



PA30 (IT 0267) - Create Workers Comp Off Cycle Payments

Purpose

Use this procedure to enter Workers Compensation (WC) Risk Benefit payment information for Off-Cycle check processing.

Trigger

Perform this procedure when Risk pays a WC Benefit for an employee covered under the City's Workers Compensation Policy.

Prerequisites

- Know the employee's first and last name
- You must receive an authorized time loss receipt
- You must have a valid reimbursement request

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

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'. On the left, there is a 'Find by' section with a tree view under 'Person' containing 'Collective search help', 'Search Term', and 'Free search'. The main area is divided into tabs: 'Basic Personal Data', 'Addtl. Personal Data', 'Payroll Data', and 'Addtl. Payroll Data'. The 'Basic Personal Data' tab is active, showing a list of 'Infotype text' with codes: Actions (0000), Organizational Assignment (0001), Personal Data (0002), Addresses (0006), Planned Working Time (0007), Basic Pay (0008), Date Specifications (0041), Communication (0105), and Seniority (9001). To the right of this list is a 'Period' section with radio buttons for 'Period', 'Today', 'All', 'From curr.date', 'Current Period', 'Curr.week', 'Current month', 'Last week', 'Last month', and 'Current Year', along with 'From' and 'To' date fields and a 'Choose' button. Below the list is a 'Direct selection' section with 'Infotype' and 'Sty' input fields. At the bottom right, the status bar shows 'DRP (1) 310', 'sapdrp', and 'INS'.

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



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Personnel Number (XXXX)

Personnel Number (1)

Last name - First name Personnel ID Number Organizational assignment

Last name

First name

OK Cancel Help Close

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

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

4. Click the **Enter (continue)** button  . The *Personnel Number (XXXX)* dialog box updates.



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Personnel Number (XXXX) YYYY Entry found

Last na...	First name	Title	Pers.No.
Glidden	Opal		00100092



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- Click the **Enter (continue)** button  .

Maintain HR Master Data

- Click the **Enter** button  .
- As required, complete/review the following fields:

Field	R/O/C	Description
From	R	Beginning value to be entered when specifying a range. Example: 021209



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Field	R/O/C	Description
To	R	Upper limit of the range of time covered in the report. Example: 021209

Maintain HR Master Data

The screenshot shows the SAP HR Master Data interface. At the top, there's 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 area is titled 'Maintain HR Master Data'. On the left, there's a 'Find by' section with options: 'Person', 'Collective search help', 'Search Term', and 'Free search'. The main data area shows 'Personnel no.' 100092, 'Name' Opa1 61 idden, 'EE group' 1 Regular, 'Pers.area' 1010 Environmental Services, '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 'Infotype text' with checkboxes: 'Actions (0000)', 'Organizational Assignment (0001)', 'Personal Data (0002)', 'Addresses (0006)', 'Planned Working Time (0007)', 'Basic Pay (0008)', 'Date Specifications (0041)', 'Communication (0105)', and 'Seniority (9001)'. To the right, there's a 'Period' section with 'From' 02/12/09 and 'To' 02/12/09, and radio buttons for 'Today', 'All', 'From curr.date', 'To Current Date', 'Current Period', 'Curr.week', 'Current month', 'Last week', 'Last month', and 'Current Year'. At the bottom, there's a 'Direct selection' section with 'Infotype' and 'STy' fields.

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

Field	R/O/C	Description
Infotype	R	A set of data that is grouped together according to subject matter. Infotypes can be identified by their four-digit keys. Example: 0267



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Maintain HR Master Data

The screenshot shows the SAP HR Master Data interface for Personnel no. 100092. The main data fields are:

- Name: Opa1 G1idden
- EE group: 1 Regular
- Pers.area: 1010 Environmental Services
- EE subgroup: 01 FT Covered, Negative
- Pers. subarea: 3170 DCTU-Laborers
- Status: Active

The 'Basic Personal Data' tab is active, showing a list of infotypes with checkmarks:

- Actions (0000) ✓
- Organizational Assignment (0001) ✓
- Personal Data (0002) ✓
- Addresses (0006) ✓
- Planned Working Time (0007) ✓
- Basic Pay (0008) ✓
- Date Specifications (0041) ✓
- Communication (0105) ✓
- Seniority (9001) ✓

The 'Period' section shows the date range 02/12/2009 to 02/12/2009. The 'Direct selection' section shows Infotype 267 selected.

9. Click the **Enter** button  .
10. Click the **Create** button  . The *Create Additional Off-Cycle Payments(0267)* screen displays.



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Create Additional Off-Cycle Payments(0267)

The screenshot shows the SAP SAPGUI interface for the transaction 'Create Additional Off-Cycle Payments(0267)'. The window title is 'Create Additional Off-Cycle Payments(0267)'. The menu bar includes 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. The toolbar contains various icons for navigation and actions. The main area is divided into several sections:

- Personnel Data:**
 - Personnel No: 100092
 - Name: Opa1 Glidden
 - EE group: 1 Regular
 - Pers.area: 1010 Environmental Services
 - EE subgroup: 01 FT Covered, Negative
 - Pers. subarea: 3170 DCTU-Labor Stat Active
- Additional Off-Cycle Payments(0267) Dialog:**
 - Wage Type: [Matchcode icon]
 - Amount: [Text field] USD
 - Number/unit: [Text field]
 - Payment date: 02/12/2009
 - Assignment Number: [Text field]
 - Reason for Change: [Text field]
 - Off-cycle reas.: [Text field]
 - Payroll type: A
 - Payroll Identifier: [Text field]
- Search Panel:**
 - Find by: Person
 - Collective search help
 - Search Term
 - Free search

The status bar at the bottom right shows 'DRP (1) 310 sapdrp INS'.

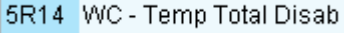


11. Click the **Wage Type** matchcode . The *Wage Types for Infotype "Additional Off-Cycle Payments(0267)" (XXXX)* dialog box displays.



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Wage Types for Infotype "Additional Off-Cycle Payments(0267) (XXXX) YYYY
Entries found

WT	Wage Type Long Text	Start Date	End Date
0LS0	Lump Sum	01/01/2007	12/31/9999
0S00	Regular Salary Pay	01/01/2007	12/31/9999
0SP0	Severance Pay	01/01/2007	12/31/9999
0WC0	WC - Supplemental	01/01/2007	12/31/9999
5R02	Clothing Allowance Tax	01/01/2007	12/31/9999
5R06	Equipment Allowance Tax	01/01/2007	12/31/9999
5R14	WC - Temp Total Disab	01/01/2007	12/31/9999
5R15	WC - Temp Partial Disab	01/01/2007	12/31/9999
5R16	WC - Voc Rehab Time Loss	01/01/2007	12/31/9999
5R17	WC - Perm Partial Disab	01/01/2007	12/31/9999
5R18	WC - Perm Total Disab	01/01/2007	12/31/9999
5R19	WC - Mileage Reimb	01/01/1900	12/31/9999
5R20	WC - Rx Reimb	01/01/2007	12/31/9999
5R21	WC - Misc Med Reimb	01/01/2007	12/31/9999
5R22	WC - Overpmt Deduction	01/01/2007	12/31/9999
5R23	WC - Child Supp Deduction	01/01/2007	12/31/9999
5R24	WC - Stlmt via DCS	01/01/2007	12/31/9999
5R25	WC - Stlmt via CDA	01/01/1900	12/31/9999
5R26	WC - Stlmt via Stip	01/01/2007	12/31/9999

- Select the **5R14 WC-Temp Total Disab** wage type  .
 Select the appropriate four-digit wage type that corresponds with the payment.
- Click the **Enter (continue)** button  .



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Create Additional Off-Cycle Payments(0267)

14. 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: 636.30

15. Click the **Number** field .



If the time loss is a partial day, enter it in decimal format (i.e., 4 hours = .50).



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16. 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: 10.00

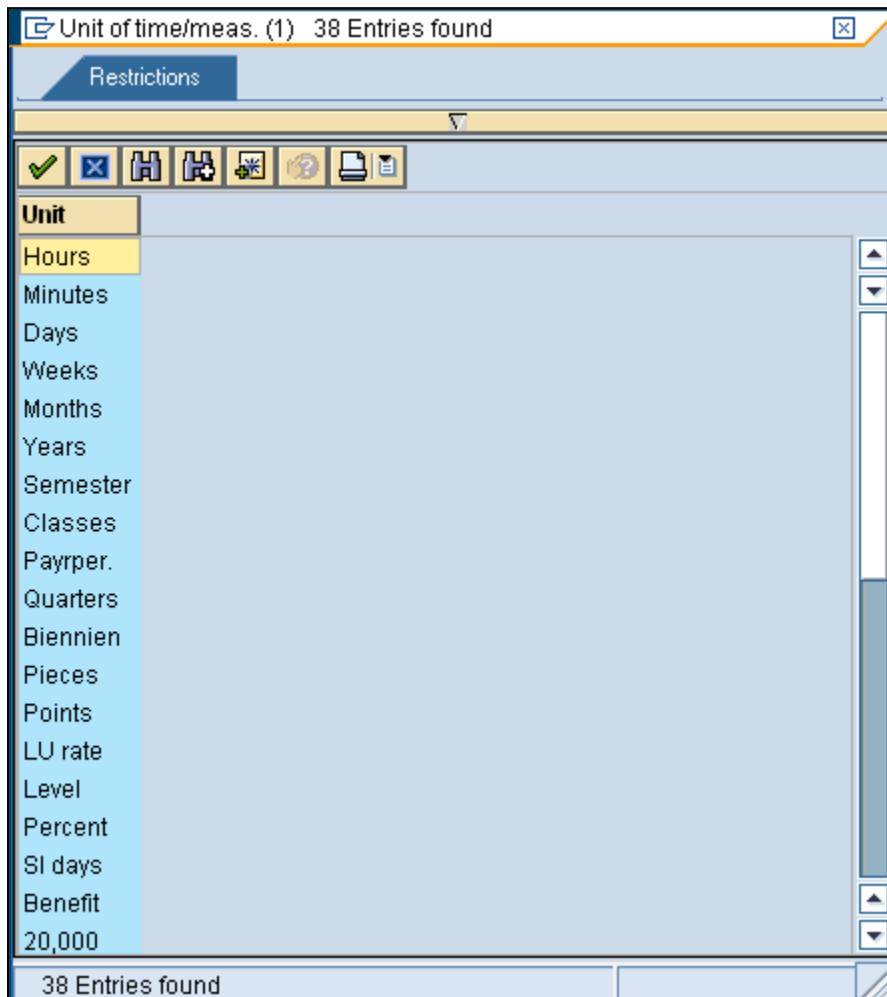
17. Click the **unit** field .


18. Click the **unit** matchcode  . The *Unit of time/meas. (XXXX)* dialog box displays.



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Unit of time/meas. (XXXX) YYYY Entries found



19. Select the **Days** list item Days .
20. Click the **Enter (continue)** button  .



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21. 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: CCCCCCCCMMDDYYMMDDYY

22. Click the **Off-cycle reas.** field .




The **Assignment Number** changes with each record entered, using the format that is typed into the Assignment Number field. This format is the claim number and dates covering the

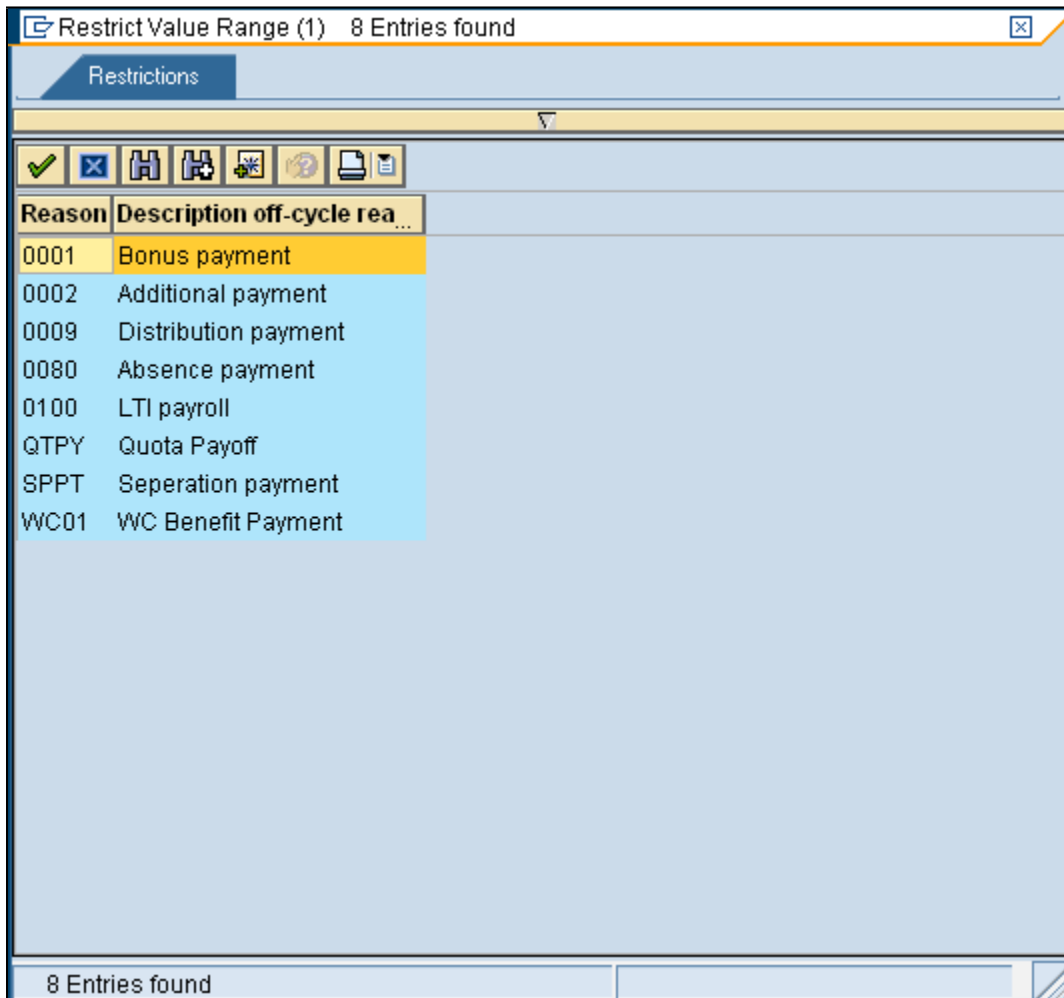


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payment.

- 23. Click the **Off-cycle reas.** matchcode  . The *Restrict Value Range (XXXX)* dialog box displays.

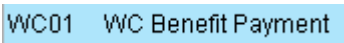

Restrict Value Range (XXXX) YYYY Entries found



The screenshot shows a window titled "Restrict Value Range (1) 8 Entries found". Below the title bar is a "Restrictions" header. A toolbar contains icons for a checkmark, close, home, refresh, search, and print. Below the toolbar is a table with two columns: "Reason" and "Description off-cycle rea...". The table contains the following entries:

Reason	Description off-cycle rea...
0001	Bonus payment
0002	Additional payment
0009	Distribution payment
0080	Absence payment
0100	LTI payroll
QTPY	Quota Payoff
SPPT	Seperation payment
WC01	WC Benefit Payment

At the bottom of the window, it says "8 Entries found".

- 24. Select the **WC01 WC Benefit Payment** list item  .
- 25. Click the **Enter (continue)** button  .



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Create Additional Off-Cycle Payments(0267)

Personnel No 100092 Name Opa1 Glidden
EE group 1 Regular Pers.area 1010 Environmental Services
EE subgroup 01 FT Covered, Negative Pers. subarea 3170 DCTU-Labor: Stat Active

Additional Off-Cycle Payments(0267)
Wage Type 5R14 WC - Temp Total Disab
Amount 636.30 USD
Number/unit 10.00 Days
Payment date 02/12/2009
Assignment Number CCCCCCCCMDDYYMMDDYY
Reason for Change
Off-cycle reas. WC01
Payroll type A
Payroll Identifier

Enter data for payroll past (retroactive accounting) DRP (1) 310 sapdrp INS

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

 The system displays the message, "Enter data for payroll past (retroactive accounting)".



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Maintain HR Master Data


The screenshot shows the SAP HR Master Data interface. The main window is titled "Maintain HR Master Data" and displays the following information:


- Personnel no.:** 00092
- Name:** Opa1 G1idden
- EE group:** 1 Regular
- Pers.area:** 1010 Environmental Services
- EE subgroup:** 01 FT Covered, Negative
- Pers. subarea:** 3170 DCTU-Laborers
- Status:** Active

The interface includes several tabs: "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" selection area. The "Direct selection" area shows "Additional Off-Cycle Payments(0)" and "STy".

At the bottom of the window, a status bar indicates "Record created" and "DRP (1) 310 sapdrp INS".

27. Click the **Exit** button  .

 The system displays the message, "Record created".

 Remember to remit the appropriate back up documentation to the Auditor's Office, so the payment can be completed.



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Work Instruction

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Result

You have successfully entered Workers Comp Risk Benefit payment information for Off-Cycle check processing. Remit the appropriate back up documentation to the Auditor's Office, so the payment can be completed.