

IMMEDIATE PAY FLAG FOR SUBJECT AND NON-SUBJECT IT-2012-Z020



JOB AID TM-12 | TRANSACTION PA30 & PA61

The purpose of this job aid is to explain the immediate pay flag for subject and non-subject employees – IT-2012-Z020

- 1. Access transaction PA30 Maintain HR Master Data or PA61 Maintain Time Data
- 2. Enter the personnel number of the employee in the Personnel No. field.
- 3. Under Period, enter the 'From' and 'To' date of the event.
- 4. Enter 2012 (Time Transfer Specifications) in the Infotype field.
- 5. Enter Z020 (Immediate Payout) in the STy field.

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ersonnel no.	æ							
ame								
EGroup A SPA Employees	PersA 1401 State Controller							
ESubgroup A1 FT N-FLSAOT Perm	CostC 1499999999 OSC							
Working times Additional account as	ssignments 🛛 Time quotas 🔽 Time manag 📊 💶 💽							
Infotype text S.	Period Period							
Absences	Period							
Attendances	From 08/01/2015 To 08/14/2015							
Time Events	O Today O Curr.week							
Overtime	O All O Current month							
Substitutions	○ From curr.date ○ Last week							
On-Call	O To Current Date O Last month							
Time Transfer Specifications	O Current Period O Current Year							
Employee Remuneration Info	Choose							
Direct selection								
Infotype Time Transfer Specific	sTy Z020 Immediate Payout (OT)							
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6. Click the **create** icon

Note: IT2012-Z020 can be used for Subject and Non-Subject EEs. This infotype will override any position settings until the end date of record. EE will resume being paid based on position settings after end date of record.

7. Dates from the first screen will populate within the record. Enter "1" in Number of hours field.

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	Create Time Transfer Specifications (2012)										
Þ¢	Personnel No		Name								
е	EE group	A SPA Employees	Personnel ar	1401 State Controller							
۲	WS rule	D02N10_F MTWH-10,FSaS-O		Status Active							
1	Start	08/01/2015 To	08/14/2015								
1											
2	Time transfer s	pecification									
2 Jlu	Time transfer type Z020 Timmediate Payout (OT)										
JS	Number of ho	urs (1.00	Hours								
aı											
aı											
		Any numb	oer can be us	sed in the Number of hours field as long as it is							

Any number can be used in the Number of hours field as long as it is greater than zero. A numbering system can be used to track the different events such as 1 for August 2015 event, 2 for Oct 2015, etc.

8. Select Edit > Maintain Text (F9) to add a note.

CRITICAL!





9. Click **save** to return to the record.

Create Time Transfer Specifications (2012)									
🗟 🗟 ี 🛅 🛅 Personal work schedule Activity allocation Cost assignment External services 🐼									
Persor	nnel No		Name						
EE gro	oup	A SPA Employees	Personnel ar 1401	State Con	ntroller				
WS ru	ıle	D02N10_F MTWH-10,	FSaS-O	Status A	Active	\square			
Start		08/01/2015 To	08/14/2015						
						\square			
Time	transfer s	specification							
Time	e transfer	type 2020 🕑	Immediate Payout (OT)						
Num	ber of ho	urs 1.00	Hours						
1									

10. Click **save** to exit the record.