



CREATING/DELIMITING RESERVE ON WAGE MAINTENANCE

PA

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).

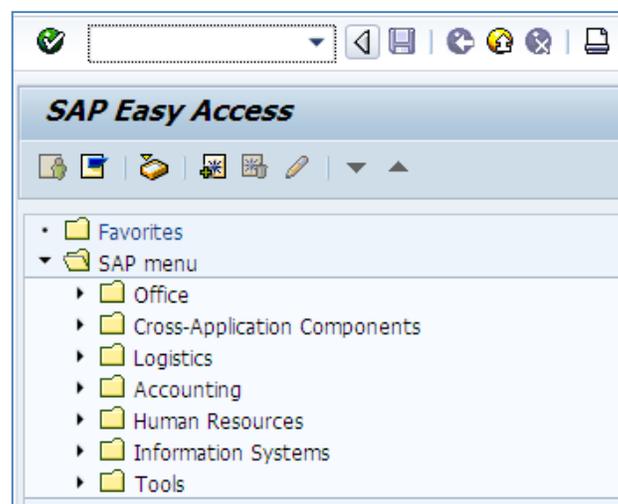
After funds become available, you would go create another Reallocation Range Revision Action and select the appropriate reason.

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**  button.

Maintain HR Master Data

Object manager scenario: EMPLOYEE

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

Infotype text s...
 Actions
 Organizational Assignment
 Personal Data
 Addresses
 Planned Working Time
 Basic Pay
 Family Member/Dependents
 I-9 Residence Status
 Additional Personal Data

Period
 Period
 From To
 Today Curr.week
 All Current month
 From curr.date Last week
 To Current Date Last month
 Current Period Current Year

Direct selection
 Infotype STy

3. Enter employee **personnel number**.
4. Click the **Enter**  button to verify the data.

Maintain HR Master Data

Object manager scenario: EMPLOYEE

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

Infotype text s...
 Actions
 Organizational Assignment
 Personal Data
 Addresses
 Planned Working Time
 Basic Pay
 Family Member/Dependents
 I-9 Residence Status
 Additional Personal Data

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 month
 Current Period Current Year

Direct selection
 Infotype Wage Maintenance STy

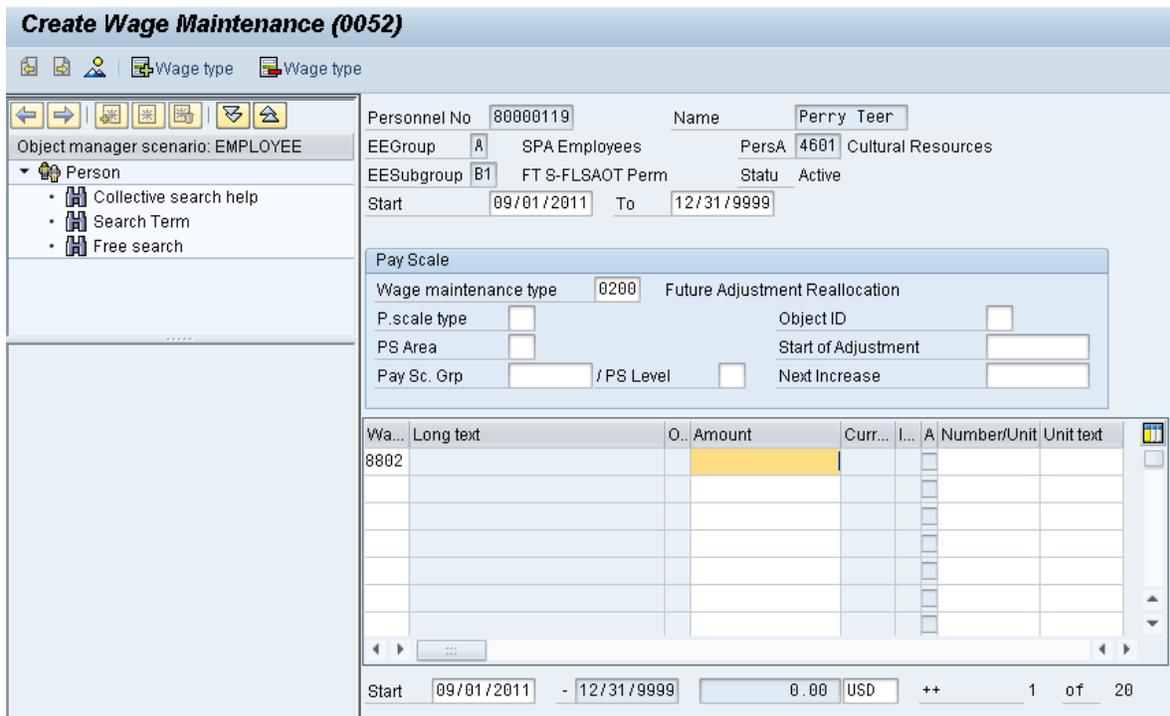
Subtypes for infotype "Wage Maintenance"
 Restrictions

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 (Choose appropriate)	Select subtype Example: 0200

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

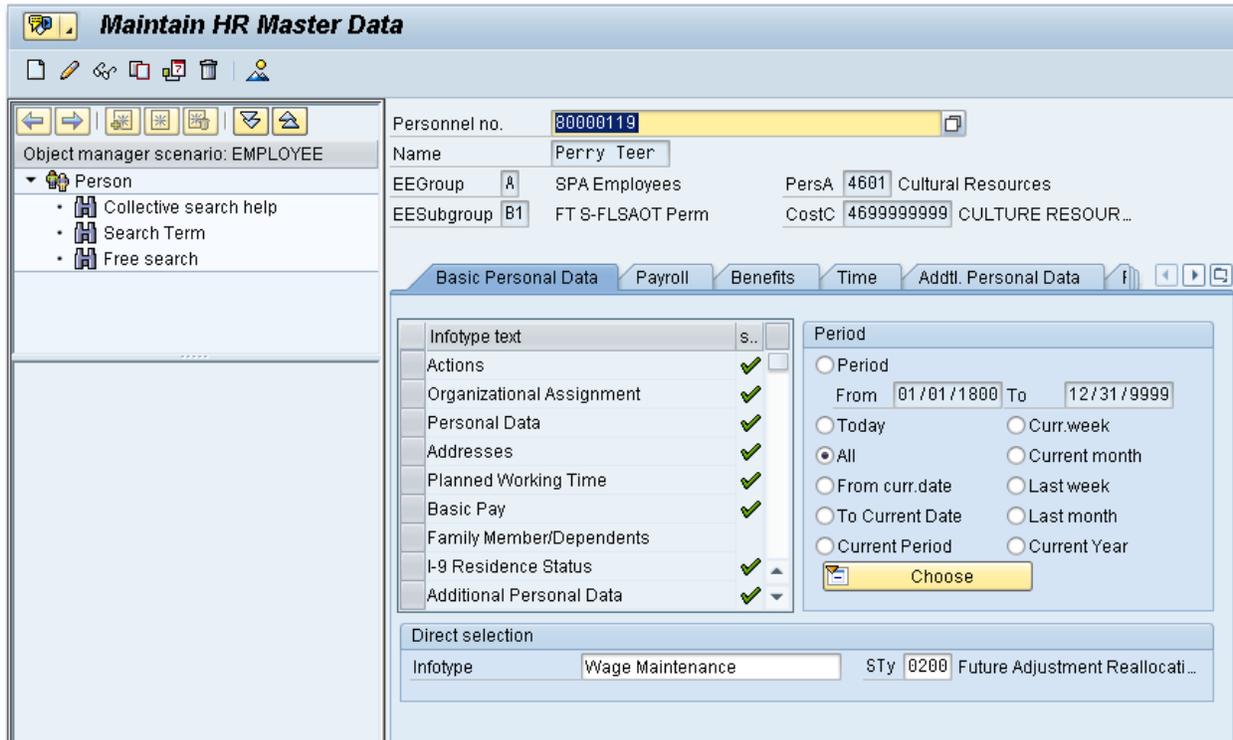


7. Update the following fields:

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.

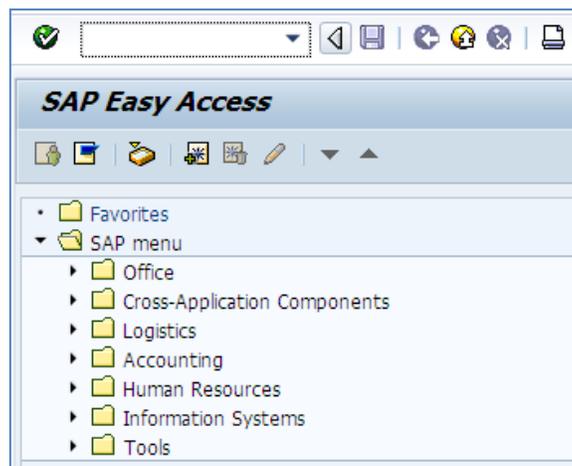
8. Click the **Enter**  button.
9. Click **Edit >>Maintain text** to create note.
10. Click the **Save (Ctrl+S)**  button to save note.
11. Click the **Save (Ctrl+S)**  at the Copy Wage Maintenance screen.



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

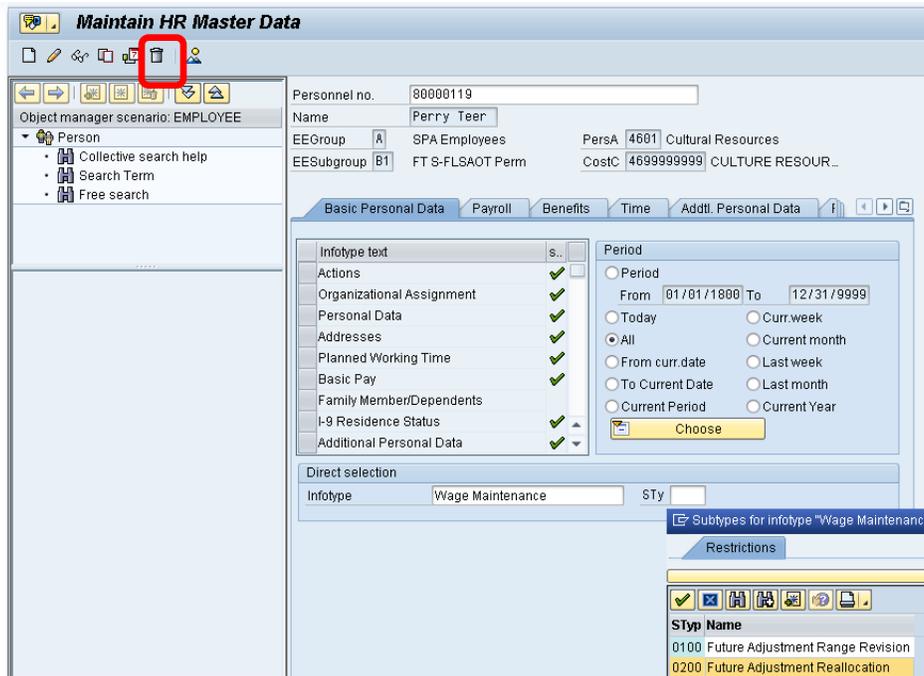
Instructions for Delimiting the Reserve on Wage Maintenance

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**  button.

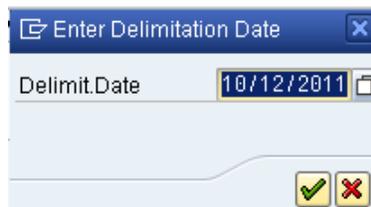
3. Enter employee **personnel number**
4. Click the **Enter**  button to verify.



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 (Choose appropriate)	Select subtype Example: 0200

6. Click the **Delimit**  button.

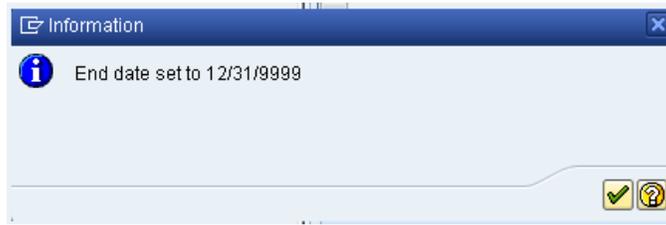


7. On the Delimit pop-up window, enter the **date** (one day past when you gave the remainder of the money).

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**  button.



9. Click the **Continue**  button.

Delimit Wage Maintenance (0052)

Object manager scenario: EMPLOYEE

Personnel No: 80000119 Name: Perry Teer

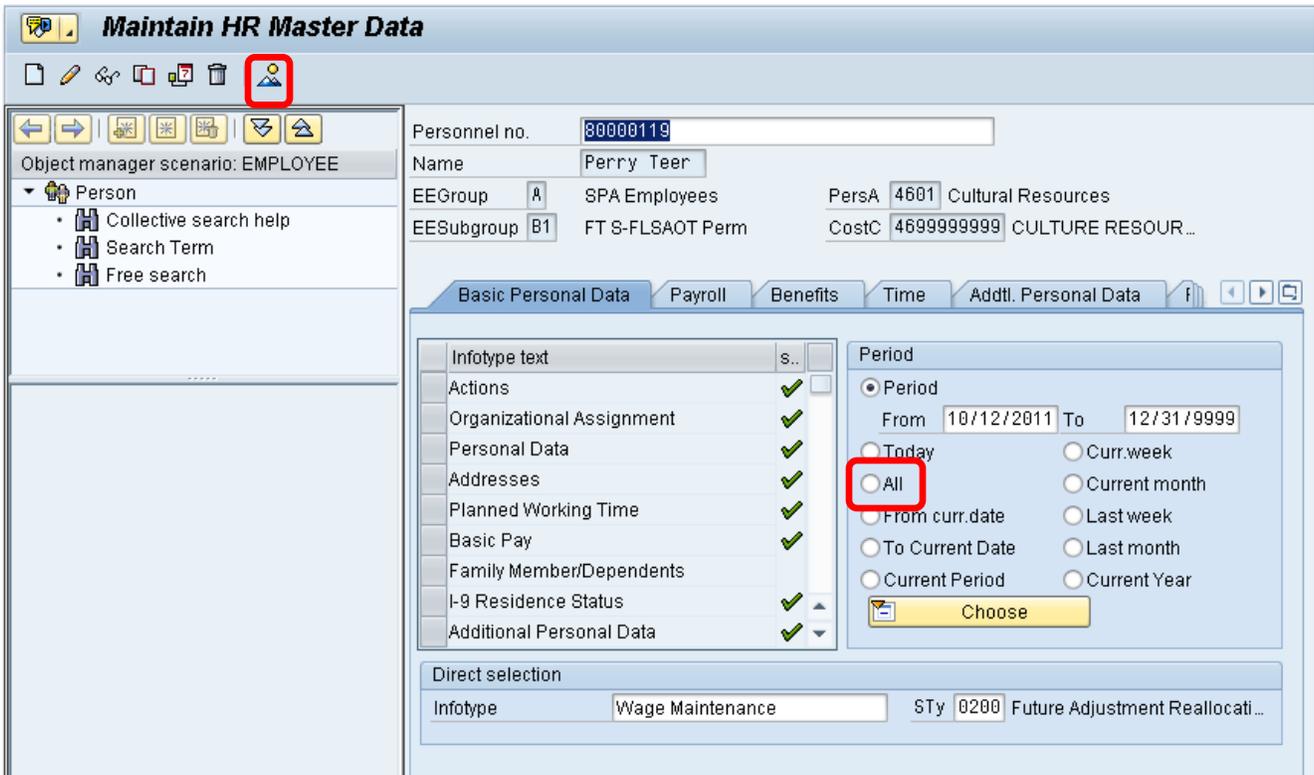
EEGroup: A SPA Employees PersA: 4601 Cultural Resources

EESubgroup: B1 FT S-FLSAOT Perm Statu: Active

Choose: 10/12/2011 To: 12/31/9999 STy.: 0200 Delimit.Date: 10/12/2011

From	To	Wa...	Name	O..	Amount
09/01/2011	12/31/9999	0200	Future Adjustment Reallocati		1,000.00

10. Select line item and click the **Delimit**  button again.



The Records delimited pop-up message is displayed after delimiting. It is informational.

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



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

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

Copy Wage Maintenance (0052)

Wage type Wage type

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

Wage maintenance type 0200 Future Adjustment Reallocation

P.scale type Object ID

PS Area Start of Adjustment

Pay Sc. Grp / PS Level Next Increase

Wa...	Long text	O.. Amount	Curr... I...	A	Number/Unit	Unit text
8802	Reallocation Balance	1,000.00	USD	<input checked="" type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		

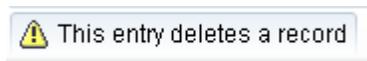
14. Click **Edit >> Maintain Text** and type an appropriate note.

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.



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

List Wage Maintenance (0052)

Personnel No 80000119 Name Perry Teer

EEGroup A SPA Employees PersA 4601 Cultural Resources

EESubgroup B1 FT S-FLSAOT Perm Statu Active

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

From	To	Wa...	Name	O.. Amount
09/01/2011	10/11/2011	0200	Future Adjustment Reallocati	1,000.00

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

Maintain HR Master Data

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 Adttl. Personal Data

Infotype text	s..	Period
Actions	✓	<input type="radio"/> Period
Organizational Assignment	✓	From 01/01/1800 To 12/31/9999
Personal Data	✓	<input type="radio"/> Today <input type="radio"/> Curr.week
Addresses	✓	<input checked="" type="radio"/> All <input type="radio"/> Current month
Planned Working Time	✓	<input type="radio"/> From curr.date <input type="radio"/> Last week
Basic Pay	✓	<input type="radio"/> To Current Date <input type="radio"/> Last month
Family Member/Dependents	✓	<input type="radio"/> Current Period <input type="radio"/> Current Year
I-9 Residence Status	✓	<input type="button" value="Choose"/>
Additional Personal Data	✓	

Direct selection

Infotype Wage Maintenance STy 0200 Future Adjustment Reallocati...

17. Click the **Back (F3)**  button.

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