

PY-23 Maintain Recurring Payments Deductions Infotype 0014

Purpose

The purpose of this Business Process Procedure is to explain how to enter a recurring deduction or payment that is either deducted from an employee's pay or paid to an employee in the Integrated HR-Payroll System.

Trigger

Use this procedure to enter a recurring deduction or payment that is either deducted from an employee's pay or paid to an employee.

Business Process Procedure

Use this procedure to enter recurring payments or deductions. Examples of this transaction would be:

- Cell Phone Supplement
- Parking
- Membership Dues

Access Transaction

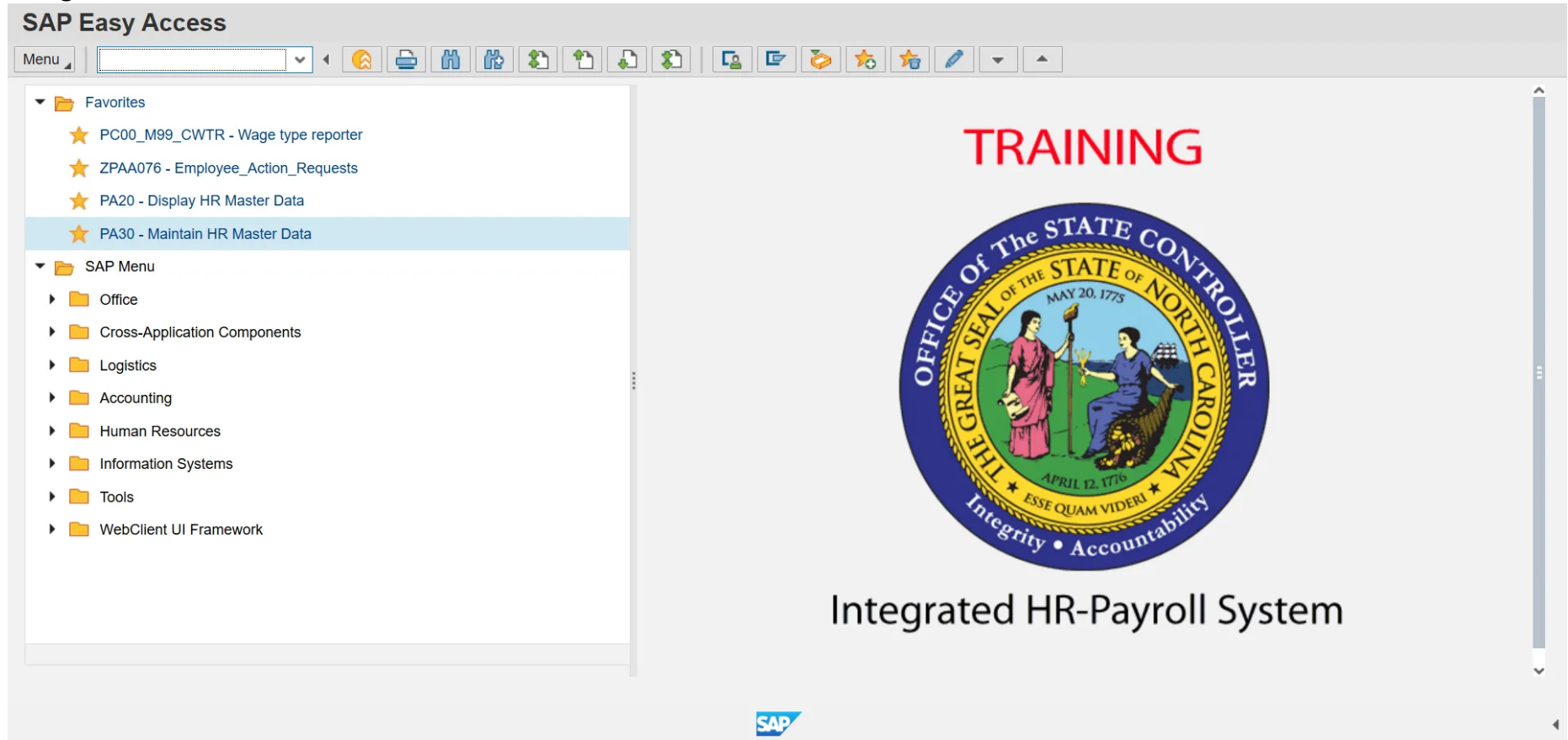
Via Menu Path: SAP menu >> Human Resources >> Personnel Management >> Administration >> HR Master Data >> PA30 - Maintain

Via Transaction Code: PA30

Procedure

There are 13 steps to complete this process.

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**.

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. Click the **Payroll** tab.

Step 6. Select the **Recurring Payments/Deductions** 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 **Create (F5)** button.

Image

Maintain HR Master Data

Menu



Personnel no.

80001035

Name

Marvin Tillman

EEGroup

A

SPA Employees

PersA

4601

Natural and Cultural Resources

EESubgroup

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CULTURE RESOURCES



Basic Personal Data

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Recurring Payments/Deductions



Additional Payments

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Withholding Info W4/W5 US



Bond Purchases

Period

☒ Period

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To

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☐ All

☐ Current Month

☐ From Today

☐ Last Week

☐ Until Today

☐ Last Month

☐ Curr. Period

☐ Current Year



Choose

Direct selection

Infotype

STy

Step 8. The table below provides the descriptions for each field in Infotype 0014.

Field	Description
Wage Type	Type of deduction/payment for the employee per pay period.
Amount	Amount of deduction or payment.
Reason for Change	In this field, you enter the reason for change in the data in the infotype.
Payment model	The payment model defines a time pattern in which deductions are withdrawn and payments made.
1st payment period	In the FIRST PAYMENT PERIOD field, you can enter the first period in which the recurring payment or deduction is to be made.
1st payment date	Enter the first payment date. This date defines the payroll period in which the recurring payment or deduction is to be made the first time.
Interval in periods	Enter the number of periods that should lie between two consecutive payments.
Interval/Unit	This field together with the UNIT field defines the interval between recurring payments and deductions.

Create Recurring Payments/Deductions (0014)

Image

Create Recurring Payments/Deductions (0014)

Menu ▾



Personnel No

80001035

Name

Marvin Tillman

EEGroup

A

SPA Employees

PersA

4601

Natural and Cultural Resources

EESubgroup

A1

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Statu

Active

Start



12/31/9999

Recurring Payments/Deductions

Wage Type

*

Amount

USD

Ind. Val.

Number/unit

Assignment Number

Reason for Change

Payment dates

Payment model

1st payment period

or

1st payment date

Interval in periods

Interval/Unit

Step 9. Update the following **required** and **optional** fields.

Field Name	Description	R/O/C	Values
Start	Beginning date of the specified date range.	R	Enter value in Start. Example: 06/01/2025
Wage Type	Type of deduction/payment for the employee per pay period.	R	Enter value in Wage Type. Example: 2400

Information: If you know the wage type code number you want to enter, type it directly into the wage type field. If you do not know the code number you want to enter, click the drop-down menu on the right of the wage types field (after single-clicking the field). This will give you the codes and descriptions of the available wage types for the employee being processed.

In this demonstration, we are using wage type 2400 SECU.

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

Field Name	Description	R/O/C	Values
Amount	Amount of deduction/payment.	R	Enter value in Amount. Example: 50.00

Image

Create Recurring Payments/Deductions (0014)

Menu ▾



Personnel No

80001035

Name

Marvin Tillman

EEGroup

A

SPA Employees

PersA

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Statu

Active

Start

6/1/2025

to

12/31/9999

Recurring Payments/Deductions

Wage Type

2400

Amount

50.00 USD

Ind. Val.

Number/unit

Assignment Number

Reason for Change

Payment dates

Payment model

1st payment period

or

1st payment date

Interval in periods

Interval/Unit

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

Step 12. To view the Recurring Payments/Deductions, Click the **Display (F7)** button.

Image

Maintain HR Master Data

Menu



Personnel no.

80001035

Name

Marvin Tillman

EEGroup

A

SPA Employees

PersA

4601

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CULTURE RESOURCES



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Basic Pay



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Bond Purchases

Period

☒ Period

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To

☐ Today

☐ Current Week

☐ All

☐ Current Month

☐ From Today

☐ Last Week

☐ Until Today

☐ Last Month

☐ Curr. Period

☐ Current Year



Choose

Direct selection

Infotype

Recurring Payments/Deductions

STy



Record created



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.

Image

Display Recurring Payments/Deductions (0014)

Menu ▾



Personnel No

80001035

Name

Marvin Tillman

EEGroup

A

SPA Employees

PersA

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EESubgroup

A1

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Statu

Active

Start

06/01/2025

to

12/31/9999

chng

09/25/2025

INPAULM20

Recurring Payments/Deductions

Wage Type

2400

SECU

Amount

A

50.00

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

Step 13. The system task is complete.

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