

Create / Maintain Functions	
	Use <b>CHANGE</b> to correct errors; does not maintain history
	Use <b>CREATE</b> to create new infotypes, overrides data and delimits existing infotype; maintains history
	Use <b>COPY</b> to eliminate some data entry when creating new infotype records; maintains history
	Use <b>DELIMIT</b> to assign an end date to an existing infotype; creates a unique record; maintains history
	Use <b>OVERVIEW</b> to view complete history of an infotype
	Use <b>DISPLAY</b> to view individual records

Commonly Used Infotypes		
Infotype Name	Number	Information Included
Bank Details	IT0009	Bank and account information
Recurring Payments/Deductions	IT0014	Payments and deduction amounts, frequency
Additional Payments	IT0015	Payment and deduction information
Display Residence Tax	IT0207	The employee's residence to derive the tax authorities that apply to residents.
Display Unemployment state	IT0209	This is to track the County of employment
Withholdings Info W4/W5 US	IT0210	Filing status, exemptions, and withholdings
Additional Withholdings Info US	IT0234	Override group for medical aid

Model	Name	Description	Amount Taken
WA01	Every Pay Period	Monthly	Half Amount
WA02	25 <sup>th</sup> Pay Period	Monthly	Full Amount
WA03	10 <sup>th</sup> Pay Period	Monthly	Full Amount
WA04	Every Pay Period	Semi-Monthly	Full Amount

**NOTE:** When the delimit function is used the date entered must be the **first day the plan or deduction is no longer valid**. For example if a period terminated on March 31st you would enter April 1st when performing the delimit function during the separation action.

Infotype	Start Date	Payroll Calculates Based on	Result When payroll runs it looks...	Example When payroll runs for...
<ul style="list-style-type: none"> <li>■ Health Plans (0167)</li> <li>■ Additional Withholding Info US (0234)</li> <li>■ Garnishment Documents (0194)</li> <li>■ Garnishment Order (0195)</li> <li>■ Other US Taxes (0235)</li> </ul>	<p><b>Actual Check Date of the pay period</b></p>	<p><b>Check Date</b></p>	<p>at the check date for the participation. The infotype record that is active on the check date will be calculated for the entire period. There is no proration periods.</p> <p>Most frequently the actual check dates (pay dates) are the 10th and 25th of the month. If the actual check date (pay date) falls on another date, you will need to use that date.</p>	<p>the last half of March it will look at the April 10<sup>th</sup> check date to determine plan participation and calculate the deduction for the entire period regardless of the start date.</p>
<ul style="list-style-type: none"> <li>■ Withholding Info W4/W5 US (0210)</li> <li>■ Bank Details (0009)</li> </ul>	<p><b>1<sup>st</sup> Day after the check date of the previous pay period</b></p>	<p><b>Most Current Record that is active in the Current Payroll Period</b></p>	<p>at the current record of the current period. The record that is in effect on the current payroll processing day</p>	<p>The first deduction with the new changes will take place on the 1/25/2012 pay check. The previous check date was 1/10/2012. The new start date of their <i>Withholding Info W4/W5 US (2010)</i> or <i>Bank Details (0009)</i> would be 1/11/2012.</p>
<ul style="list-style-type: none"> <li>■ Bond Denominations (0004)</li> <li>■ Bond Purchases (0003)</li> <li>■ Misc. Plans (0377) (Optional Life &amp; Optional LTD)</li> <li>■ Savings Plans (0169)</li> </ul>	<p><b>1<sup>st</sup> of the Pay Period (1<sup>st</sup> or 16<sup>th</sup>)</b></p>	<p><b>Period End Date</b></p>	<p>at the last day of the pay period for participation. The infotype record that is active on the last day of the period will be calculated for the entire period. No proration for partial periods. (Except on IT0014 union dues must be valid for the entire period unless there is a transfer in or out of a union dues required position.)</p>	<p>for April 10<sup>th</sup> it will look at March 31<sup>st</sup> to determine plan participation and calculate the deduction for the entire period regardless of the start date. The only exception in union dues, they must be effective for the entire period unless there is a mid period transfer involved.</p>
<ul style="list-style-type: none"> <li>■ Additional Payments (0015)</li> <li>■ Recurring Paymnts/Deductns (0014)</li> </ul>	<p><b>1<sup>st</sup> of the Pay Period (1<sup>st</sup> or 16<sup>th</sup>)</b></p>	<p><b>Any Day Within The Period</b></p>	<p>at all of the infotype records that are active any time within the current payroll period. There is no proration for partial periods.</p>	<p>for April 10<sup>th</sup> it will process any records that were active any time from March 16<sup>th</sup> through March 31<sup>st</sup>. Note that if there are two records for the same wage type active at different times in the same period they will both be processed for the full amount.</p>

