

Basic Pay – View previous pay amounts

Purpose Use this procedure to view previous amounts on an indirectly valuated employee’s *Basic Pay (0008)* infotype.

Trigger Perform this procedure when you want to view the previous amounts on the employee’s *Basic Pay (0008)* when salary table has been updated and new basic pay record has not been created.

Prerequisites There has been an update to the salary table and new basic pay record has not been created.

End User Roles In order to perform this transaction you must be assigned the following role: Personnel Administration Processor, and Payroll Processor

Change History	
Date	Change Description
3/22/2013	Procedure created

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

Transaction Code PA30

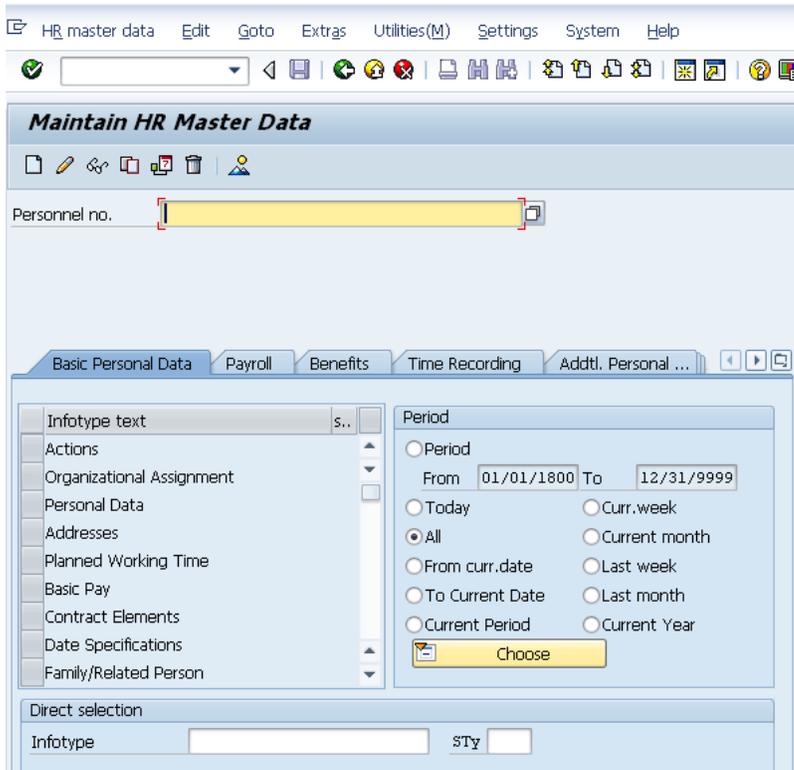
Helpful Hints	None.
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The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

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.

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: 40000487

3. Click the box to the left of **Basic Pay** to select.
4. Click  (Enter) to validate the information.

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

Maintain HR Master Data

Personnel no. 40000487
Name CAMPBELL RICHARD
PersArea 1000 Attorney General EEGroup 0 Permanent
PSubarea 0001 Non Represented EESubgroup 06 M-OT Elig>40hrs/wk Status Active

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

Infotype text s..
Actions ✓
Organizational Assignment ✓
Personal Data ✓
Addresses ✓
Planned Working Time ✓
Basic Pay ✓
Contract Elements ✓
Date Specifications ✓
Family/Related Person ✓

Period
 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 STy

5. Click  (Display) to view the employee's *Basic Pay* (0008).

Personnel No. 40000487 Name CAMPBELL RICHARD
 PersArea 1000 Attorney General EEGroup 0 Permanent
 PSubarea 0001 Non Represented EESubgroup 06 M-OT Elig>40hrs/wk Status Active
 Start 08/18/2008 to 12/31/9999 Chng 08/26/2008 TRANSJP

Subtype 0 Basic contract

Pay scale
 Reason 19 Initial Appointment Cap.util.lvl 100.00
 PS type 00 Non-Represented WkHrs/period 87.00 Semi-monthly
 PS Area 01 Standard Progression Next inc.
 PS group 41 Level L Ann.salary 41,316.00 USD

W...	Wage Type	Long Text	O.	Amount	Curr...	I...	A..	Number/Unit	Unit
1003	Pay Period	Salary		1,721.50	USD	I	✓	0.00	

IV 03/25/2013 12/31/9999 1,721.50 USD

6. Select the IV field

IV 03/25/2013 12/31/9999 1,721.50 USD

7.

Click on the  (matchcode) to display the different start dates of the employee's **Basic Pay (0008)**.

Restrict Value Range (1) 3 Entries found

Start Date	End Date
08/18/2008	08/31/2008
09/01/2008	06/30/2011
07/01/2011	12/31/9999

7.1 To view a different amount double click on the date.

7.2 Click  (Enter)



If you receive the **warning** message that “Annual salary not within range....”

⚠ Annual salary not within range (41,748.00 - 41,748.00)

click (Enter) to clear the message and display the employee’s **Basic Pay**

IV 09/01/2008 - 06/30/2011 1,774.50 USD

Infotype Edit Goto Wage types Extras System Help

Display Basic Pay (0008)

Salary amount Payments and deductions

Personnel No. 40000487 Name CAMPBELL RICHARD

PersArea 1000 Attorney General EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 06 M-OT Elig>40hrs/wk Status Active

Start 08/18/2008 to 12/31/9999 Chng 08/26/2008 TRANSJP

Subtype 0 Basic contract

Pay scale

Reason	19 Initial Appointment	Cap.util.lvl	100.00
PS type	00 Non-Represented	WkHrs/period	87.00 Semi-monthly
PS Area	01 Standard Progression	Next inc.	
PS group	41 Level I	Ann.salary	42,588.00 USD

W...	Wage Type	Long Text	O. Amount	Curr...	I...	A..	Number/Unit	Unit
1003	Pay Period Salary		1,774.50	USD	I	<input checked="" type="checkbox"/>	0.00	

IV 09/01/2008 06/30/2011 1,774.50 USD



Repeat steps 7-7.2 to view different amounts for your employee.

8. You have completed this transaction.

Results

You have successfully viewed the different pay amounts for your employee.