SUPPLEMENT PAYMENTS: CORRECTION
DO NOT MAKE CHANGES ON MONDAYS WHEN PAYROLL IS LOCKED

Purpose
Use this procedure to correct an active employee’s supplement payment amount or cost assignment that was processed via an iForm.

Prerequisites
HR Action Processor role.

Menu Path
Sign in to the BRITE portal and select SAP Access → ECC Production – XEP 500 – WebGui → PA30 → Recur Payments/Deductions (0014)

Helpful Hints
• Before you begin refer to the Correcting—Supplement Payments table below and contact the BRITE Support Desk for assistance.
• Always use the Copy button, when making supplement payment any corrections.
• Do Not save entries until the Cost Assignment data is entered and transferred.

CORRECTING—SUPPLEMENT PAYMENTS

<table>
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| Incorrect amount was used when iForm was created and it is before time evaluation/payroll run. | • Use PA30 to correct the amount.  
(See Supplement Payments: Correction instructions) |
| Incorrect amount was used when iForm was created and it is after time evaluation/payroll run. | • Use PA30 to correct the amount.  
(See Supplement Payments: Correction instructions)  
• If new amount is less, inform the Payroll Department of error and complete the Deletion of Hours Form. |
| Payment was given to wrong employee at your location. | • Send the HR Data Correction Form to Personnel Records (formerly HRIS) providing personnel number, name and wage type to be removed.  
• Inform the Payroll Department of error and complete the Deletion of Hours Form. |
| Incorrect cost assignment was entered and it is before/after time evaluation/payroll run. | • Use PA30 to correct the cost assignment. Please remember to use a valid cost assignment.  
(See Supplement Payments: Correction instructions) |
| Employee doesn’t belong to your location and a supplement was created in error. | • Contact employee’s current location to complete the Deletion of Hours Form.  
• Send the HR Data Correction Form to Personnel Records providing personnel number, name and wage type to be removed.  
• Inform the Payroll Department. |
CORRECTING—SUPPLEMENT PAYMENTS (CONT’D)

<table>
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| Supplement start date is 07/01/xx or earlier and employee is no   | • Create a Delimit Supplement iForm (see instructions).  
| longer entitled to supplement.                                      | • Inform the Payroll Department and complete the Deletion of Hours Form.                                                          |
| Supplement start date is after 07/01/xx and employee is not       | • Send the HR Data Correction Form to Personnel Records providing personnel number, name and wage type to be removed.  
| entitled to supplement and has received payment in error.          | • Inform the Payroll Department and complete the Deletion of Hours Form.                                                          |

Procedure

1. From the SAP Easy Access menu enter transaction code PA30 in the fast path then press the Enter key on your keyboard.

2. Enter the employee’s Personnel no. (number) then press the Enter key.

3. Select the Payroll tab.

4. Click the selection box to the left of Recur Payments/Deductions (0014).

5. Click the Overview button to view the list of recurring payments for the employee.

TIP: For quicker access, skip steps 3 and 4, enter the infotype number (ex: 14) in the Infotype field under Direct selection, then click the Overview button.
6. Carefully review the list of payments then, click the selection box of the payment that matches the Date and Wage Type you need to change.

7. Click the Copy button.

8. If ONLY updating the amount due to an increase/decrease in the number of participants; i.e., chairperson, textbook, sub calling, etc., enter the new start and end date (if applicable) or the dollar amount without the $$ symbols.

9. Select the Menu button and select Edit > Maintain Text.

10. Enter an explanation of the change in the area provided (include your name and date) then click the Save button.

Correct Date or $$ Amount
NOTE: A Maintain Text icon to the right of the Cost Assignment icon indicates the saved text (see below).

11. Back on the Copy Recur Payments/Deductions (0014) screen the status bar at the bottom will prompt you to Save your entries. Review the information for accuracy then click the Save button to see the new message of Record changed on the List Recur Payments/Deductions (0014) screen.

SPECIAL NOTE: For start dates in prior pay periods, review the information for accuracy, then click the Save button. If presented with this status message, review dates again, then click the Save button again to confirm. When prompted with the message, click the Save button a third time to see the final message of Record created on the List Recur Payments/Deductions (0014) screen.

12. Click the Back button to return to the Maintain HR Master Data screen, then Exit to leave the PA30 transaction.

Correct The Date, $$ Amount and Cost Assignment or ONLY the Cost Assignment

13. To update the amount due to an increase/decrease in the number of participants; i.e., chairperson, textbook, sub calling, etc., enter the new start and end date (if applicable) or the dollar amount without the $$ symbols.

14. Click the Maintain cost assignment button.
15. Click the More button to update the coding.

16. Enter the appropriate coding information, review for accuracy, then click the button or press the Enter key.

17. In the Cost Assignment Defaults pop-up window, review the data for accuracy, then click the Transfer button to update the window.

18. Select the Menu button and select Edit > Maintain Text.
19. Enter an explanation of the change in the area provided (include your name and date) then click the Save button.

NOTE: A Maintain Text icon to the right of the Cost Assignment icon indicates the saved text (see below).

20. Back on the Copy Recur Payments/Deductions (0014) screen the status bar at the bottom will prompt you to review the information for accuracy then click the Save button to see the new message or on the List Recur Payments/Deductions (0014) screen.

SPECIAL NOTE: For start dates in prior pay periods, review the information for accuracy, then click the Save button. If presented with this status message, review dates again, then click the Save button again to confirm. When prompted with the message, click the Save button a third time to see the final message of Record created on the List Recur Payments/Deductions (0014) screen.

21. Click the Back button to return to the Maintain HR Master Data screen, then Exit to leave PA30 transaction.