

## TM-12 Immediate Pay Flag For Subject and Non-Subject IT2012-2020

### **Purpose**

The purpose of this job aid is to explain the immediate pay flag for subject and non-subject employees – IT-2012-2020.

### **Immediate Pay Flag For Subject and Non-Subject**

There are 10 steps to complete this process.

Step 1. Access transaction **PA30 Maintain HR Master Data** or **PA61 Maintain Time Data**.

Step 2. Enter the **personnel number** of the employee in the Personnel No. field.

Step 3. Under Period, enter the **From and To date of the event**.

Step 4. Enter **2012** (Time Transfer Specifications) in the Infotype field.

Step 5. Enter **2020** (Immediate Payout) in the STy field.

Image



# Create Time Transfer Specifications (2012)

Menu

Personal work schedule

|              |                         |              |                |                                |  |
|--------------|-------------------------|--------------|----------------|--------------------------------|--|
| Personnel No | 80000449                | Name         | Tomeka Avans20 |                                |  |
| EE group     | A SPA Employees         | Personnel ar | 4601           | Natural and Cultural Resources |  |
| WS rule      | N01N08GN MTWHF-8, SaS-O |              | Status         | Active                         |  |
| Start        | 08/01/2025              | To           | 08/14/2025     |                                |  |

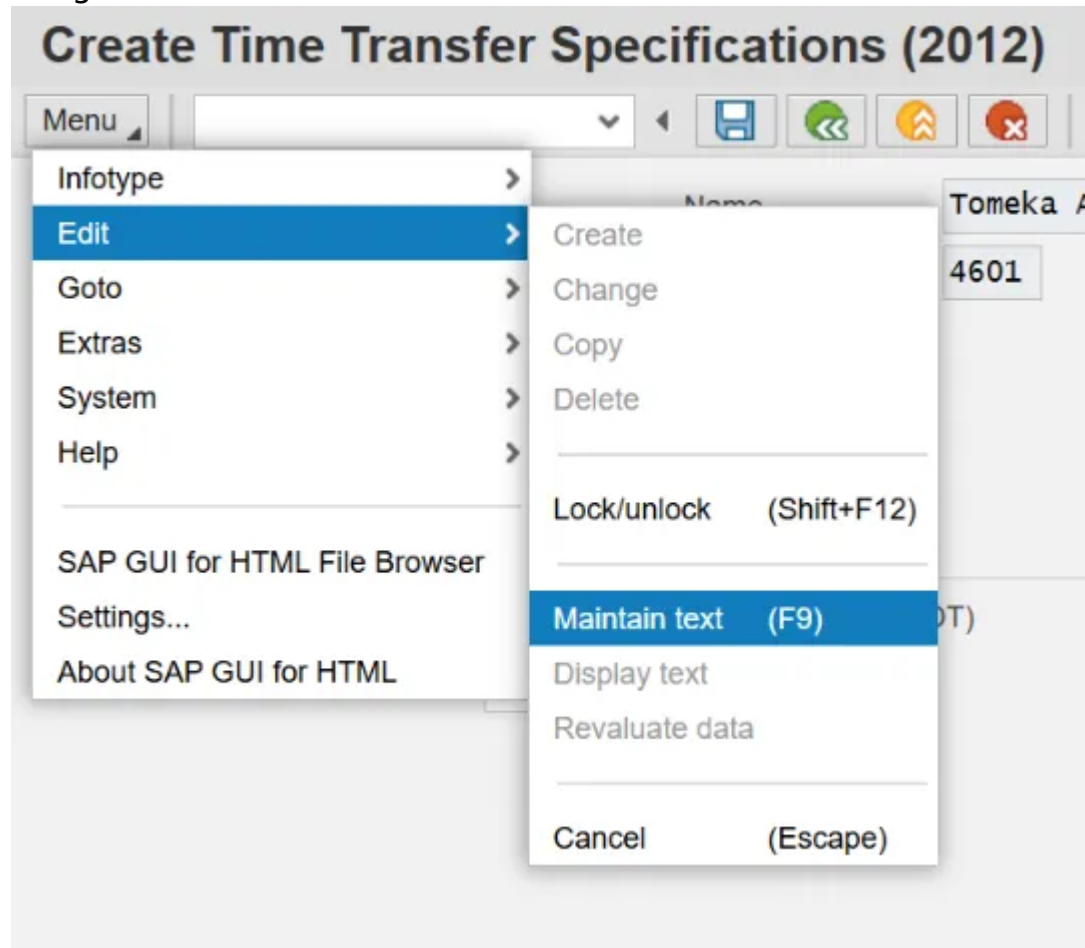
## Time transfer specification

|                    |                 |                       |
|--------------------|-----------------|-----------------------|
| Time transfer type | <div>2020</div> | Immediate Payout (OT) |
| Number of hours    | <div>1.00</div> | Hours                 |

Critical: Any number can be used in the Number of hours field as long as it is greater than zero. A numbering system can be used to track the different events such as 1 for August 2015 event, 2 for Oct 2015, etc.

Step 8. Select **Meu > Edit > Maintain Text (F9)** to add a note.

Image

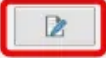


Step 9. Click **Save** to return to the record. The Maintain Text icon now appears indicating your note has been saved.

Image

**Create Time Transfer Specifications (2012)**

Menu         **Personal work schedule** Activity allocation Cost assignment External services 

Personnel No  Name   
EE group  SPA Employees Personnel ar  Natural and Cultural Resources  
WS rule  MTWHF-B, SaS-O Status Active  
Start  To  

**Time transfer specification**

Time transfer type   Immediate Payout (OT)  
Number of hours  Hours

 Save your entries   E1T (802)  oschr-t1map01

Step 10. Click **Save** to exit the record.

**First Published**

Thu, 11/08/2018

**Last Updated**

Wed, 02/25/2026

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