Enter Personnel Action - Temporary Actions: Current...

Purpose

Use this procedure to enter a temporary action.

Trigger

Perform this procedure when an employee has been appointed to a temporary position.

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

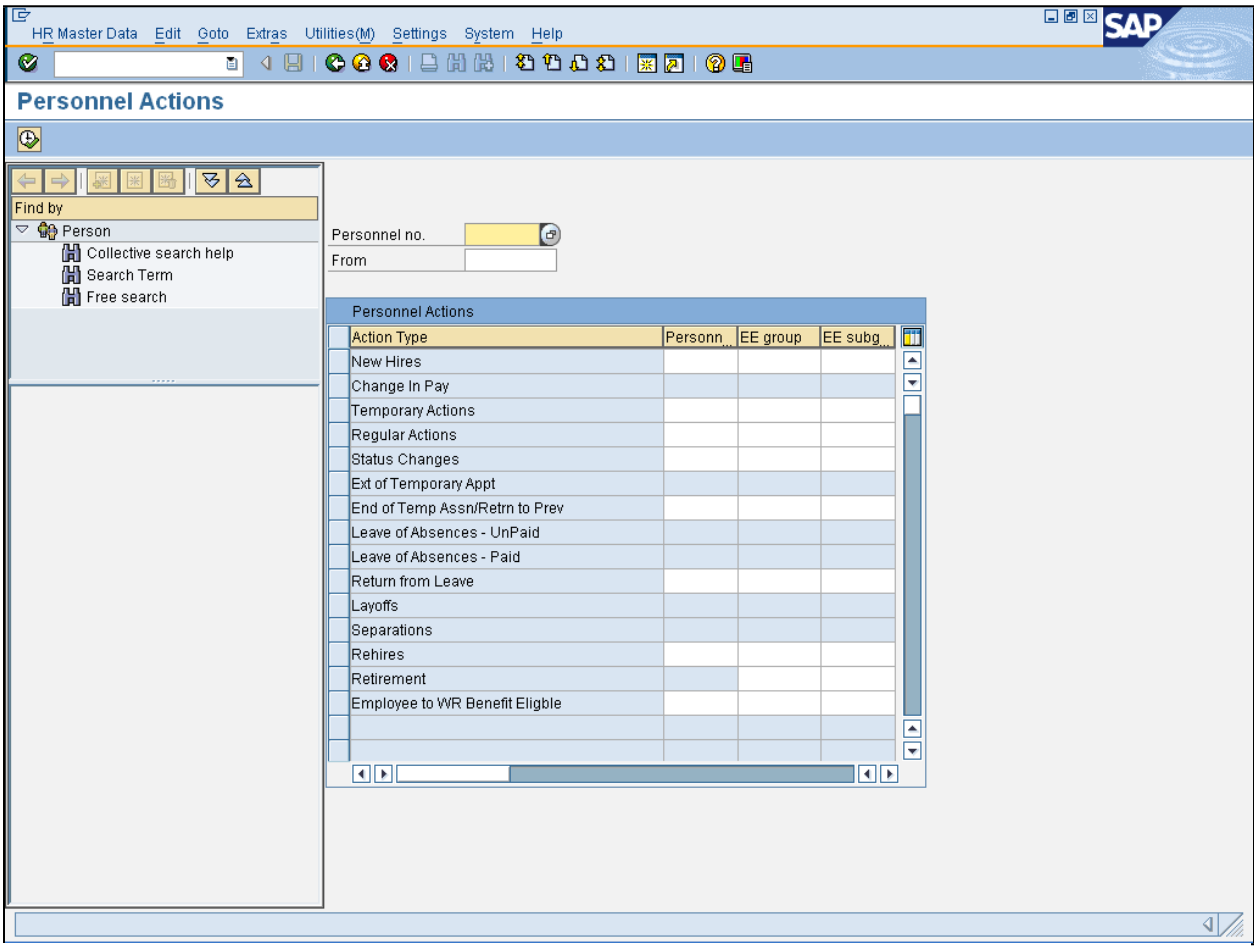
- R/O/C column in tables represents Required, Optional, or Conditional entry.

Enter Personnel Action - Temporary Actions: Current...

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.	R	A unique, identification number for personnel assigned as it is processed in SAP; the system automatically assigns this number. **Example:** 100000

Enter Personnel Action - Temporary Actions: Current...

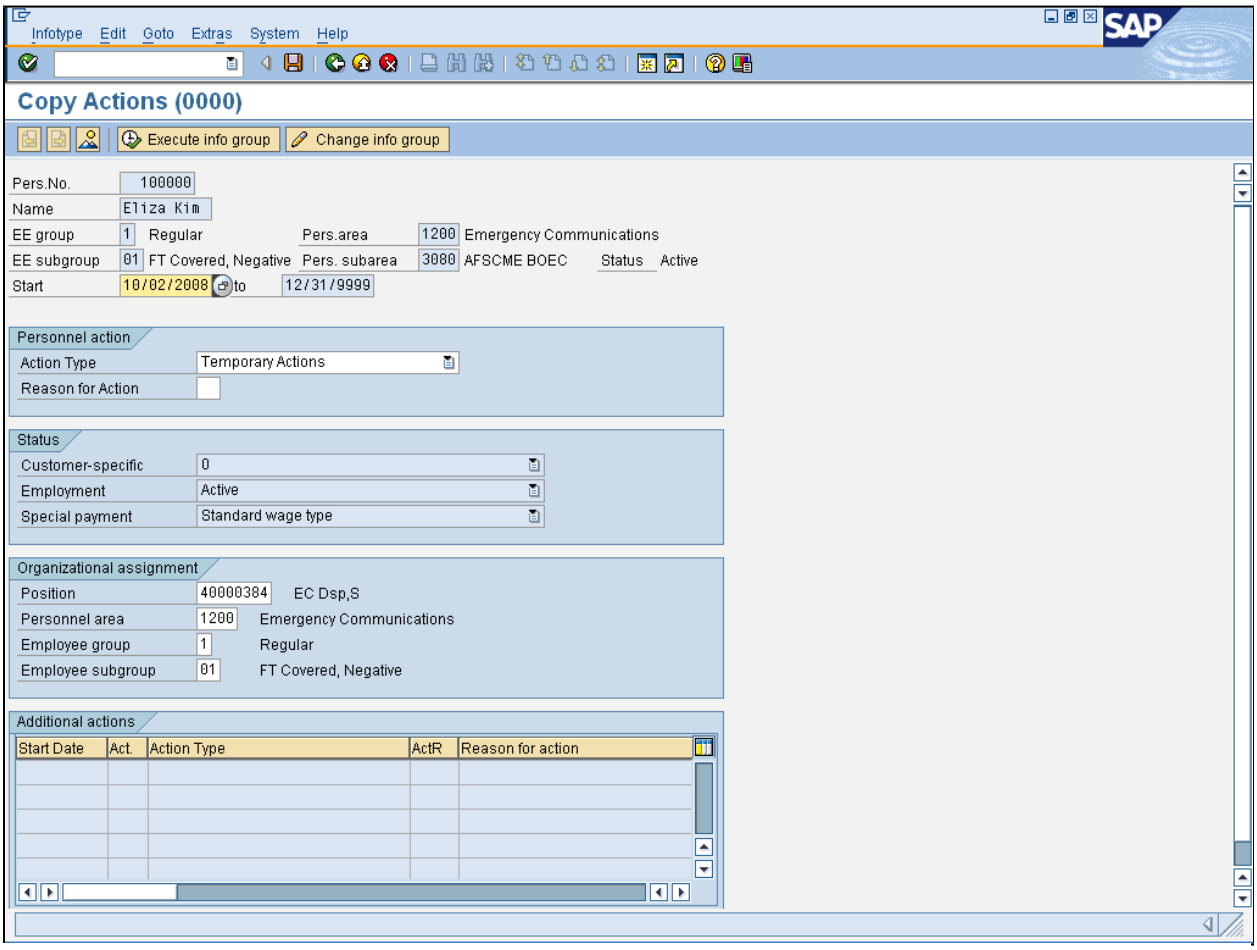
Field	R/O/C	Description
From	R	Beginning value to be entered when specifying a range. **Example:** 10022008

3. Select **Temporary Actions** list item

.

4. Click **Execute** button . The *Copy Actions (0000)* screen displays.

Copy Actions (0000)

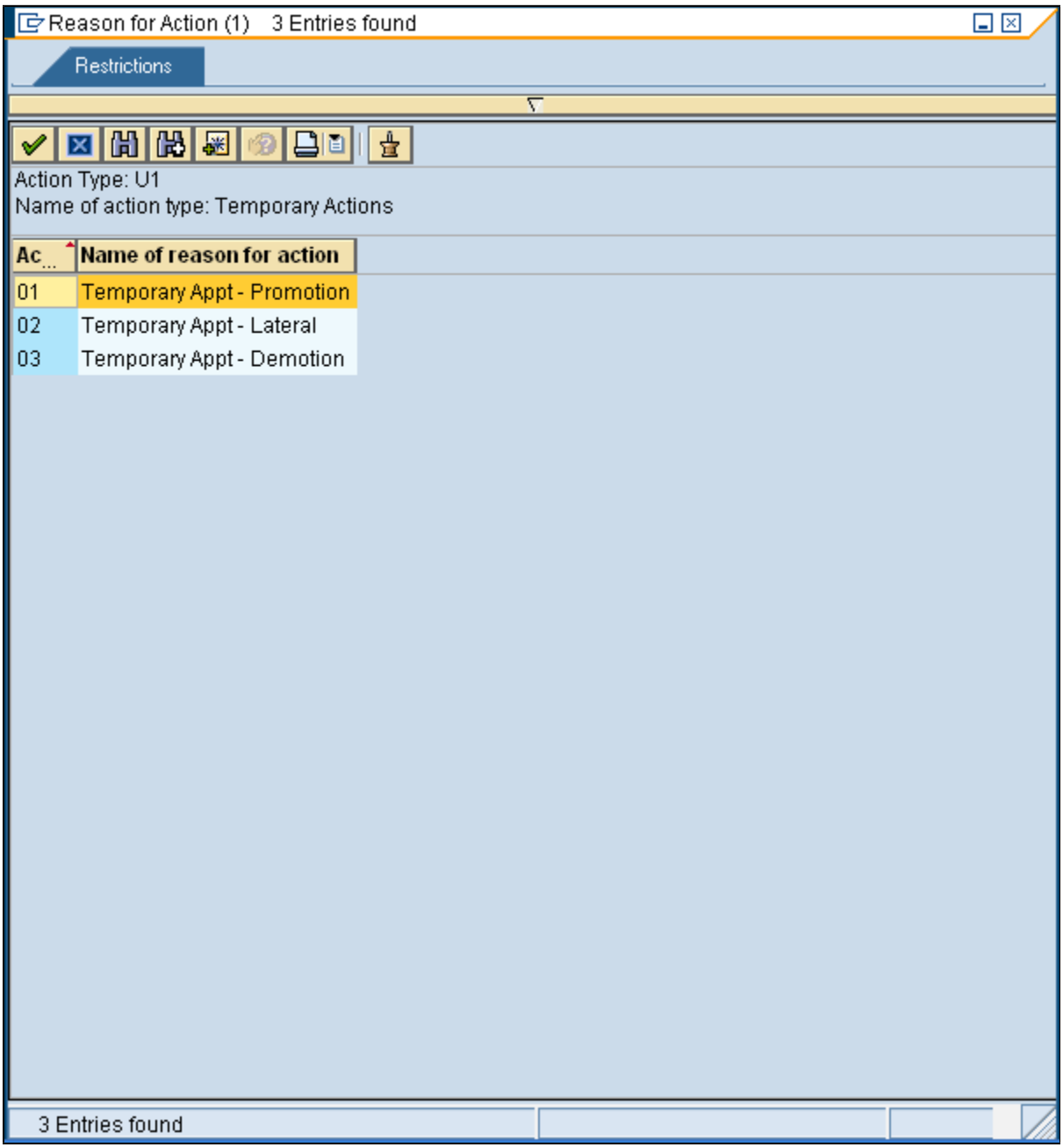


5. Click **Reason for Action** field .

Enter Personnel Action - Temporary Actions: Current...

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

Reason for Action (XXXX) YYYY Entries found

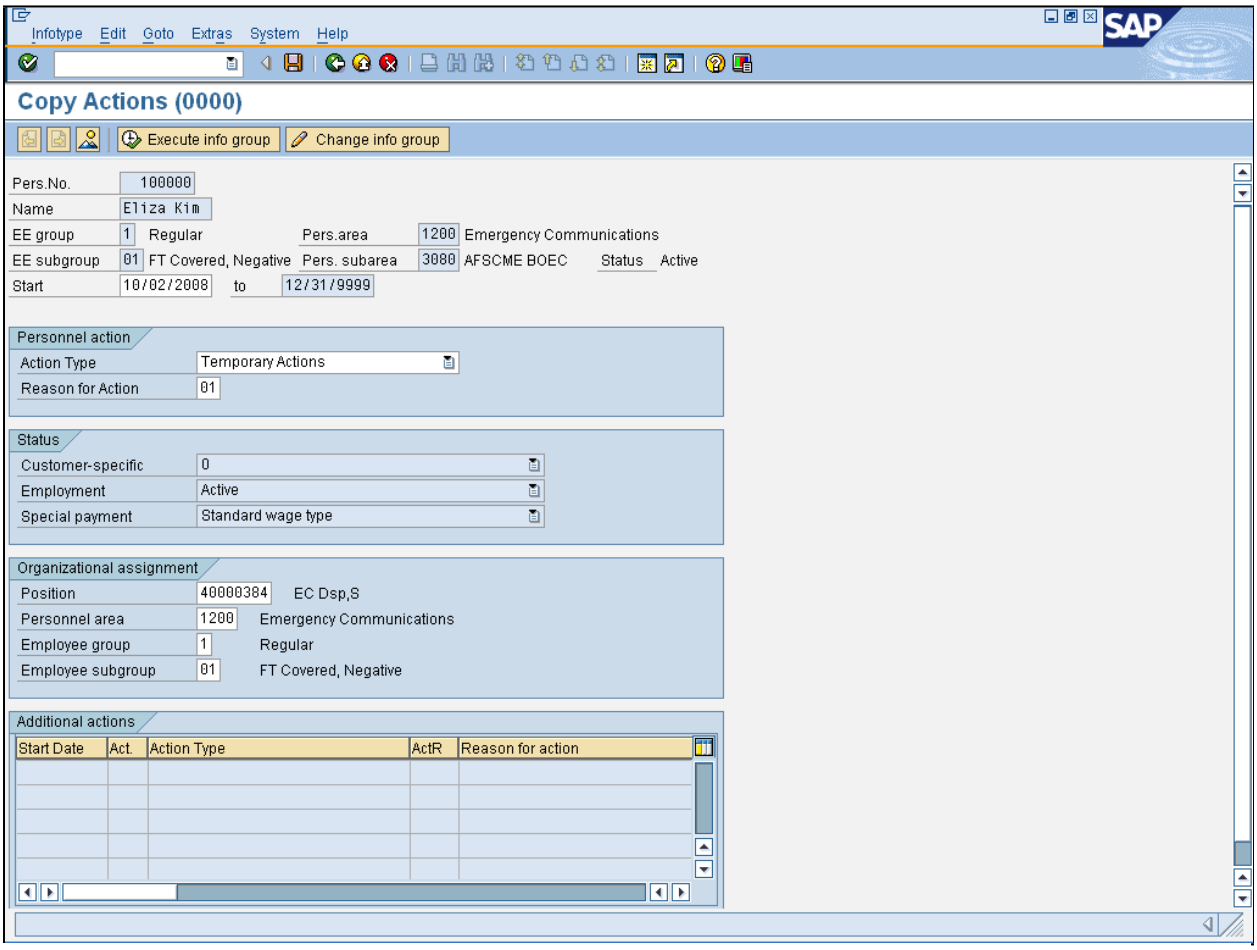


Enter Personnel Action - Temporary Actions: Current...

7. Select **01 Temporary Appt - Promotion** list item 01 Temporary Appt - Promotion .

8. Click **Enter (continue)** button .

Copy Actions (0000)



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

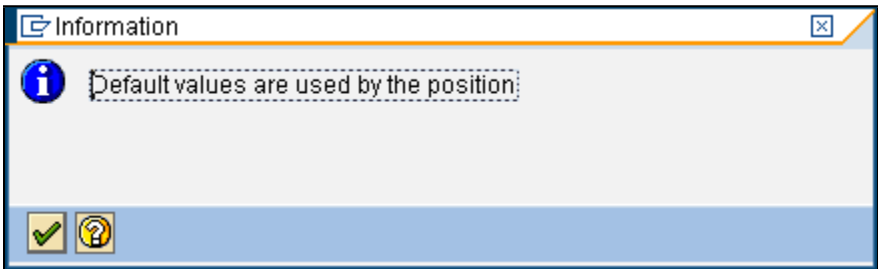
Field	R/O/C	Description

Enter Personnel Action - Temporary Actions: Current...

Field	R/O/C	Description
Position	R	Organizational objects held by employees and assigned to organizational units which may inherit characteristics from its organizational unit or the assigned job. **Example:** 40008706

10. Click **Enter** button . The *Information* dialog box displays.

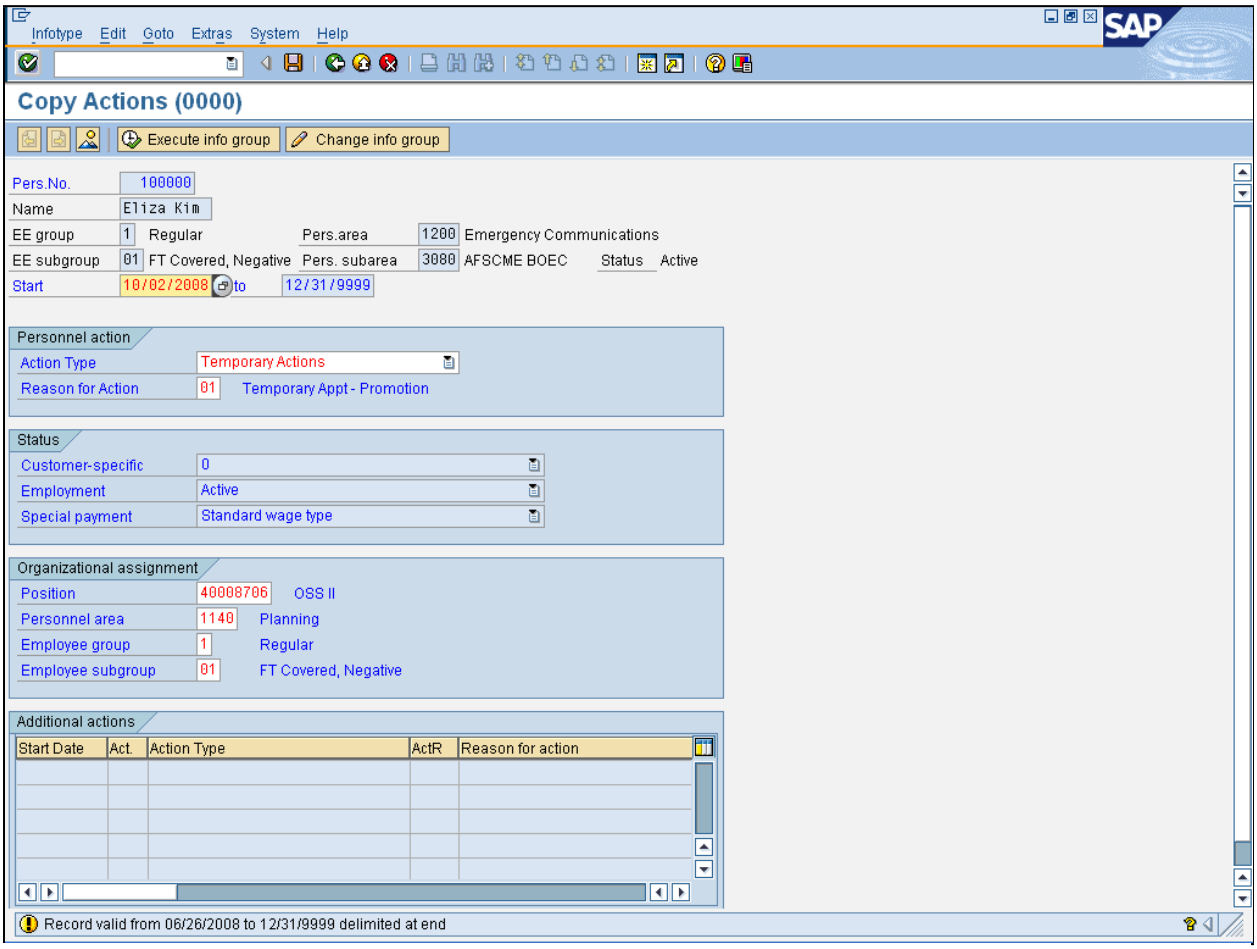
Information



11. Click **Enter (continue)** button .

Enter Personnel Action - Temporary Actions: Current...

Copy Actions (0000)



12. Click **Enter** button . The *Copy Actions (0000)* screen updates.

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

13. Click **Save** button . The *Copy Actions (0000)* screen updates.

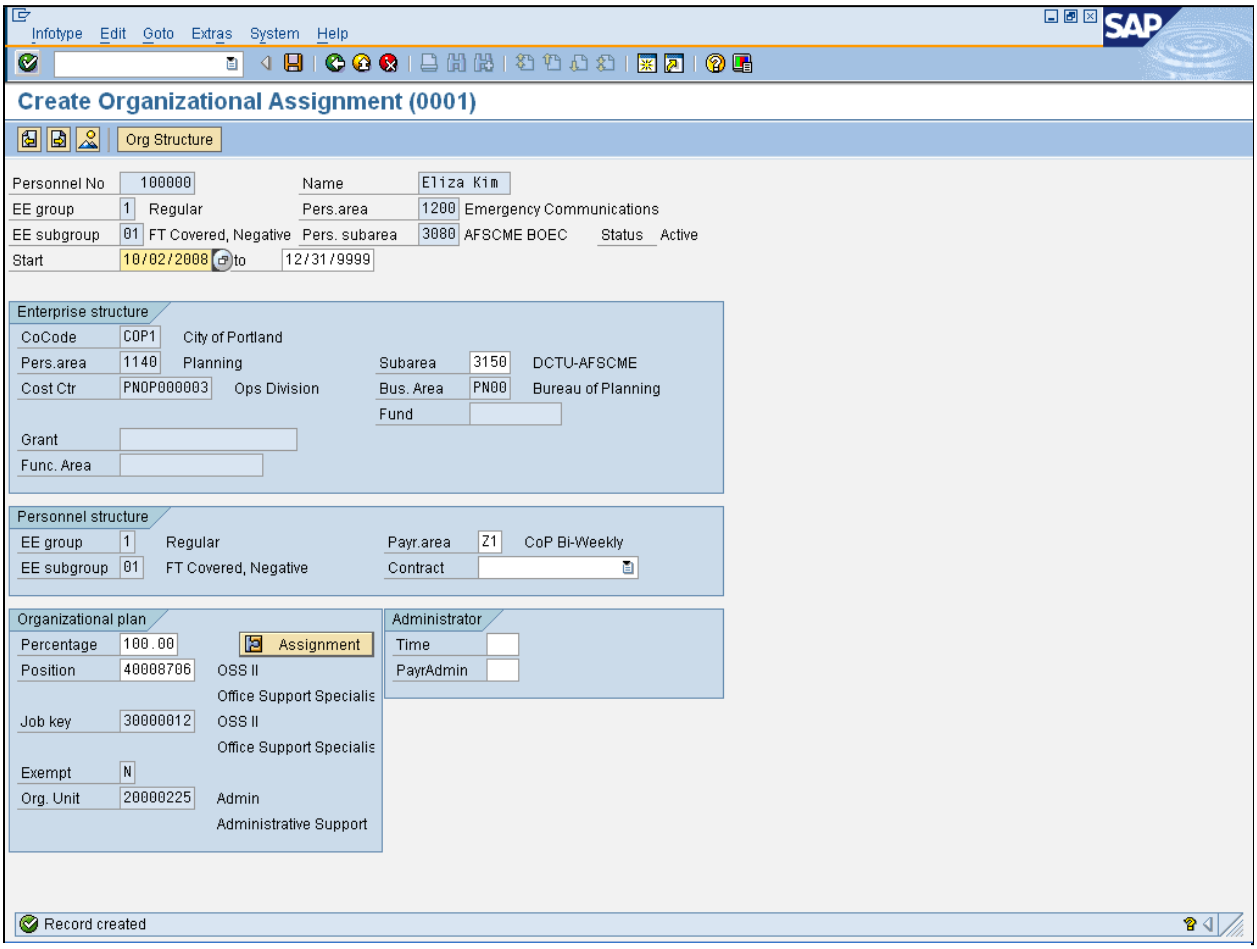
The system returns the message, *"Save your entries".*

14. Click **Enter** button . The *Create Organizational Assignement (0001)* screen displays.

Enter Personnel Action - Temporary Actions: Current...

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

Create Organizational Assignment (0001)



15. Click **Enter** button . The *Create Organizational Assignment (0001)* screen updates.

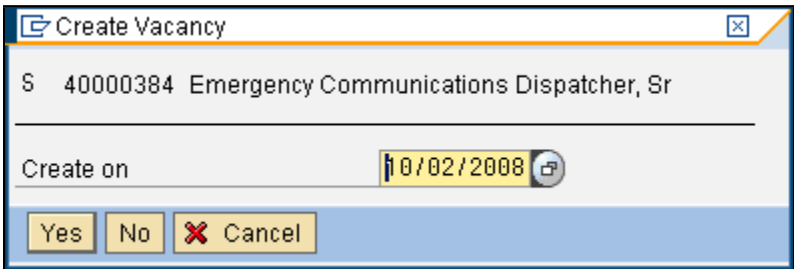
The system returns the message, *"Record created".*

16. Click **Save** button . The *Create Vacancy* dialog box displays.

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

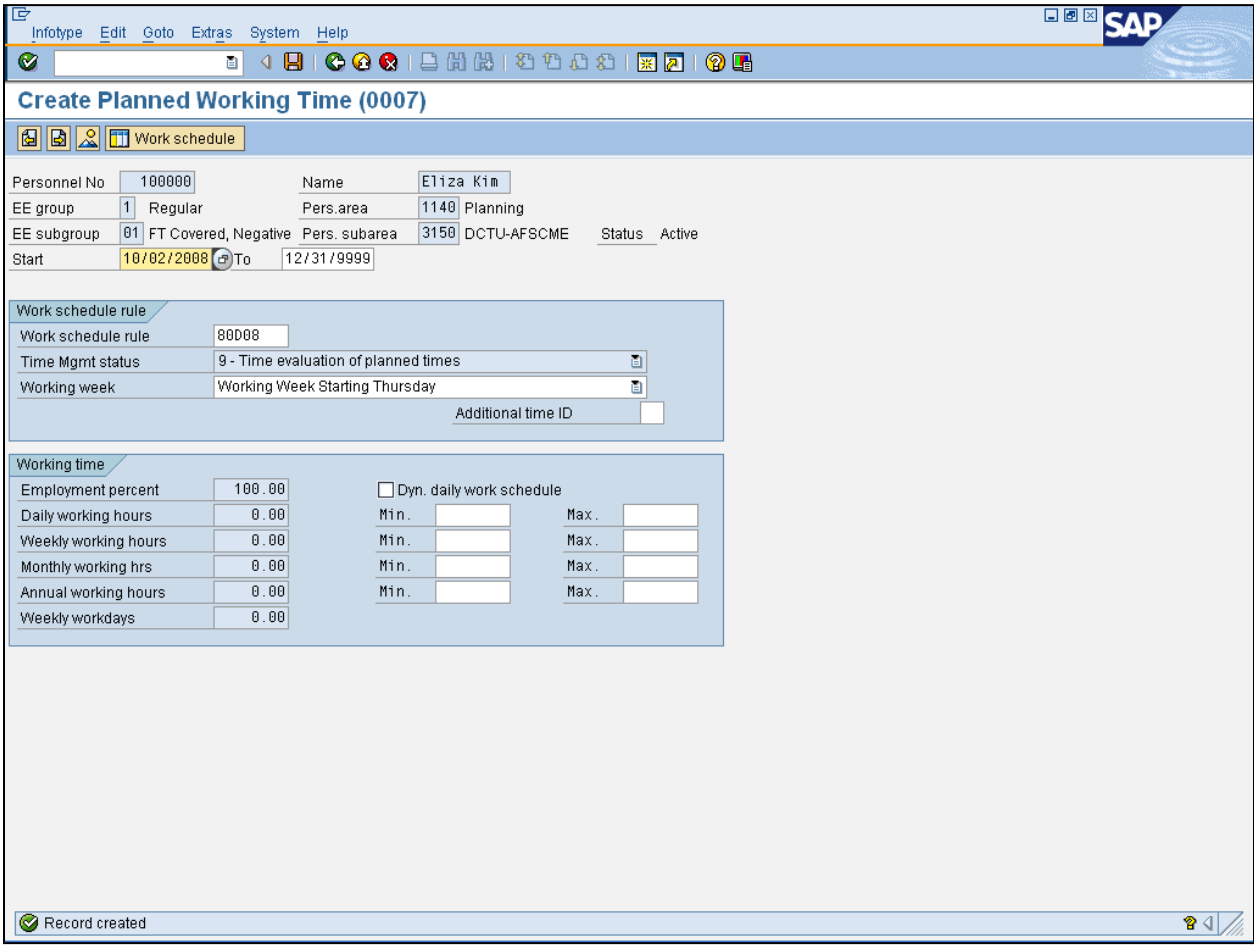
Enter Personnel Action - Temporary Actions: Current...

Create Vacancy



17. Click **Yes** button Yes . The *Create Planned Working Time (0007)* screen displays.

Create Planned Working Time (0007)



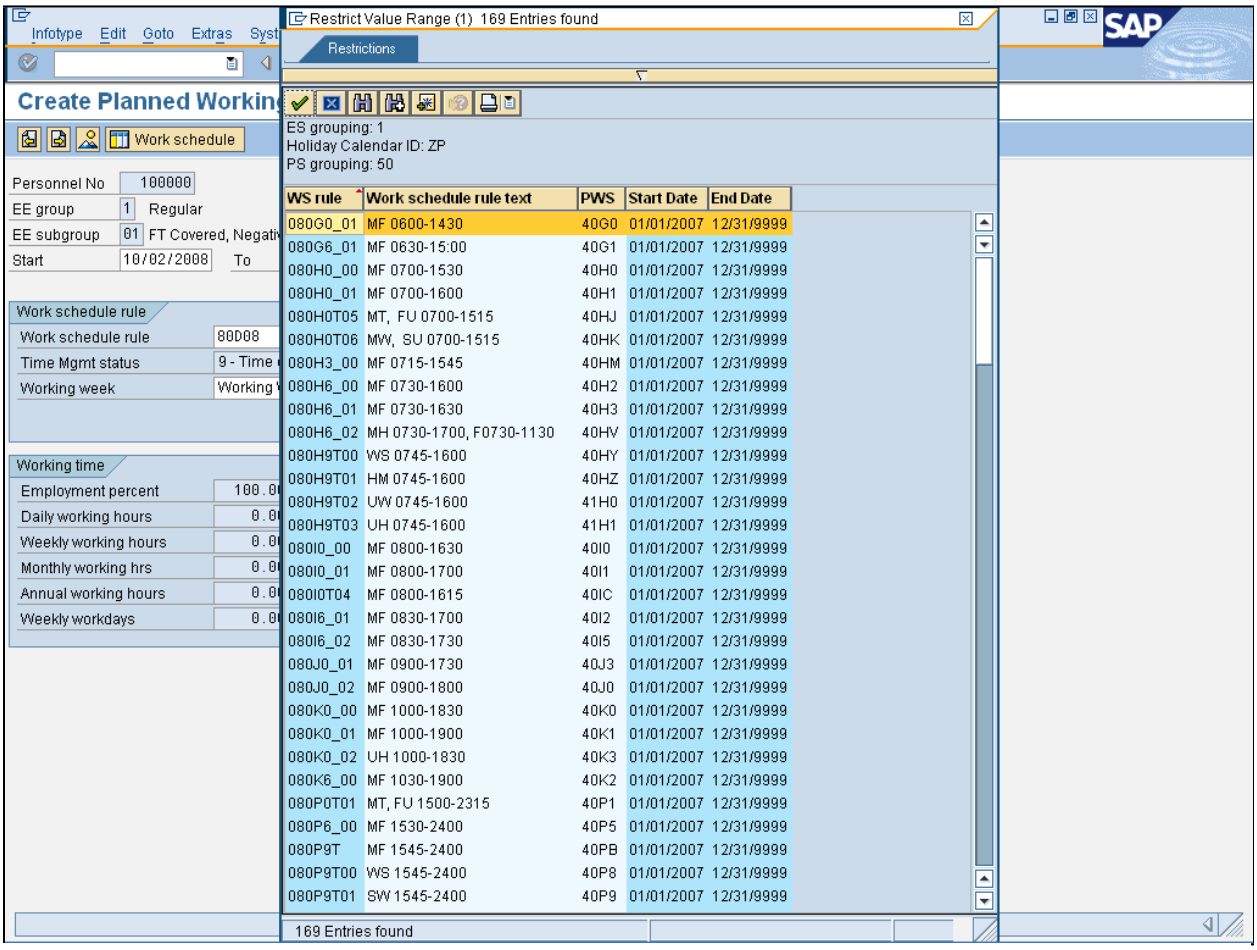
Enter Personnel Action - Temporary Actions: Current...

18. Click **Work schedule rule** field 80D08 .

The system returns the message, *"Record created".*

19. Click **Work schedule rule** matchcode . The *Restrict Value Range (XXXX)* screen displays.

Restrict Value Range (XXXX) YYYY Entries found



20. Select **080G0_01 MF 0600-1430** list item 080G0_01 MF 0600-1430 .

Enter Personnel Action - Temporary Actions: Current...

Restrict Value Range (XXXX) YYYY Entries found

Restrict Value Range (1) 169 Entries found

Restrictions

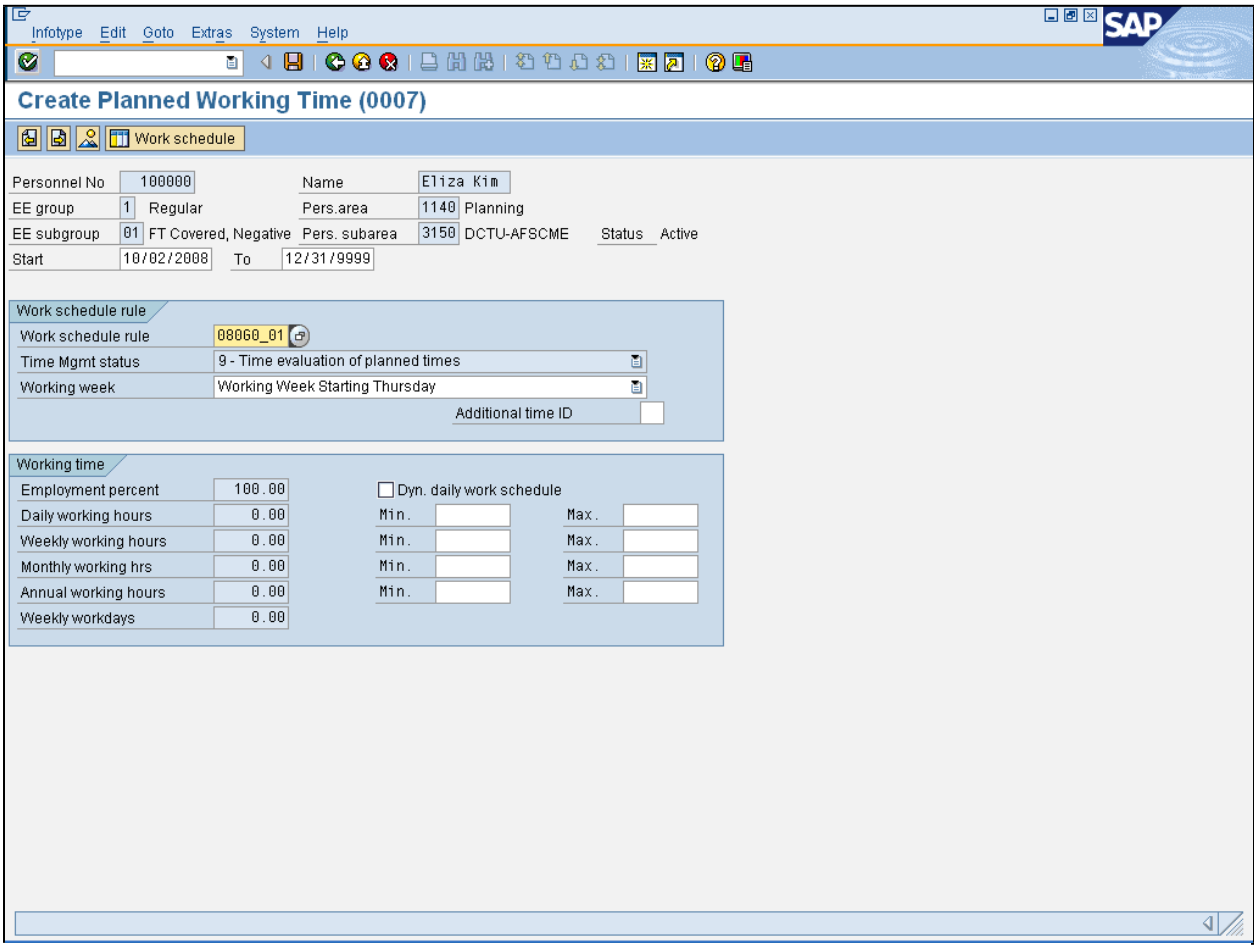
ES grouping: 1
Holiday Calendar ID: ZP
PS grouping: 50

WS rule	Work schedule rule text	PWS	Start Date	End Date
080G0_01	MF 0600-1430	40G0	01/01/2007	12/31/9999
080G6_01	MF 0630-15:00	40G1	01/01/2007	12/31/9999
080H0_00	MF 0700-1530	40H0	01/01/2007	12/31/9999
080H0_01	MF 0700-1600	40H1	01/01/2007	12/31/9999
080H0T05	MT, FU 0700-1515	40HJ	01/01/2007	12/31/9999
080H0T06	MW, SU 0700-1515	40HK	01/01/2007	12/31/9999
080H3_00	MF 0715-1545	40HM	01/01/2007	12/31/9999
080H6_00	MF 0730-1600	40H2	01/01/2007	12/31/9999
080H6_01	MF 0730-1630	40H3	01/01/2007	12/31/9999
080H6_02	MH 0730-1700, F0730-1130	40HV	01/01/2007	12/31/9999
080H9T00	WS 0745-1600	40HY	01/01/2007	12/31/9999
080H9T01	HM 0745-1600	40HZ	01/01/2007	12/31/9999
080H9T02	UW 0745-1600	41H0	01/01/2007	12/31/9999
080H9T03	UH 0745-1600	41H1	01/01/2007	12/31/9999
080I0_00	MF 0800-1630	40I0	01/01/2007	12/31/9999
080I0_01	MF 0800-1700	40I1	01/01/2007	12/31/9999
080I0T04	MF 0800-1615	40IC	01/01/2007	12/31/9999
080I6_01	MF 0830-1700	40I2	01/01/2007	12/31/9999
080I6_02	MF 0830-1730	40I5	01/01/2007	12/31/9999
080J0_01	MF 0900-1730	40J3	01/01/2007	12/31/9999
080J0_02	MF 0900-1800	40J0	01/01/2007	12/31/9999
080K0_00	MF 1000-1830	40K0	01/01/2007	12/31/9999
080K0_01	MF 1000-1900	40K1	01/01/2007	12/31/9999
080K0_02	UH 1000-1830	40K3	01/01/2007	12/31/9999
080K6_00	MF 1030-1900	40K2	01/01/2007	12/31/9999
080P0T01	MT, FU 1500-2315	40P1	01/01/2007	12/31/9999
080P6_00	MF 1530-2400	40P5	01/01/2007	12/31/9999
080P9T	MF 1545-2400	40PB	01/01/2007	12/31/9999

Enter Personnel Action - Temporary Actions: Current...

21. Click **Enter (continue)** button .

Create Planned Working Time (0007)



22. Click **Enter** button . The *Create Planned Worling Time (0007)* screen updates.

23. Click **Save** button . The *Create Planned Working Time (0007)* screen updates.

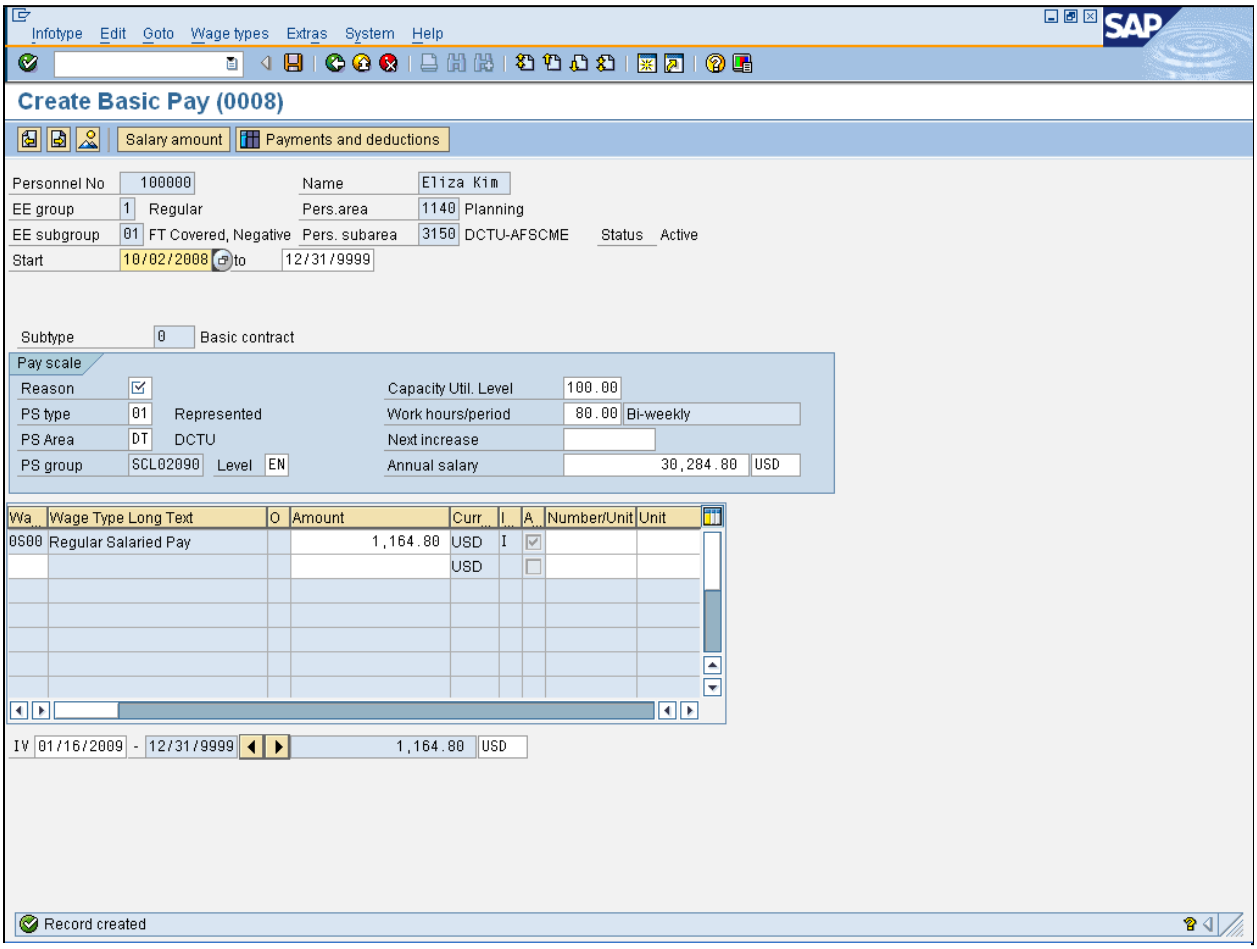
The system returns the message, "*Attention: Please check Casic Pay infotype (0008)".*

24. Click **Save** button . The *Create Basic Pay (0008)* screen displays.

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

Enter Personnel Action - Temporary Actions: Current...

Create Basic Pay (0008)



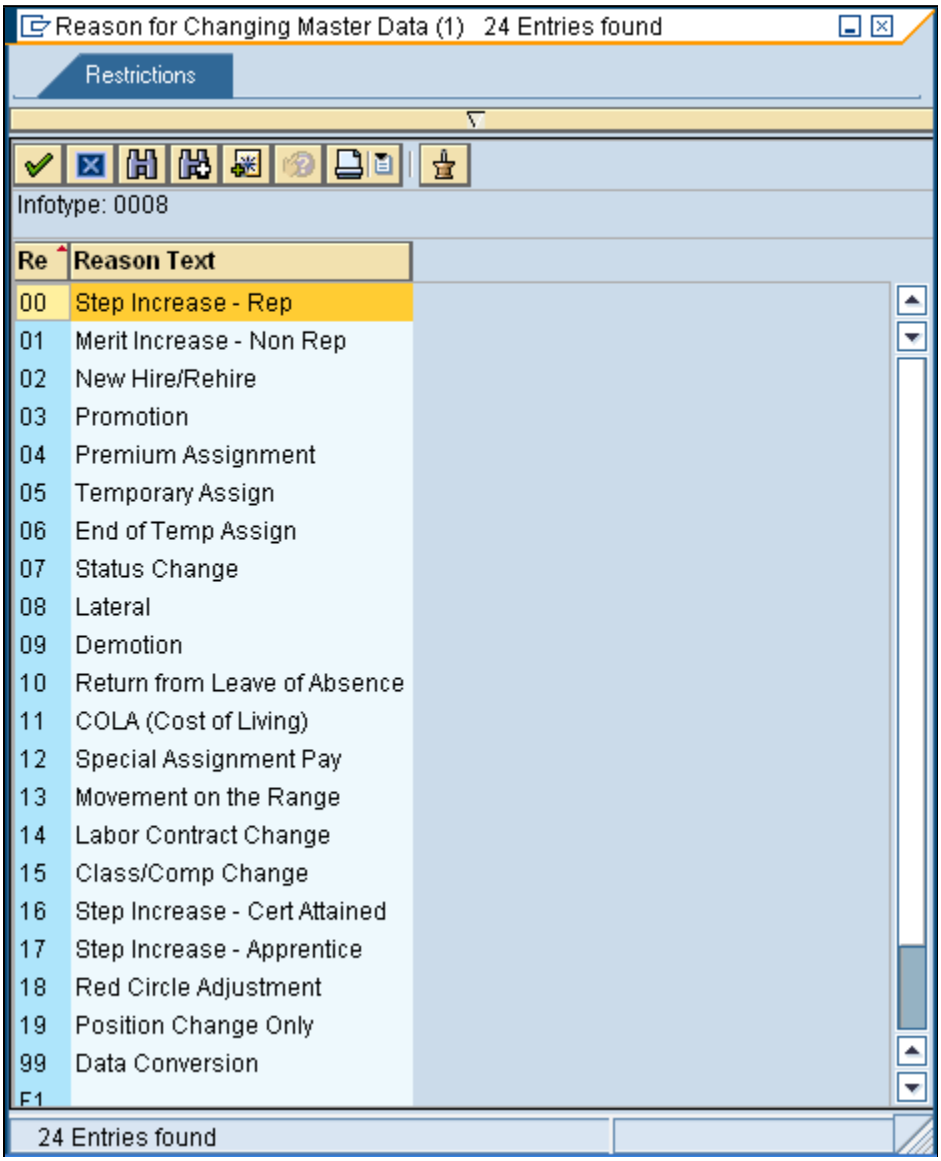
25. Click **Reason** field .

The system returns the message,*"Record created".*

26. Click **Reason** matchcode . The *Reason for Changing Master Data (XXXX)* dialog box displays.

Enter Personnel Action - Temporary Actions: Current...

Reason for Changing Master Data (XXXX) YYYY Entries found

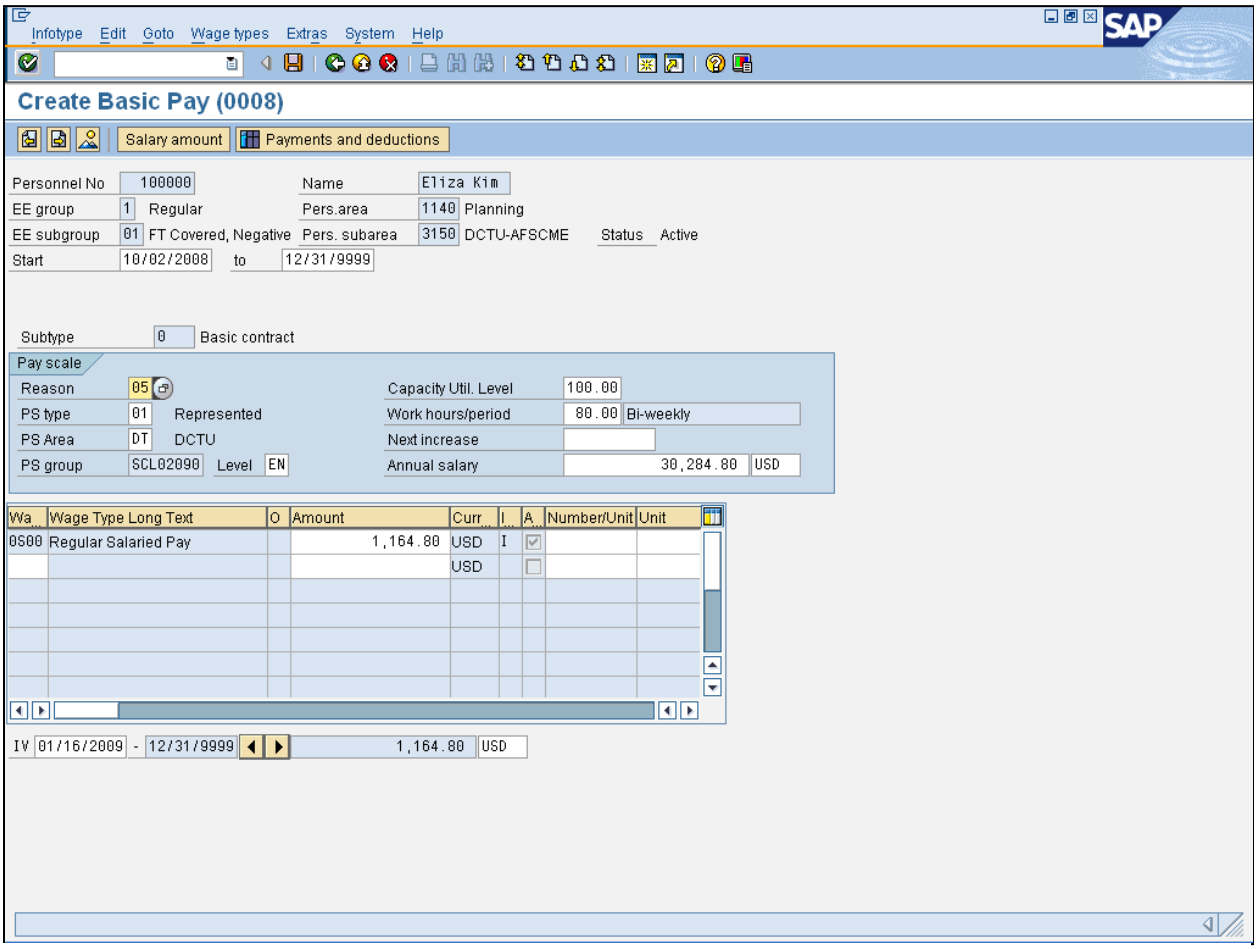


27. Select **05 Temporary Assign** list item 05 Temporary Assign .

28. Click **Enter (continue)** button .

Enter Personnel Action - Temporary Actions: Current...

Create Basic Pay (0008)



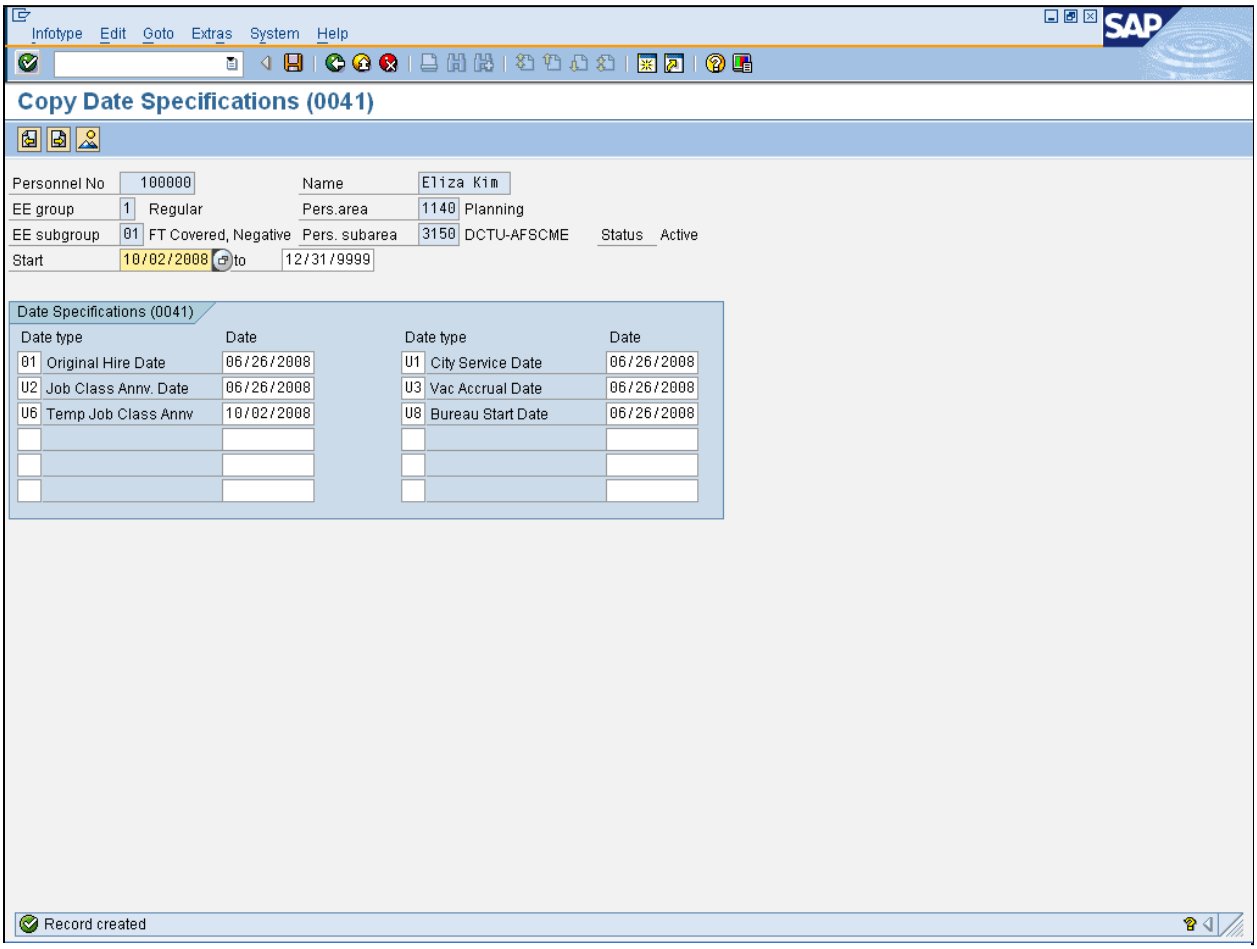
29. Click **Enter** button The *Create Basic Pay (0008)* screen updates.

30. Click **Save** button . The *Copy Date Specifications (0041)* screen displays.

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

Enter Personnel Action - Temporary Actions: Current...

Copy Date Specifications (0041)



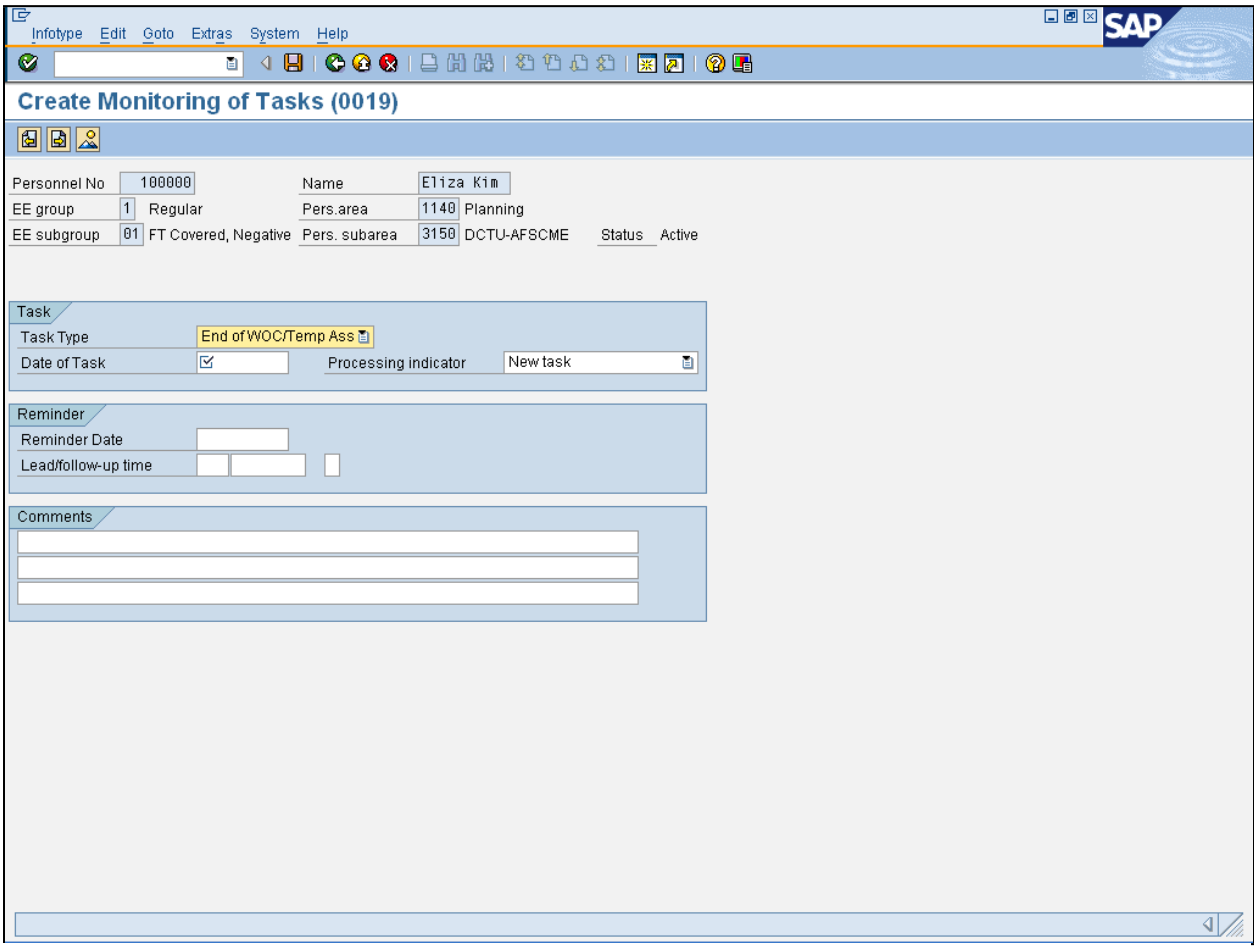
31. Click **Enter** button . The *Copy Date Specifications (0041)* screen updates.

The system returns the message, *"Record created".*

32. Click **Save** button . The *Create Monitoring of Tasks (0019)* screen displays.

Enter Personnel Action - Temporary Actions: Current...

Create Monitoring of Tasks (0019)



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

Field	R/O/C	Description
Date of Task	R	Task type effective date. **Example:** 04012009

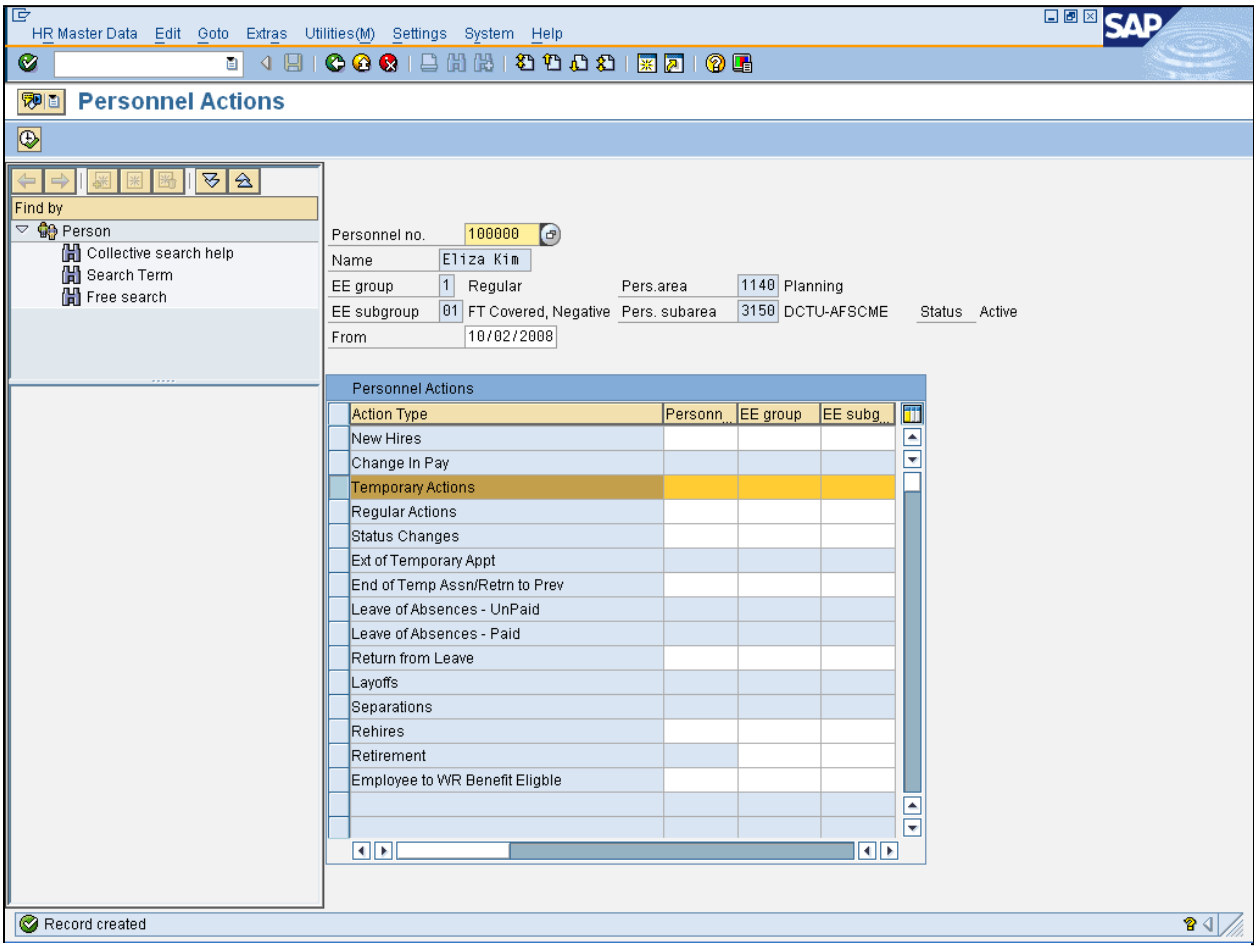
34. Click **Enter** button . The *Create Monitoring of Tasks (0019)* screen updates.

35. Click **Save** button .

Enter Personnel Action - Temporary Actions: Current...

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

Personnel Actions



36. Click **Exit** button .

The system returns the message, *"Record created".*

Enter Personnel Action - Temporary Actions: Current...

Result

You have entered an employee into their temporary position.