



## Enter Personnel Action - StatusChange: 80 to 72 in PayScale (PA40)

### Purpose

Use this procedure to change an employee's work schedule from 80 to 72 hours per pay period.

### Trigger

Perform this procedure when the employee's new schedule impacts their pay and the employee is in a pay scale.

### Prerequisites

- Personnel Number (PERNR) OR employee name
- Change information

### 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 **Capacity Util. Level** field represents the percentage of the full time 80 hour work schedule

Notice that for employee's in pay scales the system automatically calculates the **Amount** in the Basic Pay (0008) infotype . For those employees in pay grades, you have to manually calculate and enter the **Amount** in the Basic Pay (0008) infotype



## Enter Personnel Action - StatusChange: 80 to 72 in PayScale (PA40)

### 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.  <b>Example:</b> 100270



### Enter Personnel Action - StatusChange: 80 to 72 in PayScale (PA40)

Field	R/O/C	Description
From	R	Beginning value to be entered when specifying a range. <b>Example:</b> 04282009

3. Select **Status Change** record indicator  .
4. 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:

- Execute info group** and **Change info group** buttons.
- Pers.No.**: 100270
- Name**: Pay Scale Schedule Change2
- EE group**: 1 Regular, **Pers.area**: 1210 Development Services
- EE subgroup**: 01 FT Covered, Negative, **Pers. subarea**: 3150 DCTU-AFSCME, **Status**: Active
- Start**: 04/28/2009 to 12/31/9999
- Personnel action**: Action Type: U3 Status Change, Reason for Action:
- Status**: Customer-specific: 0, Employment: 3 Active, Special payment: 1 Standard wage type
- Organizational assignment**: Position: 40000772 OSS I, Personnel area: 1210 Development Services, Employee group: 1 Regular, Employee subgroup: 01 FT Covered, Negative
- Additional actions** table with columns: Start Date, Act., Action Type, ActR, Reason for action.

At the bottom right, the status bar shows 'DRP (1) 310', 'sapdrp', and 'OVR'.

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



### Enter Personnel Action - StatusChange: 80 to 72 in PayScale (PA40)

Reason for Action (XXXX) YYYY Entries found

Ac...	Name of reason for action
01	To Regular
02	To Casual/Other
03	To Temporary
04	Increase/Decrease Hours
05	BHR ONLY-PSA (Union) Change
06	Regular to Temporary-No Break
07	Reglr to Casual/Other-No Break
08	WRBE to WRNBE
09	Reinstate due to Settlement

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



### Enter Personnel Action - StatusChange: 80 to 72 in PayScale (PA40)

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

#### Copy Actions (0000)

The screenshot shows the SAP 'Copy Actions (0000)' screen. The top menu bar includes 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. The title bar shows 'SAP'. Below the title bar, there are buttons for 'Execute info group' and 'Change info group'. The main area contains several sections:

- Pers.No.:** 100270
- Name:** Pay Scale Schedule Change2
- EE group:** 1 Regular, **Pers.area:** 1210 Development Services
- EE subgroup:** 01 FT Covered, Negative, **Pers. subarea:** 3150 DCTU-AFSCME, **Status:** Active
- Start:** 04/28/2009 to 12/31/9999

Below these are sections for 'Personnel action', 'Status', 'Organizational assignment', and 'Additional actions'.

Start Date	Act.	Action Type	ActR	Reason for action

The bottom status bar shows 'DRP (1) 310', 'sapdrp', and 'OVR'.

- 9. Click **Enter** button
- 10. Click **Enter** button   
 The system returns the message, "Record valid from XXXX to YYYY delimited at end".
- 11. Click **Save** button . The *Create Organizational Assignment (0001)* screen displays.  
 The system returns the message, "Save your entries".









## Enter Personnel Action - StatusChange: 80 to 72 in PayScale (PA40)

### Create Organizational Assignment (0001)

The screenshot shows the SAP 'Create Organizational Assignment (0001)' screen. The top menu bar includes 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. The title bar displays 'SAP'. The main form area is divided into several sections:

- Personnel Data:** Personnel No. 100270, Name: Pay Scale Schedule Change2, EE group: 1 Regular, Pers. area: 1210 Development Services, EE subgroup: 01 FT Covered, Negative, Pers. subarea: 3150 DCTU-AFSC Stat. Active, Start: 04/28/2009 to 12/31/9999.
- Enterprise structure:** CoCode: COP1 City of Portland, Pers. area: 1210 Development Services, Subarea: 3150 DCTU-AFSCME, Cost Ctr: DSIS000007 Building Mechanical, Bus. Area: DS00 Bureau of Development Ser, Fund: [empty].
- Personnel structure:** EE group: 1 Regular, Payr. area: Z1 CoP Bi-Weekly, EE subgroup: 01 FT Covered, Negative, Contract: [empty].
- Organizational plan:** Percentage: 100.00, Position: 40000772 OSS I Office Support Specialist, Job key: 30000011 OSS I Office Support Specialist, Exempt: N, Org. Unit: 20000539 Buildings Structural / Mechanical.
- Assignment:** An 'Assignment' button is visible.
- Administrator:** Time and PayrAdmin checkboxes are present.

A green status bar at the bottom indicates 'Record created'. The taskbar shows 'DRP (1) 310', 'sapdrp', and 'OVR'.

12. Click **Enter** button  .  
 The system returns the message, "Record created".
13. Click **Enter** button  .  
 The system returns the message, "Record valid from XXXX to YYYY delimited at end".
14. Click **Save** button  . The *Create Planned Working Time (0007)* screen displays.  
 The system returns the message, "Save your entries".



## Enter Personnel Action - StatusChange: 80 to 72 in PayScale (PA40)

### Create Planned Working Time (0007)


Personnel No 100270 Name Pay Scale Schedule Change2  
EE group 1 Regular Pers.area 1210 Development Services  
EE subgroup 01 FT Covered, Negativ C WBS rule 08060\_01 Building Mechanical  
Start 04/28/2009 To 12/31/9999


Work schedule rule  
Work schedule rule 80D08  
Time Mgmt status 9 9 - Time evaluation of planned times  
Working week 05 Working Week Starting Thursday  
Additional time ID

Working time  
Employment percent 100.00  Dyn. daily work schedule  
Daily working hours 0.00 Min. Max.  
Weekly working hours 0.00 Min. Max.  
Monthly working hrs 0.00 Min. Max.  
Annual working hours 0.00 Min. Max.  
Weekly workdays 0.00

Record created

15. Click **Work schedule rule** field  .

 The system returns the message, "Record created".

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



### Enter Personnel Action - StatusChange: 80 to 72 in PayScale (PA40)

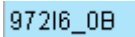

Restrict Value Range (XXXX) YYYY Entries found

WS rule	Work schedule rule text	PWS	Start Date	End Date
980G9_1B	MH 645-1615, F O 645-1515	44G9	01/01/2007	12/31/9999
980G9_1A	MH 645-1615, F645-1515, O	44G9	01/01/2007	12/31/9999
980G6T4B	FM 0630-1600 H0630-1500	44G8	01/01/2007	12/31/9999
980G6T4A	FM 0630-1600 H0630-1500,O	44G8	01/01/2007	12/31/9999
980G6T1B	TF 0630-1600 MO,0630-1500	44G2	01/01/2007	12/31/9999
980G6T1A	TF 0630-1600 M0630-1500,O	44G2	01/01/2007	12/31/9999
980G6_3B	MH 0630-1630 FO,0630-1530	44G6	01/01/2007	12/31/9999
980G6_3A	MH 0630-1630 F0630-1530,O	44G6	01/01/2007	12/31/9999
980G6_1B	TF 0630-1600 MO,0630-1500	44G2	01/01/2007	12/31/9999
980G6_1A	TF 0630-1600 M0630-1500,O	44G2	01/01/2007	12/31/9999
980G6_0B	MH 0630-1600 FO,0630-1500	44G0	01/01/2007	12/31/9999
980G6_0A	MH 0630-1600 F0630-1500,O	44G0	01/01/2007	12/31/9999
980G0_1B	TF 0600-1530 MO,0600-1430	44G3	01/01/2007	12/31/9999
980G0_1A	TF 0600-1530 M0600-1430,O	44G3	01/01/2007	12/31/9999
980G0_0B	MH 0600-1530 FO,0600-1530	44G1	01/01/2007	12/31/9999
980G0_0A	MH 0600-1530 F0600-1430,O	44G1	01/01/2007	12/31/9999
972I6_0B	MH 830-1730, FSU O MH 830	36I1	01/01/2007	12/31/9999
972I6_0A	MF 830-1730, SU O MH 830-	36I1	01/01/2007	12/31/9999
880X9T00	HU 2345-3400	40XH	01/01/2007	12/31/9999
880W0T09	TF 2200-3215	40WB	01/01/2007	12/31/9999
880W0T07	FM 2200-3215	40A1	01/01/2007	12/31/9999
880V9T06	TF 2145-3200	40V8	01/01/2007	12/31/9999
880V9T05	WS 2145-3200	40V7	01/01/2007	12/31/9999
880V9T04	MH 2145-3200	40V6	01/01/2007	12/31/9999
880V9T03	UW 2145-3200	40V5	01/01/2007	12/31/9999
880V9T02	ST 2145-3200	40V4	01/01/2007	12/31/9999
880V9T01	FM 2145-3200	40V3	01/01/2007	12/31/9999
880V9T00	HU 2145-3200	40V2	01/01/2007	12/31/9999

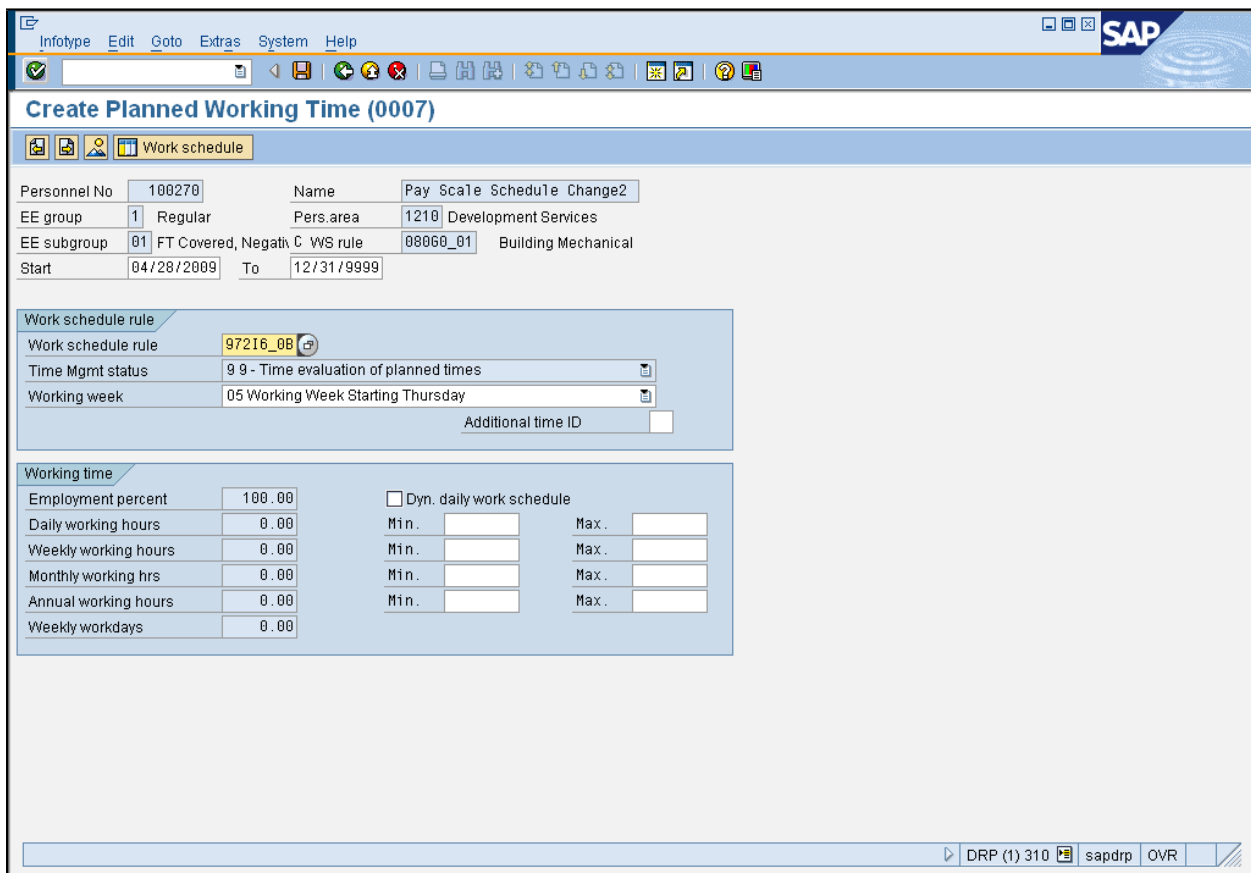




### Enter Personnel Action - StatusChange: 80 to 72 in PayScale (PA40)

- 17. Select **97216\_0B** list item  .
- 18. Click **Enter (continue)** button  .

### Create Planned Working Time (0007)



The screenshot shows the SAP 'Create Planned Working Time (0007)' screen. The top bar includes the SAP logo and menu options like 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the title bar, there are icons for 'Work schedule' and 'Personnel'.

**Personnel Data:**

Personnel No	100270	Name	Pay Scale Schedule Change2
EE group	1 Regular	Pers.area	1210 Development Services
EE subgroup	01 FT Covered, Negativ C	WS rule	08060_01 Building Mechanical
Start	04/28/2009	To	12/31/9999






**Work schedule rule:**

Work schedule rule	97216_0B
Time Mgmt status	9 9 - Time evaluation of planned times
Working week	05 Working Week Starting Thursday
Additional time ID	

**Working time:**

Employment percent	100.00	<input type="checkbox"/> Dyn. daily work schedule
Daily working hours	0.00	Min. <input type="text"/> Max. <input type="text"/>
Weekly working hours	0.00	Min. <input type="text"/> Max. <input type="text"/>
Monthly working hrs	0.00	Min. <input type="text"/> Max. <input type="text"/>
Annual working hours	0.00	Min. <input type="text"/> Max. <input type="text"/>
Weekly workdays	0.00	


The bottom status bar shows 'DRP (1) 310', 'sapdrp', 'OVR', and a refresh icon.

- 19. Click **Enter** button  .
- 20. Click **Enter** button  .  
 The system returns the message, "Attention: Please check Basic Pay infotype (0008)".
- 21. Click **Enter** button  .  
 The system returns the message, "Record valid from XXXX to YYYY delimited at end".

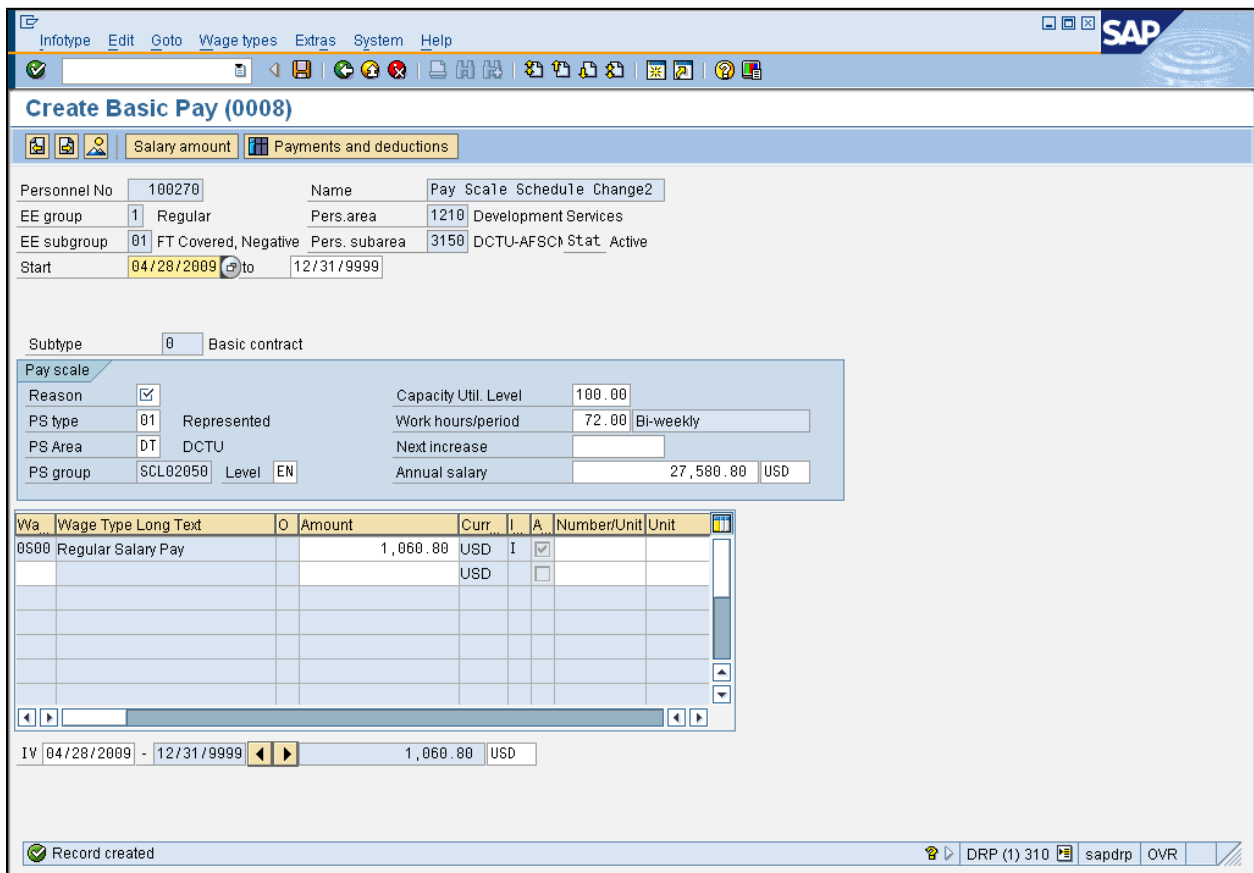


### Enter Personnel Action - StatusChange: 80 to 72 in PayScale (PA40)

22. 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 'Pay scale' section is expanded, showing the following details:


- Reason:  (checked)
- Capacity Util. Level: 100.00
- PS type: 01 Represented
- Work hours/period: 72.00 Bi-weekly
- PS Area: DT DCTU
- Next increase: (empty)
- PS group: SCL02050 Level EN
- Annual salary: 27,580.80 USD

Below the 'Pay scale' section is a table with columns: Wg., Wage Type Long Text, O, Amount, Curr., I, A, Number/Unit, Unit. The first row shows: 0500 Regular Salary Pay, 1,060.80, USD, I, , (empty), (empty).

At the bottom of the screen, a status bar indicates: Record created. The user ID is sapdrp and the role is OVR.

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.



## Enter Personnel Action - StatusChange: 80 to 72 in PayScale (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
20	Increase/Decrease Hours
99	Data Conversion

25. Select **07 Status Change** list item

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



## Enter Personnel Action - StatusChange: 80 to 72 in PayScale (PA40)

### Create Basic Pay (0008)

The screenshot shows the SAP 'Create Basic Pay (0008)' transaction. The personnel data includes Personnel No. 100270, Name Pay Scale Schedule Change2, EE group 1 Regular, Pers. area 1210 Development Services, EE subgroup 01 FT Covered, Negative, Pers. subarea 3150 DCTU-AFSC Stat. Active, and Start date 04/28/2009 to 12/31/9999. The pay scale details show Reason 07, Capacity Util. Level 100.00, PS type 01 Represented, Work hours/period 72.00 Bi-weekly, PS Area DT DCTU, Next increase, PS group SCL02050, Level EN, and Annual salary 27,500.80 USD. A table of wage types is displayed below, with the first row showing '0500 Regular Salary Pay' with an amount of 1,060.80 USD. The table has columns for Wage Type Long Text, O, Amount, Curr., I, A, Number/Unit, and Unit.

Wage Type Long Text	O	Amount	Curr.	I	A	Number/Unit	Unit
0500 Regular Salary Pay		1,060.80	USD	I	<input checked="" type="checkbox"/>		
			USD		<input type="checkbox"/>		

27. Click **Capacity Util. Level** field .



The **Work hours/period** adjusted to reflect the change in work schedule to a 72 hour work schedule.



Notice that the system automatically calculated the **Amount**.

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

Field	R/O/C	Description
-------	-------	-------------



### Enter Personnel Action - StatusChange: 80 to 72 in PayScale (PA40)

Field	R/O/C	Description
Capacity Util. Level	R	Represents the percentage of the full time 80 hour work schedule.  <b>Example:</b> 90.00

29. Click **Enter** button

Populate the **Next increase** date, this is the date the employee gets their next increase.

### Create Basic Pay (0008)

The screenshot shows the SAP 'Create Basic Pay (0008)' screen. The main data fields are as follows:

Personnel No	100270	Name	Pay Scale Schedule Change2
EE group	1 Regular	Pers. area	1210 Development Services
EE subgroup	01 FT Covered, Negative	Pers. subarea	3150 DCTU-AFSCN Stat Active
Start	04/28/2009	to	12/31/9999

Subtype: 0 Basic contract

**Pay scale**

Reason	07	Capacity Util. Level	90.00
PS type	01 Represented	Work hours/period	72.00 Bi-weekly
PS Area	DT DCTU	Next increase	
PS group	SCL02050 Level EN	Annual salary	27,580.80 USD

**Wage Table**

Wa	Wage Type	Long Text	O	Amount	Curr	I	A	Number/Unit	Unit
0500	Regular Salary Pay			1,060.80	USD	I	<input checked="" type="checkbox"/>		
					USD		<input type="checkbox"/>		

IV 04/28/2009 - 12/31/9999 1,060.80 USD

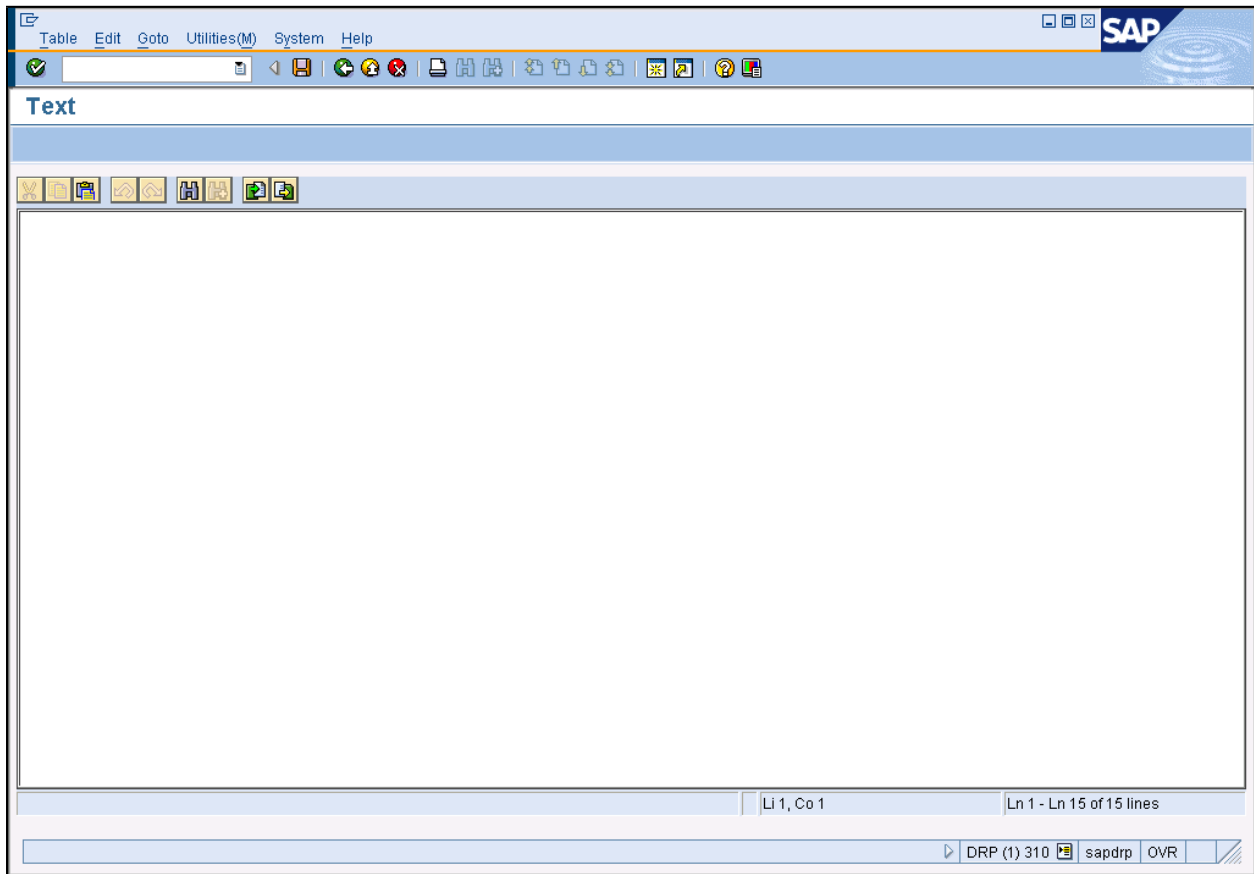
30. Select **Edit** option from the main menu.



### Enter Personnel Action - StatusChange: 80 to 72 in PayScale (PA40)

- 31. Select **Edit** → **Maintain text F9** menu item 

**Text**



- 32. 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> Employee changing from 80 to 72 hours per PP.

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



### Enter Personnel Action - StatusChange: 80 to 72 in PayScale (PA40)

#### Create Basic Pay (0008)

34. Click **Enter** button  .  
 The system returns the message, "Record valid from XXXX to YYYY delimited at end".
35. Click **Save** button  . The *Copy Date Specifications (0041)* screen displays.  
 The system returns the message, "Save your entries".



### Enter Personnel Action - StatusChange: 80 to 72 in PayScale (PA40)

#### 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 the following data:


Personnel No: 100270      Name: Pay Scale Schedule Change2  
 EE group: 1 Regular      Pers.area: 1210 Development Services  
 EE subgroup: 01 FT Covered, Negative      Pers. subarea: 3150 DCTU-AFSC Stat. Active  
 Start: 04/28/2009 to 12/31/9999

Below this is a table titled 'Date Specifications (0041)':

Date type	Date	Date type	Date
01 Original Hire Date	01/01/2009	U1 City Service Date	01/01/2009
U2 Job Class Annv. Date	01/01/2009	U3 Vac. Accrual Date	01/01/2009
U8 Bureau Start Date	01/01/2009		

At the bottom right of the screen, there is a status bar showing 'DRP (1) 310', 'sapdrp', and 'OVR'.

36. Click **Next Record** button  . The *Create Monitoring of Tasks (0019)* screen displays.

 No changes needed in this infotype.





## Enter Personnel Action - StatusChange: 80 to 72 in PayScale (PA40)

### Create Monitoring of Tasks (0019)


The screenshot shows the SAP 'Create Monitoring of Tasks (0019)' screen. At the top, there is a menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main content area is titled 'Create Monitoring of Tasks (0019)'. It contains several input fields and sections:

- Personnel No:** 100270
- Name:** Pay Scale Schedule Change2
- EE group:** 1 Regular
- Pers.area:** 1210 Development Services
- EE subgroup:** 01 FT Covered, Negative
- Pers. subarea:** 3150 DCTU-AFSC Stat. Active

Below these fields are three sections:

- Task:** Includes 'Task Type' (a dropdown menu), 'Date of Task' (a date field with a calendar icon), and 'Processing Indicator' (a dropdown menu set to 'New task').
- Reminder:** Includes 'Reminder Date' (a date field) and 'Lead/follow-up time' (a time field).
- Comments:** A text area with three lines for entering comments.

At the bottom right of the screen, there is a status bar showing 'DRP (1) 310', 'sapdrp', and 'OVR'.

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



Entering information into this infotype is optional.



### Enter Personnel Action - StatusChange: 80 to 72 in PayScale (PA40)

#### Personnel Actions

The screenshot shows the SAP Personnel Actions interface. At the top, there is a menu bar with options like 'HR Master Data', 'Edit', 'Goto', 'Extras', 'Utilities(M)', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Personnel Actions' and contains the following data:

Personnel no. 100270  
 Name Pay Scale Schedule Change2  
 EE group 1 Regular Pers.area 1210 Development Services  
 EE subgroup 01 FT Covered, Negative Pers. subarea 3150 DCTU-AFSCME Status Active  
 From 04/28/2009

Below this information is a list of 'Personnel Actions' with columns for 'Action Type', 'Personn...', 'EE group', and 'EE subj...'. The 'Status Change' row is highlighted in yellow.

Action Type	Personn...	EE group	EE subj...
New Hire			
Change In Pay			
Temporary/LT Duration Action			
Regular Action			
<b>Status Change</b>			
Ext of Temporary Appt			
End of Temp Assn/Retrn to Prev			
Leave of Absence - UnPaid			
Leave of Absence - Paid			
Return from Leave			
Layoff			
Separation			
Rehire			
Retirement			

At the bottom right of the screen, there is a status bar showing 'DRP (1) 310', 'sapdrp', and 'OVR'.

38. Click **Exit** button  .



**PA40**

**Work Instruction**

## **Enter Personnel Action - StatusChange: 80 to 72 in PayScale (PA40)**

### **Result**

You have successfully changed and employee in a pay scale from working 80 hours per pay period to 72 hours per pay period.