



## **PA30 (IT0015) Education Reimbursement - Taxable**

### **Purpose**

Use this procedure to reimburse an employee for educational expenses that are not job related. This amount is an 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 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





## PA30 (IT0015) Education Reimbursement - Taxable

### Procedure

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

### Maintain HR Master Data

The screenshot shows the SAP 'Maintain HR Master Data' interface. At the top, there is a menu bar with 'HR master data', 'Edit', 'Goto', 'Extras', 'Utilities(M)', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title is 'Maintain HR Master Data'. A search field for 'Personnel no.' is highlighted in yellow. Below this are tabs for 'Basic Personal Data', 'Addtl. Personal Data', 'Payroll Data', and 'Addtl. Payroll Data'. The 'Basic Personal Data' tab is active, showing a list of infotypes on the left and a 'Period' selection area on the right. The 'Period' section has radio buttons for 'Today', 'Curr.week', 'All', 'Current month', 'From curr.date', 'Last week', 'To Current Date', 'Last month', 'Current Period', and 'Current Year'. A 'Choose' button is also present. At the bottom, there is a 'Direct selection' section with 'Infotype' and 'STy' fields. The status bar at the bottom indicates 'Enter a personnel number' and shows the transaction code 'PA30'.

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



## PA30 (IT0015) Education Reimbursement - Taxable





### Personnel Number (XXXX)

Personnel Number (1)

Last name - First name   Personnel ID Number   Organizational assignment

Last name

First name

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

Field	R/O/C	Description
Last name	R	Surname; the name used to identify the individual. <b>Example:</b> *ments

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



## PA30 (IT0015) Education Reimbursement - Taxable

Personnel Number (XXXX) YYYY Entry found

Personnel Number (1) 1 Entry found			
Last name - First name	Personnel ID Number	Organizational assignment	
Reimbursements	Payroll	01000354	



### PA30 (IT0015) Education Reimbursement - Taxable

- 6. Select the appropriate employee Reimbursements Payroll 01000354
- 7. Click **Copy** button

#### Maintain HR Master Data

The screenshot shows the SAP 'Maintain HR Master Data' window. The 'Personnel no.' field contains '01000354'. Below the main window, there are tabs for 'Basic Personal Data', 'Addtl. Personal Data', 'Payroll Data', and 'Addtl. Payroll Data'. The 'Payroll Data' tab is active, showing a list of infotypes on the left and a 'Period' selection area on the right. The 'Period' section includes radio buttons for 'Period', 'Today', 'All', 'From curr. date', 'To Current Date', 'Current Period', 'Curr. week', 'Current month', 'Last week', and 'Last month', along with 'From' and 'To' date fields and a 'Choose' button.

- 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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### PA30 (IT0015) Education Reimbursement - Taxable

Field	R/O/C	Description
From	R	Beginning value to be entered when specifying a range. <b>Example:</b> 091709
Infotype	R	A set of data that is grouped together according to subject matter. Infotypes can be identified by their four-digit keys. <b>Example:</b> 0015
STy	R	An extension of the infotype indicating a relationship or plan type specific to the infotype. <b>Example:</b> 5r35

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



## PA30 (IT0015) Education Reimbursement - Taxable

### 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. <b>Example:</b> 750

12. Click **Assignment Number** field  .



Use this field for reference information.



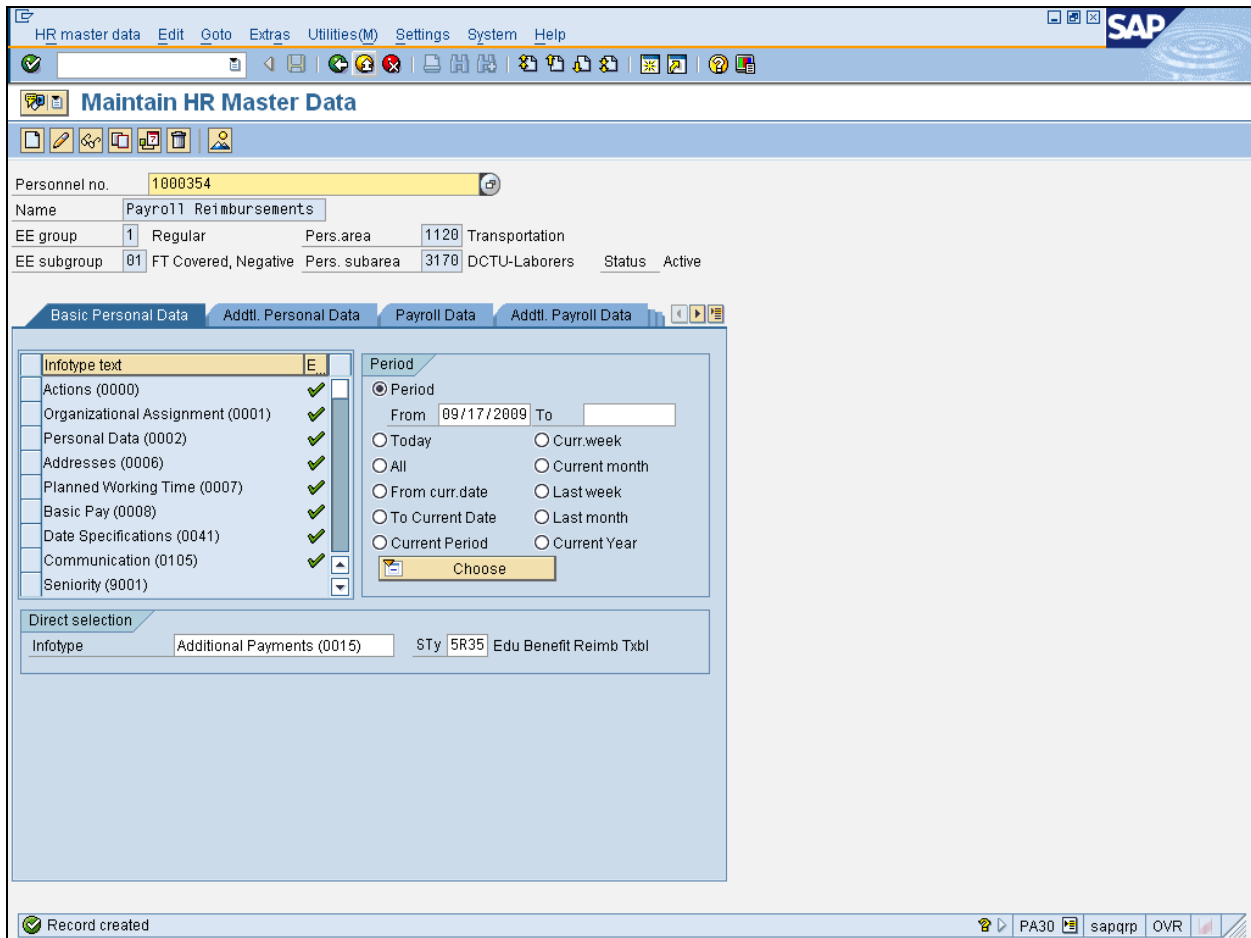
### PA30 (IT0015) Education Reimbursement - Taxable

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.  <b>Example:</b> 12 Credits Summer 09

14. Click **Save** button .

### Maintain HR Master Data



The screenshot shows the SAP HR Master Data maintenance interface. At the top, there is a menu bar with options like 'HR master data', 'Edit', 'Goto', 'Extras', 'Utilities(M)', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area displays the 'Maintain HR Master Data' title and a list of fields for 'Personnel no.' (1000354), 'Name' (Payroll Reimbursements), 'EE group' (1 Regular), 'Pers.area' (1120 Transportation), 'EE subgroup' (01 FT Covered, Negative), 'Pers. subarea' (3170 DCTU-Laborers), and 'Status' (Active). Below this, there are tabs for '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 at the bottom shows 'Infotype' (Additional Payments (0015)), 'STy' (5R35), and 'Edu Benefit Reimb Txbl'. A status bar at the bottom indicates 'Record created'.

15. Click **Exit** button .





**PA30**

**Work Instruction**

## **PA30 (IT0015) Education Reimbursement - Taxable**



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



**PA30**

**Work Instruction**

## **PA30 (IT0015) Education Reimbursement - Taxable**

### **Result**

You have successfully reimbursed an employee for educational expenses that are not job related.