

OM & PA Actions: Methods to Use to Process an Action

Module: OM, PA, SAP Portal

Process: List of OM and PA actions and whether to process them using P&F's electronic forms or the traditional method in SAP.

OM Actions

Create Doublefill Position

Create Casual Position

Position Fund/Functional Area Override

1018 Position Cost Distribution and Master Cost Ctr.

1028 Position Address Changes

All Other OM Actions

Processing Method

Processes & Forms

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OM Form, HR & PY Services will process.

Bureau OM Specialist Can Process

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OM Form, HR & PY Services will process.

PA Actions

U0 New Hire

U1 Temporary/Limited Duration

U2 Regular Action

U3 Status Change

U4 Extension

U5 Separation

U6 Rehire

U7 Retirement

U8 Leave of Absence-Unpaid

U9 Leave of Absence-Paid

UA Return from Leave

UB Layoff

UC End of Temp Assgnt/Return to Previous Assgnt

UD Employee to Retiree

UE Change in Pay

Processing Method

Processes & Forms

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SAP T-Code PA40 (Maintain HR Master Data)

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