

Purpose

Use this procedure to change the status of an employee in a pay grade from full time to part time.

Trigger

Perform this procedure when you have received the appropriate paperwork stating this change needs to be made in the SAP.

Prerequisites

Personnel number (PERNR) OR employee name

Menu Path

Use the following menu path to begin this transaction:

N/A

Transaction Code

PA40

Helpful Hints

R/O/C column in tables represents Required, Optional, or Conditional entry.

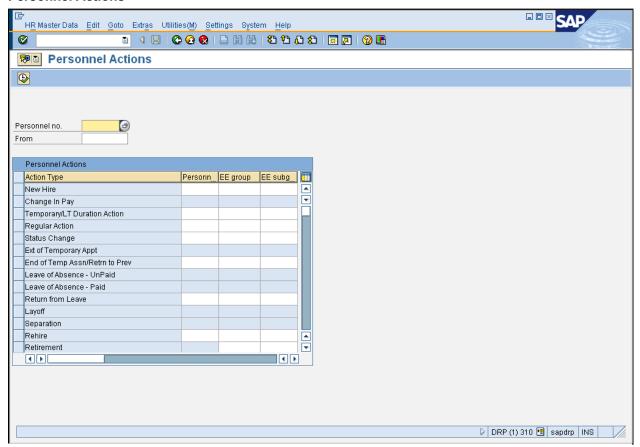
7/27/20118:55 PM Page 1 of 20



Procedure

1. Start the transaction using the menu path or transaction code. The *Personnel Actions* screen displays.

Personnel Actions



2. As required, complete/review the following fields:

Field	R/O/C	Description
Personnel no.		A unique, identification number for personnel assigned as it is processed in SAP; the system automatically assigns this number.
		Example: 100268

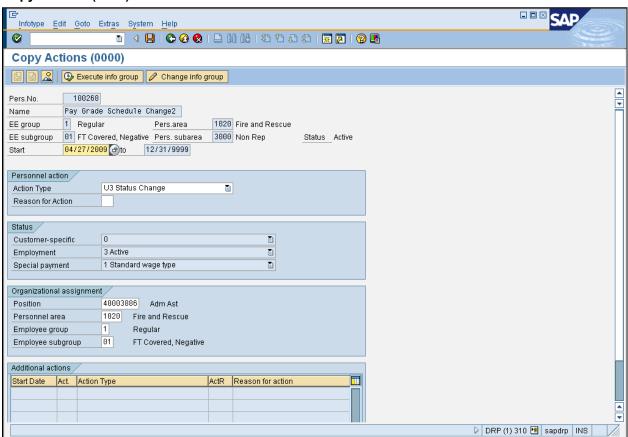
7/27/20118:56 PM Page 2 of 20



Field	R/O/C	Description
From	R	Beginning value to be entered when specifying a range.
		Example: 04272009

- 3. Select Status Change record indicator Status Change
- 4. Click **Execute** button . The *Copy Actions (0000)* screen displays.

Copy Actions (0000)

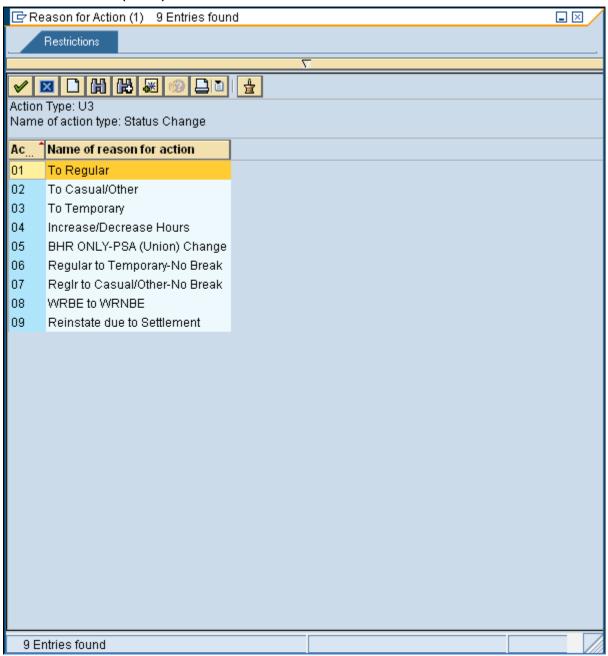


- 5. Click Reason for Action field
- **6.** Click **Reason for Action** matchcode . The *Reason for Action (XXXX)* dialog box displays.

7/27/20118:56 PM Page 3 of 20



Reason for Action (XXXX) YYYY Entries found



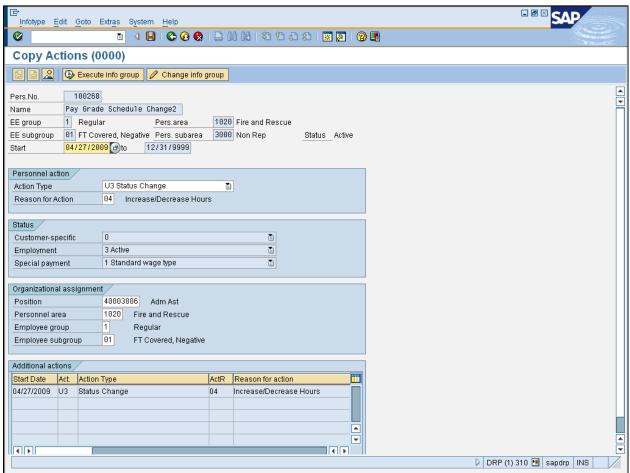
7. Select 04 Increase/Decrease Hours list item 04 Increase/Decrease Hours

7/27/20118:56 PM Page 4 of 20



8. Click Enter (continue) button .

Copy Actions (0000)

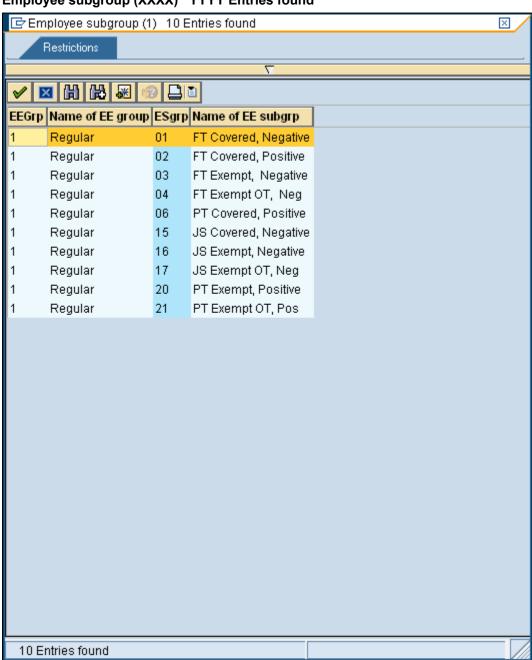


- 9. Click Employee subgroup field 01.
- **10.** Click **Employee subgroup** matchcode . The *Employee subgroup* (XXXX) dialog box displays.

7/27/20118:56 PM Page 5 of 20



Employee subgroup (XXXX) YYYY Entries found



11. Double-click 06 PT Covered, Positive list item 06 PT Covered, Positive

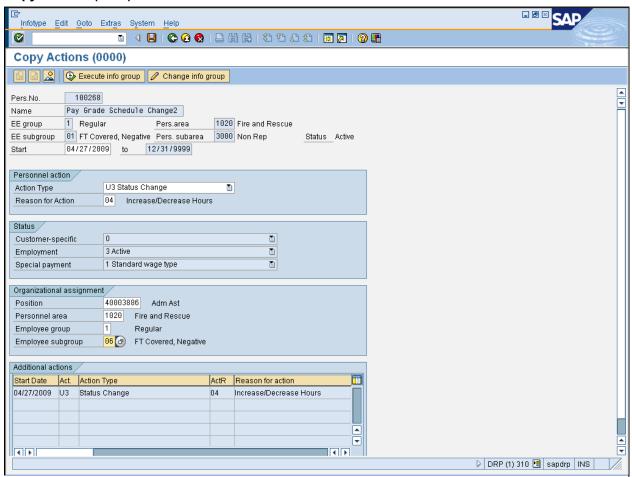
7/27/20118:56 PM Page 6 of 20





Notice that changing the employee from full time to part time alters their time entry from negative to positive.

Copy Actions (0000)



- 12. Click Enter button
- 13. Click Enter button

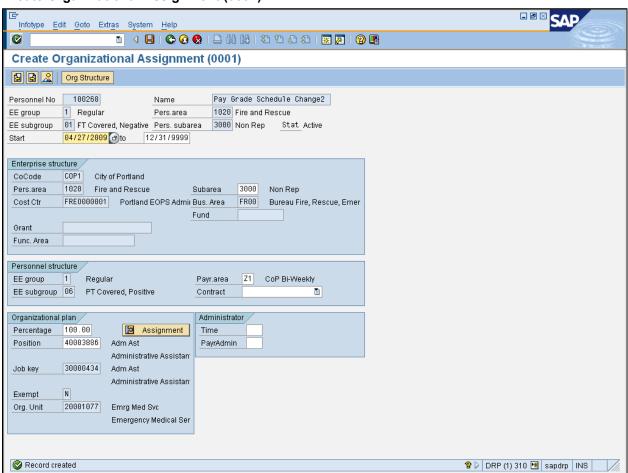
 . The Information dialog box displays.
 - The system returns the message, "Person and position have different employee groups/subgroups".

This indicates the position was septup with different attributes than the employee has now.

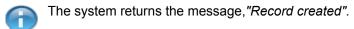
7/27/20118:56 PM Page 7 of 20



Create Organizational Assignment (0001)



14. Click Enter button 2 .



15. Click Enter button

7/27/20118:56 PM Page 8 of 20

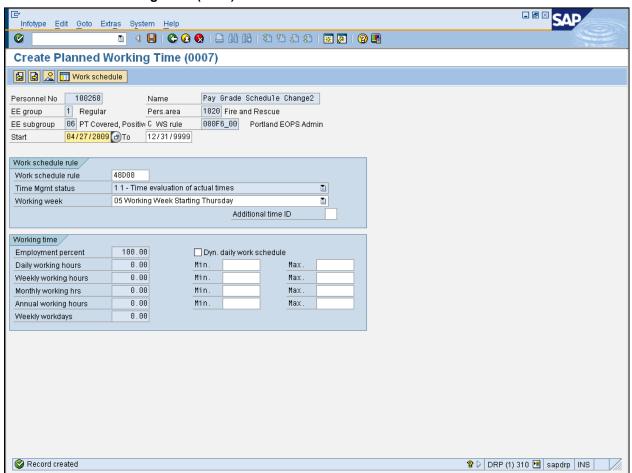


The system returns the message, "Record valid from XXXX to YYYY delimited at end".

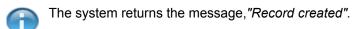
16. Click **Save** button . The *Create Planned Working Time (0007)* screen displays.

The system returns the message, "Save your entries".

Create Planned Working Time (0007)



17. Click Work schedule rule field 48008

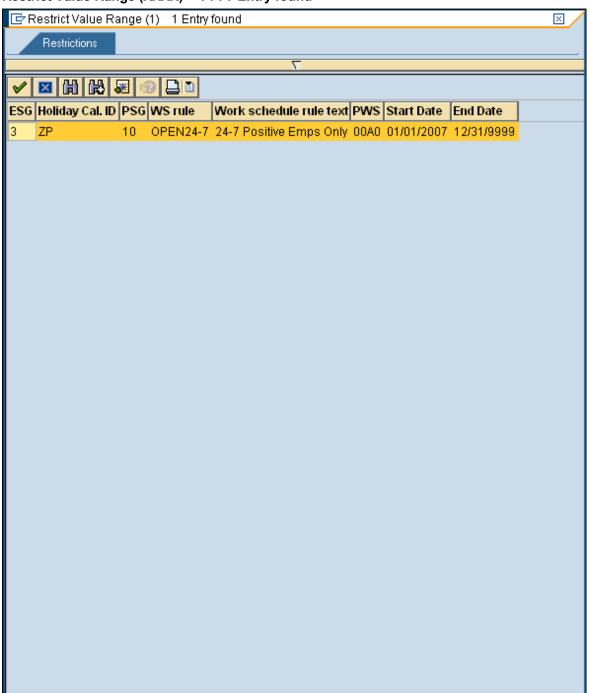


18. Click Work schedule rule matchcode . The Restrict Value Range (XXXX) dialog box displays.

7/27/20118:56 PM Page 9 of 20



Restrict Value Range (XXXX) YYYY Entry found

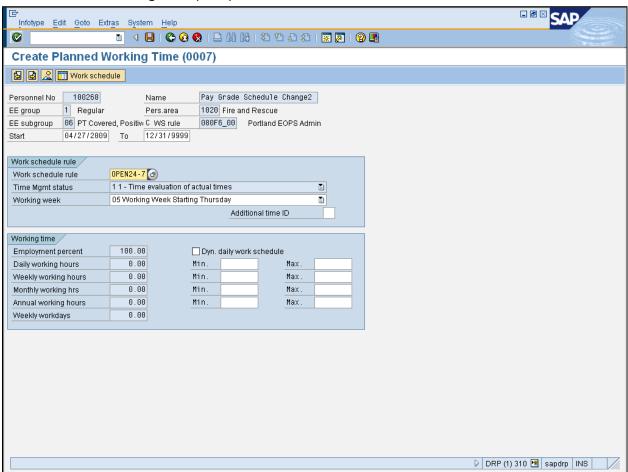


7/27/20118:56 PM Page 10 of 20



- 19. Select OPEN 24-7 24-7 Positive Emps Only list item OPEN24-7 24-7 Positive Emps Only
- 20. Click Enter (continue) button .

Create Planned Working Time (0007)

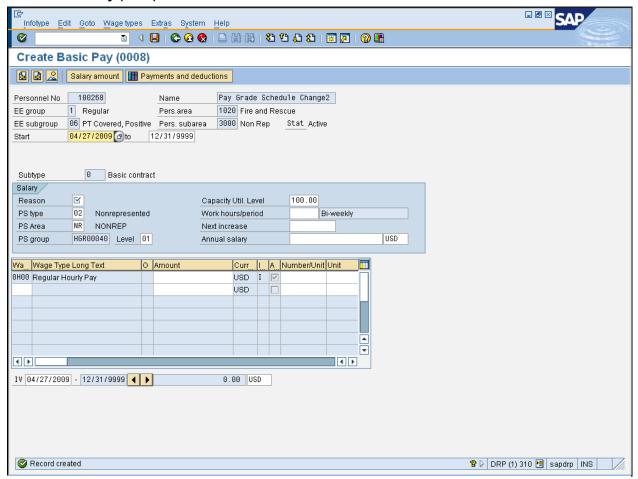


- 21. Click Enter button 2 .
- 22. Click Save button . The Create Basic Pay (0008) screen displays.
 - The system returns the message, "Save your entries".

7/27/20118:56 PM Page 11 of 20



Create Basic Pay (0008)

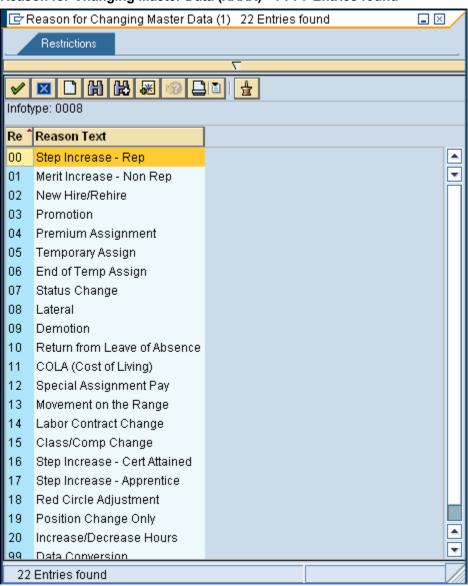


- 23. Click Reason field
 - The system returns the message, "Record created".
- **24.** Click **Reason** matchcode . The *Reason for Changing Master Data (XXXX)* dialog box displays.

7/27/20118:56 PM Page 12 of 20



Reason for Changing Master Data (XXXX) YYYY Entries found



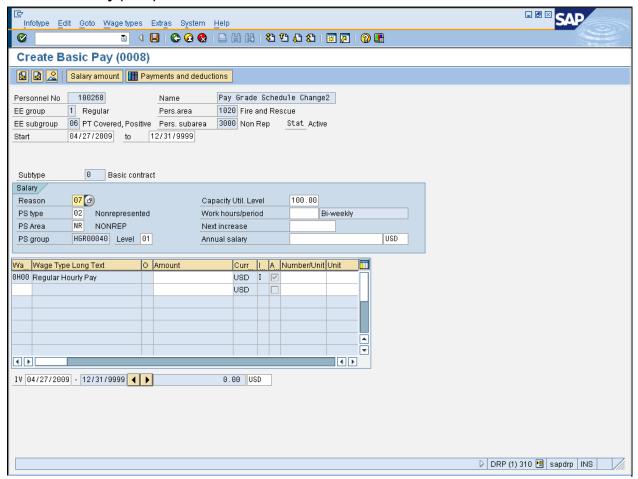
25. Select 07 Status Change list item 07 Status Change

26. Click Enter (continue) button

7/27/20118:56 PM Page 13 of 20



Create Basic Pay (0008)



- 27. Click Amount field
 - Ensure an Hourly Grade (Planned Compensation) has been created by the HR Position Administrator on the employee's position.
- 28. As required, complete/review the following fields:

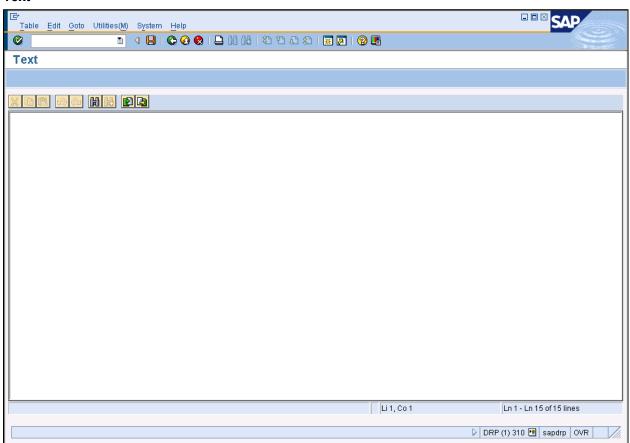
Field	R/O/C	Description
Amount		Figure within the pricing procedure that determines how the system calculates a condition value.
		Example: 25.00

7/27/20118:56 PM Page 14 of 20



- **29.** Select **Edit** option **Edit** from the main menu.
- 30. Select Edit → Maintain text F9 menu item Maintain text F9

Text



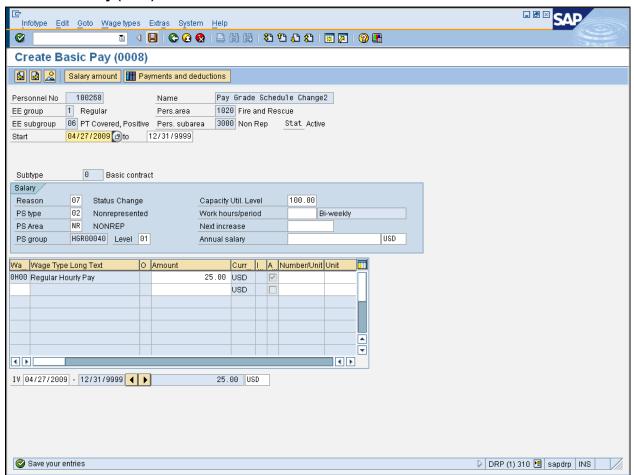
31. As required, complete/review the following fields:

Field	R/O/C	Description
Text		Free text field used to provide additional information or an item description with reference to the current activity.
		Example: Employee changing hours to PT.

7/27/20118:56 PM Page 15 of 20



Create Basic Pay (0008)

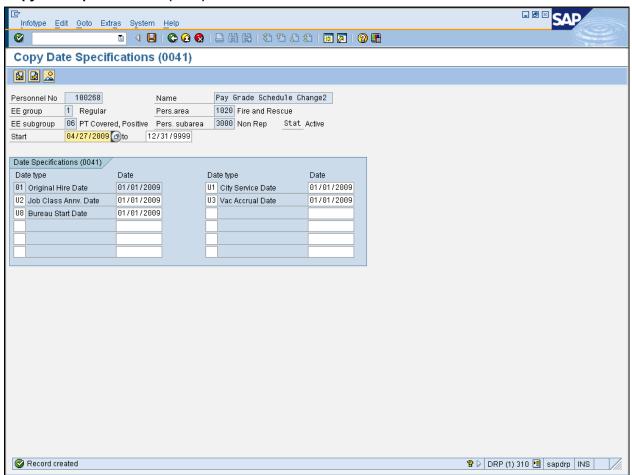


- 32. Click Save button . The Copy Date Specifications (0041) screen displays.
 - The system returns the message, "Save your entries".

7/27/20118:56 PM Page 16 of 20



Copy Date Specifications (0041)

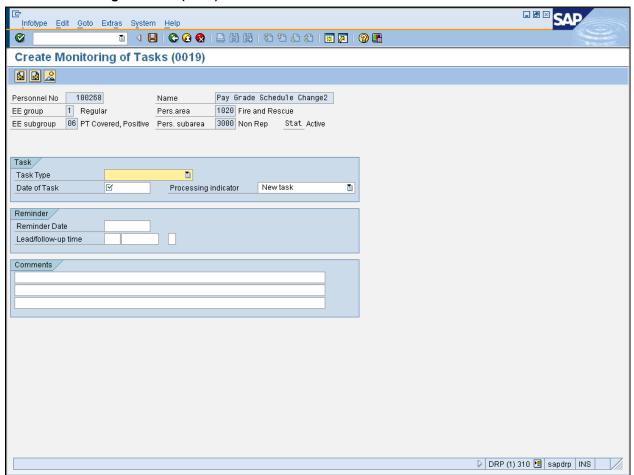


- 33. Click **Next Record** button . The *Create Monitoring of Tasks (0019)* screen displays.
 - The system returns the message, "Record created".
 - No changes needed in this infotype.

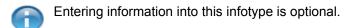
7/27/20118:56 PM Page 17 of 20



Create Monitoring of Tasks (0019)



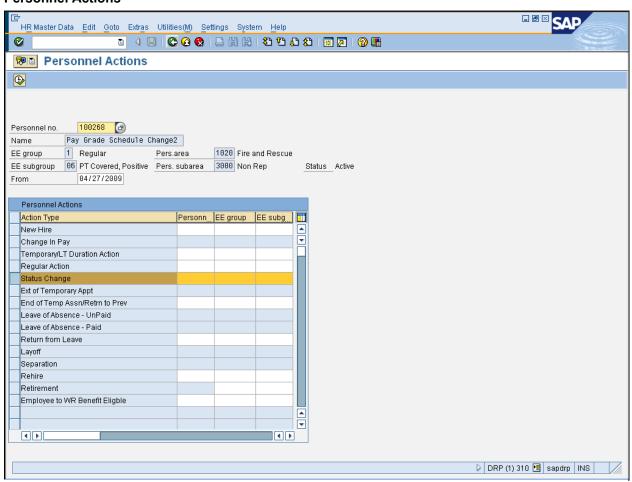
34. Click **Next Record** button . The *Personnel Actions* screen displays.



7/27/20118:56 PM Page 18 of 20



Personnel Actions



35. Click Exit button .

7/27/20118:56 PM Page 19 of 20



Result

You have successfully moved an employee in a pay grade from full time to part time.

7/27/20118:56 PM Page 20 of 20