

**Assignment Pay – Range-based**

- Purpose** Use this procedure to enter assignment pay into *Basic Pay* Infotype (0008) for an employee who receives assignment pay as part of their base pay.
- Trigger** Perform this procedure when assignment pay is granted in recognition of assigned duties that exceed ordinary duties. Use when assignment pay is based on salary ranges and not percentages.
- Prerequisites**
- Assignment pay is granted.
  - The employee’s *Basic Pay* (0008) must be **Indirectly Valuated**. (See OLQR procedure, [Basic Pay – Indirectly or Directly Valued](#).)
- End User Roles** In order to perform this transaction you must be assigned the following role:  
Personnel Administration Processor, Payroll Processor

Change History	
Date	Change Description
7/20/2009	New procedure created.
7/13/2015	Updated procedure.

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

**Transaction Code** PA30

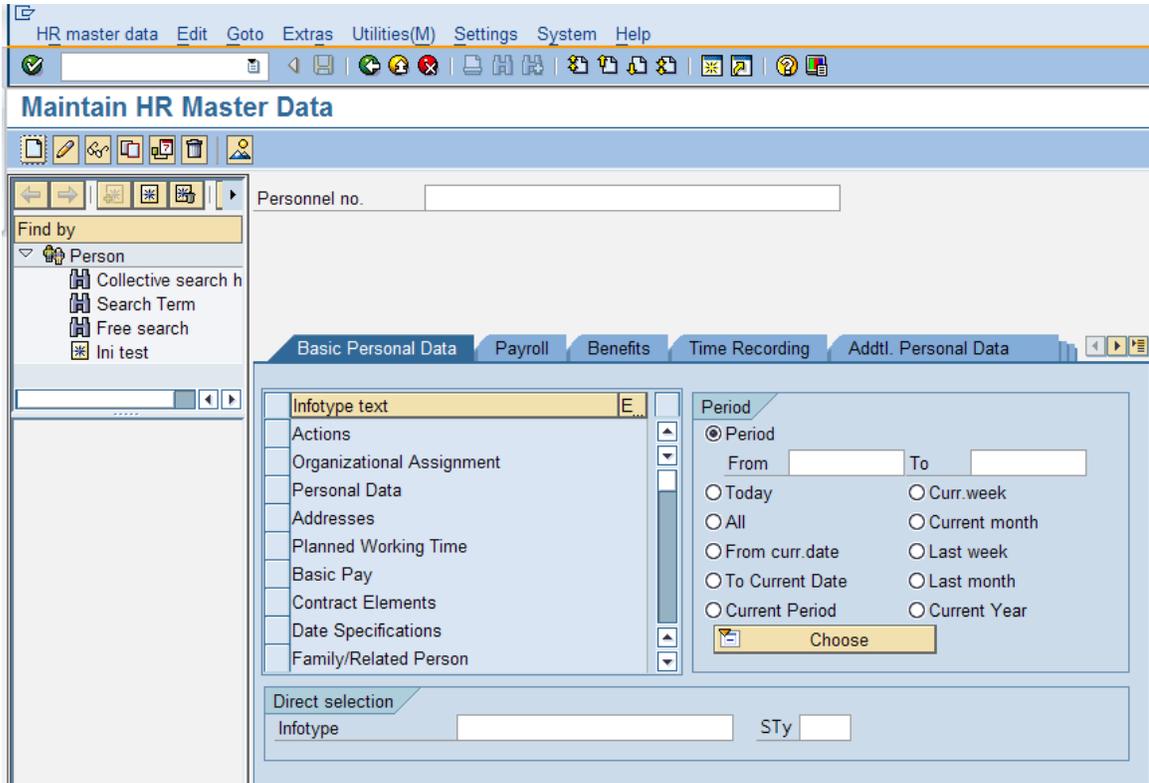
<b>Helpful Hints</b>	<ul style="list-style-type: none"> <li>•  Reference the <a href="#">HRMS Data Definitions Resource Guide</a> for details related to the application of assignment pay wage type codes.</li> <li>• These wage types are “dynamic,” meaning they will automatically update any time the employee has a change in pay, as long as the wage type is present on <i>IT0008 Basic Pay</i>. This includes HRMS table updates such as for the July and September COLA increases.</li> </ul>
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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
<b>Error</b> 	<b>Example:</b>  Make an entry in all required fields. <b>Action:</b> Fix the problem(s) and then click  (Enter) to validate and proceed.
<b>Warning</b> 	<b>Example:</b>  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. <b>Action:</b> If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.
<b>Confirmation</b>  or 	<b>Example:</b>  Save your entries. <b>Action:</b> Perform the required action to proceed.

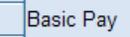
**Procedure**

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. <b>Example:</b> 40000422

3. Click the gray box to the left of  to select.

4. Click  (Copy) to create a new record.

5. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Start	R	This is the date on which the record begins <b>Example:</b> 7/1/2015
Reason	R	This is a specific reason for performing an action or maintaining

		<p>an infotype.</p> <p> Click  (Matchcode) to open the selection list.</p> <p><b>Example:</b> 13 (Employee put on Special Pay)</p>
Wage Type	R	<p>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  (Matchcode) to open the selection list.</p> <p><b>Example:</b> 1736(AP REF29 GroupC 1 RG)</p>
Number/Unit	R	<p>Stores an amount or number.</p> <p> If applicable, enter a number range from 1 to 17 (whole numbers only).</p> <p><b>Example:</b> 1</p>
Unit	R	<p>It is the base for calculation.</p> <p> Click  (Matchcode) to open the selection list.</p> <p><b>Example:</b> Ranges (This is the appropriate option for this transaction)</p>

**Copy Basic Pay (0008)**

Salary amount Payments and deductions

Personnel No. 80000801 Name JONES TED  
 PersArea 4900 Dept Natural Resources EEGroup 0 Permanent  
 PSubarea 00PU Sups EESubgroup 06 M-OT Elig>40hrs/wk Status Active  
 Start 07/01/2015 to 12/31/9999

Subtype 0 Basic contract

Pay scale

Reason	13	Add Additional Pay	Cap.util.lvl	100.00
PS type	02	WPEA	WkHrs/period	87.00 Semi-monthly
PS Area	01	Standard Progression	Next inc.	02/18/2016
PS group	44	Level C	Ann.salary	37,860.00 USD

Wa...	Wage Type Long Text	O.. Amount	Curr...	I...	A..	Number/Unit	Unit
1003	Pay Period Salary	1,577.50	USD	I	<input checked="" type="checkbox"/>		
1736	AP REF29 GroupC Loc 1 Rg	37.00	USD	I	<input checked="" type="checkbox"/>	1.00	Ranges
			USD		<input type="checkbox"/>		
			USD		<input type="checkbox"/>		
			USD		<input type="checkbox"/>		
			USD		<input type="checkbox"/>		

IV 08/06/2015 - 12/31/9999 1,614.50 USD



The IV (Indirect Valuation) field calculates the wage type totals.

6. Click (Enter) to validate the information.
7. Click (Save) to save.
8. You have completed this transaction.

<b>Results</b>
You have created a range-based assignment pay for the employee.
<b>Comments</b>
None.