

PA30 Change Cost Distribution

Process: This transaction sets up cost distribution at the employee level. The cost distribution entered here will override the cost distribution on the position. Use this Infotype only when the cost distribution on the position is not applicable to the employee holding the position for any period of time. The infotype used for this cost distribution at the employee level is Infotype 0027 and is equivalent to HRS screen 036.

Role: Authorized Users

Frequency: When needed

BEGINNING

Enter the transaction code PA30

MAINTAIN HR MASTER DATA

Person ID Enter the Person ID or use the Possible Entries icon  to select

Direct Selection Infotype 0027

Press Enter

Click on the Change icon 

CHANGE COST DISTRIBUTION (0027)

Make a change to any of the fields below:

Start Change the date the cost distribution will start, if needed

To Change the last day the cost distribution will be in effect, if needed

Distrib. (Distribution Type) Wage and Salary should be chosen


CoCd (Company Code) UK00

Cost Center/Order/WBS Element Change the correct cost object, either a cost center, an internal order, or a WBS Element, if needed

Pct. (Percent) Change the percentage, such as 20% is entered as 20.00, if needed

Remember: The entries must add up to 100%!

Click on the Save icon 

Click on the Back icon to exit the transaction 

The following tools to help you are on the myHelp website.

Course Material • Transaction Procedures • Transaction Simulations • Online Feedback Form

<http://myhelp.uky.edu/>