



Enter Personnel Action - New Hire (PA40)

Purpose

Use this procedure to enter data for a new employee.

Trigger

Perform this procedure when a new employee is hired.

Prerequisites

Start Date

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 Minimum and Maximum grade level amounts represent range for this position's pay (viewed using **Level** matchcode in the Basic Pay (0008) infotype)
- During the New Hire action, 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 New Hire action, populate infotype 210 FED and 210 OR with information provided by the employee's W-4 forms, enter information in the "filing status", "allowances" and "additional withholding fields". Forward these forms to Central Payroll for verification. For all 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
- For Police and Fire Bureau employees, please complete the Contract Field to indicate the taxability for employees in info type 0001 Organizational Assignment.
 - U-2 = The employee was sworn on or before 3/31/1986 then they are not taxable for Social Security or Medicare because FPD&R pays their retirement and any disability claims. They are also not subject to the Workers Comp Benefit fund which is a tax



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Work Instruction

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- U-3 = The employee was sworn on or after 4/1/1986 they are not taxable for Social Security but are taxable for Medicare. They are also a part of PERS and Risk Workers Compensation (City). They are subject to the Workers Comp Benefit fund which is a tax based on productive hours. There is currently only one employee in this category. This category receives no type of benefits from FPD&R. Fire and Police have more employees that could fall into this category if they choose to put them here
- U-4 =The employee was sworn on or after 4/1/1986 they are not taxable for Social Security but are taxable for Medicare, yet they are also a part of PERS and FPD&R for disability claims only. They are not subject to the Workers Comp Benefit fund which is a tax based on productive hours



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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. At the top, there is a menu bar with 'HR Master Data', 'Edit', 'Goto', 'Extras', 'Utilities(M)', 'Settings', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area contains a form with two input fields: 'Personnel no.' and 'From'. Below these fields is a table titled 'Personnel Actions' with the following columns: 'Action Type', 'Personn.', 'EE group', and 'EE subg.'. The table lists various action types 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'. At the bottom right of the screen, there is a status bar showing 'PA40', 'sappq2', and 'INS'.

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: 072408

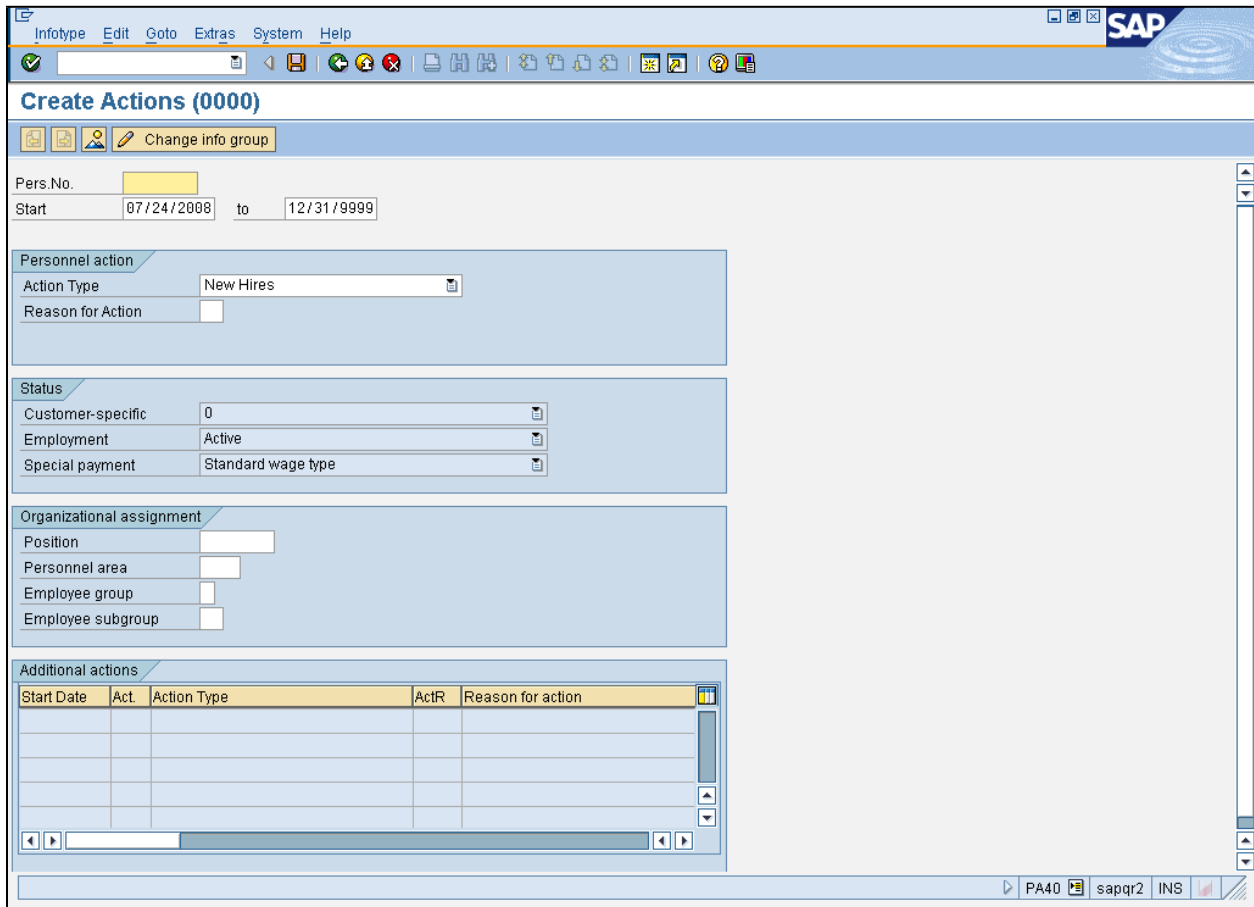
3. Select **New Hires** record indicator .



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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:

- Personnel action:** Action Type is set to 'New Hires'. Reason for Action is an empty field.
- Status:** Customer-specific is '0', Employment is 'Active', and Special payment is 'Standard wage type'.
- Organizational assignment:** Position, Personnel area, Employee group, and Employee subgroup are all empty fields.
- Additional actions:** A table with columns: Start Date, Act, Action Type, ActR, Reason for action.

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


- 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

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

7. Select **01 New Employee** list item **01 New Employee** .
8. Click **Enter (continue)**  .



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Create Actions (0000)

The screenshot shows the SAP 'Create Actions (0000)' interface. 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 is divided into several sections:

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

At the bottom right of the screen, there is a status bar showing 'PA40', 'sapqr2', and 'INS'.

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

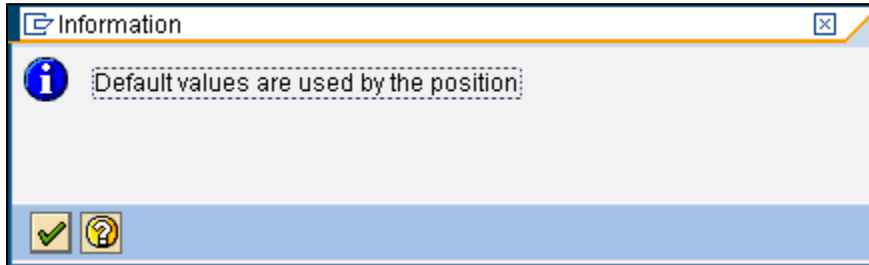
Field	R/O/C	Description
Position	R	Organizational objects held by employees and assigned to organizational units which may inherit characteristics from its organizational unit or the assigned job. Example: 40000008

10. Click **Enter** button . The *Information* screen displays.



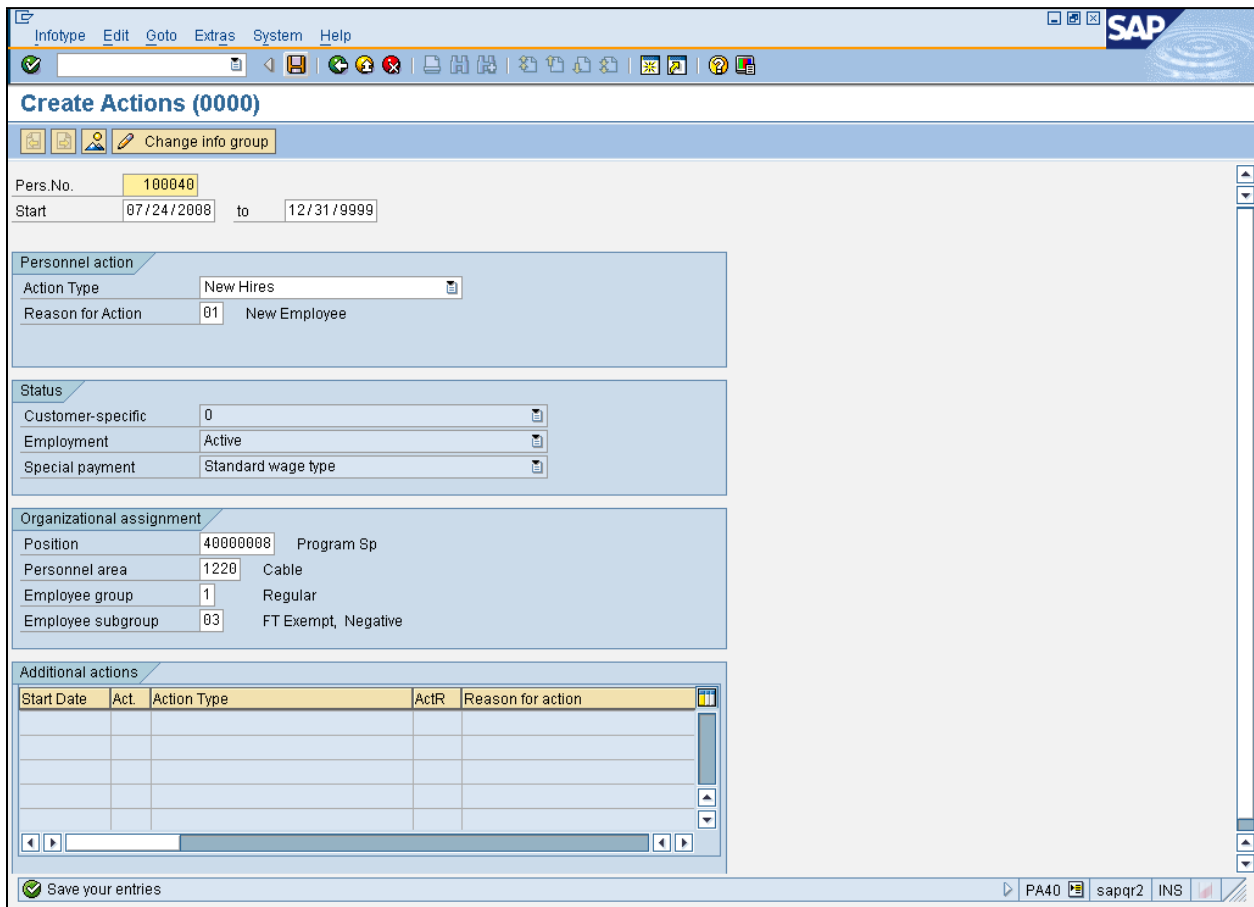
Enter Personnel Action - New Hire (PA40)

Information




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


Create Actions (0000)



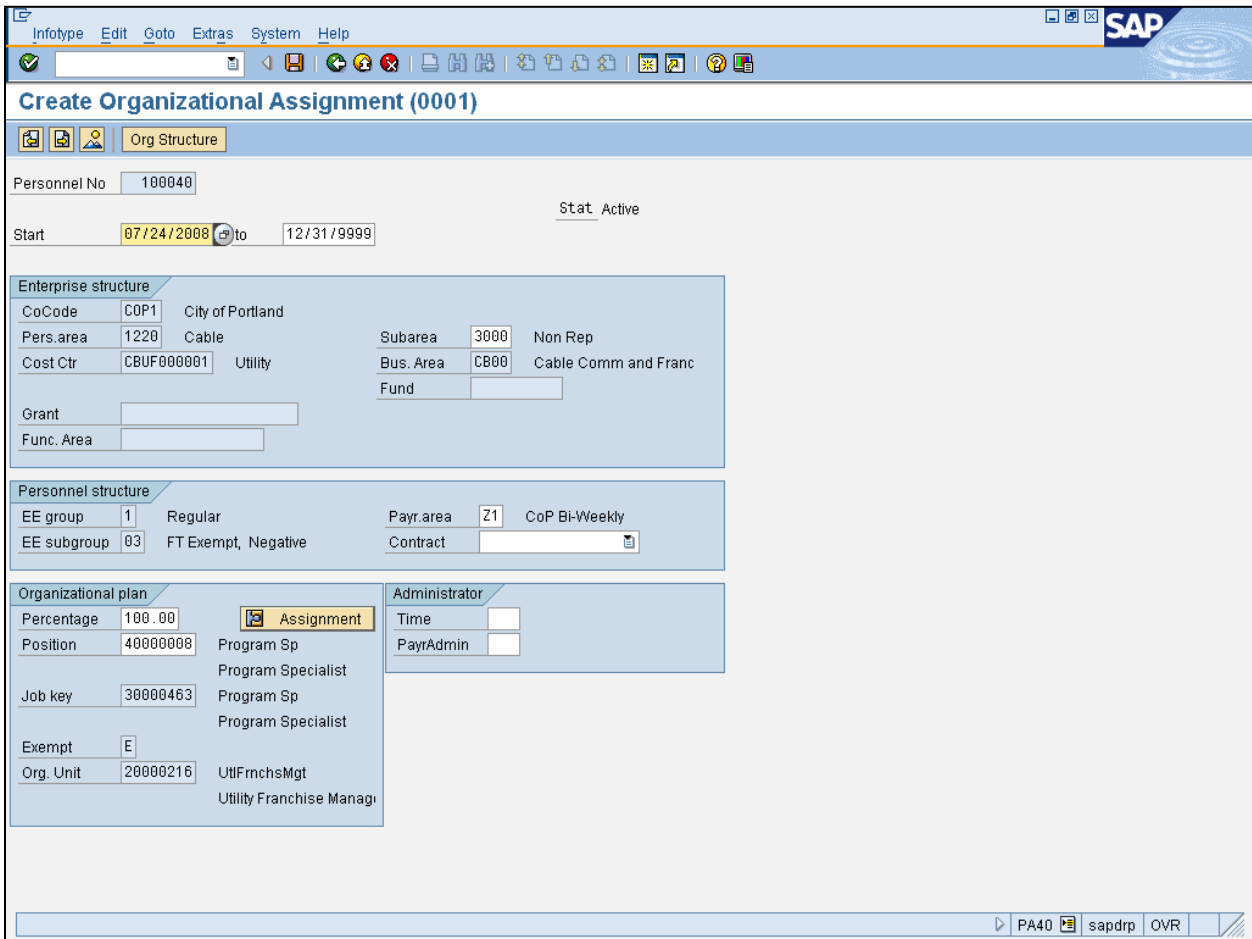


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12. Click **Save** button  . The *Create Organizational Assignments (0001)* screen displays.

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

Create Organizational Assignment (0001)



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

- Personnel No:** 100040, Stat: Active
- Start:** 07/24/2008 to 12/31/9999
- Enterprise structure:**
 - CoCode: COP1, City of Portland
 - Pers.area: 1220, Cable
 - Subarea: 3000, Non Rep
 - Cost Ctr: CBUF000001, Utility
 - Bus. Area: CB00, Cable Comm and Franc
 - Fund: [empty]
 - Grant: [empty]
 - Func. Area: [empty]
- Personnel structure:**
 - EE group: 1, Regular
 - Payr.area: Z1, CoP Bi-Weekly
 - EE subgroup: 03, FT Exempt, Negative
 - Contract: [empty]
- Organizational plan:**
 - Percentage: 100.00
 - Position: 40000008, Program Sp
 - Job key: 30000463, Program Sp
 - Exempt: E
 - Org. Unit: 20000216, UIIFrnchsMgt, Utility Franchise Manag
- Assignment:** [empty]
- Administrator:**
 - Time: [empty]
 - PayAdmin: [empty]

The bottom status bar shows: PA40 | sapdrp | OVR

13. Click **Time** field .


14. Click **Time** matchcode  . The *Administrator for Time Recording (XXXX)* dialog box displays.



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Administrator for Time Recording (XXXX) YYYY Entries found

15. Select **001 Justice, Carol S** list item **001 Justice, Carol S** .

 Only Timekeepers in your bureau are listed.

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



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Create Organizational Assignment (0001)


The screenshot shows the SAP 'Create Organizational Assignment (0001)' 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:

- Personnel No:** 100040
- Stat:** Active
- Start:** 07/24/2008 to 12/31/9999
- Enterprise structure:**
 - CoCode: COP1 (City of Portland)
 - Pers.area: 1220 (Cable)
 - Subarea: 3000 (Non Rep)
 - Cost Ctr: CBUF000001 (Utility)
 - Bus. Area: CB00 (Cable Comm and Franc)
 - Fund: [Empty]
 - Grant: [Empty]
 - Func. Area: [Empty]
- Personnel structure:**
 - EE group: 1 (Regular)
 - Payr.area: Z1 (CoP Bi-Weekly)
 - EE subgroup: 03 (FT Exempt, Negative)
 - Contract: [Empty]
- Organizational plan:**
 - Percentage: 100.00
 - Position: 40000008 (Program Sp)
 - Job key: 30000463 (Program Sp)
 - Exempt: E
 - Org. Unit: 20000216 (UtilFrnchsMgt - Utility Franchise Managi)
- Assignment:** [Button]
- Administrator:**
 - Time: 001
 - PayrAdmin: [Empty]


At the bottom, a status bar shows 'Record created' and navigation icons. The taskbar at the very bottom displays 'PA40', 'sapqr2', and 'INS'.

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

 The system returns the message, "Record created".

 For Police and Fire Bureau employees, please complete the Contract Field to indicate the availability for employees.

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

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



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Delimit Vacancy

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

Field	R/O/C	Description
Delimit on	R	End date. Example: 072408

20. Click **Yes** button .



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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: Vandivier



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Field	R/O/C	Description
First name	R	The name that precedes the surname; aides in identifying the individual. Example: Sharon
Middle name	R	Middle name of employee. Example: P
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: 999999940
Date of Birth	R	Year, month and day of birth. Example: 10/01/1955

- 23. Click **Enter** button  . The *Create Personal Data* screen updates.
 - 24. 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. Below the menu is a toolbar with various icons. The main area contains the following data:

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	Stat Active Time 001
Start	07/24/2008	to	12/31/9999		


Below this is a section for 'Communication (0105)'. It contains two fields: 'Type' with value '0001' and 'System user name (SY-UNAME)', and 'ID/number' with value 'SVandivier'.

At the bottom of the screen, a status bar shows a green checkmark icon and the text 'Record created'. On the right side of the status bar, there are icons for help, a search icon, and the text 'PA40', 'sapqr2', and 'INS'.

25. Click **Enter** button  .

 The system returns the message, "Record created".

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

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



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Create Addresses (0006)

The screenshot shows the SAP 'Create Addresses (0006)' transaction. The top bar includes the SAP logo and menu options like 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the title bar, there are navigation icons and a 'Foreign address' button. The main data area contains the following fields:

- 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
- Stat: Active
- Time: 001
- Start: 07/24/2008 to 12/31/9999

The 'Address' section is expanded, showing:

- Address type: Permanent/Mailing address
- c/o: [empty]
- Address line 1: [empty] (checked)
- Address line 2: [empty]
- City/county: [empty] (checked)
- State/zip code: [empty] (checked)
- Country Key: USA
- Telephone Number: [empty]

Below the address fields is a 'Communications' section with four rows of 'Type', 'Number', and 'Exte' fields, all currently empty.

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

27. Click **Address line 1** field

A close-up of the 'Address line 1' field, which is a text input box with a checkmark icon on the left side.

The system returns the message, "Record created".




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

Field	R/O/C	Description
Address line 1	R	Street address. Example: 990 Strother Street



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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: 97204

29. Click **Enter** button  . The *Create Addresses (0006)* screen updates.
30. Click **Save** button  . The *Create Residence Tax Area (0207)* screen updates.
 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. 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
EE group	1 Regular	Pers.area	1220 Cable
EE subgroup	03 FT Exempt, Negative	Pers. subarea	3000 Non Rep
Stat	Active	Time	001
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 'Record created' on the left and 'PA40 sapqr2 INS' on the right.

31. Click **Enter** button  .

 The system returns the message, "Record created".

32. 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 several icons for navigation and actions. The main data area contains the following fields:

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
Stat	Active	Time	001	
Start	07/24/2008	to	12/31/9999	

Below this is the 'Work tax data' section:


Tax Area	OR01	Tri-Med Trans District
Allocation	100.00	%

At the bottom is the 'Tax Authorities in Area' table:


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

The bottom status bar shows a green checkmark icon and the text 'Record created'. On the right side of the status bar, there are icons for help, a search icon, and the text 'PA40', 'sapqr2', and 'INS'.

33. Click **Save** button  .

 The system returns the message, "Record created".

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

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



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Create Unemployment State (0209)

The screenshot shows the SAP 'Create Unemployment State (0209)' screen. The top bar includes the SAP logo and a menu 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	100040	Name	Sharon Vandivier		
EE group	1 Regular	Pers.area	1220	Cable	
EE subgroup	03 FT Exempt, Negative	Pers. subarea	3000	Non Rep	Stat Active Time 001
Start	07/24/2008	to	12/31/9999		

Below this is a section titled 'Unemployment data' with the following fields:


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

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

35. Click **Enter** button  .

 The system returns the message, "Record created".

36. Click **Save** button  . The *Create Working Info W4/W5US (0210)* screen displays.

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



Enter Personnel Action - New Hire (PA40)

Create Withholding Info W4/W5 US (0210)

The screenshot shows the SAP 'Create Withholding Info W4/W5 US (0210)' form. The form is titled 'Create Withholding Info W4/W5 US (0210)' and contains the following fields and sections:

- 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
- Stat:** Active
- Time:** 001
- 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..

At the bottom of the form, a message box displays: **Record created**. The SAP status bar at the bottom right shows: PA40 sapqr2 INS

37. Click **Filing Status** field .



The system returns the message, "Record created".



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

38. 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

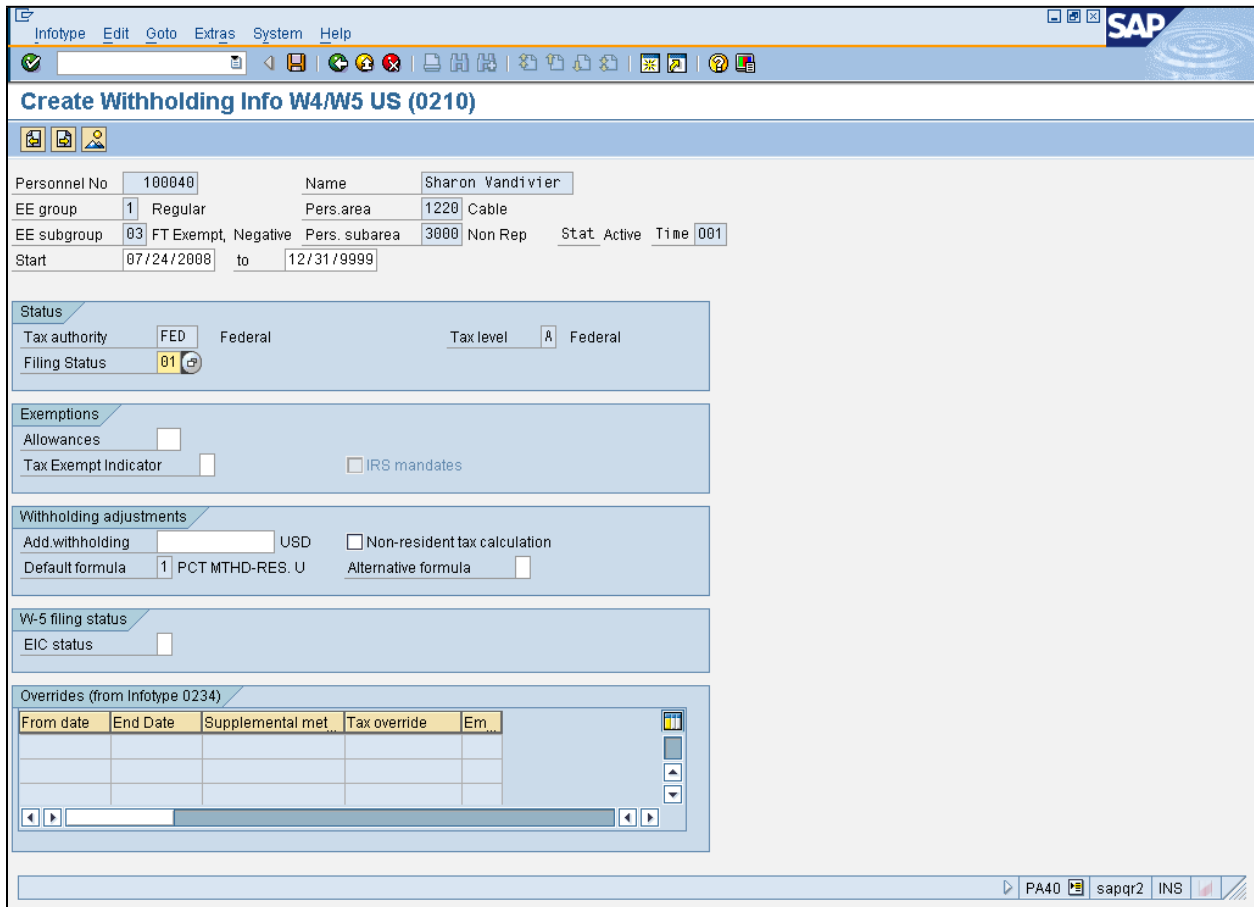
6 Entries found



Enter Personnel Action - New Hire (PA40)

39. Double-click **01 Single** list item 

Create Withholding Info W4/W5 US (0210)



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


Field	R/O/C	Description
Allowances	R	Number of exemptions claimed by the employee. Example: 1

41. Click **Enter** button 


42. Click **Save** button  . The screen updates.




Enter Personnel Action - New Hire (PA40)

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

43. Click **Filing Status** field .

 The system returns the message, "Record created".

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



Enter Personnel Action - New Hire (PA40)

Filing status (XXXX) YYYY Entries found

Filing status (1) 6 Entries found

Restrictions

Tax Authority: OR

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 - New Hire (PA40)

45. Double-click **01 Single** list item  .

Create Withholding Info W4/W5 US (0210)

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

Field	R/O/C	Description
Allowances	R	Number of exemptions claimed by the employee. Example: 1

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



Enter Personnel Action - New Hire (PA40)

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

Create Planned Working Time (0007)

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 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 PA40 sapqr2 INS

49. Click **Work schedule rule** field .

The system returns the message, "Record created".

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



Enter Personnel Action - New Hire (PA40)

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



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51. Double-click **080G0_01 MF 0600-1430** list item **080G0_01 MF 0600-1430** .

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'. The main content area is titled 'Create Planned Working Time (0007)' and contains a 'Work schedule' section with the following data:

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	07/24/2008	To	12/31/9999	

Below this is the 'Work schedule rule' section:

Work schedule rule	08060_01
Time Mgmt status	9 - Time evaluation of planned times
Working week	Working Week Starting Thursday
Additional time ID	


The 'Working time' section includes a table of values and a checkbox:

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 'PA40', 'sapqr2', 'INS', and a window icon.

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 - New Hire (PA40)

Create Basic Pay (0008)

The screenshot shows the SAP 'Create Basic Pay (0008)' form. The 'Personnel No' is 100040 and the 'Name' is Sharon Vandivier. The 'EE group' is 1 Regular, 'Pers.area' is 1220 Cable, and 'EE subgroup' is 03 FT Exempt, Negative. The 'Start' date is 07/24/2008 to 12/31/9999. The 'Subtype' is 0 Basic contract. In the 'Salary' section, 'Reason' is checked, 'PS type' is 02 Nonrepresented, 'PS Area' is NR NONREP, and 'PS group' is 6RD00050 Level 01. The 'Work hours/period' is 80.00 Bi-weekly. A table below shows wage types, with '0500 Regular Salaried Pay' selected. The bottom status bar shows 'Record created'.

54. Click **Reason** field  .

 The system returns the message, "Record created".

55. Click **Reason** matchcode  . The *Reason for Changing Master Data (XXXX)* screen displays.



Enter Personnel Action - New Hire (PA40)

Reason for Changing Master Data (XXXX) YYYY Entries found

The screenshot shows the SAP 'Create Basic Pay (0008)' dialog box. The 'Reason' dropdown menu is open, displaying a list of reasons. The '02 New Hire/Rehire' option is highlighted. The 'Personnel No' is 100040 and the 'Name' is Sharon Vandivier. The 'Reason' dropdown is currently set to '00 Step Increase - Rep'. The 'Subtype' is '001' and the 'Start' date is '12/25/2008'. The 'Wage Type' is 'Regular Sala'.

Reason	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

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



Enter Personnel Action - New Hire (PA40)

Create Basic Pay (0008)

The screenshot shows the SAP 'Create Basic Pay (0008)' form. The 'Personnel No' is 100040 and the 'Name' is Sharon Vandivier. The 'EE group' is 1 Regular, 'Pers.area' is 1220 Cable, and 'EE subgroup' is 03 FT Exempt, Negative. The 'Start' date is 07/24/2008 and the 'to' date is 12/31/9999. The 'Subtype' is 0 Basic contract. The 'Salary' section shows 'Reason' 02, 'PS type' 02 Nonrepresented, 'PS Area' NR NONREP, and 'PS group' 6RD00050 Level 01. The 'Capacity Util. Level' is 100.00 and 'Work hours/period' is 80.00 Bi-weekly. A table below shows wage types, with '0500 Regular Salaried Pay' having a 'Number/Unit' of 1 and a 'Unit' of USD. At the bottom, the 'IV' (Interim Value) is 12/25/2008 - 12/31/9999 with an amount of 0.00 USD.

57. Click **Amount** field .



The Minimum and Maximum grade level amounts represent range for this position's pay (viewed using **Level** matchcode).



Enter Personnel Action - New Hire (PA40)

Change Basic Pay (0008)

Change Basic Pay (0008)

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 Stat Active Time: 001

Start: 07/24/2008 to: 12/31/9999 Chng: 12/25/2008 HRMONICA

Subtype: 0 Basic contract

Reason: 02 New Hire/Rehire Capacity Util. Level: 100.00

PS type: 02 Nonrepresented Work hours/period: 80.00 BI-weekly

PS Area: NR NONREP Next increase:

PS group: 6RD00050 Level: 01 Annual salary: 54,766.40 USD

Wage Type Long Text	Amount	Curr	I	A	Number/Unit	Unit
0500 Regular Salaried Pay	2,106.40	USD				

IV 12/25/2008 - 12/31/9999 2,106.40 USD

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. Example: 2500.00

59. Click **Enter** button . The *Change Basic Pay (0008)* screen updates.

60. Click **Edit** from the main menu.

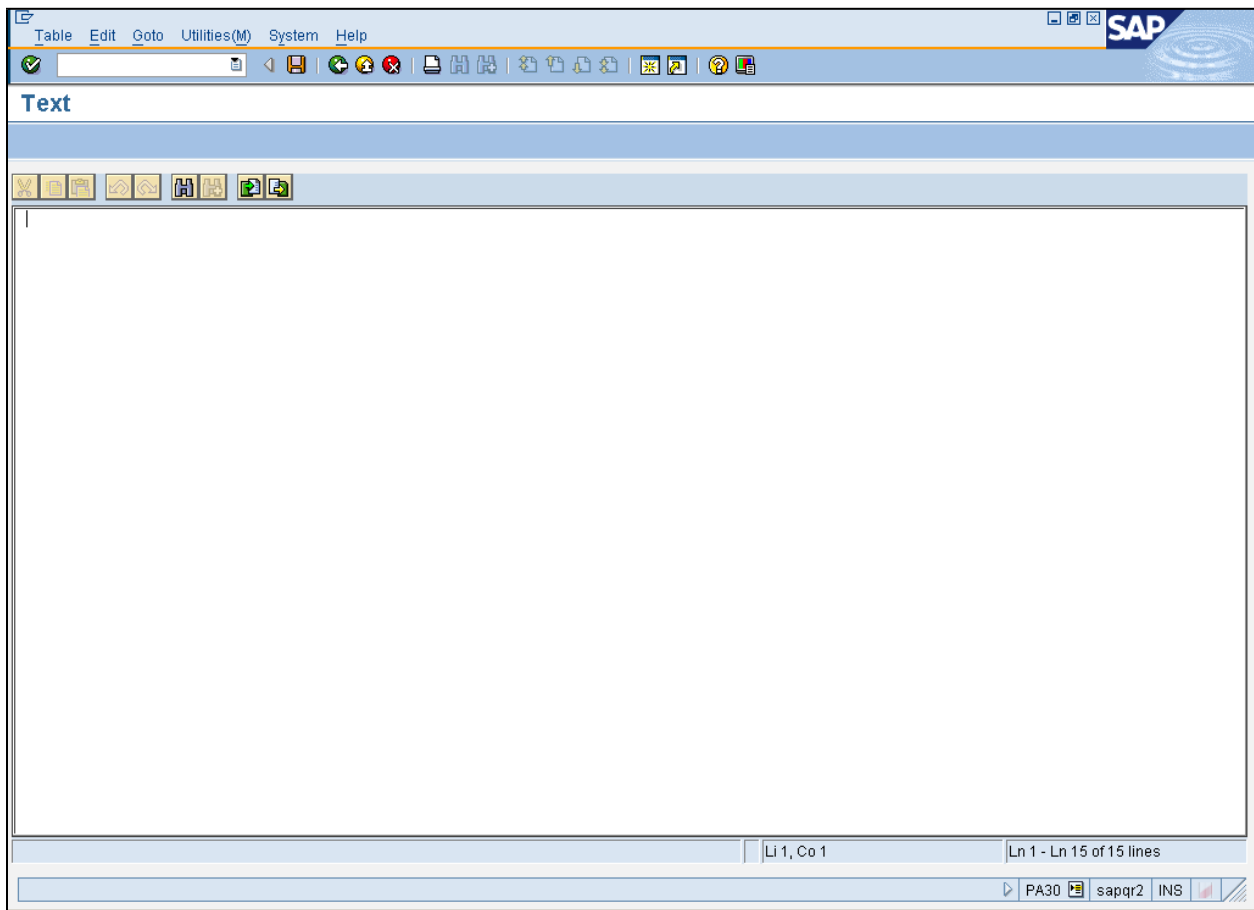


Enter Personnel Action - New Hire (PA40)

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

- 61. Select **Maintain text F9** menu item Maintain text F9

Text



- 62. As required, complete/review the following fields:

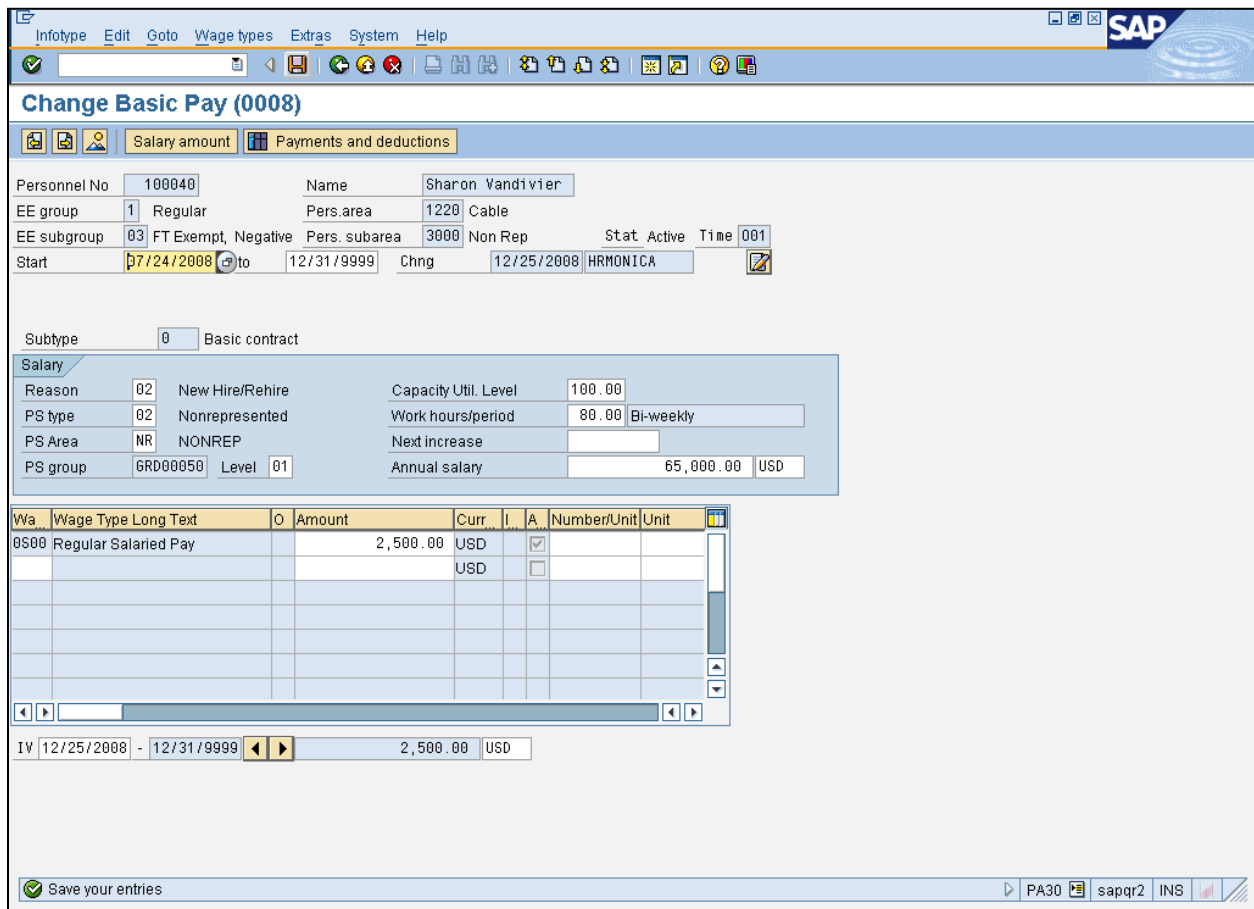
Field	R/O/C	Description
Text	R	Free text field used to provide additional information or an item description with reference to the current activity. Example: Employee approved at midpoint for hire. See paperwork.



Enter Personnel Action - New Hire (PA40)

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

Create Basic Pay (0008)



The screenshot shows the SAP 'Change Basic Pay (0008)' screen. The top menu bar includes 'Infotype', 'Edit', 'Goto', 'Wage types', 'Extras', 'System', and 'Help'. The title bar shows 'SAP'. Below the menu is a toolbar with various icons. The main area is titled 'Change Basic Pay (0008)' and has two tabs: 'Salary amount' (selected) and 'Payments and deductions'. The form contains the following data:

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, Stat Active Time: 001
 Start: 07/24/2008 to 12/31/9999, Chng: 12/25/2008 HRMONICA

Subtype: 0 Basic contract

Salary

Reason: 02 New Hire/Rehire, Capacity Util. Level: 100.00
 PS type: 02 Nonrepresented, Work hours/period: 80.00 Bi-weekly
 PS Area: NR NONREP, Next increase:
 PS group: 6RD00050, Level: 01, Annual salary: 65,000.00 USD

Wage Type	Long Text	Amount	Curr	I	A	Number/Unit	Unit
0500	Regular Salaried Pay	2,500.00	USD		<input checked="" type="checkbox"/>		
			USD		<input type="checkbox"/>		

At the bottom, there is a summary row: IV 12/25/2008 - 12/31/9999, 2,500.00 USD. The status bar at the bottom right shows 'PA30', 'sapqr2', and 'INS'. A 'Save your entries' button is visible in the bottom left corner.

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



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



This icon indicates a note is present on this infotype to review.



Enter Personnel Action - New Hire (PA40)


Create Bank Details (0009)


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 Stat Active Time 001
Start 07/24/2008 to 12/31/9999

Bank details
Bank details type Main bank
Payee Sharon Vandivier
Postal Code/City 97204 Portland
Bank Country USA
Bank Key
Bank Account Bank control key
Payment method H Payroll Check
Purpose
Payment currency USD


Record created PA40 sapqr2 INS

65. Click **Enter** button  .

 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.

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

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



Enter Personnel Action - 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 contains the following data:

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		
Stat	Active	Time	001			
Start	07/24/2008	to	12/31/9999	Chng	12/25/2008	HRMONICA

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			

At the bottom of the screen, a status bar shows 'Record created' on the left and 'PA40 sapq2 INS' on the right.

67. Click **Enter** button  .

 The system returns the message, "Record created".

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



Enter Personnel Action - New Hire (PA40)

Create Additional Personal Data (0077)

The screenshot shows the SAP 'Create Additional Personal Data (0077)' 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 contains a form with the following fields:

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
Stat	Active	Time	001
Start	07/24/2008	To	12/31/9999

Below the main form, there are several sections for additional data:

- Ethnicity(New)**: A dropdown menu.
- Race Data**: A list of race categories with checkboxes:
 - Race Category
 - American Indian or Alaskan Native
 - Asian
 - Black or African American
 - Native Hawaiian or Other Pacific Islander
 - White
- Military status**: A dropdown menu.
- Veteran Status**: A list of veteran status options with checkboxes:
 - Special disabled veteran
 - Vietnam-era veteran
 - Other Protected Veteran
 - Recently separated veteran
 - Armed Forces Service Medal Veteran
 - Disabled Veteran
- Disability**: A list of disability options with checkboxes and date fields:
 - Disability
 - Disability Date:
 - Date Learned:

The bottom right corner of the screen shows the status bar with 'PA40', 'sapqr2', and 'INS'.

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

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

71. Select **Asian** check box Asian

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

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

73. Click **Enter** button . The *Create Additional Personal Data (0077)* screen updates.

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



Enter Personnel Action - New Hire (PA40)

Create Monitoring of Tasks (0019)

75. Click **Task Type** combo box

The system returns the message, "Record created".




76. Select **End of Probation** list item

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

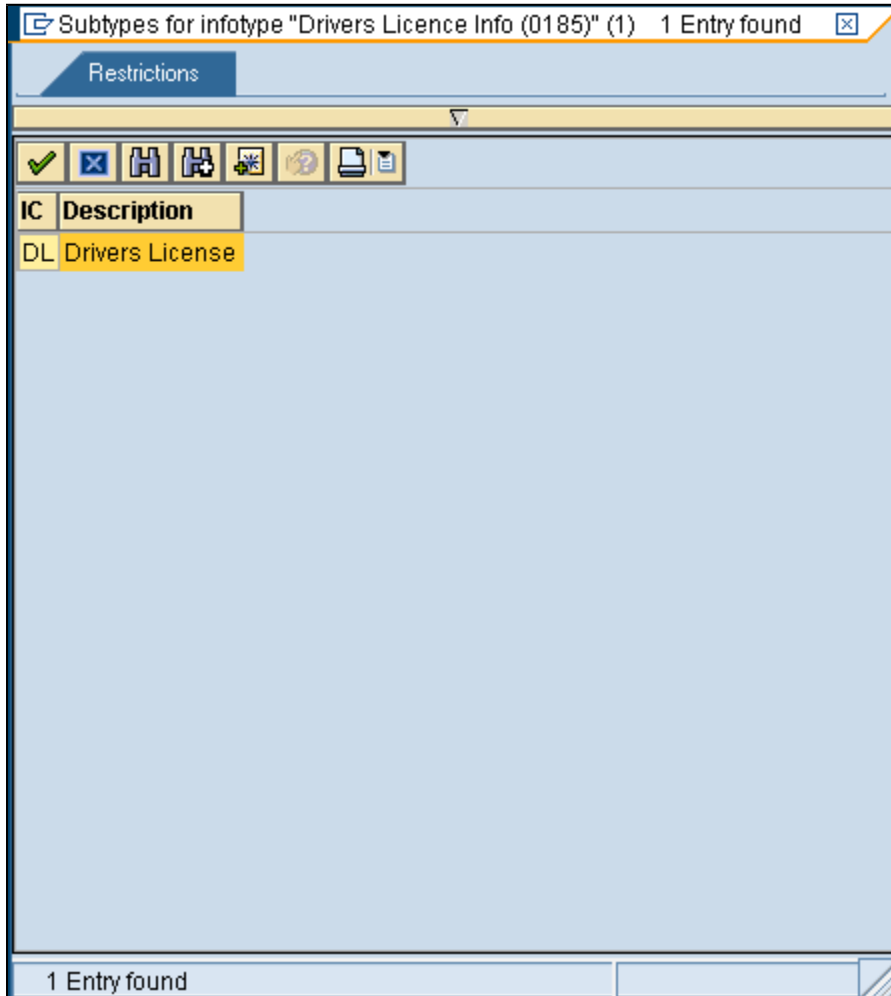
Field	R/O/C	Description
Date of Task	R	Task type effective date. Example: 042409



Enter Personnel Action - New Hire (PA40)

- 78. Click **Enter** button  . The *Create Monitoring of Tasks (0019)* screen updates.
- 79. Click **Save** button  . The *Subtypes for infotype "Drivers Licence Info (0185)" (XXXX)* dialog box displays.
 -  The system returns the message, "Save your entries".

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



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



Enter Personnel Action - New Hire (PA40)

Create Drivers Licence Info (0185)

81. Click **ID number** field .

The system returns the message, "Record created".

82. 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: 99874313




Enter Personnel Action - New Hire (PA40)

Field	R/O/C	Description
Valid to	R	Ending date when specifying a range of dates. Example: 07/24/2010
Place of issue	R	The state, city or other location where the object was issued. Example: OR

83. Click **Enter** button  .

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

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




Enter Personnel Action - New Hire (PA40)

Create Objects on Loan (0040)

85. Click **Object on loan** field .



The system returns the message, "Record created".

86. Click **Object on loan** matchcode  . The *Object on loan (XXXX)* dialog box displays.



Enter Personnel Action - New Hire (PA40)

Object on loan (XXXX) YYYY Entries found

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 Stat Active Time 001
Start 07/24/2008 to 12/31/9999

Objects on Loan (0040) Object on loan (1) 15 Entries found

STyp	Name
01	Key(s)
02	Clothing
03	Books
04	Tool(s)/Equipment
05	Access/ID
06	Cell Phone
07	Pager
9001	PCARD
9002	Satellite phone
9003	Scanner
9004	Blackberry/TREO
9005	Laptop Computer
9006	PDA
9007	Phone Card
9008	Radio/Walkie Talkie

87. Double-click 06 Cell Phone list item 06 Cell Phone .




Enter Personnel Action - New Hire (PA40)

Create Objects on Loan (0040)

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

Field	R/O/C	Description
Number	R	Unique identifier assigned to a notification, work order, or a customer/vendor profile ID. Example: 1

89. Click **unit** field .

90. Click **unit** matchcode  . The *Unit of time/meas. (XXXX)* dialog box displays.



Enter Personnel Action - New Hire (PA40)

Unit of time/meas. (XXXX) YYYY Entry found

Unit	Pieces
	Pieces

91. Double-click **Pieces** list item **Pieces** . The *Create Objects on Loan (0040)* page updates.



Enter Personnel Action - New Hire (PA40)

Create Objects on Loan (0040)

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


Field	R/O/C	Description
Loan object no.	R	A unique, user-defined number representing the object on loan. Example: 124567
Line 1	R	Example: Motorola




Enter Personnel Action - New Hire (PA40)

93. Click **Enter** button  . The *Create Objects on loan (0040)* screen updates.

94. Click **Save** button  .

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

 The system returns the message, "Record created".



PA40

Work Instruction

Enter Personnel Action - New Hire (PA40)

Result

You have entered data for a new employee.