



## Wage type Creation – Steps by Step Process

Date of Submission: 10-11-2022

Date of Acceptance: 23-11-2022

Wage types are used to assign payments and deductions as well as to control the payroll program. In simple terms, Wage types are the building blocks of the payroll module and are essential to compensate the employees.

Wage types cannot be created directly. It has to be copied from an existing wage type available in the system. Once it is copied from a model wage type, it can then be modified to meet the customer specific requirements.

Transaction code for wage type copying: **OH11** or **PU30**

**SPRO path:** Personnel Management > Personal Administration > Payroll Data > Basic Pay > Wage type > Create Wage type Catalogue

The wage types that are created (copied) are included in all of the wage type groups and tables as the original wage type. Also, when copied from a standard wage type, all the wage type classes will take place automatically as maintained in the standard wage type. However, in order to change and use the setting according to the customer requirements, one has to write the Rule, Schema and change the Processing, Cumulations and Evaluation classes for these wage types.

Following are the step by step guidelines to copy a wage type in order to create one:

Look at the existing wage types

This can be done by viewing table 512W\_D which contains all the details of past and present wage types created in the system.

- Use transaction code **SM31** to view the table maintenance screen
- Enter the table name as **V\_512W\_D**
- Select **Display** tab and enter
- When prompted, type the country grouping for the company (ex. 08:Great Britain) and hit enter

- Select **Edit Everything** and press enter.
- The wage type table is displayed with all the wage types on the leftmost column- 4 characters long. Select any of the wage types and click on **details** icon
- Find an existing wage type that is similar to the one required to be created, and then look for the next available number
- Ensure that the wage type number that is chosen isn't already assigned.

Note: Customer defined wage types must always start with a digit.

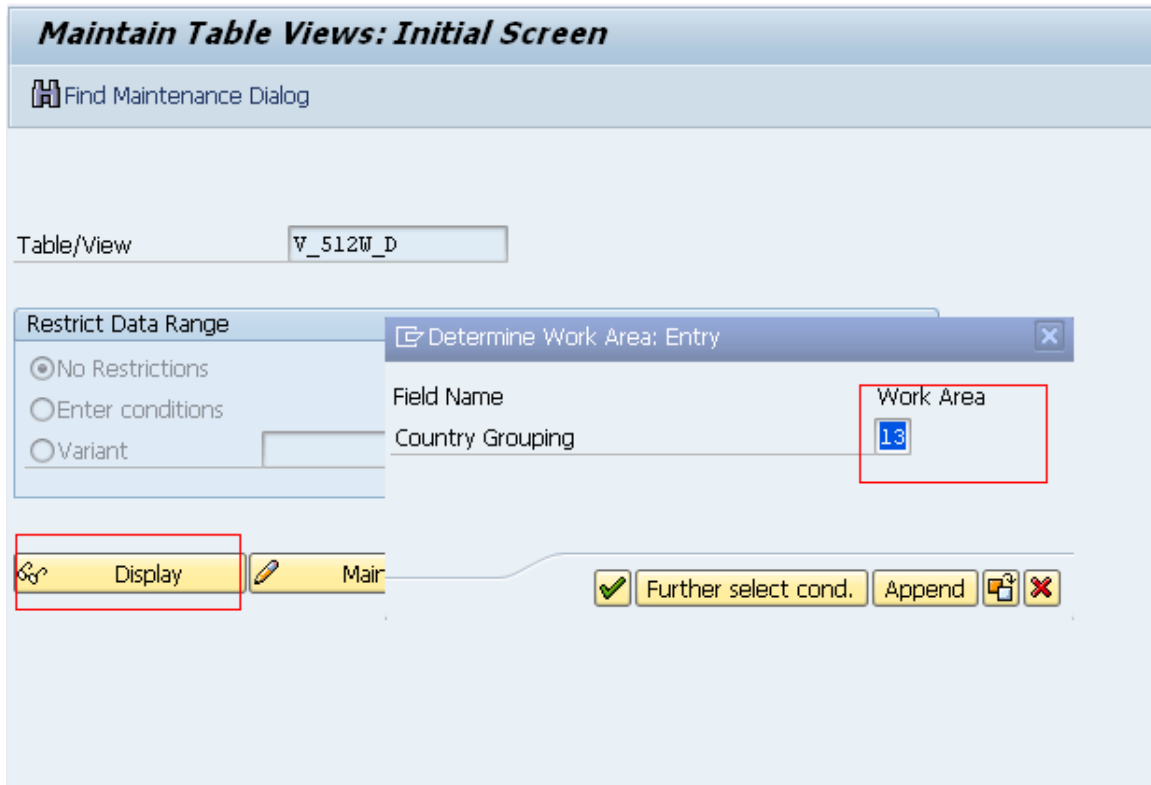


Fig a: T\_code- SM31 > Enter table name> Display> Enter Work Area (Country Grouping)

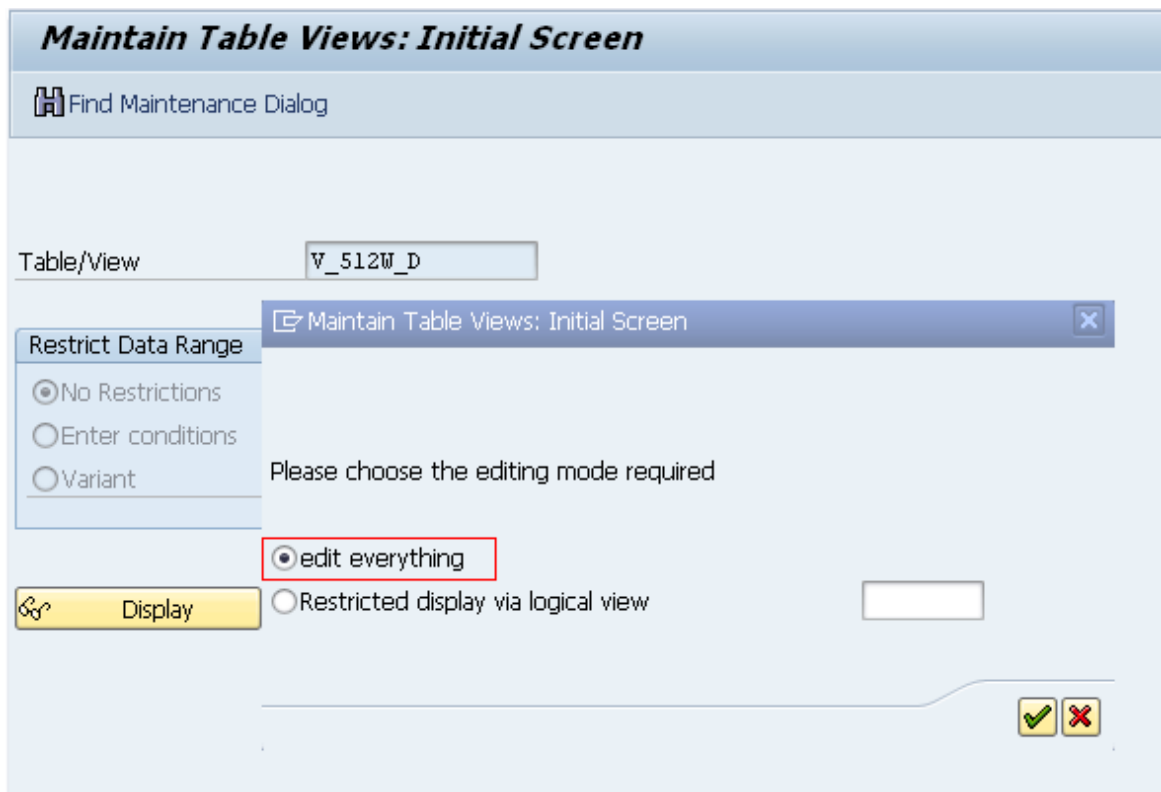


Fig b: Select 'Edit Everything' radio button and click on Tick to enter



**Display View "Processing Classes, Cumulations, and Evalua**

Expand <-> Collapse

Wage Ty...	Inf...	Wage Type Long Text	Start Date	End Date
0000		Wage Type	22.06.2013	31.12.9999
0000		Wage Type	22.06.2013	31.12.9999
0000		Wage Type	22.06.2013	31.12.9999
0000		Wage Type	22.06.2013	31.12.9999
0000		Wage Type	22.06.2013	31.12.9999
0000		Wage Type	22.06.2013	31.12.9999
1430		Wage Type to be Copied	01.10.2005	31.12.9999
0000		Wage Type	01.02.2006	31.12.9999
0000		Wage Type	22.06.2013	31.12.9999
0000		Wage Type	22.06.2013	31.12.9999
0000		Wage Type	22.06.2013	31.12.9999
0000		Wage Type	22.06.2013	31.12.9999
0000		Wage Type	22.06.2013	31.12.9999
0000		Wage Type	22.06.2013	31.12.9999
0000		Wage Type	22.06.2013	31.12.9999
0000		Wage Type	22.06.2013	31.12.9999
0000		Wage Type	22.06.2013	31.12.9999
0000		Wage Type	22.06.2013	31.12.9999
0000		Wage Type	22.06.2013	31.12.9999
0000		Wage Type	22.06.2013	31.12.9999
0000		Wage Type	22.06.2013	31.12.9999
0000		Wage Type	22.06.2013	31.12.9999
0000		Wage Type	22.06.2013	31.12.9999
0000		Wage Type	22.06.2013	31.12.9999

All wage types      Position...      Entry 76 of 836

Fig c: List of all available wage types that can be copied (Table: V\_512W\_D)

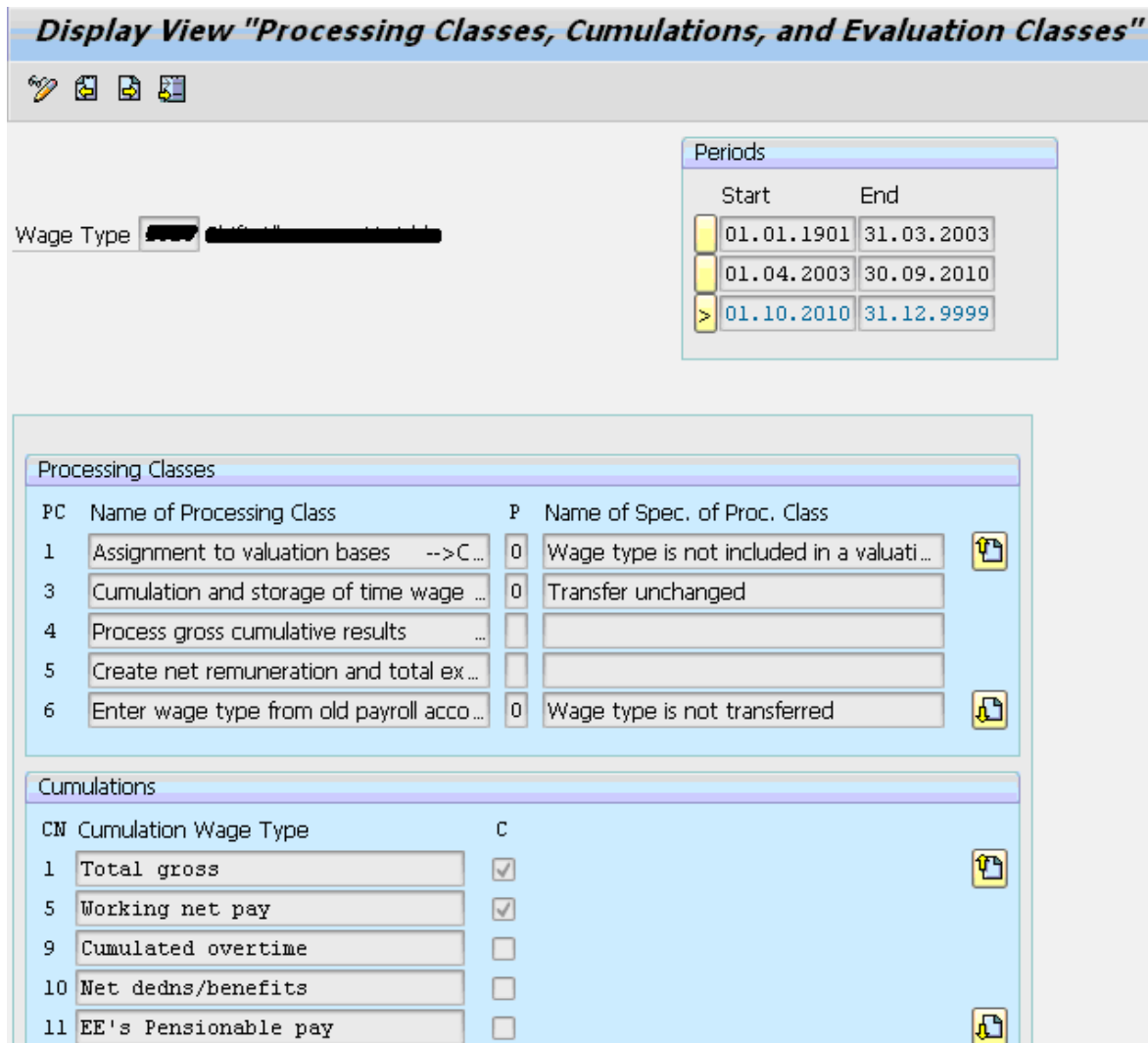


Fig d: Details of a sample wage type

Copy the selected Wage type

This can be done by selecting an old existing wage type and then copy. Below are the steps:


- Go to transaction **OH11**; when prompted to choose a method of maintenance, select **Copy** nenter.
- A table is displayed with two sides-one to add the wage types to be copied and the other side to add the wage typed required to be created.



Orig...	Wage type long text	Text	S	Wage Type Long Text	Text
1430	Wage Type to be Copied	WTC	<input type="checkbox"/>	Test Wage type	TWT
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		

- Under Original wage type, type the old wage type to be copied (ex: 1430). In the right hand side, type in the number of the new wage type as decided before, followed by the long description and short text in the next two cells (in this case: 1511-Test Wage Type-TWT).

Note: A short description is limited to 8 letters and typically does not contain spaces.

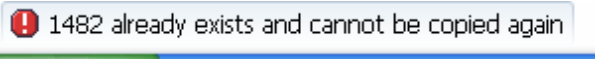
- Check the box marked **Test Run**  Test run
- Select the entry and click on **Copy** button 

Note: Validity date need not be entered at this time; it can be later maintained in the permissibilitytable T512z

Entries from validity date

- The test log and results are displayed, once it is successful, go the previous screen, uncheck the box marked **Test Run** and click on **Copy**
- When prompted to save the changes, select a transport request and assign those changes to it, so that it could be moved to the production system
- Live log will be displayed listing the tables where the new entry has been made.

Note: In case the wage type we are trying to create already exists, it throws an error.



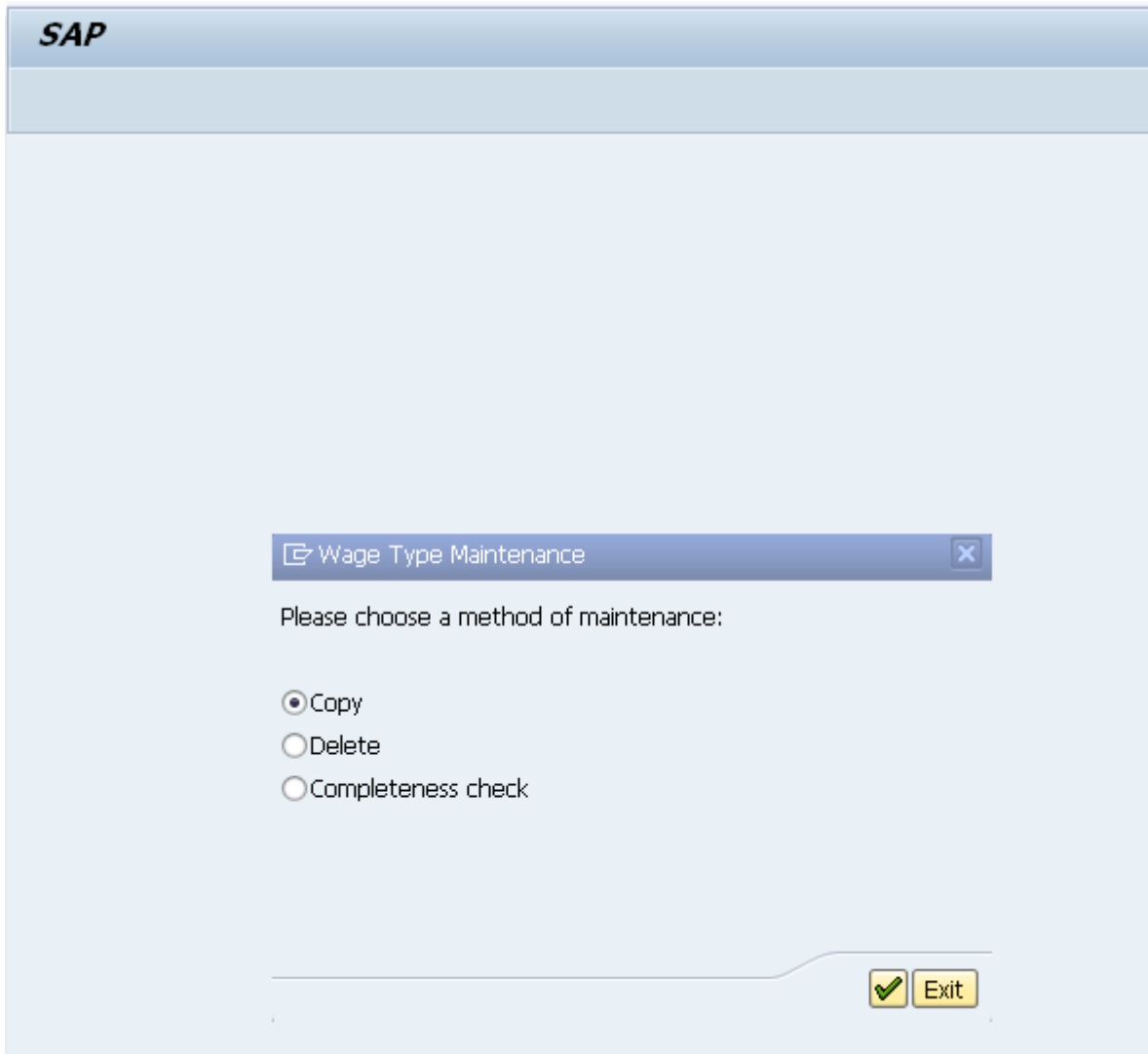


Fig e: The first screen displayed in OH11; Select Copy and enter



**Copy Wage Types**

Copy   Wage type group

Country grouping  Australia

Wage type group  No WT group selected

Test run

Wage types that are to be copied

Orig...	Wage type long text	Text	S	Cust...	Wage Type Long Text	Text
1430	Wage Type to be Copied	.WTC		1511	Test Wage type	TWT

CWT   Copy wage type 1   Other Languages

Delimitation

Copy all entries    Entries from validity date

Fig f: Wage type copier screen

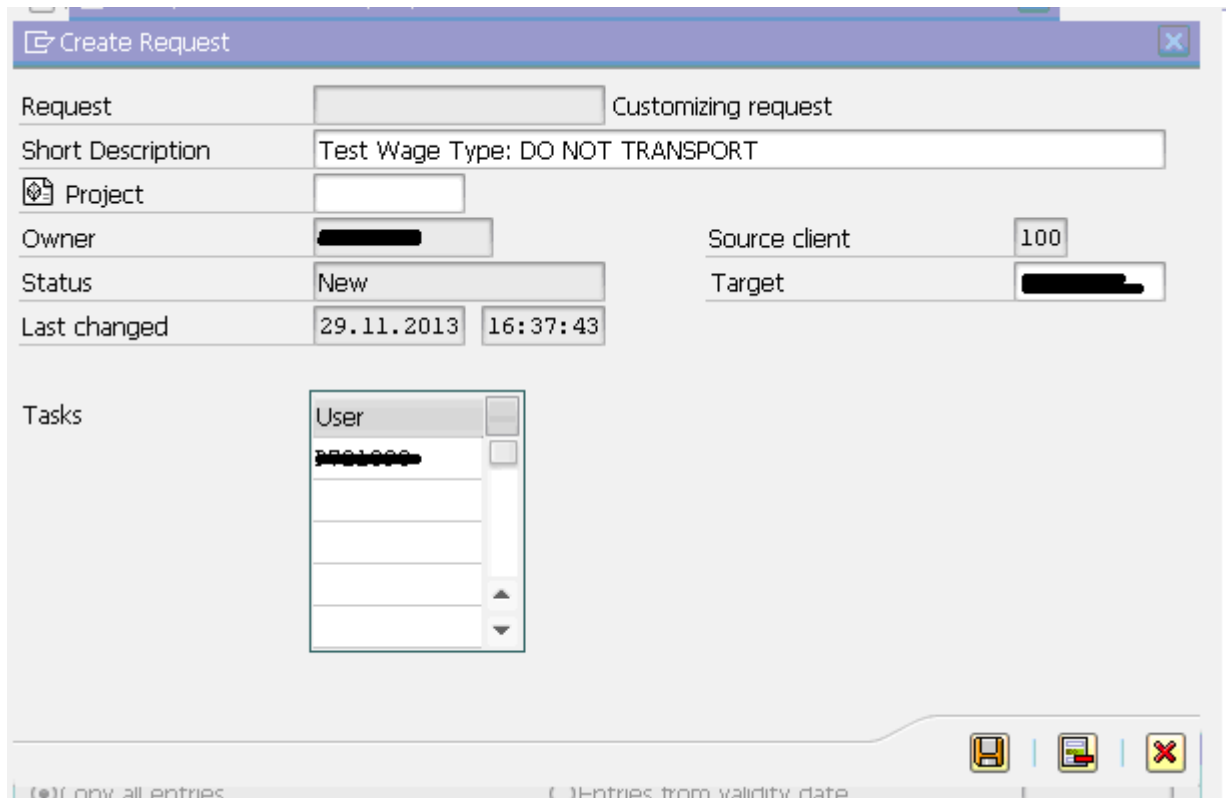


Fig g: Creation a new Transport Request

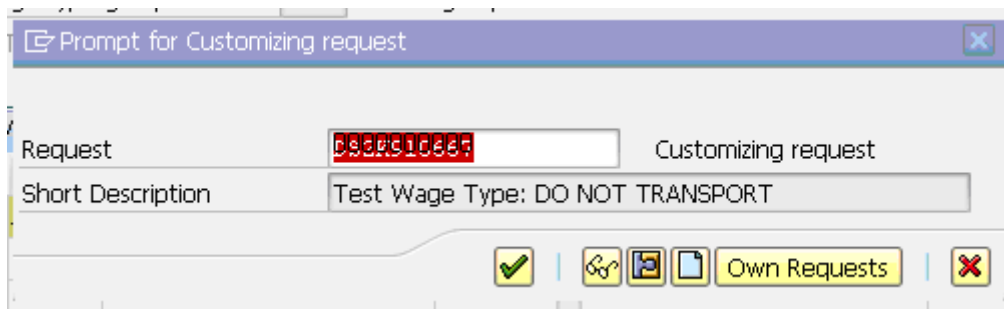


Fig h: Saving the changes to the TR





<b>Copy Wage Types</b>	
Copy wage type(s) Test run maintain manually: 000 Errors: 000	
Documentation	
T511	Wage Types
T512T	Wage Type Texts
T512W	Wage Type Valuation
T512Z	Permissibility of Wage Types per Infotype
T52D7	Assign Wage Types to Wage Type Groups
T52DZ	Assignment: Customizing - Model Wage Type
WT 1511	Entry was made
T52EL	Posting of Payroll Wage Types
T52EZ	Time-Dependency of Wage Type Posting
T591B	Time Constraints for Wage Types
T596I	Calculation Rules for Cumulation Wage Types

Fig i: List of all the Tables where the new wage type entry is made automatically when performed the copy.

Note: The red highlighted text shows the number of errors (should be 0)

The yellow highlighted text shows the number of objects that need to be manually maintained for the new wage type (again, should be 0)

Wage type table- below is a comprehensive list of all the tables which get impacted when a new wage type is created

- T511: Wage types
- T512W: Wage type Valuation
- T512R: Cumulation wage types in Forms
- T512X: Accessibility of wage types for external S
- T512T: Wage type texts
- T512Z: Permissibility of wage types per infotype
- T52D7: Assign wage types to wage types groups
- T52DZ: Assignment: Customizing-Model wage type
- T52EL: Posting of Payroll wage types
- T52EZ: Time dependency of wage type posting
- T591B: Time constraints for wage types
- T596I: Calculation rules of Cumulation wage types
- T511M: Wage type Models
- T510S: Time wage type selection
- T510Y: Special rules for wage type

generation

- T51D2: Wage type classes
- T51P1: Wage type assignment

Wage type Validity- As the wage type is copied, it automatically takes the start and end date as the existing one. This can be modified as required in the permissibility table T512Z.



**Change View "Permitted Wage Types": Overview**

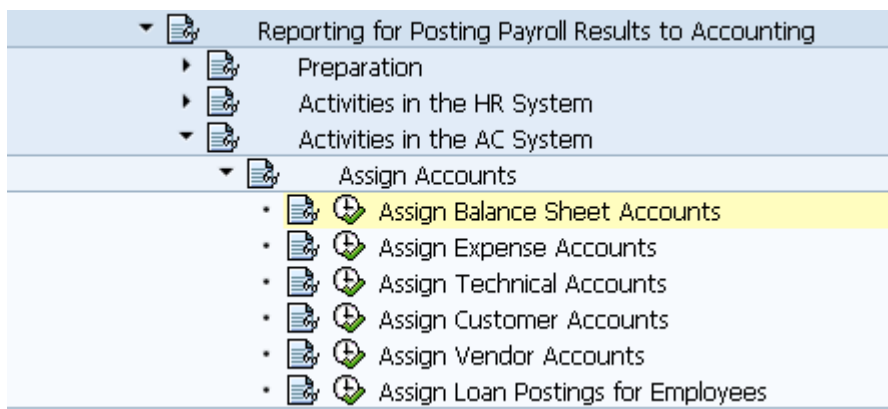
Expand <-> Collapse    New Entries    Delimit

Allowed wage types for Recurring Payments/Deductions						
Wage T...	Wage Type Long Text	Start Date	End Date	once	Sev.times	
0000	Wage Type	01.01.1900	31.12.9999	<input type="radio"/>	<input type="radio"/>	
0000	Wage Type	01.01.1900	31.12.9999	<input type="radio"/>	<input type="radio"/>	
1430	Wage Type to be Copied	01.01.2006	31.12.9999	<input type="radio"/>	<input type="radio"/>	
1511	Test Wage type	01.01.2013	31.12.9999	<input checked="" type="radio"/>	<input type="radio"/>	
0000	Wage Type	01.01.1900	31.12.9999	<input type="radio"/>	<input type="radio"/>	
0000	Wage Type	01.01.1900	31.12.9999	<input type="radio"/>	<input type="radio"/>	

Fig j: Table T512Z; changing the effective date of the wage type

Map Symbolic Account for the new Wage Type  
For financial posting, this new wage type has to be mapped to a symbolic account in order to link it to the desired actual account. Typically, the symbolic account for this new wage type would be the same as the old wage type from which it was copied.

- SPRO path: Payroll>Great Britain>Reporting for Posting Payroll Results to Accounting>Activities in AC System>Assign Account
- Select the type of account that is required to be linked to the Wage Type (Balance sheet/Expense Account etc.) and execute



- When prompted for the Chart of Accounts, type the relevant one (ex: **MCOA**) and enter.
- A table is displayed with the list of G/L accounts along with the symbolic accounts mapped to it (Millennium Charts of Accounts-MCOA).

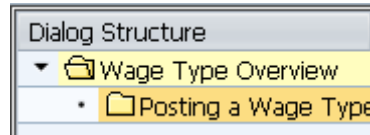
Accounting> Activities in HR System> Maintain Wage Types> Define posting characteristics of WageTypes

Note: There may be multiple symbolic accounts linked to the same actual account in order to allow tracking of expenses.

- Find and select the symbolic account code that is to be mapped with the wage type and exit from the screen
- Go to IMG: Payroll> Great Britain> Reporting to Payroll Posting Results to



- A table is displayed listing all the wage types- Select the new wage type (WT-1511)
- Double-click on the Posting a Wage type folder in the left side window.



- It displays the symbolic account same as the wage type that was used to create this one.
- Select and change the symbolic account for this wage type as per requirement
- Save the changes.

**Configuration Accounting Maintain : Automatic Posts - Accounts**

Posting Key Rules

Chart of Accounts **MCOA** Millenium Chart Of Accounts  
Transaction **HRF** HR postings, financial accounts

Account assignment

Symbolic a...	Employee ...	Account
XYZ	1	00011111
XYZ	2	00011111
XYZ	3	00011111
XYZ	4	00011111
XYZ	5	00011111
XYZ	6	00011111
XYZ	7	00011111
XYZ	8	00011111
XYZ	9	00011111
XYZ	P	00011111
XYZ	Q	00011111
ABC	1	00011111
ABC	2	00011111
ABC	3	00011111
ABC	4	00011111

Position

Fig k: Table displaying Symbolic accounts mapped to Actual Accounts



**Change View "Wage Type Overview": Overview**

Expand <-> collapse New Entries Delimit

Wage Ty...	Wage Type Long Text	Start Date	End Date
0000	Wage Type	01.01.1901	31.12.9999
1430	Wage Type to be Copied	01.01.1901	31.12.9999
1511	Test Wage type	01.01.1901	31.12.9999
0000	Wage Type	01.01.1901	31.12.9999
0000	Wage Type	01.01.1901	31.12.9999
0000	Wage Type	01.01.1901	31.12.9999
0000	Wage Type	01.01.1901	31.12.9999
0000	Wage Type	01.01.1901	31.12.9999
0000	Wage Type	01.01.1901	31.12.9999
0000	Wage Type	01.01.1901	31.12.9999
0000	Wage Type	01.01.1901	31.12.9999
0000	Wage Type	01.01.1901	31.12.9999
0000	Wage Type	01.01.1901	31.12.9999
0000	Wage Type	01.01.1901	31.12.9999
0000	Wage Type	01.01.1901	31.12.9999
0000	Wage Type	01.01.1901	31.12.9999
0000	Wage Type	01.01.1901	31.12.9999
0000	Wage Type	01.01.1901	31.12.9999
0000	Wage Type	01.01.1901	31.12.9999

Fig l: Table to change Symbolic account

**Change View "Posting a Wage Type": Overview**

New Entries

Wage Type: 1511 Test Wage type  
 End Date: 31.12.9999

N.. +/-...	Proc.Type	SymAcct...	Description of SymAcctAss	AATyp	Ignore Cost Assignm...
1 +...	Norma...	XYZ	Wage Type	F	<input type="checkbox"/>

Fig m: Symbolic account mapping

Note: The second column is for plus/minus sign for Posting. An entry in this field determines the credit and debit of the amount when posting a particular wage type as per the +/- (positive/negative) signs used. The sixth column (Account Assignment type) determines the account type to which results are to be posted. Ex: C-Expense account, F- Balance sheet account, etc.

Test the new Wage Type

Finally the new wage type has to be tested once to ensure that it shows up correctly in the system. For testing, we need to maintain this wage type. The steps are as follows:

- Go to transaction **PA30**, select an employee.



- Type **0014** in the infotype field, **1511** in the subtype field

- Click on **Create**



Note: Infotype 0014- Recurring Payments/Deductions

- Add start date, end date and amount to that wage type and Save
- The wage type 1511 has been maintained for the employee for the given period.

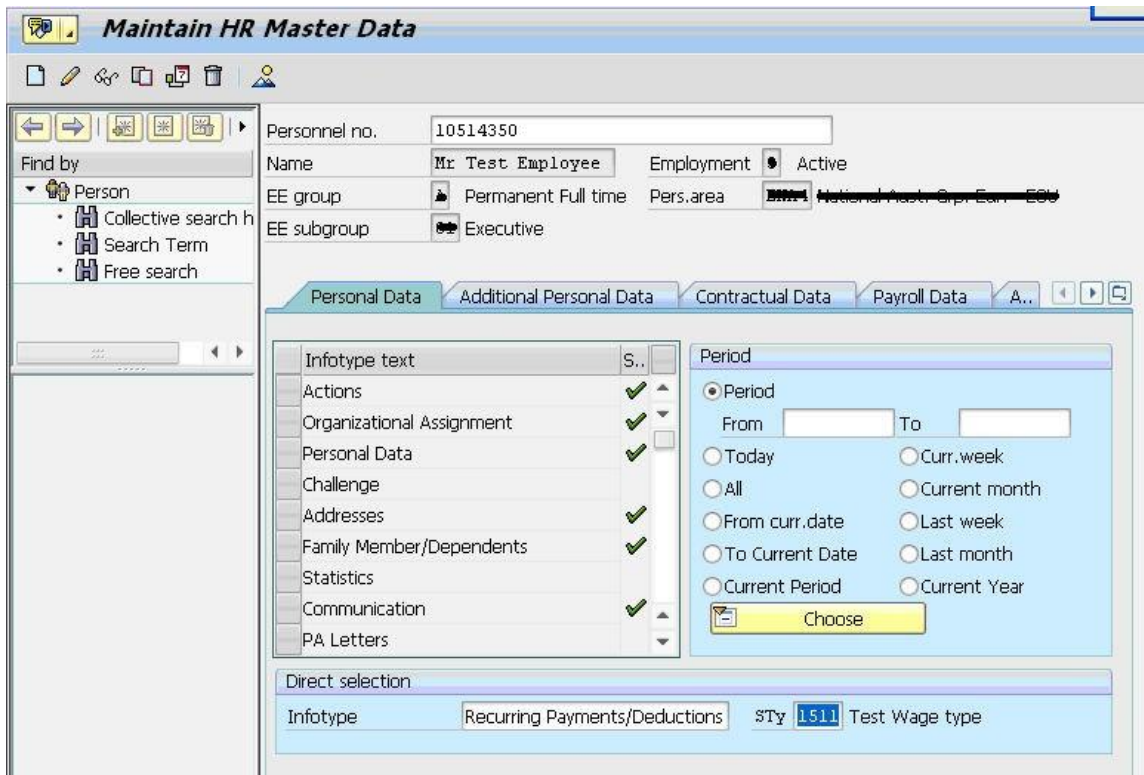


Fig n: PA30 screen; Infotype 0014 subtype 1511



**Create Recurring Payments/Deductions**

Personnel No: 10514350 Name: Mr Test Employee  
 EE group: Permanent Full time Position: 60001361 Test Position  
 Start: 01.10.2013 to 31.12.9999 Active

**Recurring Payments/Deductions**

Wage Type: 1511 Test Wage type  
 Amount: 100.00 GBP Ind.val.  
 Number/unit:   
 Assignment Number:   
 Reason for Change:

**Payment dates**

1st payment period:  or 1st payment date:   
 Interval in periods:  Interval/Unit:

Fig o: Maintaining WT 1511 for employee 10498928; valid from 01.10.2013

- Make sure that the personnel number is not locked in Infotype-003
- Now go to Transaction **PC00\_Mxx\_CALC** – Payroll Calculation Driver

Note: xx refers to the country code for which the payroll has to be run. (Ex. 13 for Australia; 08 for Great Britain)

- Fill in the details like PY area, PY period, Personnel number, schema etc. as shown in Fig p.
- Ensure that the payroll is run during the period when the wage type is valid for the employee.
- Check the box marked **Test Run**  
 Test run (no update)
- Click on execute

- The test log and results are displayed, once it is successful (0 errors), go the previous screen, uncheck the box marked **Test Run** and execute

- The payroll is run successfully and log tree is displayed for the employee
- Payslip for the employee can be

displayed by clicking on **Form** above. . This can also be checked via TCode:

**PC00\_Mxx\_CEDT**

- The payslip contains the wage type 1511 and the amount being paid to the employee.
- Go back to the previous screen.
- The test wage type shows up in the output results table too where the details of the payroll can be viewed.



### Payroll Calculation Driver for Great Britain

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**Payroll period**

Payroll area  from 01.12.2013 To 31.12.2013

Current period  2013

Other period

**Selection**

Personnel Number

Payroll area

**General program control**

Payroll reason

Off-cycle payroll

Schema

Forced retro.accounting as of

Test run (no update)

**Log**

Display log

Also display time data processing log

Display variant for log

**Remuneration statement parameters**

Display variant remun.statem \_PAYSLIP

Fig p: Payroll calculation Driver

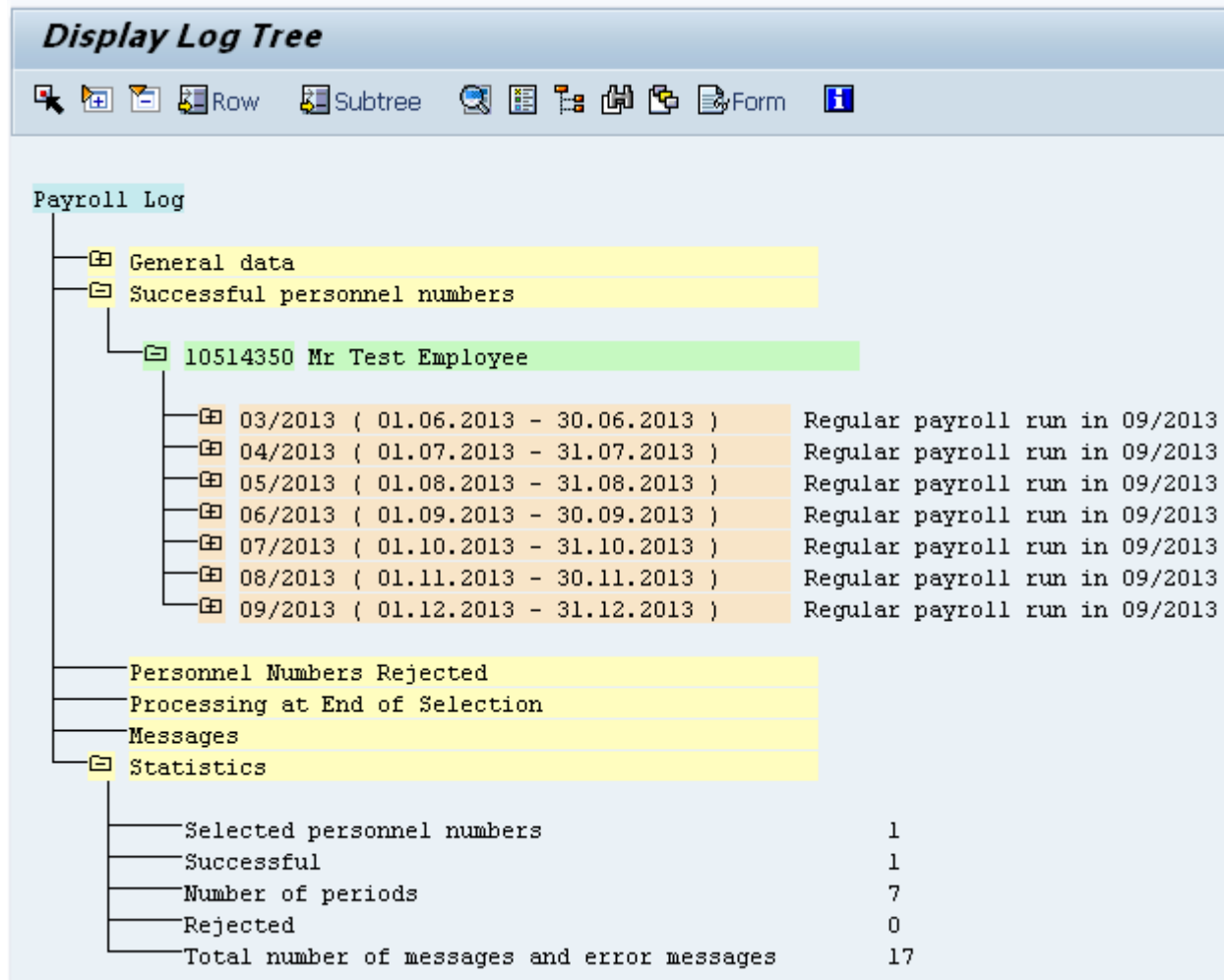


Fig q: Payroll log tree





```
=====
Employee Name Mr Test Employee          Company Name *****
Employee No  10514350 / 8018450        Tax Code      OT
Department                                       NI No
Cost Centre                               Bank Code     010008
Pay Date    20.12.2013                  Bank Account  ****5678
Tax Period   09                          Bank Method   BACS Transfer
=====
Payments          Units          Value    Deductions          Value
=====
Basic Salary                                4,999.98    Employee *****    140.88
Test Wage type                                49.98       Tax paid              1,486.10
=====

Total Payments          5,049.96    Total Deductions          1,626.98
Net Pay                  3,422.98

Year To Date Values
Gross Pay This Employment  5,049.96    Tax                    1,486.10
Taxable Pay To Date       5,049.96    EE *****            140.88
=====
```

Fig r: Payslip for the test employee; test wage type shows up



**Detail View of Log**

* 7302 RECLD. REC		4,208.30
* 7303 Bank balance	01	3,422.98
* 7304 Amount paid		3,422.98
* 7305 SURNAME BASE01		45,833.35-
* 7306 SURNAME base		4,166.65
* 7307 SURNAME base01		4,166.65
* 7302 RECLD. ALSD		4,208.30
* 7308 Date of payment		4,208.30
* 7309 WT plus ER		1,007.80
* 7310 DAILY RATE	154.00	
* 7311 Paid holiday	14.00	
* 7312 Total paid 01	14.00	
* 7313 Total holiday	140.00	
* 7314 Inflow tax		4,208.30
* 7315 Total wage		4,208.30
* 7316 DISCOUNT	100.00	841.66
* 7317 Gross disburse		166.14
3 7318 Valuation base01	5.49	
3 7319 Valuation base01	37.88	
3 7320 Valuation base01	38.46	
3 7321 Valuation base01	5.48	
3 7322 Valuation base01	5.49	
3 7323 Daily Rate 01	378786.36	
3 7324 Daily Rate 01	378786.36	
3 7325 Daily Rate 01	378786.36	
3 7326 Daily Rate 01	378786.36	
3 7327 Daily Rate 01	268816.13	
3 7328 LE 3 PENSD01		833.33
3 /250 Salary summ		10,000.00
3 1300 Basic Salar01		833.33
3 1511 Test Wage t01		8.33

Fig s: Output Results table; WT 1511- test wage type shows up

Posting to Accounting- The new wage type can be further tested in the financial posting. Initially, the wage type was mapped to a symbolic account code to link to a balance sheet account. Once the live pay run is executed for a particular employee, this can be posted to financial accounting. Steps as follows:

- Go to transaction **PC00\_M99\_CIFE**
- Fill in the details as in Fig t and execute
- Evaluation of posting Item screen is displayed; click to get into the balance sheet account folder
- The test wage type can be seen in the balance sheet account (under symbolic account 1WBS) as mapped before.



**Posting to Accounting: Create Posting Run**

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**Payroll Period**

Period: 1 Current Payroll Period  
Payroll Area: 01.12.2013 - 31.12.2013  
Period: 9 2013

**Selection Criteria**

Personnel Number: 10498928  
Employee group:   
Employee subgroup:   
Payroll area:   
[Yellow arrow buttons next to each field]

**Run Attributes**

Off-Cycle Payroll Run:   
Type of document creation: **P** Live posting run  
 Output log  
Text on posting run:   
[Yellow arrow button next to Cost Planning]

**Specify posting date**

Acc. to Period Definition  
 Acc. to Payment Date  
 Manually  
[Yellow arrow button next to Special Periods]

Fig t: Posting to Financial Accounting

Note: Type of document creation:

Le...	Short Descript.
P	Live posting run
S	Creation of simulation documents
T	Test run; no documents are created

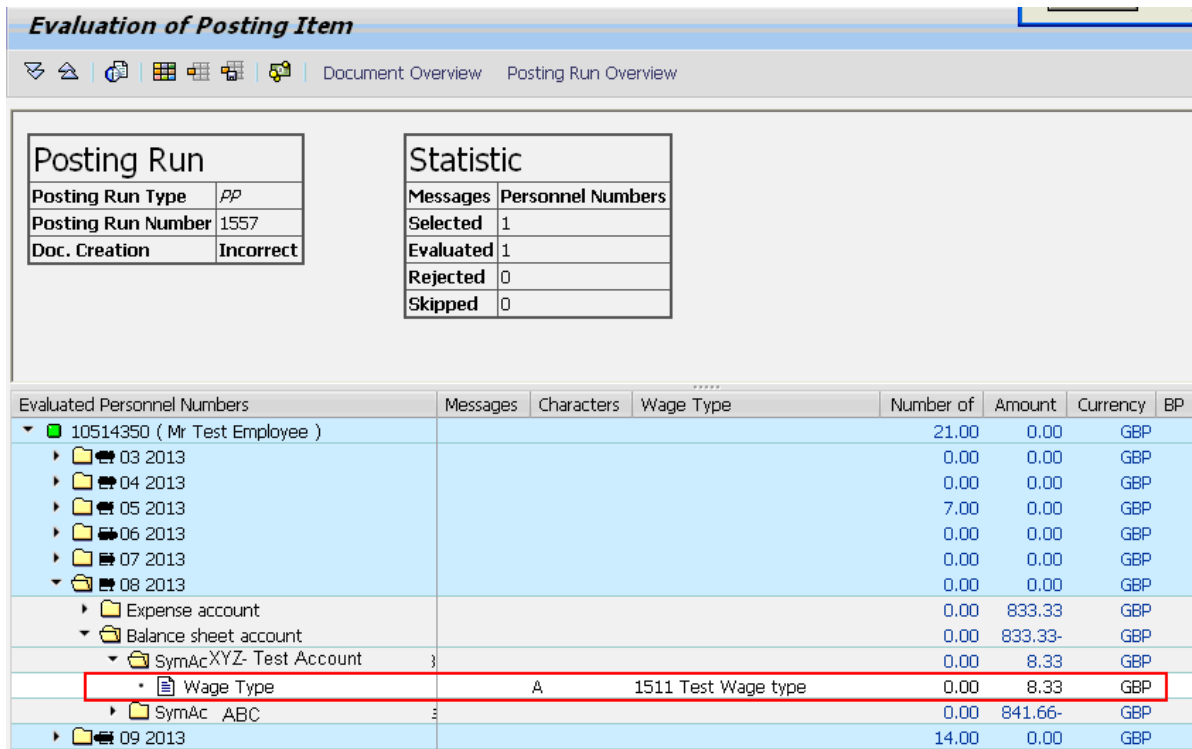


Fig u: Posting Evaluation; Wage type 1511 available in Balance sheet account as mapped

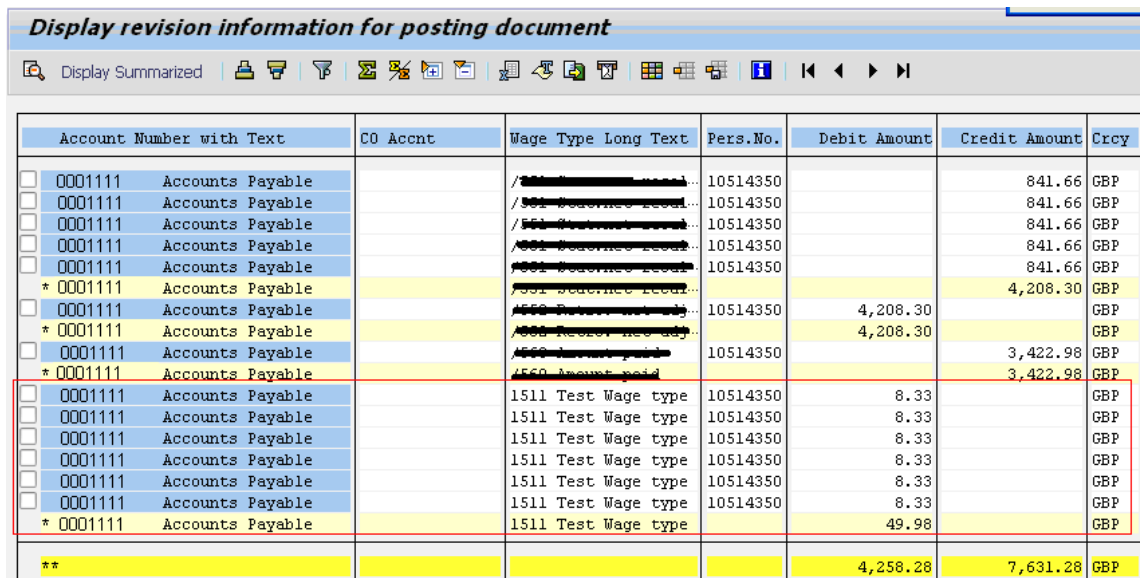


Fig v: 1511 Test wage type is getting posted to the above mentioned G/L account

### Deleting a Wage Type

Deletion of the wage type is done the same way as copying it. This would ensure that the wage type is completely deleted from the system. If a wage type is no longer in use for a particular task, it can be delimited in that table (permissibility table-T512Z).

Below are the steps to be followed to delete a wage type

- Go to transaction OH11



- When prompted to choose the method of maintenance, choose **Delete** and enter. A table is displayed
- Under the wage type column, type the wage type to be deleted (WT 1511)
- Check the box marked **Test Run**
- Select the entry and click on **Delete**

Note: The wage type can be delimited on the specified date in the tables when not in use. This would result in unavailability of the particular wage type post that date.

- The test log and results are displayed, once it is successful, go the previous screen, uncheck the box marked **Test Run** and click on **Delete**
- When prompted to save the changes, select/create a transport request and assign those changes to it, so that it could be moved to the production system
- Live log will be displayed listing the tables from which the wage type has been deleted.

Note: Deletion of a wage type is highly unfavourable as it would affect the payroll past and lead to retro errors. A wage type should be delimited instead when not it use. This would not affect the payroll past for the employees and can also be enabled if required in future.

#### Points to Remember

- Wage types are the building blocks of the payroll module and are essential to compensatethe employees
- **LGMST** is the unique feature to default the wage types allowed in Basic Pay infotype (IT-0008).
- A wage type can only be copied and not be created directly in the system
- All the related tables get automatically updated when a wage type is copied
- A wage type has to be mapped with a symbolic account in order to link it with an actualaccount for financial postings
- The new wage type can be tested by running a payroll for the period it is maintained for aset of employees.
- A wage type should not be deleted as it would adversely affect the retroactive accounting. Instead, it should be delimited when not in use.