

JOB AID

HRMS Create and Maintain Payroll Master Data

Recurring Deductions

Section 1–For Payroll Processor, Payroll Analyst, or Payroll Supervisor

HRMS Create and Maintain Payroll Master Data *Recurring Deductions*

Use this procedure to:

- Establish a recurring deduction from an employee's earnings
- Change the amount of a deduction for a specific time
- Stop a deduction for one or more pay periods and then resume

Section 1–For Payroll Processor, Payroll Analyst, or Payroll Supervisor



IMPORTANT

The actions in this section are completed by the **Payroll Processor, Payroll Analyst, or Payroll Supervisor**.

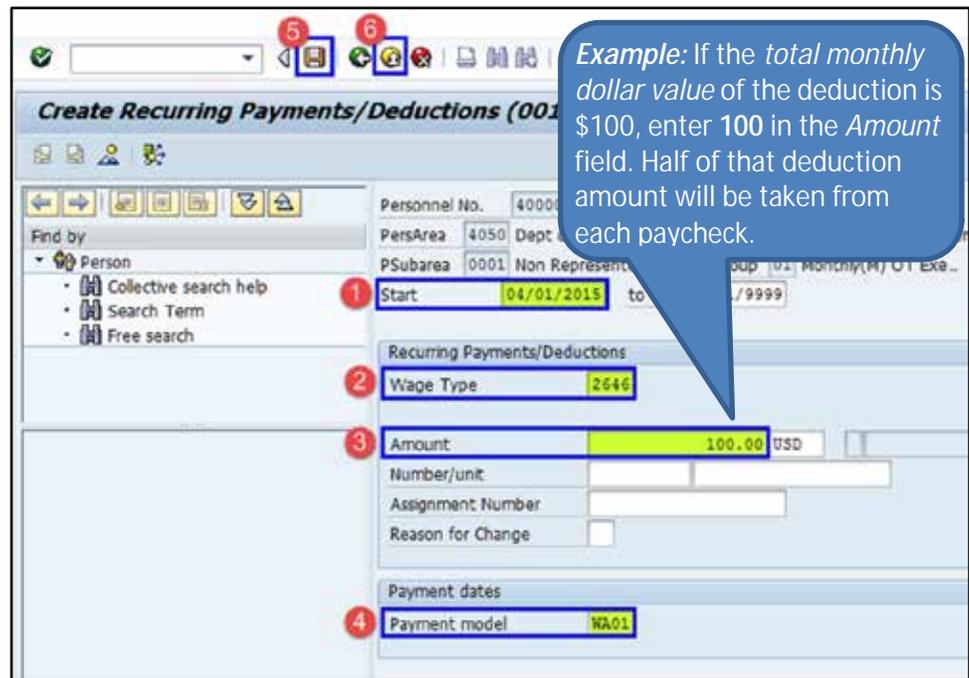
1. Enter Transaction Code **PA30** in the Command field and press the **Enter** key.
2. Enter the employee's **Personnel no.**
3. Select the *Payroll* tab.
4. Click the box to the left of *Recurring Payments /Deductions*.
5. To create a **NEW** recurring deduction, click on **Create** and go to the next page, **or** To **CHANGE** a recurring deduction, click **Overview** and skip to page 3, **or** To **STOP and RESUME** a recurring deduction, click **Overview** and skip to page 4.

ACTION: Create Recurring Payments/Deductions (0014)

Use this procedure to create a *NEW* recurring deduction.

1. In the *Start* field, enter the first day of the pay period on which the deduction becomes effective.
2. If you know the correct *Wage Type*, enter it. Otherwise, select it from the match code list.
3. In the *Amount* field, enter the *total monthly dollar* value of the wage type to be deducted.
4. If you know the correct *Payment Model*, enter it. Otherwise, select it from the match code list.
5. Click **Save**.
6. Click **Exit**.

This completes the transaction for creating a *NEW* recurring deduction.



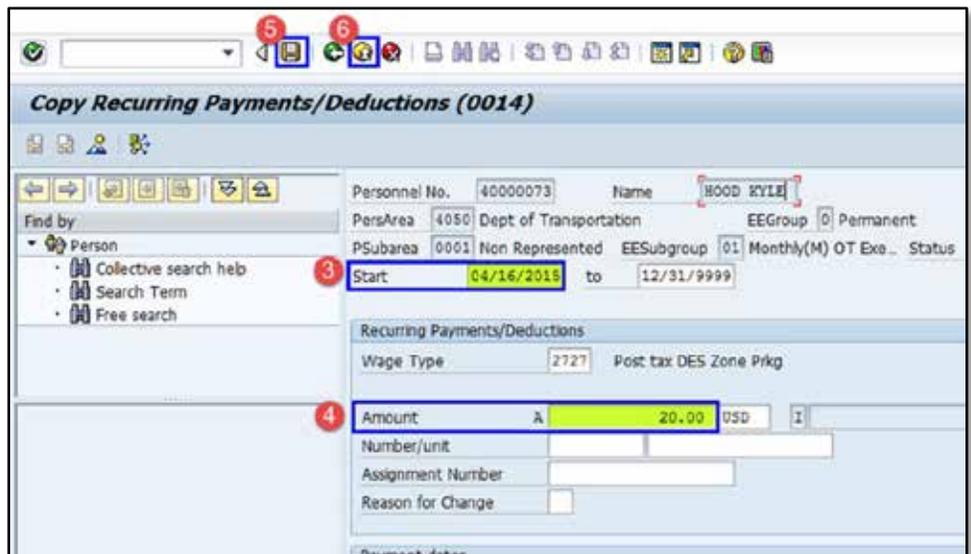
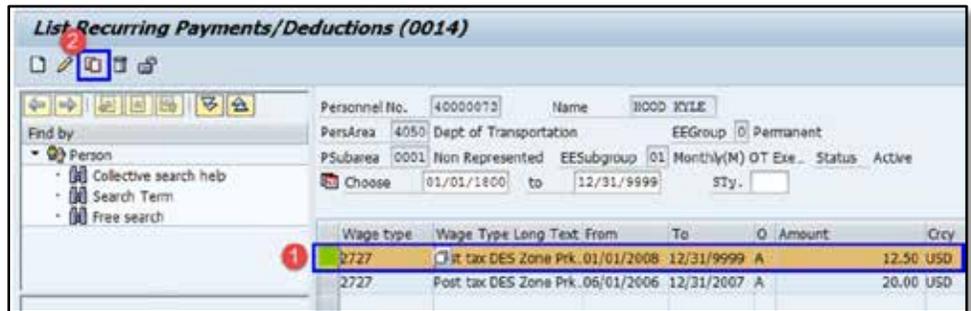
The screenshot shows the 'Create Recurring Payments/Deductions (0014)' form. The form is titled 'Create Recurring Payments/Deductions (0014)'. It includes a search section with 'Find by' options: Person, Collective search help, Search Term, and Free search. The main form fields are: Personnel No. (4000), PersArea (4050), Dept (), PSubarea (0001), Non Represent (), Group (102), Monthly(M) OT Exa (), and /9999. The 'Recurring Payments/Deductions' section contains: Start (04/01/2015), Wage Type (2646), Amount (100.00 USD), Number/unit (), Assignment Number (), Reason for Change (), Payment dates (), and Payment model (NA01). A blue callout box points to the 'Amount' field with the text: 'Example: If the total monthly dollar value of the deduction is \$100, enter 100 in the Amount field. Half of that deduction amount will be taken from each paycheck.' Numbered callouts 1 through 6 are placed over the Start, Wage Type, Amount, Payment model, Save button, and Exit button respectively.

ACTION: Change Recurring Payments/Deductions (0014)

Use this procedure to UPDATE/CHANGE a recurring deduction.

1. Click in the box to the left of the deduction that needs updating.
2. Click **Copy**.
3. In the *Start* field, enter the first day of the pay period in which the change becomes effective.
4. In the *Amount* field, enter the total monthly dollar value of the wage type to be deducted.
5. Click **Save**.
6. Click **Exit**.

This completes the transaction for UPDATING a recurring deduction.



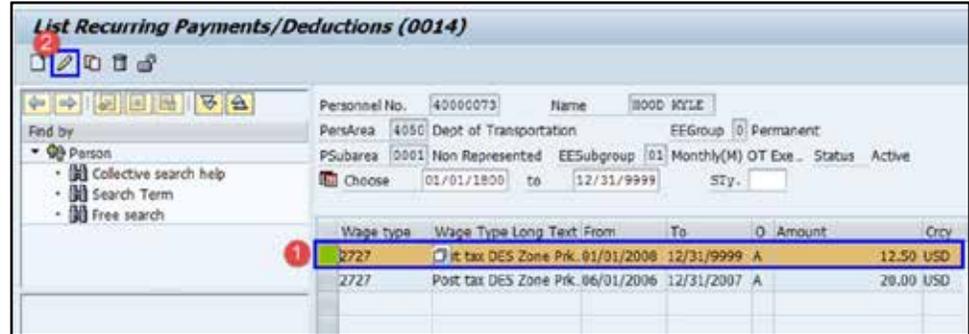
ACTION: Change Recurring Payments/Deductions (0014)

Use this procedure to **STOP** a recurring deduction and, if necessary, resume it at a later date.

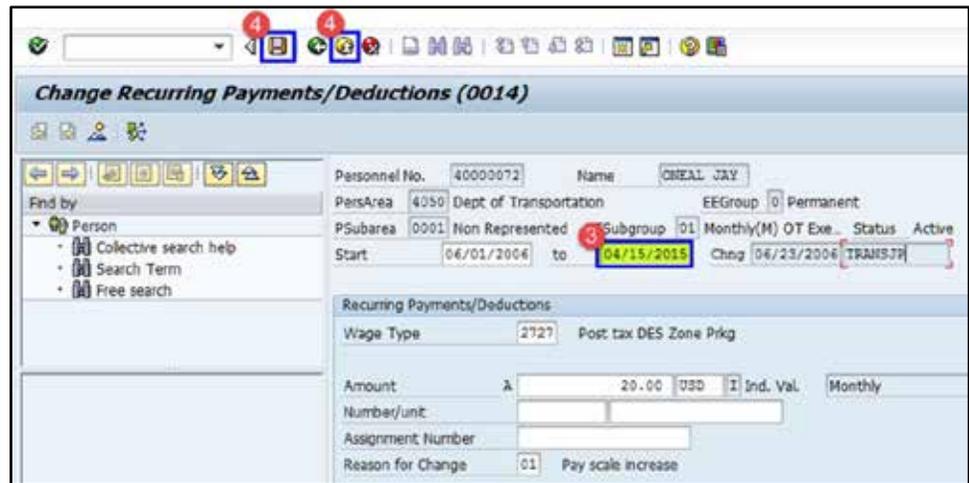
1. Click on the deduction that needs to be stopped.
2. Click **Change**.
3. In the *to* field, enter the date the deduction should stop (last day of the pay period the deduction is to be active).
4. Click **Save**.*

If the deduction is not scheduled to resume at a later date, click **Exit. If the deduction will resume at a later date, continue with the steps on the following page.*

This completes the action to STOP a recurring deduction.



Wage type	Wage Type Long Text	From	To	D	Amount	Crty
2727	It tax DES Zone Prk	01/01/2006	12/31/9999	A	12.50	USD
2727	Post tax DES Zone Prk	06/01/2006	12/31/2007	A	20.00	USD



Change Recurring Payments/Deductions (0014)

Personnel No. 40000072 Name CHEAL JAY
 PersArea 4050 Dept of Transportation EEGroup 0 Permanent
 PSubarea 0001 Non Represented EESubgroup 01 Monthly(M) OT Exe. Status Active
 Start 06/01/2004 to 04/15/2015 Chng 06/23/2004 TRAMSJR

Recurring Payments/Deductions

Wage Type 2727 Post tax DES Zone Prkg

Amount A 20.00 USD Ind. Val. Monthly

Number/unit

Assignment Number

Reason for Change 01 Pay scale increase

ACTION: Change Recurring Payments/Deductions (0014)

5. Click on the deduction that will be resumed.

6. Click **Copy**.

7. In the *Start* field, enter the date the deduction should resume.

8. Click **Save**.

9. The screen will now show two records for this deduction: one with the end date and another with the new start date.

Click **Exit**.

This completes the action to stop a recurring deduction and resume it at a later date.

