



Enter Personnel Action - Leave of Absence (PA40)

Purpose

Use this procedure to enter a leave of absence.

Trigger

Perform this procedure when you receive a leave of absence approval letter.

Prerequisites

- Personnel Number (PERNR) or
- Employee Name

Menu Path

Use the following menu path to begin this transaction:

- N/A

Transaction Code

PA40

Helpful Hints

- R/O/C column in tables represents Required, Optional, or Conditional entry.



Enter Personnel Action - Leave of Absence (PA40)

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 search section with 'Personnel no.' and 'From' input fields. Below this is a table titled 'Personnel Actions' with columns for '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 'QR2 (1) 220', 'sapqr2', and 'INS'.

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. Example: 100045



Enter Personnel Action - Leave of Absence (PA40)

3. Click **Enter** button  . The *Personnel Actions* screen updates.
4. As required, complete/review the following fields:

Field	R/O/C	Description
From	R	Beginning value to be entered when specifying a range. Example: 09/01/2008

5. Select **Leave of Absences - Unpaid** list item  .
6. Click **Execute** button  . The *Copy Actions (0000)* screen displays.

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 SAP logo is visible in the top right corner. Below the menu bar, there are icons for 'Execute info group' and 'Change info group'. The main area contains the following fields:

- Pers.No.:** 100045
- Name:** Deanna Maddy
- EE group:** 1 Regular
- Pers.area:** 1270 OMF-Financial Services
- EE subgroup:** 01 FT Covered, Negative
- Pers. subarea:** 3150 DCTU-AFSCME
- Status:** Active
- Start:** 09/01/2008 to 12/31/9999

Below these fields are three sections:

- Personnel action:** Action Type is 'Leave of Absences - UnPaid'. Reason for Action is empty.
- Status:** Customer-specific is 'On Leave', Employment is 'Active', and Special payment is 'Standard wage type'.
- Organizational assignment:** Position is 40000122 OSS II, Personnel area is 1270 OMF-Financial Services, Employee group is 1 Regular, and Employee subgroup is 01 FT Covered, Negative.

At the bottom, there is an 'Additional actions' table with columns: Start Date, Act, Action Type, ActR, and Reason for action. The table is currently empty.

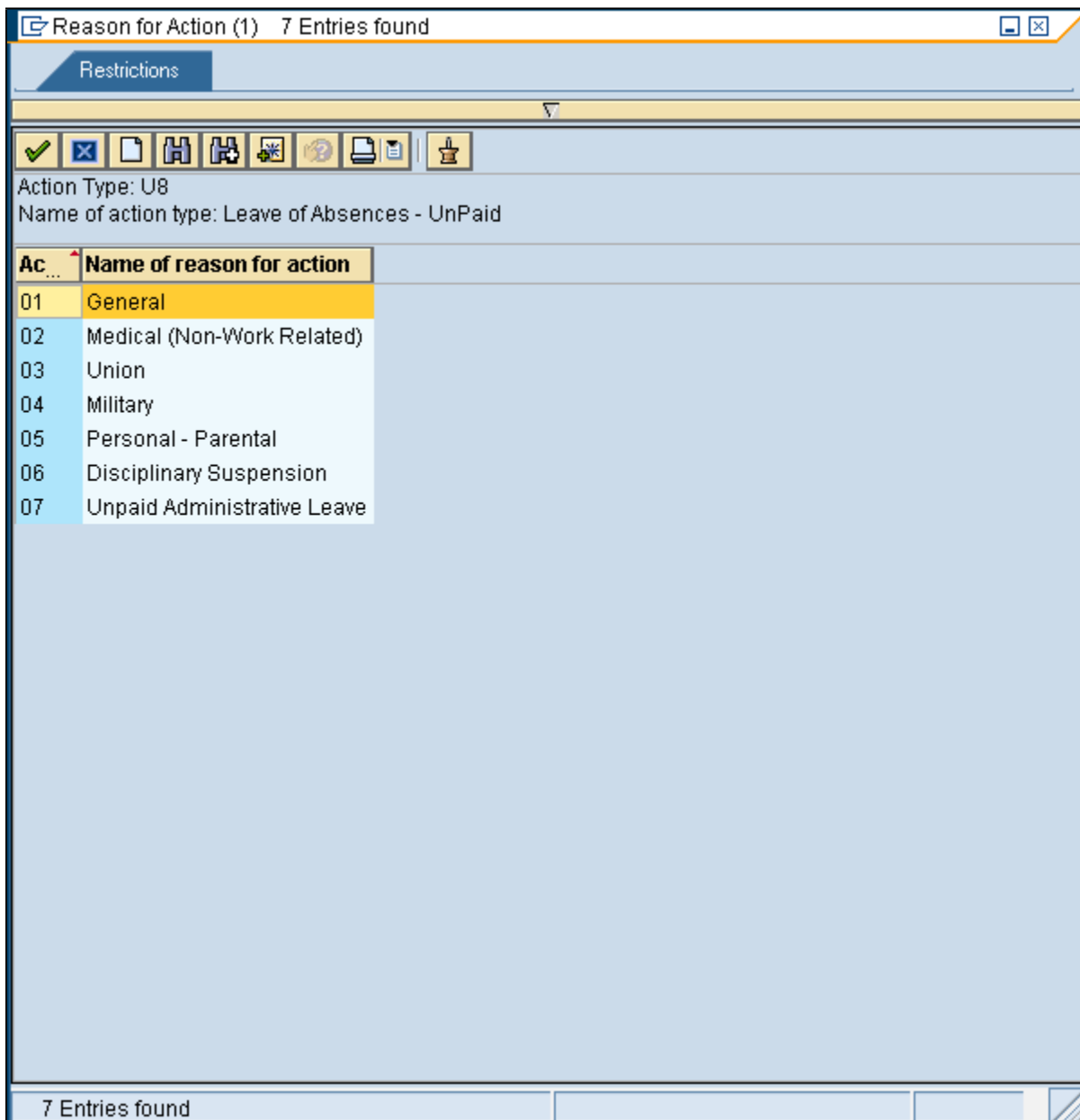
The bottom status bar shows 'QR2 (1) 220', 'sapqr2', 'INS', and a window icon.



Enter Personnel Action - Leave of Absence (PA40)

- 7. Click **Reason for Action** field .
- 8. Click **Reason for Action** matchcode . The *Reason for Action (XXXX)* dialog box displays.

Reason for Action (XXXX) YYYY Entries found



Reason for Action (1) 7 Entries found

Restrictions

Action Type: U8
Name of action type: Leave of Absences - UnPaid

Ac...	Name of reason for action
01	General
02	Medical (Non-Work Related)
03	Union
04	Military
05	Personal - Parental
06	Disciplinary Suspension
07	Unpaid Administrative Leave

7 Entries found



Enter Personnel Action - Leave of Absence (PA40)

- 9. Double-click **05 Personal - Parental** list item **05 Personal - Parental** . The *Copy Actions (0000)* screen updates.

Copy Actions (0000)

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

- Pers.No.:** 100045
- Name:** Deanna Maddy
- EE group:** 1 Regular
- Pers.area:** 1270 OMF-Financial Services
- EE subgroup:** 01 FT Covered, Negative
- Pers. subarea:** 3150 DCTU-AFGCME
- Status:** Active
- Start:** 09/01/2008 to 12/31/9999

Below these fields are three sections:

- Personnel action:** Action Type: Leave of Absences - UnPaid; Reason for Action: 05
- Status:** Customer-specific: On Leave; Employment: Active; Special payment: Standard wage type
- Organizational assignment:** Position: 40000122 OSS II; Personnel area: 1270 OMF-Financial Services; Employee group: 1 Regular; Employee subgroup: 01 FT Covered, Negative

At the bottom, there is an 'Additional actions' table with columns: Start Date, Act, Action Type, ActR, Reason for action.

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









Enter Personnel Action - Leave of Absence (PA40)

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 Data:** Personnel No. 100045, Name Deanna Maddy, EE group 1 Regular, Pers. area 1270 OMF-Financial Services, EE subgroup 01 FT Covered, Negative, Pers. subarea 3150 DCTU-AFSCME, Status Active, Start 09/01/2008 to 12/31/9999.
- Enterprise structure:** CoCode C0P1 City of Portland, Pers. area 1270 OMF-Financial Services, Subarea 3150 DCTU-AFSCME, Cost Ctr MFFS000002, Acct Process, Bus. Area MF00 Office of Management Finar, Fund.
- Personnel structure:** EE group 1 Regular, Payr. area Z1 CoP Bi-Weekly, EE subgroup 01 FT Covered, Negative, Contract.
- Organizational plan:** Percentage 100.00, Position 40000122 OSS II Office Support Specialie, Job key 30000012 OSS II Office Support Specialie, Exempt N, Org. Unit 20000753 Processing Accounting Process Sei.
- Assignment:** Assignment button, Administrator Time, PayrAdmin.

A status bar at the bottom indicates 'Record created' and shows system information: QR2 (1) 220, sapqr2, INS.

13. Click **Enter** button  . The *Create Organizational Assignment (0001)* screen updates.
 The system returns the message, "Record created".
14. Click **Enter** button  . The *Create Organizational Assignment (0001)* screen updates.
 The system returns the message, "Record valid from XXXX to YYYY delimited at end".
15. Click **Save** button  . The *Create Monitoring of Tasks (0019)* screen displays.
 The system returns the message, "Save your entries".



Enter Personnel Action - Leave of Absence (PA40)

Create Monitoring of Tasks (0019)

16. Click **Date of Task** field .

The system returns the message, "Record created".

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


Field	R/O/C	Description
Date of Task	R	Task type effective date. Example: 12/01/2008


18. Click **Enter** button .



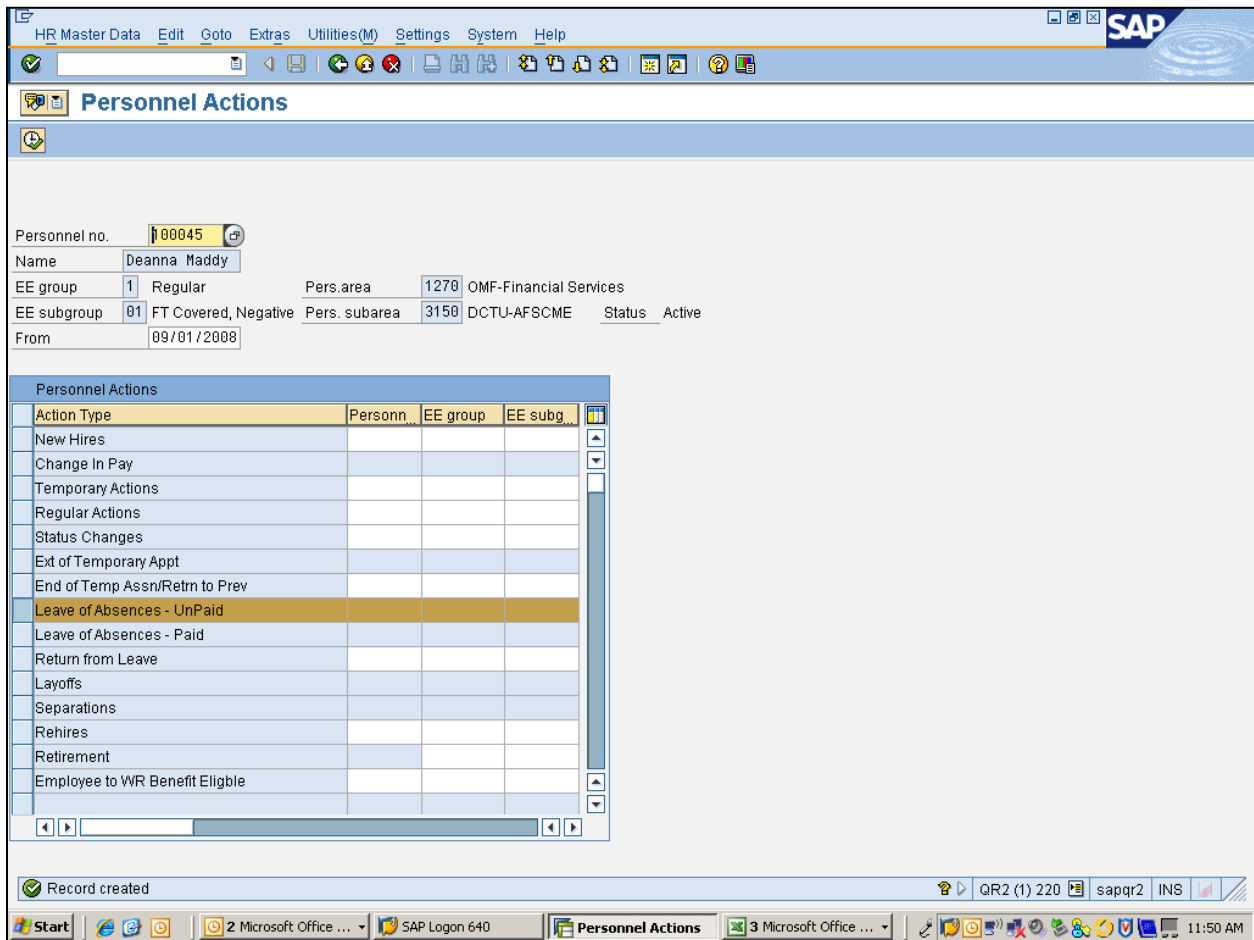
Enter Personnel Action - Leave of Absence (PA40)

19. Click **Save** button  .

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

 A reminder date is automatically set one month prior to the date the leave is going to end. This can be changed to a shorter or longer period of time.

Personnel Actions




The screenshot shows the SAP HR Master Data 'Personnel Actions' screen. 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. Below the menu is a toolbar with various icons. The main area displays the following data:

Personnel no. 00045
Name Deanna Maddy
EE group 1 Regular Pers.area 1270 OMF-Financial Services
EE subgroup 01 FT Covered, Negative Pers. subarea 3150 DCTU-AFSCME Status Active
From 09/01/2008

Action Type	Personn...	EE group	EE subg...
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			
Employee to WR Benefit Eligible			

At the bottom of the screen, a status bar shows 'Record created' and 'QR2 (1) 220 sapqr2 INS'. The Windows taskbar at the very bottom shows the Start button, several open applications (Microsoft Office, SAP Logon 640, Personnel Actions, and another Microsoft Office application), and the system clock showing 11:50 AM on 7/27/2011.

20. Click **Exit** button  .

 The system returns the message, "Record created".



PA40

Work Instruction

Enter Personnel Action - Leave of Absence (PA40)

Result

You have entered a leave of absence.