Payments

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SAP ™

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Payments

Definition

Payments that the employee is entitled to according to the employment contract (= stipulated in the employment contract) or that they accrue (= paid voluntarily by the employer).

The individual payments form the basis for the calculation of an employee's gross remuneration, which is the core part of payroll. Gross remuneration is the starting point for the calculation of social insurance and tax payments, and also for the calculation of net remuneration.

Structure

In the SAP System, payments are split into the following categories according to their characteristics:

- Basic pay

    Basic pay consists of the fixed wage and salary elements that are paid in every payroll period. You enter them in the form of wage types in the Basic Pay(0008) [Page 6] infotype.

- Recurring payments and deductions

    Recurring payments and deductions are paid or retained with fixed frequency. The system determines the payments using factors such as overtime, leave or substitutions. You enter the wage types which illustrate these factors in the Recurring Payments and Deductions (0014) [Page 14] infotype. In the processing stage, the system uses the Customizing settings representing the collective agreement.

- Additional Payments

    Additional payments are wage and salary elements that are not usually paid in each payroll period, and that are not paid at regular intervals. You enter them in the Additional Payments(0015) [Page 17] infotype.

Basic Pay (Infotype 0008)

You can store the employee's basic pay in the *Basic Pay* infotype (0008) . You get an overview of the employee's payroll history using the infotype history.

The standard system contains the following reference types:

- Subtype 0: *Basic contract*

- Subtype 1: *Increase basic contract*

- Subtype 2: *Comparable domestic pay*

- Subtype 3: *Refund of costs in foreign currency*

- Subtype 4: *Local weighting allowance*

You can process the *Basic Pay* infotype (0008) on its own or during a personnel action. If you want to create a new infotype record, enter the reference type on the screen *Maintain HR Master Data*. The reference type is already set if you carry out a personnel action

Pay scale

The system automatically proposes the *Pay Scale Type* and the *Pay Scale Area*. However, you can overwrite these values.

Wage types

If you want to insert an infotype record, the system automatically suggests the wage types. There are a few wage types which you can not overwrite or delete. You can enter up to 20 wage types.

> ⚠️
>
> When an employee leaves a company you are not permitted to delimit the *Basic Pay* infotype (0008). Basic payroll data must remain in the system. This is the only way of ensuring the accuracy of any retroactive accounting runs that need to be performed.

See also:

Enter Basic Pay [Page 7]

Performing a Personnel Action [Page 10]

Performing a Standard Pay Increase [Page 12]

Editing Basic Pay

Procedure

1. Choose the menu path *Human Resources → Personnel Management → Administration → HR Master Data → Maintain.*

    You access the Basic Pay infotype (0008) by calling up the *Display HR Master Data, Maintain HR Master Data or Personnel Actions* screens.

2. Check the entries from the collective agreement. If necessary, change the pay scale structure assignment.

3. Check the default wage types from the wage type model.

4. Enter an amount for **directly** valuated wage types.

    Directly valuated wage types with no values entered in the Amount, Number and Unit fields are not saved.

5. If necessary, enter a number and a unit for **indirectly** valuated wage types, for example, for wage types whose amount is calculated as a percentage of the sum of other wage types.

    The amount of the indirectly valuated wage types is only displayed, but is not saved. If your Customizing settings specify that indirect valuation is only valid until a date prior to the validity end date of the infotype record in the *Basic Pay* infotype (0008), an appropriate message will be displayed. If this is the case you can re-enter the date on which indirect valuation should take place, in the *Ind.Val.* field.

    ➡

    For indirect valuations, an infotype record must be created for the employee in the *Planned Working Time* infotype (0007).

    Indirectly valuated wage types must not be overwritten because the indirect valuation will therfore be lost.

    You can enter a maximum of twenty wage types for each employee. If your Customizing settings permit fewer wage types, fewer lines will be available.

6. If necessary, delete any default wage types that are not required.

7. Check the total amount of the wage types.

    The total payment amount is calculated by the system. All wage types to be included in the total amount, in accordance with the Customizing settings, are flagged in field A *(Add to Total Amount).*

8. Choose 💾.

    ➡

    Depending on the *Copy Default Values for Infotypes* feature (DFINF), the values in the *Pay Scale Type, Pay Scale Area, Capacity Utilization Level* and *Work Hours/Period* fields
    will be redefined, but not copied. The values in the *Capacity Utilization Level* and *Work Hours/Period* fields are copied if the values in the old infotype record do not correspond to the default values at that time

Editing Basic Pay

If you copy the infotype record in a batch input session and change the validity start date, you should first enter a date in the *From* field and then copy the data. You can then enter data in other fields, (for example, *Wage Types).*

For more information on editing basic pay, see <u>Performing a Pay Scale Reclassification [Page 10]</u>.

Pay Scale Reclassification

Use

A pay scale reclassification is the transfer of an employee to a different pay scale group and possibly to a different pay scale level. As a result of this transfer, the employee receives the remuneration for the new pay level assignment.

A pay scale reclassification is usually performed in a payroll period prior to the payroll run. The pay scale reclassification must always take place before the standard pay increase.

Activities

You carry out the pay scale reclassification using Report **RPITUM00**.

The system takes the basis for the pay scale reclassification from Customizing. For more information, see the Implementation Guide (IMG) for *Personnel Management* under *Personnel Administration* → *Payroll Data* → *Basic Pay* → *Pay Scale Changes* → Pay Scale Reclassification [Ext.].

Alternatively, you can enter a different date for the next increase in the *Basic Pay* infotype (0008). This alternative date overrides the entries in Customizing.

Performing A Pay Scale Reclassification

Procedure

1. Choose *System* → *Services* → *Reporting.*

2. In the *Program* field enter report `RPITUM00` and choose 🔽.

   The selection screen for the report is displayed.

3. In the sections *Period, Selection* and *Further Selections*, enter the selection criteria you want to use to perform a pay scale reclassification. For example, you can make a selection according to payroll administrator or a specific organizational unit.

4. Enter the following parameters in the *Data Relevant for Batch Input* section:

   a. Choose *Create Batch Input Session.*

   b. Enter the additional parameters.

   c. If necessary, enter the pay scale structure for which you want to perform a pay scale reclassification.

      These entries further restrict the selected employees.

5. Choose 🔽.

   ➡

   If you do not select *Create Batch Input Session,* the pay scale reclassification will only be simulated. A results log is displayed, that you can evaluate as required.

   You can use reports `RPLTRF00`, `RPLTRF10`, and `RPSTRF00` to generate lists containing employees employed on a key date with the pay scale structure and additional information on the current pay scale assignment. For more information, see the report documentation.

6. Process the batch input session.

Result

As a result of the pay scale reclassification, the pay scale structure for the employee in the *Basic Pay* infotype (0008) will be updated. If you have not reset the default value (1601) of the *Action/Action for Pay Scale Reclassification* parameter, the action performed will also be logged in the *Actions* infotype (0000).

Standard Pay Increase

Use

You may encounter automatic standard pay increases for employees whose basic pay has been calculated indirectly, based on the assignment to a particular pay scale structure, in accordance with the Customizing settings. For more information, see the Implementation Guide (IMG) for *Personnel Management* under *Personnel Administration → Payroll Data → Basic Pay → Pay Scale Changes → Pay Scale Increase.*

Scope of Function

The system differentiates between the following types of standard pay increases:

Simple Standard Pay Increase

The amounts in the Customizing settings are increased by a specific amount or percentage rate.

Extended Standard Pay Increase

The history in the *Basic Pay* infotype (0008) is updated. You can also modify directly valuated wage types and use different increase variants. You can use increase variants, for example, to insert new wage types, replace existing wage types with new ones, or delimit existing wage types without replacement.

In the following cases, you can use an extended standard pay increase **in addition to** a simple standard pay increase:

- You want to update the history in the *Basic Pay* infotype (0008). This applies to those employees whose pay was adjusted using a simple standard pay increase because of its assignment to a pay scale structure.

    The extended standard pay increase saves infotype records in database PA0008. This reduces memory space on the hard disk.

- You want to use additional increase variants for directly and indirectly valuated wage types.

Effecting a Standard Pay Increase

Simple Standard Pay Increase

1. Choose *System → Services → Reporting.*

2. In the *Program* field enter report `RPU51000` and choose 🕐.

    The selection screen for the report is displayed.

3. In the *Pay Scale Group, Pay Scale Level* and *Wage Type* fields, enter the employees who should receive a standard pay increase. Enter the date from which the Customizing settings should be changed.

4. In the *Increase* and *Rounding* sections, enter the necessary data, for example, an increase amount or an increase percentage rate.

5. Choose 🕐.

The amount of the indirectly valuated wage types is adjusted according to the data in the Customizing settings. No new infotype records have been created in the *Basic Pay* infotype (0008).

For more information, see the IMG for *Personnel Management* under *Personnel Administration → Payroll Data → Basic Pay → Pay Scale Changes → Pay Scale Increase*, or under *Personnel Administration → Payroll Data → Basic Pay → Revise Pay Scale Groups and Levels.*

Extended Standard Pay Increase

1. Choose *System → Services → Reporting.*

2. In the *Program* field enter report `RPITRF00` and choose 🕐.

3. In the *Selection* section, enter the selection criteria you want to use to effect an extended standard pay increase. For example, you can make a selection according to administrator, or a specific organizational unit.

4. Enter the following parameters in the *Further Selections* section:

    a. Choose *Batch Input*.

    ➡

    If you do not select *Batch Input,* the pay scale reclassification will only be simulated. A results log is displayed, that you can evaluate as required.

    b. If necessary, enter the pay scale structure for which you want to effect a standard pay increase.

    c. Enter the additional parameters.

    These entries further restrict the selected employee headcount.

5. Choose 🕐.

6. Process the batch input session.

The payments for the selected employees have been adjusted in accordance with the data specified in Customizing. New infotype records have been created in the *Basic Pay* infotype (0008).

Recurring Payments/Deductions (Infotype 0014)

In the *Recurring Payments/Deductions* infotype (0014), you can enter an amount and/or a value and a unit of measurement for a wage type that is always paid or deducted during payroll. Recurring payments/deductions are wage elements which are paid or deducted in every payroll period. In contrast to additional payments, recurring payments/deductions are paid or deducted within a defined periodicity.

In addition, you have the possibility to enter default cost assignment settings for recurring payments/deductions for the application component *Controlling* (CO). You can store a different cost center and company code combination than the one in the *Organizational Assignment* infotype (0001); the additional payments will then be charged to this cost center. Select *Edit →* *Maintain cost assignment*. The *Default Cost Assignment Settings* dialog box appears. Enter the relevant data. If any data has already been entered for the cost assignment it will be displayed on the infotype single screen. You can set up further controlling objects using customizing in the section Enter Default Cost Assignment Settings [Ext.] in *Personnel Administration*

The standard system contains, amongst others, the following wage types:

- Subtype M110: *Vacation allowance*

- Subtype M120: *Holiday bonus*

- Subtype M130: *Standard special payment*

- …

Recurr. Pay/Deduc

Enter the wage type that is to be paid or deducted in the *Wage Type* field. In conjunction with the *Wage type* you must process either the *Amount* field or the *Number* and *Unit* fields. The system checks the combination you entered. The currency is defaulted according to the company code. This can be overwritten.

Date of Payment

A wage type is only paid in certain periods or on certain days. These periods or days can be defined either in the *1st payment period* and *Interval in periods* fields, thus defining the interval to the next and all subsequent periods, or in the *1st payment date* and *Interval/Unit* fields, thus defining the interval to the next day and all subsequent days. Enter the payment period without the payroll year. The subsequent payment periods will be determined by adding the intervals.

> If the report RPCDTBX0 (Preliminary Data Medium Exchange Program for Separate Payment Run) has created a preliminary document for a wage type transfer, the *Transfer* field is displayed on the infotype screen. You can not delete the wage type in this case.

See also:

Define Recurring Payments and Deductions [Page 16]

Country-Specific Features

- **Great Britain:** Recurring Payments/Deductions (Infotype 0014): National Features Great Britain [Ext.]

Processing Recurring Payments and Deductions

Use

Using recurring payments and deductions you determine the wage and salary components which under normal circumstances you pay or deduct from an employee. You can pay bonuses for travel costs or holiday pay, for example.

You can enter an additional payment that differs from the cost assignment in the *Organizational Assignment* infotype (0001) for recurring payments and deductions. If this is the case, the recurring payment/deduction will be taken from the cost center that differs from the master cost center.

Defining Recurring Payments and Deductions

1. Choose *Human Resources -> Personnel Management -> Administration -> HR Master Data ->Maintain.*

2. Enter the personnel number of the employee concerned and choose the *Recurring Payments and Deductions* infotype (0014).

3. Choose 🗋.

4. Enter the data required in the fields.

    ➡️

    The entries in the *Amount* and *Number/Unit* fields depend on the selected wage type. For **directly** valuated wage types, enter the amount and the number or unit. This is not necessary for **indirectly** valuated wage types.

    You can either make entries in the *First Payment Period* and *Interval in Periods* field, or in the *First Payment Date* and *Interval/Unit* field. If you have entered the first payment period and the interval in periods, you cannot enter data for the payment date and interval/unit, and vice versa.

5. Choose 💾.

Defining Recurring Payments and Deductions for Varying Account Assignments.

1. On the *Recurring Payments and Deductions* screen choose 🔀.

    The *Cost Assignment Defaults* dialog box appears.

2. Enter the different assignments.

3. Choose *Transfer*.

You have created a cost assignment for a recurring payment/deduction that differs from the cost assignment in the *Organizational Assignment* infotype (0001).

Additional Payments (Infotype 0015)

In the infotype *Additional Payments* (0015), you can enter an amount and/or a value and a unit of measurement in a wage type; these are always paid or deducted in a certain period during payroll. Additional payments are wage elements which are not paid or deducted in every payroll period in contrast to recurring payments and deductions which are paid or deducted within a defined periodicity.

In addition, you have the possibility to enter default cost assignment settings for additional payments for the application component *Controlling* (CO). You can store a different cost center and company code combination than the one in the *Organizational Assignment* infotype (0001); the additional payments will then be charged to this cost center. Select *Edit → Maintain cost assignment*. The *Default Cost Assignment Settings* dialog box appears. Enter the relevant data. If any data has already been entered for the cost assignment it will be displayed on the infotype single screen. You can set up further controlling objects using customizing in the section Recording Cost Assignment Specifications [Ext.] in *Personnel Administration*.

The standard system contains, amongst others, the following wage types:

- Subtype M110: Vacation bonus

- Subtype M120: Christmas bonus

- Subtype M30: *Special payment*

- …

Additional Payments

Enter the wage type that is to be paid or deducted in the *Wage Type* field. In conjunction with the *Wage type* you must process either the *Amount* field or the *Number* and *Unit* fields. The system checks the combination entered. The currency is defaulted according to the company code. This can be overwritten.

The system uses the last day of the current payroll period as the date of origin of the additional payment. You can overwrite this default value by

- entering another date in the field *Date of origin*

- entering the required payroll period and payroll year in the fields *Default date*.

     If you enter a different payroll period in the fields *Default date* the system defaults the last day of the specified payroll period as the date of origin.

     If the report RPCDTBX0 (Preliminary Data Medium Exchange Program for Separate Payment Run) has created a preliminary document for a wage type transfer, the *Transfer* field is displayed on the infotype screen. You can not delete the wage type in this case.

See also:

Edit Additional Payments [Page 18]

Processing Additional Payments

Use

By means of additional payments an employee can receive a one off payment on a fixed date, for example, on their anniversary of years of service.

You can also transfer wage types stored in the *Additional Payments* infotype (0015) gross for net as an unqualified advance payment [Ext.] before the actual payment date.

Creating Additional Payments

1. Choose *Human Resources -> Personnel Management -> Administration -> HR Master Data ->Maintain.*

2. Enter the personnel number of the employee concerned, and choose the *Additional Payments* infotype (0015).

3. Choose 🗋.

4. Enter the required data in the fields.

> ➡️
>
> The entries in the *Amount* and *Number/Unit* fields depend on the selected wage type. For directly valuated wage types, enter the amount and the number or unit. This is not necessary for indirectly valuated wage types.
>
> For the date on which the additional payment should take place, the system suggests the last day of the current payroll period from the payroll control record. You can overwrite the default value by entering another payroll period.

5. Choose 💾.

Entering Additional Payments for Varying Account Assignments

You can enter an additional payment that differs from the cost assignment in the *Organizational Assignment* infotype (0001). If this is the case, the payment will be deducted from the cost center that differs from the master cost center.

Procedure

1. On the *Create Additional Payments* screen, choose 🔧.

    The *Cost Assignment Defaults* dialog box appears.

2. Enter the different assignments.

3. Choose *Transfer*.

You have created a cost assignment for an additional payment that differs from the cost assignment in the *Organizational Assignment* infotype (0001).

Standard Wage Maintenance

Use

You can use this function to guarantee wage or salary payments for an employee if his or her pay has decreased. The difference between the current pay and guaranteed pay is calculated by the system and is known as the standard wage maintenance amount. The different collective agreements include various types of standard wage maintenance clauses for salaried and hourly-paid employees.

You can create different wage maintenance types for your employees, for example:

Wage maintenance in the event of a pay scale downgrade

Provision for old age

Wage maintenance as part of a social compensation plan or similar action.

You can define a fixed wage maintenance amount, or you can project the amount, in other words, you can reduce or increase the amount in regular intervals.

Features

Standard wage maintenance types

It is possible to create different wage maintenance types in Customizing. These wage maintenance types can then be called as subtypes in the Standard Wage Maintenance infotype (0052) [Page 21]. You can enter the guaranteed pay for your employee using one or more standard wage maintenance types.

Adjustment types

You can adjust the guaranteed wage and salary payments in the following ways:

• You can periodically increase (or decrease) the payment by a constant value

• You can periodically increase (or decrease) the payment by a percentage value

The adjustment type is defined for a wage maintenance type.

Print to remuneration statement

You can print the difference between an employee's current pay and the pay guaranteed in wage maintenance as a statement wage type on the remuneration statement.

⇨

You make the settings that define functions performed in wage maintenance in Customizing for Personnel Management under *Personnel Administration → Payroll Data → Standard Wage Maintenance.*

Standard Wage Maintenance (Infotype 0052)

Definition

The wage maintenance amount is calculated by the system and is the difference between the current and guaranteed pay. You enter the guaranteed pay for your employee in the *Standard Wage Maintenance* infotype (0052),.

Use

You can determine the wage maintenance amount using different reasons and different adjustment types. Please refer to the section Standard Wage Maintenance [Page 19].

Standard wage maintenance type

The wage maintenance types set up in Customizing are called as subtypes. You can create several wage maintenance types for an employee.

Pay scales

You can either enter data in the *Pay Scale Type*, *Pay Scale Area* and *Pay Scale Group* fields, or you can save them without data. The *pay scale group* and *pay scale level* are used for the indirect valuation of wage maintenance wage types and are not required for direct valuation.

Wage types

You can only enter wage types set up for wage maintenance in Customizing. The wage type list can include up to 20 wage types.

Wage types that are included in the total are flagged with an X in the *T* field.

Wage type valuation

You can either valuate the wage types directly, or they can be indirectly valuated by the system.

For indirect valuations, an infotype record must be created for the employee in the *Planned Working Time* infotype (0007). If the indirect valuation is only valid until a date that is before the validity end of the record, the system displays an appropriate message. If this is the case, you can enter the date on which indirect valuation should take place again.

Indirectly-valuated wage types are flagged with an I after the amount.

For more information on wage type valuation, refer to the section Valuating Wage Types [Ext.].

Time Quota Compensation Infotype (0416)

Definition

Time quota compensation allows a financial remuneration of absence entitlements that have not been deducted by absences.

Use

You can use the *Time Quota Compensation* infotype (0416) to remunerate absence entitlements such as *Leave* or *Time in lieu of overtime*. When the compensations are recorded, the remaining quota or leave that has not been deducted or compensated is reduced by the specified amount.

Structure

- Various methods for compensating quota remainders are defined in Customizing. They simplify the recording of quota compensation. You choose the method you require by specifying a subtype for the infotype.

  For more information, see Methods for Compensating Time Quotas [Ext.]

- The list of *absence quotas* in the infotype shows which quotas can be compensated. It displays all the employee's absence entitlements that are available for deduction on the current day.

  You can branch to the corresponding infotype record by double-clicking the absence quota. This shows additional, detailed information on the quota, such as whether deduction can result in a negative value, for example.

- You can project a recorded compensation. In this process, the SAP System calculates anticipated changes to the quota, without saving the data record. This process is recommended

- If you are unsure whether there is enough remaining quota to perform compensation

- If you want to check which quotas are reduced by a compensation

- You have the option of checking the specified compensation before saving. The check enables you to view which quotas are reduced by the compensation and by how much.

- You can compensate all of an employee's quotas at the same time. This process is recommended if, for example, an employee leaves the company. You must be able to perform *free compensation* to be able to do this.

  The SAP System automatically writes the quota remainder for each quota type to the number field of the compensation in the list of quotas. You can overwrite the number that is determined automatically.

Employee Remuneration Info Infotype (2010)

Definition

You can use the *Employee remuneration info* infotype (2010) to enter wage types manually and specify information directly for Payroll.

> If you work with time evaluation, you can transfer time balances directly using the Time Transfer Specifications [Ext.] infotype (2012), which in turn has an effect on remuneration.

Use

These wage types are not generated automatically in payroll. Use infotype 2010 to enter wage data that has been calculated manually, such as premiums, bonuses for difficult working conditions or other special wage types.

You can adjust the wage types and subtypes of this infotype to your individual requirements in the Customizing system. Here, you can define, for example:

- The wage types that can be used here

- The fields in which data cen be entered

- Whether additional information can be entered for Accounting and Logistics

- Whether a wage type can be used once or several times per payroll period.

Structure

The following options can be used to control remuneration for a wage type in the infotype:

1. *Number of hours, number, unit, and amount*

   If these fields contain entries, the system uses the values stored in the Customizing system for this wage type. If no *amount* is specified, you can enter one manually in the infotype.

2. *Different payment*

   It is possible to enter additional data on a different payment for remuneration records on the entry screen or via *Goto → Different payment*.

- Assign a premium

- Re-define a payment by assigning a pay scale group and level

- Control payment by entering a different position

- Add or deduct a specific amount using the *Extra pay indicator* and the *Valuation basis*.

See also:

Maintaining Employee Remuneration Information [Ext.]

Employee Remuneration Info Infotype (2010)