

PER-59 Creating Delimiting Reserve on Wage Maintenance (IT0052)

Purpose

The purpose of this Business Process Procedure is to explain how to create and/or maintain reserve balances on Infotype 0052 – Wage Maintenance in the Integrated HR-Payroll System.

Trigger

There is a need to create and/or maintain reserve balances on Infotype 0052 -Wage Maintenance. This is used for Reallocation and Range Revision actions with balances.

Business Process Procedure Overview

If funds are not available at the time an employee is eligible for the reallocation or range revision, you would still initiate the Reallocation or Range Revision Action but would choose No Salary Adjustment as the reason. You must then execute PA30 Maintain Master Data, IT0052-Wage Maintenance subtype 0100 Range Revision or 200 Reallocation to reserve the balance (enter the amount of the revision, not the entire salary).

After funds become available, you would go create another Reallocation Range Revision Action and select the appropriate reason.

Access Transaction

Via Transaction Code: PA30

Instructions for Creating the Reserve on Wage Maintenance

There are 12 steps to complete this process.

Step 1: Enter **PA30** in the Easy Access Command field.

Step 2: Click the **Enter** button.

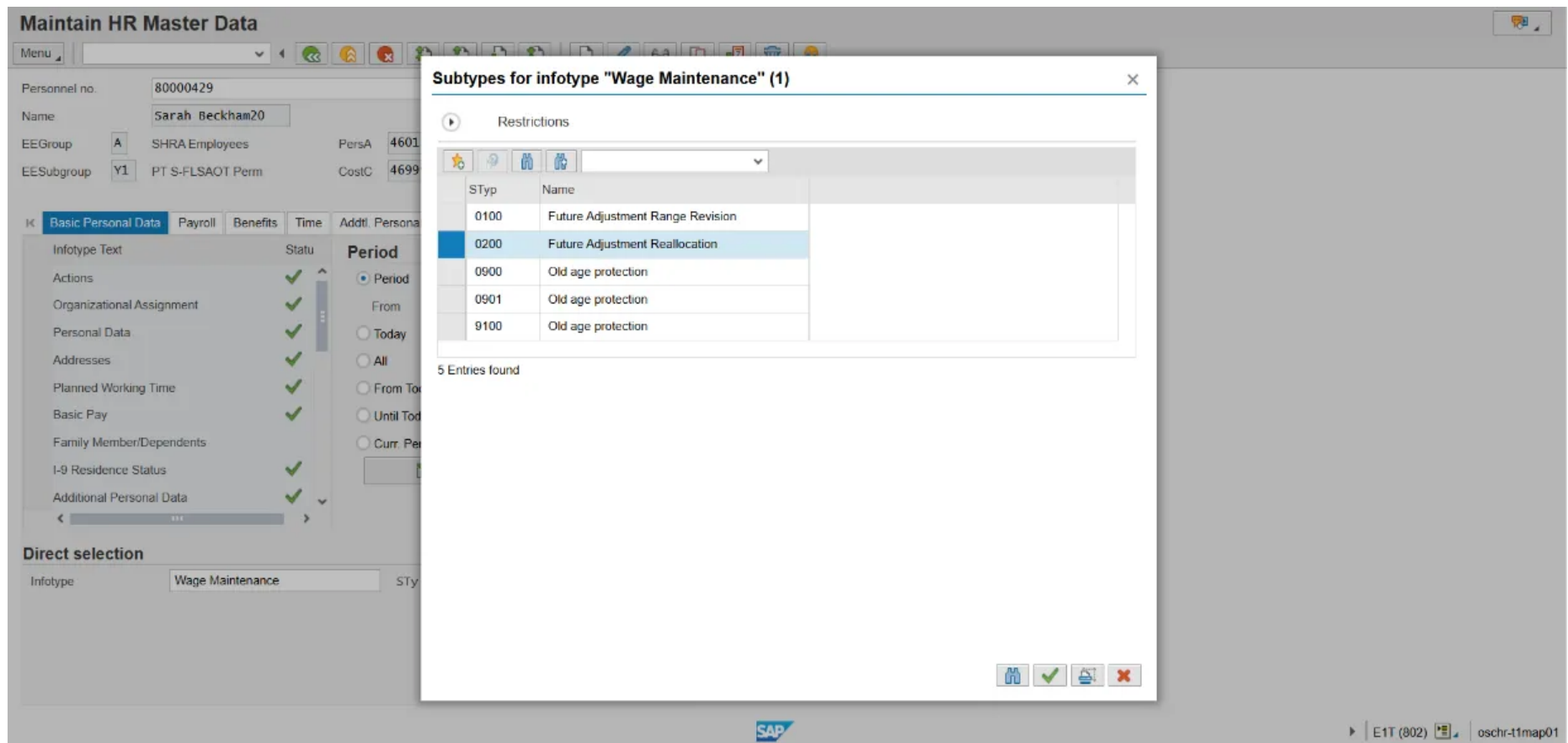
Step 3: Enter employee **personnel number**.

Step 4: Click the **Enter** button to verify the data.

Step 5: In the Direct Selection Infotype field, select:

- Infotype 0052
- Subtype 0200

Image



Step 6: Click the **Create (F5)** button.

Image

Create Wage Maintenance (0052)

Menu                 

Personnel No Name

EEGroup SHRA Employees PersA Natural and Cultural Resources

EESubgroup PT S-FLSAOT Perm Statu Personnel Area

Start 

Pay Scale

Wage maintenance type Future Adjustment Reallocation

P.scale type Object ID

PS Area Start of Adjustment

Pay Sc. Grp / PS Level Next Increase

Wag...	Long text	O...	Amount	Curre...	In...	A...	Number/Unit	Unit text
8802	Reallocation Balance			USD		☒		
						☐		
						☐		
						☐		
						☐		
						☐		
						☐		
						☐		

Start - ++ 1 of 20

Step 7: Update the following fields:

- **Start Date** (Example: 12/8/25)
- **Amount** (Example: 1000.00)

Notice several fields are blank; these do not require data entry.

Step 8: Click the **Enter** button.

Image

Create Wage Maintenance (0052)

Menu                    

Personnel No	80000429	Name	Sarah Beckham20
EEGroup	A	SHRA Employees	PersA 4601 Natural and Cultural Resources
EESubgroup	Y1	PT S-FLSAOT Perm	Statu Active
Start	01/01/2008	To	12/31/9999

Pay Scale

Wage maintenance type	0200	Future Adjustment Reallocation	
P.scale type		Object ID	
PS Area		Start of Adjustment	
Pay Sc. Grp		Next Increase	

[illegible]

Start	12/08/2025	-	12/31/9999	0.00	USD	++	1	of	20
-------	------------	---	------------	------	-----	----	---	----	----

Step 9: Click **Menu > Edit > Maintain text** to create note.

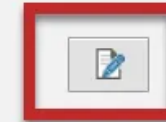
Step 10: Click the **Save (Ctrl+S)** button to save note. Back on the Create Wage Maintenance infotype, you will see the Maintain Text button displayed on the screen.

Image

Create Wage Maintenance (0052)

Menu                

Personnel No Name
EEGroup SHRA Employees PersA Natural and Cultural Resources
EESubgroup PT S-FLSAOT Perm Statu Active
Start To



Pay Scale

Wage maintenance type Future Adjustment Reallocation
P.scale type Object ID
PS Area Start of Adjustment
Pay Sc. Grp / PS Level Next Increase

Wag...	Long text	O...	Amount	Curre...	In...	A...	Number/Unit	Unit text
8802	Reallocation Balance		1,000.00	USD		☒		
						☐		
						☐		
						☐		
						☐		
						☐		
						☐		
						☐		

Start - ++ 1 of 1

Step 11: Click the **Save (Ctrl+S)** at the Copy Wage Maintenance screen.

Step 12: Click the **Back (F3)** button.

Instructions for Delimiting the Reserve on Wage Maintenance

Because all of the reserved funds have been given to the employee, the reserve must be delimited. There are 16 steps to complete this process.

Step 1: Enter **PA30** in the Easy Access Command field.

Step 2: Click the **Enter** button.

Step 3: Enter employee **personnel number**.

Step 4: Click the **Enter** button to verify.

Step 5: Update the following fields:

- **Start Date** (Example: 12/8/25)
- **Amount** (Example: 1000.00)

Step 6: Click the **Delimit** button.

Image

Maintain HR Master Data

Menu

Personnel no.	80000429
---------------	----------

Name	Sarah Beckham20
------	-----------------

EEGroup	A	SHRA Employees	PersA	4601	Natural and Cultural Resources
---------	---	----------------	-------	------	--------------------------------

EESubgroup	Y1	PT S-FLSAOT Perm	CostC	4699999999	CULTURE RESOURCES
------------	----	------------------	-------	------------	-------------------

Basic Personal Data Payroll Benefits Time Addtl. Personal Data Planning Data

Infotype Text

Actions

Organizational Assignment

Personal Data

Addresses

Planned Working Time

Basic Pay

Family Member/Dependents

I-9 Residence Status

Additional Personal Data

Statu

✓

✓

✓

✓

✓

✓

✓

✓

✓

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	Wage Maintenance	STy	0200	Future Adjustment Reallocation
----------	------------------	-----	------	--------------------------------

Enter Delimitation Date

Delimit Date

12/08/2025

Delimit Wage Maintenance (0052)

Menu

Personnel No 80000429
 Name Sarah Beckham20

EEGroup A SHRA Employees
 PersA 4601 Natural and Cultural Resources

EESubgroup Y1 PT S-FLSAOT Perm
 Statu Active

Choose 01/01/1800 To 12/31/9999
 STy. 0200 Delimit.Date 12/08/2025

	Start	End Date	Wag...	Name	O...	Amount
	01/01/2008	12/31/9999	0200	Future Adjustment Reallocati		1,000

A pop-up message is displayed after delimiting confirming the record was delimited. To verify record(s) was/were delimited, click the **All** and the **Overview** button. The List Wage Maintenance screen displays.

Notice that the record(s) is/are delimited.

Step 9: While you are on the List Wage Maintenance screen, select the line item with the \$1,000 delimited amount.

Step 10: Click the **Copy** button.

Image

List Wage Maintenance (0052)

Menu | [Dropdown] | [Icons: Undo, Redo, Delete, Copy, Paste, Print, etc.]

Personnel No: 80000429 Name: Sarah Beckham20

EEGroup: A SHRA Employees PersA: 4601 Natural and Cultural Resources

EESubgroup: Y1 PT S-FLSAOT Perm Statu: Active

Choose: 01/01/1800 To: 12/31/9999 STy.: 0200

	Start	End Date	Wag...	Name	O...	Amount	
	01/01/2008	12/07/2025	0200	Future Adjustment Reallocati		1,000	

Step 11: Click **Menu > Edit > Maintain Text** and type an appropriate note to explain that all funds have been distributed or the amount left to grant if funds become available.

Step 12: Click **Save** to save the note.

Step 13: Click **Save** at the Copy Wage Maintenance screen. You will receive a warning message indicating that “This entry deletes a record.”

Image

Copy Wage Maintenance (0052)

Menu

Personnel No

80000429

Name

Sarah Beckham20

EEGroup

A

SHRA Employees

PersA

4601

Natural and Cultural Resources

EESubgroup

Y1

PT S-FLSAOT Perm

Statu

Active

Start

01/01/2008

to

12/07/2025

Pay Scale

Wage maintenance type

0200

Future Adjustment Reallocation

P.scale type

Object ID

PS Area

Start of Adjustment

Pay Sc. Grp

/ PS Level

Next Increase

Wag...	Long text	O...	Amount	Curre...	In...	A...	Number/Unit	Unit text	
8802	Reallocation Balance		1,000.00	USD		☒			
						☐			
						☐			
						☐			
						☐			
						☐			
						☐			
						☐			

Start

12/07/2025

-

12/07/2025

1,000.00

USD

++

1

of

1

This entry deletes a record

Step 14: Click **Enter** to bypass the warning that a record will be deleted.

Step 15: Click the **Back (F3)** button to return to the Maintain HR Master Data screen.

Step 16: Click the **Back (F3)** button.

The system task is complete.

First Published

Wed, 05/23/2012

Last Updated

Wed, 02/04/2026

[View PDF](#)