



PA30 (IT0015) Clothing Allowance Taxable - Change Cost...

Purpose

Use this procedure to pay an employee a Clothing Allowance per their Labor Contract with a Cost Assignment Change. 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
- If you need to change the Account Assignment only enter one "Cost Object." The choices are Cost Center, WBS Element or Order. Do not key over the **** fields as they will not transfer with your data. If you do key over them you will need to click the Trash Can and start over or you will receive an error message and not be able to transfer the 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'. 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.

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




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Personnel Number (XXXX)

- As required, complete/review the following fields:

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

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



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Personnel Number (XXXX) YYYY Entry found

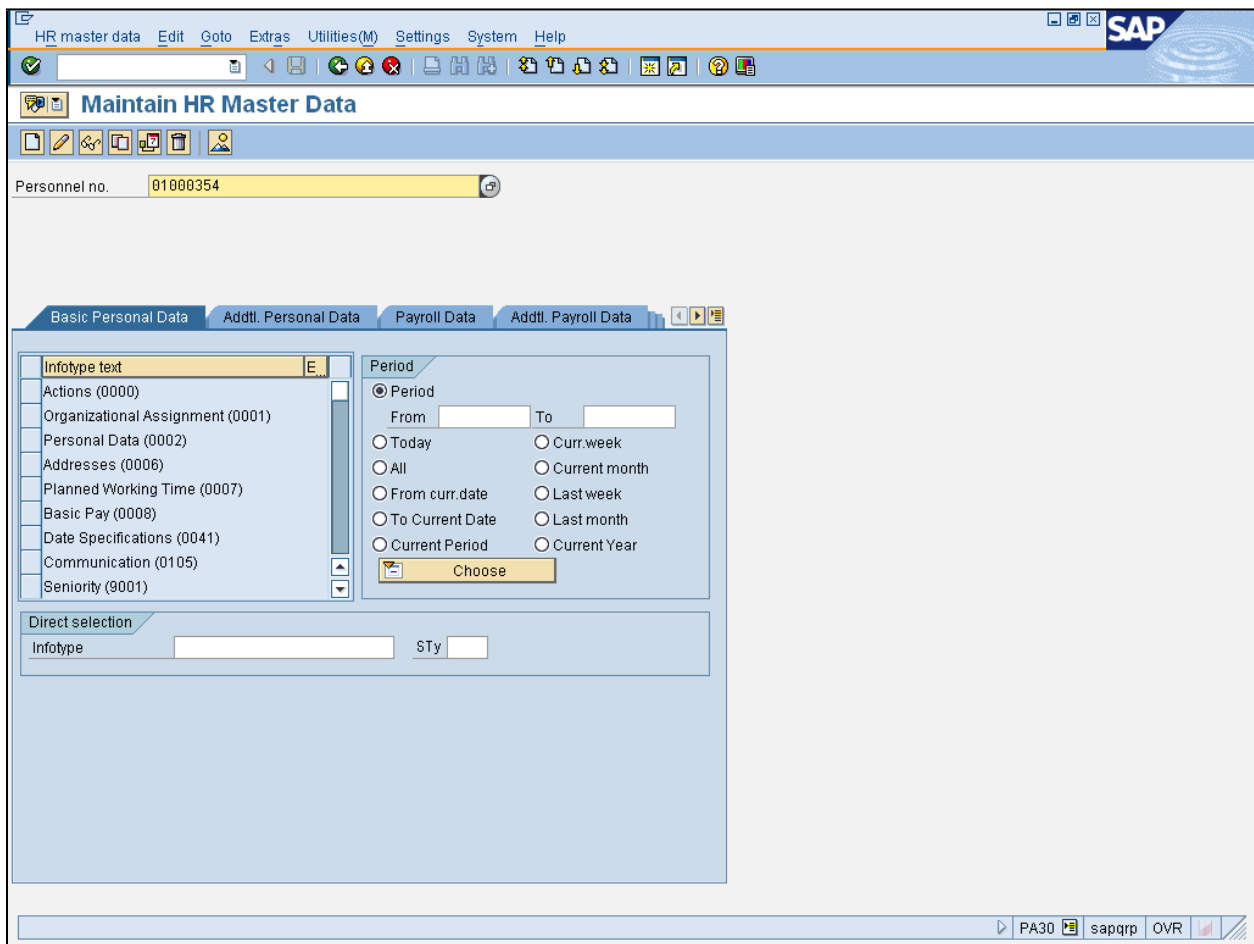
Personnel Number (1) 1 Entry found			
Last name - First name	Personnel ID Number	Organizational assignment	
Reimbursements	Payroll	01000354	



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

Maintain HR Master Data



- 8. Click **From** field .
 The **From** field date should be the Pay Period Begin Date.

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 .




Use this field for reference data.



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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 **Edit** option  from the main menu.

15. Select **Maintain cost assignment** .

Cost Assignment Defaults

16. Click **WBS Element** field .

 To change the Account Assignment, enter **only one** Cost Object. **Do not key over the **** fields.**

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

Field	R/O/C	Description
WBS Element	R	Work Breakdown Structure Element. Example: t00001.c42

18. Click **Transfer** button .



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Create Additional Payments (0015)

The screenshot shows the SAP 'Create Additional Payments (0015)' interface. At the top, there is a menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area contains the following data:

Personnel No	1000354	Name	Payroll Reimbursements
EE group	1 Regular	Pers.area	1120 Transportation
EE subgroup	01 FT Covered, Negative	Pers. subarea	3170 DCTU-Labor Stat Active

Time: 605

Additional Payments (0015)

Wage Type	5R02 Clothing Allowance Tax
Amount	360.00 USD
Number/unit	
Date of origin	10/01/2009
Default Date	
Assignment Number	PERIOD 2009
Reason for Change	

At the bottom left, there is a 'Save your entries' button. At the bottom right, there is a status bar with 'PA30', 'sapgrp', and 'OVR'.

19. Click **Save** button .



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



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Maintain HR Master Data

HR master data Edit Goto Extras Utilities(M) Settings System Help

Maintain HR Master Data

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 Status Active

Basic Personal Data Addtl. Personal Data Payroll Data Addtl. Payroll Data

Infotype text E

Actions (0000) ✓

Organizational Assignment (0001) ✓

Personal Data (0002) ✓

Addresses (0006) ✓

Planned Working Time (0007) ✓

Basic Pay (0008) ✓

Date Specifications (0041) ✓

Communication (0105) ✓

Seniority (9001) ✓

Period

From 10/01/2009 To

Today Curr.week

All Current month

From curr.date Last week

To Current Date Last month

Current Period Current Year

Choose

Direct selection

Infotype Additional Payments (0015) STy 5R02 Clothing Allowance Tax

Record created

20. Click **Exit** button

The system returns the message, "Record created".



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Work Instruction

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Result

You have successfully paid an employee a Clothing Allowance per their Labor Contract with a Cost Assignment Change.