

**Assignment Pay on Basic Pay IT0008 based on Pay Scale Group**

**PA30**

**Change History**

Update the following table as necessary when this document is changed:

<b>Date</b>	<b>Name</b>	<b>Change Description</b>
8/19/2005	Chylynn Hansel	Draft
8/22/05	Susan Sparks	SME Review
8/24/05	Chylynn Hansel	Edits
8/24/05	Susan Sparks	SME Review
8/30/05		Agency Review
7/17/06	Chylynn Hansel	Edits
8/31/06	Lesa Terry	Edits – add wage type details

## Purpose

Use this procedure to enter assignment pay into *Basic Pay* Infotype (0008) for an employee who receives assignment pay as part of their base pay. The assignment pay is based on the PS (Pay Scale) Group and not on percentages. (Assignment Pay Percentage Wage types are used by certain agencies and will be used by other agencies in the future).

## Trigger

Perform this procedure when assignment pay is granted in recognition of assigned duties that exceed ordinary duties. Assignment pay is based on salary ranges and not percentages.

Perform this procedure when the base salary is changed; such as, periodic increment update for employees that receive assignment pay as part of their base pay.

## Prerequisites

- Assignment pay is granted.
- User must calculate the rate manually outside of HRMS.

## Menu Path

Human Resources → Personnel Management → Administration → HR Master Data  
→ Personnel Actions

## Transaction Code

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## Helpful Hints

For a list of approved job classes and pay premium for assignment pay, consult the Department of Personnel Compensation Plan and Collective Bargaining Agreements.

Assignment pay needs to be calculated for a pay period; therefore, the difference between the monthly base salary and the monthly assignment pay premium must be divided by two (2).

To calculate the assignment pay for a full time employee:

- Divide the monthly salary (shown in the compensation plan) at the base group and level (range and step) by two.
- Determine the assignment pay premium by consulting the Department of Personnel Compensation Plan and Collective Bargaining Agreements.
- Divide the base monthly salary of the assignment pay premium (up two ranges, four ranges, etc. from the monthly base amount) at the base group and level (range and step) by two.
- Subtract the base amount from the assignment pay amount.
- The result is the assignment pay amount.

**Example:** An employee working in PS group 40 and has a monthly base salary of \$2413.

**Processes :**

**Sub-Processes :**

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The assignment pay premium is four ranges, which is PS group 44 making the assignment monthly salary is \$2645.

To calculate the amount of assignment pay:

Base Salary:  $2413/2 = 1206.50$

Assignment Pay Premium:  $2645/2 = 1322.50$

Assignment Pay:  $1322.50 - 1206.50 = 116.00$

116.00 is the assignment pay amount for Wage type 1046 on *Basic Pay Infotype* (008).

To calculate the assignment pay for a part-time employee:

- Find out what percentage of time the employee is working (20%, 35%, 50%, etc).
- Divide the monthly salary at the base group and level (range and step) by two and multiply by the percentage of time the employee is working.
- Determine the assignment pay premium by consulting the Department of Personnel Compensation Plan and Collective Bargaining Agreements.
- Divide the base monthly salary of the assignment pay premium (up two ranges, four ranges, etc. from the monthly base amount) at the base group and level (range and step) by two.
- Multiply by the percentage of time the employee is working.
- Subtract the base amount from the assignment pay amount.
- The result is the assignment pay amount.

**Example:** An employee works 35% in PS group 40 and has a monthly base salary of \$2413.

The assignment pay premium is four ranges, which is PS group 44 making the assignment monthly salary is \$2645.

To calculate the amount of assignment pay:

Base Salary  $(2413/2) * .35 = 422.28$

Assignment Pay Premium  $(2645/2) * .35 = 462.88$

Assignment Pay  $462.88 - 422.28 = 40.60$

40.60 is the assignment pay amount for Wage type 1046 on *Basic Pay Infotype* (008).

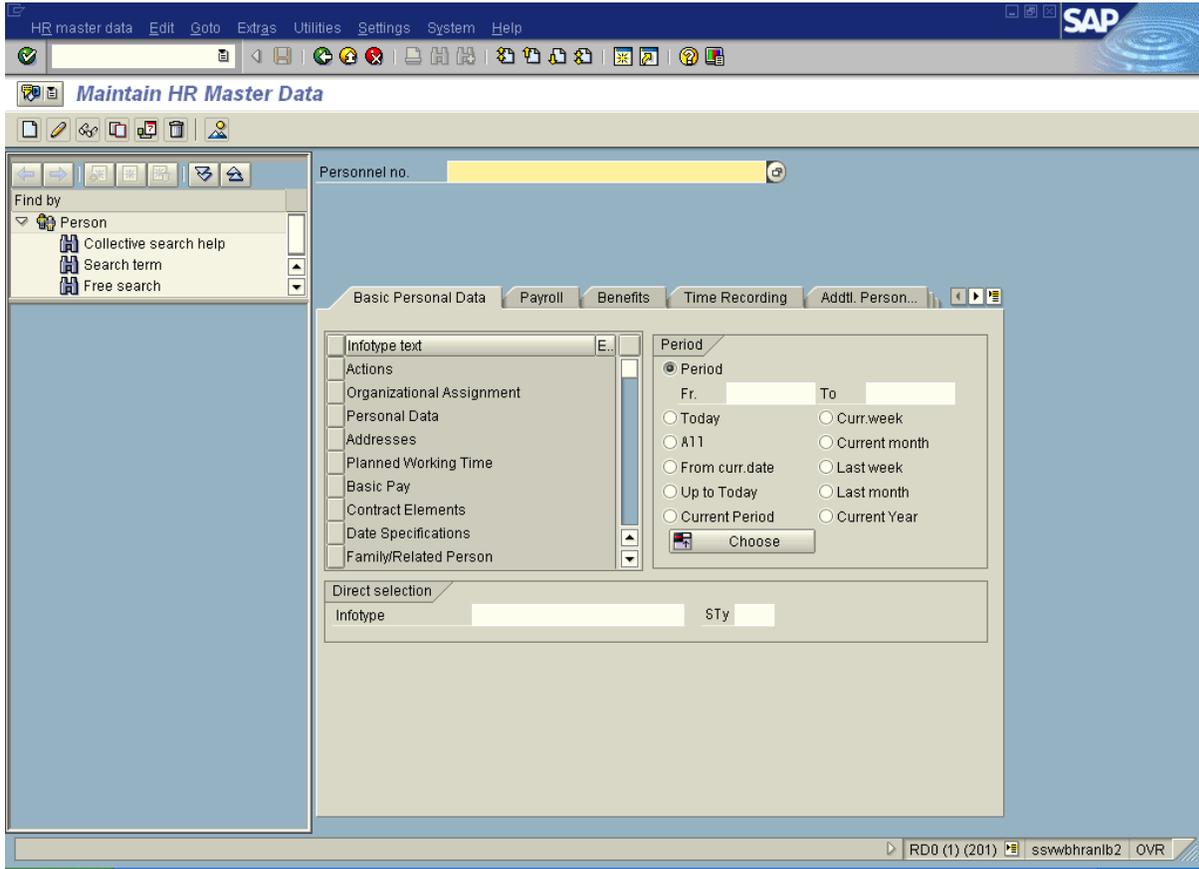
The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
<b>Error</b> 	<b>Example:</b>  Make an entry in all required fields. <b>Action:</b> Fix the problem(s) and then click  (Enter) to proceed.
<b>Warning</b> 	<b>Example:</b>  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. <b>Action:</b> If an action is required, perform the action. Otherwise, click  (Enter) to proceed.
<b>Confirmation</b>  or 	<b>Example:</b>  Save your entries. <b>Action:</b> Perform the required action to proceed.

**Procedure**

1. Start the transaction using the menu path or transaction code.

**Maintain HR Master Data**



2. As required, complete/review the following fields:

Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number. <b>Example:</b> 20000423

3. Click the gray box to the left of **Basic Pay** to select.
4. Click  (Copy) to copy and continue.

**Processes :  
Sub-Processes :**

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**Copy Basic Pay (0008)**

The screenshot shows the SAP HRMS 'Copy Basic Pay (0008)' transaction. The main data area contains the following information:

- Personnel No.: 20000423, Name: Test Mary
- PersArea: 1050 Office of Financial Mgmt, EEGroup: 0 Permanent
- PSubarea: 0001 Non Represented, EESubgroup: 04 M-OT Ellig>Daily Sche, Status: Active
- Start: 08/01/2005 to 12/31/9999
- Subtype: 0 Basic contract
- Pay scale details:
  - Reason: 20 Appointment Change, Capacity util. level: 100.00
  - PS type: 01 WFSE, Work hours/period: 87.00 Semi-monthly
  - PS area: 01 Standard Progression, Next increase: 08/01/2006
  - PS group: 40, Level: A, Annual salary: 28,956.00 USD
- Wage Type Table:
 

Wage Type	Long Text	Amount	Currency	Unit
1003	Pay Period Salary	1,206.50	USD	
			USD	

5. Complete the following fields:

Field Name	R/O/C	Description
Start	R	The creation date of the new record. <b>Example:</b> 8/1/2005
Wage type	R	The type of payment. <b>Example:</b> 1046

6. In the blank row, in the **Wage Type** field, click  (Matchcode) to open the selection list.

**Processes :**  
**Sub-Processes :**

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**Wage Types for Infotype "Basic Pay" (1) 11 Entries Found**

WT	Wage Type Long Text	Start Date	End Date
1003	Pay Period Salary	01/01/1900	12/31/9999
1011	Assignment Pay 2.5% all	01/01/1900	12/31/9999
1012	Assignment Pay 5% all	01/01/1900	12/31/9999
1013	Assignment Pay 7.5% all	01/01/1900	12/31/9999
1014	Assignment Pay 10% all	01/01/1900	12/31/9999
1015	Assignment Pay 3% all	01/01/1900	12/31/9999
1016	Assignment Pay \$5 SM all	01/01/1900	12/31/9999
1017	Assignment Pay Vry % all	01/01/1900	12/31/9999
1018	Dual Language 5% all	01/01/1900	12/31/9999
1044	Shift Difference-all agys	01/01/1900	12/31/9999
1046	Salaried Var Assign Pay	01/01/1900	12/31/9999

11 Entries Found

7. Click 1046 Salaried Var Assign Pay 01/01/1900 12/31/9999.



For agencies that do not have percentage-based assignment pay authorized in their collective bargaining agreements or in the DOP compensation plan, assignment pay should be processed using the wage types as outlined in the table below.

Wage Type	Agency
1011, 1012, 1013, 1014, 1017, 1018	Washington State Patrol
1014	Parks and Recreation

**Processes :**

**Sub-Processes :**

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Wage Type	Agency
1045	All other agencies – Hourly Employees
1046	All other agencies – Salaried Employees

8. Click  (Copy) to accept.

9. In the same row, complete the following field:

Field Name	R/O/C	Description
Amount	R	The total dollar value of a wage type. <b>Example:</b> 56.50

Processes :  
Sub-Processes :

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### Copy Basic Pay (0008)

The screenshot shows the SAP HRMS transaction IT0008 'Copy Basic Pay'. The interface includes a menu bar (Infotype, Edit, Goto, Wage types, Extras, System, Help) and a toolbar. The main area is divided into several sections:

- Personnel Data:** Personnel No. 20000423, Name Test Mary, PersArea 1050 Office of Financial Mgmt, EEGroup 0 Permanent, PSubarea 0001 Non Represented, EESubgroup 04 M-OT Elig>Daily Sche, Status Active, Start 08/01/2005 to 12/31/9999.
- Subtype:** 0 Basic contract.
- Pay scale:** Reason 20 Appointment Change, Capacity util. level 100.00, PS type 01 WFSE, Work hours/period 87.00 Semi-monthly, PS area 01 Standard Progression, Next increase 08/01/2006, PS group 40 Level A, Annual salary 28,956.00 USD.
- Table:** A table with columns: Wa..., Wage Type Long Text, O., Amount, Curr..., L., A., Number/unit, Unit. It lists two rows: 1003 Pay Period Salary (Amount 1,206.50 USD) and 1046 Salaried Var Assign Pay (Amount 56.50 USD).
- Summary:** IV 08/19/2005 - 12/31/9999, 1,263.00 USD.

The bottom status bar shows 'Save your entries', 'RD0 (1) (201)', 'sswbtbranlb2', and 'OVR'.

10. Click  (Enter) to validate the information.

11. Click  (Save) to save.

12. You have completed this transaction.

### Result

You have entered assignment pay into *Basic Pay* Infotype (008) for all employees that receive assignment pay as part of their base pay and the assignment pay is based by the PS Group and not percentages.