

PY-20 Display One Time Payment Deductions Infotype 0015

Purpose

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

Use the procedure to view a one-time 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 a one-time payment or deduction. Examples include:

- Incentive Award
- Court Settlement Payments

Access Transaction

Via Menu Path: Human Resources >> Personnel Management >> Administration >> HR Master Data >> PA20
- Display

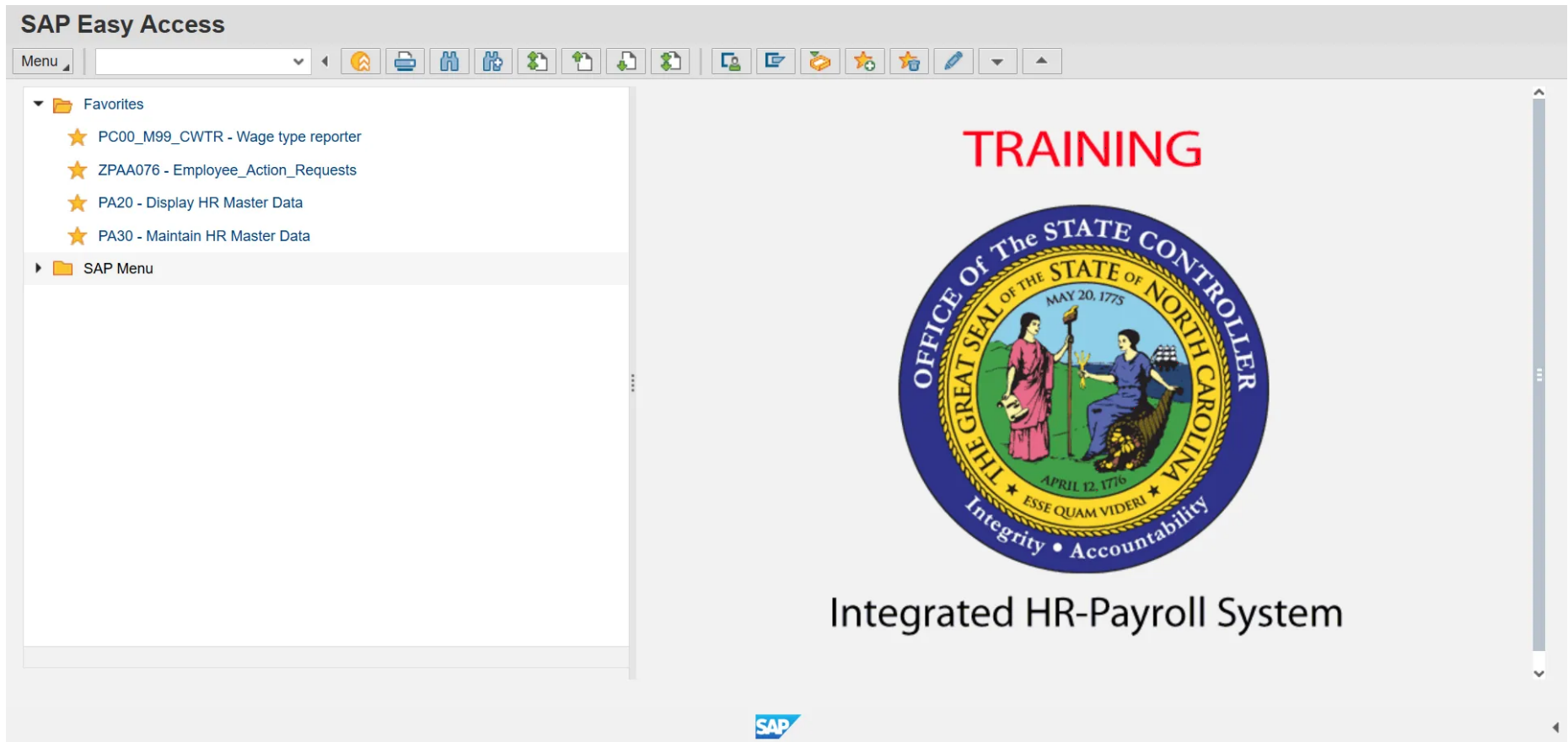
Via Transaction Code: PA20

Procedure

There are 12 steps to complete this process.

Step 1. On the **SAP Easy Access** screen, 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: PA20
Image			



Step 2. Click **Enter**.

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

Field Name	Description	R/O/C	Values
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Personnel no.	Unique employee identifier	R	Enter value in Personnel no. Example: 80000529
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Image

Display HR Master Data

Menu



Personnel no.

80000529



Name

Tiffany Lawrence20

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 4. Click **Enter**.

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 records are populated with data. Infotypes without a green checkmark may not be populated at this time.

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

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

Step 7. Click **Overview** button.

Image

Display HR Master Data

Menu



Personnel no.

80000529

Name

Tiffany Lawrence20

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

Image

Overview Additional Payments (0015)

Menu



Personnel No

80000529

Name

Tiffany Lawrence20

EEGroup

A

SPA Employees

PersA

4601

Natural and Cultural Resources

EESubgroup

B1

FT S-FLSAOT Perm

Statu

Active



Choose

01/01/1800



12/31/9999

STy.

Wag...	Wage type long text	Date	O	Amount	Crcy	I	Number	
1701	Incentive Pay	07/31/2008		75.00	USD		0.00	

Entry

1 of 1

Step 8. Select the **Additional Payment Record** and click the **Choose** button.

Information: Review the Additional Payments data as appropriate. There may be multiple records for infotype 0015, available by clicking on the next record. If there are multiple records on the screen, additional data is available by selecting those records.

Image

Overview Additional Payments (0015)

Personnel No	80000529	Name	Tiffany Lawrence20
EEGroup	A SPA Employees	PersA	4601 Natural and Cultural Resources
EESubgroup	B1 FT S-FLSAOT Perm	Statu	Active
 Choose	01/01/1800 to 12/31/9999	STy.	

[illegible]

Entry 1 of 1

Entry 1 of 1

Step 9. The table below provides a description for the fields located in 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.
Image	

Display Additional Payments (0015)

Menu



Personnel No

80000529

Name

Tiffany Lawrence20

EEGroup

A

SPA Employees

PersA

4601

Natural and Cultural Resources

EESubgroup

B1

FT S-FLSAOT Perm

Statu

Active

Chng

07/03/2008

90000044

Additional Payments

Wage Type

1701

Incentive Pay

Amount

75.00

USD

Ind.val.

Number/unit

0.00

Date of origin

07/31/2008

Default Date

00

Assignment Number

Reason for Change

Reference Period for Payment

Start Date

End Date

Step 10. Click **Back** button.

Step 11. Click **Back** button again to the **SAP Easy Access Screen**.

Step 12. The system task is complete.

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