

One Time Deduction

- Purpose** Use this procedure to create a One Time Deduction.
- Trigger** Perform this procedure when an employee needs to have a deduction taken for only one pay period.
- Prerequisites** None.
- End User Roles** In order to perform this transaction you must be assigned the following role: Payroll Processor.

Change History	
Date	Change Description
4/09/2012	Procedure updated to match current system.

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

Transaction Code PA30

Helpful Hints	None.
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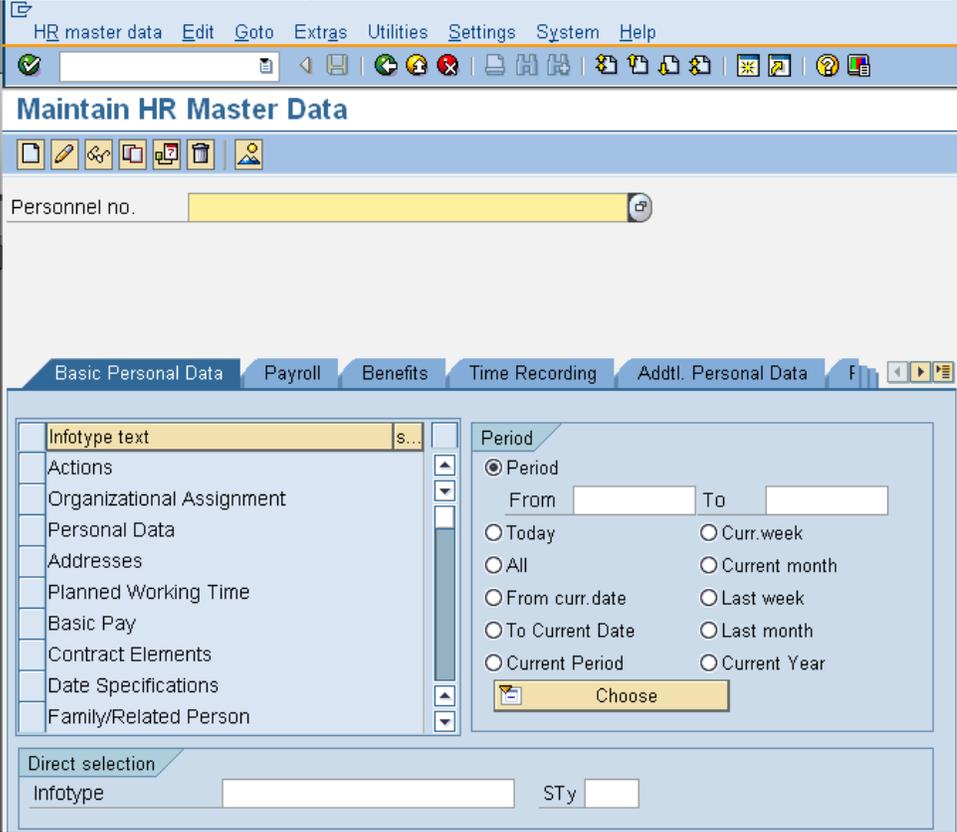


The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

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.

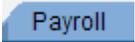
Procedure

- 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 Number	R	The employee's unique identifying number. Example: 40000100

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

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 40000100
Name SULLIVAN JAMES
PersArea 3000 DSHS Headquarters EGroup 0 Permanent
PSubarea 00JE Econ/Social Svcs ESubgroup 01 Monthly(M) OT Exe... Status Active

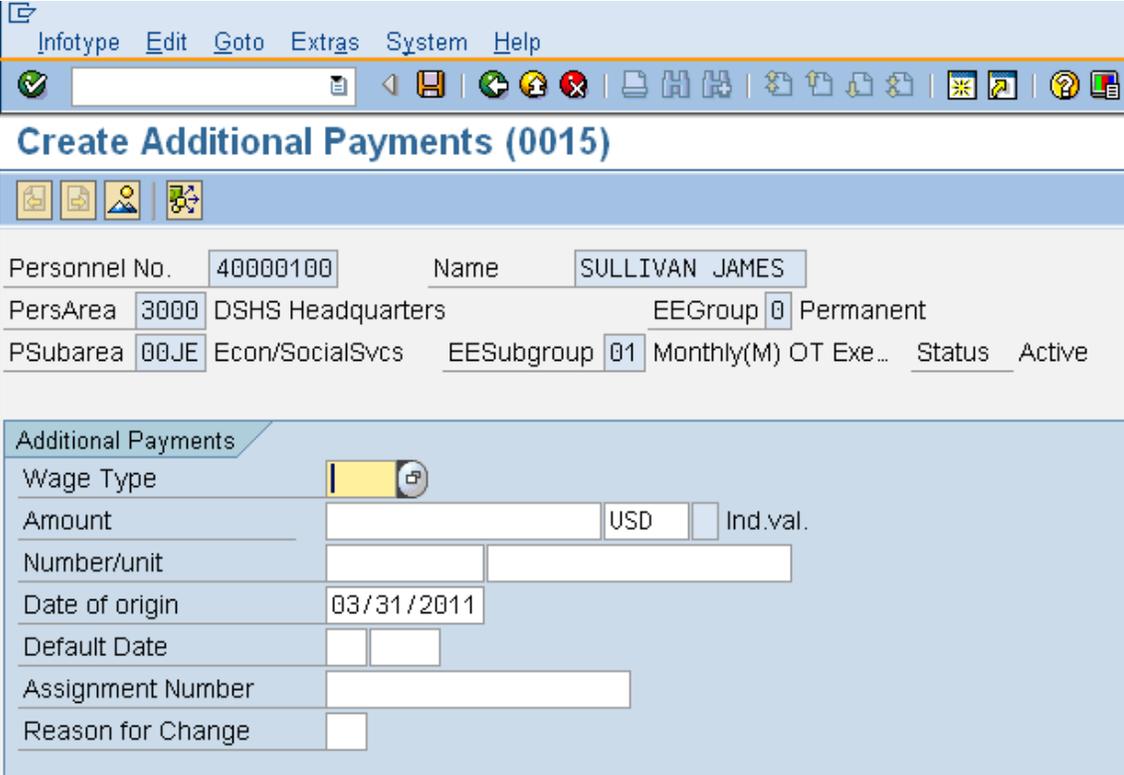
Basic Personal Data Payroll Benefits Time Recording Addtl. Personal Data F

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
 Period
From [] To []
 Today Curr. week
 All Current month
 From curr. date Last week
 To Current Date Last month
 Current Period Current Year
Choose

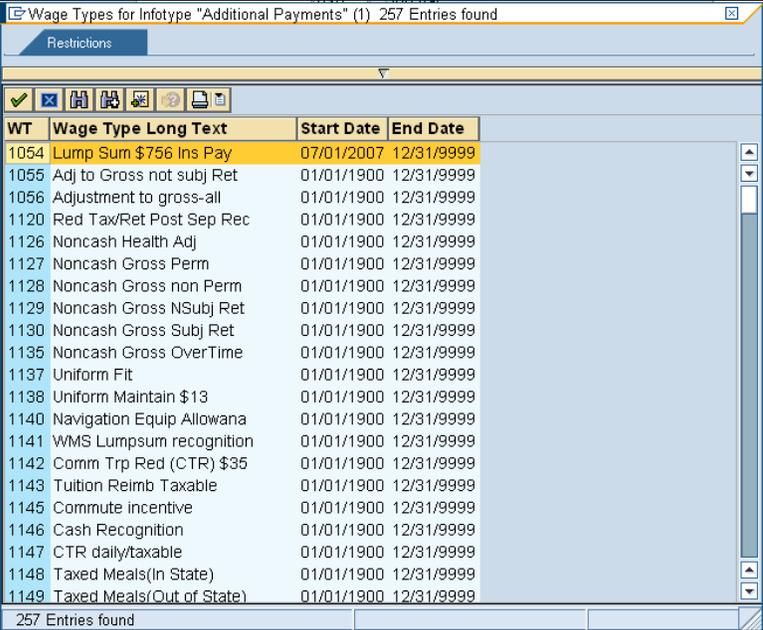
Direct selection
Infotype Additional Payments STy []

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

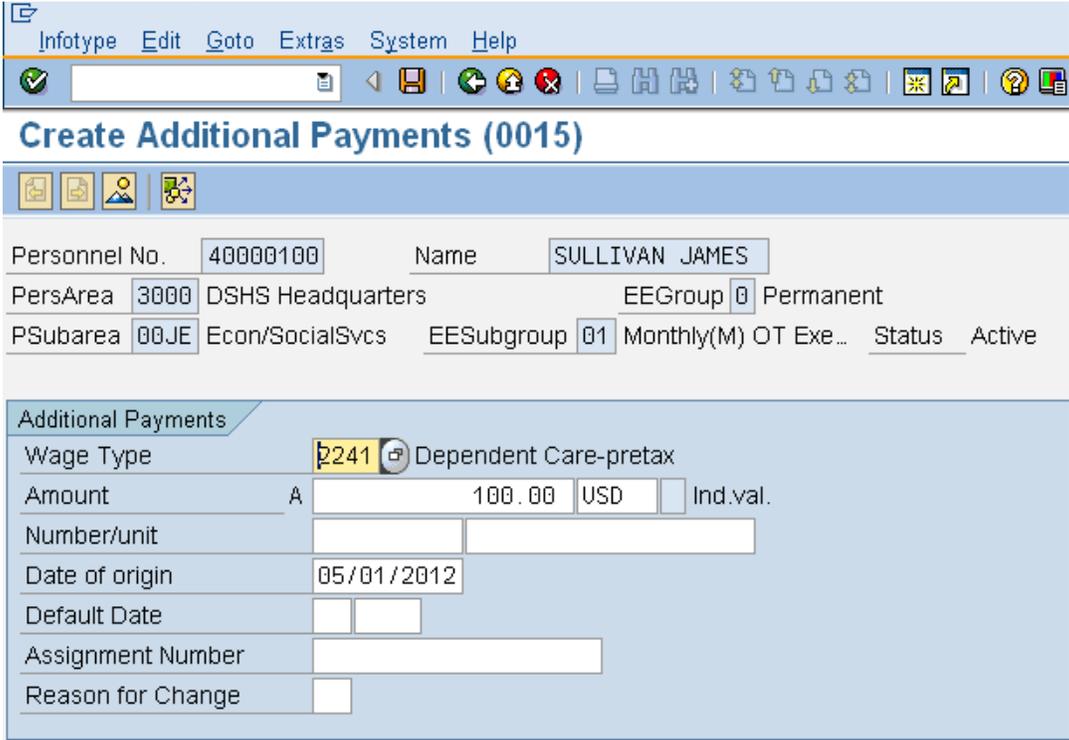


7. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Wage Type	R	<p>This is an object in Payroll and Personnel Administration which stores amounts or time units that are used to calculate pay and deductions, store results, and determine statistics. It separates amounts and time units for various business processes. It enables the system to process amounts and time units in different ways during the payroll run.</p> <p> Click on the  (Matchcode) to open the selection list.</p>

		 <p>Tip: If you know the wage type number, you can key it into the Wage Type field.</p> <p>Example: 2241 – Dependent Care- pretax</p>
Amount	R	Enter the amount of the one time deduction Example: \$100.00
Date of Origin	R	The first or the last day of the pay period the deduction will be processed. Example: 5/1/2012

8. Click  (Enter) to validate the information.



9. Click  (Save) to save your entries.

10. You have completed the transaction.

 **Tip:** Run a [Payroll Simulation](#) to verify the one time deduction is accurate.

Results
You have created a one time deduction.