PY-21 Display Recurring Payment Deduction Infotype 0014

Purpose

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

Trigger

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

Business Process Procedure Overview

Use this procedure to display recurring payments or deductions. Examples of this transaction would include:

- Cell Phone Supplement
- Parking
- Membership Dues

Access Transaction

Via Menu Path: Your menu path may contain this custom transaction code depending on your security roles.

Via Transaction Code: PA20

Procedure

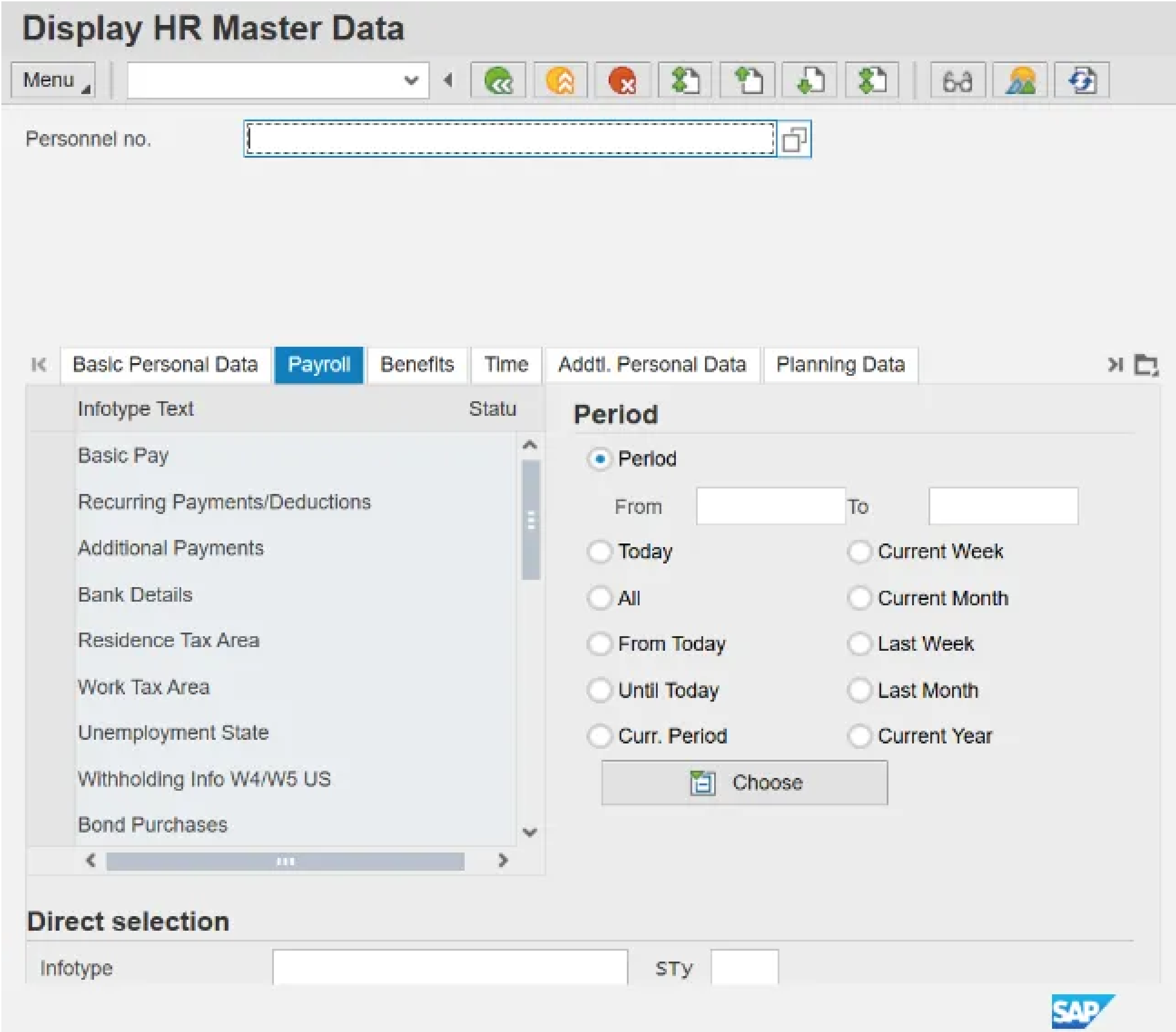
There are 11 steps to complete this process.

Step 1. On the **SAP Easy Access** screen, update the following field.

Field Name	Description	Values
Command	White alphanumeric box in upper left corner used to input transaction codes.	Enter value in Command. Example: PA20

Step 2. Click **Enter**.

Image



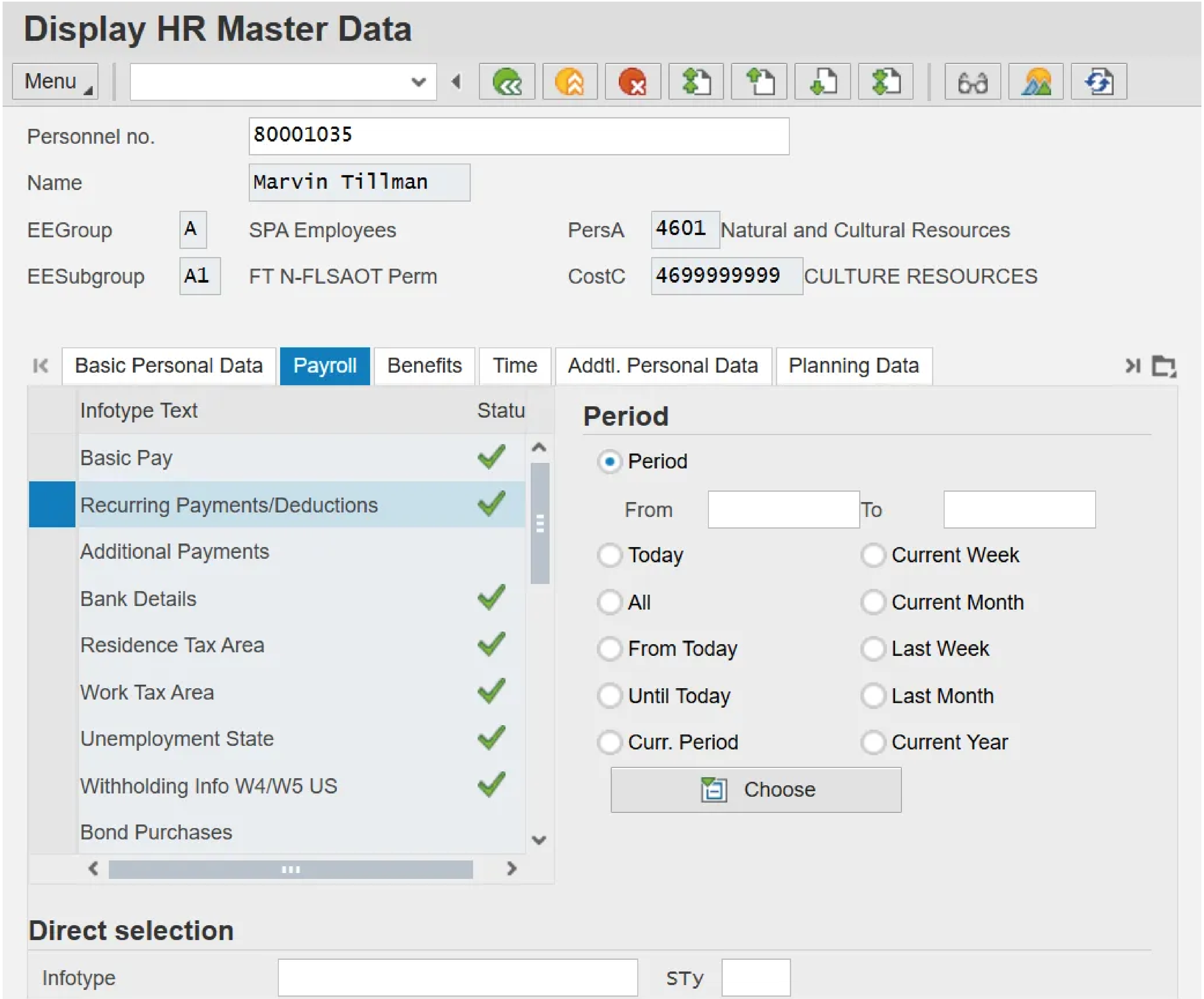
Step 3. Update the following fields.

Field Name	Description	Values

Personnel No.	Unique employee identifier.	Enter value in Personnel No. Example: 80001035

Step 4. Click **Enter**.

Image


Display 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

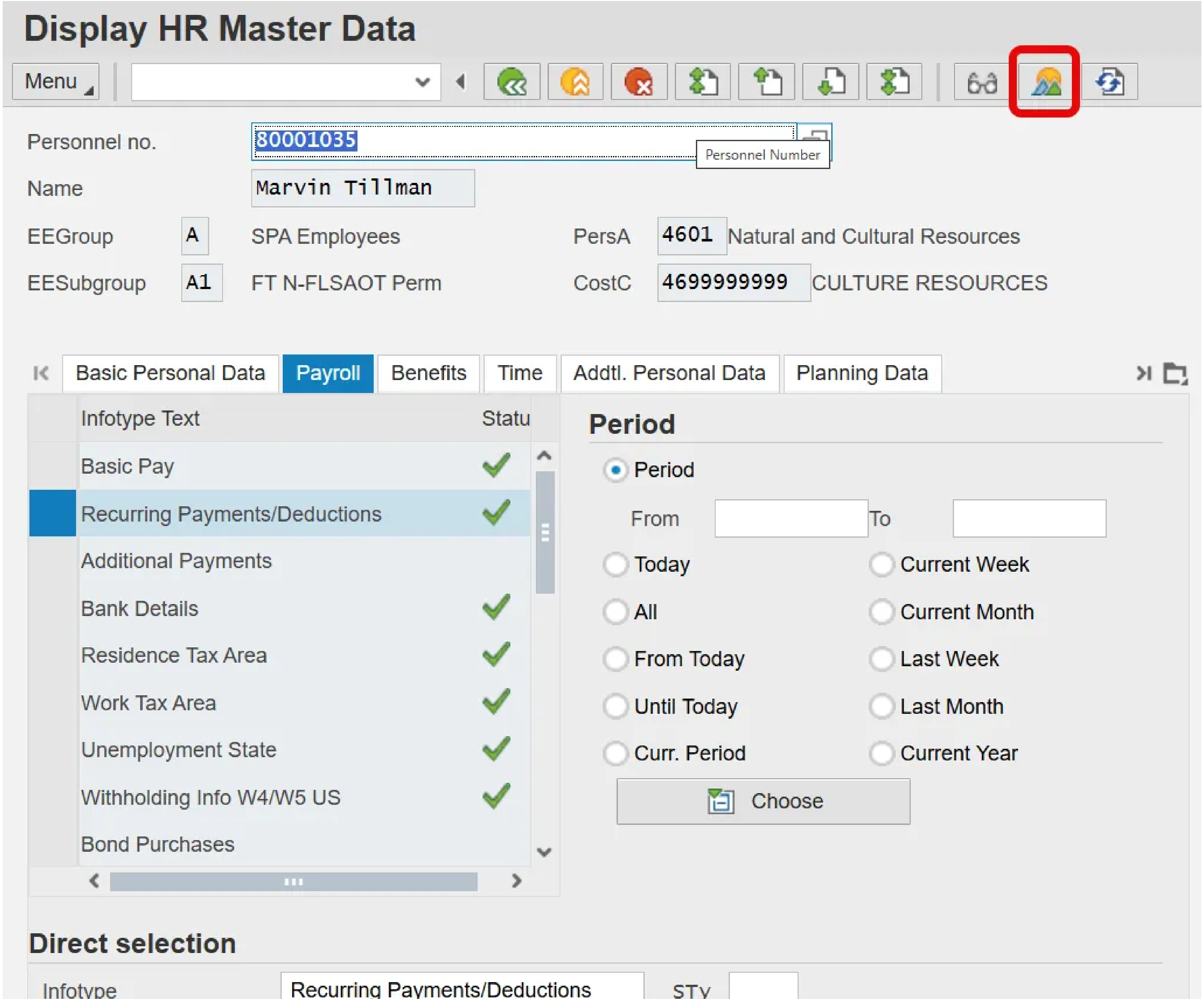
Step 5.   Click the **Payroll** tab.

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 6.   Click to the left of the **Recurring Payments/Deductions** infotype.

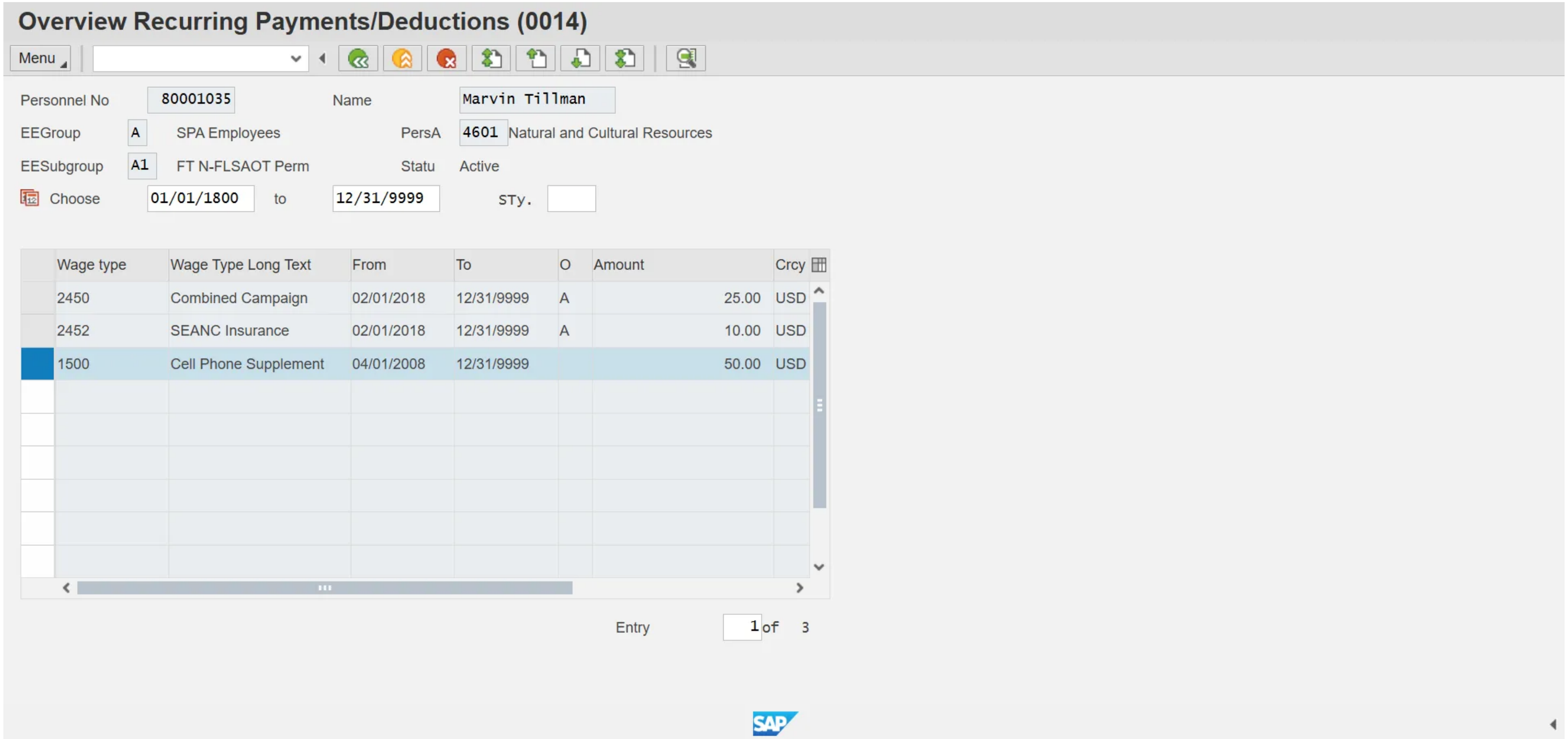
Step 7.   Click the **Overview** button.

Image


Display HR Master Data
Menu
Personnel no.
80001035
Personnel Number
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
Recurring Payments/Deductions
STy

Step 8. Click to the left of the desired Payment/Deduction record.

Image



Review the Recurring Payments/Deductions infotype data as appropriate. There may be multiple records for IT0014 available by clicking on the next record. If there are multiple records listed on the screen, additional data is available on other tabs.

Step 9. Click the **Choose** button.

The table below provides a description of fields in IT0014.

Field	Description
Wage Type	Type of deduction/payment for the employee per pay period.
Amount	Amount of deduction or payment Note: Both payments and deductions are entered as positive amounts. An “A” to the left of the amount field indicates that a deduction wage type has been selected.
Reason for Change	This is 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	This is the **first** period in which the recurring payment or deduction is to be made.
1st 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	This is 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.

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	04/01/2008 to 12/31/9999	Chng	06/18/2008 90000044

Recurring Payments/Deductions

Wage Type	1500	Cell Phone Supplement	
Amount	50.00 USD	Ind. Val.	
Number/unit	0.00		
Assignment Number	919-744-5564		
Reason for Change			

Payment dates

Payment model			
1st payment period	00 or	1st payment date	
Interval in periods	00	Interval/Unit	0

Step 10. Click the **Green Arrow Back** button until you are returned to the SAP Easy Access screen.

Step 11. The system task is complete.

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