

# CREATING/DELIMITING RESERVE ON WAGE MAINTENANCE PER-59 | TRANSACTION PA30 > IT0052



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

## Via Transaction Code: PA30

## Instructions for Creating the Reserve on Wage Maintenance



- 1. Enter **PA30** in the Easy Access Command field.
- 2. Click the Enter Solution.

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<ul> <li>◆● ● 圖 圖 圖 ○ 金</li> <li>Object manager scenario: EMPLOYEE</li> <li>◆ ● Person</li> <li>● Collective search help</li> <li>● Search Term</li> <li>● Free search</li> </ul>	Personnel no. 80000119 Name Perry Teer EEGroup A SPA Employees EESubgroup B1 FT S-FLSAOT Perm Basic Personal Data Payroll B	PersA 4601 Cultural Resources CostC 4699999999 CULTURE RESOUR Benefits Time Addtl. Personal Data F
	Infotype text Actions Organizational Assignment Personal Data Addresses Planned Working Time Basic Pay Family Member/Dependents I-9 Residence Status Additional Personal Data Direct selection Infotype	S. 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

- 3. Enter employee **personnel number**.
- 4. Click the Enter  $\textcircled{\begin{subarray}{c} \end{subarray}}$  button to verify the data.

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●       ●	Personnel no. 80000119 Name Perry Teer EEGroup A SPA Employees PersA 4601 Cultural Resources EESubgroup B1 FT S-FLSAOT Perm CostC 4699999999 CULTURE RESOUR Basic Personal Data Payroll Benefits Time Addtl. Personal Data f Period Period Period Period Period To 12/31/9999 Today Curr.week Addresses Phaned Working Time Basic Pay Family Member/Dependents I-9 Residence Status Additional Personal Data Direct selection Infotype Wage Maintenance STy Restrictions Period Current Period Current Period Curr

5. Update the following fields:

Field Name	Description	Values
Infotype	Name of infotype such as: Wage Maintenance	Enter value in Infotype
		Example: 52
STy	Subtypes for infotype such as: Future Adjustment Reallocation	Select subtype
	(Choose appropriate)	Example: 0200

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

Create Wage Maintenance (0052)		
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<ul> <li></li></ul>	Personnel No       808080119       Name       Perry Teer         EEGroup       A       SPA Employees       PersA       4601       Cultural Resources         EESubgroup       B1       FT S-FLSAOT Perm       Statu       Active         Start       09/01/2011       To       12/31/9999         Pay Scale	
	Wa       Long text       O       Amount       Curr       I       A Number/Unit       Unit text         8802       Image: Curr       Image: Curr	

7. Update the following fields:

Field Name	Description	Values
Start	Effective date of Action (Reallocation or Range Revision)	Enter value in the Start field:
		Example: 9/01/2011
Amount	Dollar amount being reserved	Enter amount in the Amount field.
		Example: 1000.00

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

- 8. Click the Enter Solution.
- 9. Click Edit >>Maintain text to create note.
- 10. Click the Save (Ctrl+S) 🕒 button to save note.
- 11. Click the Save (Ctrl+S) 📙 at the Copy Wage Maintenance screen.

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Image: Scenario: EMPLOYEE         Object manager scenario: EMPLOYEE         Image: Scenario: Employee </th <th>Personnel no. 20000119 Name Perry Teer EEGroup A SPA Employees F EESubgroup B1 FT S-FLSAOT Perm C</th> <th>PersA 4601 Cultural Resources CostC 4699999999 CULTURE RESOUR</th>	Personnel no. 20000119 Name Perry Teer EEGroup A SPA Employees F EESubgroup B1 FT S-FLSAOT Perm C	PersA 4601 Cultural Resources CostC 4699999999 CULTURE RESOUR
	Infotype text S Actions Organizational Assignment Personal Data Addresses Planned Working Time Basic Pay Family Member/Dependents 1-9 Residence Status Additional Personal Data V	Period Period From 01/01/1800 To 12/31/9999 Today Curr.week All Current month From curr.date Last week To Current Date Last woeth Current Period Current Year Choose STy 0200 Future Adjustment Reallocati

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.



- 1. Enter **PA30** in the Easy Access Command field.
- 2. Click the Enter Subtron.

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(수) (종) (종) (장송) Object manager scenario: EMPLOYEE ▼ ௸ Person	Personnel no. 80000119 Name Perry Teer EEGroup A SPA Employees	PersA 4601 Cultural Resources
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	Infotype text Actions	s Period ♥ Period From To
	Personal Data Addresses	✓     O Today     Curr.week       ✓     ○ All     Current month
	Planned Working Time Basic Pay Family Member/Dependents	From curr.date     Last week     To Current Date     Current Period     Current Year
	I-9 Residence Status Additional Personal Data	Choose
	Infotype	STy

- 3. Enter employee personnel number
- 4. Click the Enter Solution to verify.

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Object manager scenario: EMPLOYEE	Name Perry Teer
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	Organizational Assignment 🖌 From 01/01/1800 To 12/31/9999
	Personal Data 🖌 OToday OCurr.week
	Addresses 🖌 💿 All O Current month
	Planned Working Time 🖌 🔿 From curr.date 🔿 Last week
	Basic Pay 🗸 🔿 To Current Date 🔷 Last month
	Family Member/Dependents OCurrent Period OCurrent Year
	I-9 Residence Status
	Additional Personal Data
	Direct selection
	Infotype Wage Maintenance STy
	🔄 Subtypes for infotype "Wage Maintenance"
	Restrictions
	Restitutions
	STyp Name
	0100 Future Adjustment Range Revision
	0200 Future Adjustment Reallocation

5. Update the following fields:

Field Name	Description	Values
Infotype	Name of infotype such as: Wage Maintenance	Enter value in Infotype
		Example: 52
STy	Subtypes for infotype such as: Future Adjustment Reallocation	Select subtype
	(Choose appropriate)	Example: 0200

6. Click the **Delimit** <sup>1</sup> button.

🔄 Enter Delimita	tion Date 🛛 🗙
Delimit.Date	10/12/2011 🗇
	✓ ×

7. On the Delimit pop-up window, enter the **date** (one day past when you gave the remainder of the money).

One day past is entered because the Integrated HR-Payroll System will use the day prior to delimit the infotype. If you want the infotype to show an end date the same as when you gave the remainder of the money, you have to enter the delimit date as one day past.

**NOTE**: If the Delimit pop-up window did not display, it is because you did not start from the Easy Access screen. In this case, you must enter the delimit date on the second delimit screen.

8. Click the **Continue S** button.



9. Click the **Continue S** button.

Delimit Wage Maintenance (0052)		
<b>P</b>		
	Personnel No 80000119 Name Perry Teer	
Object manager scenario: EMPLOYEE	EEGroup A SPA Employees PersA 4601 Cultural Resources	
🔻 🏟 Person	EESubgroup B1 FT S-FLSAOT Perm Statu Active	
<ul> <li>H Collective search help</li> </ul>	To 12/31/9999 STv. 0200 Delimit Date 10/12/2011	
・ 🎁 Search Term		
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10. Select line item and click the **Delimit** <sup>2</sup> button again.

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Image: Second control         Object manager scenario: EMPLOYEE         Image: Second control         Image: Collective search help         Image: Second control         Image: Second contro <th>Personnel no.       80000119         Name       Perry Teer         EEGroup       A         SPA Employees       PersA         4601       Cultural Resources         EESubgroup       B1         FT S-FLSAOT Perm       CostC         46999999999       CULTURE RESOUR         Basic Personal Data       Payroll         Benefits       Time         Addtl. Personal Data       F</th>	Personnel no.       80000119         Name       Perry Teer         EEGroup       A         SPA Employees       PersA         4601       Cultural Resources         EESubgroup       B1         FT S-FLSAOT Perm       CostC         46999999999       CULTURE RESOUR         Basic Personal Data       Payroll         Benefits       Time         Addtl. Personal Data       F	
	Infotype text       s         Actions       Image: Period         Organizational Assignment       Image: Period         Personal Data       Image: Period         Addresses       Image: Period         Planned Working Time       Image: Period         Basic Pay       Image: Period         Family Member/Dependents       Image: Period         I-9 Residence Status       Image: Period         Additional Personal Data       Image: Period         Direct selection       Image: Period         Infotype       Wage Maintenance         STy       0200         Future Adjustment Reallocati	

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📝 Records delimited

pop-up message is displayed after delimiting. It is informational.

11. To verify record(s) was/were delimited, click the All All and the Overview button. The List Wage Maintenance screen displays.

List Wage Maintenance (0052)							
	Personnel No 80000119 Name	Perry Teer					
Object manager scenario: EMPLOYEE	EEGroup A SPA Employees F	PersA 4601 Cultural Resources					
🝷 🏟 Person	EESubgroup B1 FT S-FLSAOT Perm S	Statu Active					
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• 🛗 Free search							
	From To Wa Name	O., Amount					
	09/01/2011 10/11/2011 0200 Future Adjustn	nent Reallocati 1,000.00 📥					
		<b>*</b>					

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

- 12. While you are on the List Wage Maintenance screen, select the line item with the \$1,000 delimited amount.
- 13. Click the **Copy** 🗖 button.

Copy Wage Maintenance (0052)						
🙆 🗟 🤽 🛛 🔂 Wage type 🛛 🔂 Wage type						
Object manager scenario: EMPLOYEE            •          •          •	Personnel No       80000119       Name       Perry Teer         EEGroup       A       SPA Employees       PersA       4601       Cultural Resources         EESubgroup       B1       FT S-FLSAOT Perm       Statu       Active         Start       09/01/2011       To       10/11/2011         Pay Scale					
	Wa Long text 8802 Reallocation Balance	O Amount 1,000.00	Curr I A Number/Unit Unit text			

14. Click **Edit >> Maintain Text** and type an appropriate note.

Infotype Text				
Write a note that indicates all funds have been distributed or the amount left to grant if funds become available.				

13) Click **Save** 🕒 to save the note.

14) Click **Save** 🔲 at the Copy Wage Maintenance screen. You will receive the message below.

🔥 This entry deletes a record

15) Click Enter Sto bypass the warning that a record will be deleted.

List Wage Maintenance (0052)						
0000						
Image: Second control         Object manager scenario: EMPLOYEE         Image: Second control         Image: Collective search help         Image: Search Term	Personnel No     80000119     Name     Perry Teer       EEGroup     A     SPA Employees     PersA     4601     Cultural Resources       EESubgroup     B1     FT S-FLSAOT Perm     Statu     Active       Image: Choose     0170171800     To     12/31/9999     STy.     0200					
• 🕼 Free search	From To 09/01/2011 10/11/20	Wa Name 11 0200 Future Adjustment Reallocati	0 Amount 1,000.0C			

16) Click the **Back (F3)** Solution to return to the Maintain HR Master Data screen.



17. Click the Back (F3) Solution.

The system task is complete.

## Change Record:

Change Date: 3/17/20 – Changed by C. Ennis Changes: Updated format, assigned reference number, and made accessible