

Rehire_Change_Date_Future

PA30

Change History

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

Date	Name	Change Description
6/30/2008	Janet Pasion	Procedure drafted.
6/30/2008	Lesa Terry	Just a few notes. Looks Good.
7/7/2008	Janet Pasion	Edits reviewed and accepted. Send to SME for review.
7/8/2008	Chylynn Hansel	Looks good.
7/11/2008	Janet Pasion	Sent to Helpdesk for User Ability Testing
7/28/2008	Carina Benavente	Reviewed. Procedure worked fine. It was easy to understand and is generic enough for all agencies.

Purpose

Use this procedure to change an employee's rehire date to a future date after the action has completed.

Trigger

Perform this procedure when the start date is incorrect and will need to be adjusted for a future date.

Prerequisites

- The Rehire action has been processed with the incorrect rehire date.

In order to perform this transaction you must be assigned the following role:
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Personnel Administration Processor, Organizational Management Processor, Payroll Processor, Benefits Processor
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Menu Path

Use the following menu path(s) to begin this transaction:

- Human Resources → Personnel Management → Administration → HR Master Data → Maintain

Transaction Code

PA30

Date	Procedure Update Log
4/7/2008	Created

Helpful Hints







- This procedure can be used if payroll has or has not exited.



This procedure may require hand-offs to other roles (Organizational Management Processor, Payroll Processor and Benefits Processor) depending on the structure and your role at your agency.

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
Error 	Example: Make an entry in all required fields. Action: Fix the problem(s) and then click (Enter) to proceed.

Message Type	Description
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

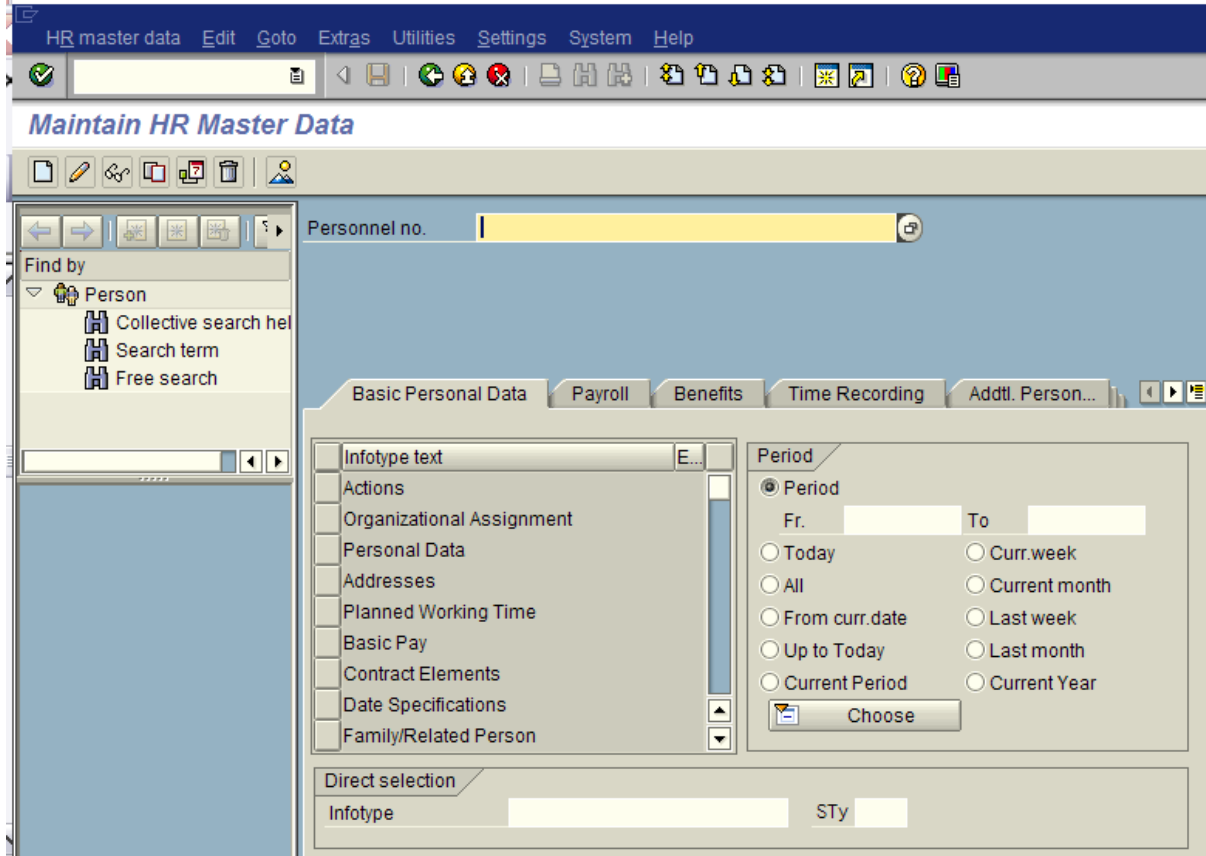
The procedure includes field descriptions along with their conditions. Their definitions are shown below:

R/O/C	Definition
R	designates a “required” entry necessary to proceed in this transaction.
O	designates an “optional” entry.
C	designates a “conditional” entry that may be required under certain conditions.

Procedure


1. Start the transaction using the menu path above or transaction code **PA30**.

Maintain HR Master Data

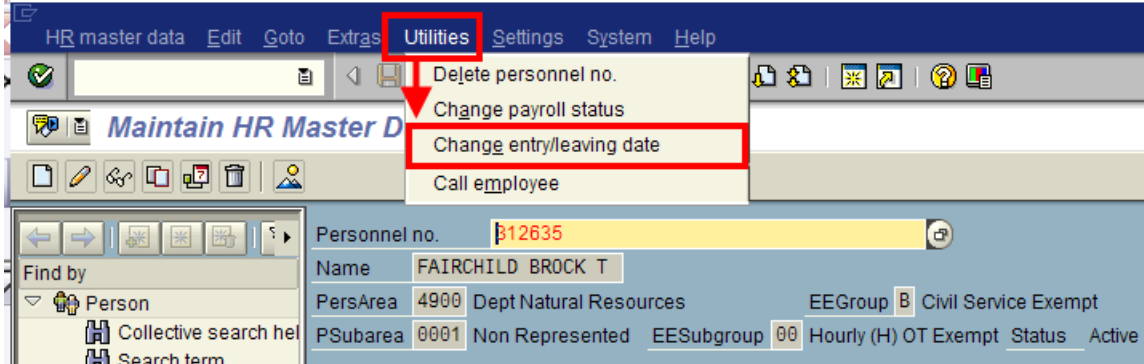


2. As required, complete the following field:

Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number. This number will follow the employee throughout his/her employment with the State of Washington. Example: 312635 (Brock Fairchild)

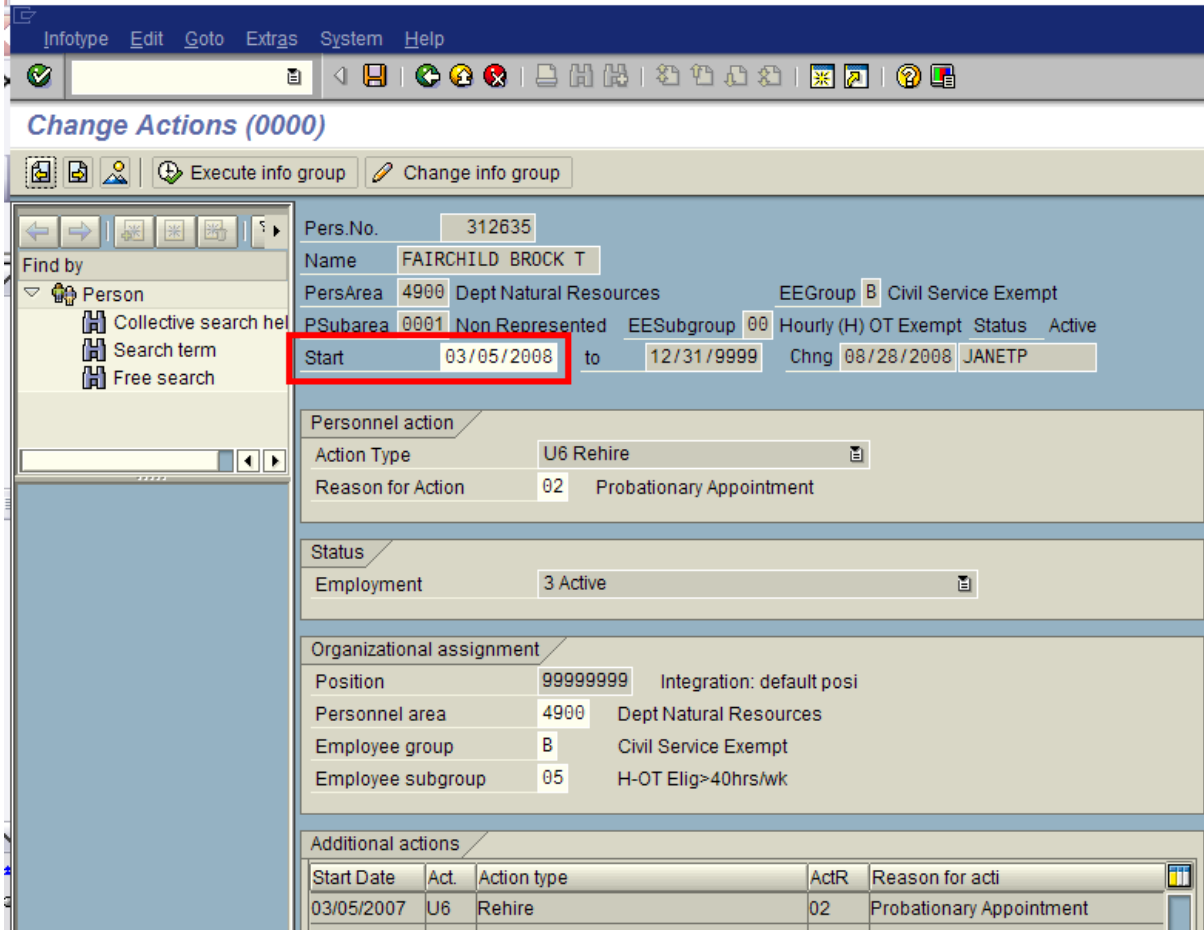
3. Click  (Enter) to validate the information.
4. From the **Menu** bar, select **Utilities – Change Entry/Leave Date**.


Maintain HR Master Data



5. From *Actions* (0000), change the Start date to reflect the correct Rehire date.



Change Actions (0000)



6. Click  (Enter) to validate the information and continue to validate until prompted to save.



The following messages will appear:

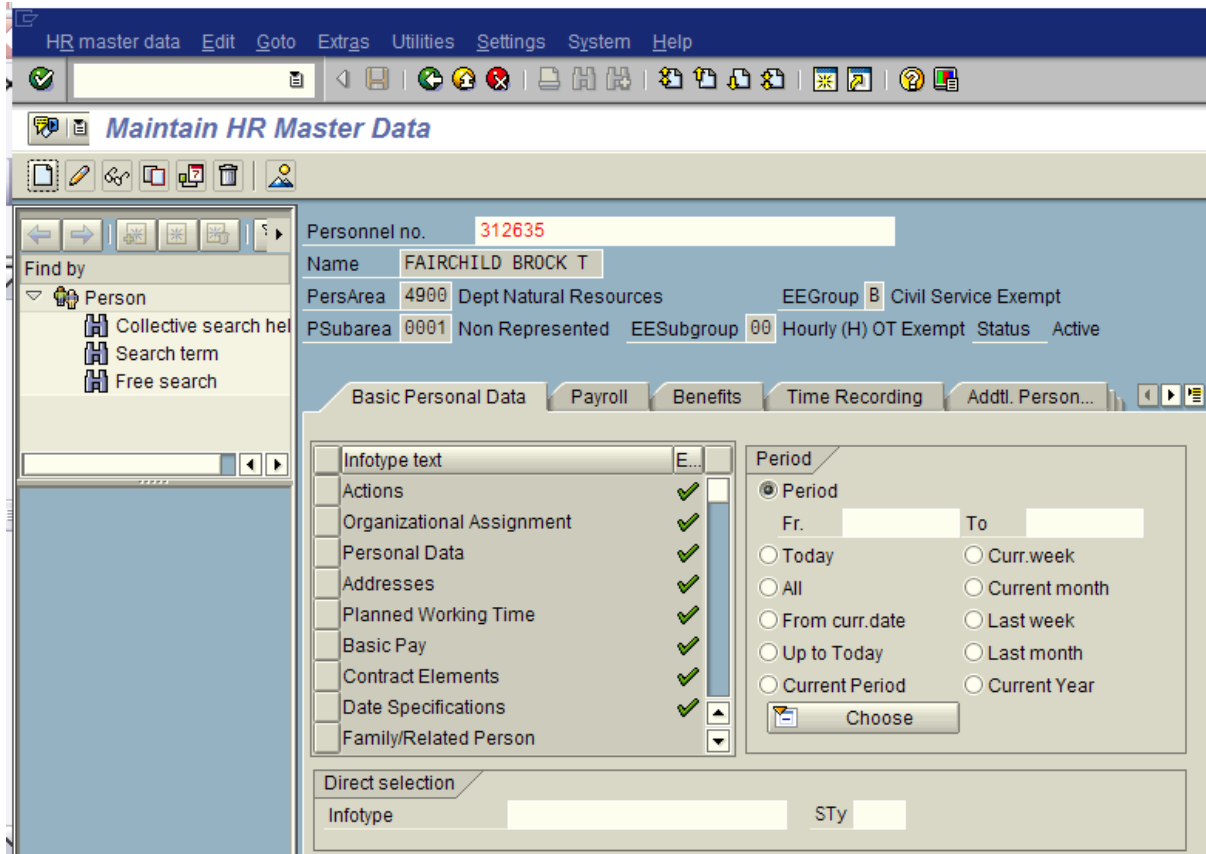
-  Correct Action function can only be used for entry and leaving actions
-  Previous record from 01/01/2007 to 03/04/2008 extended to 03/05/2008


7. Click  (Save) to save.




You will be taken back to the Maintain HR Master Data screen.

Maintain HR Master Data



8. Click gray box to the left of Organizational Assignment  to select.

9. Click the radio button All in the **Period** area.

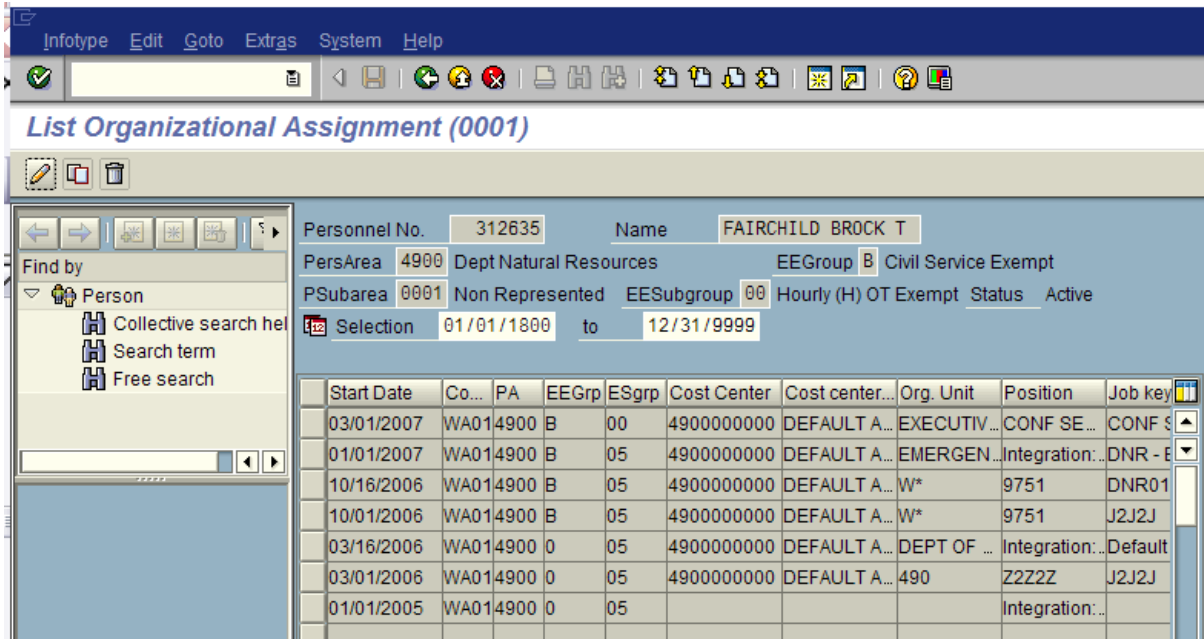
10. Click  (Overview) for an overview of all actions associated with the *Organizational Assignment* (0001).

11. Click on the gray box to the left of the current record.




This would be the first record listed on the overview.

List Organizational Assignment (0001)

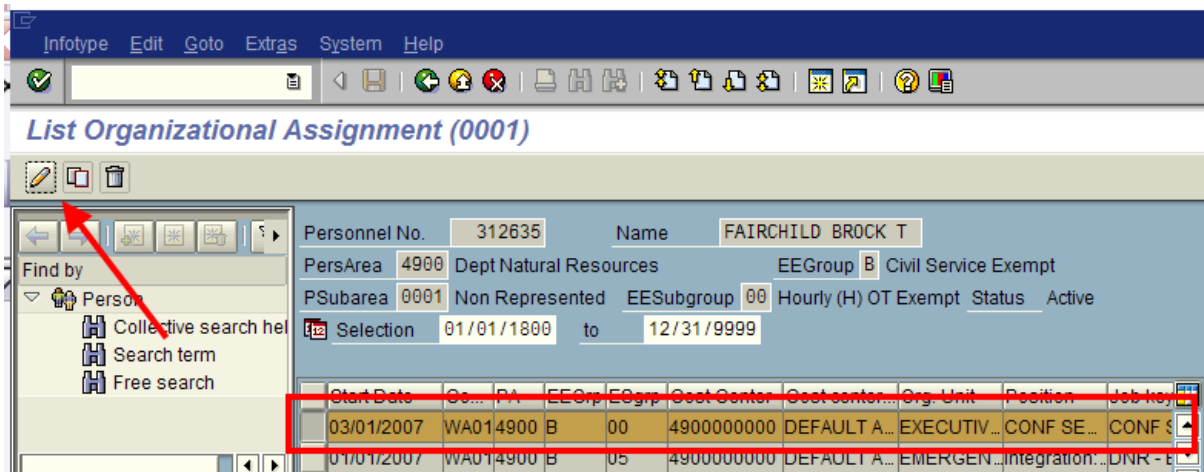


Personnel No. 312635 Name FAIRCHILD BROCK T
PersArea 4900 Dept Natural Resources EEGroup B Civil Service Exempt
PSubarea 0001 Non Represented EESubgroup 00 Hourly (H) OT Exempt Status Active
Selection 01/01/1800 to 12/31/9999

Start Date	Co...	PA	EEGrp	ESgrp	Cost Center	Cost center...	Org. Unit	Position	Job key
03/01/2007	WA01	4900	B	00	4900000000	DEFAULT A...	EXECUTIV...	CONF SE...	CONF S
01/01/2007	WA01	4900	B	05	4900000000	DEFAULT A...	EMERGEN...	Integration...	DNR - E
10/16/2006	WA01	4900	B	05	4900000000	DEFAULT A...	W*	9751	DNR01
10/01/2006	WA01	4900	B	05	4900000000	DEFAULT A...	W*	9751	J2J2J
03/16/2006	WA01	4900	0	05	4900000000	DEFAULT A...	DEPT OF ...	Integration...	Default
03/01/2006	WA01	4900	0	05	4900000000	DEFAULT A...	490	Z2Z2Z	J2J2J
01/01/2005	WA01	4900	0	05				Integration...	

12. Click  (Change) to change the record.

List Organizational Assignment (0001)



Personnel No. 312635 Name FAIRCHILD BROCK T
PersArea 4900 Dept Natural Resources EEGroup B Civil Service Exempt
PSubarea 0001 Non Represented EESubgroup 00 Hourly (H) OT Exempt Status Active
Selection 01/01/1800 to 12/31/9999

Start Date	Co...	PA	EEGrp	ESgrp	Cost Center	Cost center...	Org. Unit	Position	Job key
03/01/2007	WA01	4900	B	00	4900000000	DEFAULT A...	EXECUTIV...	CONF SE...	CONF S
01/01/2007	WA01	4900	B	05	4900000000	DEFAULT A...	EMERGEN...	Integration...	DNR - E

13. As required, complete the following field:

Field Name	R/O/C	Description
Start	R	This is the date on which a record begins. Example: 03/05/2008

Change Organizational Assignment (0001)


The screenshot shows the SAP 'Change Organizational Assignment (0001)' form. The 'Start' date field is highlighted with a red box and contains the value 03/05/2008. Other fields include Personnel No. 312635, Name FAIRCHILD BROCK T, PersArea 4900, Dept Natural Resources, EEGroup B Civil Service Exempt, PSubarea 0001 Non Represented, EESubgroup 00 Hourly (H) OT Exempt, Status Active, to 12/31/9999, Chng 03/05/2007 TRAINING99. The form also displays Enterprise structure (CoCode WA01 STATE OF WASHINGTON, Pers.area 4900, Subarea 0001 Non Represented, Cost Ctr 4900000000, Bus. Area 4900, Dept. of Natural Resourc...), Personnel structure (EE group B Civil Service Exempt, Payr.area 11 Semi-monthly, EE subgroup 00 Hourly (H) OT Exempt, Contract Permanent), and Organizational plan (Position 70069784 CONF SECY DNR, Job key 50003619 CONF SECY DNR, Exempt N, Org. Unit 30007243 EXECUTIVE MGT & S..., Org.key W*). The Administrator section shows PersAdmin, Time GW* SOUTH PUGET SOUND RE, and PayrAdmin.

14. Click (Enter) to validate the information.

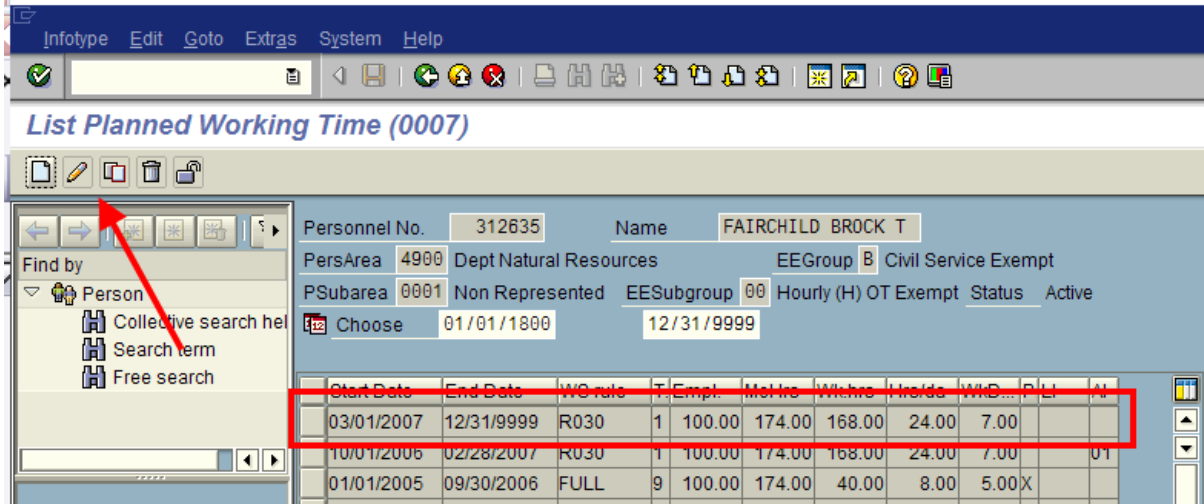
15. Click (Save) to save.




You will need to review each infotype and change the start date manually. Pay close attention for any gaps between records as this may lead to future payroll issue. These gaps can be fixed by extending the previous record's end date.

- For example, click the gray box to the left of Planned Working Time to select.
- Click the radio button All in the **Period** area.
- Click  (Overview) for an overview of all actions associated with the *Planned Working Time* (0007).

List Planned Working Time (0007)



- Click on the gray box to the left of the current record

<input type="checkbox"/>	03/01/2007	12/31/9999	R030	1	100.00	174.00	168.00	24.00	7.00		
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- Click  (Change) to change the record.

Change Planned Working Time (0007)

21. As required, complete the following field:

Field Name	R/O/C	Description
Start	R	This is the date on which a record begins. Example: 03/05/2008

22. Click (Enter) to validate the information.



The following message will appear,

Previous record not extended. Employee has left company/is inactive and this is a good indicator that the record's date will need to be extended. Click (Enter) to validate through the messages until prompted to save.

23. Click (Save) to save.


List Planned Working Time (0007)



Review the Start Date and End Date of the first 2 records and notice the gap in dates. The second record's end date will need to be extended to 3/4/2008 to fill in the date gaps.

24. Click the gray box to the left of the appropriate record.

10/01/2006	02/28/2007	R030	1	100.00	174.00	168.00	24.00	7.00	01	
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25. Click  (Change) to change the record.

26. As required, complete the following field:

Field Name	R/O/C	Description
To	R	It specifies the end date of a record, transaction or search. Example: 03/04/2008

Change Planned Working Time (0007)

The screenshot shows the SAP HRMS 'Change Planned Working Time (0007)' form. The form is titled 'Change Planned Working Time (0007)' and has a 'Work schedule' tab selected. The main data area contains the following information:

Personnel No.	312635	Name	FAIRCHILD BROCK T				
PersArea	4900	Dept	Natural Resources	EEGroup	B	Civil Service Exempt	
PSubarea	0001	Non Represented	EESubgroup	00	Hourly (H) OT Exempt	Status	Active
Start	10/01/2006	To	02/28/2007	Chg.	10/17/2006	00061040	


Below the main data area, there are sections for 'Work schedule rule' and 'Working time'.

Work schedule rule

Work schedule rule	R030	24/7: M-Sn, 24 hpd
Time Mgmt status	1 1 - Time evaluation of actual times	
<input type="checkbox"/> Part-time employee	Additional time ID	01

Working time

Employment percent	100.00
Daily working hours	24.00
Weekly working hours	168.00
Monthly working hrs	174.00
Annual working hours	2080.00
Weekly workdays	7.00

27. Click  (Enter) to validate the information.

28. Click  (Save) to save.

The following infotypes should be reviewed and updated as required:

- Payroll Status (0003)
- Contract Elements (0016)
- Addresses (0006)
- Planned Working Time (0007)
- Date Specifications (0041)
- Additional Personal Data (0077)
- *Basic Pay (0008)
- *Bank Details (0009)
- *Withholding Info W4/W5 US (0210)
- *Additional Withholding Information US (0234)
- *General Benefits Info. (0171)



The blue infotypes listed have been identified as records that will need their dates extended.

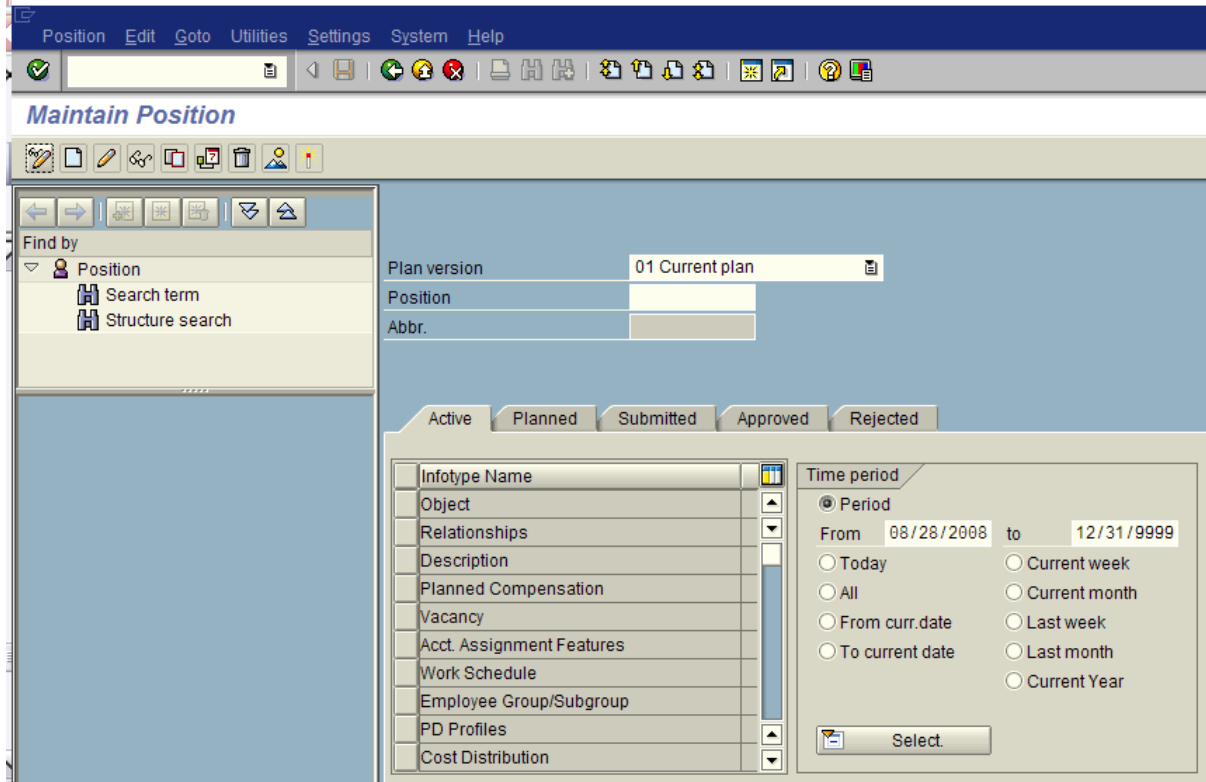
The following infotypes should be reviewed and updated if necessary:

- Education (0022)
- *Recurring Payments/Deductions (0014)

* The Payroll and Benefits Processor have the access to update these infotypes.


29. As the Organizational Processor, you will need to review the employee's position to ensure the start and end dates match the position to relationship dates. Start the transaction using the transaction code **PO13**.

Maintain Position




30. As required, complete the following fields:

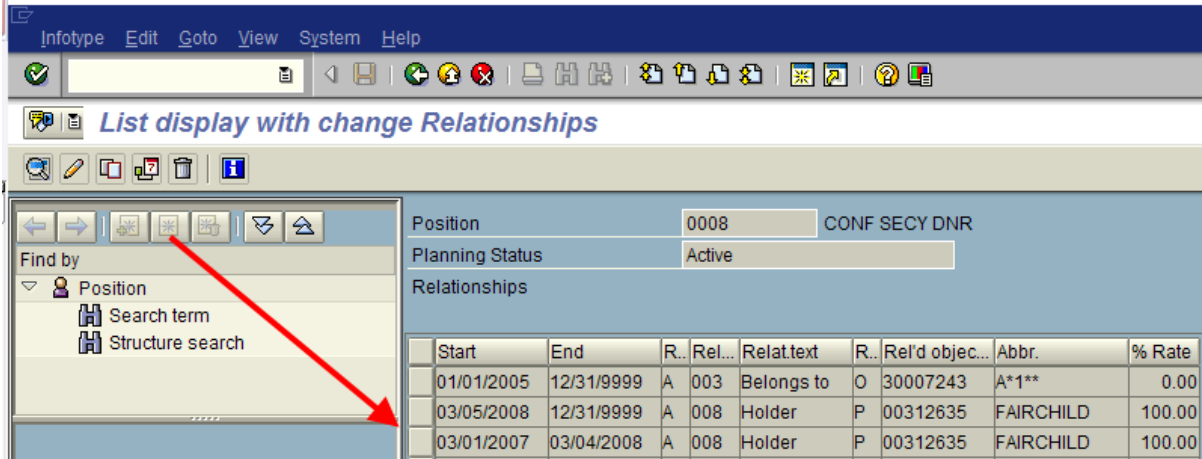
Field Name	R/O/C	Description
Position	R	This is a system-assigned number given to a particular position. Each unique position will have its own number. Example: 70069784 (Conf Secy DNR)

31. Click the gray box to the left of  to select.

32. Click the radio button All in the **Period** area.

33. Click  (Overview) for an overview of all actions associated with *Relationships* (1001).

List display with change Relationships



The screenshot shows the SAP HRMS 'List display with change Relationships' window. The window title is 'List display with change Relationships'. The main area displays a table of relationships for position 0008 (CONF SECY DNR) with planning status 'Active'. The table has columns: Start, End, R., Rel..., Relat.text, R., Rel'd objec..., Abbr., and % Rate. A red arrow points to the 'Find by' search area on the left, which includes 'Position', 'Search term', and 'Structure search' options.


Start	End	R.	Rel...	Relat.text	R.	Rel'd objec...	Abbr.	% Rate
01/01/2005	12/31/9999	A	003	Belongs to	O	30007243	A*1**	0.00
03/05/2008	12/31/9999	A	008	Holder	P	00312635	FAIRCHILD	100.00
03/01/2007	03/04/2008	A	008	Holder	P	00312635	FAIRCHILD	100.00



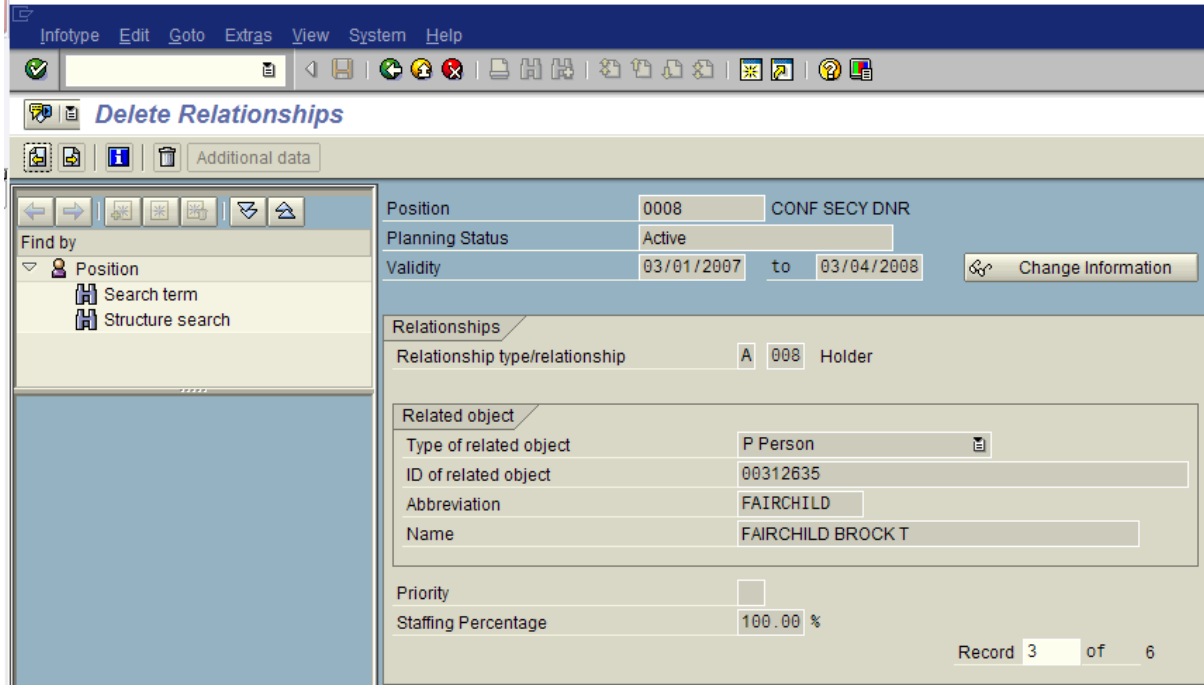
Notice the duplicate record that has been created for the Position to Person relationship dated 3/1/2007 to 3/4/2004. This record will need to be deleted.


34. Click the gray box to the left of the appropriate record.

03/01/2007	03/04/2008	A	008	Holder	P	00312635	FAIRCHILD	100.00	
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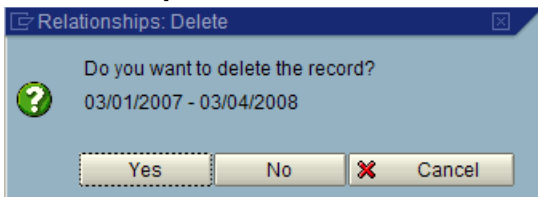
35. Click  (Delete) to delete the record.

Delete Relationships



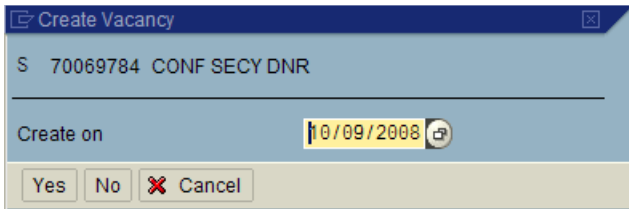
36. Click  (Delete) once again to validate the deletion.

Relationships: Delete



37. From the Relationships: Delete window, click  to confirm.

Create Vacancy



- 38.** From the **Create Vacancy** window, select the appropriate option for this position.

If	Then
position will be delimited,	click <input type="button" value="Yes"/> to delimit the vacancy.
position is multi-filled,	click <input type="button" value="No"/> to not delimit the vacancy.



The system displays the message, "Record deleted."

- 39.** You have completed this transaction.

Result

You have changed the entry date for a Rehire action.

Comments



Review all Rehire infotypes listed in Step 28 to ensure they have been updated accordingly.