PA30 Create Additional Payments

IRIS
Integrated Resource
Information System

Process: Use PA30 is used to create an additional payment for an employee. This is a one time payment and will only happen in the pay period associated with the Date of origin on the infotype record.	
Role: Authorized Personnel	**Frequency:** When Needed

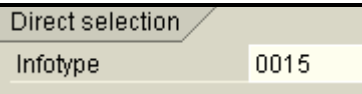| BEGINNING	
Enter the transaction code	PA30
MAINTAIN HR MASTER DATA	
Person ID	Enter the employee's Person ID or use the Possible Entries icon 🔃 to search
Press Enter to populate the fields	
DIRECT SELECTION	
Infotype *Direct selection — Infotype 0015*	0015
Click on the Create icon	🗋
ADDITIONAL PAYMENTS (0015)	
Wage Type	Enter the wage type number or use the Possible Entries icon 🔃 to search *Example: 2240 Make the Difference Award*
Amount	Enter the amount to be paid
Date of Origin	Enter the date in the specific payroll period in which the employee should be paid
Click on the Maintain Cost Assignment icon located on the Application Toolbar	🔣
COST ASSIGNMENT DEFAULTS	
Business Area	The default will be the employee's business area. Change this field, if necessary, to the appropriate business area for the cost object (account number)
Cost Center/WBS Element/Order	Enter either the cost center, WBS element, or internal order that will cover the cost of the additional payment

Click on the Transfer button	Transfer
ADDITIONAL PAYMENTS (0015)	
Click on the Save icon	💾
CREATING THE PAYROLL AUTHORIZATION RECORD (PAR)	
Use ZHR_PAR to create the PAR and obtain signatures	