



PA30 (IT 0057) - Create Union Dues Membership Fees Deduction

Purpose

Use this procedure to create a fee deduction for Union Dues Membership Fees.

Trigger

Perform this procedure when authorized either by the employee or through the labor union.

Prerequisites

- Employee is an active employee and opted to be a union member
- Central Payroll must receive deduction authorization (signed membership card) from the employee or the labor union

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.
- When a new employee is initially set up in SAP, the system defaults to Fair Share. Union specific dues are not deducted until the employee or the union submits a signed membership card to Central Payroll.



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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: 100118



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3. Click the **Enter** button  .

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

Field	R/O/C	Description
From	R	Beginning value to be entered when specifying a range. Example: 02182009
Infotype	R	A set of data that is grouped together according to subject matter. Infotypes can be identified by their four-digit keys. Example: 0057

5. Click the **Enter** button  .

6. Click the **Create** button  . The *Create Membership Fees* screen displays.



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Create Membership Fees

Infotype Edit Goto Extras System Help

SAP

Create Membership Fees

Personnel No 100118 Name Role Testing PY
EE group 1 Regular Pers.area 1020 Fire and Rescue
EE subgroup 01 FT Covered, Negative Pers. subarea 3050 PFFA Status Active
Start 02/18/2009 to 12/31/9999

Payment data
Member type
Wage Type 2F10 PFFA Fair Share
Membership Fee USD Purpose
Number/unit

Payment frequency
Payment model

DRP (1) 310 sapdrp OVR

7. Click the **Member type** combo box
8. Select **USUN Union Dues - City of Portland** list item **USUN Union Dues - City of Portland**
9. Click the **Wage Type** field 2F10
10. Click the **Wage type** matchcode . The *Wage Types for Infotype "Membership fees" (XXXX)* dialog box displays.



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Wage Types for Infotype "Membership Fees" (XXXX) YYYY Entries found

WT	Wage Type Long T...	Start Date	End Date
2D10	PFFA Union Dues	01/01/1900	12/31/9999
2F10	PFFA Fair Share	01/01/1990	12/31/9999
2I10	PFFA Initiation Fee	01/01/1990	12/31/9999

11. Double-click the **2D10 PFFA Union Dues** list item **2D10 PFFA Union Dues** .



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

Field	R/O/C	Description
Number	R	The number of days encompassed in the payment based on a full day as 1.0 and a partial day as .1, .2 etc. (based on the hours in the day only) Example: 1

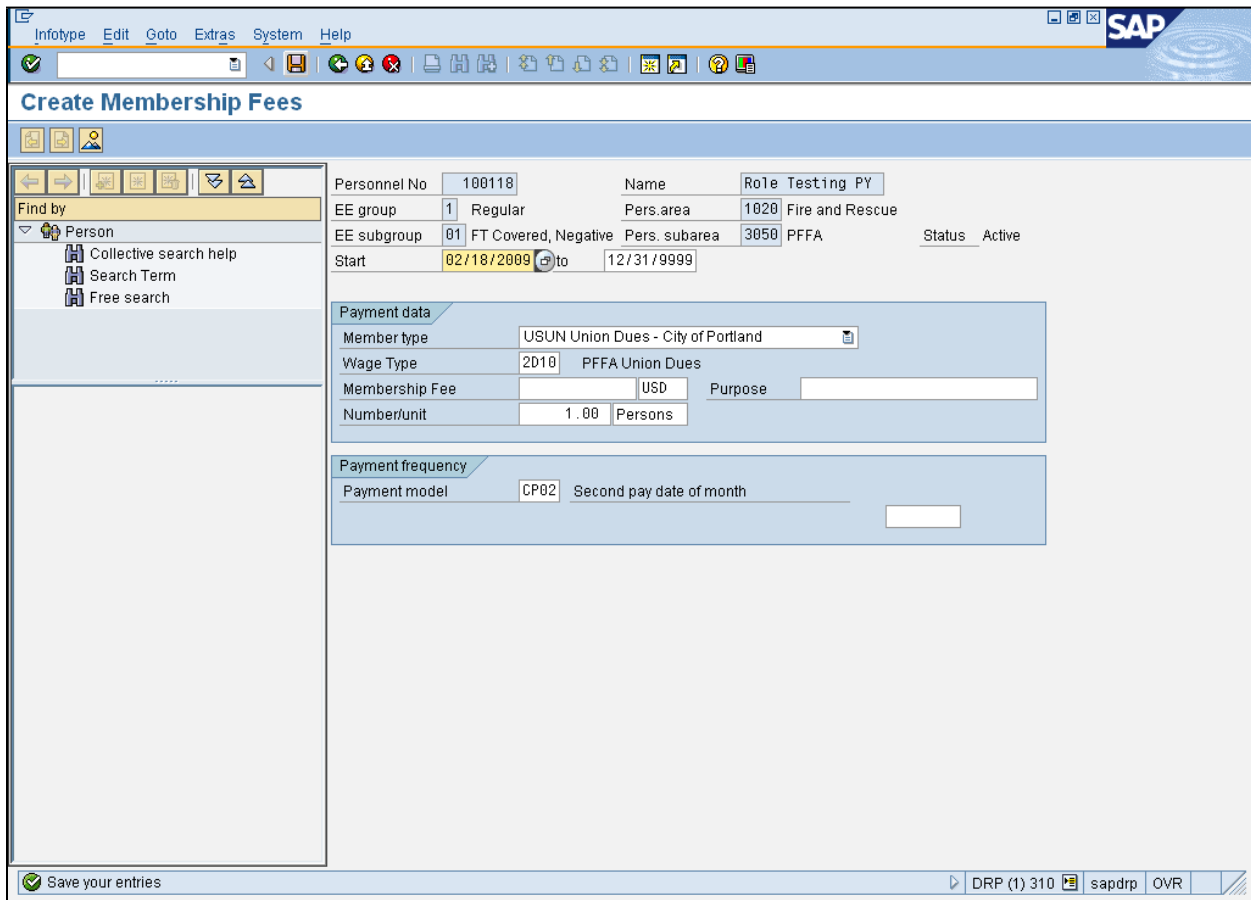


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Field	R/O/C	Description
unit	R	Unit by which quantities are to be measured. Some examples include: pound, gram, meter, and liter. Example: persons

13. Click the **Enter** button  .

Create Membership Fees



The screenshot shows the SAP 'Create Membership Fees' transaction. The main data area contains the following information:

- Personnel No:** 100118
- Name:** Role Testing PY
- EE group:** 1 Regular
- Pers.area:** 1020 Fire and Rescue
- EE subgroup:** 01 FT Covered, Negative
- Pers.subarea:** 3050 PFFA
- Status:** Active
- Start:** 02/18/2009 to 12/31/9999

The **Payment data** section includes:


- Member type:** USUN Union Dues - City of Portland
- Wage Type:** 2010 PFFA Union Dues
- Membership Fee:** USD
- Number/unit:** 1.00 Persons

The **Payment frequency** section includes:

- Payment model:** CP02 Second pay date of month

At the bottom of the screen, there is a 'Save your entries' button and a status bar showing 'DRP (1) 310 sapdrp OVR'.

14. Click the **Save** button  . The *Maintain HR Master Data* screen displays.

 The system returns the message, "Save your entries".




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Maintain HR Master Data

The screenshot shows the SAP HR Master Data interface. The top menu bar includes 'HR master data', 'Edit', 'Goto', 'Extras', 'Utilities(M)', 'Settings', 'System', and 'Help'. The SAP logo is in the top right corner. The main title is 'Maintain HR Master Data'. Below the title is a toolbar with various icons. The main area is divided into a left sidebar and a main content area. The sidebar has a 'Find by' section with options: 'Person', 'Collective search help', 'Search Term', and 'Free search'. The main content area shows personnel data for 'Personnel no. 100118'. The data includes: Name: Role Testing PY, EE group: 1 Regular, Pers.area: 1020 Fire and Rescue, EE subgroup: 01 FT Covered, Negative, Pers. subarea: 3050 PFFA, Status: Active. Below this is a tabbed interface with 'Basic Personal Data', 'Addtl. Personal Data', 'Payroll Data', and 'Addtl. Payroll Data'. The 'Basic Personal Data' tab is active, showing a list of infotypes with checkboxes and a 'Period' section with radio buttons. The 'Direct selection' section has 'Infotype' set to 'Membership Fees' and 'STy' set to an empty field. At the bottom, a status bar shows 'Record created' and 'DRP (1) 310 sapdrp OVR'.

15. Click the **Exit** button  .

 The system returns the message, "Record created".



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Work Instruction

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Result

You have successfully created a Union Dues Membership Fees deduction.