PY-30 Reporting Employee Moving Expense Reimbursements

Purpose

The purpose of this Business Process Procedure is to explain how to report employee moving expense reimbursement in the Integrated HR-Payroll System.

Moving expenses are defined as the reasonable cost of moving household goods and personal effects from a former residence to a new residence and traveling from the former residence. State agencies must follow the relocation guidelines in the State Budget Manual to pay employee moving expenses.

The Internal Revenue Service requires certain moving expense payments to be included on an employee's W-2 form. See Moving Expenses on the IRS Website for more information.

Once expenses are verified and approved by the agency, changes can be made to an employee's wage records.

Wage Types Used Within the Integrated HR-Payroll System

This information is keyed into the Additional Payments Infotype (IT0015).

- 1450 – Relocation Taxable, reimbursement DOT
  - Pays the employee and taxable earnings are reported on the W-2.
- 1454 - Relocation Taxable Reimbursement
  - Pays the employee and taxable earnings are reported on the W-2.
- 1456 - Relocation Taxable Reimbursement PORTS

    - Pays the employee and taxable earnings are reported on the W-2.
- 1458 – Relocation Taxable, Non-Reimbursement
    - Taxable earnings are reported on the W-2. Assumes payment was made outside of payroll system.

Procedure

There are 7 steps to complete this process.

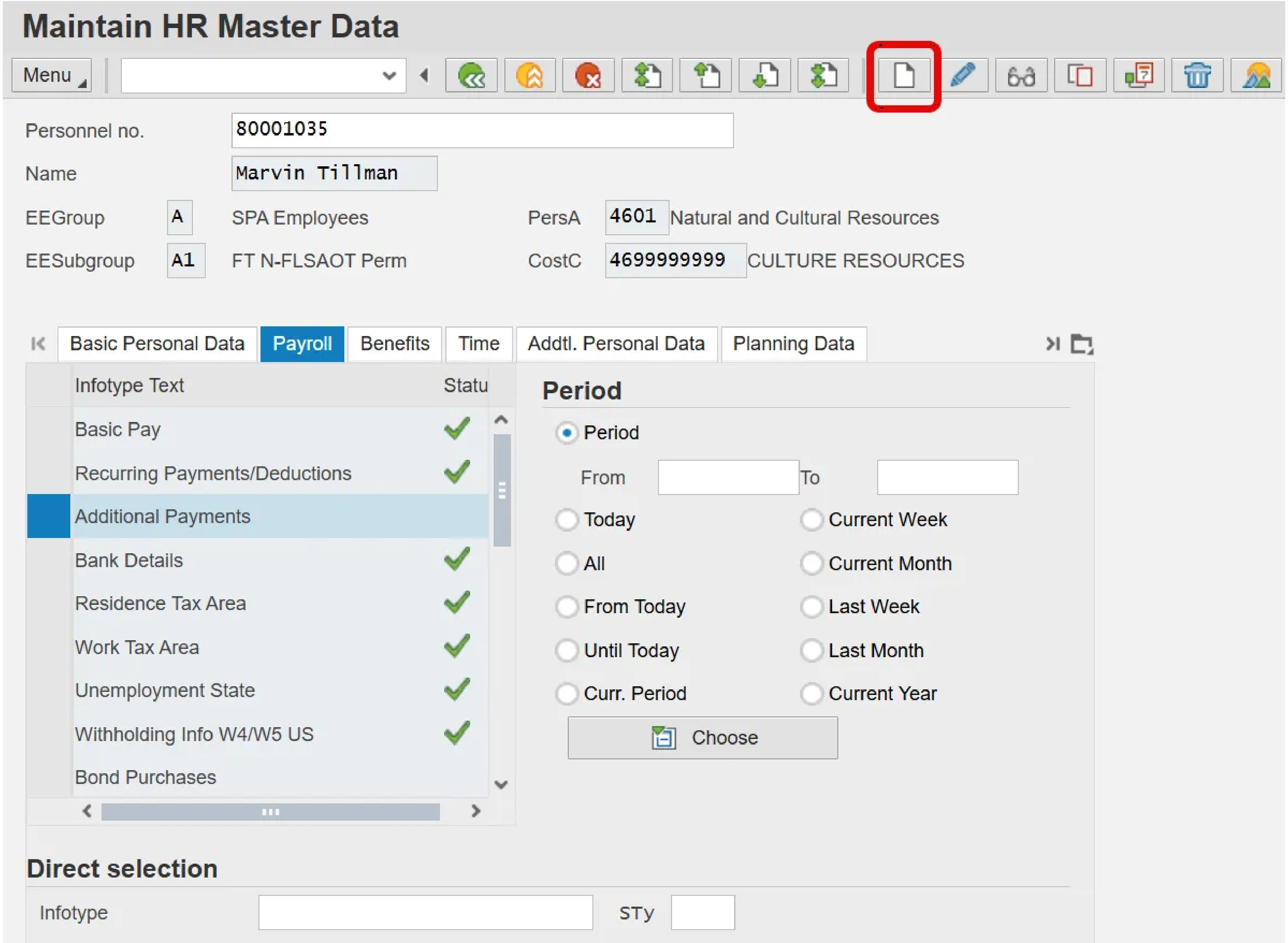
Step 1. Go to transaction **PA30 (Maintain Master Data File)**.

Step 2. Enter **Employee Identification Number (PERNR)**.

Step 3. Select **Additional Payments Infotype (IT0015)** under the Payroll Tab.

Step 4. Click the **Create (F5)** button. The Additional Payments screen displays.

Image


Maintain HR Master Data
Menu
Personnel no.
80001035
Name
Marvin Tillman
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 5. Complete Infotype IT0015 (Additional Payments). Enter the following data:

- Wage type
- Dollar amount
- Date of origin

Step 6. Click or press **Save** to return to the initial screen.

Step 7. Repeat process for additional wage types if necessary.

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	1454
Amount	1000.00 USD Ind.val.
Number/unit	
Date of origin	10/1/2025
Default Date	
Assignment Number	
Reason for Change	

Reference Period for Payment

Start Date	
End Date	

- The moving expense amounts display in the Total Other Pay section of the remuneration statement.
- Notice in this example, the expense is non-taxable and non-reimbursable and, therefore, is not part of the current tax or net pay calculations.

Note: For additional assistance in keying data in IT0015, reference the PY-24 Maintain One Time Payment Deduction 0015 BPP.

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