



Enter Personnel Action - Status Change: FT to PT in Pay Scale

Purpose

Use this procedure to change the status of an employee in a pay scale from full time to part time.

Trigger

Perform this procedure when you have received the appropriate paperwork stating this change needs to be made in SAP.

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.



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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 options: HR Master Data, Edit, Goto, Extras, Utilities(M), Settings, System, Help. Below the menu bar is a toolbar with various icons. The main area contains a search field for 'Personnel no.' and a 'From' field. 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 Hire, Change In Pay, Temporary/LT Duration Action, Regular Action, Status Change, etc. At the bottom right of the screen, there is a status bar showing 'DRP (1) 310' and 'sapdrp OVR'.

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: 100267



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

- Personnel Data:**
 - Pers.No.: 100267
 - Name: Schdule Change Pay Scale
 - EE group: 1 Regular, Pers.area: 1290 OMF-CAO
 - EE subgroup: 01 FT Covered, Negative, Pers. subarea: 3150 DCTU-AFSCME, Status: Active
 - Start: 04/16/2009 to 12/31/9999
- Personnel action:**
 - Action Type: U3 Status Change
 - Reason for Action:
- Status:**
 - Customer-specific: 0
 - Employment: 3 Active
 - Special payment: 1 Standard wage type
- Organizational assignment:**
 - Position: 40001041 OSS I
 - Personnel area: 1290 OMF-CAO
 - Employee group: 1 Regular
 - Employee subgroup: 01 FT Covered, Negative
- Additional actions:**

Start Date	Act.	Action Type	ActR	Reason for action

At the bottom right of the screen, there is a status bar showing '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)' form. The top bar includes the SAP logo and menu options like 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the title bar, there are buttons for 'Execute info group' and 'Change info group'. The main form area contains several sections:

- Personnel Data:** Pers.No. 100267, Name 'Schdule Change Pay Scale', EE group 1 Regular, Pers.area 1290 OMF-CAO, EE subgroup 01 FT Covered, Negative, Pers. subarea 3150 DCTU-AFSCME, Status Active, Start 04/16/2009 to 12/31/9999.
- 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 40001041 OSS I, Personnel area 1290 OMF-CAO, Employee group 1 Regular, Employee subgroup 01 FT Covered, Negative.
- Additional actions:** A table with columns: Start Date, Act., Action Type, ActR, Reason for action.

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

8. Click **Employee subgroup** field .
9. Click **Employee subgroup** matchcode  . The *Employee subgroup (XXXX)* dialog box displays.



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Employee subgroup (XXXX) YYYY Entries found

Employee subgroup (1) 10 Entries found

Restrictions

EEGrp	Name of EE group	ESgrp	Name of EE subgrp
1	Regular	01	FT Covered, Negative
1	Regular	02	FT Covered, Positive
1	Regular	03	FT Exempt, Negative
1	Regular	04	FT Exempt OT, Neg
1	Regular	06	PT Covered, Positive
1	Regular	15	JS Covered, Negative
1	Regular	16	JS Exempt, Negative
1	Regular	17	JS Exempt OT, Neg
1	Regular	20	PT Exempt, Positive
1	Regular	21	PT Exempt OT, Pos

10 Entries found

10. Double-click **06 PT Covered, Positive** list item **06** PT Covered, Positive .



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When moving an employee from full-time to part-time, their time entry is changed from negative to positive.

Copy Actions (0000)

The screenshot shows the SAP 'Copy Actions (0000)' form. The top bar includes 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. The main form area contains the following fields:

- 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: 40001041 OSS I, Personnel area: 1290 OMF-CAO, Employee group: 1 Regular, Employee subgroup: 06 FT Covered, Negative
- Additional actions:** A table with columns: Start Date, Act, Action Type, ActR, Reason for action.

At the bottom right of the form, there are buttons for 'DRP (1) 310', 'sapdrp', and 'OVR'.

11. Click **Enter** button

12. Click **Enter** button



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

13. Click **Enter** button



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

14. Click **Save** button



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

15. Click **Enter** button

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

This note indicates that the position is set up with different attributes then what the employee has now.

16. Click **Enter** button . The *Create Organizational Assignment (0001)* screen displays.

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

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:


- Org Structure:** Personnel No: 100267, Name: Schedule Change Pay Scale, EE group: 1 Regular, Pers.area: 1290 OMF-CAO, EE subgroup: 01 FT Covered, Negative, Pers. subarea: 3150 DCTU-AFSCM Stat. Active, Start: 04/16/2009 to 12/31/9999.
- Enterprise structure:** CoCode: C0P1 City of Portland, Pers.area: 1290 OMF-CAO, Subarea: 3150 DCTU-AFSCME, Cost Ctr: MF0P000016 CityFleet Admin, Bus. Area: MF02 CityFleet, Fund: [empty].
- Personnel structure:** EE group: 1 Regular, Payr.area: Z1 CoP BI-Weekly, EE subgroup: 06 PT Covered, Positive, Contract: [empty].
- Organizational plan:** Percentage: 100.00, Position: 40001041, Job key: 30000011, Exempt: N, Org. Unit: 20000763 CityFit Svcs CityFleet Services.
- Assignment:** Assignment button, Administrator: Time, PayAdmin.

A status bar at the bottom indicates 'Record created' and shows user information: DRP (1) 310, sapdrp, OVR.




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17. Click **Enter** button  .

 The system returns the message, "Record created".

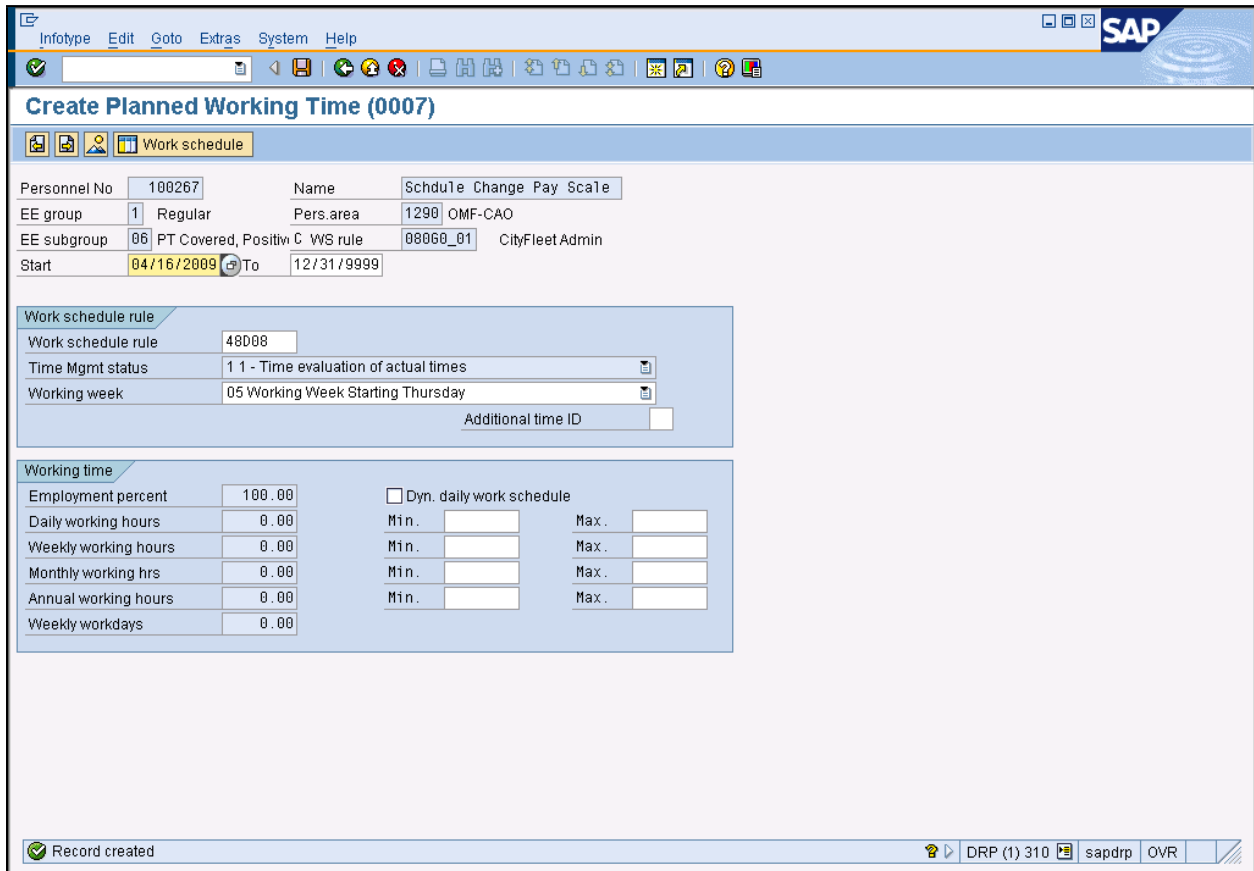
18. Click **Enter** button  .

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

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

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

Create Planned Working Time (0007)



The screenshot shows the SAP 'Create Planned Working Time (0007)' 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 of the screen is titled 'Create Planned Working Time (0007)' and contains several input fields and sections:

- Personnel No:** 100267
- Name:** Schedule Change Pay Scale
- EE group:** 1 Regular
- Pers.area:** 1290 OMF-CAO
- EE subgroup:** 06 PT Covered, Positiv C
- WS rule:** 00060_01
- CityFleet Admin:** CityFleet Admin
- Start:** 04/16/2009
- To:** 12/31/9999

Below these fields are two main sections:

- Work schedule rule:**
 - Work schedule rule:** 48D08
 - Time Mgmt status:** 11 - Time evaluation of actual times
 - Working week:** 05 Working Week Starting Thursday
 - Additional time ID:** (empty field)
- Working time:**
 - Employment percent:** 100.00
 - Daily working hours:** 0.00
 - Weekly working hours:** 0.00
 - Monthly working hrs:** 0.00
 - Annual working hours:** 0.00
 - Weekly workdays:** 0.00
 - Dyn. daily work schedule:** (checkbox, unchecked)
 - Min. / Max.:** (multiple empty input fields for minimum and maximum values)

At the bottom of the screen, there is a status bar that says 'Record created' and 'DRP (1) 310 sapdrp OVR'.

20. Click **Work schedule rule** field .



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The system returns the message, "Record created".

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




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Restrict Value Range (XXXX) YYYY Entry found





Restrict Value Range (1) 1 Entry found							
Restrictions							
ESG	Holiday Cal. ID	PSG	WS rule	Work schedule rule text	PWS	Start Date	End Date
3	ZP	50	OPEN24-7	24-7 Positive Emps Only	00A0	01/01/2007	12/31/9999



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- 22. Select **OPEN 24-7 24-7 Positive Emps Only** list item **OPEN24-7 24-7 Positive Emps Only** .
- 23. Click **Enter (continue)** button  .

Create Planned Working Time (0007)

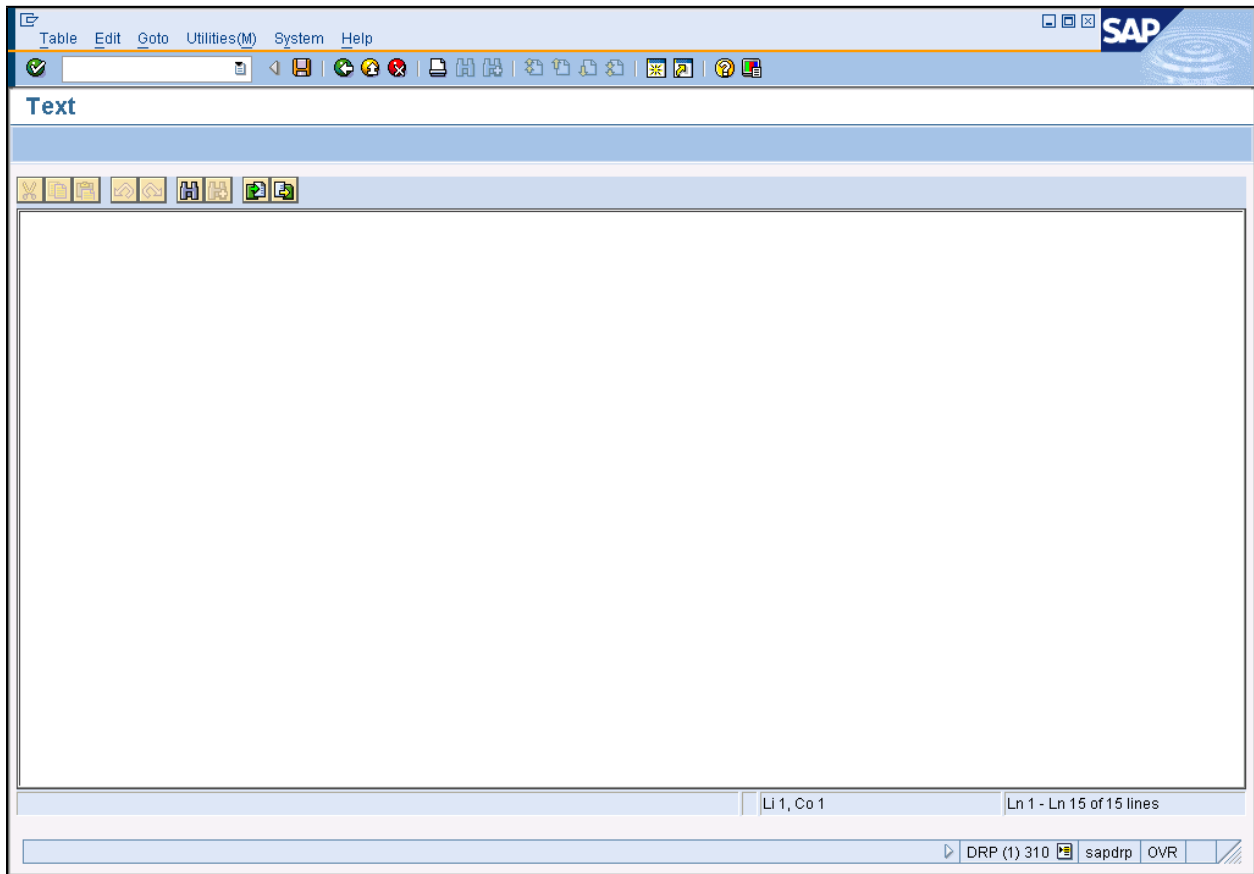
- 24. Click **Enter** button  .
- 25. Click **Save** button  .
 The system returns the message, "Record valid from XXXX to YYYY delimited at end".
- 26. Click **Edit** option **Edit** from the main menu.
 The system returns the message, "Save your entries".



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- 27. Select **Edit** → **Maintain text F9** menu item 

Text



- 28. 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 changing hours to PT.

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



Enter Personnel Action - Status Change: FT to PT in Pay Scale

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 form fields are as follows:

Personnel No	100267	Name	Schedule Change Pay Scale
EE group	1 Regular	Pers.area	1290 OMF-CAO
EE subgroup	06 PT Covered, Positiv C	WS rule	08060_01 CityFleetAdmin
Start	04/16/2009	To	12/31/9999

Work schedule rule


Work schedule rule	OPEN24-7 24-7 Positive Empls Only
Time Mgmt status	1 1 - Time evaluation of actual times
Working week	05 Working Week Starting Thursday
Additional time ID	

Working time


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	

At the bottom, there is a 'Save your entries' button and a status bar showing 'DRP (1) 310 sapdrp OVR'.

30. Click **Save** button  .

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

31. Click **Enter** 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 100267 Name Schdu1e Change Pay Scale

EE group 1 Regular Pers.area 1290 OMF-CAO

EE subgroup 06 PT Covered, Positive Pers. subarea 3150 DCTU-AFSC Stat. Active

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

Subtype 0 Basic contract

Pay scale

Reason Capacity Util. Level 100.00

PS type 01 Represented Work hours/period Bi-weekly

PS Area DT DCTU Next increase

PS group SCL02050 Level EN Annual salary USD

Wage Type Long Text	Amount	Curr.	I.	A.	Number/Unit	Unit
0H00 Regular Hourly Pay	13.26	USD	I	<input checked="" type="checkbox"/>		Hours
		USD		<input type="checkbox"/>		

IV 04/24/2009 - 12/31/9999 13.26 USD

Record created

32. Click Reason field



The system returns the message, "Record created".



The Amount field was automatically calculated and entered.

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



Enter Personnel Action - Status Change: FT to PT in Pay Scale

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

34. Select **07 Status Change** list item


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



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Create Basic Pay (0008)

36. Click **Enter** button  .

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

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



Enter Personnel Action - Status Change: FT to PT in Pay Scale

Copy Date Specifications (0041)

Personnel No 100267 Name Schdu1e Change Pay Scale

EE group 1 Regular Pers.area 1290 OMF-CAO


EE subgroup 06 PT Covered, Positive Pers. subarea 3150 DCTU-AFSC Stat. Active


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

Date type	Date	Date type	Date
U1 Original Hire Date	01/01/2009	U1 City Service Date	01/01/2009
U2 Job Class Annv. Date	01/01/2009	U3 Vac. Accrual Date	01/01/2009
U8 Bureau Start Date	01/01/2009		

Record created DRP (1) 310 sapdrp OVR

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

 The system returns the message, "Record created".

 No changes needed in this infotype.



Enter Personnel Action - Status Change: FT to PT in Pay Scale

Create Monitoring of Tasks (0019)

The screenshot shows the SAP 'Create Monitoring of Tasks (0019)' 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 titled 'Create Monitoring of Tasks (0019)'. It contains several input fields and sections:

Personnel No	100267	Name	Schedule Change Pay Scale
EE group	1 Regular	Pers.area	1290 OMF-CAO
EE subgroup	06 PT Covered, Positive	Pers. subarea	3150 DCTU-AFSC Stat. Active

Task

Task Type: [dropdown menu]
Date of Task: Processing Indicator: New task


Reminder

Reminder Date: [input field]
Lead/follow-up time: [input field]

Comments

[Three empty text input lines]

At the bottom right of the screen, there is a status bar showing 'DRP (1) 310', 'sapdrp', and 'OVR'.

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



Entering information in to this infotype is optional.



Enter Personnel Action - Status Change: FT to PT in Pay Scale

Personnel Actions

The screenshot shows the SAP Personnel Actions interface. At the top, there is a menu bar with options like 'HR Master Data', 'Edit', 'Goto', 'Extras', 'Utilities(M)', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area displays the following information:

Personnel no. **100267**
Name **Schedule Change Pay Scale**
EE group **1** Regular Pers.area **1290** OMF-CAO
EE subgroup **06** PT Covered, Positive Pers. subarea **3150** DCTU-AFSCME Status **Active**
From **04/16/2009**

A table titled 'Personnel Actions' is shown with the following columns: Action Type, Personn., EE group, and EE subj. The 'Status Change' row is highlighted in yellow.

Action Type	Personn.	EE group	EE subj.
New Hire			
Change In Pay			
Temporary/LT Duration Action			
Regular Action			
Status Change			
Ext of Temporary Appt			
End of Temp Assn/Retrn to Prev			
Leave of Absence - UnPaid			
Leave of Absence - Paid			
Return from Leave			
Layoff			
Separation			
Rehire			
Retirement			

At the bottom right of the screen, there is a status bar showing 'DRP (1) 310', 'sapdrp', and 'OVR'.

40. Click **Exit** button  .



PA40

Work Instruction

Enter Personnel Action - Status Change: FT to PT in Pay Scale

Result

You have successfully moved an employee in a pay scale from full time to part time.