



## Enter Personnel Action - Rehire (PA40)

### Purpose

Use this procedure to rehire an employee.

### Trigger

Perform this procedure when a person who was previously employed with the City has been rehired.

### 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.
- The beginning portion of this transaction is performed using **PA30**.
- Review **Reason for Action** column in the *List Actions (0000)* infotype to determine if employee is eligible for rehire (use **PA30** like in this example to find out). Contact BHR Administration for instructions if reason listed is:
  - Separation/Voluntary Resignation-Restricted Return
  - Separation/Voluntary Resignation-Settlement-NO RETURN
  - Separation/Discharge-Restricted Return
  - Conversion/Restricted Return
- During the Rehire actions, populate infotype 0009 Bank Details by either saving the default information presented in the infotype, this allows the employee to receive a check, or enter the direct deposit information if the employee has provided it to you. Forward the forms to Central Payroll for verification. For all future changes to bank details, send completed direct deposit forms provided by employees to Central Payroll at 106/1200/Central Payroll who make the appropriate changes
- During the Rehire action, populate info type 210 FED and 210 OR with information provided by the employee's W-4 forms, enter information in the "filling status", "allowances" and "additional withholding fields". Forward these forms to Central Payroll for verification. For all



**PA40**

**Work Instruction**

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future changes to withholdings, send completed W-4 forms provided by employees to Central Payroll at 106/1200/Central Payroll who make the appropriate changes



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### Procedure

1. Start the transaction using the menu path or transaction code. The *Maintain HR Master Data* screen displays.

### Maintain HR Master Data

2. Click **Personnel no.** field



Use **PA30** (done here) to check rehire eligibility of employee.



The system returns the message, *"Enter a personnel Number"*.

3. Click **Personnel no.** matchcode . The *Personnel Number (XXXX)* dialog box displays.



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### Personnel Number (XXXX)

Personnel Number (1)


Last name - First name   Personnel ID Number   Organizational assignment

Last name

First name

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

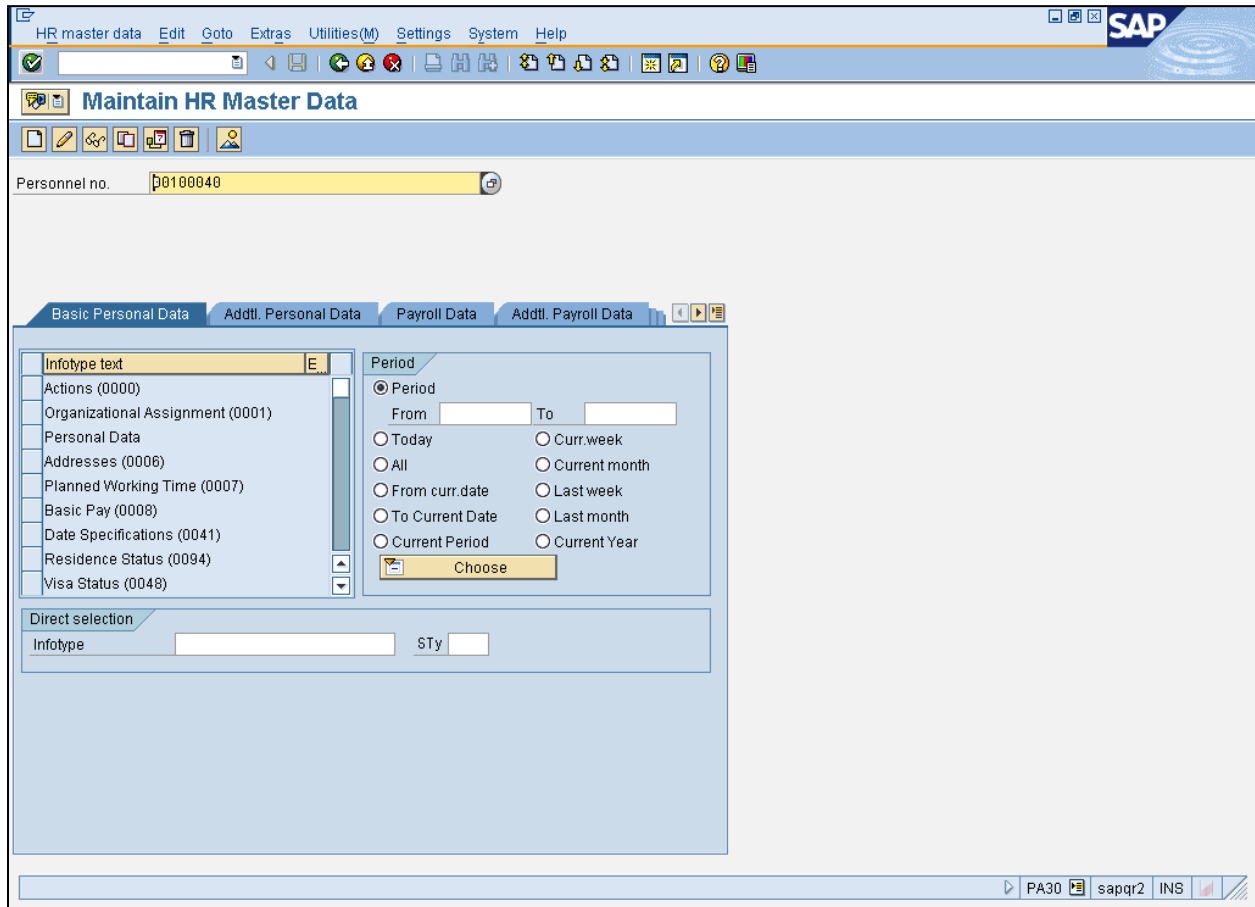
Field	R/O/C	Description
Last name	R	Surname; the name used to identify the individual. <b>Example:</b> Vandivier



5. Click **Enter (continue)** button  . The *Maintain HR Master Data* screen updates.



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### Maintain HR Master Data



6. Click **Enter** button  . The *Maintain HR Master Data* screen updates.
7. Select **Actions (0000)** record indicator  .
8. Click **Display Document Overview** button  . The *List of Actions (0000)* screen displays.



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### List Actions (0000)



The screenshot shows the SAP 'List Actions (0000)' screen. The header includes the SAP logo and menu options: Infotype, Edit, Goto, Extras, System, Help. Below the header, there are several input fields for employee data:

- Pers.No.: 100040
- Name: Sharon Vandivier
- EE group: 1 Regular
- Pers.area: 1220 Cable
- EE subgroup: 03 FT Exempt, Negative
- Pers. subarea: 3000 Non Rep
- Status: Withdraw
- Choose: 01/01/1800 to 12/31/9999

A table displays the action history:

Start Date	End Date	Act	Action Type	ActR	Reason for action	C...	E
12/02/2008	12/31/9999	U5	Separations	01	Voluntary Resignation	0	0
10/15/2008	12/01/2008	U2	Regular Actions	01	Promotion - Recruitment	0	3
07/24/2008	10/14/2008	U0	New Hires	01	New Employee	0	3

At the bottom of the screen, it shows 'Entry 1 of 3' and the SAP status bar with 'PA30 sapqr2 INS'.

9. Click **Enter** button  . The *MaintainHR Master Data* screen displays.  
 Employee **Status** is "Withdrawn." The employee is no longer active.



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### Maintain HR Master Data

10. Click **Command** field  .



Now that you have ensured the employee is rehire eligible, enter the action using **PA40**.

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

Field	R/O/C	Description
Command	R	Action/transaction to be performed or completed. <b>Example:</b> pa40

12. Click **Enter** button . The *Personnel Actions* screen displays.



## Enter Personnel Action - Rehire (PA40)

### Personnel Actions

13. Click **From** field  .



Note: Personnel number is pre-filled from the previous action.

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

Field	R/O/C	Description
From	R	Beginning value to be entered when specifying a range. <b>Example:</b> 010209

15. Select **Rehires** record indicator  .

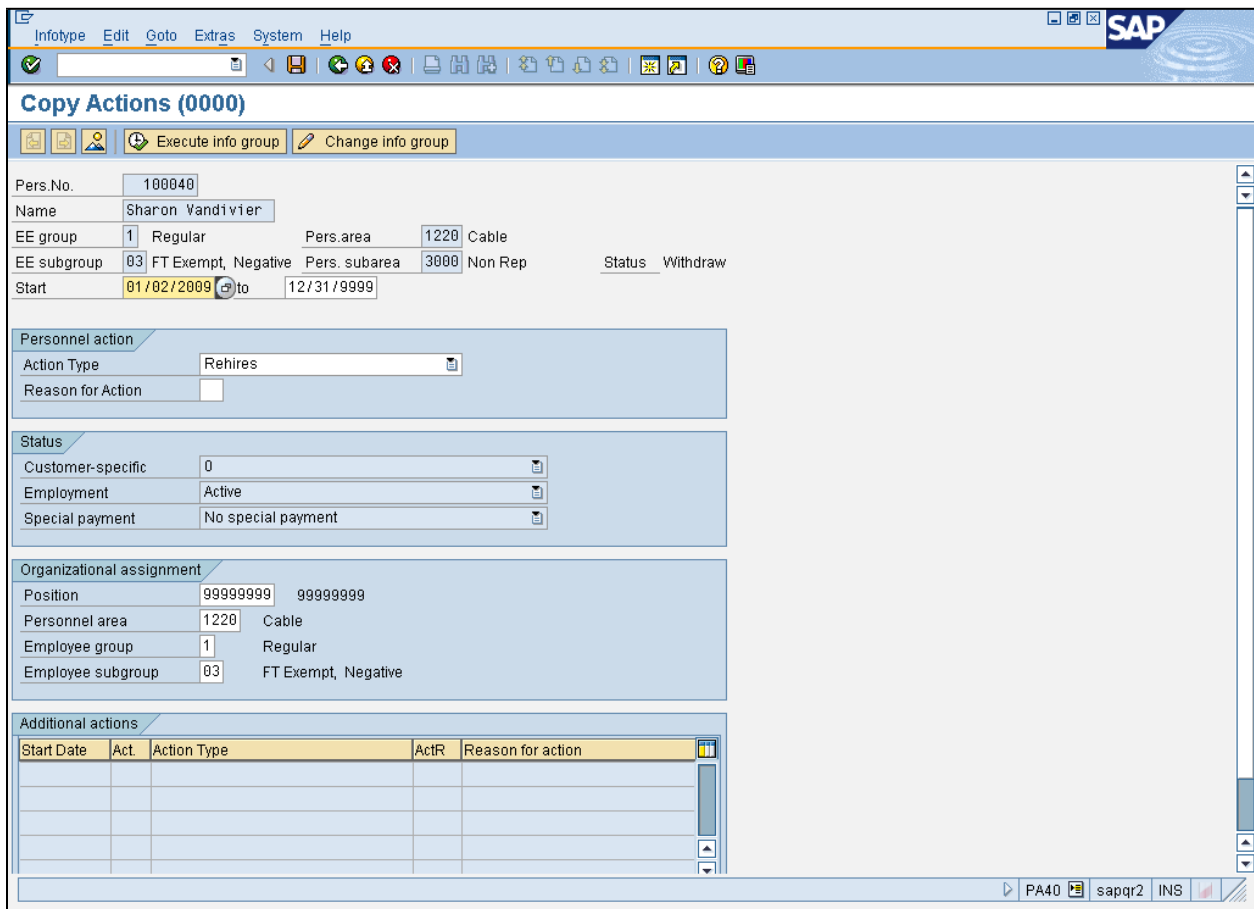




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16. Click **Execute** button  . The *Copy Actions (0000)* screen displays.

### Copy Actions (0000)



The screenshot shows the SAP 'Copy Actions (0000)' screen. At the top, there is a menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area contains the following fields and sections:

- Personnel Data:**
  - Pers.No.: 100040
  - Name: Sharon Vandivier
  - EE group: 1 Regular
  - Pers.area: 1220 Cable
  - EE subgroup: 03 FT Exempt, Negative
  - Pers. subarea: 3000 Non Rep
  - Status: Withdraw
  - Start: 01/02/2009 to 12/31/9999
- Personnel action:**
  - Action Type: Rehires
  - Reason for Action:
- Status:**
  - Customer-specific: 0
  - Employment: Active
  - Special payment: No special payment
- Organizational assignment:**
  - Position: 99999999 99999999
  - Personnel area: 1220 Cable
  - Employee group: 1 Regular
  - Employee subgroup: 03 FT Exempt, Negative
- Additional actions:**

Start Date	Act	Action Type	ActR	Reason for action

The bottom status bar shows 'PA40', 'sapq2', and 'INS'.

17. Click **Reason for Action** field  .
18. Click **Reason for Action** matchcode  . The *Reason for Actions (XXXX)* dialog box displays.



## Enter Personnel Action - Rehire (PA40)

Reason for Action (XXXX) YYYY Entries found

Reason for Action (1) 7 Entries found

Restrictions

Action Type: U6  
Name of action type: Rehires

Ac...	Name of reason for action
01	Working Retiree Non Benefit
02	Recruitment
03	Reinstatement
04	Redeployment
05	Casual
06	Casual/Other & Temporary
07	Recall From Layoff

7 Entries found

19. Double-click **03 Reinstatement** list item **03 Reinstatement** .



## Enter Personnel Action - Rehire (PA40)

### Copy Actions (0000)

The screenshot shows the SAP 'Copy Actions (0000)' screen. The top menu includes 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. The SAP logo is in the top right corner. Below the menu is a toolbar with various icons. The main area contains the following fields:

- Execute info group** and **Change info group** buttons.
- Pers.No.**: 100040
- Name**: Sharon Vandivier
- EE group**: 1 Regular, **Pers.area**: 1220 Cable
- EE subgroup**: 03 FT Exempt, Negative, **Pers. subarea**: 3000 Non Rep, **Status**: Withdraw
- Start**: 01/02/2009 to 12/31/9999
- Personnel action**:
  - Action Type**: Rehires
  - Reason for Action**: 03
- Status**:
  - Customer-specific**: 0
  - Employment**: Active
  - Special payment**: No special payment
- Organizational assignment**:
  - Position**: 99999999 99999999
  - Personnel area**: 1220 Cable
  - Employee group**: 1 Regular
  - Employee subgroup**: 03 FT Exempt, Negative
- Additional actions** table:
 

Start Date	Act	Action Type	ActR	Reason for action

The bottom right corner shows 'PA40', 'sapqr2', and 'INS'.

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





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.  <b>Example:</b> 40004166

Once employees are separated, they are moved to a default position 99999999. Replace this number with the previous position number the employee occupied.

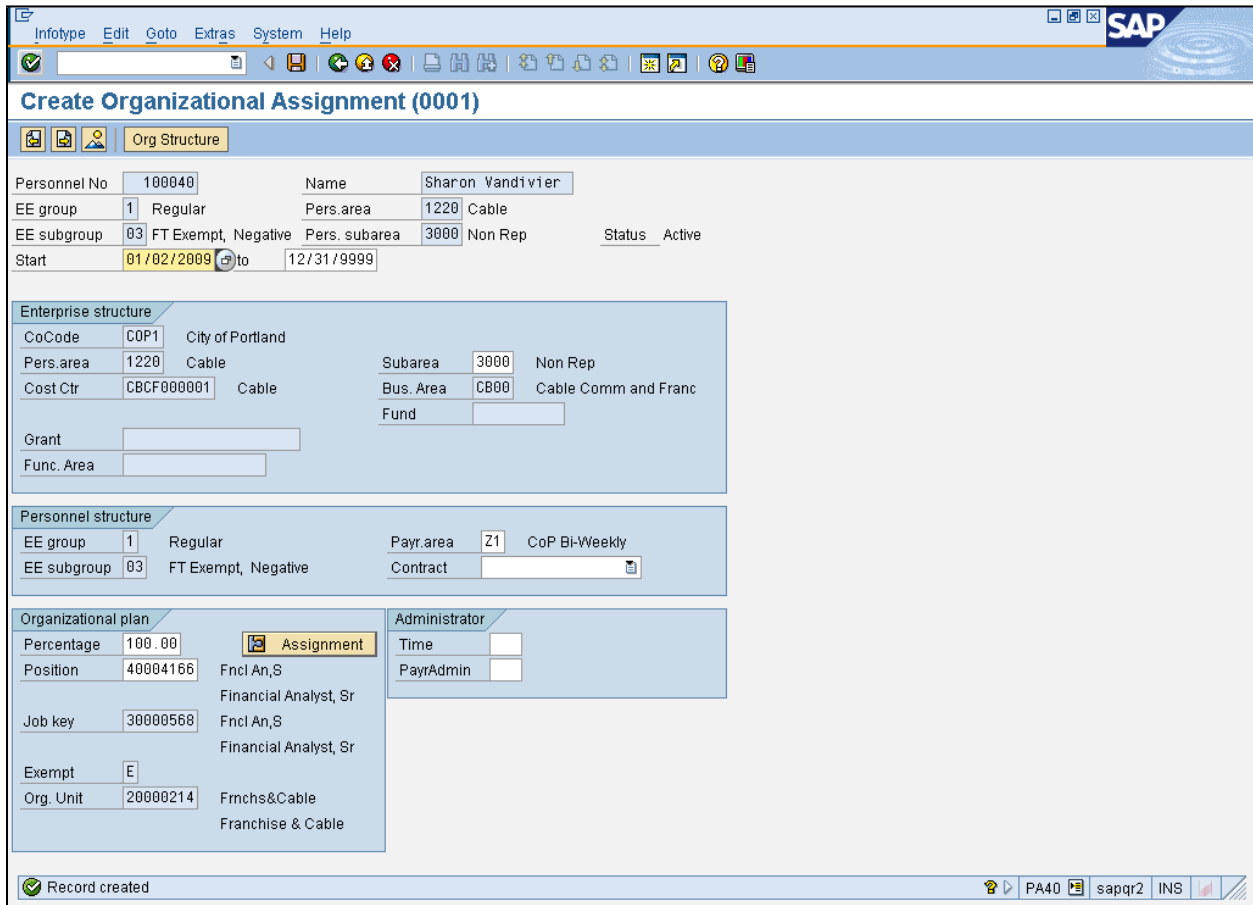
21. Click **Enter** button . The *Copy Actions* screen validates information.



### Enter Personnel Action - Rehire (PA40)

- 22. Click **Enter** button  . The *Copy Actions (0000)* screen updates.
  -  The system returns the message, "Record valid from XXXX to YYYY delimited at end".
- 23. Click **Save** button  . The *Create Organizational Assignment (0001)* screen displays.
  -  The system returns the message, "Save your entries".

### Create Organizational Assignment (0001)



The screenshot shows the SAP 'Create Organizational Assignment (0001)' screen. The main data fields are as follows:

Personnel No	100040	Name	Sharon Vandivier	
EE group	1 Regular	Pers.area	1220	Cable
EE subgroup	03 FT Exempt, Negative	Pers. subarea	3000	Non Rep
Status	Active			
Start	01/02/2009	to	12/31/9999	

**Enterprise structure**

CoCode	CDP1	City of Portland		
Pers.area	1220	Cable	Subarea	3000 Non Rep
Cost Ctr	CBCF000001	Cable	Bus. Area	CB00 Cable Comm and Franc
Grant			Fund	
Func. Area				

**Personnel structure**

EE group	1 Regular	Payr.area	Z1	CoP Bi-Weekly
EE subgroup	03 FT Exempt, Negative	Contract		



**Organizational plan**

Percentage	100.00	<b>Assignment</b>	
Position	40004166	FncI An,S	
		Financial Analyst, Sr	
Job key	30000568	FncI An,S	
		Financial Analyst, Sr	
Exempt	E		
Org. Unit	20000214	Fmchs&Cable	
		Franchise & Cable	

**Administrator**


Time	<input type="checkbox"/>
PayrAdmin	<input type="checkbox"/>

At the bottom of the screen, a status bar indicates "Record created".


- 24. Click **Enter** button  . The *Create Organizational Assignment (0001)* screen validates information.
  -  The system returns the message, "Record created".




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 Select the appropriate timekeeper and check sequence number for the rehired employee.

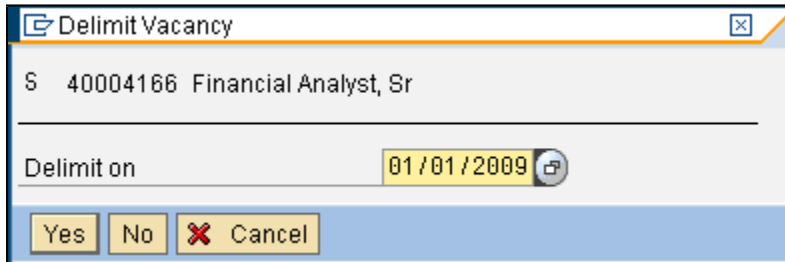
25. Click **Enter** button  . The *Create Organizational Assignment (0001)* screen updates.

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

26. Click **Save** button  . The *Delimit Vacancy* dialog box displays.

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

### Delimit Vacancy

A screenshot of a software dialog box titled "Delimit Vacancy". The dialog box has a title bar with a close button. The main content area shows "S 40004166 Financial Analyst, Sr" in a text field. Below this, there is a "Delimit on" label followed by a date field containing "01/01/2009" and a calendar icon. At the bottom of the dialog box, there are three buttons: "Yes", "No", and "Cancel".

27. Click **Yes** button  . The *Copy Personal Data* screen displays.



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### Copy Personal Data

The screenshot shows the SAP 'Copy Personal Data' form. The top bar includes the SAP logo and menu options: Infotype, Edit, Goto, Extras, System, Help. The form fields are as follows:

- Personnel No: 100040
- Name: Sharon Vandivier
- EE group: 1 Regular
- Pers.area: 1220 Cable
- EE subgroup: 03 FT Exempt, Negative
- Pers. subarea: 3000 Non Rep
- Status: Withdraw
- Start: 01/02/2009 To: 12/31/9999

**Name Section:**

- Last name: Vandivier
- Birth name: [Empty]
- First name: Sharon
- Middle name: P
- Nickname: [Empty]
- Suffix: [Empty]
- Name: Sharon Vandivier

**HR data Section:**

- SSN: 999-99-9940
- Date of Birth: 10/01/1955
- Gender:  Female  Male
- Marital Status: [Empty]

At the bottom left, a message box says 'Record created'. At the bottom right, the status bar shows 'PA40 sapqr2 INS'.

28. Click **Last name** field  .

The system returns the message, "Record created".

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

Field	R/O/C	Description
Last name	R	Surname; the name used to identify the individual. <b>Example:</b> Vandivier-Browne



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The Employee has changed her name.

30. Click **Enter** button . The *Copy Personal Data* screen validates information.

31. Click **Enter** button .

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

32. Click **Save** button . The *Create Communication (0105)* screen displays.

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

### Create Communication (0105)

The screenshot shows the SAP 'Create Communication (0105)' screen. The interface includes a menu bar (Infotype, Edit, Goto, Extras, System, Help) and a toolbar with various icons. The main data area contains the following fields:

Personnel No	100040	Name	Sharon Vandivier-Browne	
EE group	1 Regular	Pers.area	1220	Cable
EE subgroup	03 FT Exempt, Negative	Pers. subarea	3000	Non Rep
Status	Withdraw			
Start	01/02/2009	to	12/31/9999	

Below this is a sub-section for 'Communication (0105)' with the following fields:


Type	0001	System user name (SY-UNAME)	
ID/number	SVandivier-B		


At the bottom of the screen, a status bar shows 'Record created' on the left and 'PA40 sapqr2 INS' on the right.



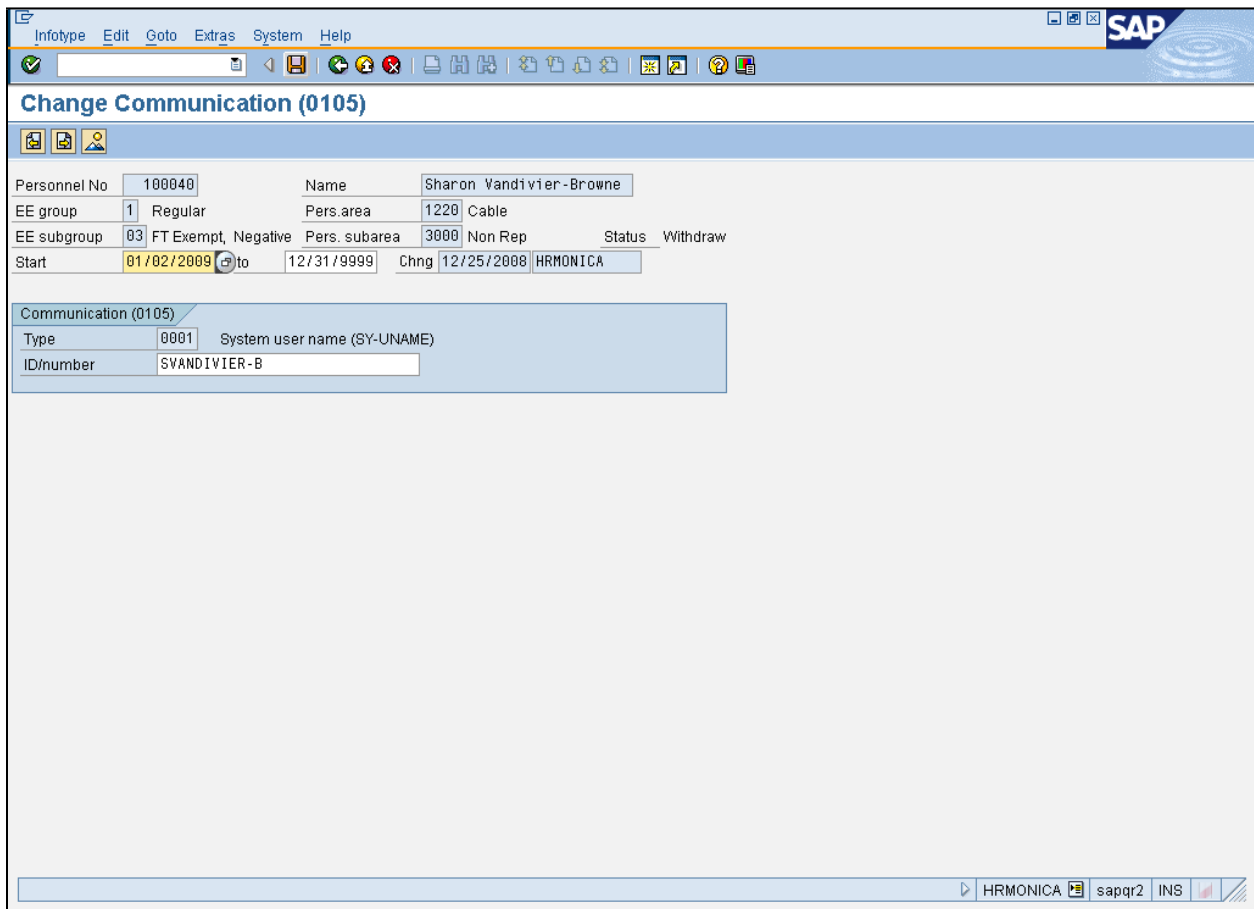
### Enter Personnel Action - Rehire (PA40)

33. Click **Save** button  .

 The system returns the message, "Record created".

34. Click **Enter** button  . The *Change Communication (0105)* screen displays.

### Change Communication (0105)



The screenshot shows the SAP Change Communication (0105) screen. The top menu bar includes 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. The title bar displays 'Change Communication (0105)'. The main content area contains the following data:

Personnel No	100040	Name	Sharon Vandivier-Browne		
EE group	1 Regular	Pers.area	1220	Cable	
EE subgroup	03 FT Exempt, Negative	Pers. subarea	3000	Non Rep	Status Withdraw
Start	01/02/2009	to	12/31/9999	Chng	12/25/2008 HRMONICA

Communication (0105)	
Type	0001 System user name (SY-UNAME)
ID/number	SVANDIVIER-B

The bottom status bar shows 'HRMONICA', 'sapqr2', and 'INS'.

35. Click **Save** button  . The *Copy Addresses (0006)* screen displays.





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### Copy Addresses (0006)

The screenshot shows the SAP 'Copy Addresses (0006)' form. At the top, there is a menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main form area contains the following fields:

- Personnel No:** 100040
- Name:** Sharon Vandivier-Browne
- EE group:** 1 Regular
- Pers.area:** 1220 Cable
- EE subgroup:** 03 FT Exempt, Negative
- Pers. subarea:** 3000 Non Rep
- Status:** Withdraw
- Start:** 01/02/2009 to 12/31/9999

The **Address** section is expanded, showing:

- Address type:** Permanent/Mailing address
- c/o:** (empty)
- Address line 1:** 4850 Rosewood Court
- Address line 2:** (empty)
- City/county:** Portland
- State/zip code:** OR Oregon 97215
- Country Key:** USA
- Telephone Number:** (empty)

Below the address section is the **Communications** section, which contains four rows of fields for Type, Number, and Exte.

At the bottom of the form, a status bar indicates 'Record created' and shows the current transaction code 'PA40' and user 'sapqr2'.

36. Click **Address line1** field  .



The system returns the message, "Record created".






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

Field	R/O/C	Description
Address line 1	R	Street address. <b>Example:</b> 3445 Station Street



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Field	R/O/C	Description
zip code	R	Zip code as part of address. <b>Example:</b> 97213

- 38. Click **Enter** button  . The *Copy Addresses (0006)* screen validates information.
- 39. Click **Enter** button  . The *Copy Addresses (0006)* screen updates.  
 The system returns the message, "Record valid from XXXX to YYYY delimited at end".
- 40. Click **Save** button  . The *Copy Withholding Info W4/W5 US (0210)* screen displays.  
 The system returns the message, "Save your entries".



## Enter Personnel Action - Rehire (PA40)

### Copy Withholding Info W4/W5 US (0210)

The screenshot shows the SAP 'Copy Withholding Info W4/W5 US (0210)' screen. The main data fields are as follows:

Personnel No	100040	Name	Sharon Vandivier-Browne		
EE group	1 Regular	Pers.area	1220	Cable	
EE subgroup	03 FT Exempt, Negative	Pers. subarea	3000	Non Rep	Status Active
Start	01/02/2009	to	12/31/9999		

**Status**

Tax authority	FED	Federal	Tax level	A	Federal
Filing Status	01	Single			

**Exemptions**

Allowances	1				
Tax Exempt Indicator	<input type="checkbox"/>	IRS mandates	<input type="checkbox"/>		

**Withholding adjustments**

Add.withholding		USD	<input type="checkbox"/>	Non-resident tax calculation
Default formula	1	PCT MTHD-RES. U	Alternative formula	<input type="checkbox"/>

**W-5 filing status**

EIC status	<input type="checkbox"/>
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**Overrides (from Infotype 0234)**

From date	End Date	Supplemental met.	Tax override	Em.

Record created

41. Click **Filing Status** field  .

The system returns the message, "Record created".

Populate info type 210 FED and 210 OR with information from employee's W-4 forms. Enter information in the **Filing status**, **Allowances** and **Additional withholding fields**. Forward these forms to Central Payroll for verification.

42. Click **Filing Status** matchcode . The *Filing Status (XXXX)* screen displays.



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Filing status (XXXX) YYYY Entries found

Filing status (1) 6 Entries found

Restrictions

Tax Authority: FED

F	Long Text	Start Date	End Date
01	Single	01/01/1980	12/31/9999
02	Married	01/01/1980	12/31/9999
03	Married claiming self plus dependents or	01/01/1980	12/31/9999
04	Married, both spouses working	01/01/1980	12/31/9999
05	Married, one spouse working	01/01/1980	12/31/9999
06	Head of household or family	01/01/1980	12/31/9999

6 Entries found



## Enter Personnel Action - Rehire (PA40)

43. Double-click **02 Married** list item 02 Married .

### Copy Withholding Info W4/W5 US (0210)

The screenshot shows the SAP 'Copy Withholding Info W4/W5 US (0210)' screen. The main data area contains the following information:

Personnel No	100040	Name	Sharon Vandivier-Browne		
EE group	1 Regular	Pers.area	1220	Cable	
EE subgroup	03 FT Exempt, Negative	Pers. subarea	3000	Non Rep	Status Active
Start	01/02/2009	to	12/31/9999		

**Status**

Tax authority: FED Federal Tax level: A Federal  
 Filing Status: 02 Single

**Exemptions**

Allowances: 1  
 Tax Exempt Indicator:  IRS mandates:

**Withholding adjustments**

Add.withholding: USD  Non-resident tax calculation  
 Default formula: 1 PCT MTHD-RES. U Alternative formula:

**W-5 filing status**

EIC status:

**Overrides (from Infotype 0234)**

From date	End Date	Supplemental met.	Tax override	Em...

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

Field	R/O/C	Description
Allowances	R	Number of exemptions claimed by the employee. <b>Example:</b> 2

45. Click **Enter** button . The screen validates information.
46. Click **Enter** button . The screen updates.



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

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

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

### Create Planned Working Time (0007)

The screenshot shows the SAP 'Create Planned Working Time (0007)' screen. The top menu bar includes 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. The title bar shows 'SAP'. Below the title bar, there are several icons for navigation and actions. The main content area is divided into sections:

- Personnel Data:** Personnel No: 100040, Name: Sharon Vandivier-Browne, EE group: 1 Regular, Pers.area: 1220 Cable, EE subgroup: 03 FT Exempt, Negative, Pers. subarea: 3000 Non Rep, Status: Active, Start: 01/02/2009, To: 12/31/9999.
- Work schedule rule:** Work schedule rule: 80008, Time Mgmt status: 9 - Time evaluation of planned times, Working week: Working Week Starting Thursday, Additional time ID: (empty).
- Working time:** Employment percent: 100.00, Daily working hours: 0.00, Weekly working hours: 0.00, Monthly working hrs: 0.00, Annual working hours: 0.00, Weekly workdays: 0.00. There are also fields for 'Dyn. daily work schedule' with Min. and Max. values for each category.

At the bottom of the screen, a status bar shows 'Record created' and navigation icons. The bottom right corner of the screen displays 'PA40', 'sapqr2', and 'INS'.

48. Click **Work schedule rule** field  .

The system returns the message, "Record created".

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



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Restrict Value Range (XXXX) YYYY Entries found

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
080H6_00	MF 0730-1600	40H2	01/01/2007	12/31/9999
080H6_01	MF 0730-1630	40H3	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
080I0_02	MF 0800-1600	40I4	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_00	MF 0900-1700	40J1	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
080J6_00	MF 0930-1800	40J2	01/01/2007	12/31/9999
540I0_0A	MF 0800-1700, SU-U OFF	40I7	01/01/2007	12/31/9999
540I0_0B	SU-U OFF, M-F 0800-1700	40I7	01/01/2007	12/31/9999
872FA_00	MH 0550-1520	36F0	01/01/2007	12/31/9999
872I0_00	MH 0800-1730	36I0	01/01/2007	12/31/9999
880H0_00	MH 0700-1730	40HD	01/01/2007	12/31/9999
880H0_09	TF 0700-1730	40H5	01/01/2007	12/31/9999
880I0_01	MH 0800-1830	40I6	01/01/2007	12/31/9999
880N0_00	UW 1300 -2300	40N0	01/01/2007	12/31/9999
880X0_00	UW 2300 -3300	40X0	01/01/2007	12/31/9999
980G0_0A	MH 0600-1530 F0600-1430,O	44G1	01/01/2007	12/31/9999
980G0_0B	MH 0600-1530 FO,0600-1530	44G1	01/01/2007	12/31/9999
980G6_0A	MH 0630-1600 F0630-1500,O	44G0	01/01/2007	12/31/9999



### Enter Personnel Action - Rehire (PA40)

50. Double-click **080H0\_01 MF 0700-1600** list item **080H0\_01 MF 0700-1600** .

### Create Planned Working Time (0007)

51. Click **Enter** button . The screen checks for errors.

52. Click **Enter** button . The screen validates information.

The system returns the message, "Attention: Please check Basic Pay infotype".

53. Click **Enter** button . The screen updates.


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



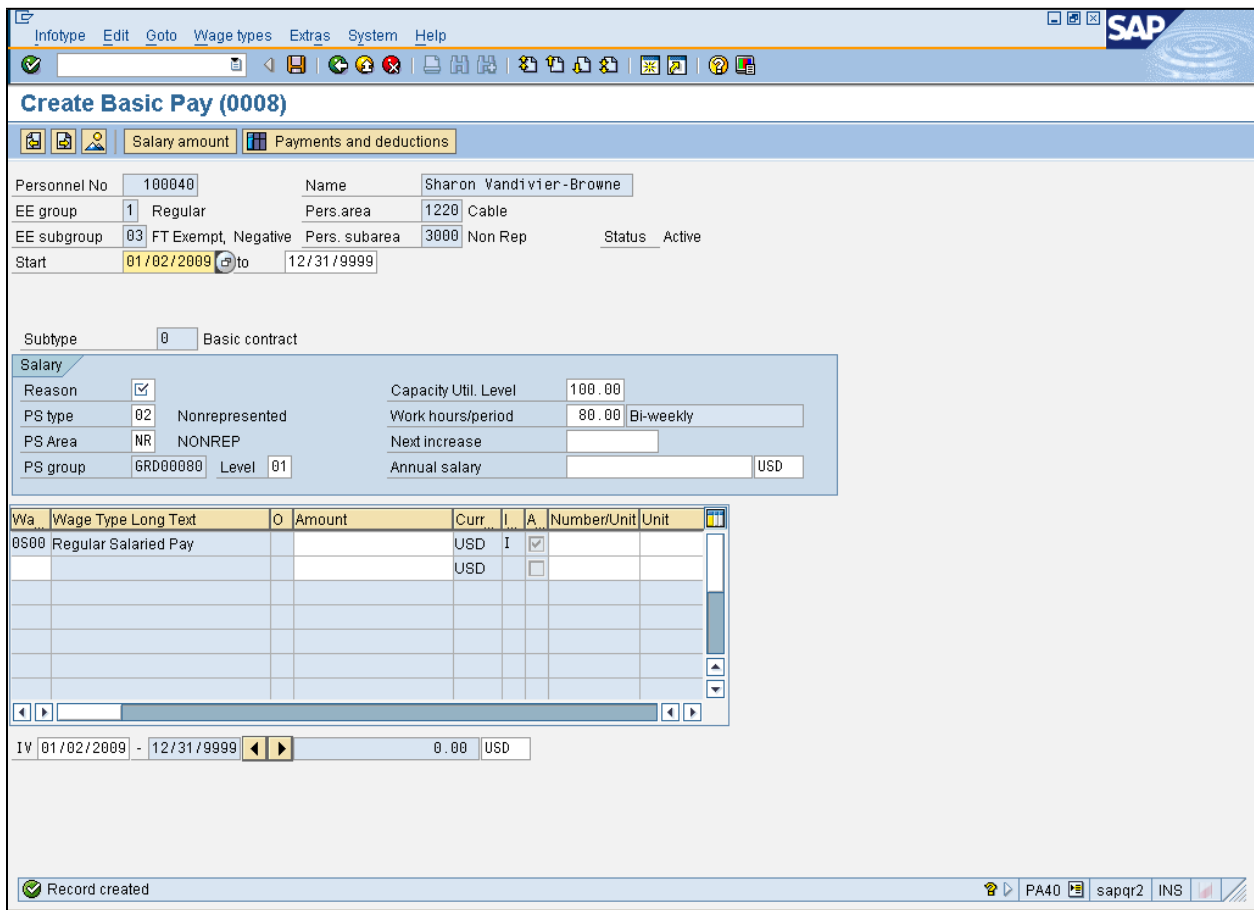


### Enter Personnel Action - Rehire (PA40)

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

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

### Create Basic Pay (0008)



The screenshot shows the SAP 'Create Basic Pay (0008)' screen. The menu bar includes 'Infotype', 'Edit', 'Goto', 'Wage types', 'Extras', 'System', and 'Help'. The title bar shows 'SAP'. The main area contains the following data:

Personnel No: 100040      Name: Sharon Vandivier-Browne  
 EE group: 1 Regular      Pers.area: 1220 Cable  
 EE subgroup: 03 FT Exempt, Negative      Pers. subarea: 3000 Non Rep      Status: Active  
 Start: 01/02/2009 to 12/31/9999

Subtype: 0 Basic contract

**Salary**


Reason:       Capacity Util. Level: 100.00  
 PS type: 02 Nonrepresented      Work hours/period: 80.00 Bi-weekly  
 PS Area: NR NONREP      Next increase:   
 PS group: 6RD00080 Level: 01      Annual salary:  USD


Wage Type Long Text	Amount	Curr	I	A	Number/Unit	Unit
0500 Regular Salaried Pay		USD	I	<input checked="" type="checkbox"/>		
		USD		<input type="checkbox"/>		

IV 01/02/2009 - 12/31/9999      0.00 USD

Record created      PA40      sapqr2      INS

55. Click **Reason** field  .

 The system returns the message, "Record created".

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



## Enter Personnel Action - Rehire (PA40)

Reason for Changing Master Data XXXX YYYY Entries found

Re	Reason Text
00	Step Increase - Rep
01	Merit Increase - Non Rep
02	New Hire/Rehire
03	Promotion
04	Premium Assignment
05	Temporary Assign
06	End of Temp Assign
07	Status Change
08	Lateral
09	Demotion
10	Return from Leave of Absence
11	COLA (Cost of Living)
12	Special Assignment Pay
13	Movement on the Range
14	Labor Contract Change
15	Class/Comp Change
16	Step Increase - Cert Attained
17	Step Increase - Apprentice
18	Red Circle Adjustment
19	Position Change Only

57. Double-click **02 New Hire/Rehire** list item **02 New Hire/Rehire**



## Enter Personnel Action - Rehire (PA40)

### Create Basic Pay (0008)

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

Field	R/O/C	Description
Amount	R	Figure within the pricing procedure that determines how the system calculates a condition value. <b>Example:</b> 2624.80

59. Click **Enter** button . The screen updates.

60. Click **Edit** → **Maintain text** **F9** menu item **F9** .



## Enter Personnel Action - Rehire (PA40)

### Text

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

Field	R/O/C	Description
Text	R	Free text field used to provide additional information or an item description with reference to the current activity. <b>Example:</b> Reinstate employee to previous salary.

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








## Enter Personnel Action - Rehire (PA40)

### Create Basic Pay (0008)

The screenshot shows the SAP 'Create Basic Pay (0008)' screen. The top menu bar includes 'Infotype', 'Edit', 'Goto', 'Wage types', 'Extras', 'System', and 'Help'. The SAP logo is in the top right corner. Below the title bar, there are two tabs: 'Salary amount' (selected) and 'Payments and deductions'. The main area contains several data fields:

- Personnel No: 100040, Name: Sharon Vandivier-Browne
- EE group: 1 Regular, Pers.area: 1220 Cable
- EE subgroup: 03 FT Exempt, Negative, Pers. subarea: 3000 Non Rep, Status: Active
- Start: 01/02/2009 to 12/31/9999
- Subtype: 0 Basic contract
- Reason: 02, Capacity Util. Level: 100.00
- PS type: 02 Nonrepresented, Work hours/period: 80.00 Bi-weekly
- PS Area: NR NONREP, Next increase: (empty)
- PS group: 6R000080, Level: 01, Annual salary: (empty) USD

Below these fields is a table with columns: 'Wa', 'Wage Type Long Text', 'O', 'Amount', 'Curr', 'I', 'A', 'Number/Unit', 'Unit'. The first row shows '0500 Regular Salaried Pay' with an amount of 2624.00 USD and a checked box in the 'I' column. Below the table is a summary line: 'IV 01/02/2009 - 12/31/9999 0.00 USD'. The bottom status bar shows 'PA40', 'sapqr2', and 'INS'.

63. Click **Enter** button  . The screen validates information.
64. Click **Enter** button  . The screen updates.  
 The system returns the message, "Record valid from XXXX to YYYY delimited at end".
65. Click **Save** button  . The *Copy Bank Details (0009)* screen displays.  
 The system returns the message, "Save your entries".



## Enter Personnel Action - Rehire (PA40)

### Copy Bank Details (0009)







The screenshot shows the SAP 'Copy Bank Details (0009)' screen. At the top, there is a menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area contains a form with the following fields:

Personnel No	100040	Name	Sharon Vandivier-Browne	
EE group	1 Regular	Pers.area	1220	Cable
EE subgroup	03 FT Exempt, Negative	Pers. subarea	3000	Non Rep
Status	Active			
Start	01/02/2009	to	12/31/9999	

Below this is a 'Bank details' section with the following fields:

Bank details type	Main bank		
Payee	Sharon Vandivier-Browne		
Postal Code/City	97213 Portland		
Bank Country	USA		
Bank Key			
Bank Account		Bank control key	<input type="checkbox"/>
Payment method	H	Payroll Check	
Purpose			
Payment currency	USD		

At the bottom of the screen, a status bar shows 'Record created' on the left and 'HRMONICA | sapqr2 | INS' on the right.

66. Click **Enter** button  . The screen validates information.
  -  The system returns the message, "Record created".
  -  Populate by either saving the default information presented in the infotype, or enter the direct deposit information. Forward the forms to Central Payroll for verification.
67. Click **Enter** button  . The screen updates.
  -  The system returns the message, "Record valid from XXXX to YYYY delimited at end".
68. Click **Save** button  . The *Copy Date Specifications (0041)* screen displays.



### Enter Personnel Action - Rehire (PA40)



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

### Copy Date Specifications (0041)

The screenshot shows the SAP 'Copy Date Specifications (0041)' screen. At the top, there is a menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area contains a form with the following fields:

- Personnel No: 100040
- Name: Sharon Vandivier-Browne
- EE group: 1 Regular
- Pers.area: 1220 Cable
- EE subgroup: 03 FT Exempt, Negative
- Pers. subarea: 3000 Non Rep
- Status: Withdraw
- Start: 01/02/2009 to 12/31/9999

Below the form is a table titled 'Date Specifications (0041)' with two columns of data:

Date type	Date	Date type	Date
01 Original Hire Date	07/24/2008	U1 City Service Date	07/24/2008
U2 Job Class Anrv. Date	10/15/2008	U3 Vac Accrual Date	07/24/2008
U4 Date last Worked	12/01/2008	U5 Separation Date	12/02/2008
U7 Rehire Date	01/02/2009	U8 Bureau Start Date	07/24/2008

At the bottom of the screen, a status bar shows 'Record created' on the left and 'HRMONICA sapqr2 INS' on the right.

69. Click **Save** button . The *Copy Communication (0105)* screen displays.



The system returns the message, "Record created".



System adds "Rehire Date" to indicate the date the employee was rehired at the City of Portland.



## Enter Personnel Action - Rehire (PA40)

### Copy Communication (0105)

The screenshot shows the SAP 'Copy Communication (0105)' screen. The top menu bar includes 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. The SAP logo is in the top right corner. Below the menu bar is a toolbar with various icons. The main area contains the following data:

Personnel No	100040	Name	Sharon Vandivier-Browne		
EE group	1 Regular	Pers.area	1220	Cable	
EE subgroup	03 FT Exempt, Negative	Pers. subarea	3000	Non Rep	Status Withdraw
Start	01/02/2009	to	12/31/9999		

Communication (0105)	
Type	0001 System user name (SY-UNAME)
ID/number	SVANDIVIER-B

The bottom status bar shows 'HRMONICA', 'sapqr2', and 'INS'.

70. Click **Save** button  . The *Copy Additional Personal Data (0077)* screen displays.





## Enter Personnel Action - Rehire (PA40)

### Copy Additional Personal Data (0077)

The screenshot shows the SAP 'Copy Additional Personal Data (0077)' screen. The top menu bar includes 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. The SAP logo is in the top right corner. The main area contains the following data:

Personnel No	100040	Name	Sharon Vandivier-Browne		
EE group	1 Regular	Pers.area	1220	Cable	
EE subgroup	03 FT Exempt, Negative	Pers. subarea	3000	Non Rep	Status Active
Start	01/02/2009	To	12/31/9999		

Additional Personal Data section:

- Ethnicity(New): Not Hispanic/Latino
- Race Data:
  - Race Category
  - American Indian or Alaskan Native
  - Asian
  - Black or African American
  - Native Hawaiian or Other Pacific Islander
  - White
- Military status: [Empty field]
- Veteran Status:
  - Discharge Date: [Empty field]
  - Special disabled veteran
  - Vietnam-era veteran
  - Other Protected Veteran
  - Recently separated veteran
  - Armed Forces Service Medal Veteran
  - Disabled Veteran
- Disability:
  - Disability
  - Disability Date: [Empty field]
  - Date Learned: [Empty field]

The bottom status bar shows 'HRMONICA', 'sapqr2', and 'INS'.

71. Click **Next Screen** button  . The *Copy Monitoring Tasks (0019)* screen displays.



## Enter Personnel Action - Rehire (PA40)

### Copy Monitoring of Tasks (0019)

The screenshot shows the SAP 'Copy Monitoring of Tasks (0019)' screen. At the top is a menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area contains the following fields:

- Personnel No:** 100040
- Name:** Sharon Vandivier-Browne
- EE group:** 1 Regular
- Pers.area:** 1220 Cable
- EE subgroup:** 03 FT Exempt, Negative
- Pers. subarea:** 3000 Non Rep
- Status:** Withdraw


Below these fields are three sections:


- Task:** Task Type is 'End of Probation', Date of Task is '04/24/2009', and Processing indicator is 'New task'.
- Reminder:** Reminder Date is '03/24/2009', and Lead/follow-up time is empty.
- Comments:** Three empty text input lines.

The bottom status bar shows 'HRMONICA', 'sapqr2', and 'INS'.

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

Field	R/O/C	Description
Date of Task	R	Task type effective date. <b>Example:</b> 100209

73. Click **Enter** button  . The screen updates.

74. Click **Save** button  . The *Subtypes for infotype "Drivers Licence (0185)" (XXXX)* dialog box displays.



## Enter Personnel Action - Rehire (PA40)



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

Subtypes for infotype "Drivers Licence Info (0185)" (XXXX) YYYY  
Entry found

IC	Description
DL	Drivers License

75. Double-click **DL Drivers License** list item **DL Drivers License** .



## Enter Personnel Action - Rehire (PA40)

### Copy Drivers Licence Info (0185)


The screenshot shows the SAP 'Copy Drivers Licence Info (0185)' screen. The top menu bar includes 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. The SAP logo is in the top right corner. The main area contains the following data:


Personnel No	100040	Name	Sharon Vandivier-Browne		
EE group	1 Regular	Pers.area	1220 Cable		
EE subgroup	03 FT Exempt, Negative	Pers. subarea	3000 Non Rep	Status	Active
From	01/02/2009	to	12/31/9999		

Below this is a section titled 'Drivers Licence Info (0185)' with the following fields:


ID type	Drivers License
ID number	99874313
Valid to	07/24/2010
Place of issue	OR

At the bottom left, a message box says 'Record created'. The bottom right shows the user 'HRMONICA' and system 'sapqr2 INS'.

76. Click **Save** button  . The screen validates information.

 The system returns the message, "Record created".

77. Click **Save** button  . The *Create Objects on Loan (0040)* screen displays.

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



## Enter Personnel Action - Rehire (PA40)

### Create Objects on Loan (0040)


The screenshot shows the SAP 'Create Objects on Loan (0040)' screen. The top menu bar includes 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. The SAP logo is in the top right corner. The main area contains the following data:


Personnel No	100040	Name	Sharon Vandivier-Browne		
EE group	1 Regular	Pers.area	1220	Cable	
EE subgroup	03 FT Exempt, Negative	Pers. subarea	3000	Non Rep	Status Active
Start	01/02/2009	to	12/31/9999		


Below the data is a section titled 'Objects on Loan (0040)' with a checkbox for 'Object on loan' (checked), a 'Number/unit' field, and a 'Loan object no.' field.

At the bottom is a 'Comments' section with three lines (Line 1, Line 2, Line 3) for text entry.

The status bar at the bottom shows a green checkmark and the message 'Record created'. The user ID 'HRMONICA' and session ID 'sapqr2' are also visible.

78. Click **Next Screen** button  . The *Personnel Actions* screen displays.

 Skip this infotype if it is not needed.

 The system returns the message, "Record created".



**PA40**

**Work Instruction**

## **Enter Personnel Action - Rehire (PA40)**

### **Result**

You have rehired an employee