



## Enter Personnel Action - Status Change: 80 to 72 in Pay Grade

### 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 grade.

### 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.
- To determine a pay amount for an employee, take their previous pay value and multiply by .90 to determine the new amount.
- For employees in a pay grade, you manually have to calculate and enter the **Amount** in the Basic Pay (0008) infotype. For employees in pay scales, the system automatically calculates and enters the **Amount**.



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### 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> 100266



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Field	R/O/C	Description
From	R	Beginning value to be entered when specifying a range. <b>Example:</b> 04162009

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. The top menu bar includes 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. The title bar shows 'SAP'. Below the menu bar is a toolbar with various icons. The main content area is titled 'Copy Actions (0000)' and contains several sections:

- Execute info group** and **Change info group** buttons.
- Pers.No.** 100266
- Name** Schedule Change Pay Grade
- EE group** 1 Regular, **Pers.area** 1120 Transportation
- EE subgroup** 01 FT Covered, Negative, **Pers. subarea** 3000 Non Rep, **Status** Active
- Start** 04/16/2009 to 12/31/9999
- Personnel action** section with **Action Type** U3 Status Change and an empty **Reason for Action** field.
- Status** section with **Customer-specific** 0, **Employment** 3 Active, and **Special payment** 1 Standard wage type.
- Organizational assignment** section with **Position** 40003871 Adm Ast, **Personnel area** 1120 Transportation, **Employee group** 1 Regular, and **Employee subgroup** 01 FT Covered, Negative.
- Additional actions** table with columns: Start Date, Act., Action Type, ActR, Reason for action.

The bottom 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.



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Reason for Action (XXXX) YYYY Entries found

Reason for Action (1) 9 Entries found

Restrictions

Action Type: U3  
Name of action type: Status Change

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

9 Entries found

7. Double-click **04 Increase/Decrease Hours** list item



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### 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 'Copy Actions (0000)'. Below the title bar are two buttons: 'Execute info group' and 'Change info group'. The main area contains several sections:






- Pers. No.:** 100266
- Name:** Schedule Change Pay Grade
- EE group:** 1 Regular, **Pers. area:** 1120 Transportation
- EE subgroup:** 01 FT Covered, Negative, **Pers. subarea:** 3000 Non Rep, **Status:** Active
- Start:** 04/16/2009 to 12/31/9999

Below these are three expandable sections:

- Personnel action:** Action Type: U3 Status Change, Reason for Action: 04
- Status:** Customer-specific: 0, Employment: 3 Active, Special payment: 1 Standard wage type
- Organizational assignment:** Position: 40003871 Adm Ast, Personnel area: 1120 Transportation, Employee group: 1 Regular, Employee subgroup: 01 FT Covered, Negative

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

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

8. Click **Enter** button  .
9. Click **Enter** button  .  
 The system returns the message, "Record valid from XXXX to YYYY delimited at end".
10. 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)

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 Data:** Personnel No (100266), Name (Schedule Change Pay Grade), EE group (1 Regular), Pers.area (1120 Transportation), EE subgroup (01 FT Covered, Negative), Pers. subarea (3000 Non Rep), Stat. Active, Start (04/16/2009) to (12/31/9999).
- Enterprise structure:** CoCode (COP1 City of Portland), Pers.area (1120 Transportation), Subarea (3000 Non Rep), Cost Ctr (TRDR000001 PDOT Admin), Bus. Area (TR00 Portland Office Transportati), 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), Position (40003871 Adm Ast), Job key (30000434 Adm Ast), Exempt (N), Org. Unit (20000392 Env&Opl Sys Environmental & Operat).
- Assignment:** An 'Assignment' button is visible.
- Administrator:** Time ( ), PayrAdmin ( ).

A 'Record created' message is displayed at the bottom left of the window. The status bar at the bottom right shows 'DRP (1) 310 sapdrp OVR'.


11. Click **Enter** button  .

 The system returns the message, "Record created".

12. Click **Enter** button  .

 The system returns the message, "Record valid from XXXX to YYYY delimited at end".

13. Click **Save** button  . The *Create Planned Working Time (0007)* screen displays.


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



## Enter Personnel Action - Status Change: 80 to 72 in Pay Grade

### Create Planned Working Time (0007)

14. Click **Work schedule rule** field  .

 The system returns the message, "Record created".

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



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Restrict Value Range (XXXX) YYYY Entries found

WS rule	Work schedule rule text	PWS	Start Date	End Date
080F6_00	MF 0530-1400	40F1	01/01/2007	12/31/9999
080F6_01	M10-1830,TH530-14,U13-213	40F2	01/01/2007	12/31/9999
080G0_01	MF 0600-1430	40G0	01/01/2007	12/31/9999
080G0_04	MF6-1430,TW16-243,H11-193	40G6	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
080H0_08	MH_700-1600, U_800-1430	40H0	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
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_03	MH8-1700,TU8-1600,F8-1630	40I9	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_03	MH9-18,T14-18,WV7-18	40J5	01/01/2007	12/31/9999
080J9T00	MF 0945-1800	40J7	01/01/2007	12/31/9999
080K0_01	MF 1000-1900	40K1	01/01/2007	12/31/9999
080O6_00	MF 1430-2300	40O1	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
872I0_01	TF 0800-1730	36I3	01/01/2007	12/31/9999
880G0_00	MH 0600-1630	40G2	01/01/2007	12/31/9999
880G0_02	MH 0630-1730	40G7	01/01/2007	12/31/9999
880H0_00	MH 0700-1730	40HD	01/01/2007	12/31/9999
880H6_00	MT HF 0730-1830	40HX	01/01/2007	12/31/9999
880I0 01	MH 0800-1830	40I6	01/01/2007	12/31/9999





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- 16. Select **872FA\_00 MH 0550-1520** list item **872FA\_00 MH 0550-1520** .
- 17. Click **Enter (continue)** button  .

### Create Planned Working Time (0007)

- 18. Select **Edit** option **Edit** from the main menu.
- 19. Select **Edit** → **Maintain text F9** menu item **Maintain text F9** .



## Enter Personnel Action - Status Change: 80 to 72 in Pay Grade

### Text

20. 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.

21. Click **Save** button  . The *Create Planned Working Time (0007)* screen displays.




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### 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' tab. The 'Personnel No' is 100266, and the 'Name' is 'Schedule Change Pay Grade'. The 'EE group' is 1 (Regular), 'Pers.area' is 1120 (Transportation), and 'EE subgroup' is 01 (FT Covered, Negativ C. WBS rule). The 'WBS rule' is 080F6\_00 (PDOT Admin). The 'Start' date is 04/16/2009 and the 'To' date is 12/31/9999. The 'Work schedule rule' section shows 'Work schedule rule' as 072FA\_00 (MH 0550-1520), 'Time Mgmt status' as 9 9 - Time evaluation of planned times, and 'Working week' as 05 Working Week Starting Thursday. The 'Working time' section includes 'Employment percent' (100.00), 'Daily working hours' (9.00), 'Weekly working hours' (36.00), 'Monthly working hrs' (156.00), 'Annual working hours' (1872.00), and 'Weekly workdays' (4.00). There are also input fields for 'Min.' and 'Max.' values for daily, weekly, and monthly working hours, and a checkbox for 'Dyn. daily work schedule'. The bottom status bar shows 'Save your entries', 'DRP (1) 310', 'sapdrp', and 'OVR'.

22. Click **Save** button  .

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

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

 The system returns the message, "Record valid from XXXX to YYYY delimited at end".



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#### Create Basic Pay (0008)

Personnel No 100266 Name Schedule Change Pay Grade

EE group 1 Regular Pers. area 1120 Transportation

EE subgroup 01 FT Covered, Negative Pers. subarea 3000 Non Rep Stat Active

Start 04/16/2009 to 12/31/9999

Subtype 0 Basic contract

Salary

Reason  Capacity Util. Level 100.00

PS type 02 Nonrepresented Work hours/period 72.00 Bi-weekly

PS Area NR NONREP Next increase

PS group 6RD00040 Level 01 Annual salary USD

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

IV 04/24/2009 - 12/31/9999 0.00 USD

Record created

24. Click Reason field .

The system returns the message, "Record created".

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



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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

26. Double-click **Status Change** list item 07 Status Change



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### Create Basic Pay (0008)

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



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


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


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 **Amount** field  .



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 Click the **Level** field matchcode to see a pay grade's range for reference in determining midpoint amounts.


 The **Amount** requires manual calculation and entry.

30. 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. <b>Example:</b> 1449.76

31. Click **Enter** button  .

32. Click **Enter** button  .

 The system returns the message, "This entry deletes a record".

33. Click **Save** button  . The *Copy Date Specifications (0041)* screen displays.

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



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### 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	100266	Name	Schedule Change Pay Grade
EE group	1 Regular	Pers.area	1120 Transportation
EE subgroup	01 FT Covered, Negative	Pers. subarea	3000 Non Rep Stat. Active
Start	04/16/2009	to	12/31/9999


  

Date Specifications (0041)			
Date type	Date	Date type	Date
01 Original Hire Date	01/01/2008	U1 City Service Date	01/01/2008
U2 Job Class Annv. Date	01/01/2008	U3 Vac. Accrual Date	01/01/2008
U8 Bureau Start Date	01/01/2008		

At the bottom of the screen, a status bar shows 'Record created' on the left and 'DRP (1) 310 sapdrp OVR' on the right.

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

 The system returns the message, "Record created".

 No infotype changes are needed.






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### Create Monitoring of Tasks (0019)

The screenshot shows the SAP 'Create Monitoring of Tasks (0019)' 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: 100266, Name: Schedule Change Pay Grade, EE group: 1 Regular, Pers.area: 1120 Transportation, EE subgroup: 01 FT Covered, Negative, Pers. subarea: 3000 Non Rep, Stat: Active.
- Task Section:** Task Type: [dropdown], Date of Task: [checkbox], Processing Indicator: New task [dropdown].
- Reminder Section:** Reminder Date: [input], Lead/follow-up time: [input].
- Comments Section:** Three empty text input lines.

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

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



Infotype changes are optional.



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#### Personnel Actions

The screenshot shows the SAP Personnel Actions interface. At the top, there is a menu bar with options: 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 a search field for "Personnel no." and a "From" field. Below these fields is a table with the following columns: Action Type, Personn..., EE group, and EE subg... The table lists various action types such as New Hire, Change In Pay, TemporaryLT Duration Action, Regular Action, Status Change, etc. At the bottom right of the screen, there is a status bar showing "DRP (1) 310", "sapdrp", and "INS".

36. Click **Exit** button  .



**PA40**

**Work Instruction**

## **Enter Personnel Action - Status Change: 80 to 72 in Pay Grade**

### **Result**

You have changed an employee in a pay grade from working 80 hours per pay period to 72 hours per pay period.