



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

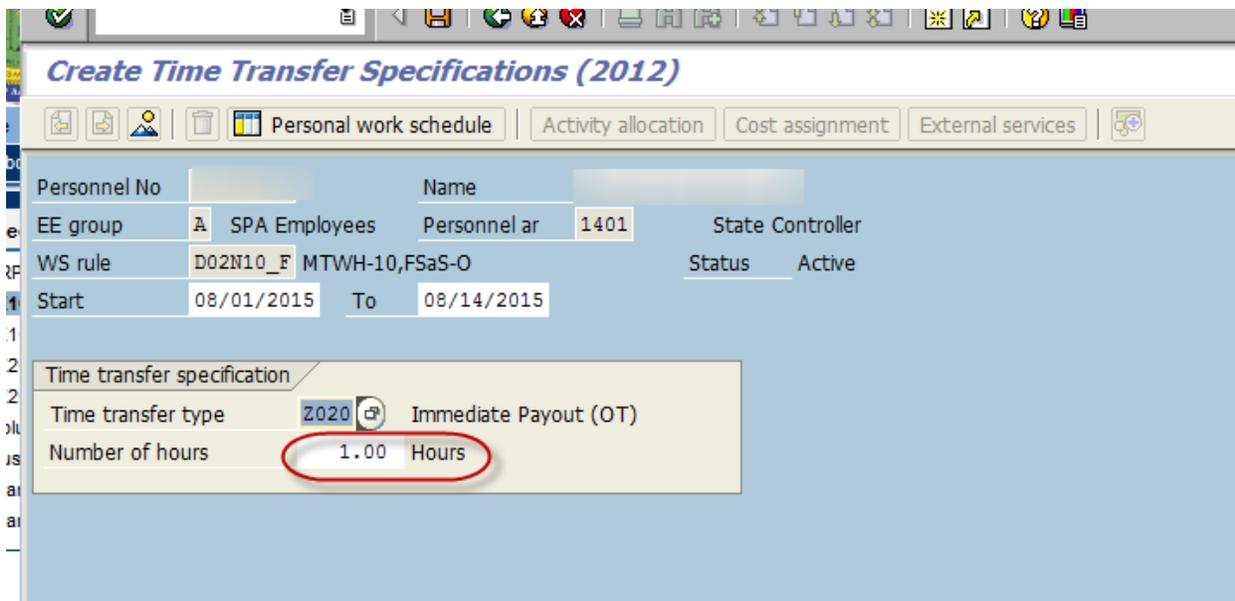
1. Access transaction PA30 Maintain HR Master Data or PA61 Maintain Time Data
2. Enter the personnel number of the employee in the Personnel No. field.
3. Under Period, enter the 'From' and 'To' date of the event.
4. Enter 2012 (Time Transfer Specifications) in the Infotype field.
5. Enter Z020 (Immediate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

The screenshot shows the SAP 'Maintain Time Data' (PA61) interface. At the top, there are navigation icons and a toolbar with 'List entry', 'Week', 'Month', and 'Year' options. Below the toolbar, the 'Personnel no.' field is highlighted with a red arrow. The 'Name' field is empty. The 'EEGroup' is 'A SPA Employees' and 'PersA' is '1401 State Controller'. The 'EESubgroup' is 'A1 FT N-FLSAOT Perm' and 'CostC' is '1499999999 OSC'. The 'Working times' tab is selected. The 'Infotype text' list on the left includes 'Time Transfer Specifications', which is highlighted. The 'Period' section shows 'From 08/01/2015' and 'To 08/14/2015' circled in red. The 'Direct selection' section shows 'Infotype Time Transfer Specifications' and 'STy Z020 Immediate Payout (OT)'.

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.

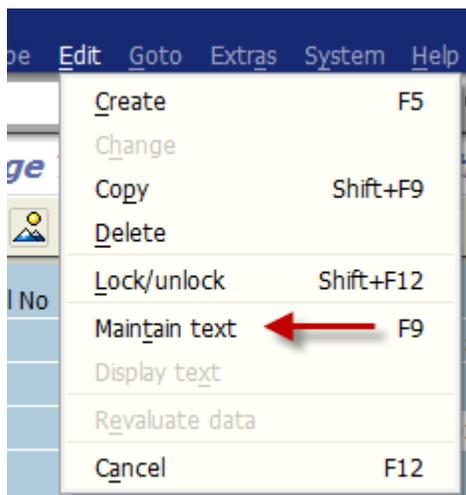
7. Dates from the first screen will populate within the record. Enter “1” in Number of hours field.

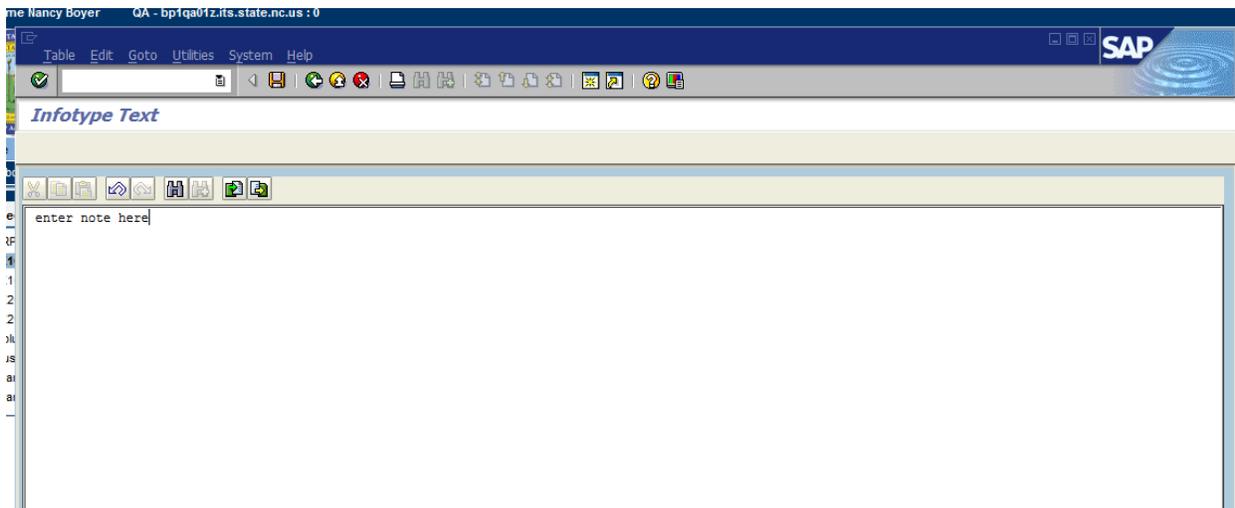




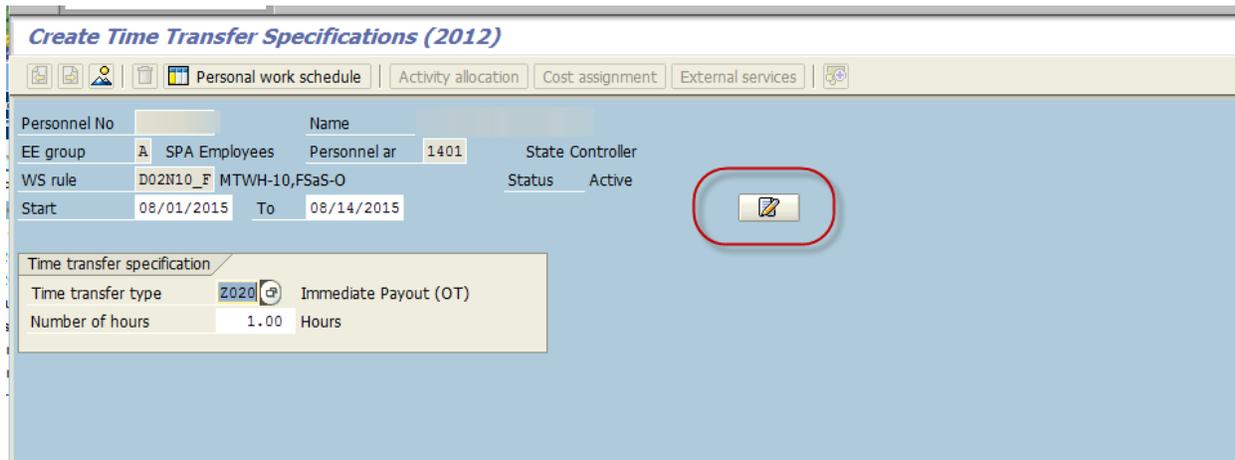
CRITICAL! Any number can be used in the Number of hours field as long as it is greater than zero. A numbering system can be used to track the different events such as 1 for August 2015 event, 2 for Oct 2015, etc.

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





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



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