

# Wage Types



HELP.PYINT

Release 4.6C



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## Icons

| Icon  | Meaning        |
|---|----------------|
|  | Caution        |
|  | Example        |
|  | Note           |
|  | Recommendation |
|  | Syntax         |

## Contents

|   |           |
|---|-----------|
| <b>Wage Types</b> .....   | <b>5</b>  |
| <b>Dialog Wage Types</b> .....                                    | <b>8</b>  |
| <b>Time Wage Type</b> .....                                       | <b>9</b>  |
| <b>Secondary Wage Type</b> .....                                  | <b>10</b> |
| <b>Processing Class</b> .....                                     | <b>11</b> |
| <b>Evaluation Class</b> .....                                     | <b>12</b> |
| <b>Wage Type Copier</b> .....                                     | <b>13</b> |
| <b>Wage Type Catalog</b> .....                                    | <b>14</b> |
| Creating the Customer-Specific Wage Type Catalog .....            | 15        |
| Copying Model Wage Types Assigned to a Wage Type Group .....      | 17        |
| Copying a Model Wage Type as a Prototype .....                    | 19        |
| Duplicating a Wage Type .....                                     | 21        |
| List of Copied Wage Types .....                                   | 22        |
| Copying Wage Types Manually .....                                 | 24        |
| Time-Based Delimitation of a Wage Type .....                      | 25        |
| Deleting Wage Types .....   | 27        |
| List of Deleted Wage Types .....                                  | 29        |
| Deleting or Delimiting Wage Types Manually .....                  | 30        |
| Assigning Wage Types to Wage Type Groups .....                    | 31        |
| Displaying the Assignment of Wage Types to Wage Type Groups ..... | 33        |
| Deleting Customer Wage Types from a Wage Type Group .....         | 34        |
| Assigning Customer Wage Types to a Wage Type Group .....          | 35        |
| Using Wage Types .....  | 36        |
| Creating a Wage Type Utilization List .....                       | 37        |
| <b>Wage Type Split</b> .....                                      | <b>38</b> |
| Wage Type Split: Example 1 .....                                  | 40        |
| Wage Type Split: Example 2 .....                                  | 41        |

## Wage Types

### Definition

*Payroll* and *Personnel Administration* objects used to differentiate between monetary amounts or time units that are used in different ways to calculate the employee's remuneration. In the SAP System monetary amounts or time units that serve different business purposes, and that are processed in different ways during the payroll run, are delimited from one another using [wage types \[Ext.\]](#).



The *Standard Pay* wage type has a different business background to the *Union Dues* wage type.

You enter the number of hours in the *Overtime* wage type. During the payroll run the *Overtime* wage type is processed in a different way to the *Monthly Salary* wage type.

The *Overtime Hours* wage type is included in a [basis for calculating average values \[Ext.\]](#) which is different to the *Holiday Bonus* wage type.

The standard SAP System contains a [wage type catalog \[Page 14\]](#) with a large number of different wage types for different business tasks.

### Use

There are two categories of wage types:

- Primary Wage Types
  - Primary wage types include:
    - [Dialog wage types \[Page 8\]](#) that you enter when maintaining master data in the infotypes.
    - [Time wage types \[Page 9\]](#) that the system forms using time information or that you enter online.
- Secondary Wage Types
  - [Secondary wage types \[Page 10\]](#) are technical wage types generated by the system in *Payroll* during the payroll run.

These wage types have different purposes in the SAP system:

- A wage type is typically evaluated with a monetary amount that should be paid out to the employee or that they should withhold.
- It can also be used to cumulate several amounts for statistical evaluation.
- It can be used by the system in *Payroll* to temporarily store interim results, and to move from one step to the next.

The business task of a wage type determines whether it is entered online or is generated by the system, and how it is processed during the payroll run.



## Wage Types

The *Standard Pay* wage type is used to assign the collectively agreed and fixed salary to an employee. It is therefore entered as a dialog wage type in the Basic Pay infotype (0008).

The *Total Gross Amount* wage type is used to cumulate all wage types that belong to an employee's total gross amount. It is therefore generated as a secondary wage type by the system during the payroll run.

The *Standard Pay* wage type is included in the *Total Gross Amount* wage type during the payroll run.

## Structure

### Fields

A wage type consists of the following fields:

- **AMT (Amount)**

In the case of a standard pay wage type, for example, it contains the amount that the employee should receive.
- **RTE (Rate)**

Contains the [valuation basis \[Ext.\]](#) therefore in the case of an hourly wage type the hourly rate, which should be multiplied by the number of hours performed by the employee, during the payroll run.
- **NUM (Number)**

In the case of a time wage type, for example, it contains a number of time units such as hours, which, during the payroll run, should be multiplied by the valuation basis that you specified for this time wage type in Customizing.

Depending on the wage type, one of the fields can be filled or entries can be available in two or all of the fields.

## Wage Type Characteristics

A wage type is identified by the following characteristics:

- Characteristics that control the entry of the wage type on-line, for example.
  - Can data be entered on-line for an infotype, personnel area, or employee subgroup?
  - Is a wage type regarded as a payment or a deduction?
  - Direct or indirect valuation?
  - Can the amount be overwritten on-line when an indirect valuation is performed?
  - Rounding?
- Characteristics that determine how the wage type will be processed during the payroll run or the evaluation of the payroll results.
  - [Processing Class \[Page 11\]](#)
  - [Evaluation Class \[Page 12\]](#)
  - [Cumulation wage type \[Ext.\]](#), in which the wage type should be included

- Basis for calculating average value, in which the wage type should be included
- Valuation basis, in which the wage type should be included

## Wage Type Groups

Several similar wage types are grouped together in [wage type groups \[Ext.\]](#)

### See also:

[Assigning Wage Types to Wage Type Groups \[Page 31\]](#)

[Using Wage Types \[Page 36\]](#)

[Valuating Wage Types \[Ext.\]](#)

## Dialog Wage Types

## Dialog Wage Types

### Definition

Primary wage type that you enter on-line.

### Use

You enter a dialog wage type in the following infotypes in the SAP System:

- *Basic Pay* infotype (0008)
- *Recurring Payments and Deductions* Infotype (0014)
- *Additional Payments* infotype (0015)
- *EE Remuneration Info* infotype (2010)
- *External Bank Transfers* infotype (0011)
- *Time Quota Compensation* infotype (0416)

In some *Time Management* infotypes you can determine a [different payment \[Ext.\]](#). Here you also enter a wage type.

Apart from these internationally used infotypes there are additional nationally used infotypes.

The dialogue wage types are [evaluated \[Ext.\]](#) in different ways.

## Time Wage Type

### Definition

Primary wage type that:

- The system makes available by means of time data information, if certain conditions that you defined previously have been filled
- You enter on-line

### Use

Time wage types are selected by the system using [time wage type selection \[Ext.\]](#) in Time Evaluation.

Time wage types are only written with a number (usually of hours) to the payroll program and, it is only at this point that they are [evaluated \[Ext.\]](#).

### Example

The standard system contains a model wage type *Overtime Bonus 50%*. You can use the customizing system to define conditions that must be met before the *Overtime bonus 50%* time wage type can be assigned to an employee.

Such conditions could be as follows:

- The employee must have worked at least 2 hours of overtime.
- The employee must have worked on a weekend.
- The employee must have worked on a public holiday.

Whenever the conditions you defined are met, the system automatically selects the time wage type *Overtime bonus 50%* for the employee in question.

---

**Secondary Wage Type**

## Secondary Wage Type

### Definition

A technical wage type generated by the system.

### Use

You do not enter secondary wage types on-line. The system generates secondary wage types during the payroll run or derives them from particular factors.

Secondary wage types are also wage type that cumulate several wage types or temporarily store interim results.

### Structure

The technical name of a secondary wage type always starts with the character (/), for example, /001.

### Example

The standard system includes the secondary wage type /101 (*Total Gross Amount*). This wage type is created during the payroll run and is used to cumulate all of the wage types that pertain to an employee's total gross amount.

## Processing Class

### Definition

A wage type characteristic that controls processing during payroll.

### Use

There are different processing classes for the various processing steps that are carried out within payroll. During the payroll run, the system processes a wage type in a certain processing step according to its individual specification in the respective processing class.

The standard system contains processing classes that have different specifications. You can also create customer processing classes and specifications in Customizing for *Payroll* under *Environment* → *Environment of Wage Type Maintenance* → *Processing and Evaluation Classes* → [Maintain Evaluation Classes and their Specifications \[Ext.\]](#).

### Structure

A processing class has different specifications.

### Example

In the standard system, processing class 15 determines how a wage type is valued in accordance with the principle of averages.

The standard system permits the following specifications for processing class 15:

- Specification 1: Formula frame for averages over the last 3 months
- Specification 2: Formula frame for averages over the last 12 months

---

**Evaluation Class**

## Evaluation Class

### Definition

Wage type characteristic, which controls processing when evaluating and displaying the payroll results.

### Use

There are various evaluation classes for the different processing steps within the evaluation and displaying of payroll results. During evaluation, the system processes a wage type in a certain processing step according to its individual specification in the respective evaluation class.

The standard system contains evaluation classes with different specifications. You can also create customer evaluation classes and specifications in *Payroll Customizing* under *Environment* → *Environment of Wage Type Maintenance* → *Processing and Evaluation Classes* → [Maintain Evaluation Classes and their Specifications \[Ext.\]](#).

### Structure

An evaluation class has different specifications.

### Example

In the standard system, the specifications for evaluation class 02 control how a wage type is printed on a form.

- Specification 00: no printing on the form
- Specification 01: prints personal payments/deductions
- Specification 02: prints wage types included in the total gross amount
- Specification 03: prints wage types derived from time-based payments and included in the total gross amount

## Wage Type Copier

### Definition

Tool used for [creating the customer-specific wage type catalog \[Page 15\]](#).

### Use



We recommend that you only use the wage type copier within Customizing (Transaction OH11). It is available in all the steps in which you copy wage types. You find this, for example, in Customizing for *Payroll* under *Environment* → *Environment of Wage Type Maintenance* → *Create Wage Type Catalog*.

You can also call up the wage type copier outside of Customizing, using transaction PU30.

The wage type copier provides you with the following functions:

- Copy wage types

You copy the model wage types, which are contained in your standard system, into the customer-specific name range. In this way you create your own customer-specific wage type catalog.

- Delimit or delete wage types (time-based)

You can delimit or delete wage types that you no longer require.



**Never** delete SAP model wage types.

**Never** delete customer-specific wage types in a live system; only ever do this in a test system.

We recommend that you do **not** delete or delimit customer-specific wage types. Instead, you should no longer allow them to be entered in infotypes. Then the wage type can no longer be used in your system. You also avoid the problems that could arise when deleting or delimiting wage types.

- Check completeness of wage types

The wage types are created in tables. Table T512W (*Wage Type Valuation*) is a central table that must contain all the customer-specific wage types. You can carry out a test run to check if the wage types included in other tables are also contained in Table T512W. You receive a list of all the wage types that are **not** contained in Table T512W.

- Documentation for model wage types

When you copy a model wage type to the customer-specific name range, the system also copies the documentation. You can change the documentation for the customer-specific wage type using transaction PDSY (*HR Documentation Maintenance*).

## Wage Type Catalog

### Definition

A directory of all the wage types used in *Payroll*.

### Use

The wage type catalog in the standard system includes [model wage types \[Ext.\]](#) that are configured for the *Payroll* process. You generate your wage types by copying the model wage types to your customer name range. You can then modify the copies to suit your company-specific requirements.



Only use [customer-specific wage types \[Ext.\]](#) in your live payroll run.

You edit the wage type catalog, for example:

- in Customizing for *Personnel Administration* under [payroll data \[Ext.\]](#)
- in Customizing for *Payroll* under *Environment of Wage Type Maintenance* → [Create Wage Type Catalog \[Ext.\]](#).

For more information, see the Implementation Guide (IMG) for *Personnel Administration* under *Payroll Data* → [Wage Type Concept \[Ext.\]](#).

### Structure

- The SAP wage type catalog
  - It includes all primary and secondary wage types required for *Payroll*.
- Customer-specific wage type catalog
  - You create the customer-specific wage type catalog in Customizing by copying the SAP model wage types into the customer-specific name range.

## Creating the Customer-Specific Wage Type Catalog

### Use

You use the [wage type copier \[Page 13\]](#) to create your own wage type catalog from the SAP wage type catalog, which contains all the model wage types. You copy the model wage types into your customer-specific name range and edit the copied wage types so that they meet your requirements.



We recommend that you create your customer-specific wage type catalog within the Customizing framework. This prevents you forgetting important Customizing settings. For example, certain wage type characteristics are already preconfigured and must not be changed for legal reasons.

### Prerequisites

Obtain an overview of the wage types required at your company.

### Features

You can create your wage type catalog by copying whole [wage type groups \[Ext.\]](#) or using prototypes.

- [Copying Model Wage Types Assigned to a Wage Type Group \[Page 17\]](#)

If you do not have much experience of using the wage type catalog, it is best to use this procedure. The disadvantage of this procedure is that it is very time-consuming because you must completely configure each wage type you want to use.
- [Copying a Model Wage Type as a Prototype \[Page 19\]](#)

Only use this procedure if you have an exact overview of how you want to implement wage types in your company. This saves time because you must edit less customer-specific wage types in detail.

### Activities

1. You copy the SAP model wage types to the customer-specific name range. You have the following options:
  - You copy all the model wage types for a whole wage type group.
  - You copy a model wage type as a [prototype \[Ext.\]](#)
  - You use one of the wage types, which you have copied into your customer-specific name range within the framework of a wage type group, as a prototype.
2. If you want to define characteristics for your customer-specific wage types, which are different to the model wage types, then you must edit these wage types with regard to
  - your dialog characteristics (for example, whether it is entered in the infotype)
  - the way it is dealt with in payroll (for example, processing classes and evaluation classes)

**Creating the Customer-Specific Wage Type Catalog**




If you work with wage type groups you make this specification for every wage type; if you work with prototypes you make this specification for every prototype.

3. If you have copied a sample wage type into your customer-specific name range as a prototype, you then duplicate this prototype. In this way you generate several wage types with the same characteristics from this prototype. You can still correct prototypes you have copied, for example, to adjust them to suit the wage type text.

## Copying Model Wage Types Assigned to a Wage Type Group

You can create your customer-specific wage type catalog by copying model wage types for a [wage type group \[Ext.\]](#) from the SAP wage type catalog to the customer-specific name range. You can also copy just some of the model wage types assigned to a wage type group.


### Procedure

1. Choose *Copy* in the initial screen of the [wage type copier \[Page 13\]](#).  
The *Copy Wage Types* screen appears.
  - The *Test Run* function is active. We recommend that you carry out a test run first of all.
  - To use the wage type copier live, deactivate the *Test Run* function.
2. Choose  *Wage Type Group* (change wage type group) and specify a wage type group.  
The wage types from the wage type group are displayed when you enter long and short texts.
3. Select the wage types you want to copy and choose  *CWT* (Automatic Assignment of Customizing Wage Types).  
The *Wage Type Maintenance* dialog box appears.
4. Enter the necessary data and choose .



Only use wage type names from the customer-specific name range, in other words, names that start with a digit. You can also enter the customer wage type names individually.

The copied wage types are displayed with the copy of the long and short texts.

5. Adapt the wage type texts to meet your requirements, if necessary.
6. Select the wage types you want to copy, and choose  *Copy*.

### Result

You have copied sample wage types from a wage type group into the customer-specific name range. A [list of the copied wage types \[Page 22\]](#) is displayed for control purposes.

Your customer-specific wage types have the same wage type characteristics as the SAP sample wage types that you have copied. You can change these characteristics in all the steps in Customizing in which you edit wage type characteristics.



In Customizing for *Personnel Administration*, the *Wage Types* section is available in the *Payroll Data* unit for each infotype. Here you can edit valid wage types for this infotype.

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**Copying Model Wage Types Assigned to a Wage Type Group**

In Customizing for Payroll under *Environment* → *Environment of Wage Type Maintenance* → [Check Wage Type Characteristics \[Ext.\]](#) you can change the dialog characteristics of your customer-specific secondary wage types.

## Copying a Model Wage Type as a Prototype

### Use

If some of the wage types that you need have similar wage type characteristics, you can use prototypes to create your customer-specific wage type catalog. In doing this, you copy a sample wage type from a wage type group in the SAP wage type catalog into the customer-specific name range as a prototype. You can adjust the wage type characteristics of the prototype so that they meet the needs of your enterprise. Then you create the remaining customer-specific wage types for this wage type group, by copying the prototype several times.




If you use this procedure you should have an exact overview of how you want to implement wage types in your company.

### Procedure


2. Choose *Copy* in the initial screen of the [wage type copier \[Page 13\]](#).

The *Copy Wage Types* screen appears.

- The *Test Run* function is active. We recommend that you carry out a test run first of all.
- To use the wage type copier live, deactivate the *Test Run* function.


2. In the *Original WT* field (Original Wage Type) enter the model wage type for the prototype and choose .

The wage type text for the sample wage type is displayed.

3. In the *Customizing WT* field (Customizing Wage Type) enter the customer-specific wage type name for the prototype and select .



Only use wage type names from the customer-specific name range, in other words, names that start with a digit.

4. Adapt the wage type texts to meet your requirements, if necessary.
5. Select the wage type and choose  *Copy*.

### Result

A model wage type is copied to the customer name range as a prototype. A [list of the copied wage types \[Page 22\]](#) is displayed for control purposes.

Your customer-specific wage types have the same wage type characteristics as the SAP sample wage type that you have copied. You can change these characteristics in all the steps in Customizing in which you edit wage type characteristics.



In Customizing for *Personnel Administration*, the *Wage Types* section is available in the *Payroll Data* unit for each infotype. Here you can edit valid wage types for this infotype.

**Copying a Model Wage Type as a Prototype**

In Customizing for Payroll under *Environment* → *Environment of Wage Type Maintenance* → [Check Wage Type Characteristics \[Ext.\]](#) you can change the dialog characteristics of your customer-specific secondary wage types.

## Duplicating a Wage Type

### Use


You have copied a wage type as a prototype into your customer-specific name range and now want to duplicate it, so that you have several similar wage types available in your customer-specific wage type catalog.

In general you proceed as in [copy model wage types for a wage type group \[Page 17\]](#).

### Prerequisites

You defined the wage type characteristics of the prototype in Customizing, to meet your requirements.

### Procedure

3. Choose *Copy* in the initial screen of the [wage type copier \[Page 13\]](#).  
The *Copy Wage Types* screen appears.
  - The *Test Run* function is active. We recommend that you carry out a test run first of all.
  - To use the wage type copier live, deactivate the *Test Run* function.
2. In the *Original WT* field (Original Wage Type) enter the name of your prototype and choose .

The wage type texts for the prototype are displayed.

3. Select the prototype and select *1 Duplicate WT* (duplicate wage type).


The *Wage Type Maintenance* dialog box appears.

5. Enter the necessary data and choose .



Only use wage type names from the customer-specific name range, in other words, names that start with a digit. You can also enter the customer wage type names individually.

The copied wage types are displayed with the copy of the long and short texts.

6. Adapt the wage type texts to meet your requirements, if necessary.
7. Select the wage types you want to copy, and choose  Copy.

### Result

You have duplicated the prototype. A [list of the copied wage types \[Page 22\]](#) is displayed for control purposes.

## List of Copied Wage Types

## List of Copied Wage Types

### Definition

Overview of the wage types that you have copied in the customer-specific name range and the SAP system tables that belong to them.

### Use

The list of the copied wage types is displayed at the end of a copying procedure in the [wage type copier \[Page 13\]](#). You can use the list to determine whether

- you have to reprocess table entries manually  
These tables are highlighted in yellow in the tree structure
- a table is locked by another user so that no changes can be made

These tables are highlighted in red in the tree structure



Do **not** leave the wage type copier if tables are locked by other users. The information that you have already entered for copying the wage types is therefore not lost. Instead, ask the other users to leave the table. After they have come out of the table in question, you can edit the wage type.

### Structure

The list of the copied wage types is represented by the system as a tree structure. It contains

- A list of all tables into which wage types have been copied by the system or should be copied.
- Information on which copied wage types are assigned to the corresponding tables.  
The assignment of the wage type to the table either takes place using the key or the function part of the table:

- Key

In this case the table field, which the wage type name contains, is part of the table key. In such tables the system copied the entries.



Table T511 (*Wage Types*) has the following key fields:

|             |   |
|-------------|---|
| 000         | Client                                  |
| 99          | Country group                           |
| <b>3333</b> | <b>Customer wage type name</b>          |
| 99991231    | Expiry date of the wage type 31.12.9999 |

In this table the wage type name is part of the key. The wage type could have been copied by the system.

---

**List of Copied Wage Types**

## – Function part

In this case, the wage type name is included in the function part of the table rather than the key. The function part of a table consists of all the fields that do not belong to the table key. If the wage type name is in the function part of the table, it is not possible to simply copy the table, because then the table will have several entries with the same key.

In such tables the system could not automatically copy the wage type. You must therefore [copy wage types manually \[Page 24\]](#).

---

**Copying Wage Types Manually**

## Copying Wage Types Manually

### Use

In the [list of copied wage types \[Page 22\]](#) the SAP tables, in which the system can not copy the model wage types to the customer-specific name range, have a yellow background. You must copy these wage types manually.

### Prerequisites

You have copied model wage types to your customer name range using the [wage type copier \[Page 13\]](#), and are now in the list of copied wage types.

### Procedure

You have two editing possibilities:

#### Overwrite in Customizing



We recommend this procedure.

1. Click on the text *Wage type is Not a Key Field, Please Maintain Manually*, which is displayed with a yellow background.

You access the section in Customizing where you can call up the appropriate activity to edit the wage type.

2. Call the activity.
3. Overwrite the name of the model wage type with your customer wage type name.

#### Overwrite Directly

In the list of copied wage types, flag the wage type you want to edit, and choose *Overwrite*.



This procedure is useful if you have to edit a lot of wage types manually.

## Time-Based Delimitation of a Wage Type

### Use

If you no longer need a customer-specific wage type, you can delimit this wage type (time-based) using the wage type copier. It is then no longer available in your system.



**Never** delimit SAP model wage types.

Never delimit customer-specific wage types in a live system; only ever do this in a test system.

We recommend that you do **not** delimit wage types with respect to time, as this can cause problems during the *Payroll* run. Instead, you should define in Customizing that the wage type should no longer be permitted for entry in any infotype. For example, you have the possibility of doing this for each infotype in Customizing for *Personnel Administration* in the section [Payroll Data \[Ext.\]](#)

### Prerequisites


You have copied SAP model wage types to the customer name range.

### Procedure

1. Choose *Delete* in the initial screen of the [wage type copier \[Page 13\]](#).  
The *Delete Wage Types* screen appears.
2. In the column *Delete WT* (wage type to be deleted), enter the name of the wage types that you want to delimit with respect to time.
3. Select the wage types that you want to delimit.
4. Select *Limit wage types according to time until...* and enter the delimitation date.



The delimitation date must be a payroll period after the date from which you no longer need the wage type. The system still needs the wage type for another payroll period, to be able to import the payroll result from the previous period.

5. Choose  *Delete*.

A [list of the deleted wage types \[Page 29\]](#) is displayed.

### Result

The system makes the following changes in the SAP System tables:

- In the date-dependent tables, the system sets the end date of the selected wage type to the delimitation date you have specified. The wage type is still available in this table, but can only be used up until this delimitation date.

Example: Table T512W (*Wage Type Evaluation*)

---

**Time-Based Delimitation of a Wage Type**

- In the tables that are **not date dependent**, the system can not delimit the wage type. The following options are available:
  - If the wage type to be delimited is part of the table key, it is deleted. This means that you will no longer be able to copy the wage type.  
Example: Table T555K (*Transfer to Time Wage Types*)
  - If the wage type to be delimited is not part of the key, you have to [manually delimit \[Page 30\]](#) the wage type.

## Deleting Wage Types

### Use

If you no longer need a customer-specific wage type, you can delete this wage type from the wage type catalog using the wage type copier. It is then no longer available in your system.



**Never** delete SAP model wage types.

**Never** delete customer-specific wage types in a live system; only ever do this in a test system.

We recommend that you do **not** delete wage types, as this can cause problems during the *Payroll* run. Instead, you should define in Customizing that the wage type in question should no longer be permitted for entry in any infotype. For example, you have the possibility of doing this for each infotype in Customizing for *Personnel Administration* in the section [Payroll Data \[Ext.\]](#). As an alternative we recommend that you do not delete the wage type, but rather that it should be [delimited with respect to time \[Page 25\]](#).

### Prerequisites

You have copied SAP model wage types to the customer name range.

### Procedure


2. Choose *Delete* in the initial screen of the [wage type copier \[Page 13\]](#).

The *Delete Wage Types* screen appears.

2. In the column *Delete WT* (wage type to be deleted), enter the name of the wage types that you want to delete.



Only specify wage type names from your customer name range.

3. Select the wage types you want to delete.
4. Select *Delete Wage Types*.
5. Choose  *Delete*.

A [list of the deleted wage types \[Page 29\]](#) is displayed.

### Result

The system makes the following changes in the SAP System tables:

- If the wage type name is in the table key, the system deletes all table entries for the selected wage type.
- If the wage type name is not in the table key, but is contained in the function part of the table, then the system can not delete the entry. These table entries must therefore be [deleted manually \[Page 30\]](#).

**Deleting Wage Types**

The deleted wage type is neither available for wage type copying or for other activities in the SAP system.

## List of Deleted Wage Types

### Definition

Overview of the customer wage types that you have deleted or delimited with respect to time, and the SAP system tables which belong to them.

### Use

The list is displayed if you have deleted or delimited customer wage types in the [wage type copier \[Page 13\]](#). You can use the list to determine whether

- you have to reprocess table entries manually
- a table is locked by another user so that no changes can be made

These tables are highlighted in yellow in the tree structure

These tables are highlighted in red in the tree structure



Do **not** leave the wage type copier if tables are locked by other users. Otherwise, the information that you have already entered for deleting or delimiting the wage types gets lost. Instead, ask the other users to leave the table. After they have come out of the table in question, you can edit the wage type.

### Structure

The list of the deleted wage types is represented by the system as a tree structure. It contains

- A list of all the tables in which wage types have been, or should have been, deleted or delimited by the system.
- Information on which deleted /delimited wage types were assigned to the corresponding tables.

The assignment of the wage type to the table either takes place using the **key** or the **function part** of the table. For more information, see the [list of copied wage types \[Page 22\]](#).

- If the table field, which contains the wage type names, is part of the table key, the system has deleted or delimited the entry with respect to time.
- If the wage type name is contained in the function part of the table, the system could **not automatically** delete or delimit the wage type with respect to time. You must therefore [delimit or delete these wage types manually \[Page 30\]](#).

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**Deleting or Delimiting Wage Types Manually**

## Deleting or Delimiting Wage Types Manually

### Use

In the [list of deleted wage types \[Page 29\]](#) the SAP tables, in which the system can not delete or delimit the customer-specific wage types, have a yellow background. You must delete or delimit these wage types manually.

### Prerequisites

You have delimited or deleted customer-specific wage types using the [wage type copier \[Page 13\]](#) and are now in the list of deleted wage types.

### Procedure

You have two editing possibilities:

#### Delete or Delimit in Customizing



We recommend this procedure.

2. Click on the text *Wage type is Not a Key Field, Please Maintain Manually*, which is displayed with a yellow background.

You access the section in Customizing where you can call up the appropriate activity to edit the wage type.

2. Call the activity.
3. Delete the customer-specific wage or delimit it with respect to time.

#### Delete Directly or Delimit (Time-Based)

In the list of deleted wage types, flag the wage type you want to delete or delimit, and choose *Delete or Delimit*.



This procedure is useful if, for example, you have to delete or delimit a lot of wage types manually.

## Assigning Wage Types to Wage Type Groups

### Use

The customer-specific wage types, which you have copied from SAP model wage types, are automatically assigned to the same [wage type group \[Ext.\]](#) as the model wage types. You can change this assignment. Moreover, you can also obtain an overview of the assignment of wage types to wage type groups.



The assignment of wage types to [logical views \[Ext.\]](#) takes place using wage type groups. If you remove a wage type from a wage type group, it is no longer available in the logical view to which the wage type group is assigned for editing of the wage type characteristics.

### Scope of Function

In transaction PU98 (Assign Wage Types to Wage Type Groups) you have the following options:

- Assign customer wage types to a wage type group



After a release upgrade from Release 2.1 or 2.2 to Release 3.0 or higher, you must assign all customer-specific wage types to a wage type group. Wage type groups were only introduced with Release 3.0 of the SAP-R/3 System. This means that you must include wage types created in Release 2.1 or 2.2 in wage type groups.

- Delete customer wage types from a wage type group  
When you have created a customer wage type catalog, you can delete a customer wage type from a wage type group.
- Display all wage types that are not assigned to a wage type group  
You can display the customer wage types that have not been assigned to a wage type group.
- Display all wage types assigned to a particular wage type group  
For example, you can display all wage types assigned to the (*Basic Pay*) wage type group (0008).
- Display assignment of wage types to wage type groups  
You can display the wage type groups to which one or several wage types are assigned.  
If you want to display the assignment of more than one wage type, you have the following options:
  - Display the **total quantity**:  
All of the wage type groups containing at least one of the selected wage types are displayed.
  - Display the **common quantity**:  
The wage type groups containing all of the wage types are displayed.

Assigning Wage Types to Wage Type Groups

## Displaying the Assignment of Wage Types to Wage Type Groups

### Use

If, for example, you delete a customer-specific wage type from a wage type group and you want to assign it to another wage type group, you can first of all check to see the wage type groups to which this wage type is already assigned.

### Procedure

1. Select transaction PU98.
2. In the *Template Using Model Wage Types* block, choose the entry *All Wage Types*.
3. Select the wage types whose assignment to wage type groups you want to check.
4. Select one of the following indicators:
  - *Total quantity*  
All of the wage type groups containing at least one of the selected wage types are displayed.
  - *Common quantity*.  
The wage type groups, in which all the selected wage types are contained, are displayed.
5. Choose *Display Groups*.

### Result

In the *Wage Type Groups* block, depending on the indicators you have selected, the corresponding wage type groups are flagged:

- to which at least one of the selected wage types is assigned
- to which all of the selected wage types are assigned

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**Deleting Customer Wage Types from a Wage Type Group**

## Deleting Customer Wage Types from a Wage Type Group

### Use

You want to change the assignment of a customer-specific wage type to the wage type groups. You want to delete the wage type from a wage type group and now want to assign it to another wage type group.

### Procedure

1. Select transaction PU98.
2. In the *Wage Types to be Assigned* block, choose the *Customer-Specific Wage Types* entry.

A list is displayed of all customer wage types.

3. Select the customer wage type that you want to delete from a wage type group.
4. In the *Wage Type Groups* block, select the wage type group from which the wage type should be deleted.
5. Select the *Delete* indicator.
6. Choose *Group assignment*.

The *Delete Wage Types in the Wage Type Groups* dialog box appears. A dialog box is displayed for control purposes telling you which wage types are deleted from which wage type groups.

7. Choose .

### Result

The customer wage type is deleted from the selected wage type group.

## Assigning Customer Wage Types to a Wage Type Group

### Use

You want to change the assignment of a customer-specific wage type to the wage type groups. You have deleted the wage type from one wage type group and now want to assign it to another wage type group.



After changing from Release 2.1 or 2.2 to Release 3.0 or a later release, you have to first of all assign **all** the customer-specific wage types, which you created in earlier releases, to a wage type group.

We recommend that you proceed as follows:

1. Choose a customer wage type to be assigned.
2. Select a model wage type that corresponds to the customer wage type.
3. [Display the wage type groups \[Page 33\]](#), to which the selected model wage type is assigned.
4. Assign the customer wage type to these wage type groups.

### Procedure

1. Select transaction PU98.
2. In the *Wage Types to be Assigned* block, choose the *Customer-Specific Wage Types* entry.  
A list is displayed of all customer wage types.
3. Select the customer wage type that you want to assign to a particular wage type group.
4. In the *Wage Type Groups* block, select the wage type group to which the wage type should be assigned.
5. Flag the *Insert* indicator.
6. Choose *Group assignment*.

The *Add Wage Types to Wage Type Groups* dialog box appears. A dialog box is displayed for control purposes telling you the wage types you have assigned to the wage type groups.

7. Choose .

### Result

The customer wage type is assigned to the selected wage type group.

---

## Using Wage Types

# Using Wage Types

## Use

The function enables you to obtain an overview of the wage type characteristics for all the primary and secondary wage types that you use. You might want to do this to compare the characteristics of different wage types, for example, or to obtain an overview of the status of your wage types within the system.

To obtain the overview, run report program RPDLGA20 (*Use of Wage Types in Payroll*). The report generates a list of the wage types available for a selected country.

## Scope of Function

The report only evaluates the wage types that affect the **Behavior of a Wage Type in Payroll**, and not the characteristics that determine the **Behavior of a Wage Type On-Line**.

The list is arranged according to wage type characteristics and their specifications. The wage types, which are assigned to the following wage type characteristics, are displayed.

- Processing classes
- Evaluation classes
- Cumulations
- Bases for calculating averages
- Valuation bases

In the wage type utilization list, the personnel areas that belong to the selected country are displayed.

## Creating a Wage Type Utilization List

1. Choose *Human Resources* → *Payroll* → *Environment* → *Wage Type Utilization*.
2. In the *Country Grouping* field of the *Selection* block, enter the country grouping for which you want to check the wage type utilization.
3. In the *Wage Type Validity* field enter a validity period.

The system only displays the usage of the wage types that are valid within this validity period.
4. If necessary, restrict the evaluation to one or several wage types, by entering it in the *Wage Type* field.
5. Select *Display Logical Views*, if necessary.

In the generated tables or tree structure, all the [logical views \[Ext.\]](#) in which you can edit the corresponding class are displayed for the processing classes, evaluation classes and cumulations, if you flag this option. If there is an IMG section corresponding to the logical view, this will be displayed. You can navigate from the wage type utilization list to the corresponding IMG activity and make the changes there.
6. In the *Output* block, select the required output form.
  - To display a list with a hierarchical structure, choose *Table*.

If, for example, you are only interested in the use of individual processing classes in wage types, we recommend you use a table as the output form for the results. Displaying the results in table form takes less time, because the system only determines the relevant information when it accesses the next level.

In the tables you can double click on a line of the table (for example, *Processing Classes*) to navigate to the detailed view for the corresponding table entry.
  - To display a list with a tree structure, choose *Tree Structure*.
  - To obtain a non-hierarchical list of the wage type characteristics, choose *Continuous List*.

If you want to obtain a complete where-used-list, you should use the tree structure or continuous list as the output form for the results. It takes longer, however, if you use the tree structure and the continuous list, because the system has to determine all the information for the sub-nodes and levels before it can display the results.
7. Choose *Program* → *Execute*.

## Wage Type Split

### Definition

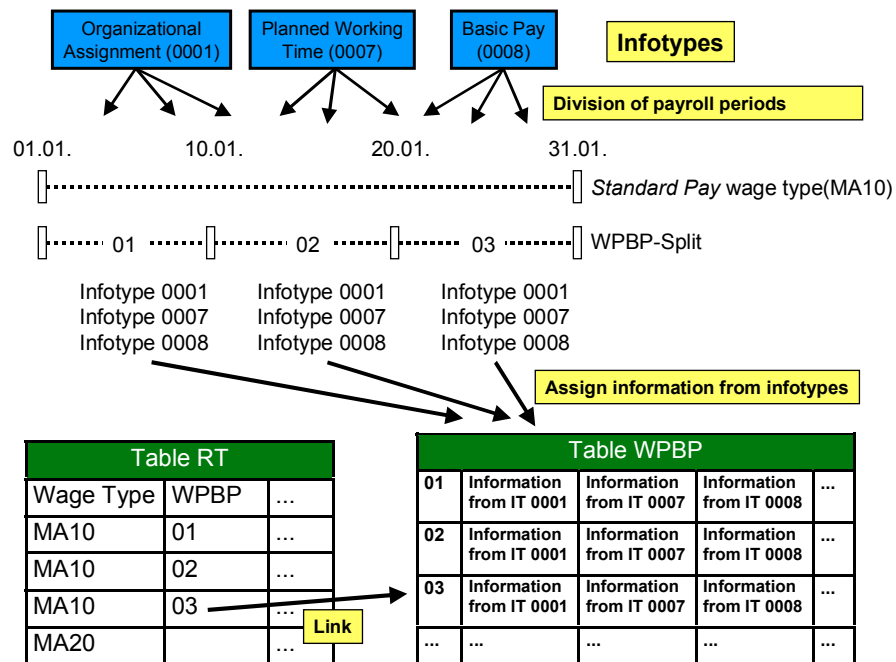
The division of payroll periods into partial periods when entries in different infotypes have been changed. The wage types are assigned to these partial periods.

The wage type split has the following significance in the payroll results:

- It defines changes to infotypes for the exact day and indicates these periods in the payroll results using a two-digit number: the split indicator.
- It provides a link from the Results Table RT to other payroll tables. The information relevant for the split is assigned to the infotype using this table.



The [Work Center-/Basic Pay Split \(WPBP-Split\) \[Ext.\]](#) provides a link to table WPBP:



### Use

The system uses the following wage type splits:

| Wage Type Split                            | Use if  |
|--|---|
| Work Center-/ Basic Pay Split (WPBP-Split) | an employee's work center and/or basic pay change within a payroll period |
| Cost Accounting Split (KR-Split)           | an employee's assignment to a cost center changes within a payroll period |

Wage Type Split

|  |   |
|--|---|
| Split for Different Payments (ALP- Split)              | an employee carries out substitution during a payroll period and is remunerated differently than normal.  |
| Absence Split (AB-Split)                               | an employee is absent once or several times (for example, leave or illness) during a payroll period.  |
| Bank-Transfer-Split (BT-Split)                         | an employee has one main bank account and one, or several, secondary bank accounts.   |
| Variable Split (VO-Split)                              | there is special information available for an employee for a payroll period, for example, information on a garnishment, a loan or a company car |
| Country-Specific Splits (C1-Split, C2-Split, C3-Split) | there is country-specific information available for an employee for tax, social insurance and so on.  |

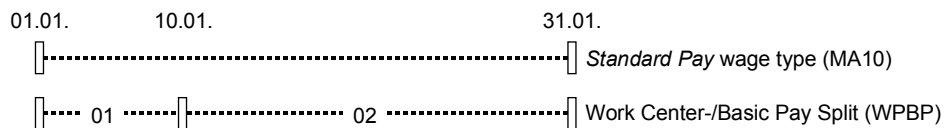


The WPBP-split is displayed as AP-split in the RT table because of space restrictions.

Wage Type Split: Example 1

## Wage Type Split: Example 1

An employee's standard pay is changed on January 10 in the *Basic Pay* (0008) infotype:

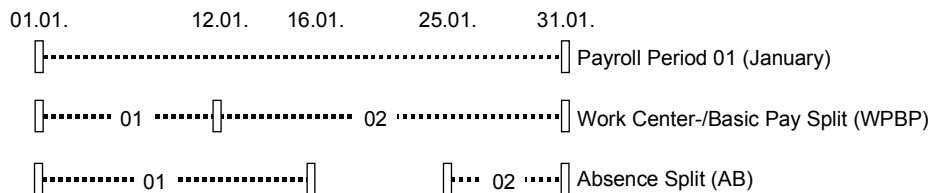


Wage type MA10 is available with a Work Center-/Basic Pay Split (WPBP-Split). The WPBP-split covers two partial periods that are indicated in the payroll results with split indicators:

| Time Characteristic | Representation in the Payroll Results (Table RT) |           |    |
|---------------------|--|-----------|----|
| Start date          | End date   | Wage type | AP |
| 01.01.              | 09.01.   | MA10      | 01 |
| 10.01.              | 31.01.   | MA10      | 02 |

## Wage Type Split: Example 2

An employee's standard pay is changed on January 12 in the *Basic Pay* (0008) infotype: A Work Center-/ Basic Pay Split (WPBP-Split) is created as a result. The employee also takes leave twice in this payroll period. Wage type ABO1 is generated to calculate the absences. An Absence Split (AB-Split) exists for this wage type.



Wage type ABO1 is taken from the system and split up among the WPBP periods. Wage type ABO1 is available with a Work Center-/Basic Pay Split (WPBP-Split) **and** an Absence Split (AB-Split). Both the WPBP-split and the AB-split cover two partial periods that are indicated in the payroll results with split indicators:

### Work Center-/Basic Pay Split

| Time Characteristic | Representation in the Payroll Results (Table RT) | Wage type | AP |
|---------------------|--|-----------|----|
| Start date          | End date   |           |    |
| 01.01               | 11.01.   | ABO1      | 01 |
| 12.01.              | 31.01.   | ABO1      | 02 |

### Absence Split

| Time Characteristic | Representation in the Payroll Results (Table RT) | Wage type | AB |
|---------------------|--|-----------|----|
| Start date          | End date   |           |    |
| 01.01.              | 15.01.   | ABO1      | 01 |
| 25.01.              | 31.01.   | ABO1      | 02 |

Both splits are represented in the payroll results as follows:

| Time Characteristic | Representation in the Payroll Results (Table RT) | Wage type | AB | AP |
|---------------------|--|-----------|----|----|
| Start date          | End date   |           |    |    |
| 01.01.              | 11.01.   | ABO1      | 01 | 01 |

Wage Type Split: Example 2

|        |        |      |    |    |
|--------|--------|------|----|----|
| 12.01. | 15.01. | ABO1 | 01 | 02 |
| 25.01. | 31.01. | ABO1 | 02 | 02 |