PA30 (IT 0014) - Create Recurring Deduction (Charitable)

Purpose

Use this procedure to create a recurring deduction to a charity.

Trigger

Perform this procedure when an employee submits a deduction authorization requesting a recurring charitable contribution.

Prerequisites

Receipt of written authorization from the employee.

Menu Path

Use the following menu path to begin this transaction:

N/A

Transaction Code

PA30

Helpful Hints

R/O/C column in tables represents Required, Optional, or Conditional entry.

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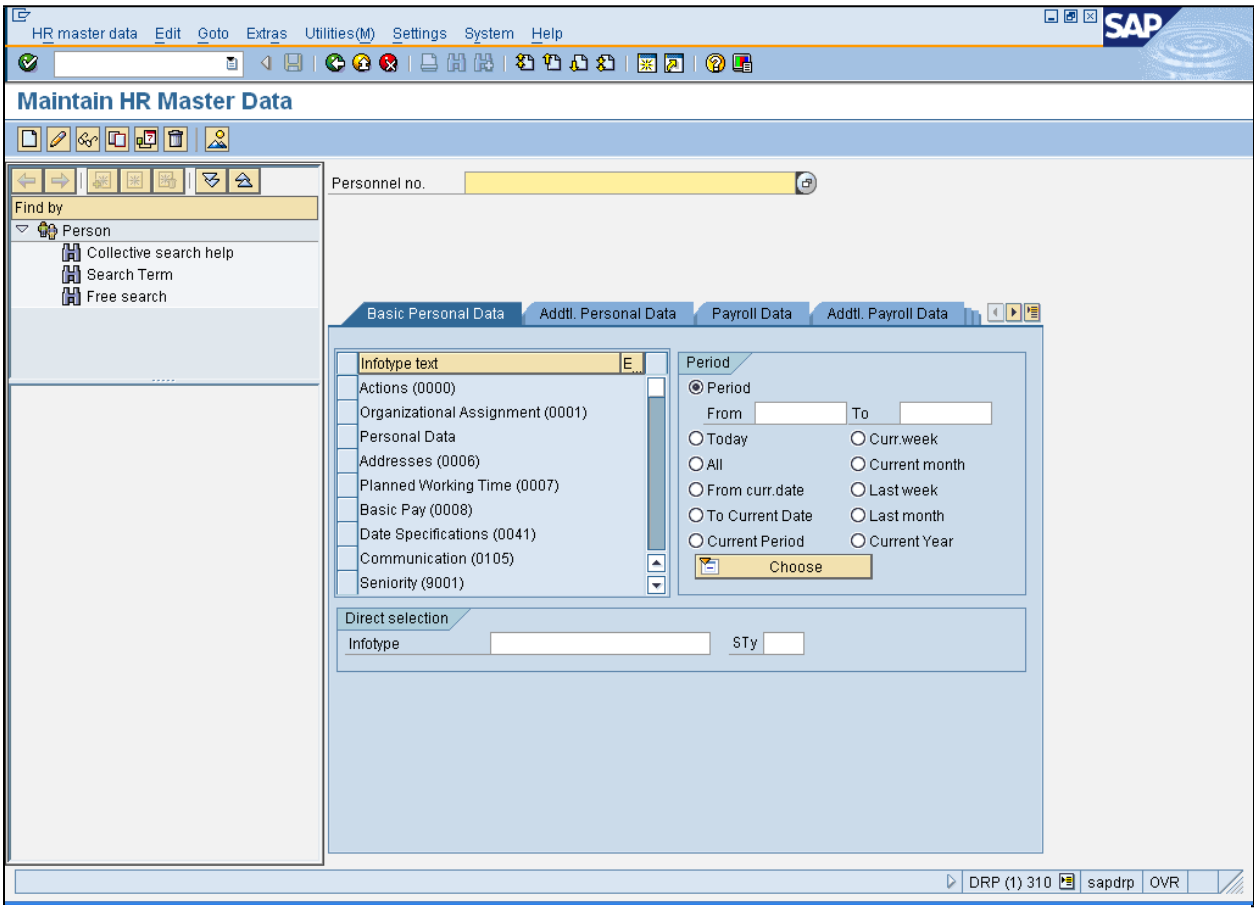
Procedure

1. Start the transaction using the menu path or transaction code. The *Maintain HR Master Data* screen displays.

Maintain HR Master Data



2. As required, complete/review the following fields:

Field	R/O/C	Description
Personnel no.	R	A unique, identification number for personnel assigned as it is processed in SAP; the system automatically assigns this number. **Example:** 100116

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Field	R/O/C	Description
From	R	Beginning value to be entered when specifying a range. **Example:** 021809
Infotype	R	A set of data that is grouped together according to subject matter. Infotypes can be identified by their four-digit keys. **Example:** 14

3. Click **Enter** button to validate.

4. Click **Create** button . The *Create Recurring Payment/Deductions (0014)* screen displays.

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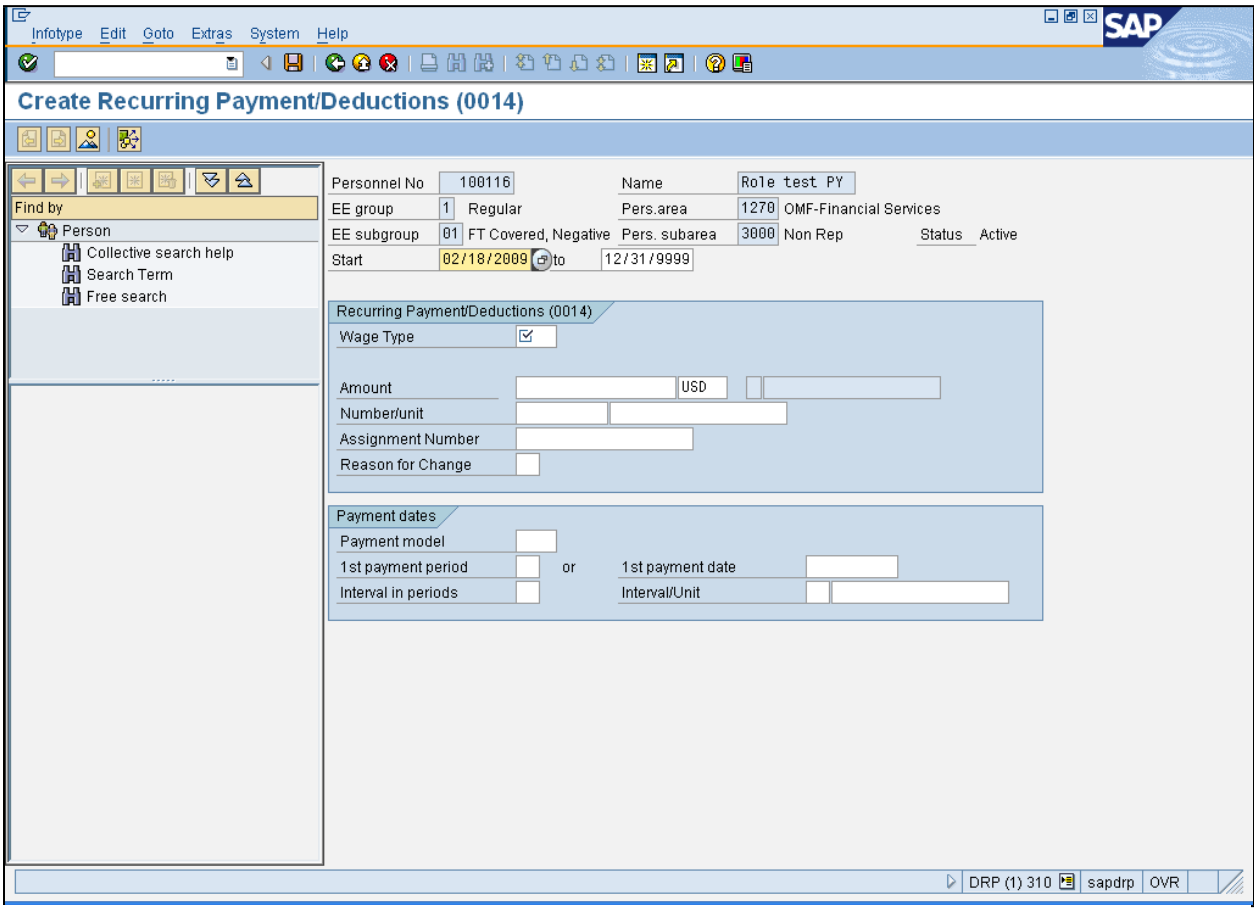
Create Recurring Payment/Deductions (0014)



5. Click the **Wage Type** field .

6. Click the **Wage Type** matchcode . The *Wage Types for Infotype "Recurring Payment/Deductions (0014) (XXXX) YYYY Entries found* list displays.

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Wage Types for Infotype "Recurring Payment/Deductions (0014) (XXXX) YYYY Entries found

Wage Types for Infotype "Recurring Payment/Deductions (0014) (1) 120 Entries found

Restrictions

WT	Wage Type Long Text	Start Date	End Date
1P14	ODS Dental	01/01/1900	12/31/9999
1P15	VSP	01/01/1900	12/31/9999
1P18	OMIP Self Insured Plan	01/01/1900	12/31/9999
1P21	Domestic Partner (O)	01/01/1900	12/31/9999
1P22	Domestic Partner (S)	01/01/1900	12/31/9999
1P25	SMW Self Insured Med Plan	01/01/1900	12/31/9999
1S00	Supplemental Life	01/01/1900	12/31/9999
1S02	Supp Life Spouse/DPart	01/01/1900	12/31/9999
1S04	Supplemental Life Child	01/01/1900	12/31/9999
2P00	Political Action Com L189	01/01/1900	12/31/9999
2P01	Political Action Com L483	01/01/1900	12/31/9999
4C00	America's Charities	01/01/1900	12/31/9999
4C01	Black United Fund of OR	01/01/1900	12/31/9999
4C02	Children's Trust Fd of OR	01/01/1900	12/31/9999
4C03	Community Health Char	01/01/1900	12/31/9999
4C04	Earth Share of Oregon	01/01/1900	12/31/9999
4C05	Equity Foundation	01/01/1900	12/31/9999
4C06	Global Impact	01/01/1900	12/31/9999
4C07	Local Independent Char	01/01/1900	12/31/9999

120 Entries found

7. Double-click the **4C06 Global Impact** wage type Global Impact .

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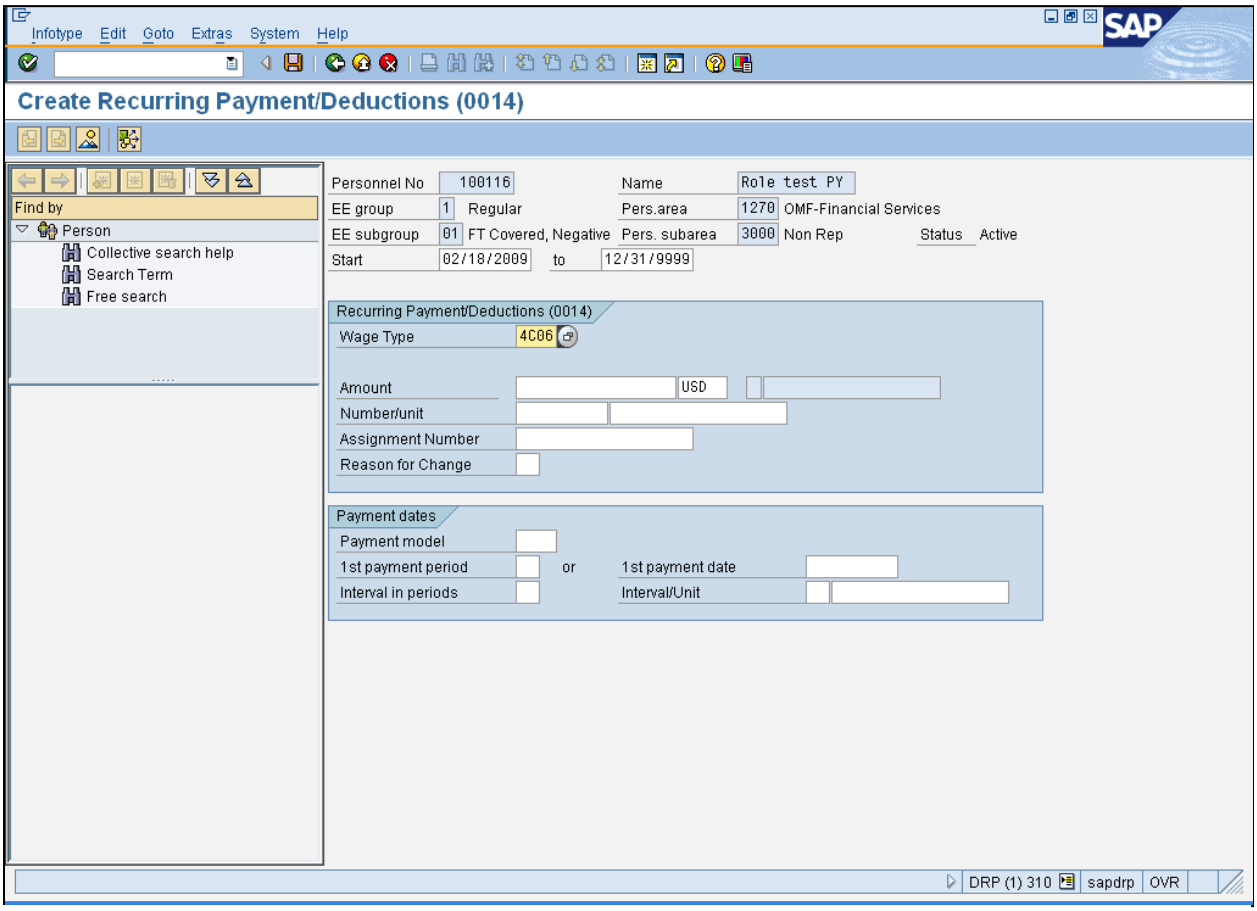
Create Recurring Payment/Deductions (0014)



8. As required, complete/review the following fields:

Field	R/O/C	Description
Amount	R	Figure within the pricing procedure that determines how the system calculates a condition value. **Example:** 10.00

9. Click **Enter** button to validate.

10. Click **Save** button .

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Result

You have successfully created a recurring deduction for a charitable contribution.