



DISPLAY RECURRING PAYMENT/DEDUCTION - INFOTYPE 0014

Change Record:

Change Date: 1/10/2012	Changed by: s.crittenden
Changes:	<ul style="list-style-type: none"> • Updated format • Screen captures updated • Pg 6 – Amount field <p>New NOTE added</p> <p><i>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.</i></p>

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:

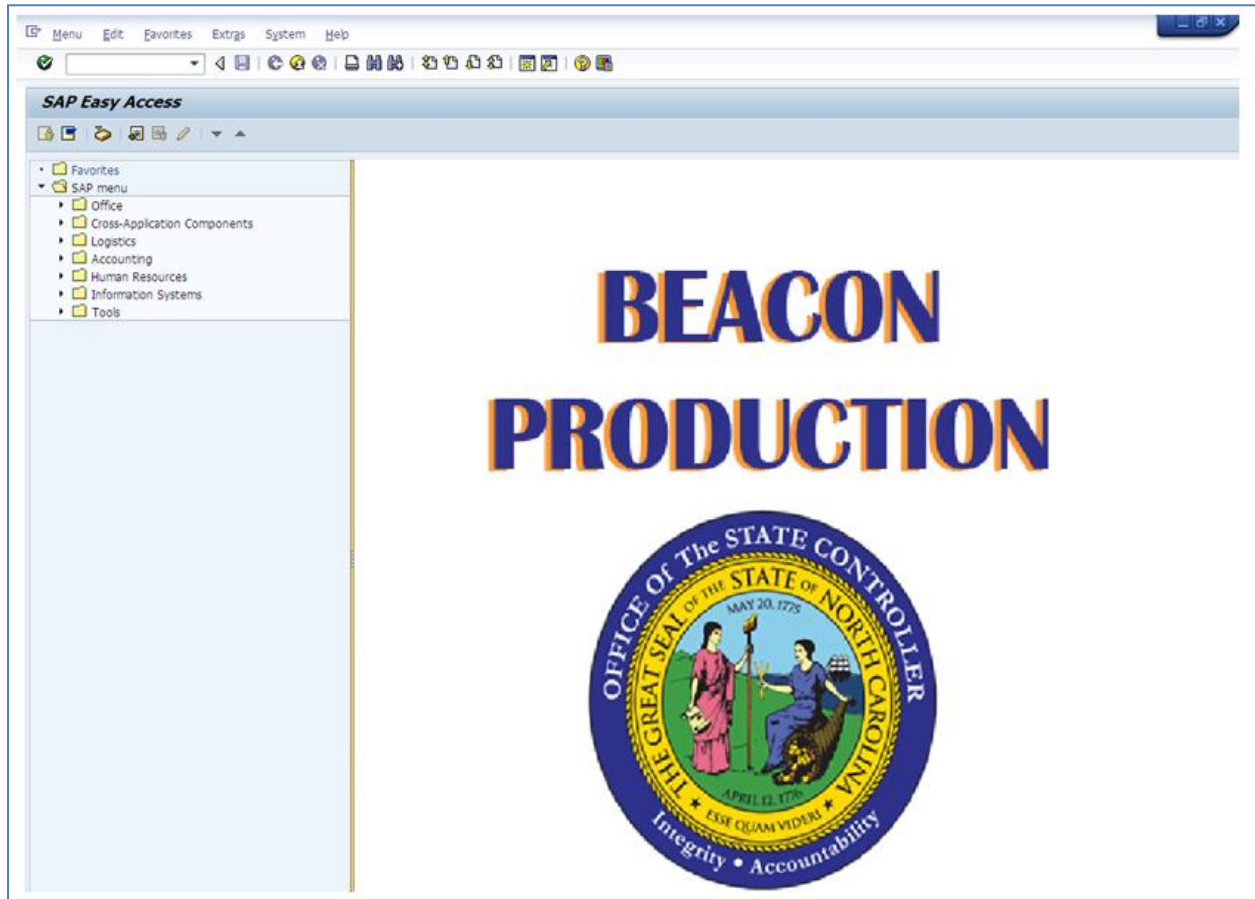
Use this procedure to display recurring payments or deductions. Examples of this transaction would include:

- 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



1. 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

2. Click the **Enter**  button.



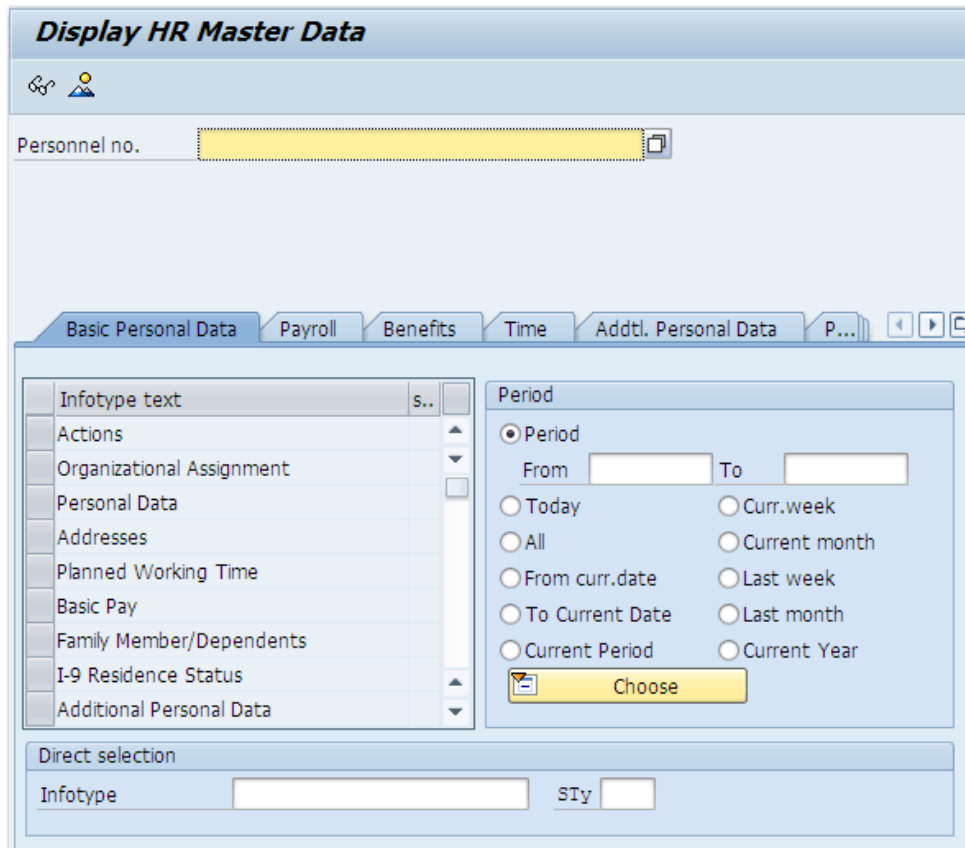
Information

You may want to enter this transaction code in your Favorites folder.

- Choose **Favorites > Insert Transaction.**
- Type in **PA20.**
- Click **Enter.**

To see the transaction code displayed in front of the link in your favorites:

- Choose **Extras > Settings.**
- Place a check next to **Display Technical Name.**
- Click **Enter.**



3. Update the following fields:

Field Name	Description	Values
Personnel No.	Unique employee identifier	Enter value in Personnel No. Example: 80001035

4. Click the **Enter**  button.

Display HR Master Data

Personnel no. 80001035
Name Marvin Tillman
EEGroup A SPA Employees PersA 4601 Cultural Resources
EESubgroup A1 FT N-FLSAOT Perm CostC 4699999999 CULTURE RESOURC...

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

Infotype text	s..
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 Curr.week
 All Current month
 From curr.date Last week
 To Current Date Last month
 Current Period Current Year

Choose


Direct selection

Infotype [] STy []

5. Click the **Payroll** Payroll tab button.

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.

6. Click the **Recurring Payments/Deductions**  button.

7. Click the **Overview (Shift+F8)**  button.

Wage type	Wage Type Long Text	From	To	O	Amount	Cray
1500	Phone Supplement	04/01/2008	12/31/9999		50.00	USD

8. Click the **Selection**  button.




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.

9. Click the **Choose (F2)**  button.

The table below provides the 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.

Display Recurring Payments/Deductions (0014)


  

Personnel No Name
EEGroup SPA Employees PersA Cultural Resources
EESubgroup FT N-FLSAOT Perm Statu Active
Start to Chng

Recurring Payments/Deductions

Wage Type Cell Phone Supplement
Amount A
Number/unit
Assignment Number
Reason for Change

Payment dates

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

10. Click the **Exit**  button.

The system task is complete.