

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

1. Access SAP GUI, SAP Easy Access Menu.



2. Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
Command	White alphanumeric box in	R	Enter value in Command.
	upper left corner used to		Example: PA20
	input transaction codes		

3. Click Enter Sutton.

4. Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
Personnel no.	Unique employee identifier	R	Enter value in Personnel no
			Example: 80001227

Display HR Master Data	
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Image: Scenario: EMPLOYEE Object manager scenario: EMPLOYEE Image: Scenario: Employee </td <td>Personnel no. 80001227</td>	Personnel no. 80001227
	Infotype Text S Basic Pay Recurring Payments/Deductions Additional Payments Bank Details Bank Details Residence Tax Area Work Tax Area Unemployment State Withholding Info W4/W5 US Bond Purchases Direct selection Infotype STy

5. Click Enter 🕙 button.

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

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- 6. Click the **Payroll** Payroll tab button.
- 7. Click Additional Payments button.

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8. Click **Overview (Shift+F8)** A button.

Overview Additional Payments (0015)						
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	Entry 1 of 1					

9. Click **Selection** button.

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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.

Overview Additional Payments (0015)						
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Image: Scenario: EMPLOYEE Image: Scenario: EMPLOYEE	Personnel No 80001227 Name Thomas Mcgregor05 EEGroup A SPA Employees PersA 4601 Natural and Cultural Resources EESubgroup B1 FT S-FLSAOT Perm Statu Active Image: Choose 01/01/1800 to 12/31/9999 STy.					
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10. Click Choose (F2) 🕄 button.

Display Additional Payments	(0015)
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Object manager scenario: EMPLOYEE 오용 Person · 없 Collective search help · 없 Search Term	Personnel No 80001227 Name Thomas Mcgregor05 EEGroup A SPA Employees PersA 4601 Natural and Cultural Resources EESubgroup B1 FT S-FLSAOT Perm Statu Active Chng 07/03/2008 90000044
• 🛗 Free search	Additional Payments
	Wage Type 1701 Incentive Pay Amount 75.00 USD Ind.val. Number/unit 0.00 00 Date of origin 07/31/2008 Default Date 00
	Assignment Number Reason for Change

11. The below table 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.

12. Click Back (F3) 🐼 button.

Infotype Edit Goto Extras S	ystem Help 🗟 🔇 😪 🗁 🕅 📸 🎝 🎝	D 🕄 🗖 🗖 (9 🖷		
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13. Click Back 🚾 button to the SAP Easy Access Screen.

14. The system task is complete.

Additional Resources

Training HELP website: https://www.osc.nc.gov/training/training_help_documents

Change Record

Change Date: 8/11/2020 – Changed by C. Ennis Changes: Updated format, assigned reference number, and made accessible

Change Date: 4/28/2021

Changes: Updated Screenshots, added alt text. Changed by L.Lee