



# DISPLAY RECURRING PAYMENT/DEDUCTION

## PY-21 | INFOTYPE 0014 | TRANSACTION PA20



The purpose of this Business Process Procedure is to explain how to view a recurring deduction or payment that is either deducted from an employee's pay or paid to the employee in the Integrated HR-Payroll System.

**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:

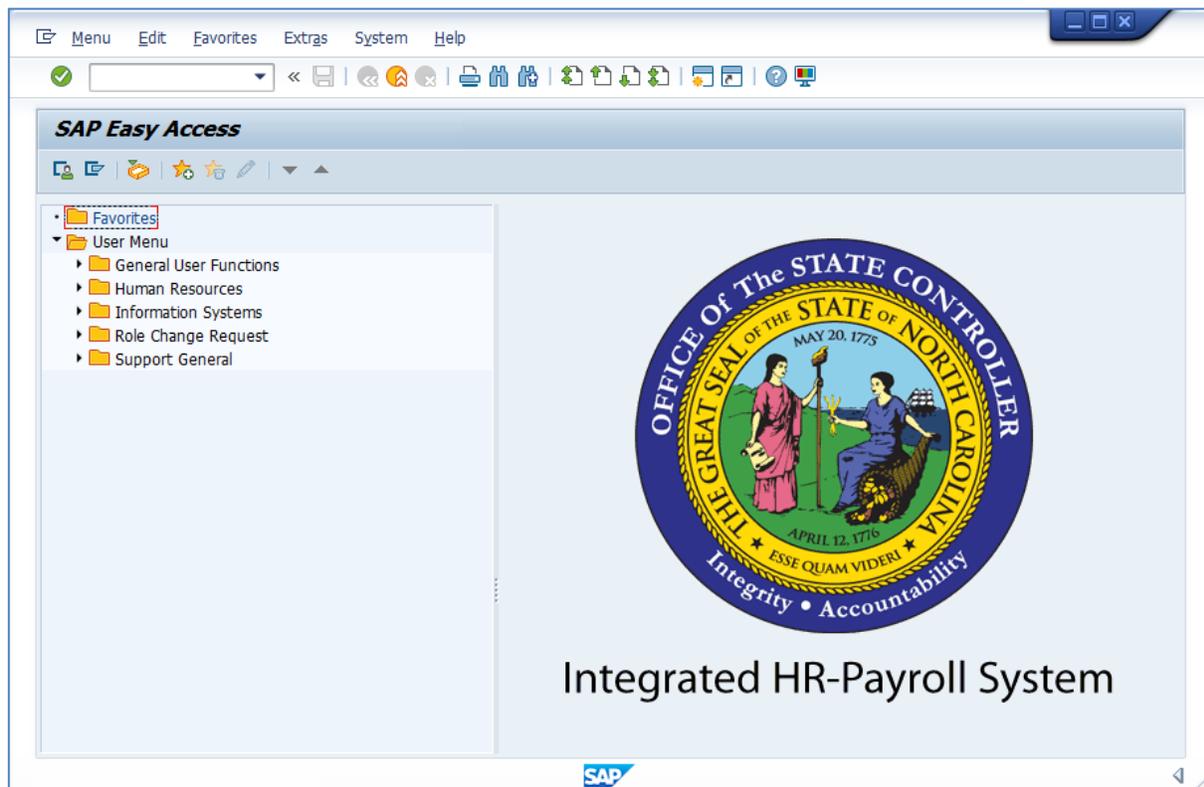
- Cell Phone Supplement
- Parking
- Membership Dues

### 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.<br><b>Example:</b> PA20 |

2. Click the **Enter**  icon.



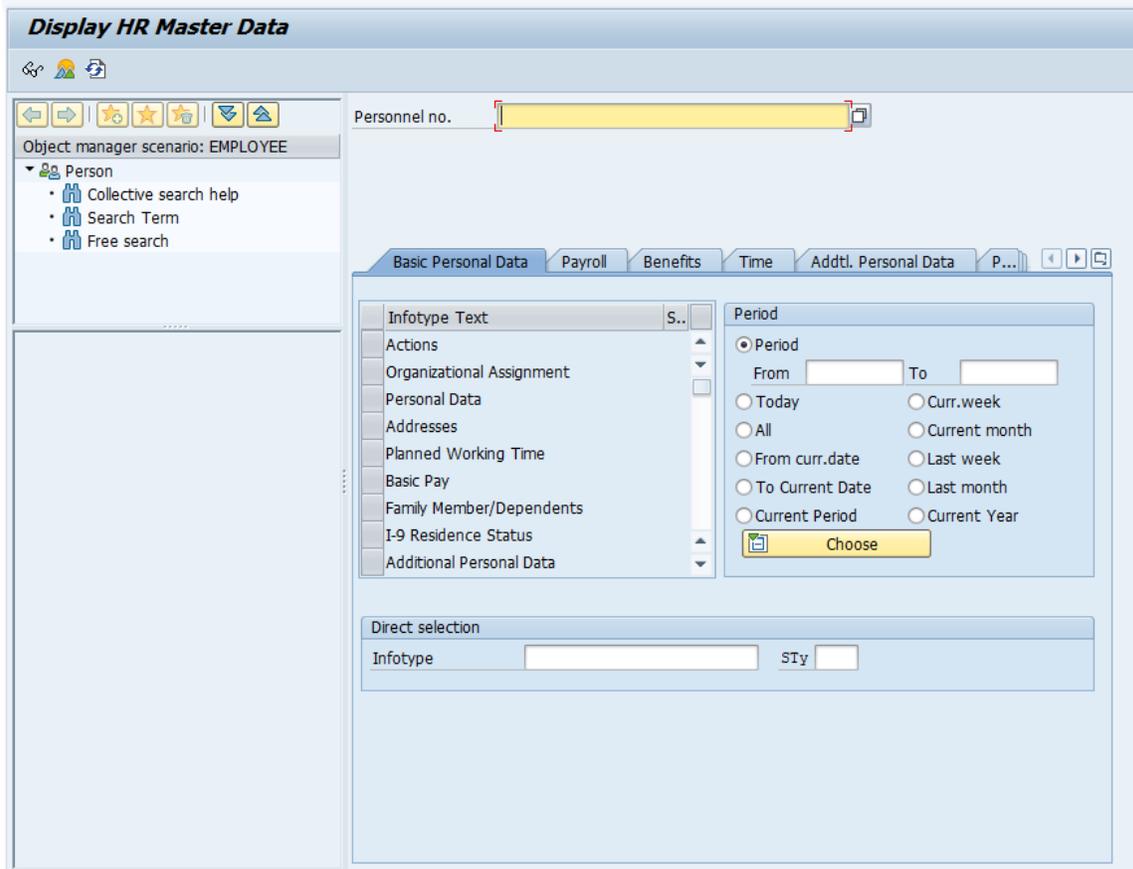
**Information**

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:

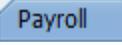
- Choose **Extras > Settings**.
- Place a check next to **Display Technical Name**.
- Click **Enter**.



3. Update the following fields:

| Field Name    | Description                | Values   |
|---------------|----------------------------|--|
| Personnel No. | Unique employee identifier | Enter value in Personnel No.<br><br><b>Example:</b> 80001035 |

4. Click the **Enter**  icon.

5. Click the **Payroll**  tab.

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.

**Display HR Master Data**

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

Object manager scenario: EMPLOYEE  
 Person  
 Collective search help  
 Search Term  
 Free search

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

SAP

6. Click to the left of the **Recurring Payments/Deductions** infotype.
7. Click the **Overview**  icon or press **Shift+F8**.

**Overview Recurring Payments/Deductions (0014)**

Personnel No: 80001035 Name: Marvin Tillman  
 EEGroup: A SPA Employees PersA: 4601 Natural and Cultural Resources  
 EESubgroup: A1 FT N-FLSAOT Perm Statu: Active  
 Choose: 01/01/1800 to 12/31/9999 STy:

| Wage type | Wage Type Long Text | From       | To         | O | Amount | Crcy |
|-----------|---------------------|------------|------------|---|--------|------|
| 2450      | Combined Campaign   | 02/01/2018 | 12/31/9999 | A | 25.00  | USD  |
| 2452      | SEANC Insurance     | 02/01/2018 | 12/31/9999 | A | 10.00  | USD  |
| 1500      | Phone Supplement    | 04/01/2008 | 12/31/9999 |   | 50.00  | USD  |

Entry 1 of 3

8. Click to the left of the desired Payment/Deduction record.

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**  icon or press **F2**.

The table below provides the description of fields in IT0014.

| Field                    | Description   |
|--------------------------|---|
| <b>Wage Type</b>         | Type of deduction/payment for the employee per pay period.  |
| <b>Amount</b>            | Amount of deduction or payment<br><br><b>NOTE:</b> 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. |
| <b>Reason for Change</b> | This is the reason for change in the data in the infotype.  |
| <b>Payment model</b>     | The payment model defines a time pattern in which deductions are withdrawn and payments made.   |

|                                      |  |
|--------------------------------------|--|
| <b>1<sup>st</sup> Payment period</b> | This is the <b>first</b> period in which the recurring payment or deduction is to be made.                             |
| <b>1<sup>st</sup> Payment date</b>   | This date defines the payroll period in which the recurring payment or deduction is to be made <b>the first time</b> . |
| <b>Interval in periods</b>           | This is the number of periods that should lie between two consecutive payments.  |
| <b>Interval/Unit</b>                 | This field together with the Unit field defines the interval between recurring payments and deductions.                |

**Display Recurring Payments/Deductions (0014)**

Object manager scenario: EMPLOYEE

Personnel No: 80001035 Name: Marvin Tillman

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

EESubgroup: A1 FT N-FLSAOT Perm Statu: Active

Start: 04/01/2008 to: 12/31/9999 Chng: 06/18/2008 90000044

**Recurring Payments/Deductions**

Wage Type: 1500 Cell Phone Supplement

Amount: 50.00 USD Ind. Val.

Number/unit: 0.00

Assignment Number: 919-744-5564

Reason for Change:

**Payment dates**

Payment model:

1st payment period: 00 or 1st payment date:

Interval in periods: 00 Interval/Unit: 0

10. Click the **Exit**  icon.

The system task is complete.

**Additional Resources**

Training HELP website: [https://www.osc.nc.gov/training/training\\_help\\_documents](https://www.osc.nc.gov/training/training_help_documents)

## Change Record

Change Date: 1/10/2012 – S. Crittenden

Changes:

- Updated format
- Screen captures updated
- Pg. 6 – Amount field

New **NOTE** added

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.

Change Date: 8/11/2020 – Changed by C. Ennis

Changes: Updated format, assigned reference number, and made accessible

Change Date: 4/16/2021 – Changed by L. Lee

Changes: Updated screenshots and added alt text.