New Hire – Change Hire Date (Payroll Exited)

Transaction Code:
PA30

Purpose	Use this procedure to change an employee's start date after the hiring action has been completed and payroll **has exited** for the pay period.
Trigger	Perform this procedure when the incorrect hire date and been entered for the employee.
Prerequisites	The employee is active in HRMS.
End User Roles	In order to perform this transaction you must be assigned the following role: Personnel Administration Processor, Payroll Processor, Time and Attendance Processor

Change History	Change Description
1/12/2009	Procedure created.

Menu Path	Human Resources → Personnel Management → Administration → HR Master Data → Maintain
Transaction Code	PA30

Helpful Hints	ⓘ You 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.

HR
WSD **Personnel**

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**: 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 validate and proceed.
Confirmation or	**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**.

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.

HR
WSD **Personnel**

4. Click the `Basic Personal Data` tab to select

5. Select the blue box to the left of `Actions` ✔ to select.

6. Click 🖉 (Change) to change the record.

7. From the Menu Bar → Click Edit → then select Maintain Text
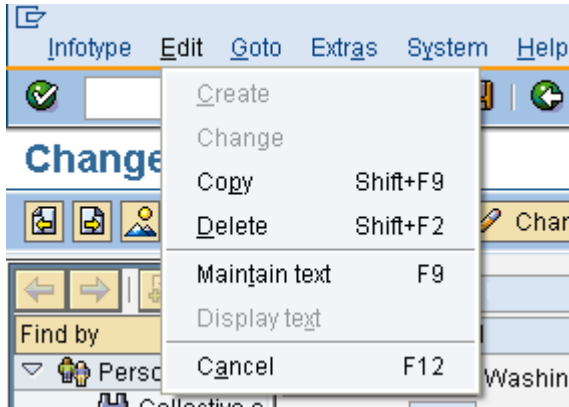
8. Enter a note stating the employee's correct hiring date.
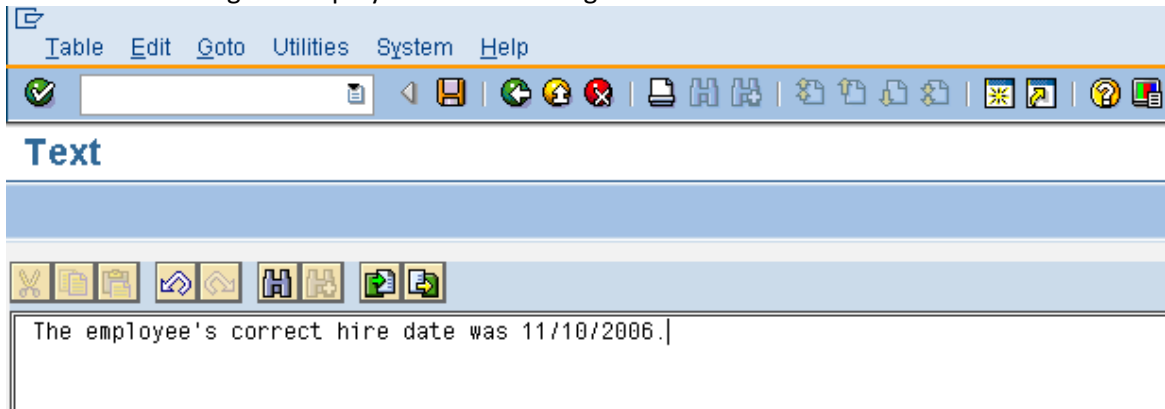
9. Click 💾 (Save) to save.

10. Click ⬅ (back) to return to the previous screen.

11. Select the blue box to the left of `Date Specifications` ✔ to select.

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

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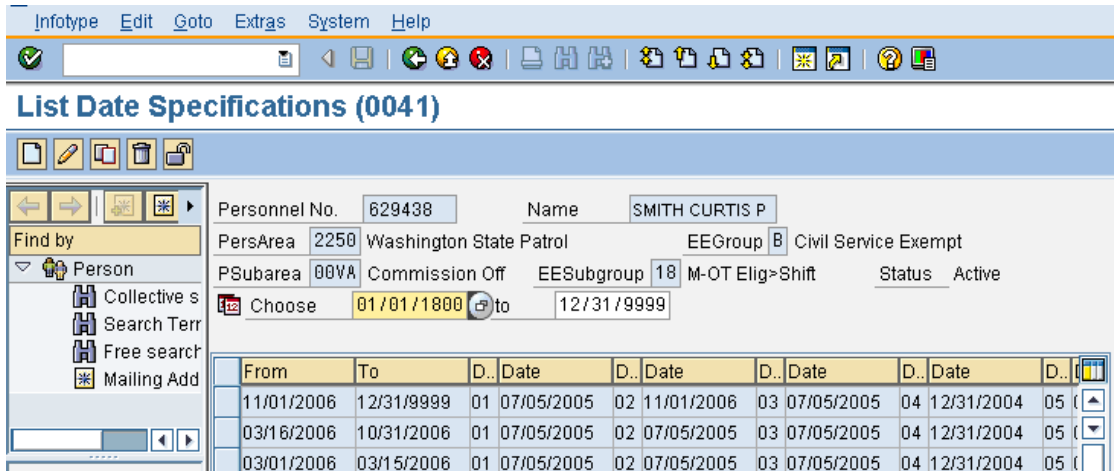
13. Select the blue box to the left of the current record to select. The current record will have a To date of 12/31/9999.
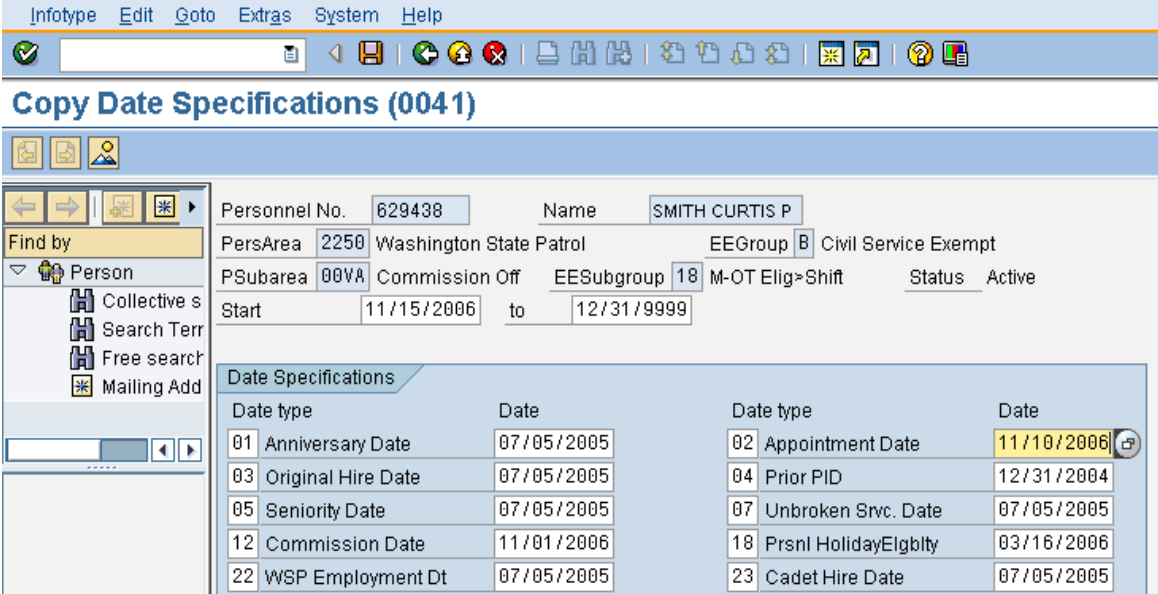

14. Click ⧉ (Copy) to copy and continue.
15. Complete the following fields:

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 Date	R	The date the employee started work. **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 Date	R	The date the employee started work. **Example:** 11/10/2006

 Any other dates may need to be adjusted if applicable.

Example – Personal Holiday Eligibility or Vacation Leave Frozen up to

HR
WSD **Personnel**

16.

17. Click (Enter) to validate the information.

18. 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
You have successfully changed the hire date for an employee.

Comments
None.