New Hire – Change Hire Date (Payroll Exited)

Transaction Code: PA30

PurposeUse this procedure to change an employee's start date after the hiring action has
been completed and payroll has exited for the pay period.TriggerPerform this procedure when the incorrect hire date and been entered for the
employee.PrerequisitesThe employee is active in HRMS.End User RolesIn order to perform this transaction you must be assigned the following role:
Personnel Administration Processor, Payroll Processor, Time and Attendance
ProcessorChange HistoryChange Description

Change History Change Description						
1/12/2009	Procedure created.					
Menu Path	Human Resources $ ightarrow$ Personnel Management $ ightarrow$ Administration $ ightarrow$ HR Master Data					

→ Maintain

Transaction Code PA30

Helpful HintsYou cannot change the start date of an employee on the Actions (0000) infotype after payroll has exited. You will receive the message "personnel number was already accounted do not change entry date." Do not delete the action.
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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 validate and proceed.						
Warning	Example: ORECORD 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 validate and proceed.						
Confirmation	Example: Save your entries. Action: Perform the required action to proceed.						



Procedure

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

HR master data E	dit <u>G</u> oto Extr <u>a</u> s Utilities <u>S</u> ettings S <u>y</u> stem <u>H</u> elp									
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🕫 Maintain HR Master Data										
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Image: Second secon	Personnel no. 629438 Name SMITH CURTIS P PersArea 2250 Washington State Patrol EEGroup B Civil Service Exempt PSubarea 00VA Commission Off EESubgroup 18 M-OT Elig>Shift Status Active									
	Infotype text E Actions Image: Constraint of the second se									

2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry						
Field Name R/O/C Description						
Personnel no	R The employee's unique identifying number.					
		Example: 629438				

3. Click (Enter) to validate the information. Verify you have accessed the correct employee record.



4.	Click the Basic Personal Data tab to select
5.	Select the blue box to the left of Actions V to select.
6.	Click 🖉 (Change) to change the record.
7.	From the Menu Bar \rightarrow Click Edit \rightarrow then select Maintain Text
	Infotype Edit Goto Extras System Help Change Change Image Image Change Copy Shift+F9 Delete Shift+F2 Chan Maintain text F9 Image Display text Image Image Cancel F12 Washing
8.	Enter a note stating the employee's correct hiring date.
	⊡ TableditGoto Utilities S <u>v</u> stem <u>H</u> elp
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	Text
	The employee's correct hire date was 11/10/2006.
9.	Click 🛄 (Save) to save.
10.	Click Click (back) to return to the previous screen.
11.	Select the blue box to the left of Date Specifications V to select.

12. Click (Overview) to display a list of all documents.



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List Date Specifications (0041)													
Fersonnel No. 629438 Name SMITH CURTIS P													
Find by	PersArea 2250 Washington State Patrol EEGroup B Civil Service Exempt												
🗢 🎡 Person	Person PSubarea 00VA Commission Off EESubgroup 18 M-OT Elig>Shift Status Active												
💾 Collective s	E Choose 01/01/1800 (a) to 12/31/9999												
🛗 Search Terr													
🛗 Free search				_		_		_		_			1
🛞 Mailing Add		From	То	D.,	Date	D.,	Date	D.,	Date	D.,	Date	D (]
		11/01/2006	12/31/9999	01	07/05/2005	02	11/01/2006	03	07/05/2005	04	12/31/2004	05 (📥	
		03/16/2006	10/31/2006	01	07/05/2005	02	07/05/2005	03	07/05/2005	04	12/31/2004	05 (💌	
		03/01/2006	03/15/2006	01	07/05/2005	02	07/05/2005	03	07/05/2005	04	12/31/2004	05 (

Select the blue box to the left of the current record to select. The current record will have a To 13. date of 12/31/9999.

```
11/01/2006 12/31/9999 01 07/05/2005 02 11/01/2006 03 07/05/2005 04 12/31/2004
```

- Click (Copy) to copy and continue. 14.
- 15. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry										
Field Name	R/O/C	Description								
Anniversary Date	R	The date the employee started work or adjusted for previous state service if necessary.								
		Example: 11/10/2006								
Appointment R The date the employee started work.										
Date	te Example: 11/10/2006									
Original Hire Date	R	The date the employee started work.								
		Example: 11/10/2006								
Seniority Date	R	The date the employee started work.								
		Example: 11/10/2006								
Unbroken Service	R	The date the employee started work.								
Date		Example: 11/10/2006								

Any other dates may need to be adjusted if applicable.

Example – Personal Holiday Eligibility or Vacation Leave Frozen up to



16.	 Infotype <u>E</u> dit <u>G</u> oto	o Extr <u>a</u> s S <u>v</u> stem <u>H</u> elp												
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	Copy Date Specifications (0041)													
	Personnel No. 629438 Name SMITH CURTIS P Find by PersArea 2250 Washington State Patrol EEGroup B Civil Service Exempt Psubarea 00VA Commission Off EESubgroup 18 M-OT Elig>Shift Status Active Search Terr Free search Free search Essubgroup 18 M-OT Elig>Shift Status Active													
	💥 Mailing Add	Date Specifications Date type Date Date												
		01 Anniversary Date	07/05/2005	02 Appointment Date	11/10/2006									
		03 Original Hire Date	07/05/2005	04 Prior PID	12/31/2004									
		05 Seniority Date	07/05/2005	07 Unbroken Srvc. Date	07/05/2005									
		12 Commission Date	11/01/2006	18 Prsnl HolidayElgblty	03/16/2006									
		22 WSP Employment Dt	07/05/2005	23 Cadet Hire Date	07/05/2005									

17. Click 🥙 (Enter) to validate the information.

Click 🖳 (Save) to save.

The next step is to adjust the hours worked or didn't work by entering them into CATS. See user procedures:

- CATS Enter Wage Types Salaried Employees (CAT2) or
- CATS Enter Wage Types Hourly Employee (CAT2)
- 19. If the start date was in the past and you need to pay employees for time worked, use wage type 1225 (Extra hours worked) for a salaried employee, or wage type 1200 for an hourly employee.

If the start date is in the future and you paid the employee for days not worked, enter Leave without Pay (LWOP) for the dates incorrectly paid for a salaried employee. Delete wage type 1200 for an hourly employee that was entered during the period the employee did not work.

20. You have completed this transaction.

Results

18.

You have successfully changed the hire date for an employee.

Comments

None.

