PY-24 Maintain One Time Payment Deduction 0015

Purpose

The purpose of this Business Process Procedure is to explain how to enter 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

A one-time deduction or payment that is either deducted from an employee's pay or paid to an employee needs to be entered into the System.

Business Process Procedure

Use this procedure to enter a one-time payment or deduction. Examples include:

- Incentive Award
- Court Settlement – Payments

Access Transaction

Via Menu Path: SAP menu >> Human Resources >> Personnel Management >> Administration >> HR Master Data >> PA30 - Maintain

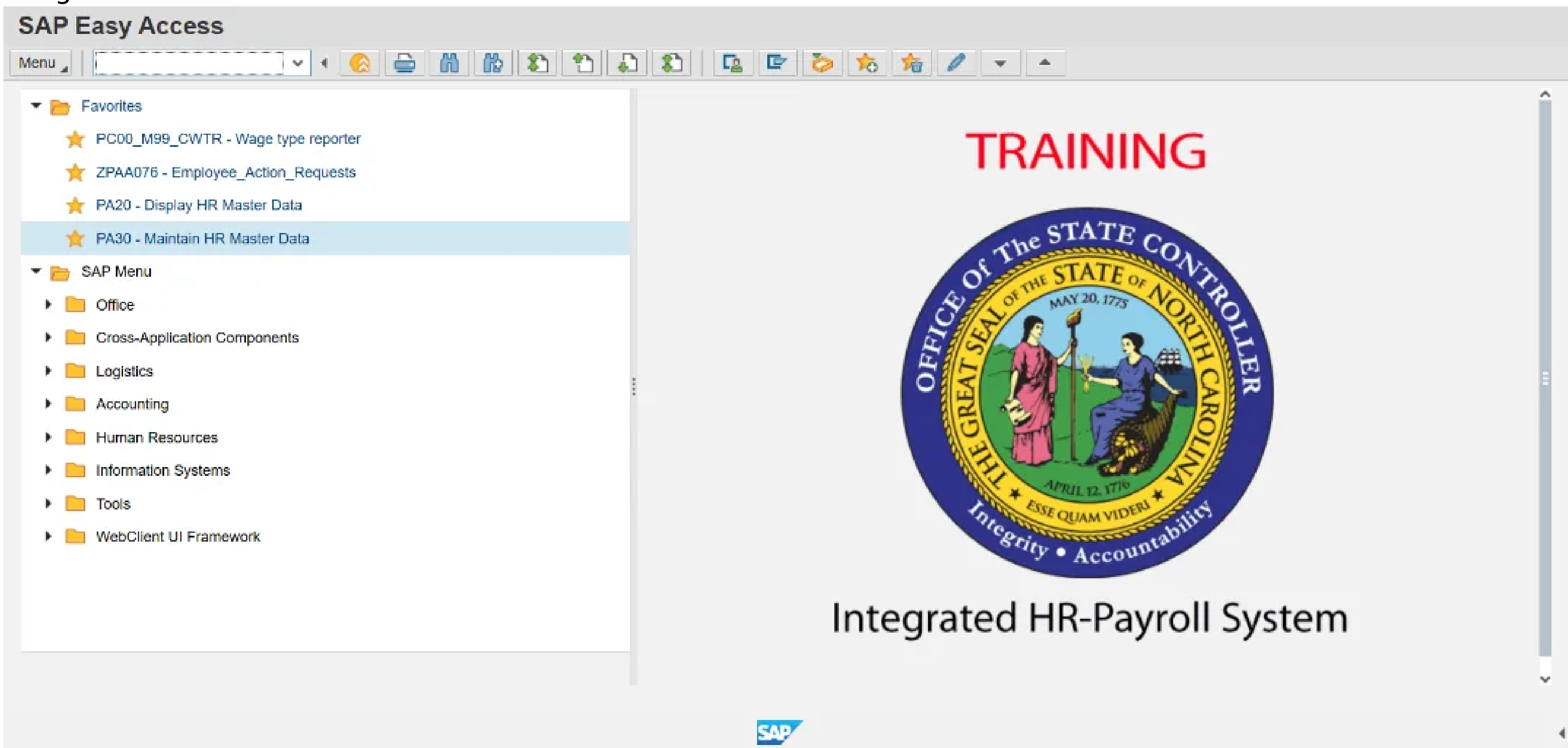
Via Transaction Code: PA30

Procedure

There are 12 steps to complete this process.

SAP Easy Access

Image



Step 1. Update the following **required** and **optional** fields.

Field Name	Description	R/O/C	Values
Command	White alphanumeric box in upper left corner used to input transaction codes.	R	Enter value in Command. Example: PA30

Step 2. Click **Enter**.

Maintain HR Master Data

Step 3. Update the following **required** and **optional** fields.

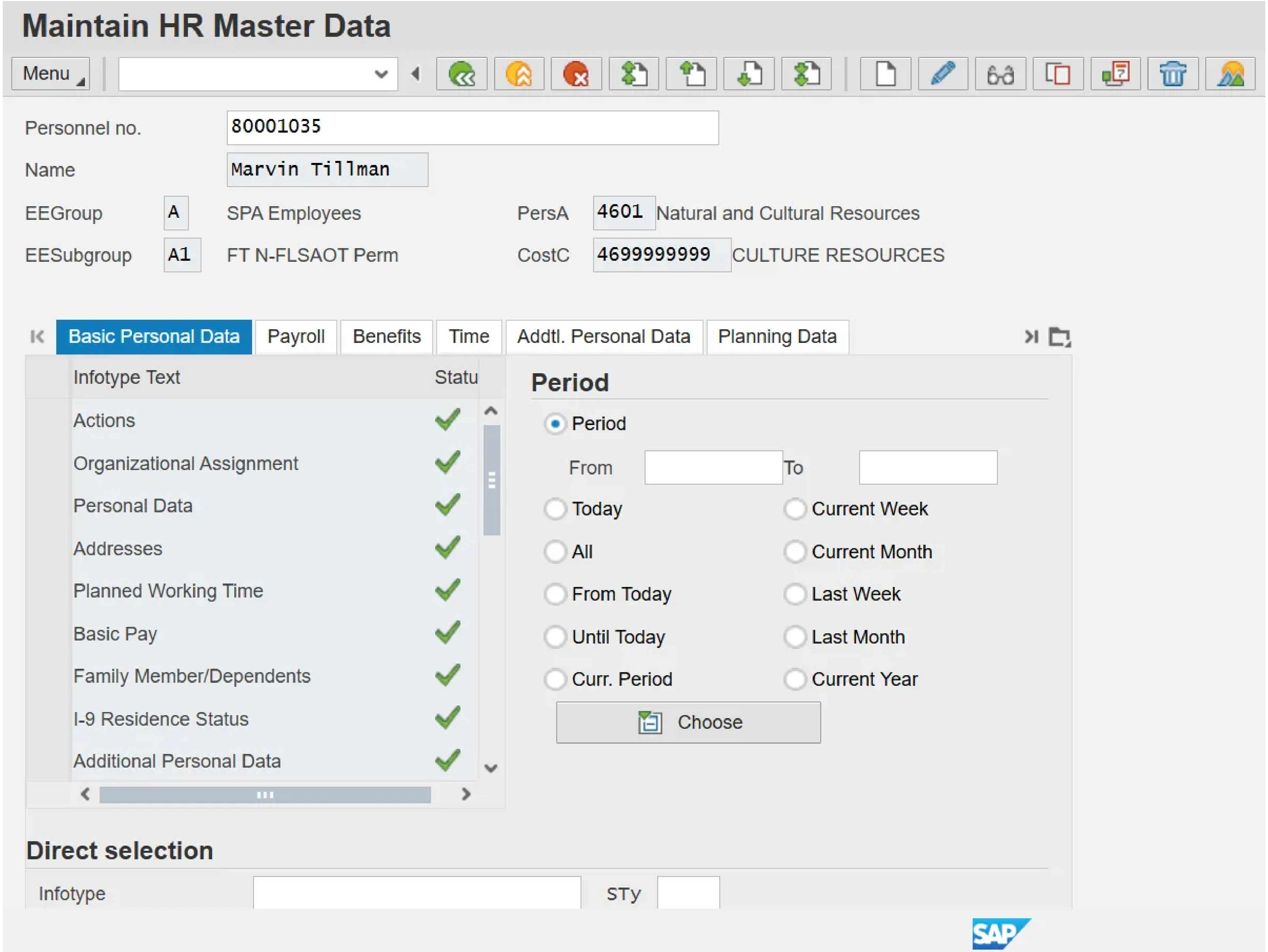
Field Name	Description	R/O/C	Values
Personnel no.	Unique employee identifier.	R	Enter value in Personnel no. Example: 80001035

Information: Ensure the correct personnel number was entered.

Step 4. Click **Enter**.

Maintain HR Master Data

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
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
Current Week
All
Current Month
From Today
Last Week
Until Today
Last Month
Curr. Period
Current Year
Choose
Direct selection
Infotype
STy

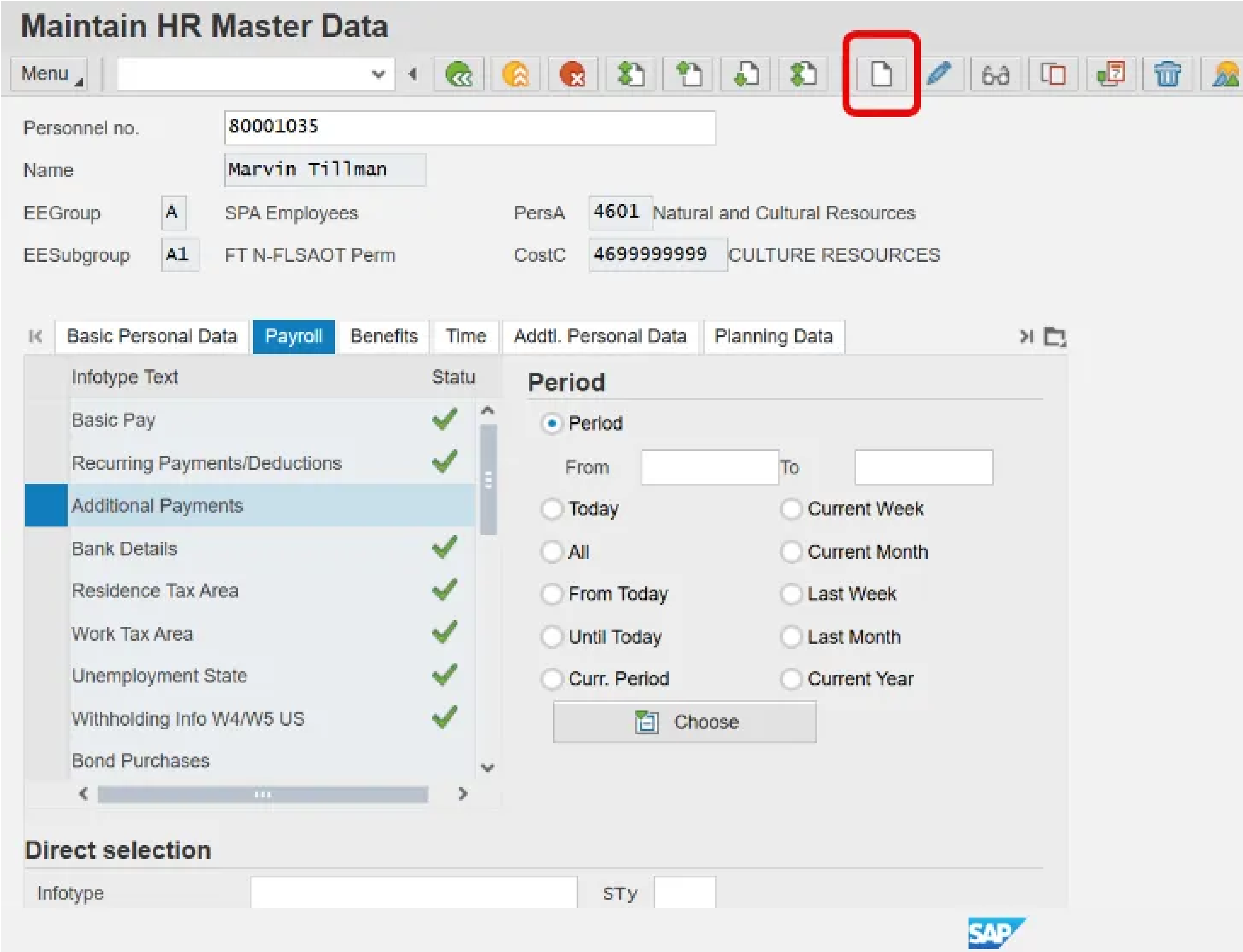
Step 5. Click the **Payroll** tab.

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

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 record is populated with data. Infotypes without a green checkmark may not be populated at this time.

Step 7. Click the **Create (F5)** button.

Image



Step 8. The table below displays the field descriptions for 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.
Reason for Change	In this field, you enter the reason for change in the data in the infotype.

Information: The available wage types assigned for one-time payments are listed in the matchcode search. Click the matchcode search button to view the options.

Step 9. Update the following required and optional fields.

Field Name	**Description**	**R/O/C**	**Values**
Wage Type	Type of deduction/ payment for the employee per pay period.	R	Enter value in Wage Type. Example: 1701
Amount	Amount of deduction/ payment.	R	Enter value in Amount. Example: 15.00

Critical: When processing a deduction wage type, confirm there is an 'A' to the left of the amount field. If an 'A' exists, you are processing a deduction wage type. If an 'A' does not exist, you are processing a payment wage type.

Step 10. Update the following **required** and **optional** fields.

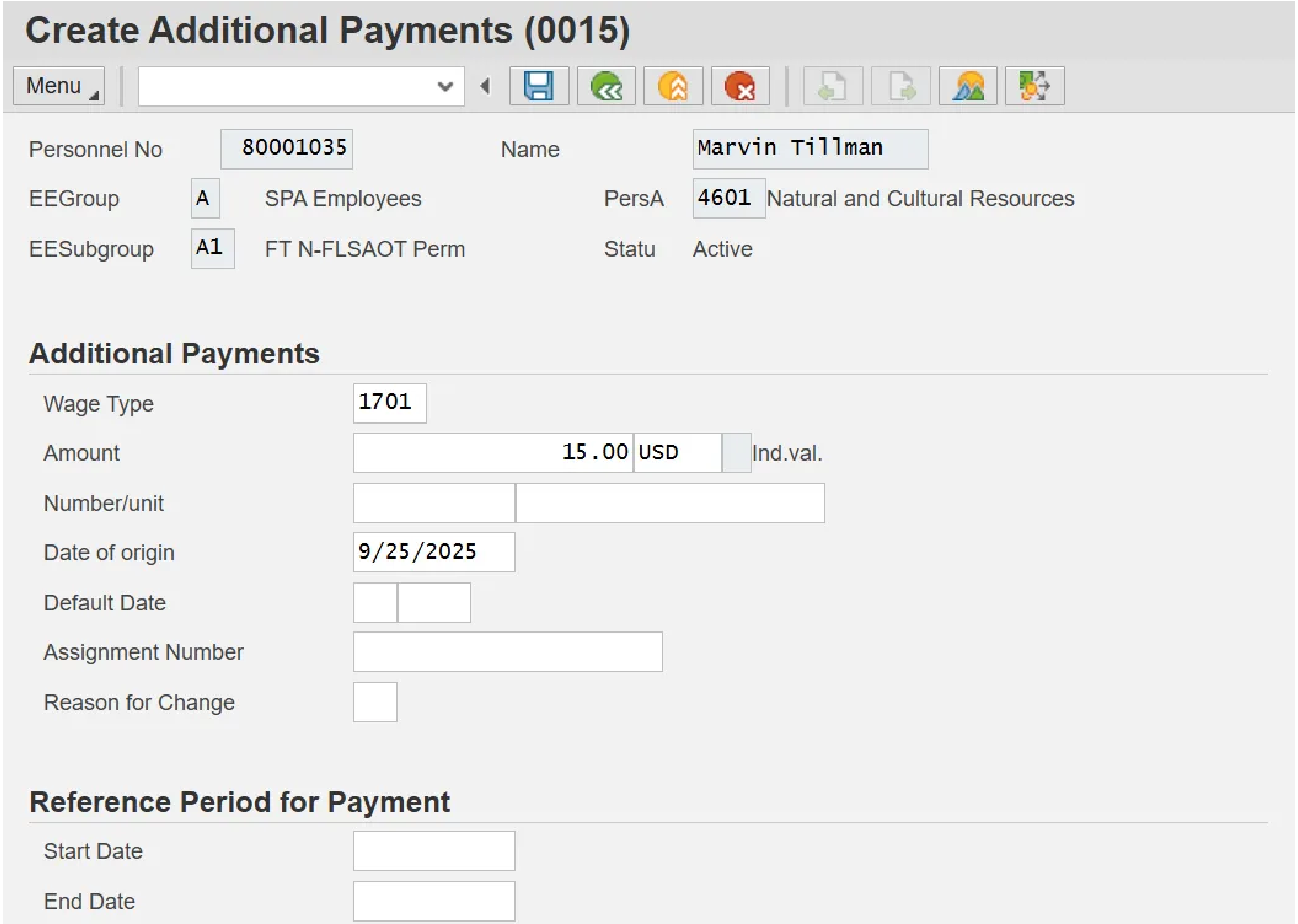
Field Name	**Description**	**R/O/C**	**Values**

Date of origin	R	Enter value in Date of origin. Example: 9/25/2025

Information: Verify the information is correct before saving.

Create Additional Payments (0015)

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
1701
Amount
15.00
USD
Ind.val.
Number/unit
Date of origin
9/25/2025
Default Date
Assignment Number
Reason for Change
Reference Period for Payment
Start Date
End Date

Step 11. Click **Save (Ctrl+S)**.

Step 12. The system task is complete.

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