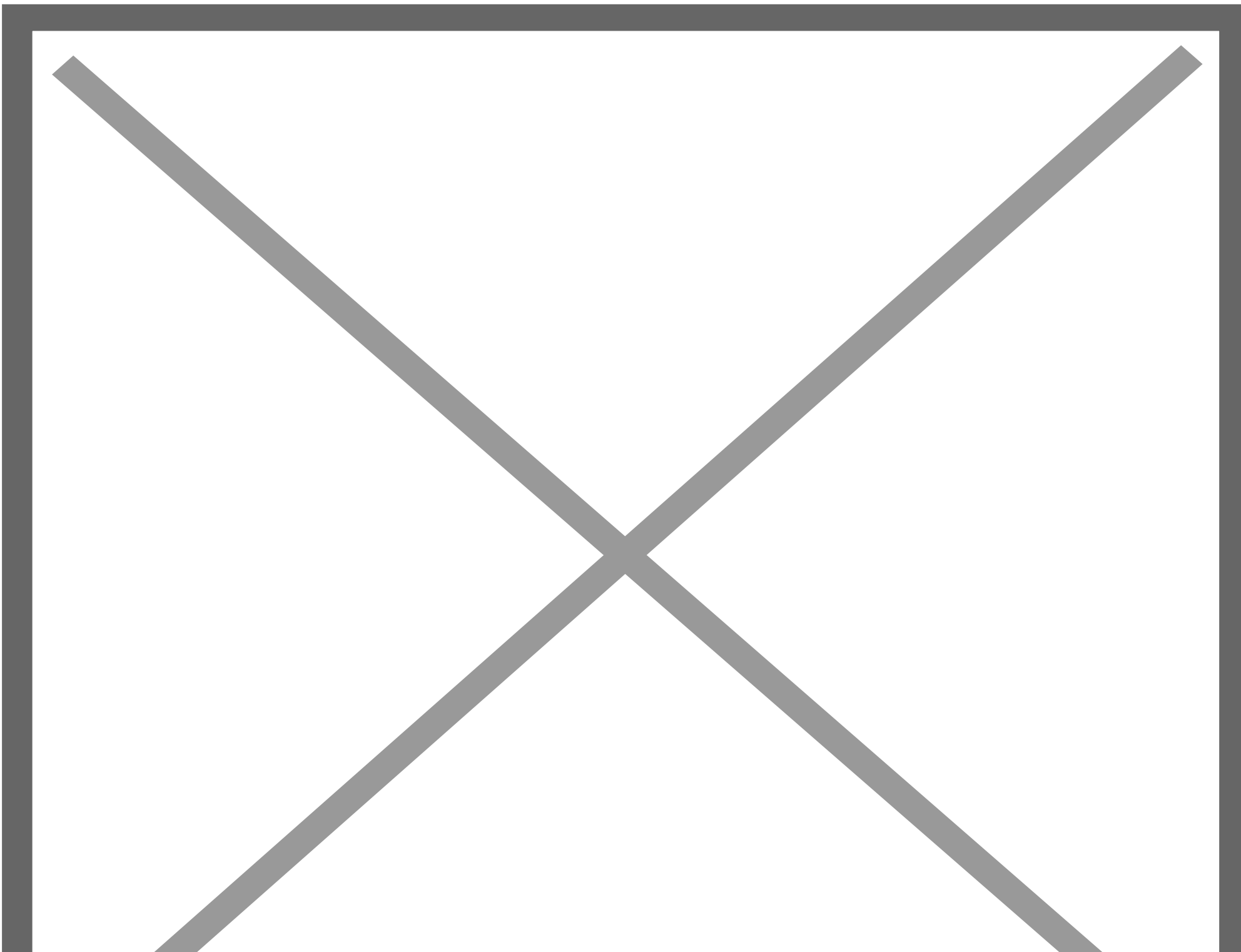
Information: Select the appropriate Infotype to display. Infotype records can be accessed through the various /Tabs/ or through the /Direct Selection/section of the screen. Infotypes listed within the Tabs with a corresponding green checkmark indicate that the infotype records are populated with data. Infotypes without a green checkmark may not be populated at this time.

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

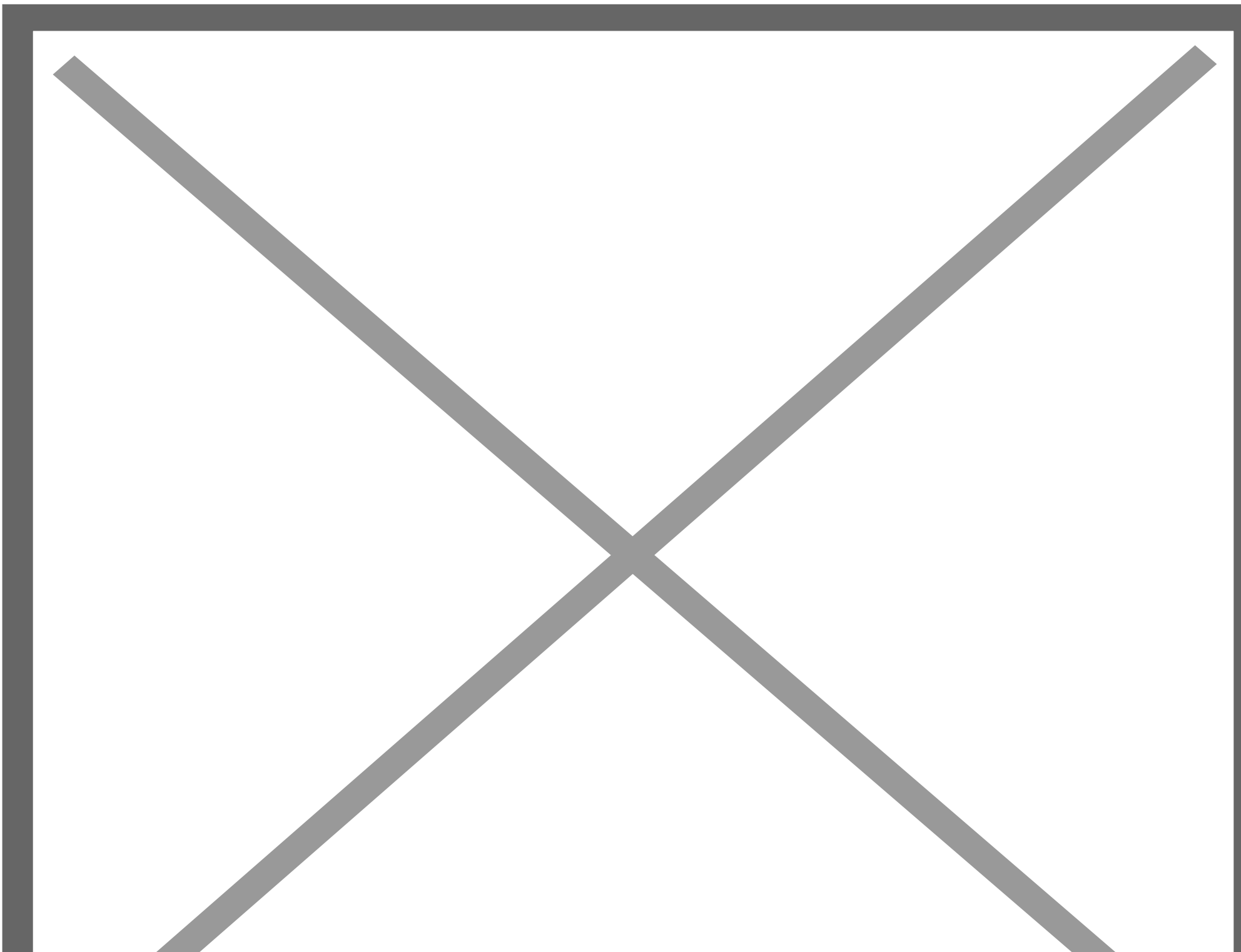
Step 6. Select the **Additional Payments** infotype.

Step 7. Click **Overview** button.

Image



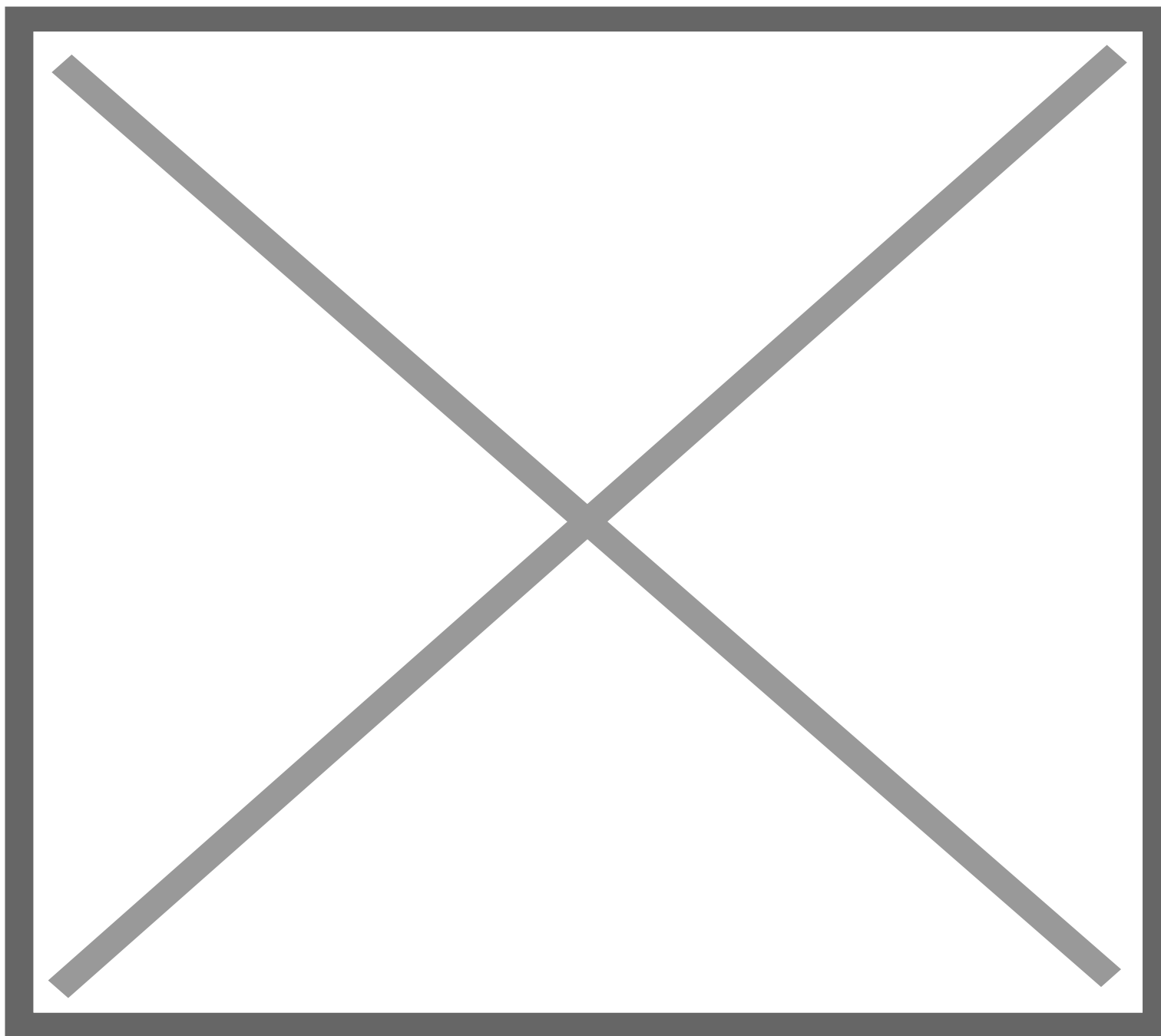
Image



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

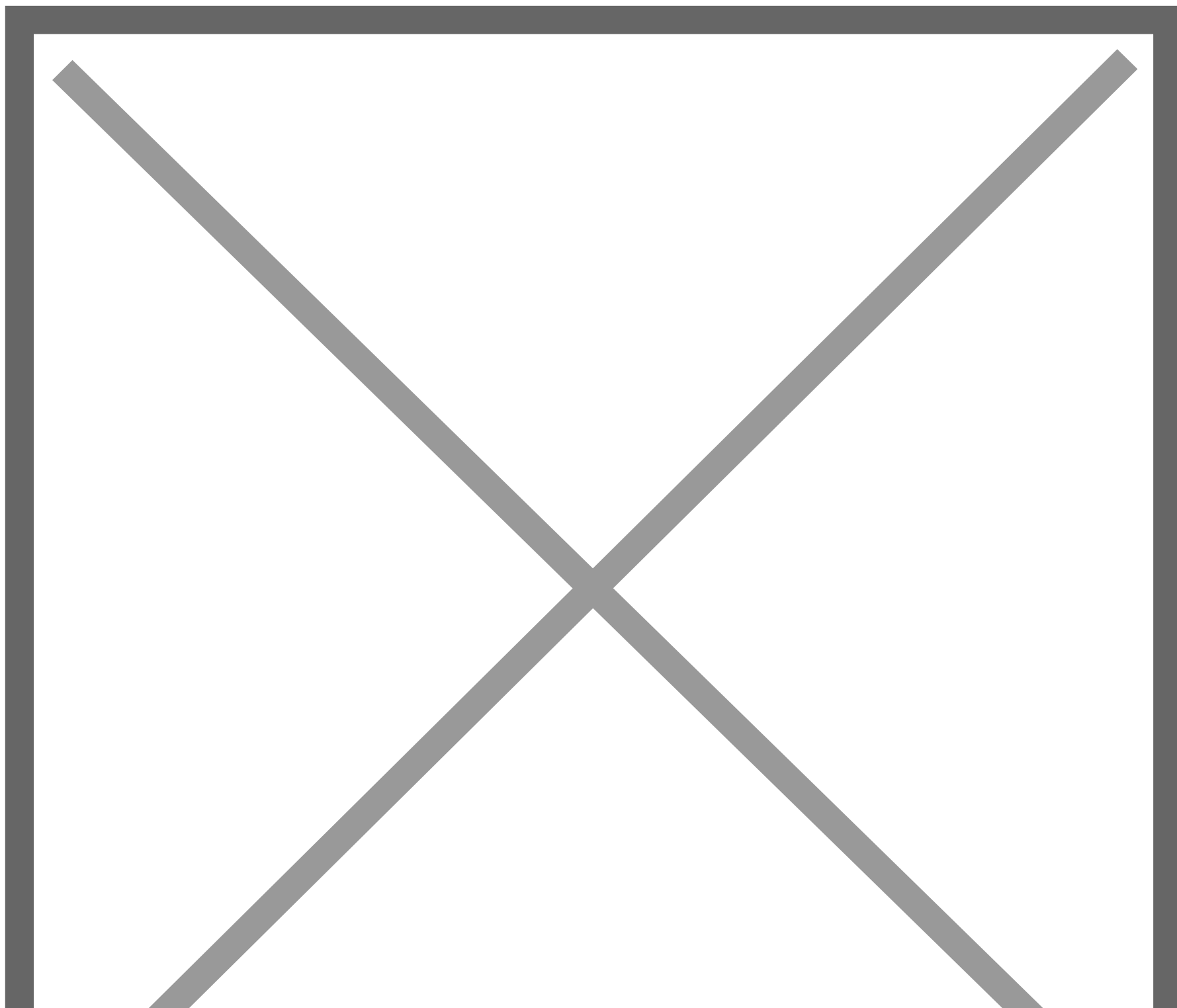
Information: Review the Additional Payments data as appropriate. There may be multiple records for infotype 0015, available by clicking on the next record. If there are multiple records on the screen, additional data is available by selecting those records.

Image



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	



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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