



## **PA30 (IT0015) Equipment Allowance - Taxable**

### **Purpose**

Use this procedure to pay an employee an Equipment Allowance per their Labor Contract. 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 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

The screenshot shows the SAP 'Maintain HR Master Data' interface. At the top, there is a menu bar with options: 'HR master data', 'Edit', 'Goto', 'Extras', 'Utilities(M)', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title 'Maintain HR Master Data' is displayed in a blue header. Below the title is a 'Personnel no.' field with a yellow background and a magnifying glass icon. A tabbed interface is visible with four 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 on the left and a 'Period' selection area on the right. The infotype list includes: 'Infotype text', '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)'. The 'Period' section has a radio button for 'Period' and a 'From' to 'To' date range. Other options include '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 located below these options. At the bottom, there is a 'Direct selection' section with 'Infotype' and 'STy' fields. The status bar at the bottom right shows 'PA30', 'sapqrp', and 'INS'.

2. Click **Personnel no.** field  .
3. Click **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

✓   🔄   ⓘ   ✕

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> reimburs*

5. 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 desired 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 'Infotype text' 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. At the bottom of the window, the taskbar shows 'PA30', 'sapqrp', and 'INS'.

- 8. Click **From** field  .  
 Always use the pay period beginning date 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. <b>Example:</b> 101509
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 plant type specific to the infotype. <b>Example:</b> 5r06

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. <b>Example:</b> 63.20

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.  <b>Example:</b> Shoes Fiscal 2010

### Create Additional Payments (0015)

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

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

Below this table is a section titled 'Additional Payments (0015)' with the following fields:

Wage Type	5R06	Equipment Allowance Tax
Amount		63.20 USD
Number/unit		
Date of origin	10/15/2009	
Default Date		
Assignment Number	Shoes Fiscal 2010	
Reason for Change		

At the bottom right of the window, there is a status bar showing 'PA30', 'sapqpr', 'INS', and a refresh icon.

14. Click **Save** button  .





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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

Period

From 10/15/2009 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 5R06 Equipment Allowance Tax

Record created

15. Click **Exit** button  .

 The system returns the message, "Record created".



**PA30**

**Work Instruction**

## **PA30 (IT0015) Equipment Allowance - Taxable**

### **Result**

You have successfully paid an employee an Equipment Allowance per their Labor Contract.