



Reporting Employee Moving Expense Reimbursements

Moving expenses are defined as the reasonable cost of moving household goods and personal effects from a former residence to a new residence and traveling from the former residence. State agencies must follow the relocation guidelines in the [State Budget Manual](#) to pay employee moving expenses.

The Internal Revenue Service requires certain moving expense payments to be included on an employee's W-2 form. See [IRS Publication 521](#) for more information.

Once expenses are verified and approved by the agency, changes may be made to an employee's wage records.


Wage Types Used Within the Integrated HR-Payroll System

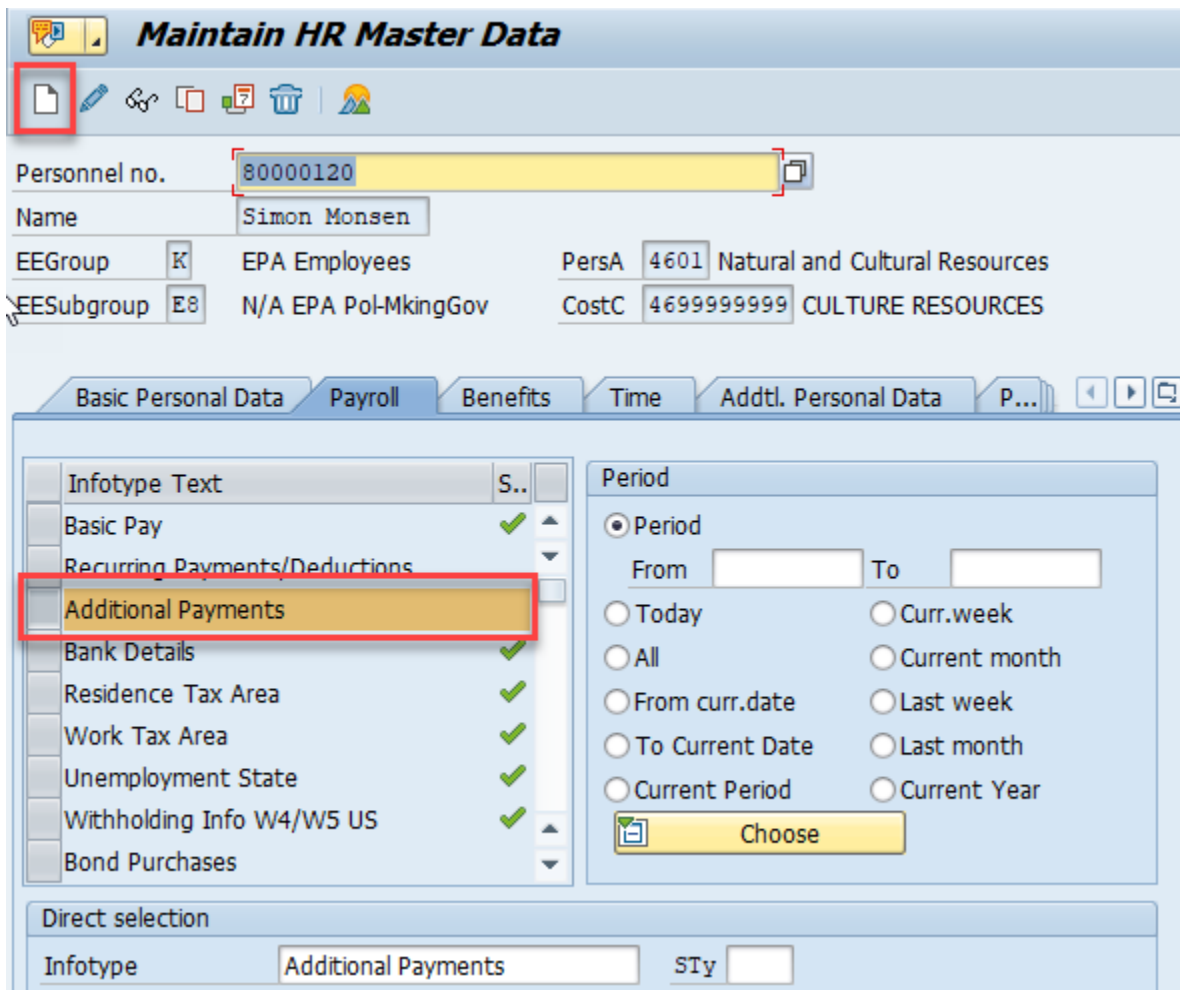
- 1450 – Relocation Taxable, reimbursement DOT
 - Pays the employee and taxable earnings are reported on the W-2.
- 1454 - Relocation Taxable Reimbursement
 - Pays the employee and taxable earnings are reported on the W-2.
- 1456 - Relocation Taxable Reimbursement PORTS
 - Pays the employee and taxable earnings are reported on the W-2.
- 1458 – Relocation Taxable, Non-Reimbursement
 - Taxable earnings are reported on the W-2. Assumes payment was made outside of payroll system.

This information is keyed into the Additional Payments Infotype (IT0015).

REPORTING EMPLOYEE MOVING EXPENSE REIMBURSEMENT

Procedure

1. Go to transaction **PA30** (Maintain Master Data File).
2. Enter **Employee Identification Number** (PERNR).
3. Select **Additional Payments Infotype** (IT0015) under the Payroll Tab.
4. Click the **Create (F5)**  button. The Additional Payments screen displays.



Maintain HR Master Data

Personnel no. 80000120

Name Simon Monsen

EEGroup K EPA Employees PersA 4601 Natural and Cultural Resources

EESubgroup E8 N/A EPA Pol-MkingGov CostC 4699999999 CULTURE RESOURCES

Basic Personal Data Payroll Benefits Time Addtl. Personal Data P...

Infotype Text S..

Basic Pay ✓

Recurring Payments/Deductions

Additional Payments

Bank Details ✓

Residence Tax Area ✓

Work Tax Area ✓

Unemployment State ✓

Withholding Info W4/W5 US ✓

Bond Purchases

Period

Period

From To

Today Curr.week

All Current month

From curr.date Last week

To Current Date Last month

Current Period Current Year

Choose

Direct selection

Infotype Additional Payments STy

REPORTING EMPLOYEE MOVING EXPENSE REIMBURSEMENT

- Complete Infotype IT0015 (Additional Payments). Enter the following data:
 - Wage type
 - Dollar amount
 - Date of origin
- Click or press **Save** to return to the initial screen.
- Repeat process for additional wage types if necessary.

The screenshot shows the SAP 'Create Additional Payments (0015)' form. The 'Save' icon in the toolbar is highlighted with a red box. The form fields for 'Wage Type', 'Amount', and 'Date of origin' are also highlighted with red boxes.

Personnel No	80000120	Name	Simon Monsen
EEGroup	K EPA Employees	PersA	4601 Natural and Cultural Resources
EESubgroup	E8 N/A EPA Pol-MkingGov	Statu	Active

Additional Payments	
Wage Type	1454
Amount	1000.00 USD ind.val.
Number/unit	
Date of origin	03/31/2019
Default Date	
Assignment Number	
Reason for Change	

REPORTING EMPLOYEE MOVING EXPENSE REIMBURSEMENT

- The moving expense amounts display in the *Total Other Pay* section of the remuneration statement.
- Notice in this example, the expense is non-taxable and non-reimbursable and therefore is not part of the current tax or net pay calculations.

Remuneration statement

Pay Period: 04/01/2019 through 04/30/2019		Name: Simon Monsen		Personnel No: 80000120			
Check Date: 04/30/2019		Organization: 4601-Natural and Cultural Resources					
Earnings	Deductions	Taxes	Net Pay	Deductions	Current	YTD	
Current:	4,341.75 -	101.08 -	1,079.12 =	3,161.55	BYUP 80/20 AT	50.00	200.00
YTD:	15,138.20 -	404.32 -	3,557.54 =	11,176.34	** Total Health Insurance	50.00	200.00
Earnings	Hours	Current	YTD	NC Flex Dental-AT	35.90	143.60	
Regular Salary		3,341.75	13,058.52	NC Flex Cancer AT	15.18	60.72	
Paid Holiday			308.48	** Total Other Deductions	51.08	204.32	
** Total Base Pay		3,341.75	13,367.00	Total Deductions	101.08	404.32	
Holiday Comp Payout			771.20				
Relocation tax, reimburs		1,000.00	1,000.00				
** Total Other Pay		1,000.00	1,771.20				
Total Earnings		4,341.75	15,138.20				



Information

For additional assistance in keying data in IT0015, reference the business process procedure on one-time payments and deductions located on the OSC Training > Help Documents website.

https://www.osc.nc.gov/state-agency-resources/training/training_help_documents