

Additional Payment- Taxable Travel

PA30

- Purpose** Use this procedure to create an Additional Payment to tax the value of per diem already paid through TEMS.
- Trigger** Perform this procedure when an employees per diem has already been paid through TEMS.
- Prerequisites** An employee has Taxable Travel that has been paid outside of HRMS.
- End User Roles** In order to perform this transaction you must be assigned the following role:
Payroll Processor

Change History	
Date	Change Description
11/25/2014	User procedure created

Menu Path Human Resources → Personnel Management → Administration → HR Master Data → Maintain

Transaction Code PA30

Helpful Hints	None.
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The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

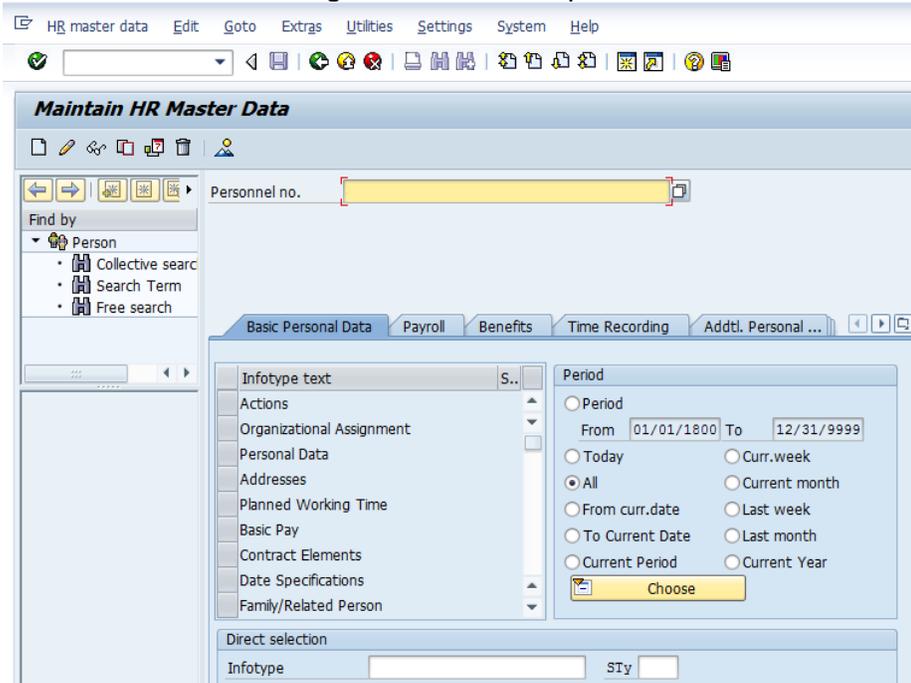
Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to validate and proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

Scenario

An employee has Taxable Travel that has been paid outside of HRMS. Create the **Additional Payments (0015)** to the tax the value.

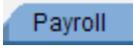
Procedure

1. Start the transaction using the above menu path or transaction code **PA30**.



2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number. Example: 40000235

3. Click  (Enter) to validate the information.
4. Click the  tab to select.
5. Click the box to the left of  to select.

Additional Payment- Taxing Travel paid outside of HRMS

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 40000235

Name PHILLIPS MICHAEL

PersArea 1110 Dept of Personnel EEGroup B Civil Service Exempt

PSubarea 0003 Exempt EESubgroup 01 Monthly(M) OT Exe... Status Active

Basic Personal Data **Payroll** Benefits Time Recording Addtl. Personal ...

Infotype text S..

Basic Pay ✓

Recurring Payments/Deductions ✓

Additional Payments ✓

Cost Distribution ✓

Bank Details ✓

External Transfers ✓

Payroll Status ✓

Residence Tax Area ✓

Work Tax Area ✓

Period

From 01/01/1800 To 12/31/9999

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 STy

6. Click  (Create) to create a new record.

Infotype Edit Goto Extras System Help

Create Additional Payments (0015)

Personnel No. 40000235 Name PHILLIPS MICHAEL

PersArea 1110 Dept of Personnel EEGroup B Civil Service Exempt

PSubarea 0003 Exempt EESubgroup 01 Monthly(M) OT Exe... Status Active

Additional Payments

Wage Type 

Amount USD Ind.val.

Number/unit

Date of origin 01/01/1800

Default Date

Assignment Number

Reason for Change

7. In the **Wage Type** field, click on the  (Matchcode) to open selection list.

Additional Payment- Taxing Travel paid outside of HRMS

WT	Wage Type Long Text	Start Date	End Date
1126	Noncash Health Adj	01/01/1900	12/31/9999
1127	Noncash Gross Perm	01/01/1900	12/31/9999
1128	Noncash Gross non Perm	01/01/1900	12/31/9999
1129	Noncash Gross NSubj Ret	01/01/1900	12/31/9999
1130	Noncash Gross Subj Ret	01/01/1900	12/31/9999
1135	Noncash Gross OverTime	01/01/1900	12/31/9999
1137	Uniform Fit	01/01/1900	12/31/9999
1138	Uniform Maintain \$13	01/01/1900	12/31/9999
1140	Navigation Equip Allowana	01/01/1900	12/31/9999
1141	WMS Lumpsum recognition	01/01/1900	12/31/9999
1142	Comm Trp Red (CTR) \$35	01/01/1900	12/31/9999
1143	Tuition Reimb Taxable	01/01/1900	12/31/9999
1145	Commute incentive	01/01/1900	12/31/9999
1146	Cash Recognition	01/01/1900	12/31/9999
1147	CTR daily/taxable	01/01/1900	12/31/9999
1148	Taxed Meals(In State)	01/01/1900	12/31/9999
1149	Taxed Meals(Out of State)	01/01/1900	12/31/9999
1150	Relocation Comp	01/01/1900	12/31/9999
1151	EMS Performance Comp	01/01/1900	12/31/9999
1152	Team Development Tr Incen	01/01/1900	12/31/9999
1154	Relocation	01/01/1900	12/31/9999

294 Entries found

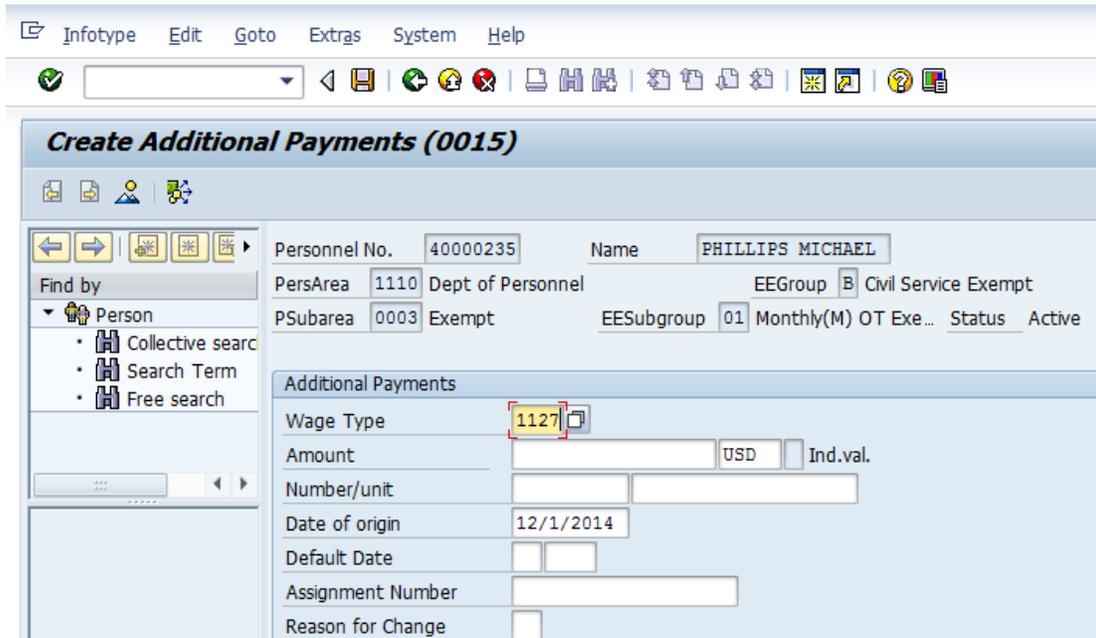
- Use the scroll bar on the **Wage Type for Infotype "Additional Payments"** to select correct either Wage Type 1127 (Noncash Gross Perm) **or** 1128 (Noncash Gross non Perm). **Either** option is correct. Follow your agency business process as to which Wage Type you select.



Tip: If you know the wage type number, you can key it into the **Wage Type** field.

WT	Wage Type Long Text	Start Date	End Date
1126	Noncash Health Adj	01/01/1900	12/31/9999
1127	Noncash Gross Perm	01/01/1900	12/31/9999
1128	Noncash Gross non Perm	01/01/1900	12/31/9999
1129	Noncash Gross NSubj Ret	01/01/1900	12/31/9999
1130	Noncash Gross Subj Ret	01/01/1900	12/31/9999

7. Click  (Copy) to return back to the *Create Additional Payments (0015)*



The screenshot shows the 'Create Additional Payments (0015)' form. The top menu includes 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. The form fields are as follows:

- Personnel No.: 40000235
- Name: PHILLIPS MICHAEL
- PersArea: 1110
- Dept of Personnel: [blank]
- EGroup: B Civil Service Exempt
- PSubarea: 0003
- Exempt: [blank]
- EESubgroup: 01
- Monthly(M) OT Exe...: [blank]
- Status: Active

The 'Additional Payments' section includes:

- Wage Type: 1127
- Amount: [blank]
- Number/unit: [blank]
- Date of origin: 12/1/2014
- Default Date: [blank]
- Assignment Number: [blank]
- Reason for Change: [blank]

8. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Amount	R	Enter the amount of the overpayment. Example: 50
Date of Origin	R	Enter any date within the current period. Example: 12/1/2014

Additional Payment- Taxing Travel paid outside of HRMS

Infotype Edit Goto Extras System Help

Create Additional Payments (0015)

Personnel No. 40000235 Name PHILLIPS MICHAEL

PersArea 1110 Dept of Personnel EEGroup B Civil Service Exempt

PSubarea 0003 Exempt EESubgroup 01 Monthly(M) OT Exe... Status Active

Additional Payments

Wage Type 1127 Noncash Gross Perm

Amount 50.00 USD Ind.val.

Number/unit

Date of origin 12/15/2014

Default Date

Assignment Number

Reason for Change

9. Click  (Enter) to validate entries.
10. Click  (Save) to save entries.
11. Run the [Payroll Simulation](#) to verify the reimbursement.

Results

You have successfully created an Additional Payment taxing travel paid outside of HRMS.