PA30 Create Recurring Payments/Deductions

IRIS
Integrated Resource
Information System

Process: Use PA30 is used to create and apply recurring payments and deductions to an employee. The purpose of the recurring payment/deduction is to create a payment or deduction that will affect the employee's pay continuously over a designated period of time.

Role: Authorized Personnel	**Frequency:** When Needed

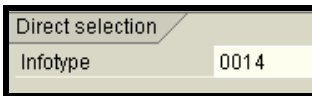| BEGINNING	
Enter the transaction code	PA30
MAINTAIN HR MASTER DATA	
Person ID	Enter the employee's Person ID or use the Possible Entries icon 🔲 to search
Press Enter to populate the fields	
DIRECT SELECTION	
Infotype Direct selection Infotype 0014	0014
Click on the Create icon	🗋
RECURRING PAYMENTS/DEDUCTIONS (0014)	
Start Date	Enter the date the payment/deduction will start
End Date	If known, enter the date the payment/deduction will end. If unknown, leave the default date of 12/31/9999. When 12/31/9999 is used, the payment or deduction continues indefinitely.
Wage Type	Enter the wage type number or use the Possible Entries icon 🔲 to search *Example: 4325 E Parking BW Shelt*
Amount, (if applicable)	Enter the amount to be paid/deducted
Number, (if applicable)	Enter the number of times per unit *Example: 1*

Unit, (if applicable)	Enter the type of unit or use the Possible Entries icon to search *Example: Payrper. (payroll period)* Note: Parking and Spindletop pull from a table, so the entry for these deductions would be "1" per month.
FOR RECURRING PAYMENTS ONLY	
For recurring payments only, click on the Maintain Cost Assignment icon located on the Application Toolbar	
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
RECURRING PAYMENTS/DEDUCTIONS (0014)	
Click on the Save icon	
CREATING THE PAYROLL AUTHORIZATION RECORD (PAR)	
Use ZHR_PAR to create the PAR and obtain signatures	