



PA30 (IT0015/STy5R04) Process COPPEA Non-Taxable Professional Development Fund Reimbursement

Purpose

Use this procedure to reimburse the employee for:

- Fees and/or tuition to professional development seminars, classes, workshops, and conferences
- Books, tapes, videos, and software that may assist the employee in his/her professional development
- Licenses, certifications and professional dues not paid by the employee's bureau up to the non-taxable amount allowed by IRS regulation

Trigger

Perform this procedure when a COPPEA employee qualifies for any of the reimbursements above, and is within the IRS annual allowable reimbursement limit.

Prerequisites

Proof of expenses

Menu Path

Use the following menu path to begin this transaction:

N/A

Transaction Code

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Helpful Hints

R/O/C column in tables represents Required, Optional, or Conditional entry.

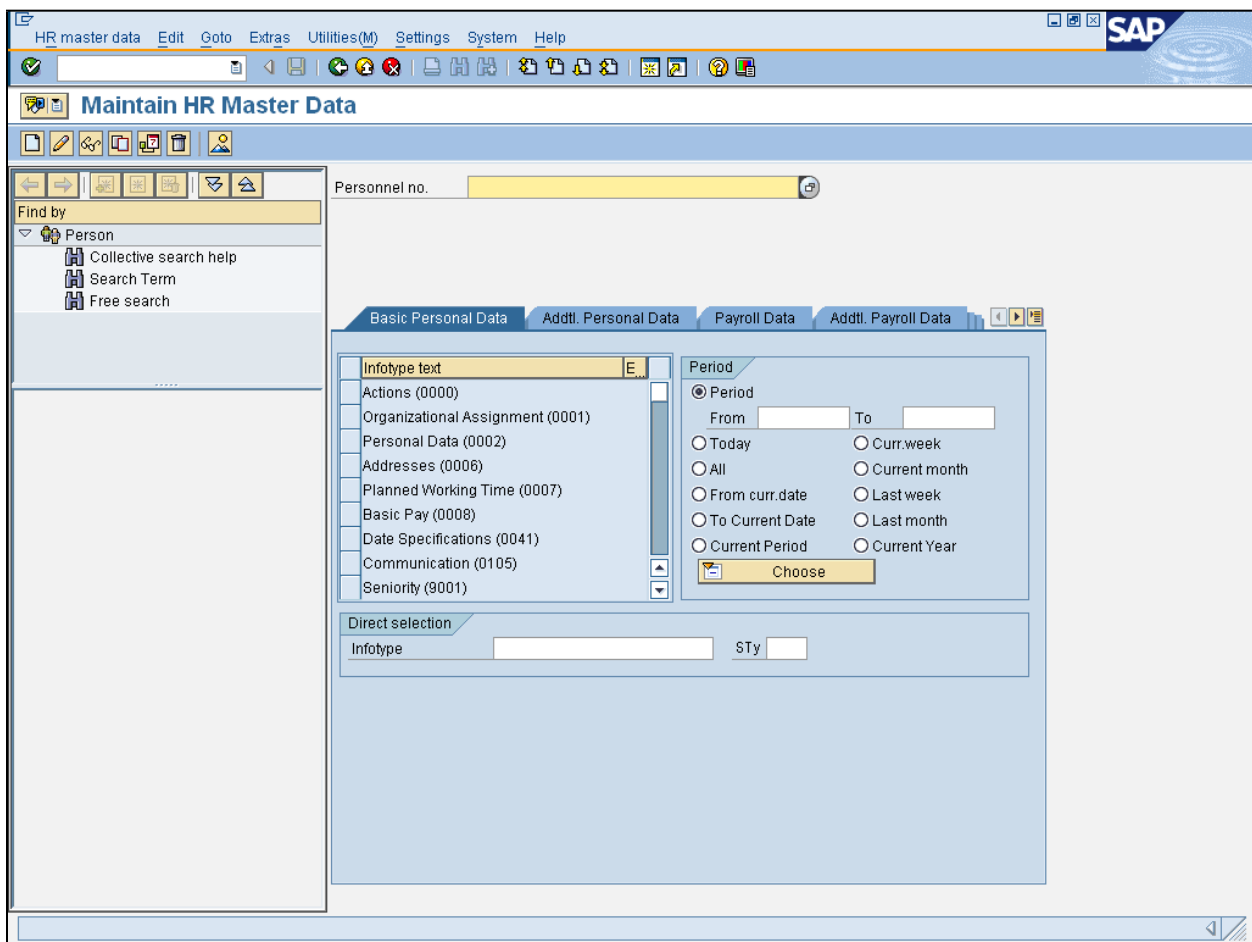


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Procedure

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

Maintain HR Master Data



2. 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: pay* |

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



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Personnel Number (XXXX) YYYY Entry found

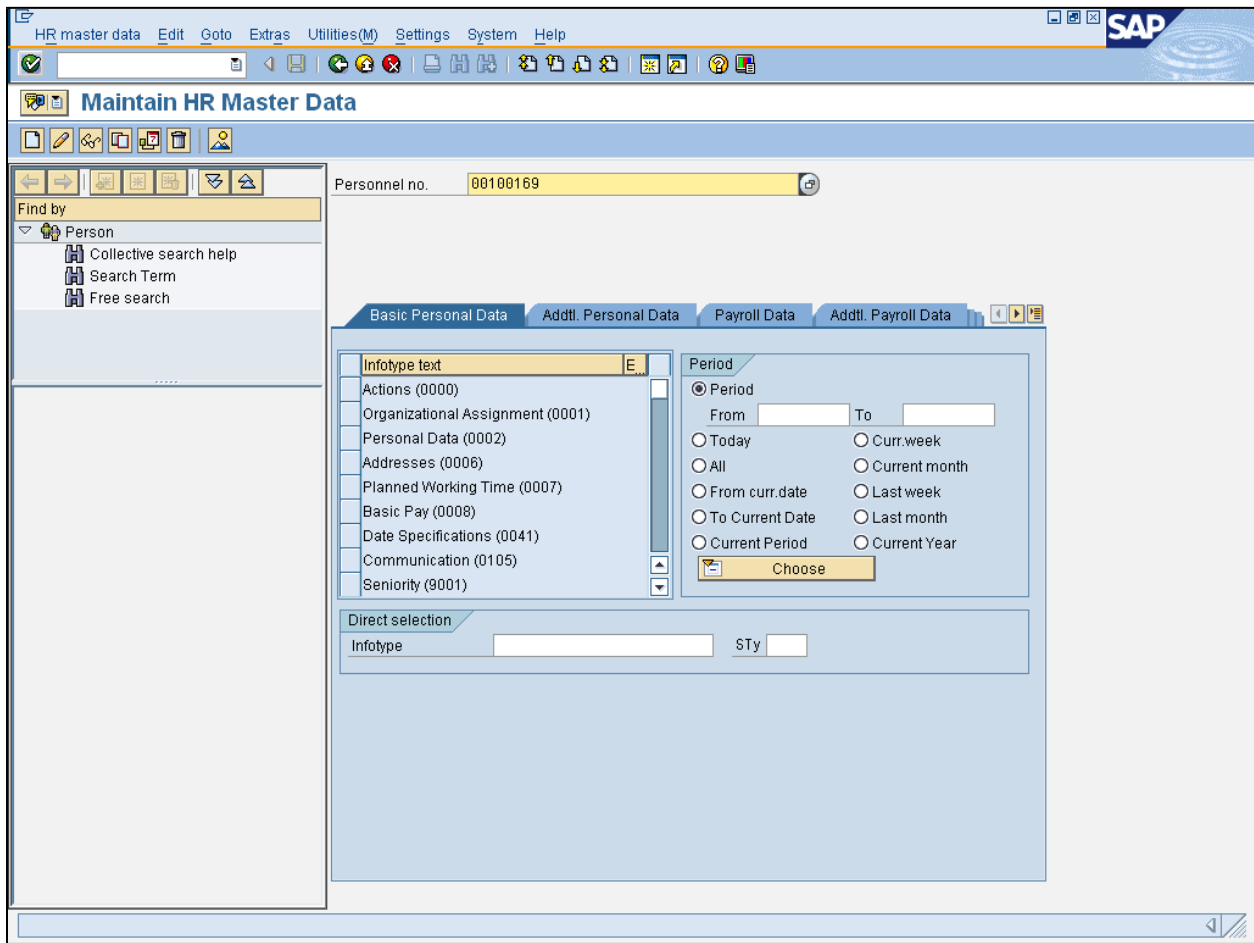
| Personnel Number (1) 1 Entry found | | | |
|------------------------------------|---------------------|---------------------------|----------|
| Last name - First name | Personnel ID Number | Organizational assignment | |
| | | | |
| Last na... | First name | Title | Pers.No. |
| Pay Test | BTS Coppea | | 00100169 |





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- 5. Select **Pay Test BTS Coppea** list item **Pay Test** **BTS Coppea** .
- 6. Click **Enter (continue)** button  .

Maintain HR Master Data



- 7. Click **Enter** button  .
- 8. Click **From** field .
 Enter beginning pay period date.



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

| Field | R/O/C | Description |
|-------|-------|---|
| From | R | Beginning value to be entered when specifying a range. Example: 020509 |

10. Click **To** field .



Enter the beginning pay period date.

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

| Field | R/O/C | Description |
|----------|-------|--|
| To | R | Upper limit of the range of time covered in the report. Example: 020509 |
| Infotype | R | A set of data that is grouped together according to subject matter. Infotypes can be identified by their four-digit keys. Example: 15 |

12. Click **Enter** button .

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



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Create Additional Payments (0015)

Personnel No 100169 Name BTS Coppea Pay Test
EE group 1 Regular Pers.area 1250 OMF-BTS
EE subgroup 01 FT Covered, Negative Pers. subarea 3110 COPPEA Stat Active

Additional Payments (0015)
Wage Type
Amount USD
Number/unit
Date of origin 02/05/2009
Default Date
Assignment Number
Reason for Change

14. Click **Wage Type** matchcode  . The *Wage Types for Infotype "Additional Payments (0015)"* (XXXX) dialog box displays.



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Wage Types for Infotype "Additional Payments (0015)" (XXXX) YYYY Entries found

| WT | Wage Type Long Text | Start Date | End Date |
|------|---------------------------|------------|------------|
| 4P04 | Police Fitness Dues | 01/01/1900 | 12/31/9999 |
| 4P06 | PPA Historical Society | 01/01/1900 | 12/31/9999 |
| 5R00 | Auto Reimb Cat II | 01/01/1900 | 12/31/9999 |
| 5R01 | Awards or Prizes | 01/01/1900 | 12/31/9999 |
| 5R02 | Clothing Allowance Tax | 01/01/1900 | 12/31/9999 |
| 5R03 | Clothing Reimb. Non Tax | 01/01/1900 | 12/31/9999 |
| 5R04 | COPPEA Prof Dev Fund Reim | 01/01/1900 | 12/31/9999 |
| 5R05 | Education Reimbursment | 01/01/1900 | 12/31/9999 |
| 5R06 | Equipment Allowance Tax | 01/01/1900 | 12/31/9999 |
| 5R07 | Equipment Reimb. Non Tax | 01/01/1900 | 12/31/9999 |
| 5R08 | Mileage-Taxable | 01/01/1900 | 12/31/9999 |
| 5R09 | Mileage Reimb. Non Tax | 01/01/1900 | 12/31/9999 |
| 5R10 | Moving Expense Taxable | 01/01/1900 | 12/31/9999 |
| 5R11 | Moving Expense Non Tax | 01/01/1900 | 12/31/9999 |
| 5R13 | Misc Employee Reim | 01/01/1900 | 12/31/9999 |
| 5R30 | WC - Stlmt via Emp Rel Tx | 01/01/1900 | 12/31/9999 |
| 5R31 | WC - Misc Stlmt Rel - Tax | 01/01/1900 | 12/31/9999 |
| 5R32 | WC - Stlmt via CDA - Tax | 01/01/1900 | 12/31/9999 |
| 5R33 | WC - Stlmt via DCS - Tax | 01/01/1900 | 12/31/9999 |

15. Select **5R04 COPPEA Prof Dev Fund Reim** list item **5R04 COPPEA Prof Dev Fund Reim**

16. Click **Enter (continue)** button



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Create Additional Payments (0015)

Personnel No: 100169 Name: BTS Coppea Pay Test
 EE group: 1 Regular Pers.area: 1250 OMF-BTS
 EE subgroup: 01 FT Covered, Negative Pers. subarea: 3110 COPPEA Stat: Active

Additional Payments (0015)

Wage Type: 5R04
 Amount: USD
 Number/unit:
 Date of origin: 02/05/2009
 Default Date:
 Assignment Number:
 Reason for Change:

17. Click **Amount** field

Enter the amount of the reimbursement. Check on the total amount reimbursed to the employee, as there are IRS limits per calendar year.




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

| Field | R/O/C | Description |
|-------|-------|-------------|
|-------|-------|-------------|



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| Field | R/O/C | Description |
|--------|-------|--|
| Amount | R | Figure within the pricing procedure that determines how the system calculates a condition value. Example: 5250.00 |

19. Click **Enter** button  .
20. Click **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 displays the SAP HR Master Data maintenance interface. The top navigation bar includes 'HR master data', 'Edit', 'Goto', 'Extras', 'Utilities(M)', 'Settings', 'System', and 'Help'. The main title is 'Maintain HR Master Data'. The search criteria are: Personnel no. 00169, Name BTS Coppea Pay Test, EE group 1 Regular, Pers.area 1250 OMF-BTS, EE subgroup 01 FT Covered, Negative, Pers. subarea 3110 COPPEA, and Status Active. The 'Basic Personal Data' tab is selected, 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), and Seniority (9001). The 'Period' section shows 'From 02/05/2009 To 02/05/2009' with radio buttons for 'Today', 'All', 'From curr.date', 'To Current Date', 'Current Period', 'Curr.week', 'Current month', 'Last week', and 'Current Year'. A 'Direct selection' section shows 'Infotype Additional Payments (0015) STy'. A 'Record created' message is visible at the bottom left.

21. Click **Exit** button  .

 The system displays the message, "Record created".



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Work Instruction

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Result

You have successfully entered a reimbursement for a COPPEA employee.