

**Supersede New Hire or Rehire Action\_ Employee Not Paid**

Transaction Code:  
(PA40)

**Purpose** Use this procedure to supersede a new hire action or rehire action for an employee who is entered in HRMS but has not started work.

**Trigger** Perform this procedure when a new employee or rehire is entered into HRMS but never started work.

- Prerequisites**
- A New Hire action or Rehire action was completed for a new employee.
  - Employee did not start work.

**End User Roles** In order to perform this transaction you must be assigned the following role:  
Personnel Administration (PA) Processor, Payroll Processor, Benefits Processor, and Time & Attendance Processor










Change History	
Date	Change Description
12/27/2012	Procedure updated to match current system

**Menu Path** Human Resources → Personnel Management → Administration → HR Master Data  
→ Personnel Actions

**Transaction Code** PA40

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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
<b>Error</b> 	<b>Example:</b>  Make an entry in all required fields. <b>Action:</b> Fix the problem(s) and then click  (Enter) to validate and proceed.
<b>Warning</b> 	<b>Example:</b>  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. <b>Action:</b> If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.
<b>Confirmation</b>  or 	<b>Example:</b>  Save your entries. <b>Action:</b> Perform the required action to proceed.

**Procedure**

- The **Personnel Administrator Processor** notifies the **Time and Attendance Processor** that the employee never started work.
- The **Time and Attendance Processor** performs one of the following:

If	Then
The employee's time is reported as negative time reporting,	<ol style="list-style-type: none"> <li>1. Enter an absence into CATS for the number of hours the employee was scheduled to work on the first day of employment using Absence Type <b>9033 LWOP- Other</b>. (See procedure <a href="#">Enter Absences</a>) <b>Example:</b> If the employee was scheduled to work 8 hours, enter 8. If the employee was scheduled to work 10 hours, enter 10.</li> <li>2. Notify the <b>Personnel Administrator Processor</b>, who will continue this process.</li> </ol>
The employee's time is reported as positive time reporting,	Notify the <b>Personnel Administrator Processor</b> , who will continue this process. (There is no time to enter into CATS).

1. Start the transaction using the above menu path or transaction code **PA40**.

Personnel no.

From

Action Type	Personn...	EE group	EE subgr...
New Hire			
Change of Status			
Concurrent Employment			
Appointment Change			
Quick Hire			
Rehire - Quick Hire			
Separation			
Rehire			
Leave of Absence - Active			
Leave of Absence - Inactive			
Return from Leave of Absence			


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. <b>Example:</b> 40000642
From	R	The effective date of the action. <b>Example:</b> 12/16/2012

- Click the box to the left of  Separation to select.


HR Master Data Edit Goto Extras Utilities(M) Settings System Help


**Personnel Actions**





Personnel no. 40000642  
Name PADDY LUCY  
PersArea 3021 DSHS Region 1 EEGroup 0 Permanent  
PSubarea 0001 Non Represented EESubgroup 06 M-OT Elig>40hrs/wk Status Active  
From 12/16/2012


Action Type	Personnel...	EE group	EE subgr...
New Hire			
Change of Status			
Concurrent Employment			
Appointment Change			
Quick Hire			
Rehire - Quick Hire			
Separation			
Rehire			
Leave of Absence - Active			
Leave of Absence - Inactive			
Return from Leave of Absence			

3. Click  (Enter) to validate the information.

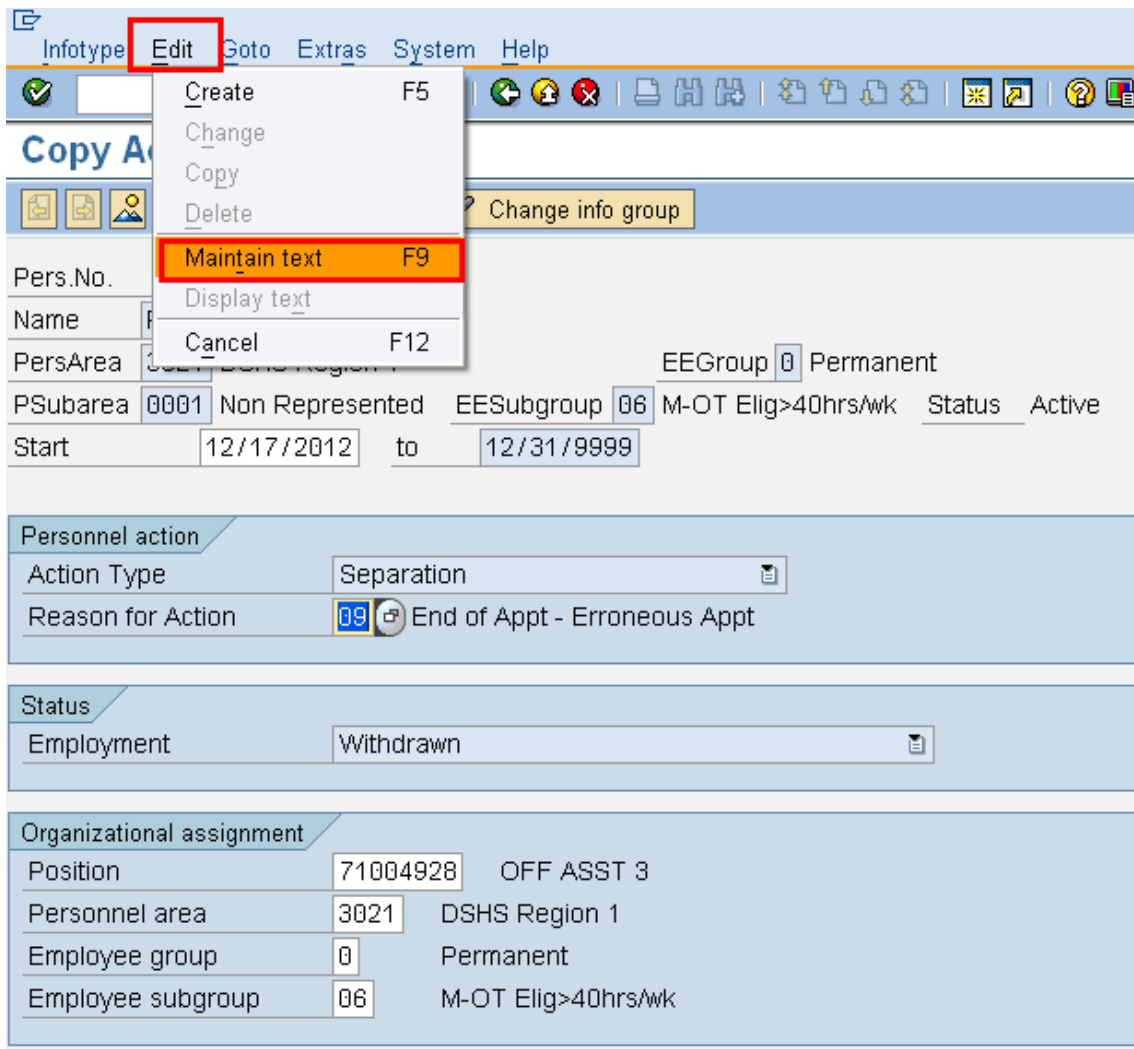
4. Click  (Execute) to execute the action.

5. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Reason for Action	R	It stores the reason that an action has been performed.  Click the  (Matchcode) to open the selection list. <b>Example:</b> 09- End of Appt – Erroneous Appt

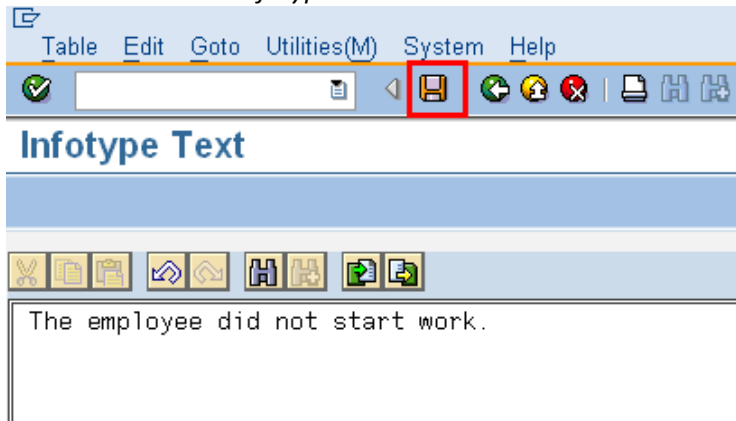
6. Click  (Enter) to validate the information.

7. On the **Edit** Menu, click **Maintain Text**




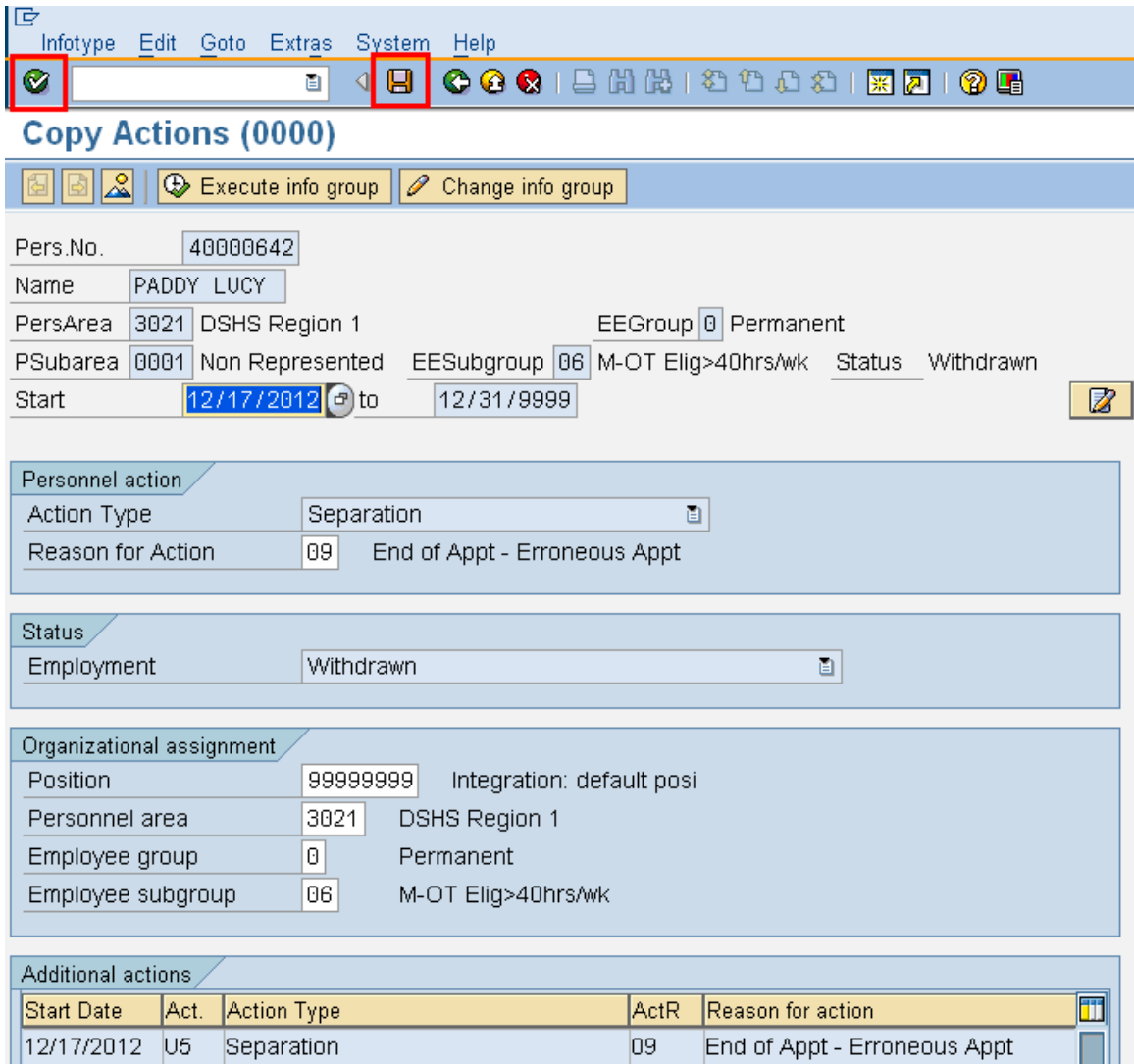
The screenshot shows a software interface with a menu bar containing 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. The 'Edit' menu is open, showing options: 'Create' (F5), 'Change', 'Copy', 'Delete', 'Maintain text' (F9), 'Display text', and 'Cancel' (F12). The 'Maintain text' option is highlighted with a red box. Below the menu, the main window displays employee information: 'Pers.No.', 'Name', 'PersArea', 'PSubarea 0001 Non Represented', 'EEGroup 0 Permanent', 'EESubgroup 06 M-OT Elig>40hrs/wk', 'Status Active', and 'Start 12/17/2012 to 12/31/9999'. There are three sections: 'Personnel action' with 'Action Type' set to 'Separation' and 'Reason for Action' set to '09 End of Appt - Erroneous Appt'; 'Status' with 'Employment' set to 'Withdrawn'; and 'Organizational assignment' with 'Position 71004928 OFF ASST 3', 'Personnel area 3021 DSHS Region 1', 'Employee group 0 Permanent', and 'Employee subgroup 06 M-OT Elig>40hrs/wk'.

8. Enter a note in the *Infotype Text*.





The screenshot shows the 'Infotype Text' entry screen. The menu bar includes 'Table', 'Edit', 'Goto', 'Utilities(M)', 'System', and 'Help'. The 'Utilities(M)' menu is open, and the 'Save' icon (a floppy disk) is highlighted with a red box. Below the menu bar, there is a toolbar with various icons. The main text area contains the note: 'The employee did not start work.'



9. Click  (Save) to save the Note.



Infotype Edit Goto Extras System Help

### Copy Actions (0000)

 Execute info group  Change info group

Pers.No. 40000642  
Name PADDY LUCY  
PersArea 3021 DSHS Region 1 EEGroup 0 Permanent  
PSubarea 0001 Non Represented EESubgroup 06 M-OT Elig>40hrs/wk Status Withdrawn  
Start 12/17/2012 to 12/31/9999


**Personnel action**  
Action Type Separation  
Reason for Action 09 End of Appt - Erroneous Appt

**Status**  
Employment Withdrawn

**Organizational assignment**  
Position 99999999 Integration: default posi  
Personnel area 3021 DSHS Region 1  
Employee group 0 Permanent  
Employee subgroup 06 M-OT Elig>40hrs/wk

**Additional actions**

Start Date	Act.	Action Type	ActR	Reason for action
12/17/2012	U5	Separation	09	End of Appt - Erroneous Appt

10. Click  (Enter) to validate the information.

11. Click  (Save) to save. Continue the **Separation action** as described in the [Separation Action procedure](#).



12.

If	Then
The employee was paid	Follow the procedure <a href="#">Warrant Cancellation or ACH Reversals</a> to complete this transaction.
The employee was <b>not</b> paid	You have completed this transaction

<b>Results</b>
You have superseded a new appointment of an employee.
<b>Comments</b>
None.