PER-59 Creating Delimiting Reserve on Wage Maintenance (IT0052)

Purpose

The purpose of this Business Process Procedure is to explain how to create and/or maintain reserve balances on Infotype 0052 – Wage Maintenance in the Integrated HR-Payroll System.

Trigger

There is a need to create and/or maintain reserve balances on Infotype 0052 -Wage Maintenance. This is used for Reallocation and Range Revision actions with balances.

Business Process Procedure Overview

If funds are not available at the time an employee is eligible for the reallocation or range revision, you would still initiate the Reallocation or Range Revision Action but would choose No Salary Adjustment as the reason. You must then execute PA30 Maintain Master Data, IT0052-Wage Maintenance subtype 0100 Range Revision or 200 Reallocation to reserve the balance (enter the amount of the revision, not the entire salary).

After funds become available, you would go create another Reallocation Range Revision Action and select the appropriate reason.

Access Transaction

Via Transaction Code: PA30

Instructions for Creating the Reserve on Wage Maintenance

There are 12 steps to complete this process.

Step 1: Enter **PA30** in the Easy Access Command field.

Step 2: Click the **Enter** button.

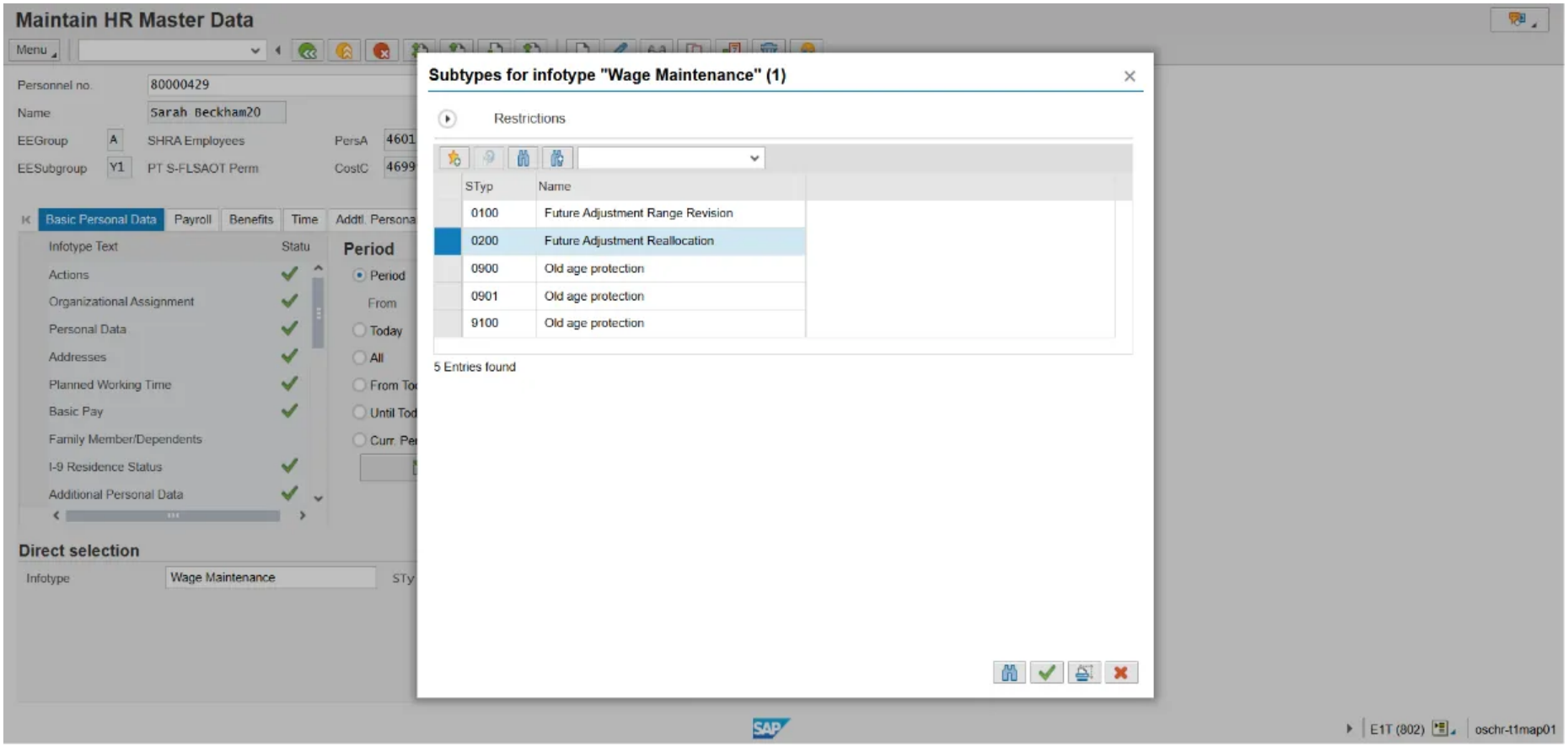
Step 3: Enter employee **personnel number**.

Step 4: Click the **Enter** button to verify the data.

Step 5: In the Direct Selection Infotype field, select:

- Infotype 0052
- Subtype 0200

Image



Step 6: Click the **Create (F5)** button.

Image

Create Wage Maintenance (0052)

Menu | Wage Type | Wage Type

Personnel No	80000429	Name	Sarah Beckham20		
EEGroup	A	SHRA Employees	PersA	4601	Natural and Cultural Resources
EESubgroup	Y1	PT S-FLSAOT Perm	Statu	Activ	Personnel Area
Start	01/01/2008	o	12/31/9999		

Pay Scale

Wage maintenance type	0200 Future Adjustment Reallocation		
P.scale type		Object ID	
PS Area		Start of Adjustment	
Pay Sc. Grp	/ PS Level	Next Increase	

Wag...	Long text	O...	Amount	Curre...	In...	A...	Number/Unit	Unit text
8802	Reallocation Balance			USD		✓		

Start 12/08/2025 - 12/31/9999 0.00 USD ++ 1 of 20

Step 7: Update the following fields:

- **Start Date** (Example: 12/8/25)
- **Amount** (Example: 1000.00)

Notice several fields are blank; these do not require data entry.

Step 8: Click the **Enter** button.

Image

Create Wage Maintenance (0052)

Menu | Wage Type | Wage Type

Personnel No	80000429	Name	Sarah Beckham20		
EEGroup	A	SHRA Employees	PersA	4601	Natural and Cultural Resources
EESubgroup	Y1	PT S-FLSAOT Perm	Statu	Active	
Start	01/01/2008	To	12/31/9999		

Pay Scale

Wage maintenance type	0200 Future Adjustment Reallocation		
P.scale type		Object ID	
PS Area		Start of Adjustment	
Pay Sc. Grp	/ PS Level	Next Increase	

Wag...	Long text	O...	Amount	Curre...	In...	A...	Number/Unit	Unit text
8802	Reallocation Balance		1000.00	USD		✓		

Start 12/08/2025 - 12/31/9999 0.00 USD ++ 1 of 20

Step 9: Click **Menu > Edit > Maintain text** to create note.

Step 10: Click the **Save (Ctrl+S)** button to save note. Back on the Create Wage Maintenance infotype, you will see the Maintain Text button displayed on the screen.

Image

Create Wage Maintenance (0052)

Menu | Wage Type | Wage Type

Personnel No	80000429	Name	Sarah Beckham20		
EEGroup	A	SHRA Employees	PersA	4601	Natural and Cultural Resources
EESubgroup	Y1	PT S-FLSAOT Perm	Statu	Active	
Start	01/01/2008	To	12/31/9999		

Pay Scale

Wage maintenance type	0200 Future Adjustment Reallocation		
P.scale type		Object ID	
PS Area		Start of Adjustment	
Pay Sc. Grp	/ PS Level	Next Increase	

Wag...	Long text	O...	Amount	Curre...	In...	A...	Number/Unit	Unit text
8802	Reallocation Balance		1,000.00	USD		✓		

Start 12/08/2025 - 12/31/9999 1,000.00 USD ++ 1 of 1

Save your entries

Step 11: Click the **Save (Ctrl+S)** at the Copy Wage Maintenance screen.

Step 12: Click the **Back (F3)** button.

Instructions for Delimiting the Reserve on Wage Maintenance

Because all of the reserved funds have been given to the employee, the reserve must be delimited. There are 16 steps to complete this process.

Step 1: Enter **PA30** in the Easy Access Command field.

Step 2: Click the **Enter** button.

Step 3: Enter employee **personnel number.**

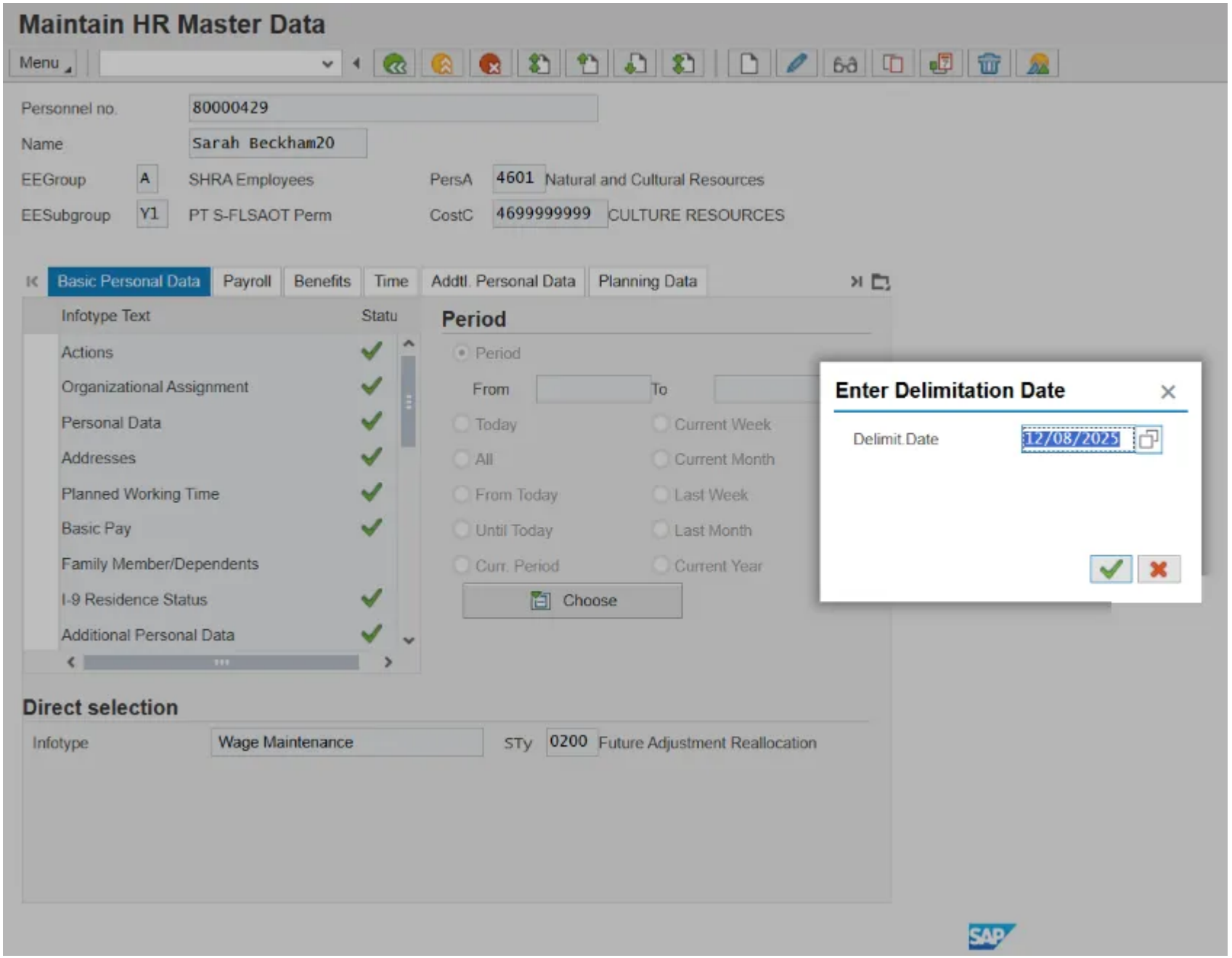
Step 4: Click the **Enter** button to verify.

Step 5: Update the following fields:

- **Start Date** (Example: 12/8/25)
- **Amount** (Example: 1000.00)

Step 6: Click the **Delimit** button.

Image


Maintain HR Master Data
Menu
Personnel no. 80000429
Name Sarah Beckham20
EEGroup A SHRA Employees
PersA 4601 Natural and Cultural Resources
EESubgroup Y1 PT S-FLSAOT Perm
CostC 4699999999 CULTURE RESOURCES
Basic Personal Data
Payroll
Benefits
Time
Addtl. Personal Data
Planning Data
Infotype Text
Statu
Actions
Organizational Assignment
Personal Data
Addresses
Planned Working Time
Basic Pay
Family Member/Dependents
I-9 Residence Status
Additional Personal Data
Period
Period
From
To
Today
All
From Today
Until Today
Curr. Period
Current Week
Current Month
Last Week
Last Month
Current Year
Choose
Enter Delimitation Date
Delimit.Date 12/08/2025
Direct selection
Infotype Wage Maintenance
STy 0200 Future Adjustment Reallocation

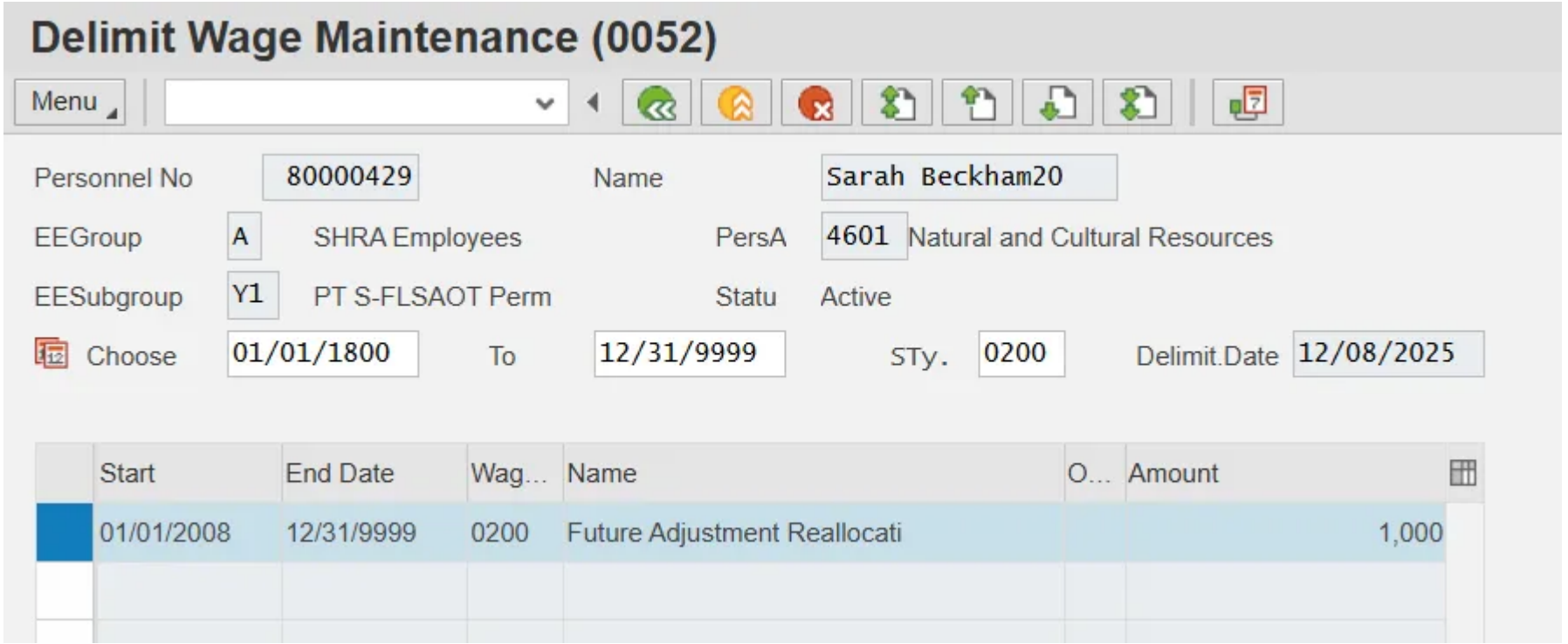
Step 7: On the Delimit pop-up window, enter the **date** (one day past when you gave the remainder of the money).

One day past is entered because the Integrated HR-Payroll System will use the day prior to delimit the infotype. If you want the infotype to show an end date the same as when you gave the remainder of the money, you have to enter the delimit date as one day past.

Note: If the Delimit pop-up window did not display, it is because you did not start from the Easy Access screen. In this case, you must enter the delimit date on the second delimit screen.

Step 8: Select line item and click the **Delimit** button again.

Image



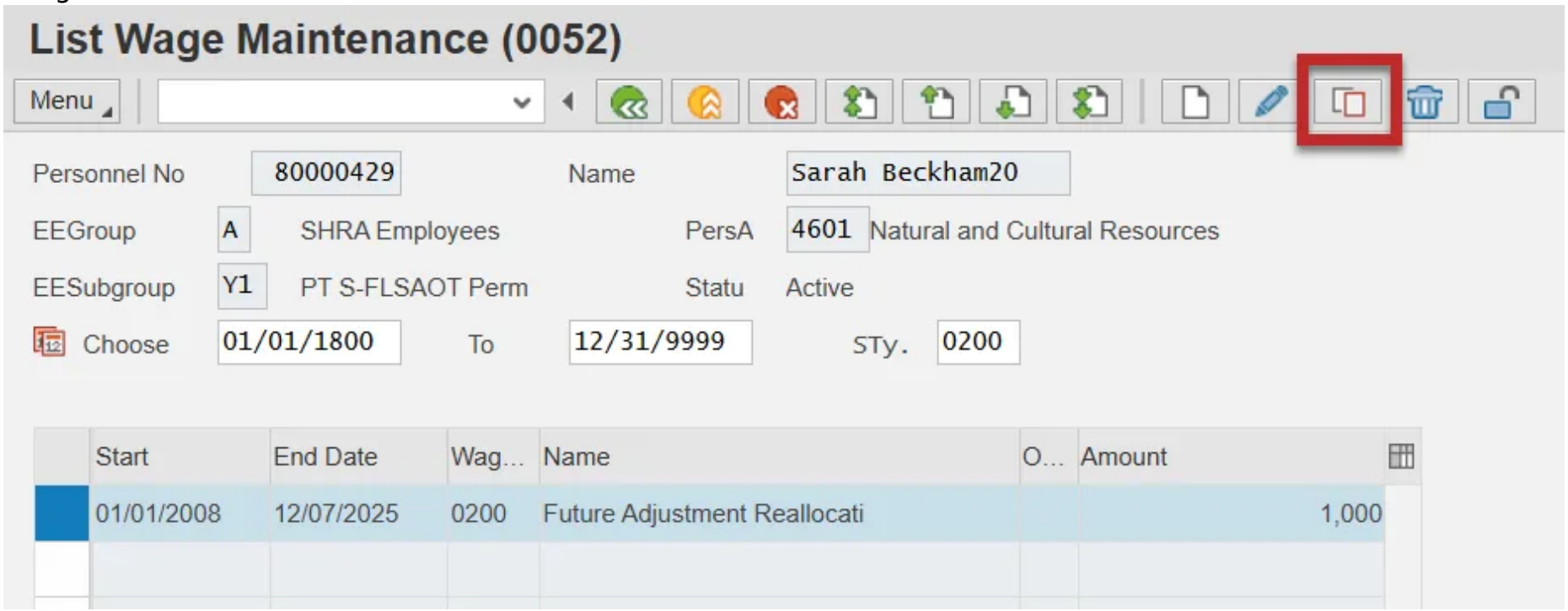
A pop-up message is displayed after delimiting confirming the record was delimited. To verify record(s) was/were delimited, click the **All** and the **Overview** button. The List Wage Maintenance screen displays.

Notice that the record(s) is/are delimited.

Step 9: While you are on the List Wage Maintenance screen, select the line item with the $1,000 delimited amount.

Step 10: Click the **Copy** button.

Image



Step 11: Click **Menu > Edit > Maintain Text** and type an appropriate note to explain that all funds have been distributed or the amount left to grant if funds become available.

Step 12: Click **Save** to save the note.

Step 13: Click **Save** at the Copy Wage Maintenance screen. You will receive a warning message indicating that “This entry deletes a record.”

Image

Copy Wage Maintenance (0052)

Menu | Wage Type | Wage Type

Personnel No	80000429	Name	Sarah Beckham20		
EEGroup	A	SHRA Employees	PersA	4601	Natural and Cultural Resources
EESubgroup	Y1	PT S-FLSAOT Perm	Statu	Active	
Start	01/01/2008	**To**	12/07/2025		

Pay Scale

Wage maintenance type 0200 Future Adjustment Reallocation

P.scale type | **Object ID**

PS Area | Start of Adjustment

Pay Sc. Grp / **PS Level** | **Next Increase**

Wag...	Long text	O...	Amount	Curre...	In...	A...	Number/Unit	Unit text
8802	Reallocation Balance		1,000.00	USD		☑		

Start 12/07/2025 - 12/07/2025 1,000.00 USD ++ 1 of 1

⚠ This entry deletes a record

Step 14: Click **Enter** to bypass the warning that a record will be deleted.

Step 15: Click the **Back (F3)** button to return to the Maintain HR Master Data screen.

Step 16: Click the **Back (F3)** button.

The system task is complete.

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