PA30 - (IT0015) Education Reimbursement - Non-Taxable

Purpose

Use this procedure to pay an employee an Educational Reimbursement per their Labor Contract. This amount is an accountable plan and as such is non-taxable to the employee up to the IRS Limits.

Educational assistance means amounts you pay or incur for education expenses. These expenses generally include the cost of books, equipment, fees, supplies, and tuition. However, these expenses do not include the cost of a course or other education involving sports, games, or hobbies, unless the education is a part of your employment.

Different Bargaining Units have contract obligations. Please refer to these obligations prior to employee reimbursement. The IRS has dollar amount limits that are set yearly. If an employee happens to incur expenses over this limit, the reimbursement is taxable, Wage Type 5R35 is automatically generated, and the employee is taxed appropriately.

Trigger

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

Prerequisites

- The employee meets all criteria for the reimbursement
- The manager approves the reimbursement
- 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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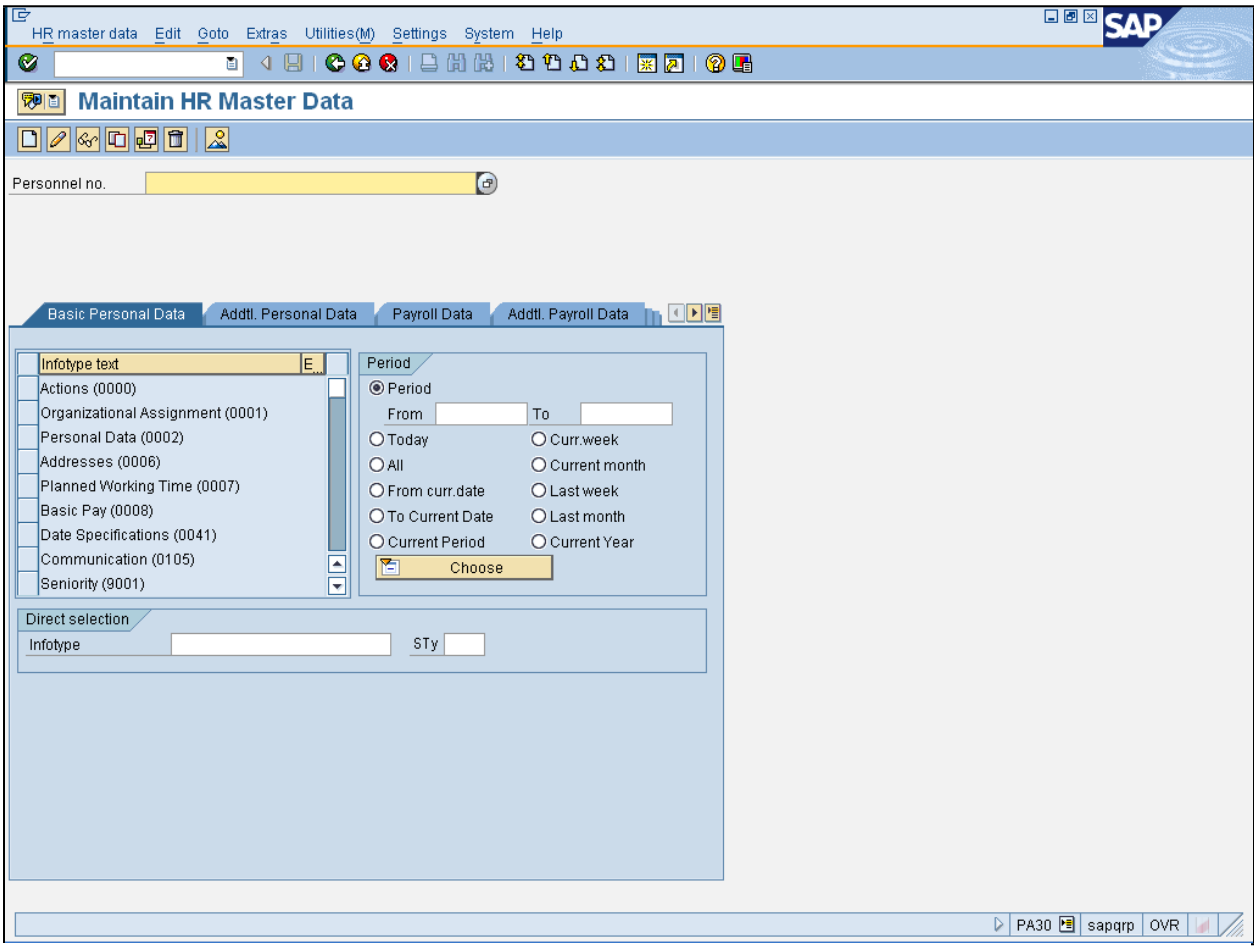
Procedure

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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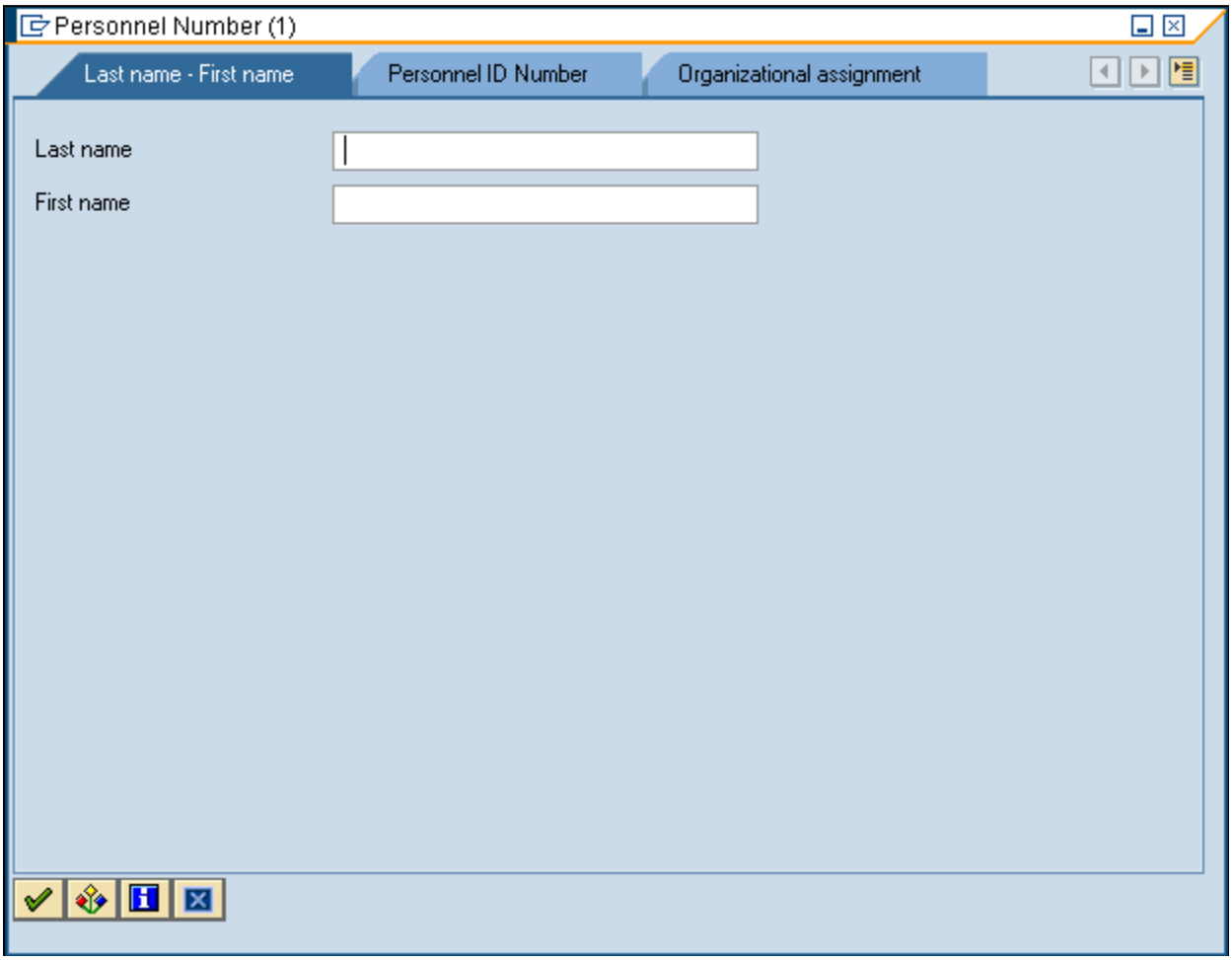
Personnel Number (XXXX)



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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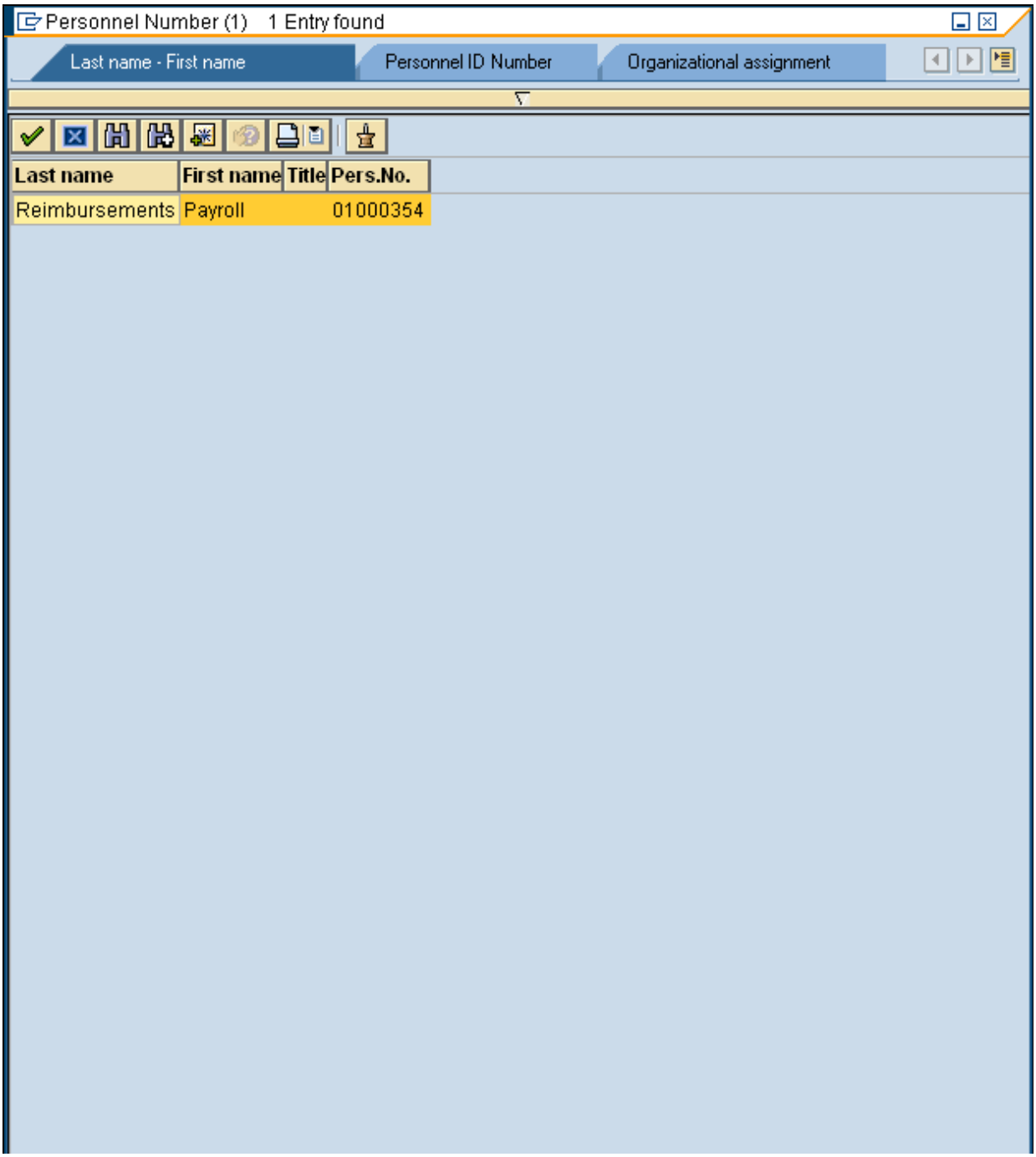
Personnel Number (XXXX) YYYY Entry found



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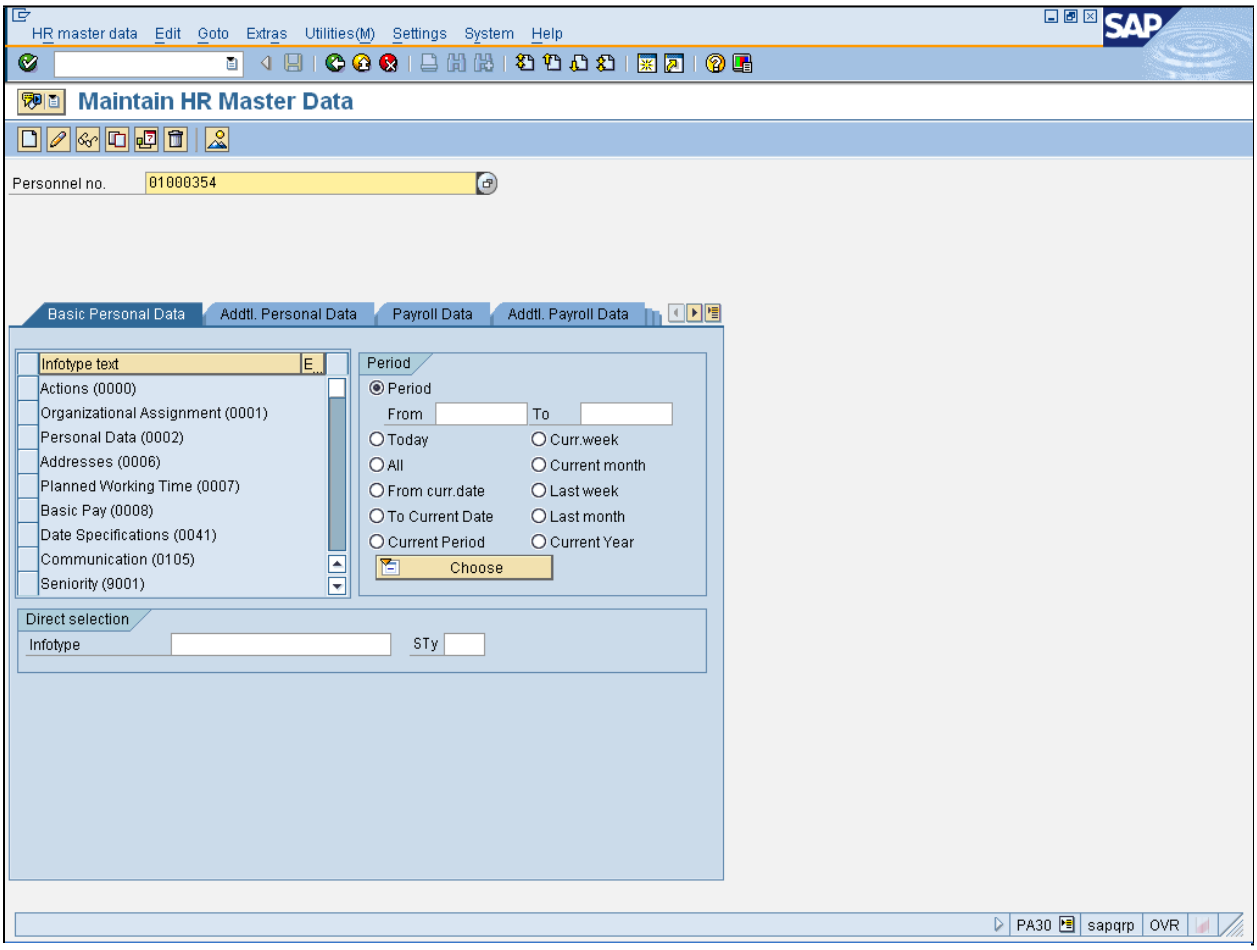
6. Select the appropriate employee | Reimbursements | Payroll | 01000354 |.

7. Click **Copy** button .

Maintain HR Master Data



8. Click **From** field .

Always use the beginning date of the pay period 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:** 5r05

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

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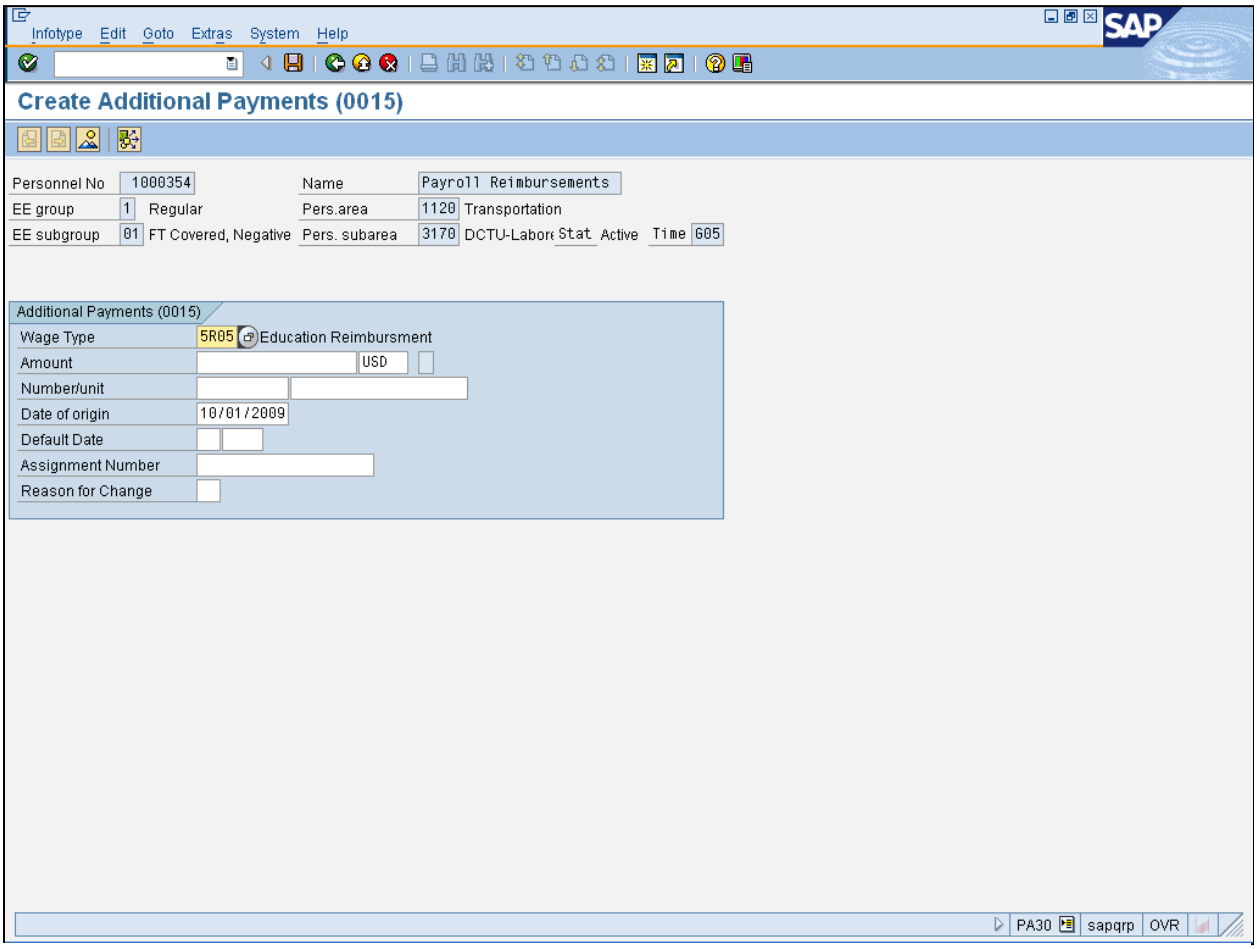
Create Additional Payments (0015)



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:** 260

12. Click **Assignment Number** field .

Use this field for reference information.

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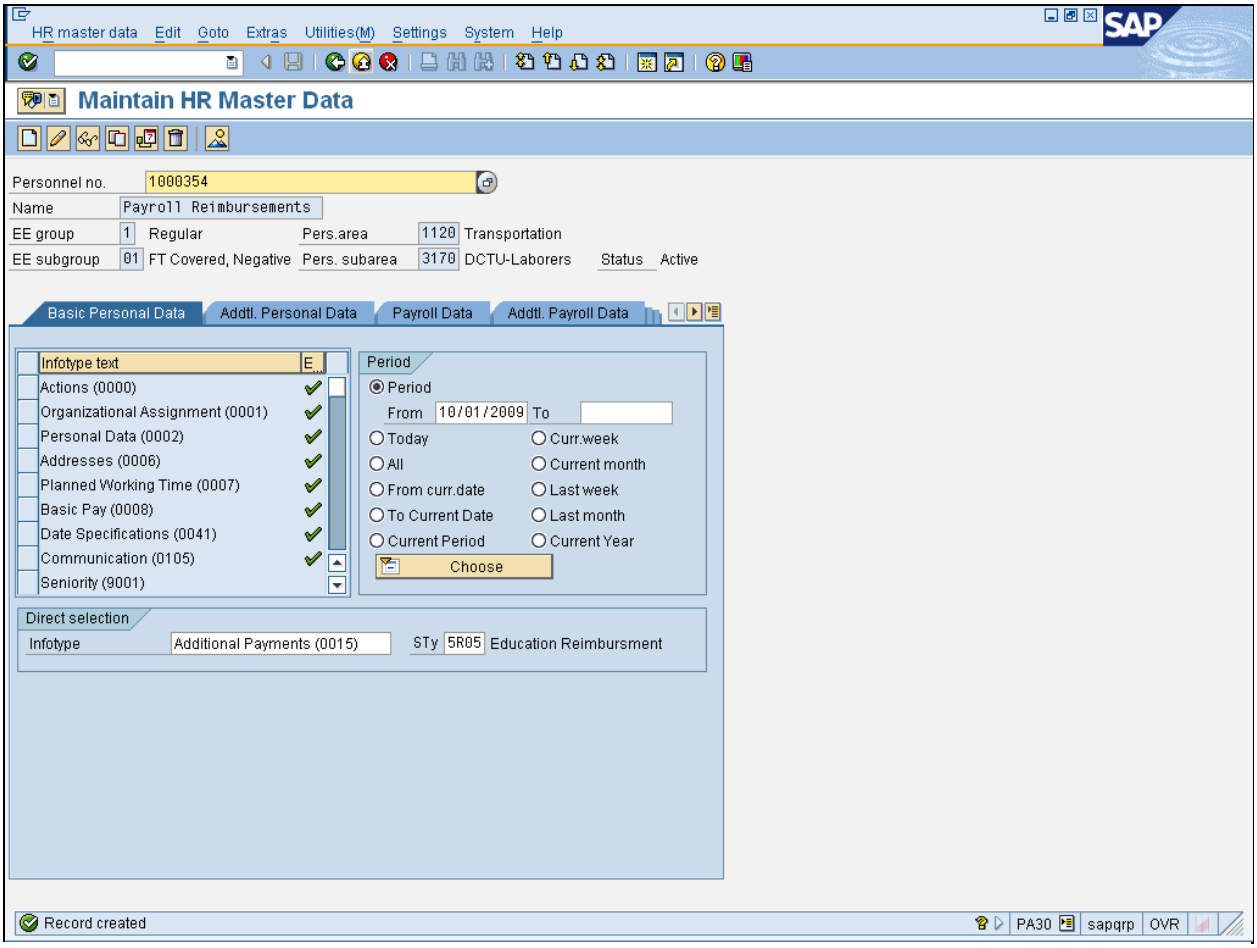
13. As required, complete/review the following fields:

Field	R/O/C	Description
Assignment Number	R	The numeric format of the claim number and the dates covering the payment. **Example:** 3 Credits Fall 2009

14. Click **Save** button .

Maintain HR Master Data



15. Click **Exit** button .

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The system returns the message, *"Record created".*

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Result

You have successfully paid an employee an Educational Reimbursement per their Labor Contract.