PA30 - (IT0015) Clothing Allowance - Taxable

Purpose

Use this procedure to pay an employee a Clothing Allowance per their Labor Contract. This amount is a non-accountable plan and as such is taxable to the employee.

Trigger

Perform this procedure when the labor contract allows for such reimbursement.

Prerequisites

- The employee meets all criteria for the allowance
- The manager approves the allowance
- The approval documents are forwarded to Central Payroll for validation and unlocking. Central Payroll must receive the completed and approved documents in order to unlock the Wage Type for processing

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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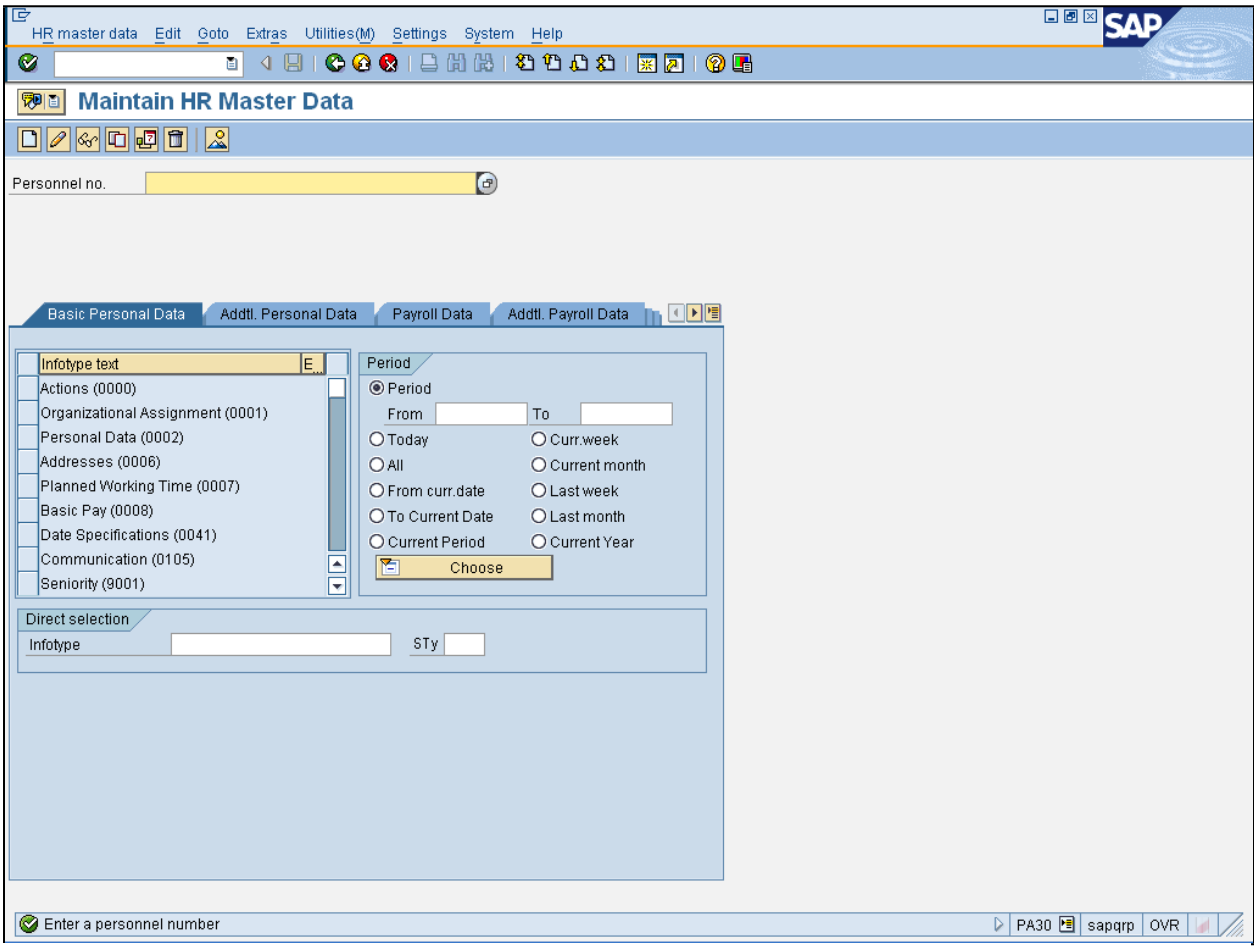
Procedure

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

Maintain HR Master Data



2. Click **Personnel no.** field .

3. Click **Personnel no.** matchcode . The *Personnel Number (XXXX)* dialog box displays.

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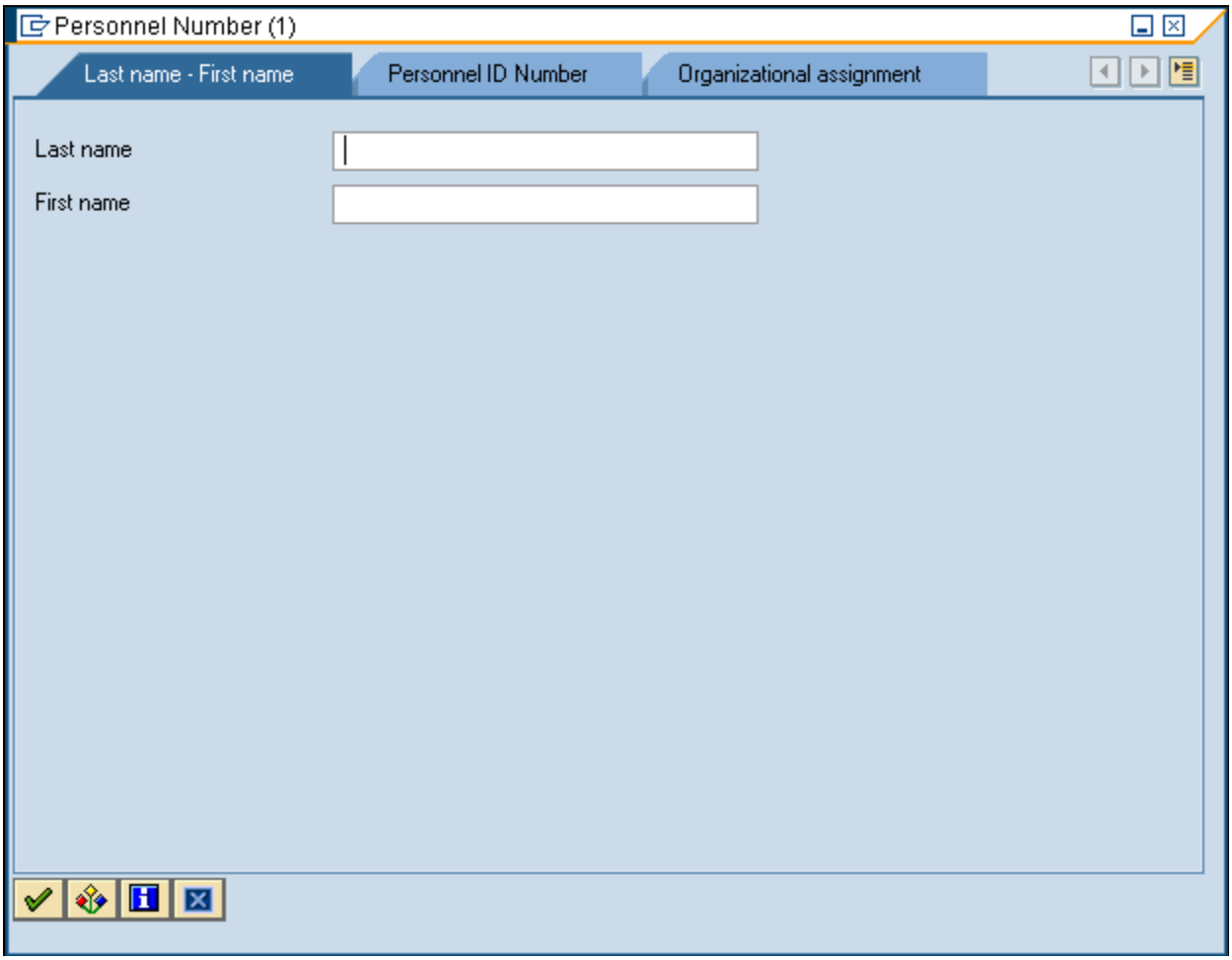
Personnel Number (XXXX)



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

Field	R/O/C	Description
Last name	R	Surname; the name used to identify the individual. **Example:** reim*

5. Click **Start Search** button . The *Personnel Number (XXXX)* list displays.

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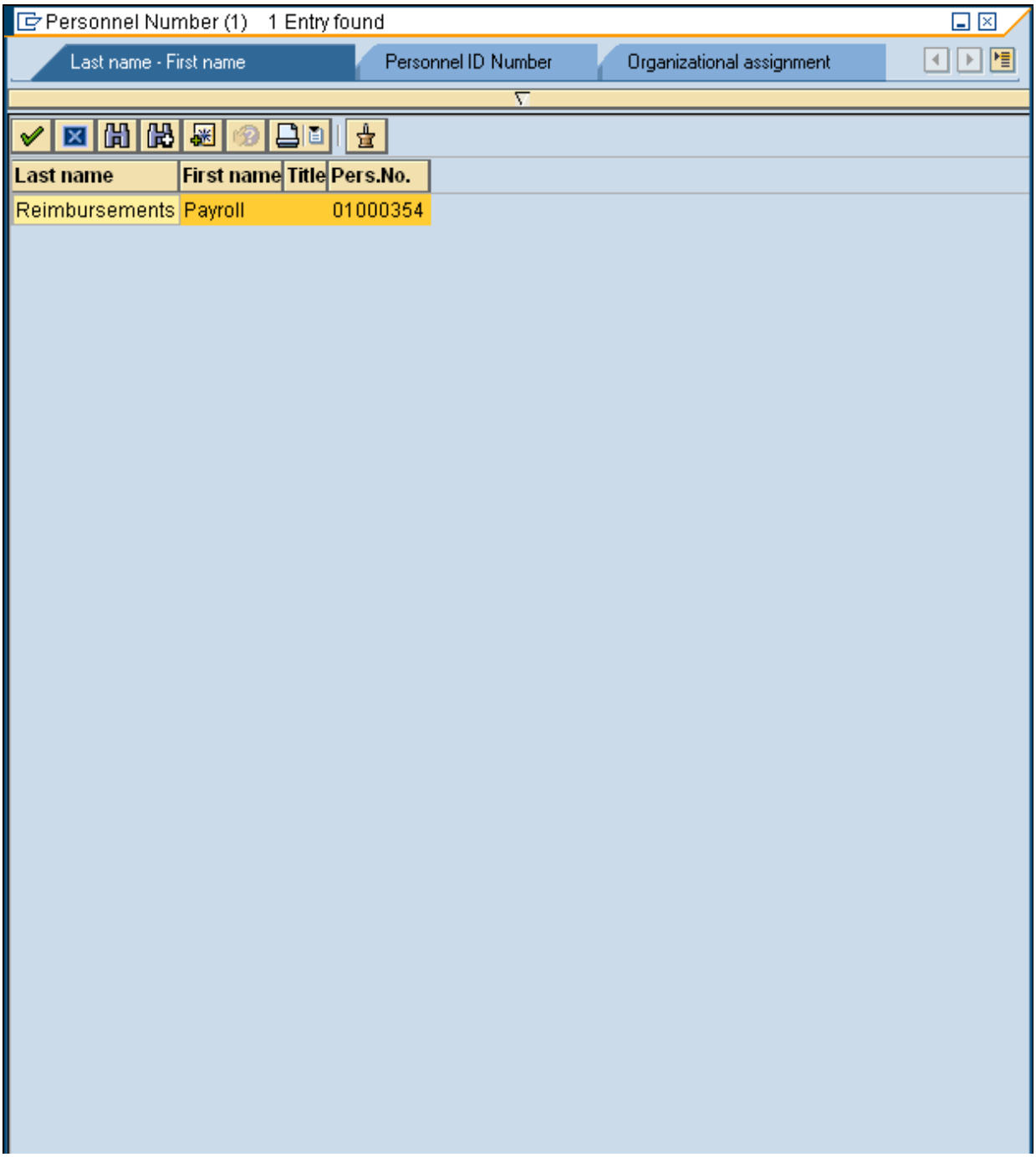
Personnel Number (XXXX) YYYY Entry found



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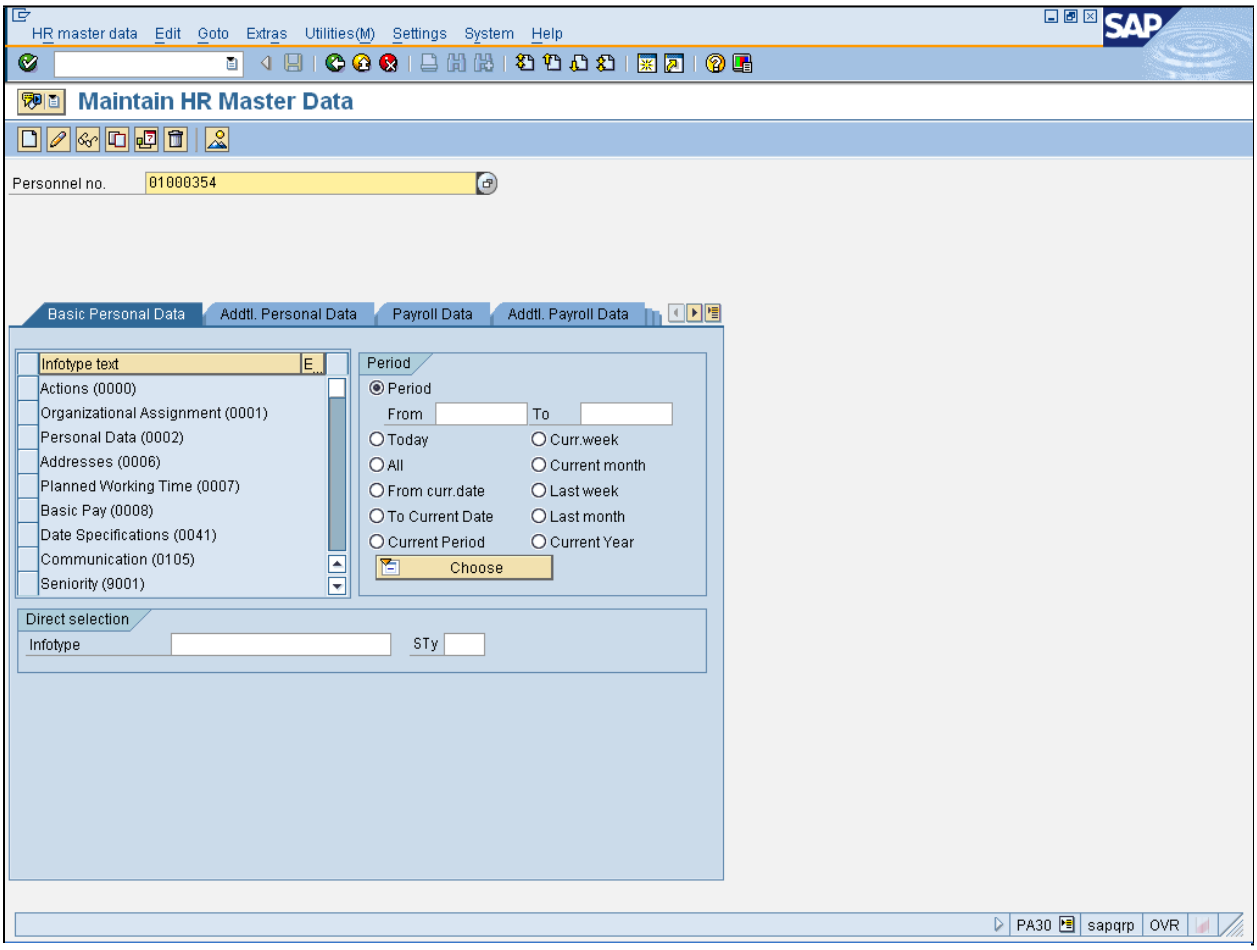
6. Select the appropriate employee Reimbursements Payroll 01000354 .

7. Click **Copy** button .

Maintain HR Master Data



8. Click **From** field .

Use the Pay Period start date in the **From** field.

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

Field	R/O/C	Description

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Field	R/O/C	Description
From	R	Beginning value to be entered when specifying a range. **Example:** 100109
Infotype	R	A set of data that is grouped together according to subject matter. Infotypes can be identified by their four-digit keys. **Example:** 0015
STy	R	An extension of the infotype indicating a relationship or plan type specific to the infotype. **Example:** 5r02

10. Click **Create** button . The *Create Additional Payments (0015)* screen displays.

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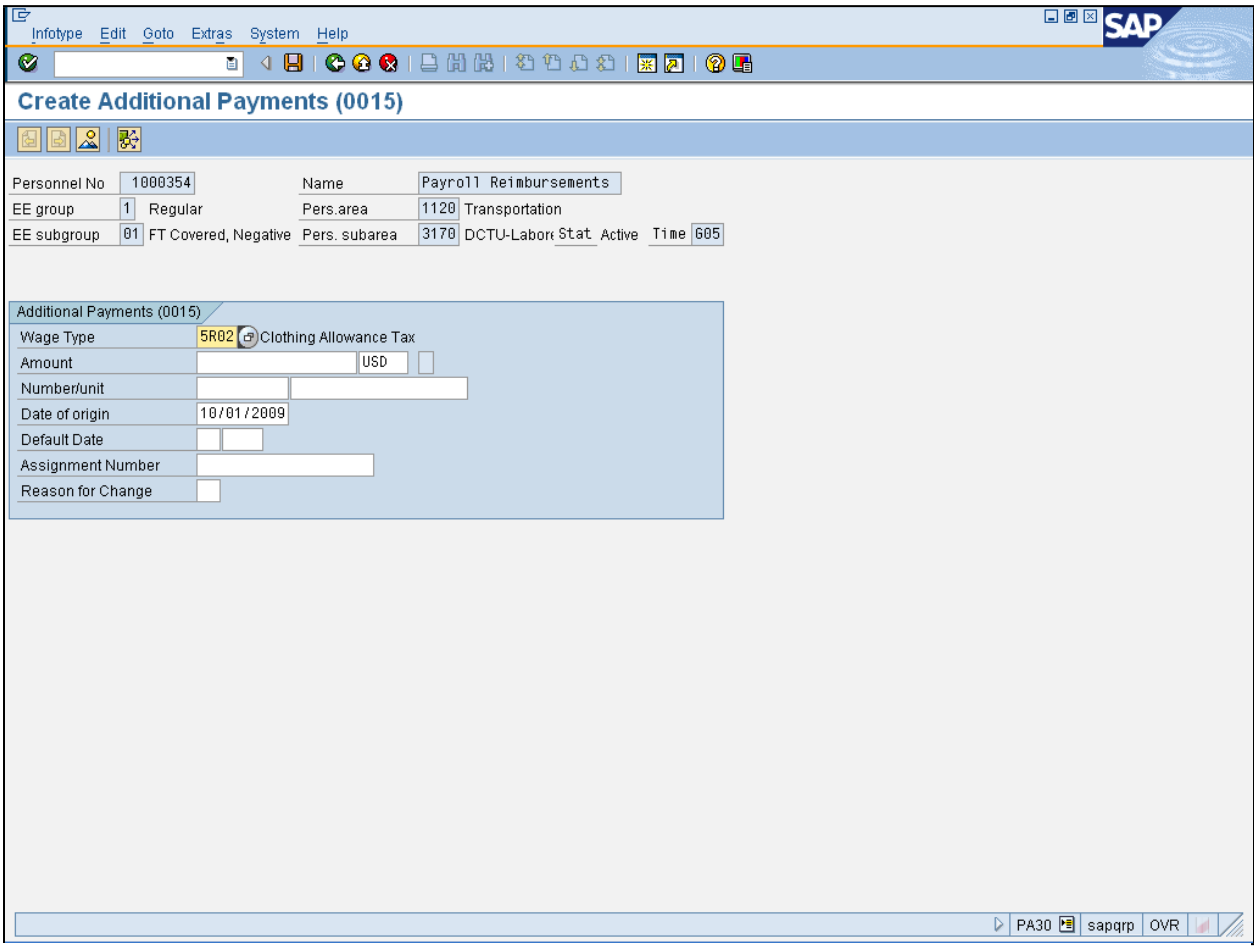
Create Additional Payments (0015)



11. 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:** 360

12. Click **Assignment Number** field .

Enter reimbursement reference information.

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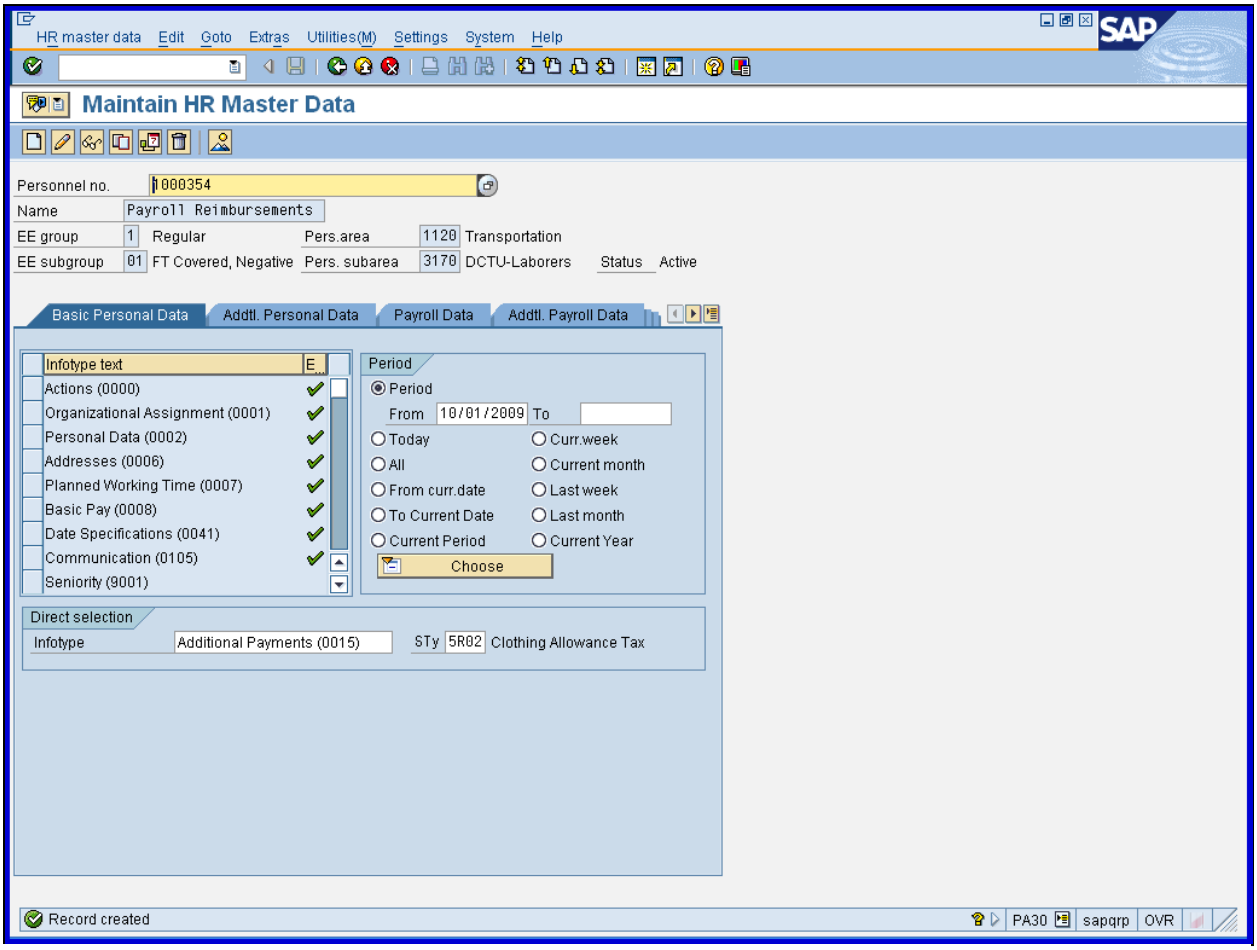
13. As required, complete/review the following fields:

Field	R/O/C	Description
Assignment Number	R	The numeric format of the claim number and the dates covering the payment. **Example:** Period 2009

14. Click **Save** button .

Maintain HR master Data



15. Click **Exit** button .

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Result

You have successfully created the reimbursement to be paid on the next available regular.