

BEN-05 Benefits Infotypes

Purpose

This job aid details the infotype screens utilized by the Benefits module in the Integrated HR/Payroll System. The infotypes covered include:

Actions (IT0000)

Image

Change Actions (0000)

Menu



Execute info group

Change info group

Pers.No.

80001035

Name

Marvin Tillman

EEGroup

A

SPA Employees

PersA

4601

Natural and Cultural Resources

EESubgroup

A1

FT N-FLSAOT Perm

Start

06/01/2018

to

12/31/9999

Chng

06/27/2019

00380197

Personnel action

Action Type

ZA Reallocation (NC)

Reason for Action

07

Class/Pay Plan Change

Status

Customer-specific



Employment

3 Active



Special payment

1 Standard wage type



Organizational assignment

Position

60083605

Museum Curator

Personnel area

4601

Natural and Cultural Resources

Employee group

A

SPA Employees

Employee subgroup

A1

FT N-FLSAOT Perm

Additional actions

Start Date	Act.	Action Type	ActR	Reason for action	
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The Integrated HR/Payroll System simplifies the processing of complex personnel procedures, such as hiring a new employee, by using what are known as personnel actions. You can use personnel actions to:

- Hire an employee
- Change the organizational assignment of an employee
- Change the employee's pay
- Set an employee's status to early retiree or pensioner
- Document when an employee leaves or re-enters the enterprise

With the Actions infotype (0000), you can display an overview of all the important changes related to an employee, and you can then display the documentation of the most important stages that an employee passes through in your agency or division.

Field Definitions

Field Name	Description
Pers. No	The Orbit system-generated unique identifier for the employee
Name	The employee's name

Field Name**Description**

Employee group identifies an employee's employment status and expresses the relationship between the employee and the State of North Carolina. This field is used by the system to establish rules for calculating leave.

EE group

Examples:

- A Permanent (Regular)
- B Probationary
- C Trainee
- L Retired

Personnel
area

Defined by company code NC01 or NC02, represents the agency or department for whom the EE works. The field code is a four-digit alphanumeric character where the first two digits are the NCAS (North Carolina Accounting System) entity number and the last two digits, if applicable, represent second level entities often referred to a division, otherwise it will be '00'.

For example:

- 1400 Office of State Controller
- 2200 DHHS – Division of Child Development

Field Name	Description
	Further defines an employee's relationship to the State of North Carolina and used to define Fair Labor Standards Act (FLSA) exempt and non-exempt status, and their full-time or part-time status. This field, in conjunction with the EE group, establishes the type of payroll calculations. Examples:
EE subgroup	• A0 Exempt, Full-Time • A1 Exempt, Part-Time • A5 Pick-up Firefighters • A8 Beneficiaries, Applicants, etc. • B1 Short-Term Disability
Start (date)	Beginning date of the information being viewed.
To (date)	Ending date of the data being viewed; if the information is current, the "end of time" (12/31/9999) will be displayed.
Action Type	Life cycle of an employee, hire, status change, leave, termination, etc. In the Integrated HR/Payroll System, actions sequence the presentation of infotypes to facilitate entry of data.
Reason for Action	The reason for the action.
	There are three employment statuses:
Employment (status)	• Active (also includes LOAs) • Inactive (Suspension, Separation Pay Continuation) • Withdrawn (Separated)

Field Name	Description
Position	Position number associated to the employee's position. A position is described by a job and inherits planned compensation, EEO, AAP and other attributes from a job. A person holds a position.

Adjustment Reasons (IT0378)

Image

Change Adjustment Reasons (0378)

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

07/18/2011

to

07/29/2011

Chng

09/01/2011

01346009

Adjustment Reason Data

Benefit area

State of NC

Adjustment reason

HIOE Hlth Ins Annl Enroll

- HIOE Hlth Ins Annl Enroll
- REC Hrs <20 Not eligible
- LATE Late Entry in Health
- OLV Loa w/out Leave
- MRG Marriage
- ODP Maximum Age Dep.
- MCP Medicare is Primary
- MLT Military Leave Term
- FLOE NC Flex Annl Enroll
- HIRE New Hire

This infotype stores adjustment reasons that determine the changes employees can make to their benefits. The type of adjustment reason is the subtype of the record.

The validity of this record represents the period within which the employee can make changes to benefit elections. Thus, when an employee has one of these infotype records, the system produces a benefit offer in enrollment that is valid for the validity period of this record. The benefit offer allows a restricted set of changes to existing enrollments.

Note: The HR Master Data role will be able to create adjustment reasons for life-changing events.

Family Member/Dependents (IT0021)

Image

Display Family Member/Dependents (0021)

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	05/01/2008	To	12/31/9999	Chng	06/19/2008	90000044

Member	1 Spouse	Number
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Personal data

Last name	Tillman	Birth name	
First name	Cynthia	Initials	
Title		Nationality	
Gender	2 Female	Ref.Pers.No.	
Birth date	11/02/1966		
SSN	554-69-8751	Telephone number	0
BIN		Separation Date	
Street		Marital status	
Addr Line 2			
City/State			
Zip/country			

Challenge

☐ Disability

Status

☐ Student Indicator

A Family Member/Dependent record must exist before employees can include family and related persons as dependents in their benefit plans.

The From field for the begin date of the record must be a date later than the Organizational Assignment (IT0001) record begin date or date of birth of the individual, whichever is the later date.

The Status and Challenge indicators are relevant to COBRA administration. If the person whose details you store here ever becomes eligible for COBRA, this information will define the parameters for COBRA participation.

There are seven entries for the subtype for this infotype including spouse, child, legal dependent, stepchild, divorced spouse, foster child, and court-ordered dependent. These family members are available as dependents.

Field Definitions

Field Name	Description
Personal data fields	These fields contain the personal data of the family member or dependent. Please note the use of the following fields: <i>Reference Personnel Number for Family Member</i> - You can use this field to enter the testator's personnel number for pension payments to surviving dependents or the reference number of a family member to be used for storing additional data in the system.

Field Name	Description
Disability	Set this indicator if the family member is disabled. You can also indicate whether the person is partially or totally disabled by entering a percentage in the % field.
Challenge (indicator)	When you set this indicator and create a new record for infotype Fiscal Data B (0101), the corresponding field in IT0101 is updated accordingly. You can either confirm this value or change it. Note that only the value in IT0101 has an impact on the tax calculation. Example: The Nr. of disabled children field in IT0101 is automatically filled in with 1 if you have specified that your child is disabled.
Disability date	The date of determination of disability status.
Learned	The date the State of North Carolina learned of the disability status.
Status (Student indicator)	The Status and Challenge indicators are relevant to for dependent children over 19 years old who are full-time students or for dependent children over 19 years old or 26 years old who are medically disabled. When these indicators are checked, the system allows the dependent to continue to be eligible for health plans.

FSA Plans - Overview (IT0170)

Image

Display Flexible Spending Accounts (0170)

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

01/01/2023

to

12/31/9999

Chng

01/05/2023

ZWFINOMPA191

Plan

DCSA

NC Flex Dependent Care FSA

Plan data

Administration

Employee contribution

General plan data

Benefit area

NC

State of NC

Plan type

DCAR

Dependent Care

Benefit plan

DCSA

NC Flex Dependent Care FSA

Planning Parameters

Employer FSA Contr.

This infotype stores details of the Flexible spending accounts (FSAs) in which the employee is enrolled. For each FSA in which the employee participates, a separate record exists.

Note: Usually, changes will not be made to this infotype. It is created automatically and updated by enrollment procedures.

Image

Plan dataAdministrationEmployee contribution

General plan data

Benefit area

NC

State of NC

Plan type

DCAR

Dependent Care

Benefit plan

DCSA

NC Flex Dependent Care FSA

Planning Parameters

Employer FSA Contr.

The Plan data tab shows how the plan fits into your benefit structure. It stores the employer contribution rule variant for the plan.

Image

The screenshot shows a web interface with three tabs: 'Plan data', 'Administration' (which is selected and highlighted in blue), and 'Employee contribution'. Below the tabs, there are five rows of data:

Eligible on	02/01/2008
Elig. override	
Participation date	02/01/2008
Type of enrollment	Using an adjustment reason
Adjustment reason	Annual Enrollment

The Administration data tab is created by the system at enrollment. It shows the eligibility status for the plan.

Image

The screenshot shows the same web interface with the 'Employee contribution' tab selected and highlighted in blue. Below the tabs, there is a section titled 'Annual pre-tax contribution' in bold. Under this section, there is a row with the label 'Contribution' and a value of '4,100.00 USD'.

Annual pre-tax contribution	
Contribution	4,100.00 USD

The Employee contribution tab shows the annual pre-tax contribution made on regular payroll runs.

General Benefits Data (IT0171)

Image

Display General Benefits Information (0171)

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	01/01/2008 to 12/31/9999	Chng	06/17/2008 ECATT

General Benefits Information

Benefit area	NC	State of NC
1st Program Grouping	FULL	Full Benefits Elg
2nd Program Grouping	B014	Reg State Employees

This record is essential for benefits processing. An employee must have a General Benefits Information record before enrolling in a benefits plan.

Field Definitions

Field Name	Description
Benefits area	This field specifies the highest-level subdivision of benefits data which is State of North Carolina. Always select NC for State of North Carolina.

Field Name	Description
1st Programming Grouping	A first program grouping is a means of identifying a group of employees with common characteristics in order to determine on a high level the benefit program available for that group (macro-eligibility). The system sorts employees into first program groupings during processing, according to the corresponding feature. These three groups have been defined: • FULL – Full Benefits Eligible • BNR – Benefits no retirement • NOB – No benefits
2nd Programming Grouping	A second program grouping is a means of identifying a group of employees with common characteristics in order to determine on a high level the program of benefit plans available for that group (macro-eligibility). The system sorts employees into second program groupings during processing, according to the corresponding feature. Fourteen agency/department groups have been identified.

Health Plans - Overview (IT0167)

Image

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	01/01/2023	to	12/31/9999	Chng	01/05/2023	ZWFINOMPA191

Plan CANC NC Flex Cancer Insurance

Plan data Administration Costs Dependents Additional data

General plan data

Benefit area	NC	State of NC
Plan type	CANC	Cancer Plan
Benefit plan	CANC	NC Flex Cancer Insurance
Health Plan Option	CHIG	Cancer High Option
Dependent Coverage	EE	Employee Only

Planning Parameters

Cost Rule Variant	CHEE	Cancer High Opt EE Only Cost
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This infotype stores details of the health plans in which the employee is enrolled. For each health plan in which the employee participants, a separate record exists. The following four subtypes have been defined:

- CANC – Cancer
- DENT – Dental
- MEDI – Medical
- VIS – Vision

The tabs being used by the Integrated HR/Payroll System are:

- Plan data
- Administration
- Costs
- Dependents
- The Additional data tab is not being used by the Integrated HR/Payroll System

Note: Usually, changes will not be made to this infotype. It is created automatically and updated by enrollment procedures.

Image

Plan data	Administration	Costs	Dependents	Additional data
------------------	----------------	-------	------------	-----------------

General plan data	
Benefit area	NC State of NC
Plan type	CANC Cancer Plan
Benefit plan	CANC NC Flex Cancer Insurance
Health Plan Option	CHIG Cancer High Option
Dependent Coverage	EE Employee Only

The Plan data tab shows how the plan fits into your benefit structure. It stores the cost rule variant for the plan.

Field Name	Description
Benefits area	Specifies the highest-level subdivision of benefits data, which is the State of North Carolina.
Plan type	Specifies a customer-defined subdivision of a plan category. The plan type determines the subtype of the infotype created for a plan. An employee can participate in only one plan of each plan type at any time. The categories are • Cancer care • Vision care • Dental care • Medical care
Benefit plan	A four-character identifier for the benefit plan.

Field Name	Description
Health Plan Option	The health plan options represent the choices an employee can make about different services within a health plan. Example: The following are medical health plan options: • SMCB – Smart Choice Basic 70/30 • SMCC – Smart Choice Standard 80/20 • SMCP – Smart Choice Plus 90/10
Dependent Coverage	This is the scope of dependent coverage. It shows which of the employee's dependents are covered under the health plan. For example, the dependent coverage options for the SMCB (Smart Choice Basic 70/30) medical plan are • EE = Employee • EE+C = Employee and Child or Children • EE+S = Employee + Spouse • EESF = Employee and family (Spouse required) NOTE: The dependent coverage options that are displayed will be specific to the selected health plan option.
Cost Rule Variant	A cost variant is a group of settings that determine which criteria influence the cost of a plan for an employee and how employees are grouped for the calculation of cost.

Image

The screenshot displays a web-based form with a tabbed interface at the top. The tabs are 'Plan data', 'Administration' (which is selected and highlighted in blue), 'Costs', 'Dependents', and 'Additional data'. Below the tabs, the 'Participation data' section contains five fields: 'Eligible on' with the date '02/01/2008', 'Elig. override' with an empty text box, 'Participation date' with the date '02/01/2008', 'Type of enrollment' with the value 'Using an adjustment reason', and 'Adjustment reason' with the value 'Annual Enrollment'. Below this, the 'Evidence of insurability' section contains two checkboxes: 'Statement Required' and 'Insurability Proven', both of which are unchecked. To the right of the 'Statement Required' checkbox is the text 'End of Grace Period' followed by an empty text box.

Participation data	
Eligible on	02/01/2008
Elig. override	
Participation date	02/01/2008
Type of enrollment	Using an adjustment reason
Adjustment reason	Annual Enrollment

Evidence of insurability	
☐ Statement Required	End of Grace Period
☐ Insurability Proven	

The Administration tab is created by the Integrated HR/Payroll System at enrollment. It shows the status of evidence of insurability requirements for a health plan. Only Cancer and Life Insurance requires evidence of insurability.

NOTE: If an employee wants to add Cancer, change from the low Cancer option to the high Cancer option, or add Life Insurance over \$100K, during an open enrollment period not associated with his or her new hire action, an adjustment reason is needed.

Image

Plan data
Administration
Costs
Dependents
Additional data

Calculated costs

Period	1 Monthly	Calculation Date	09/09/2025
Employee costs	14.42 USD	☒ Deductions Pre-Tax	
Additional Post-Tax	0.00 USD		
Employer credit	0.00 USD	☐ Credits Allowed	
Provider Cost	14.42 USD	Imp.income	0.00 USD

Individual employee costs

Period	1 Monthly		
Alternative Cost Amt	0.00	Bonus Cost	0.00

The Costs tab shows the automatically generated employer and employee plan costs. The Integrated HR/Payroll System controls the cost information.

Important note: For employees assigned to the biweekly pay period, as denoted in the Payroll Status field, the cost displayed by the system in this tab is calculated for 26 bi-weekly pay periods per year. The State's actual calculation of cost is based on a 24 bi-weekly pay periods per year. In other words, this tab does not display the

actual costs.

Image



Plan data	Administration	Costs	Dependents	Additional data
Select.	Name	Type of dependent/...	ID number	Birth date
☐	Cynthia Tillman	Spouse	554-69-8751	11/02/1966
☐	Marvin Jr Tillman	Child	556-49-7785	01/25/1986
☐	Tiffany Tillman	Child	556-48-7989	08/15/2003

The Dependent tab lists the possible dependents for the plan. The dependents chosen by the employee are marked here in the Select indicator.

Insurance Plans - Overview (IT0168)

Image

Display Insurance Plans (0168)

Menu ▾



Personnel No Name

EEGroup SPA Employees PersA Natural and Cultural Resources

EESubgroup FT N-FLSAOT Perm Statu Active

Start to Chng

Plan NC Flex Core AD&D Insurance

Plan data

Administration

Insurance cov.

Costs

Beneficiaries

General plan data

Benefit area State of NC

Plan type Core AD&D

Benefit plan NC Flex Core AD&D Insurance

Insurance Option \$10,000 EE Only

Planning Parameters

Coverage Variant \$10,000 EE Only

Cost Rule Variant \$10,000 EE Only

This infotype stores details of the insurance plans in which the employee is enrolled. The two subtypes are Life insurance and AD&D.

For each insurance plan in which the employee participates, a separate record exists. The infotype is used for payroll and for evaluations of employee benefits data.

Note: Usually, changes will not be made to this infotype. It is automatically created and updated by enrollment procedures.

Image

Plan dataAdministrationInsurance cov.CostsBeneficiaries

General plan data

Benefit area	NC	State of NC
Plan type	AADD	Core AD&D
Benefit plan	ADDC	NC Flex Core AD&D Insurance
Insurance Option	I010	\$10,000 EE Only

The Plan data tab shows how the plan fits into your benefit structure. It stores the cost and coverage rule variants for the plan.

Field Name	Description
Benefits area	Specifies the highest-level subdivision of benefits data, which is the State of North Carolina.

Field Name	Description
	Specifies a customer-defined subdivision of a plan category. The plan type determines the subtype of the infotype created for a plan. An employee can participate in only one plan of each plan type at any time.
Plan type	The categories are: • Life insurance • AD&D
Benefit Plan	A four-character identifier for the benefit plan
Insurance	This is the insurance plan option, within the insurance plan.
Option	Example: The AD&D has 24 options, which the employee selects the desired coverage from.
Coverage Variant	A coverage variant is a group of settings that determine which criteria influence plan coverage for an employee and how employees are grouped for the calculation of coverage amounts.
Cost Rule Variant	A cost variant is a group of settings that determine which criteria influence the cost of a plan for an employee and how employees are grouped for the calculation of cost.
Image	

Plan data	Administration	Insurance cov.	Costs	Beneficiaries
-----------	----------------	----------------	-------	---------------

Participation data

Eligible on	02/01/2008
Elig. override	
Participation date	01/01/2014
Type of enrollment	Using an adjustment reason
Adjustment reason	Annual Enrollment

Evidence of insurability

☐ Statement Required	End of Grace Period	
☐ Insurability Proven		

The Administration tab is created by the system at enrollment. It shows the evidence of insurability requirements for the plan.

Image

Plan dataAdministrationInsurance cov.**Costs**Beneficiaries

Calculated costs

Period

1 Monthly

Calculation Date

09/09/2025

Employee post-tax

0.00

USD

☐ Deductions Pre-Tax

Employer credit

0.00

USD

☐ Credits Allowed

Provider Cost

0.00

USD

Individual employee costs

Period

1 Monthly

Alternative Cost Amt

0.00

Costs for Bonus

0.00

The Costs tab shows the automatically generated employer and employee plan costs.

NOTE: When an EOI is pending, the additional coverage amount will display in the Alternative Coverage field.

The Dependents tab shows the possible beneficiaries for the plan and the payout percentage chosen by the employee.

Miscellaneous Plans (IT0377)

Image

Display Miscellaneous Plans (0377)

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	12/21/2013	to	12/31/2013	Chng	02/17/2014	01346009
Plan	BYP1 Enhanced 80/20 Refund Plan					

Plan data

Administration

Costs/credits

General plan data

Benefit area	NC State of NC
Plan type	BYPP Buyup PIn PrePd
Benefit plan	BYP1 Enhanced 80/20 Refund Plan
Option miscel. plan	CS29 Buyup EE+Child PrePd

Planning Parameters

Cost Rule Variant	CS29 Buy- Up EE+Child
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The Miscellaneous Plans infotype is created automatically when an employee enrolls in an SHP (State Health Plan) as the mechanism to collect the prepaid premium for the first enrollment month. For example, if an employee is hired 6/19/11 and has selected to start the SHP plan on 8/01/11, then the validity dates for this infotype will be 7/01/11 to 07/31/11 to collect the prepaid premium for the first month of enrollment in the plan. Subsequent premiums will occur automatically as a payroll deduction.

This infotype is created automatically through a nightly batch processing job based on that day's enrollment.

Note: Usually, you should not need to make any changes to this infotype. It is automatically created and updated by enrollment procedures.

Savings Plans - Overview (IT0169)

Image

Personnel No Name

EESGroup SPA Employees PersA Natural and Cultural Resources

EESubgroup FT N-FLSAOT Perm Statu Active

Start to Chng

Plan 401(K) Savings Plan

◀ **Plan data** Administration Regular contrib. Bonus contribution Beneficiaries Investments



General plan data

Benefit area State of NC

Plan type 401(k) Savings

Benefit plan 401(K) Savings Plan

Planning Parameters

EE Contr. Variant 401K EE Contr

ER Contr. Variant

Vesting rule

Investment Group

This infotype stores details of the savings plans in which the employee is enrolled. For each savings plan in which the employee participates, a separate record exists. The infotype is used for payroll and for evaluations of employee benefits data.

The State of North Carolina offers these voluntary saving plans: 401(k), 401(k) Roth, 403b for some agencies and 457.

The State of North Carolina offers these retirement plans:

- TSERS (Teachers' and State Employee Retirement System)
- LEORS (Law Enforcement Officer Retirement System)
- CJRS (Consolidated Judicial Retirement System)
- ORP (Optional Retirement Plan) only at NC School of Science and Math

Note: Usually, changes will not be made to this infotype. It is automatically created and updated by enrollment procedures.

Image

⏪
Plan data
Administration
Regular contrib.
Bonus contribution
Beneficiaries
Investments
⏩

General plan data

Benefit area	NC	State of NC
Plan type	401K	401(k) Savings
Benefit plan	401K	401(K) Savings Plan

Planning Parameters

EE Contr. Variant	401K	401K EE Contri
ER Contr. Variant		
Vesting rule		
Investment Group		

The Plan data tab shows how the plan fits into your benefit structure. It stores the contribution rule variants, vesting rules, and investment group for the plan.

Field Name	Description
Benefits area	Specifies the highest-level subdivision of benefits data, which is the State of North Carolina.

Field Name	Description
	Specifies a customer-defined subdivision of a plan category. The plan type determines the subtype of the infotype created for a plan. An employee can participate in only one plan of each plan type at any time.
Plan type	The categories are: • Life insurance • AD&D
Benefit Plan	A four-character identifier for the benefit plan.
EE Contribution Variant	An employee contribution variant is a group of settings that determine which criteria influence an employee's contribution to a plan and how employees are grouped for the calculation of contribution amounts.
ER Contribution Variant	An employer contribution variant is a group of settings that determine which criteria influence an employee's contribution to a plan and how employees are grouped for the calculation of contribution amounts.
Vesting rule	This is the name of the vesting rule. Under each vesting rule there are vested portions.
Investment group	The investment group represents several investments. You can then assign an investment group to a Savings plan, to provide the investment choices for employees.
The Administrative data tab is created by the system at enrollment. It shows the eligibility status for the plan.	
Image	

Navigation: < Plan data Administration Regular contrib. Bonus contribution Beneficiaries Investments > | [Icon]

Eligible on	01/01/2008
Elig. override	
Participation date	
Type of enrollment	Manually

The Regular contribution tab shows the contribution made on regular payroll runs.

Image

Navigation: < Plan data Administration Regular contrib. Bonus contribution Beneficiaries Investments > | [Icon]

Pre-tax contribution		Post-tax contribution	
Amount	100.00 USD	Amount	0.00 USD
Percentage	0.00000	Percentage	0.00000
Units	0	Units	0
☐ Pre-Tax Rollover		☐ Start Post-Tax Contributions Immediately	

Reference period for contributions

Period	1 Monthly ▼
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The Bonus contribution tab shows the contribution made only on a bonus payroll run.

Image

The image shows a screenshot of a software interface for managing savings plans. At the top, there is a navigation bar with several tabs: 'Plan data', 'Administration', 'Regular contrib.', 'Bonus contribution' (which is highlighted in blue), 'Beneficiaries', and 'Investments'. To the right of these tabs is a small icon of a document with an arrow pointing out. Below the navigation bar, the interface is divided into two main sections: 'Pre-tax contribution' and 'Post-tax contribution'. Each section contains three input fields: 'Amount' (with a value of 0.00 and a unit of USD), 'Percentage' (with a value of 0.00000), and 'Units' (with a value of 0). Below these fields are two checkboxes: 'Pre-Tax Rollover' for the pre-tax section and 'Start post-tax contributions immediately' for the post-tax section. Both checkboxes are currently unchecked.

The following tabs on the Savings Plans infotype are not being used by the Integrated HR/Payroll System:

- Beneficiaries tab
- Investments tab
- Additional data

Supplemental Benefits

Agency-specific benefits will be processed using one of these two payroll infotypes:

Recurring Payments/Deductions, IT0014 - You can enter an amount and/or a value and a unit of measurement for a wage type that is always paid or deducted during payroll accounting. Recurring Payments or deductions are wage elements that are not paid or deducted in every payroll period. In contrast to additional payments, recurring payments/deductions are paid or deducted with a defined periodicity.

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

02/01/2018

to

12/31/9999

Chng

03/20/2018

00999802

Recurring Payments/Deductions

Wage Type

2450

Combined Campaign

Amount

A

25.00

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

Additional Payments, IT0015 - You can store an amount and/or a value and a unit of measurement that should be paid or deducted in a certain period by Payroll. Additional payments are wage elements which are not paid or deducted in every payroll period in contrast to recurring payments and deductions which are paid or deducted within a defined period.

Image

Create Additional Payments (0015)

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

Additional Payments

Wage Type



Amount

USD

Ind.val.

Number/unit

Date of origin

05/31/2019

Default Date

Assignment Number

Reason for Change

Reference Period for Payment

Start Date

End Date

Note: For more information about maintaining these infotypes, please refer to the PY300 - Maintain Payroll course.

First Published

Sun, 05/22/2011

Last Updated

Mon, 10/06/2025

[View PDF](#)