

Separation Action – Change Leaving Date

- Purpose** Use this procedure to change the leaving date of an employee who had the incorrect separation date entered when leaving state service.
- Trigger** Perform this procedure when an incorrect separation date was entered during the Separation Action.
- Prerequisites**
- Incorrect separation date entered during the separation action.
- End User Roles** In order to perform this transaction you must be assigned the following role: Personnel Administration Processor, Payroll Processor, Payroll Supervisor, Payroll Analyst, and Leave Corrections Processor.










Change History	
Date	Change Description
7/22/2009	Update to the Purpose, Trigger and Prerequisites sections.

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

Transaction Code PA30

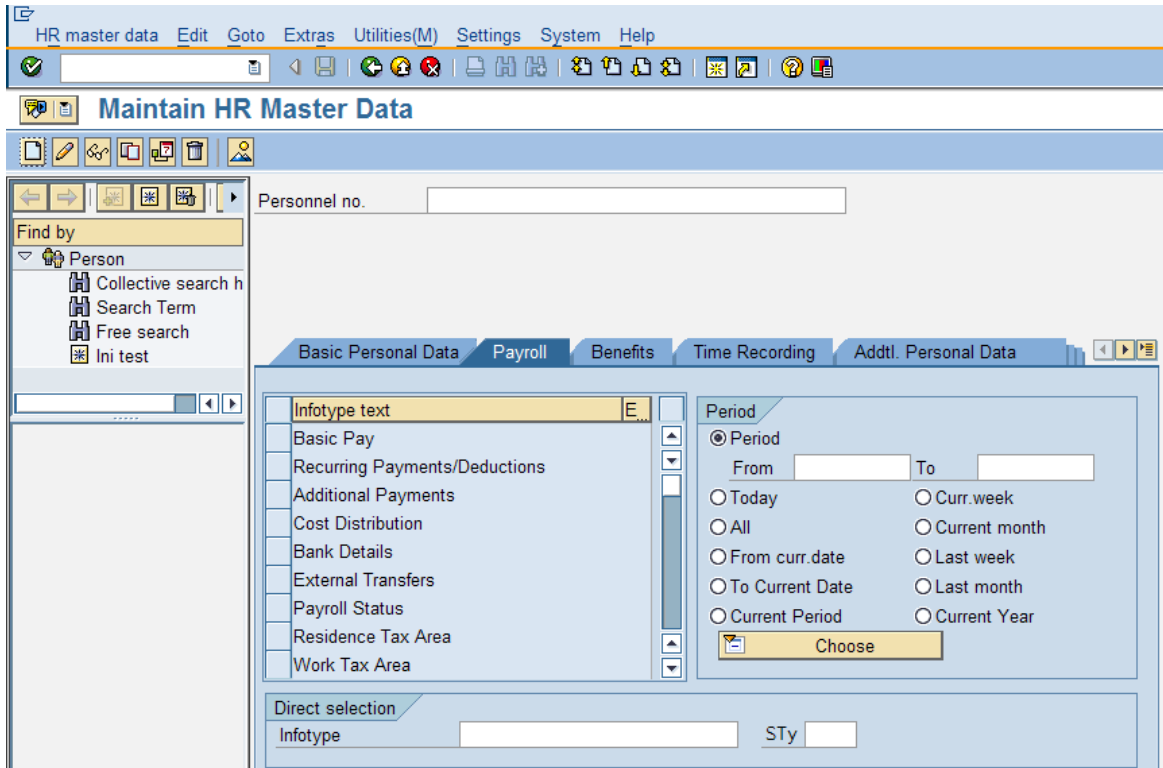
Helpful Hints	n/a
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The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

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:  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

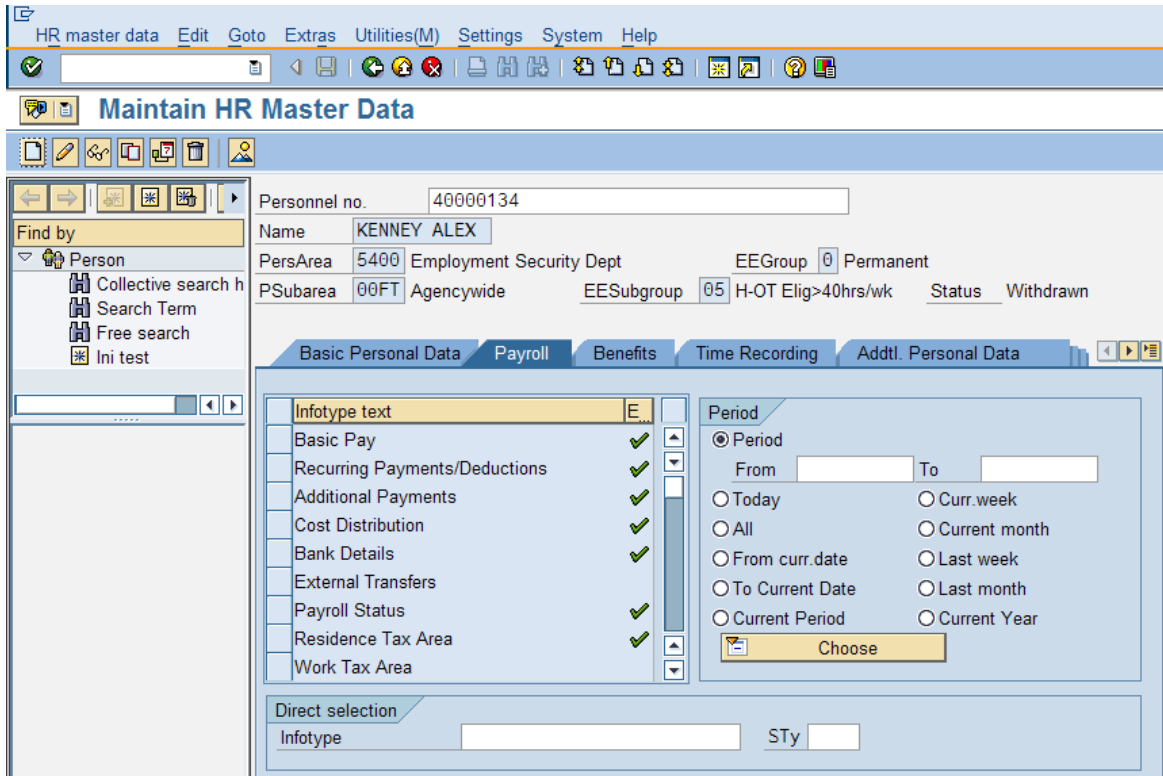
1. Start the transaction using the above menu path or transaction code **PA30**.



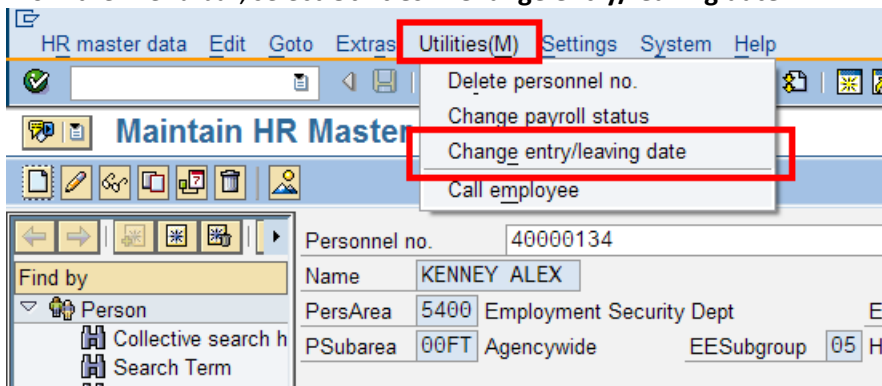
2. Complete the following fields:

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: 40000331

3. Click  (Enter) to validate the information.




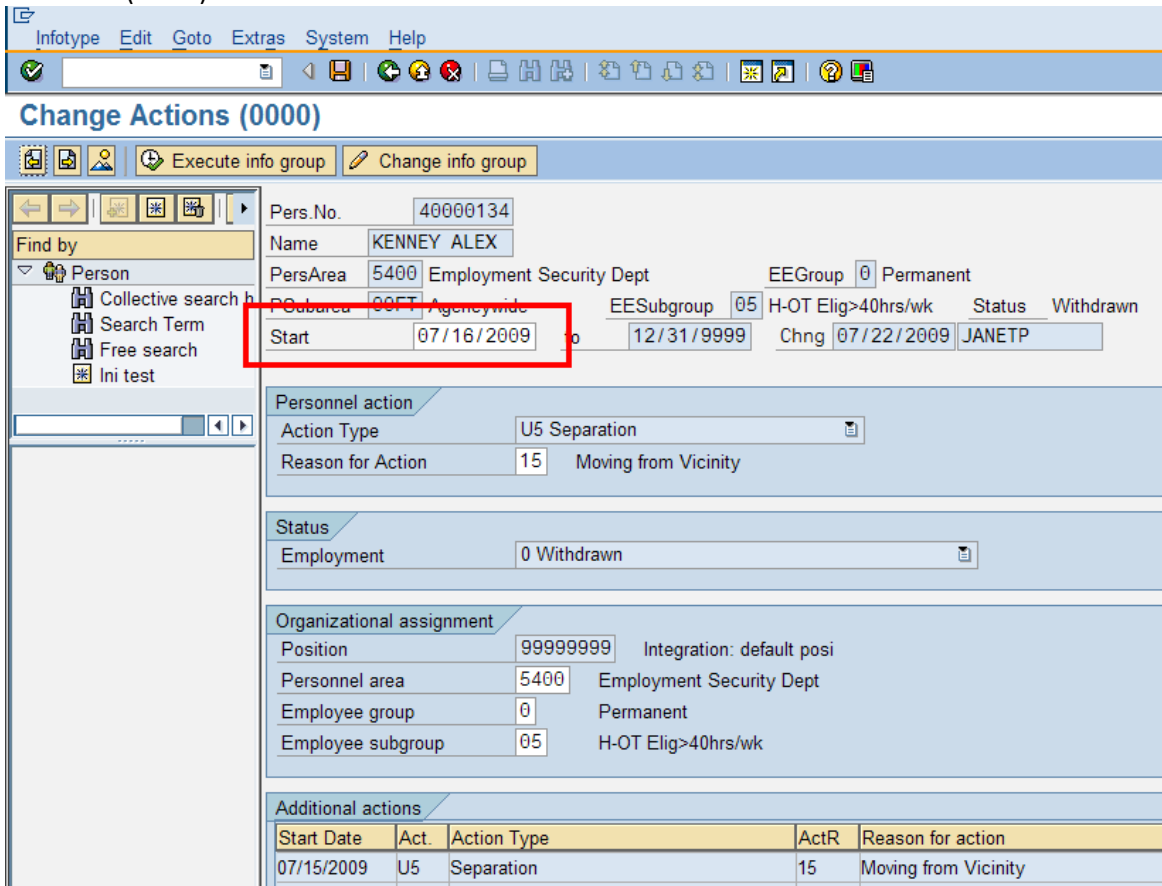
4. From the Menu bar, select **Utilities**→ **Change entry/leaving date**.



5. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Start	R	Enter the corrected first date that the employee is no longer employed. Example: 7/16/2009

- Click  (Enter) to validate the information.



Change Actions (0000)

Execute info group | Change info group

Pers.No. 40000134
 Name KENNEY ALEX
 PersArea 5400 Employment Security Dept EEGroup 0 Permanent
 PO Subarea 00FT Agencywide EESubgroup 05 H-OT Elig>40hrs/wk Status Withdrawn
 Start 07/16/2009 to 12/31/9999 Chng 07/22/2009 JANETP

Personnel action

Action Type U5 Separation
 Reason for Action 15 Moving from Vicinity

Status


Employment 0 Withdrawn

Organizational assignment

Position 99999999 Integration: default posi
 Personnel area 5400 Employment Security Dept
 Employee group 0 Permanent
 Employee subgroup 05 H-OT Elig>40hrs/wk

Additional actions

Start Date	Act.	Action Type	ActR	Reason for action
07/15/2009	U5	Separation	15	Moving from Vicinity

 A warning message will appear in the status bar alerting you that the dates have changed for this record.

- Click  (Save) to save.

Change leaving date

Action: U5 Separation

Original date: 07/14/2009

New date: 07/15/2009

Infity	Text	Sub...	Start	End	New start	New end
0001	Organizational Assignment		07/01/2007	07/14/2009	07/01/2007	07/15/2009
0014	Recurring Payments/Deduct	1010	10/25/2006	07/14/2009	10/25/2006	07/15/2009
0014	Recurring Payments/Deduct	4509	06/01/2006	07/14/2009	06/01/2006	07/15/2009
0041	Date Specifications		06/01/2006	07/14/2009	06/01/2006	07/15/2009
0169	Savings Plans	401A	06/01/2006	07/14/2009	06/01/2006	07/15/2009

8. Click the box to the left of

<input type="checkbox"/>	0001	Organizational Assignment		07/01/2007	07/14/2009	07/01/2007	07/15/2009
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to deselect the organizational assignment.



You want to make sure that Organizational Assignment is deselected. If the record is moved it will change the employee's Organizational Assignment Infotype (0001) history and change the employee's position history to 99999999.

9. Click the box to the left of

<input checked="" type="checkbox"/>	0041	Date Specifications		06/01/2006	07/14/2009	06/01/2006	07/15/2009
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to select Date Specifications.

10. If applicable, click the box to the left of

<input type="checkbox"/>	0416	Time Quota Compensati...	9003	10/01/2006	10/01/2006	10/11/2006	10/11/2006
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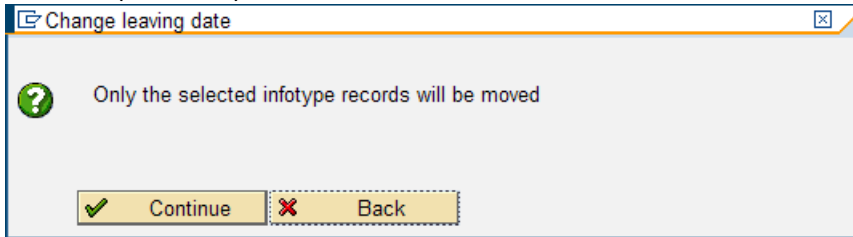
to deselect the Time Quota Compensation.



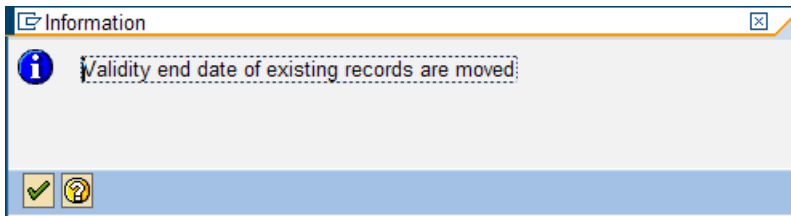
There may be other infotype records that show depending on the date you used to

delimit during the separation action. If there are do not select them. Use **PA30** to change the end date.

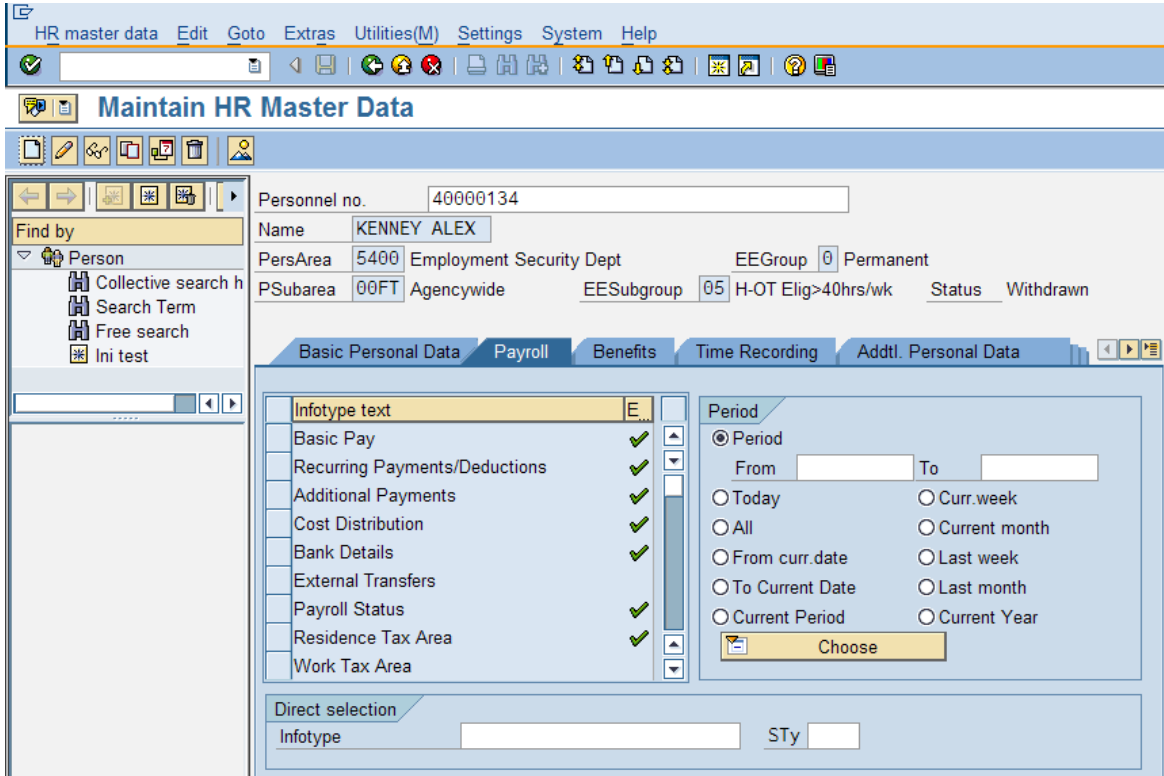
11. Click  (Continue) to continue.





12. Click  Continue.




13. Click  (Continue) to continue.



14. Click  All in the Period section.

15. Click the box to the left of  Organizational Assignment  to select.

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


Personnel No. 40000134 Name KENNEY ALEX


PersArea 5400 Employment Security Dept EEGroup 0 Permanent

PSubarea 00FT Agencywide EESubgroup 05 H-OT Elig>40hrs/wk Status Withdrawn

Selection 01/01/1800 to 12/31/9999


Start Date	CoCd	PA	EEGrp	ESgrp	Cost Center	Cost center	Org. Unit	Position	Job key
07/15/2009	WA015400	0	05	05	5400000000	DEFAULT AGI384000	Integration: d	105G	
07/01/2007	WA015400	0	05	05	5400000000	DEFAULT AGI384000	4411X	105G	
10/03/2006	WA015400	0	05	05	5400000000	DEFAULT AGI384000	4411X	01023	
06/01/2006	WA015400	0	05	05	5400000000	DEFAULT AGI384000	4411X	01023	
01/01/2005	WA015400	0	05	05			Integration: d		

17. Click  07/15/2009 WA015400 0 05 5400000000 DEFAULT AGI384000 Integration: d 105G to select. This will be the record for the incorrect start date.

18. Click  (Change) to change the record. In most cases, use Copy rather than Change to maintain an audit trail.

19. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Start	R	Enter the corrected first date that the employee is no longer employed. Example: 7/16/2009

20. Click  (Enter) to validate the information.

21. Click  (Save) to save.

Infotype Edit Goto Extras System Help

List Organizational Assignment (0001)


Personnel No. 40000134 Name KENNEY ALEX

PersArea 5400 Employment Security Dept EEGroup 0 Permanent

PSubarea 00FT Agencywide EESubgroup 05 H-OT Elig>40hrs/wk Status Withdrawn

Selection 01/01/1800 to 12/31/9999

Start Date	CoCd	PA	EEGrp	ESgrp	Cost Center	Cost center	Org. Unit	Position	Job key
07/16/2009	WA01	5400	0	05	5400000000	DEFAULT AGTWORKSOUR	Integration: d	ADMINIST	
07/01/2007	WA01	5400	0	05	5400000000	DEFAULT AGT384000	4411X	105G	
10/03/2006	WA01	5400	0	05	5400000000	DEFAULT AGT384000	4411X	01023	
06/01/2006	WA01	5400	0	05	5400000000	DEFAULT AGT384000	4411X	01023	
01/01/2005	WA01	5400	0	05				Integration: d	

22. Click  (Back) to return to the previous screen.

HR master data Edit Goto Extras Utilities(M) Settings System Help

Maintain HR Master Data

Personnel no. 40000134 Name KENNEY ALEX

PersArea 5400 Employment Security Dept EEGroup 0 Permanent

PSubarea 00FT Agencywide EESubgroup 05 H-OT Elig>40hrs/wk Status Withdrawn

Basic Personal Data Payroll Benefits Time Recording Addtl. Personal Data

Infotype text E

Planned Working Time

Absences

Absence Quotas

Attendances

Attendance Quotas

Quota Corrections

Substitutions

Time Quota Compensation

Overtime

Period

Period

From 01/01/1800 To 12/31/9999

Today Curr.week

All Current month

From curr.date Last week

To Current Date Last month

Current Period Current Year

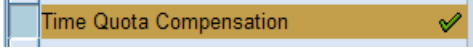
Choose


Direct selection

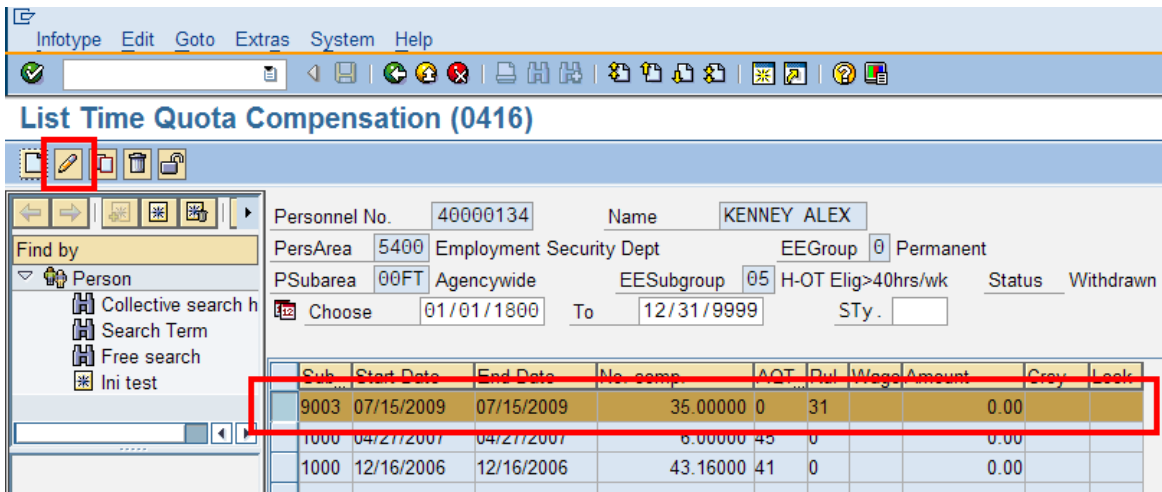
Infotype STy

23. Perform one of the following:

IF	Go To
The employee has a leave buyout.	Step 24
The employee does not have a leave buyout.	Step 34

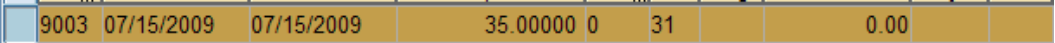
24. Click the box to the left of  to select.


25. Click  (Overview) for an overview of all actions associated with the **Time Quota Compensation** infotype (0416).



Personnel No. 40000134 Name KENNEY ALEX
 PersArea 5400 Employment Security Dept EEGroup 0 Permanent
 PSubarea 00FT Agencywide EESubgroup 05 H-OT Elig>40hrs/wk Status Withdrawn
 Choose 01/01/1800 To 12/31/9999 STy .

Sub	Start Date	End Date	No. comp	AQT	Dul	Wage Amount	Cray	Leak
9003	07/15/2009	07/15/2009	35.00000	0	31	0.00		
1000	04/27/2007	04/27/2007	8.00000	45	0	0.00		
1000	12/16/2006	12/16/2006	43.16000	41	0	0.00		

26. Select the record with the incorrect start date. For the example above, click  to select.

27. Click  (Change) to change the record. In most cases, use Copy rather than Change to maintain an audit trail.

Infotype Edit Goto Extras System Help SAP

Change Time Quota Compensation (0416)

Personnel No. 40000134 Name KENNEY ALEX

PersArea 5400 Employment Security Dept EEGroup 0 Permanent

PSubarea 00FT Agencywide EESubgroup 05 H-OT Elig>40hrs/wk Status Withdrawn

Start 07/15/2009 Chg. 07/22/2009 JANETP

Comp. method 9003 Annl Leave Buyout-Ret

Compensation specifications

Time quota type 00




Compensation rule 031 Annual Holiday/Vacation

No. to compensate 35.00000

Do not account

Absence quotas

ATy	Quota text	Entitl.	Unit	Comp.	Rem.	W/T	Amount	Curre.	Deduction fr	Deduction to	Quota counter
30	Sick Leave	8.00000	Hours	0.00000	4.05544		0.00		09/01/2008	12/31/9999	0000000000126692006
30	Sick Leave	8.00000	Hours	0.00000	8.00000		0.00		10/01/2008	12/31/9999	0000000000126712006
30	Sick Leave	3.82608	Hours	0.00000	3.82608		0.00		11/01/2008	12/31/9999	0000000000126722006
31	Annual Leave/Vacation	9.33333	Hours	2.91536	0.00000		0.00		07/01/2008	12/31/9999	0000000000126702006
31	Annual Leave/Vacation	9.33333	Hours	9.33333	0.00000		0.00		08/01/2008	12/31/9999	0000000000126742006
31	Annual Leave/Vacation	9.33333	Hours	9.33333	0.00000		0.00		09/01/2008	12/31/9999	0000000000126752006
31	Annual Leave/Vacation	9.33333	Hours	9.33333	0.00000		0.00		10/01/2008	12/31/9999	0000000000126762006

28. Click  (Enter) to validate the information.
29. Click  (Save) to save.
30. Click  (Back) to return to the Maintain HR Master Data Screen (PA30).
31. You have completed this transaction.



Correct any other end dates if the infotype was listed on the change leaving date. (See step 9 in the procedure.)

Results
You have corrected the separation date of an employee.
Comments
None.