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

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

- 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,	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 **9033 LWOP- Other**. (See procedure Enter Absences) **Example**: If the employee was scheduled to work 8 hours, enter 8. If the employee was scheduled to work 10 hours, enter 10. 2. Notify the *Personnel Administrator Processor,* who will continue this process.
The employee's time is reported as positive time reporting,	Notify the *Personnel Administrator Processor*, 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**.

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

2. Click the box to the left of Separation to select.
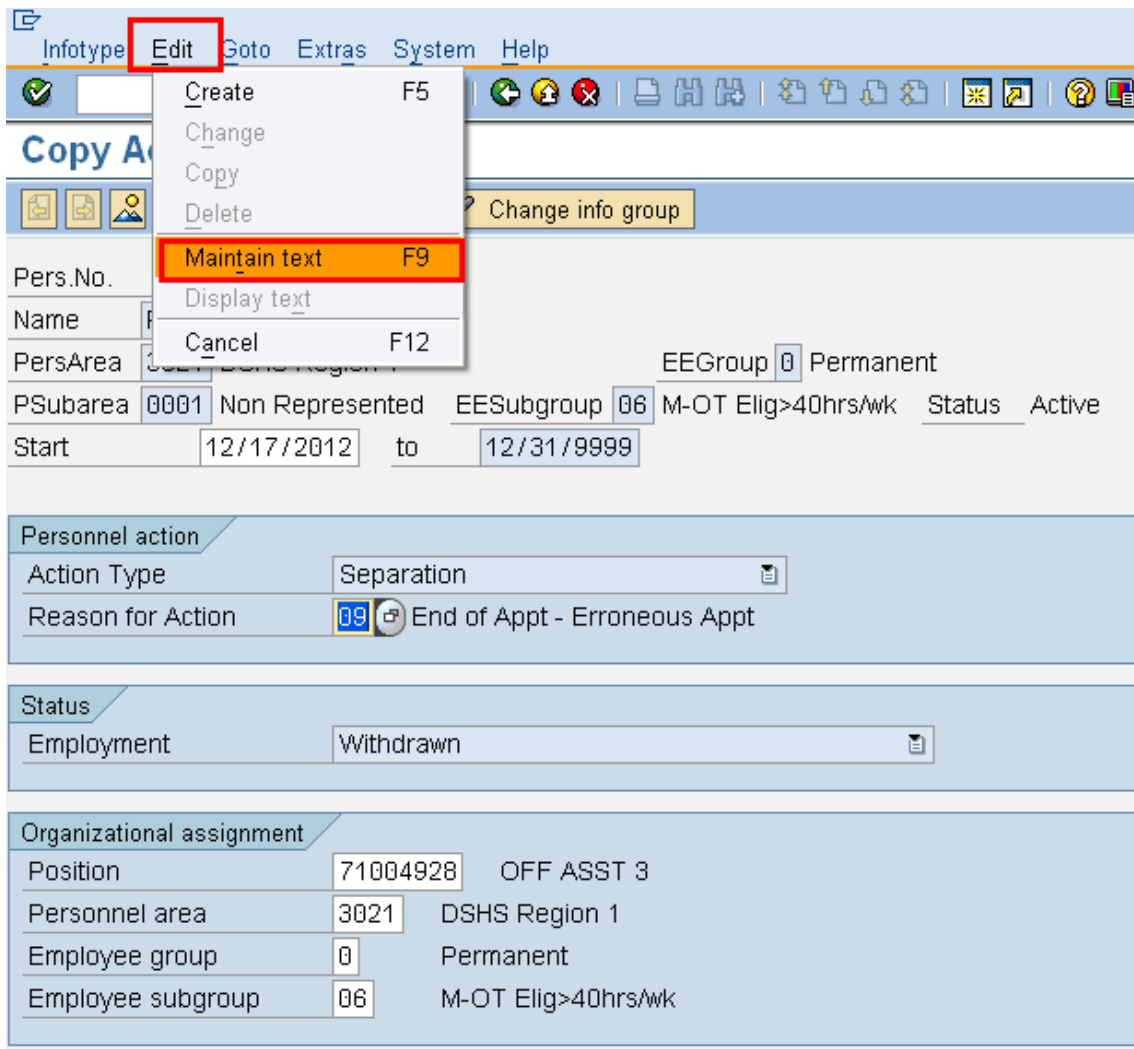
3. Click ✅ (Enter) to validate the information.

4. Click 🕐 (Execute) to execute the action.

5. Complete the following fields:

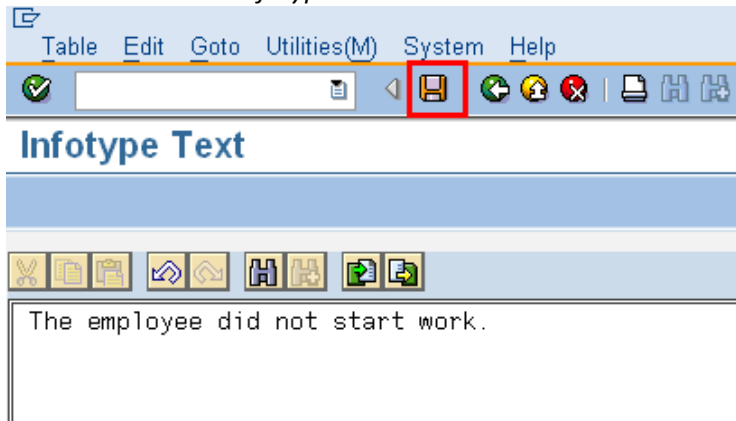| R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Reason for Action	R	It stores the reason that an action has been performed. Click the (Matchcode) to open the selection list. **Example**: 09- End of Appt – Erroneous Appt

6. Click (Enter) to validate the information.

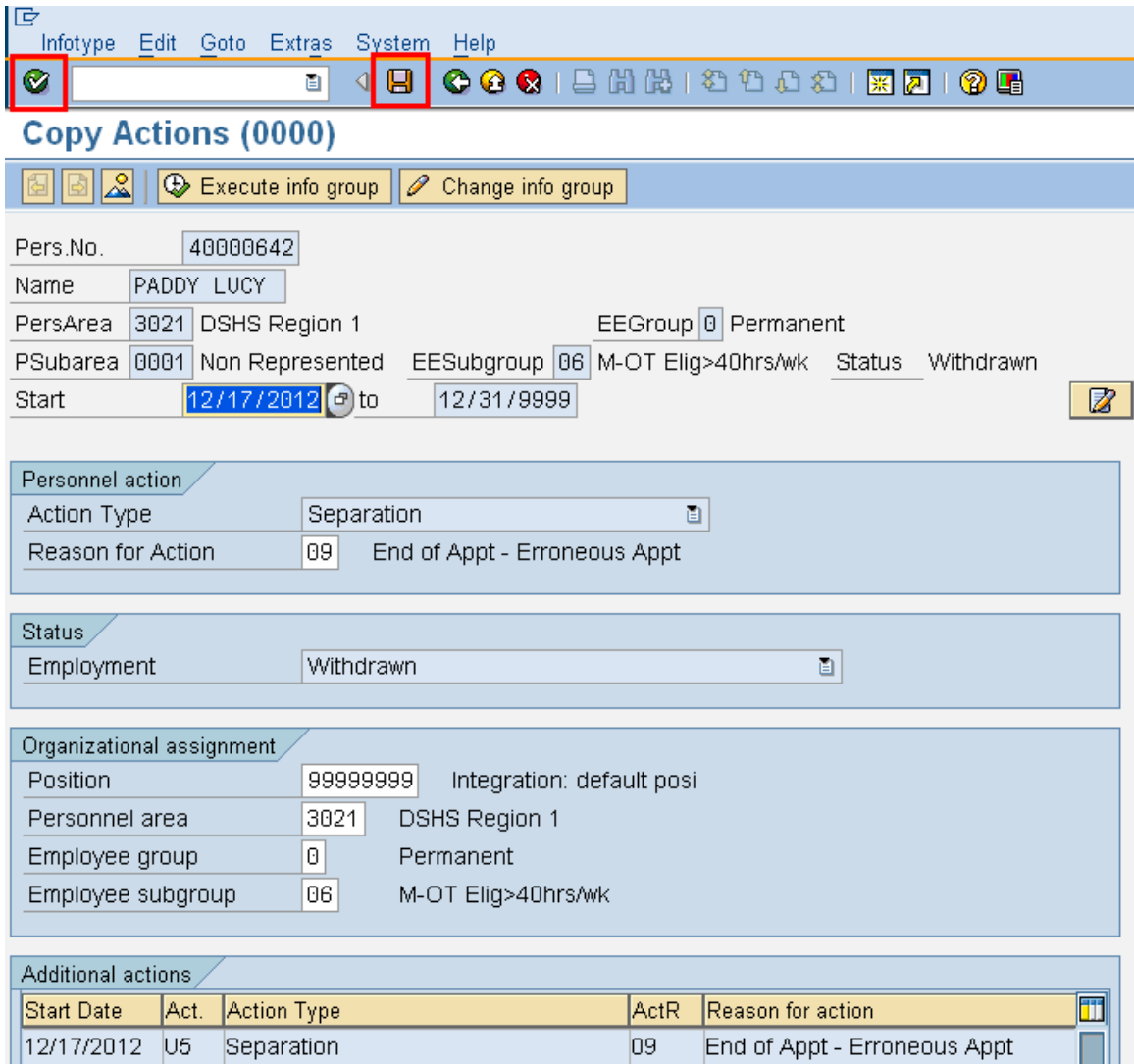7. On the **Edit** Menu, click **Maintain Text**

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

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 Warrant Cancellation or ACH Reversals to complete this transaction.
The employee was **not** paid	You have completed this transaction

Results
You have superseded a new appointment of an employee.

Comments
None.