QUICK REFERENCE

Payroll Processes

QUICK REFERENCE GUIDE

Post-Tax Refund

Note: Check the Knowledge Center for helpful information on how to enter data in KHRIS.
1. The **HR Administrator** will use transaction PA30 and enter the employee personnel number.
2. Select the Payroll tab.
3. Select 0015, Additional Payments and click the "Create" icon.
4. Date the new record with the first day of the next pay period to process and select the wage type to be refunded to the employee. Enter a **"negative"** sign with the amount to be refunded and click the "Save" icon.
5. Deduction will be refunded on next payroll cycle.