



Enter Personnel Action - Temporary Actions: New Hire (PA40)

Purpose

Use this procedure to enter a newly hired employee to a temporary position.

Trigger

Perform this procedure when a new hire is taking a temporary.

Prerequisites

None

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.



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Procedure

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

Personnel Actions

The screenshot shows the SAP 'Personnel Actions' screen. On the left, there is a search panel with options: 'Person', 'Collective search help', 'Search Term', and 'Free search'. The main area contains a table of 'Personnel Actions' with columns for 'Action Type', 'Personn.', 'EE group', and 'EE subg.'. The 'Action Type' column lists various actions such as 'New Hires', 'Change In Pay', 'Temporary Actions', 'Regular Actions', 'Status Changes', 'Ext of Temporary Appt', 'End of Temp Assn/Retrn to Prev', 'Leave of Absences - UnPaid', 'Leave of Absences - Paid', 'Return from Leave', 'Layoffs', 'Separations', 'Rehires', 'Retirement', and 'Employee to WR Benefit Eligible'. Above the table, there are input fields for 'Personnel no.' and 'From'.

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

Field	R/O/C	Description
From	R	Beginning value to be entered when specifying a range. Example: 07242008

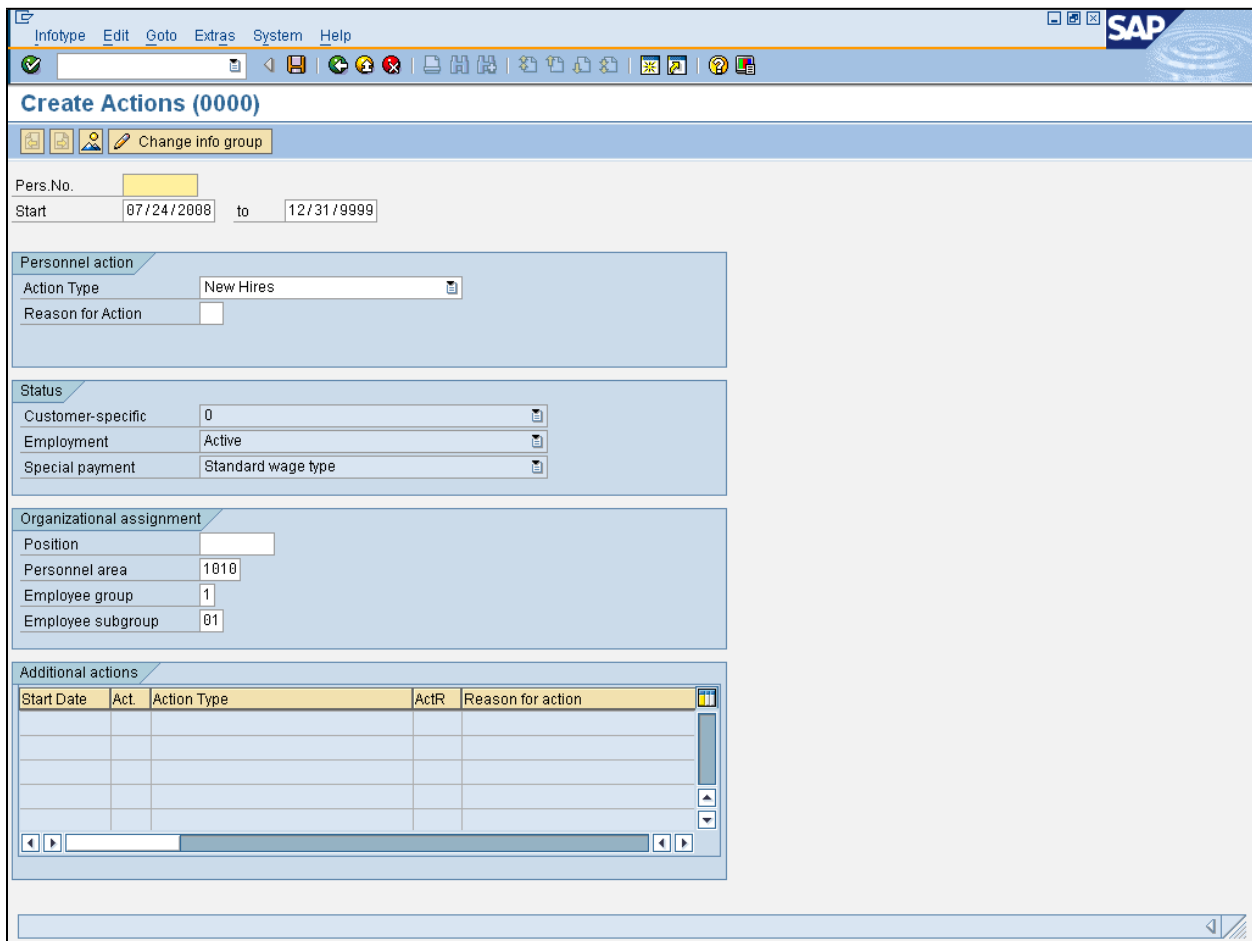
3. Select **New Hires** list item .



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

Create Actions (0000)



The screenshot shows the SAP 'Create Actions (0000)' screen. The interface includes a menu bar (Infotype, Edit, Goto, Extras, System, Help) and a toolbar with various icons. The main content area is divided into several sections:

- Change info group**: A button with a pencil icon.
- Pers.No.**: A text field.
- Start**: A date range from 07/24/2008 to 12/31/9999.
- Personnel action**: A section with 'Action Type' set to 'New Hires' and an empty 'Reason for Action' field.
- Status**: A section with 'Customer-specific' set to 0, 'Employment' set to Active, and 'Special payment' set to Standard wage type.
- Organizational assignment**: A section with 'Position' (empty), 'Personnel area' set to 1010, 'Employee group' set to 1, and 'Employee subgroup' set to 01.
- Additional actions**: A table with columns for Start Date, Act, Action Type, ActR, and Reason for action.

Start Date	Act	Action Type	ActR	Reason for action

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



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Reason for Action (XXXX) YYYY Entries found

Reason for Action (1) 3 Entries found

Restrictions

Action Type: U0
Name of action type: New Hire

Ac...	Name of reason for action
01	New Employee
02	Prev Emp-Not Conv-Reinstate
03	Previous Employee-Not Conv

3 Entries found

7. Select **01 New Employee** list item **01 New Employee**



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

Create Actions (0000)

The screenshot shows the SAP 'Create Actions (0000)' form. Key fields include:

- Pers.No.:** [Empty]
- Start:** 07/24/2008 to 12/31/9999
- Personnel action:** Action Type: New Hires, Reason for Action: 01
- Status:** Customer-specific: 0, Employment: 3 Active, Special payment: 1 Standard wage type
- Organizational assignment:** Position: [Empty], Personnel area: 1010, Employee group: 1, Employee subgroup: 01
- Additional actions table:**

Start Date	Act.	Action Type	ActR	Reason for action


9. 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. Example: 40001404

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



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

Information

The screenshot displays the SAP 'Create Actions (0000)' interface. The main window contains the following data:

- Personnel No: 100088
- Start: 07/24/2008 to 12/31/9999
- Personnel action: Action Type (New Hires), Reason for Action (01)
- Status: Customer-specific (0), Employment (3 Active), Special payment (1 Standard wage type)
- Organizational assignment: Position (40001404), Personnel area (1010), Employee group (1), Employee subgroup (01)

An 'Information' pop-up window is overlaid on the Status section, displaying the message: "Default values are used by the position:". The status bar at the bottom indicates the current session is 'PA40' with user 'sapqr2' and role 'OVR'.

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



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Create Actions (0000)


The screenshot shows the SAP 'Create Actions (0000)' form. The form is titled 'Create Actions (0000)' and includes a 'Change info group' button. The form fields are as follows:

- Personnel No: 100088
- Start: 07/24/2008 to 12/31/9999
- Personnel action
 - Action Type: New Hires
 - Reason for Action: 01
- Status
 - Customer-specific: 0
 - Employment: 3 Active
 - Special payment: 1 Standard wage type
- Organizational assignment
 - Position: 40001404 Acct II
 - Personnel area: 1010 Environmental Services
 - Employee group: 1 Regular
 - Employee subgroup: 01 FT Covered, Negative
- Additional actions table:

Start Date	Act.	Action Type	ActR	Reason for action

At the bottom of the form, there is a 'Save your entries' button and a status bar showing 'PA40 sapqr2 OVR'.

12. Click **Employee group** field .

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

13. Click **Employee Group** matchcode  .



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Employee Group (XXXX) YYYY Entries found

The screenshot shows the SAP 'Create Actions (0000)' window. The 'Personnel action' section is active, with 'Action Type' set to 'New Hires' and 'Reason for Action' set to '01 New Employee'. A dropdown menu is open, displaying a list of employee groups. The list has the following columns: 'EEGrp' and 'Name of EE group'. The items in the list are:

EEGrp	Name of EE group
1	Regular
3	Casual
4	Casual Other
5	Limited Duration
7	Temp (Budgeted)
B	Work Ret - Ben Elig
C	Work Ret - Non Ben
D	At-Will
E	Elected Official
F	Executive

The '7 Temp (Budgeted)' item is highlighted. The status bar at the bottom of the window indicates '10 Entries found'.

- 14. Select **7 Temp (Budgeted)** list item **7** Temp (Budgeted) .
- 15. Click **Enter (continue)** button  .



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Create Actions (0000)


The screenshot shows the SAP 'Create Actions (0000)' 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 area is titled 'Create Actions (0000)' and contains several input fields and sections:

- Personnel No:** 100088
- Start:** 07/24/2008 to 12/31/9999
- Personnel action:**
 - Action Type:** New Hires
 - Reason for Action:** 01 New Employee
- Status:**
 - Customer-specific:** 0
 - Employment:** 3 Active
 - Special payment:** 1 Standard wage type
- Organizational assignment:**
 - Position:** 40001404 Acct II
 - Personnel area:** 1010 Environmental Services
 - Employee group:** 7 Regular
 - Employee subgroup:** 01 FT Covered, Negative
- Additional actions:** A table with columns: Start Date, Act., Action Type, ActR, Reason for action.


At the bottom right of the screen, there are status indicators: PA40, sapqr2, OVR.

16. Click **Enter** button  . The *Create Actions (0000)* screen updates.

17. Click **Enter** button  . The *Create Actions (0000)* screen updates.

 The system returns the message, "Person and position have different employee groups/subgroups".

18. Click **Save** button  . The *Create Organizational Assignment (0001)* screen displays.

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



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Create Organizational Assignment (0001)

Infotype Edit Goto Extras System Help

Create Organizational Assignment (0001)

Org Structure

Personnel No 100088 Status Active

Start 07/24/2008 to 12/31/9999

Enterprise structure

CoCode	COP1	City of Portland	Subarea	3150	DCTU-AFSCME
Pers.area	1010	Environmental Services	Bus. Area	ES00	Bureau of Environmental Sr
Cost Ctr	ESBS000003	Accounting Svcs	Fund		

Grant
Func. Area

Personnel structure


EE group	1	Regular	Payr.area	Z1	CoP Bi-Weekly
EE subgroup	01	FT Covered, Negative	Contract		


Organizational plan


Percentage	100.00	Assignment	Administrator
Position	40001404	Acct II	Time
Job key	30000063	Accountant II	PayrAdmin
Exempt	N	Accountant II	
Org. Unit	20000262	Acctg Svcs	
		Accounting Services Div	

Record created

19. Click **Enter** button  .

 The system returns the message, "Record created".

20. Click **Save** button  . The *Create Personal Data* screen displays.

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



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Create Personal Data

21. Click **Last name** field

The system returns the message, "Record created".

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

Field	R/O/C	Description
Last name	R	Surname; the name used to identify the individual. Example: Appleby



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Field	R/O/C	Description
First name	R	The name that precedes the surname; aides in identifying the individual. Example: Shannon

23. Ensure the **Female** radio button Female is selected.

24. Click **SSN** field .

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

Field	R/O/C	Description
SSN	R	A number given to an individual by the U.S. government program financed by employer and employee payments that provide retirement insurance, disability benefits, and unemployment compensation. Example: 999999980

26. Click **Date of Birth** field .

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

Field	R/O/C	Description
Date of Birth	R	Year, month and day of birth. Example: 04211960

28. Click **Enter** button .

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

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



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Create Communication (0105)


The screenshot shows the SAP 'Create Communication (0105)' 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	100088	Name	Shannon Appleby	
EE group	1 Regular	Pers.area	1010	Environmental Services
EE subgroup	01 FT Covered, Negative	Pers. subarea	3150	DCTU-AFSCME
Status	Active			
Start	07/24/2008	to	12/31/9999	

Communication (0105)	
Type	0001 System user name (SY-UNAME)
ID/number	SApp1eby

At the bottom left, a status bar indicates 'Record created' with a green checkmark icon. At the bottom right, there is a help icon and a close button.

30. Click **Enter** button  .

 The system returns the message, "Record created".

31. Click **Save** button  . The *Create Addresses (0006)* screen displays.



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Create Addresses (0006)

Personnel No 100088 Name Shannon Appleby
 EE group 1 Regular Pers.area 1010 Environmental Services
 EE subgroup 01 FT Covered, Negative Pers. subarea 3150 DCTU-AFSCME Status Active
 Start 07/24/2008 to 12/31/9999

Address
 Address type Permanent/Mailing address
 c/o
 Address line 1
 Address line 2
 City/county
 State/zip code
 Country Key USA
 Telephone Number

Communications
 Type Number Exte
 Type Number Exte
 Type Number Exte
 Type Number Exte

Record created

32. Click **Address line 1** field

The system returns the message, "Record created".




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

Field	R/O/C	Description
Address line 1	R	Street address. Example: 220 Montgomery Way



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Field	R/O/C	Description
City	R	A large and densely populated urban area; may include several independent administrative districts. Example: Portland
State	R	State (abbreviated). Example: OR
zip code	R	Zip code as part of address. Example: 97232

34. Click **Enter** button  .
35. Click **Save** button  . The *Create Residence Tax Area (0207)* screen displays.
 The system returns the message, "Save your entries".



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Create Residence Tax Area (0207)

The screenshot shows the SAP 'Create Residence Tax Area (0207)' 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	100088	Name	Shannon Appleby	
EE group	1 Regular	Pers.area	1010	Environmental Services
EE subgroup	01 FT Covered, Negative	Pers. subarea	3150	DCTU-AFSCME
Status	Active			
Start	07/24/2008	to	12/31/9999	

Below this is the 'Resident data' section with a table:


Tax area	OR01	Tri-Med Trans District
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Next is the 'Tax Authorities in Area' section with a table:


Tax	Description	T	Description
FED	Federal	A	Federal
OR	Oregon	B	State
OR01	Tri-Met Trans District	F	Other

At the bottom of the screen, a status bar shows a green checkmark icon and the text 'Record created'.

36. Click **Enter** button  .

 The system returns the message, "Record created".

37. Click **Save** button  . The *Create Work Tax Area (0208)* screen displays.

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



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Create Work Tax Area (0208)


The screenshot shows the SAP 'Create Work Tax Area (0208)' screen. The top bar includes the SAP logo and menu options: Infotype, Edit, Goto, Extras, System, Help. Below the title bar, there are icons for navigation and help. The main content area is divided into several sections:

- Personnel Data:** Personnel No: 100088, Name: Shannon Appleby, EE group: 1 Regular, Pers.area: 1010 Environmental Services, EE subgroup: 01 FT Covered, Negative, Pers. subarea: 3150 DCTU-AFSCME, Status: Active, Start: 07/24/2008 to 12/31/9999.
- Work tax data:** Tax Area: OR01 Tri-Med Trans District, Allocation: 100.00 \$.
- Tax Authorities in Area:** A table with columns Tax, Description, T, and Description.


Tax	Description	T	Description
OR	Oregon	B	State
OR01	Tri-Met Trans District	F	Other

At the bottom left, a status bar indicates 'Record created' with a green checkmark icon. At the bottom right, there is a help icon and a close button.

38. Click **Enter** button  .

 The system returns the message, "Record created".

39. Click **Save** button  . The *Create Unemployment State (0209)* screen displays.

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



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Create Unemployment State (0209)

The screenshot shows the SAP 'Create Unemployment State (0209)' 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	100088	Name	Shannon Appleby	
EE group	1 Regular	Pers.area	1010	Environmental Services
EE subgroup	01 FT Covered, Negative	Pers. subarea	3150	DCTU-AFSCME
Status	Active			
Start	07/24/2008	to	12/31/9999	

Below this is the 'Unemployment data' section:


Tax authority	OR	Oregon
Worksite	<input type="checkbox"/>	

At the bottom left, a message box says 'Record created' with a green checkmark icon.

40. Click **Enter** button  .

 The system returns the message, "Record created".

41. Click **Save** button  . The *Create Withholding Info W4/W5 US (0210)* screen displays.

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



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Create Withholding Info W4/W5 US (0210)

Personnel No 100088 Name Shannon Appleby
EE group 1 Regular Pers.area 1010 Environmental Services
EE subgroup 01 FT Covered, Negative Pers. subarea 3150 DCTU-AFSCME Status Active
Start 07/24/2008 to 12/31/9999

Status
Tax authority FED Federal Tax level A Federal
Filing Status

Exemptions
Allowances
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...

Record created

42. Click **Filing Status** field .

 The system returns the message, "Record created".

43. Click **Filing Status** matchcode  . The *Filing status (XXXX)* dialog box displays.



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Filing status (XXXX) YYYY Entries found

Filing status (1) 6 Entries found



Restrictions

Tax Authority: FED

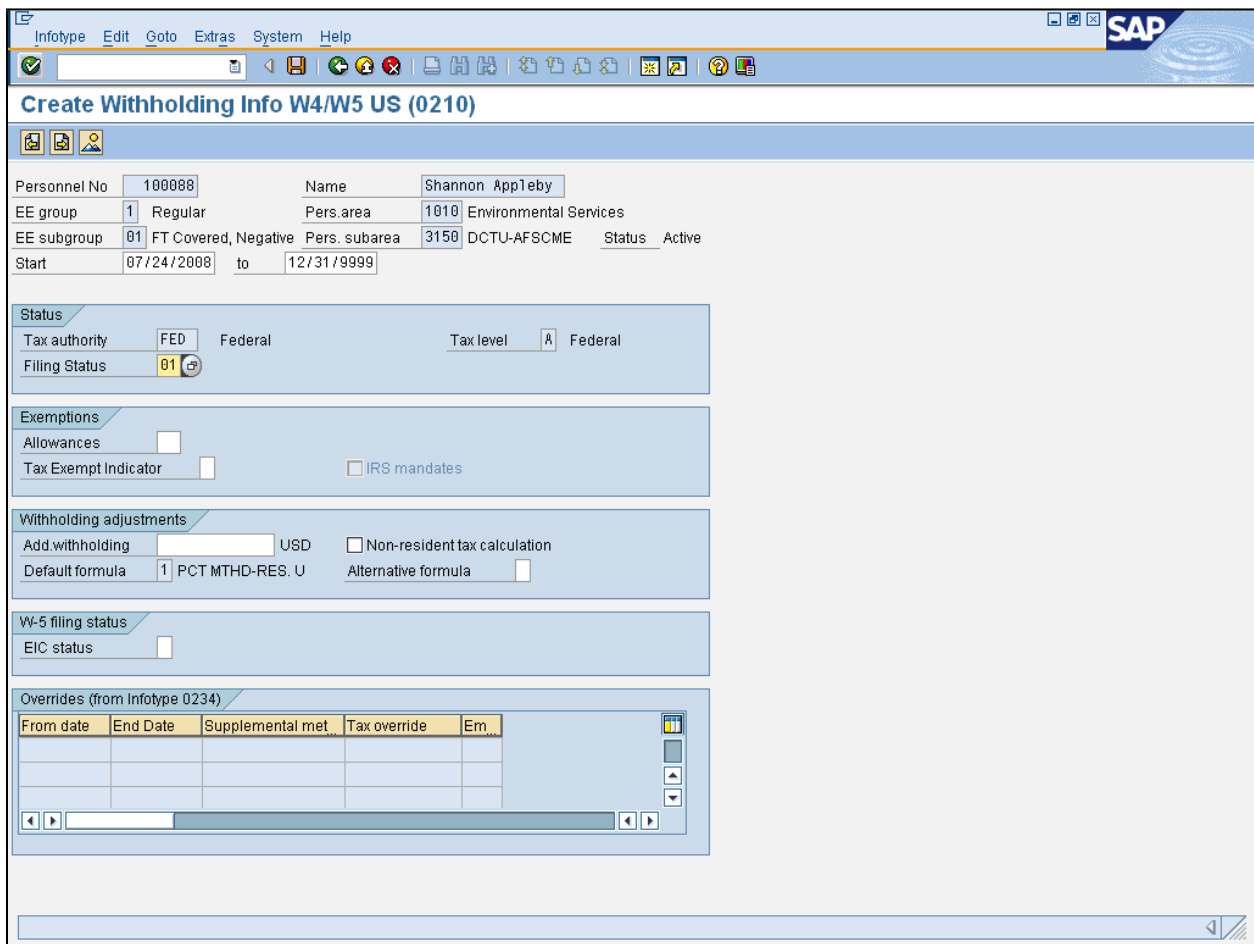
F	Long Text	Start Date	End Date
01	Single	01/01/1980	12/31/9999
02	Married	01/01/1980	12/31/9999
03	Married claiming self plus dependents or	01/01/1980	12/31/9999
04	Married, both spouses working	01/01/1980	12/31/9999
05	Married, one spouse working	01/01/1980	12/31/9999
06	Head of household or family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



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- 44. Select **01 Single** list item 
- 45. Click **Enter (continue)** button 

Create Withholding Info W4/W5 US (0210)



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

Personnel No	100088	Name	Shannon Appleby	
EE group	1 Regular	Pers.area	1010 Environmental Services	
EE subgroup	01 FT Covered, Negative	Pers.subarea	3150	DCTU-AFSCME Status Active
Start	07/24/2008	to	12/31/9999	

Status

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

Exemptions

Allowances:
 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...

- 46. Click **Enter** button 
- 47. Click **Save** button . The *Create Planned Working Time (0007)* screen displays.
 The system returns the message, "Save your entries".



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Create Planned Working Time (0007)


Personnel No. 100088 Name Shannon Appleby
EE group 1 Regular Pers.area 1010 Environmental Services
EE subgroup 01 FT Covered, Negative Pers. subarea 3150 DCTU-AFSCME Status Active
Start 07/24/2008 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

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

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

Restrict Value Range (1) 169 Entries found

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
080HOT05	MT, FU 0700-1515	40HJ	01/01/2007	12/31/9999
080HOT06	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	WVS 0745-1600	40HY	01/01/2007	12/31/9999
080H9T01	HM 0745-1600	40HZ	01/01/2007	12/31/9999
080H9T02	UWV 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
080P9T00	WVS 1545-2400	40P8	01/01/2007	12/31/9999
080P9T01	SWV 1545-2400	40P9	01/01/2007	12/31/9999

169 Entries found

50. Select 080G0_01 MF 0600-1430 list item 080G0_01 MF 0600-1430 .



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Restrict Value Range (XXXX) YYYY Entries found

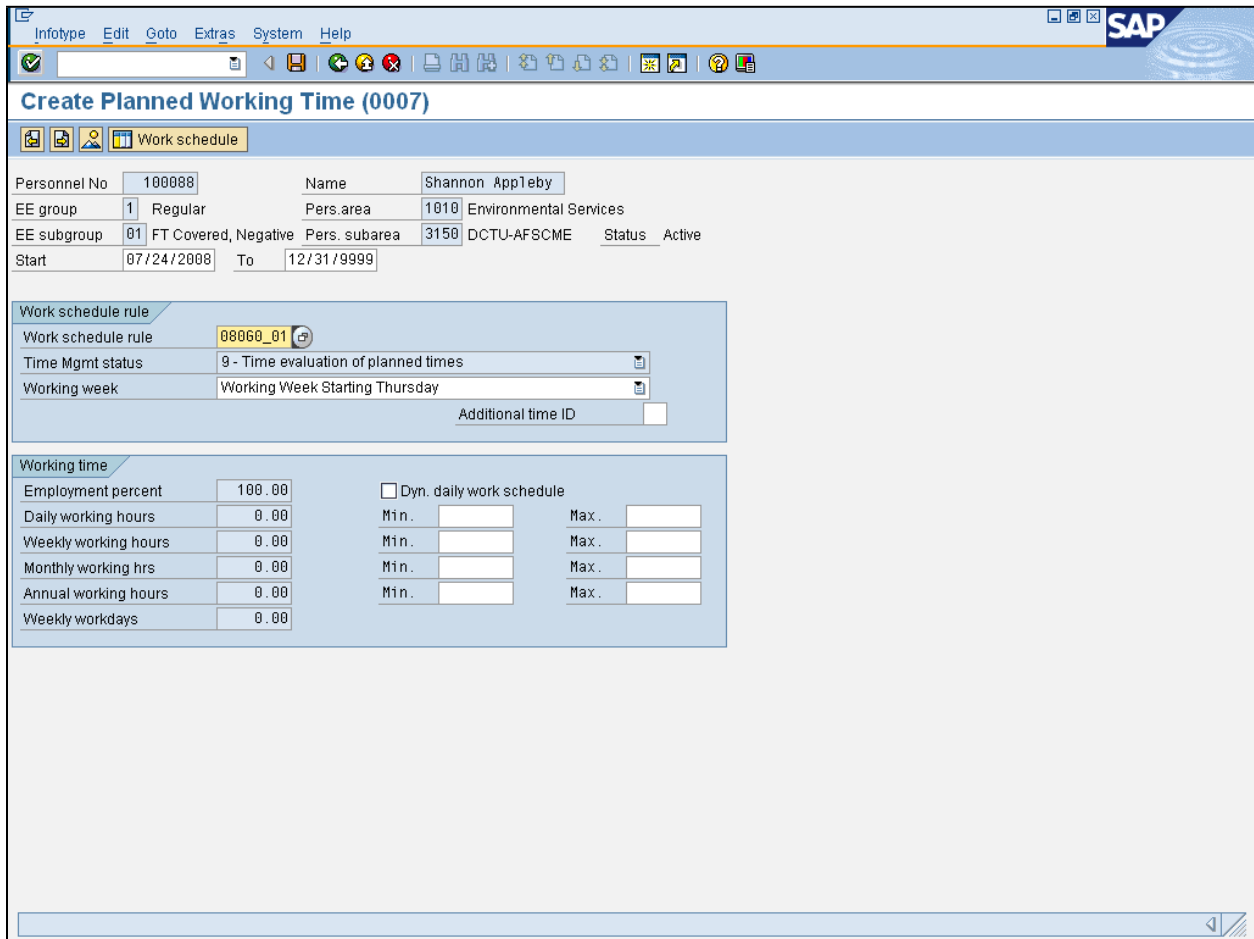
WS rule	Work schedule rule text	PWS	Start Date	End Date
080G0_01	MF 0600-1430	40G0	01/01/2007	12/31/9999
080G6_01	MF 0630-15:00	40G1	01/01/2007	12/31/9999
080H0_00	MF 0700-1530	40H0	01/01/2007	12/31/9999
080H0_01	MF 0700-1600	40H1	01/01/2007	12/31/9999
080H0T05	MT, FU 0700-1515	40HJ	01/01/2007	12/31/9999
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	WVS 0745-1600	40HY	01/01/2007	12/31/9999
080H9T01	HM 0745-1600	40HZ	01/01/2007	12/31/9999
080H9T02	UWV 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






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

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 SAP logo is in the top right corner. Below the menu bar is a toolbar with various icons. The main content area is titled 'Create Planned Working Time (0007)' and contains a 'Work schedule' tab. The 'Personnel No.' is 100088, and the 'Name' is Shannon Appleby. The 'EE group' is 1 Regular, 'Pers.area' is 1010 Environmental Services, 'EE subgroup' is 01 FT Covered, Negative, 'Pers. subarea' is 3150 DCTU-AFSCME, and 'Status' is Active. The 'Start' date is 07/24/2008 and the 'To' date is 12/31/9999. The 'Work schedule rule' section shows 'Work schedule rule' as 08060_01, 'Time Mgmt status' as 9 - Time evaluation of planned times, and 'Working week' as Working Week Starting Thursday. The 'Working time' section includes 'Employment percent' at 100.00, 'Daily working hours' at 0.00, 'Weekly working hours' at 0.00, 'Monthly working hrs' at 0.00, 'Annual working hours' at 0.00, and 'Weekly workdays' at 0.00. There are also input fields for 'Min.' and 'Max.' values for daily, weekly, monthly, and annual working hours, and a checkbox for 'Dyn. daily work schedule'.

- 52. Click **Enter** button  .
- 53. Click **Save** button  . The *Create Basic Pay (0008)* screen displays.
 The system returns the message, "Save your entries".





Enter Personnel Action - Temporary Actions: New Hire (PA40)

Create Basic Pay (0008)

The screenshot shows the SAP 'Create Basic Pay (0008)' transaction. The 'Personnel No' is 100088 and the 'Name' is Shannon Appleby. The 'EE group' is 1 Regular, 'Pers.area' is 1010 Environmental Services, and 'EE subgroup' is 01 FT Covered, Negative. The 'Start' date is 07/24/2008 and 'Status' is Active. The 'Subtype' is 0 Basic contract. Under 'Pay scale', 'Reason' is checked, 'PS type' is 01 Represented, 'PS Area' is DT DCTU, and 'PS group' is SCL02530 Level EN. The 'Capacity Util. Level' is 100.00, 'Work hours/period' is 80.00 Bi-weekly, and 'Annual salary' is 47,840.00 USD. A table below shows wage types 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 1,840.00 USD. At the bottom, a summary row shows 'IV 01/16/2009 - 12/31/9999' with an amount of 1,840.00 USD. A status bar at the bottom left says 'Record created'.

54. Click Reason field  .

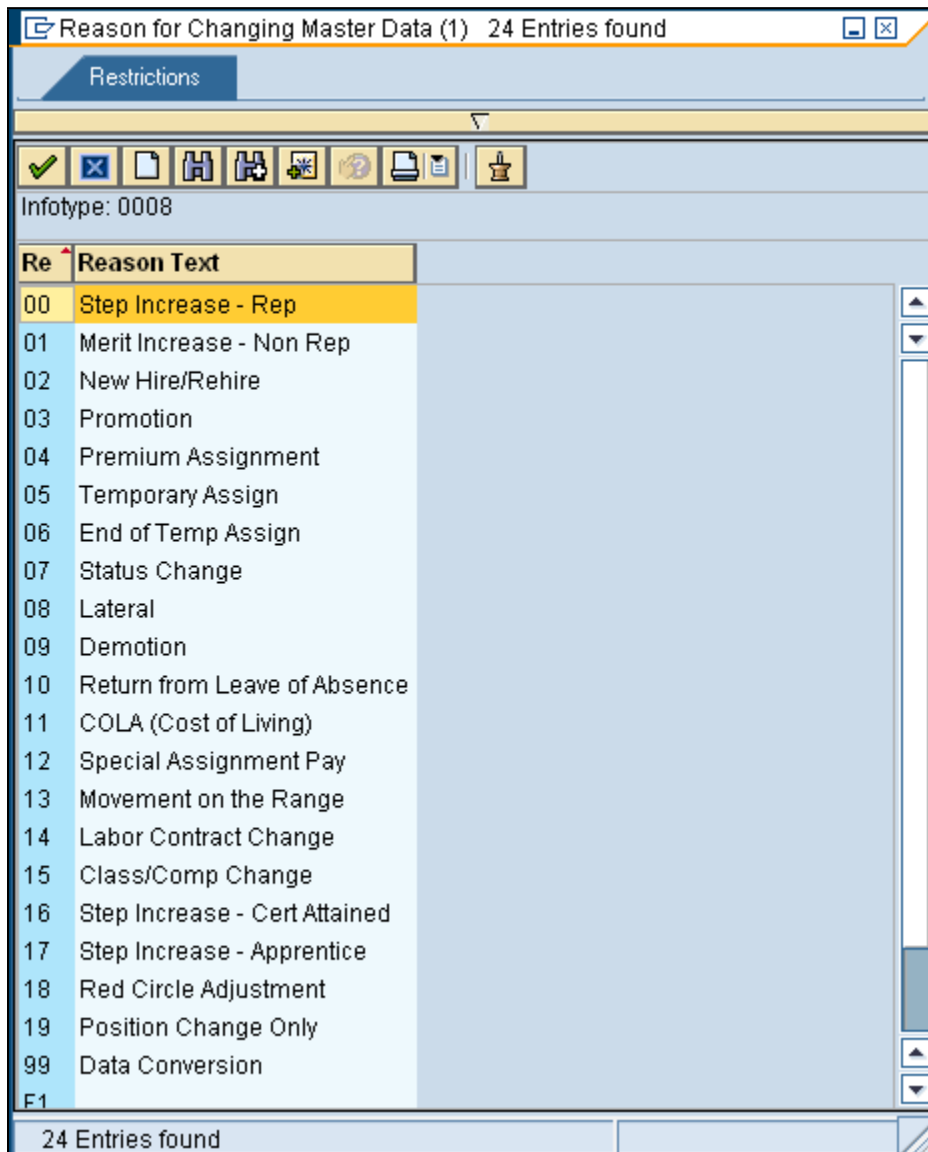
 The system returns the message, "Record created".

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



Enter Personnel Action - Temporary Actions: New Hire (PA40)

Reason for Changing Master Data (XXXX) YYYY Entries found



56. Select **New Hire/Rehire** list item **02** New Hire/Rehire .

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



Enter Personnel Action - Temporary Actions: New Hire (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 data area contains the following fields:

- Personnel No: 100088, Name: Shannon Appleby
- EE group: 1 Regular, Pers.area: 1010 Environmental Services
- EE subgroup: 01 FT Covered, Negative, Pers. subarea: 3150 DCTU-AFSCME, Status: Active
- Start: 07/24/2008 to 12/31/9999
- Subtype: 0 Basic contract

The 'Pay scale' section includes:

- Reason: 02
- Capacity Util. Level: 100.00
- PS type: 01 Represented, Work hours/period: 80.00 Bi-weekly
- PS Area: DT DCTU, Next increase: (empty)
- PS group: SCL02530, Level: EN, Annual salary: 47,840.00 USD


A table below shows wage types:

Wage Type	Long Text	Amount	Curr	I	A	Number/Unit	Unit
0500	Regular Salaried Pay	1,840.00	USD	I	<input checked="" type="checkbox"/>		
			USD		<input type="checkbox"/>		

At the bottom, a summary row shows: IV 01/16/2009 - 12/31/9999, 1,840.00 USD.

58. Click **Enter** button  .

59. Click **Save** button  . The *Create Bank Details (0009)* screen displays.

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



Enter Personnel Action - Temporary Actions: New Hire (PA40)

Create Bank Details (0009)


The screenshot shows the SAP 'Create Bank Details (0009)' 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	100088	Name	Shannon Appleby	
EE group	1 Regular	Pers.area	1010	Environmental Services
EE subgroup	01 FT Covered, Negative	Pers. subarea	3150	DCTU-AFSCME
Status	Active			
Start	07/24/2008	to	12/31/9999	


Bank details	
Bank details type	Main bank
Payee	Shannon Appleby
Postal Code/City	97232 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 left, a message box says 'Record created' with a green checkmark icon. At the bottom right, there is a help icon and a close button.

60. Click **Enter** button  .

 The system returns the message, "Record created".

61. Click **Save** button  . The *Change Date Specifications (0041)* screen displays.

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



Enter Personnel Action - Temporary Actions: New Hire (PA40)

Change Date Specifications (0041)

Personnel No. 100088 Name Shannon Appleby
 EE group 1 Regular Pers.area 1010 Environmental Services
 EE subgroup 01 FT Covered, Negative Pers. subarea 3150 DCTU-AFSCME Status Active
 Start 07/24/2008 to 12/31/9999 Chng 01/16/2009 CCASTRUITA_Z

Date Specifications (0041)			
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	07/24/2008	U3 Vac Accrual Date	07/24/2008
U8 Bureau Start Date	07/24/2008		

Record created

62. Click **Date type** field .

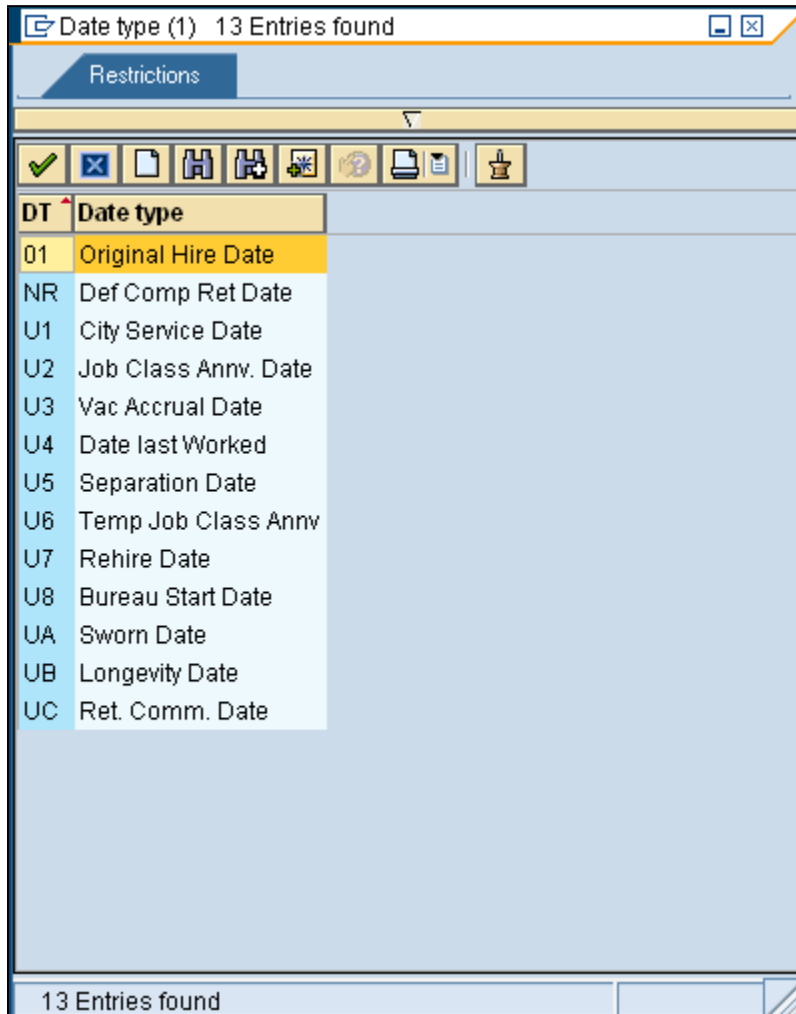
The system returns the message, "Record created".

63. Click **Date type** matchcode . The *Date type (XXXX)* dialog box displays.



Enter Personnel Action - Temporary Actions: New Hire (PA40)

Date type (XXXX) YYYY Entries found



64. Select **U6 Temp Job Class Annv** list item **U6** Temp Job Class Annv .

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



Enter Personnel Action - Temporary Actions: New Hire (PA40)

Change Date Specifications (0041)

The screenshot shows the SAP 'Change 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 displays the following data:

Personnel No: 100088 Name: Shannon Appleby
 EE group: 1 Regular Pers.area: 1010 Environmental Services
 EE subgroup: 01 FT Covered, Negative Pers. subarea: 3150 DCTU-AFSCME Status: Active
 Start: 07/24/2008 to 12/31/9999 Chng: 01/16/2009 CCASTRUITA_Z

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

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	07/24/2008	U3 Vac Accrual Date	07/24/2008
U8 Bureau Start Date	07/24/2008		
U6			

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

Field	R/O/C	Description
Date	R	Transaction date or planning date. Example: 07242008

67. Click **Enter** button .

68. Click **Save** button . The *Create Additional Personal Data (0077)* screen displays.



Enter Personnel Action - Temporary Actions: New Hire (PA40)



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

Create Additional Personal Data (0077)

69. Click **Ethnicity(New)** combo box



The system returns the message, "Record changed".




70. Select **Not Hispanic/Latino** list item **Not Hispanic/Latino**

71. Select **Asian** check box

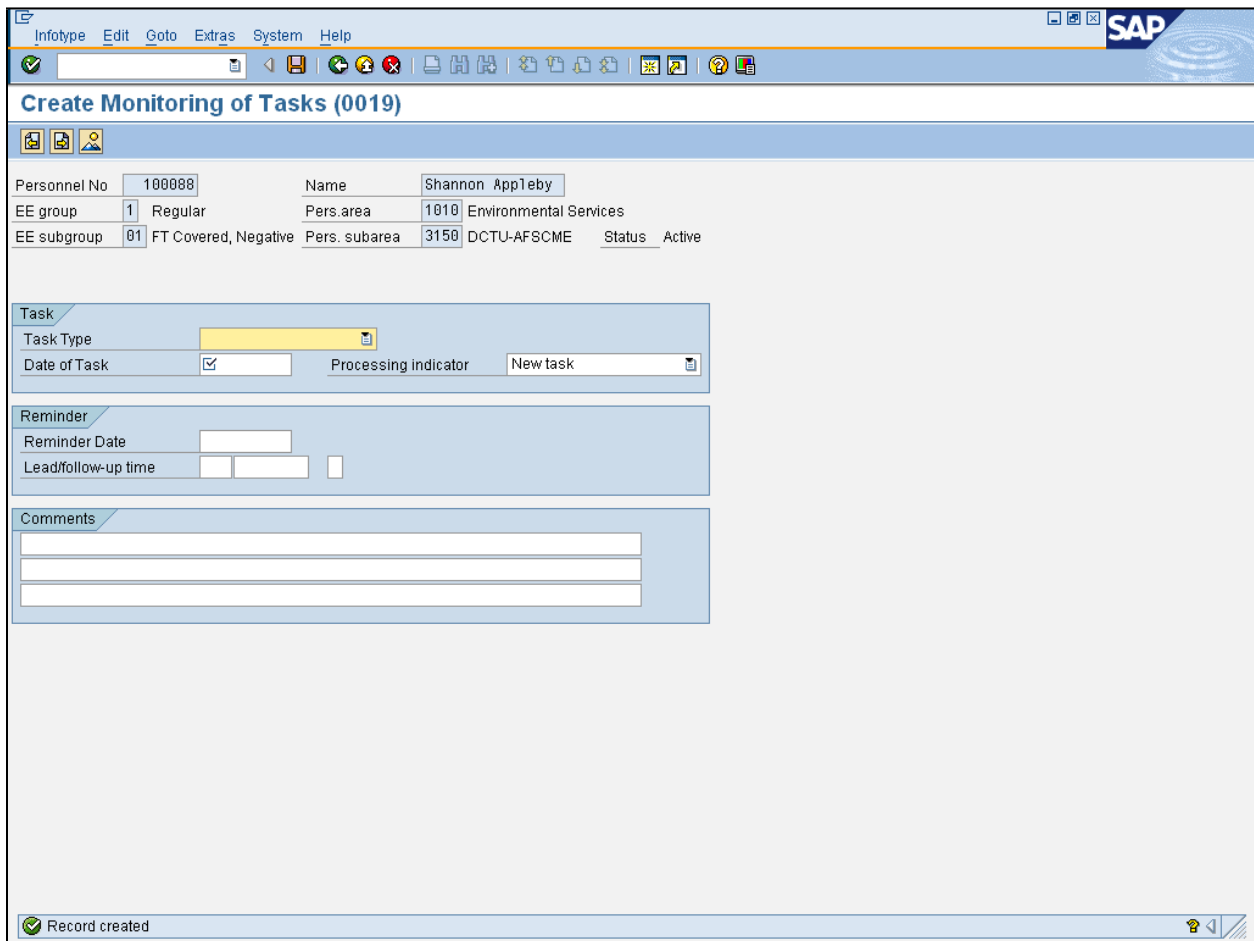
72. Select **Non-veteran** check box Non-veteran



Enter Personnel Action - Temporary Actions: New Hire (PA40)

- 73. Click **Enter** button  .
- 74. Click **Save** button  . The *Create Monitoring of Tasks (0040)* screen displays.
 The system returns the message, "Save your entries".

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 Data:**

Personnel No	100088	Name	Shannon Appleby
EE group	1 Regular	Pers.area	1010 Environmental Services
EE subgroup	01 FT Covered, Negative	Pers. subarea	3150 DCTU-AFSCME Status Active
- Task Section:**
 - Task Type:
 - Date of Task:
 - Processing indicator:
- Reminder Section:**
 - Reminder Date:
 - Lead/follow-up time:
- Comments Section:**
 -
 -
 -

At the bottom left of the screen, a message box displays 'Record created' with a checkmark icon. At the bottom right, there are navigation icons.

- 75. Click **Task Type** combo box  .
 The system returns the message, "Record created".
- 76. Select **End of WOC/Temp Assi** list item **End of WOC/Temp Assi** .





Enter Personnel Action - Temporary Actions: New Hire (PA40)

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

Field	R/O/C	Description
Date of Task	R	Task type effective date. Example: 07242009

78. Click **Enter** button  .

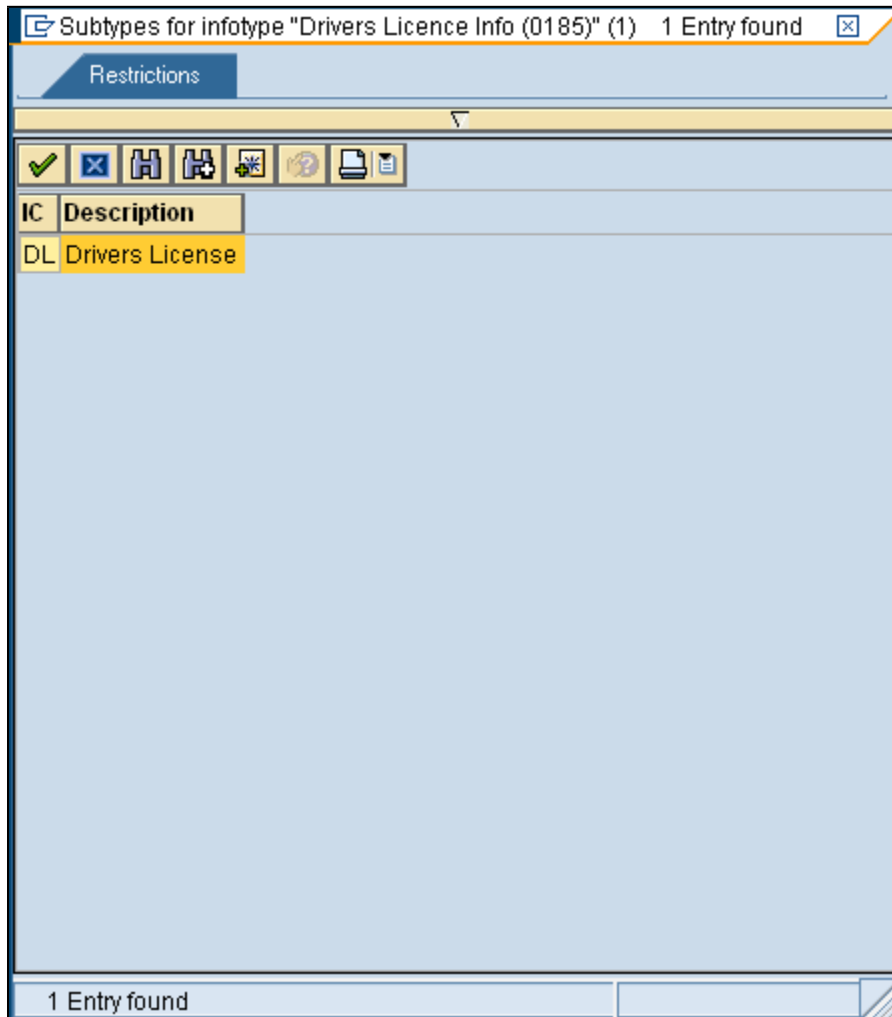
79. Click **Save** button  . The *Subtypes for infotype "Drivers Licence(0185)" (XXXX)* dialog box displays.



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



Enter Personnel Action - Temporary Actions: New Hire (PA40)

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



80. Select **DL Drivers License** line item  .
81. Click **Enter (continue)** button  . The *Create Drivers Licence Info (0185)* screen displays.



Enter Personnel Action - Temporary Actions: New Hire (PA40)

Create Drivers Licence Info (0185)

82. Click ID number field

The system returns the message, "Record created".

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

Field	R/O/C	Description
ID number	R	This field stores the identification/document number provided by the employee to establish personal identity. Example: 321555678




Enter Personnel Action - Temporary Actions: New Hire (PA40)

Field	R/O/C	Description
Valid to	R	Ending date when specifying a range of dates. Example: 04212020
Place of issue	R	The state, city or other location where the object was issued. Example: OR

84. Click **Enter** button  .

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

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



Enter Personnel Action - Temporary Actions: New Hire (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 title is 'Create Objects on Loan (0040)'. Below the title, there are several input fields for personnel data:

Personnel No	100088	Name	Shannon Appleby	
EE group	1 Regular	Pers.area	1010	Environmental Services
EE subgroup	01 FT Covered, Negative	Pers. subarea	3150	DCTU-AFSCME
Status	Active			
Start	07/24/2008	to	12/31/9999	

Below the personnel data, there is a section for 'Objects on Loan (0040)'. It contains a checkbox for 'Object on loan' which is checked. There are also input fields for 'Number/unit' and 'Loan object no.'. Below this is a 'Comments' section with three lines for text entry.

At the bottom of the screen, a status bar shows a green checkmark and the text 'Record created'.

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



The system returns the message, "Record created".



This is an optional infotype. If not entering data, page forward using this icon.



Enter Personnel Action - Temporary Actions: New Hire (PA40)

Personnel Actions

The screenshot shows the SAP HR Personnel Actions interface. The top menu bar includes 'HR Master Data', 'Edit', 'Goto', 'Extras', 'Utilities(M)', 'Settings', 'System', and 'Help'. The SAP logo is in the top right corner. The main title is 'Personnel Actions'. On the left, there is a search sidebar with options: 'Person', 'Collective search help', 'Search Term', and 'Free search'. The main area contains a form for 'Personnel no. 100088' and 'Name Shannon Appleby'. Other fields include 'EE group 1 Regular', 'Pers.area 1010 Environmental Services', 'EE subgroup 01 FT Covered, Negative', 'Pers. subarea 3150 DCTU-AFSCME', and 'Status Active'. Below the form is a table titled 'Personnel Actions' with columns for 'Action Type', 'Personn.', 'EE group', and 'EE subg.'. The 'New Hires' row is highlighted in yellow. The table lists various action types such as 'Change In Pay', 'Temporary Actions', 'Regular Actions', 'Status Changes', 'Ext of Temporary Appt', 'End of Temp Assn/Retrn to Prev', 'Leave of Absences - UnPaid', 'Leave of Absences - Paid', 'Return from Leave', 'Layoffs', 'Separations', 'Rehires', 'Retirement', and 'Employee to WR Benefit Eligible'.

87. Click **Exit** button  .



PA40

Work Instruction

Enter Personnel Action - Temporary Actions: New Hire (PA40)

Result

You have entered a new hire to a temporary position.