



# CREATE/MAINTAIN DISCIPLINARY ACTIONS

PA

## JOB AID PER-6 | TRANSACTION PA30

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The purpose of this job aid is to document the disciplinary warning the employee has received. Disciplinary information should be entered as instances occur so that the system is current.

Infotypes that currently exist for the employee accessed are identified by green check marks to the right of the infotype descriptions.

An overview of the process contains some or all of the following steps:

- The Employee violates Policy/Procedure
- The Supervisor/Warnings Maintainer – In conjunction with (approval from) an Agency Official, the disciplinary warning is created
- The Supervisor issues the Warning to the Employee
- The Warnings Maintainer enters the Warning and related tasks into the Integrated HR/Payroll System.
- The Supervisor monitors MSS for Warning-related Tasks
- When warning tasks come due, the supervisor reviews them with the Employee
- The Warnings Maintainer – As appropriate updates the Employee record in the Integrated HR/Payroll System.

**Maintain HR Master Data**

Personnel no. [ ]

Basic Personal Data | Payroll | Benefits | Time | Addtl. Personal Data | P...

Infotype text S..

Actions

Organizational Assignment

Personal Data

Addresses

Planned Working Time

Basic Pay

Family Member/Dependents

I-9 Residence Status

Additional Personal Data

Period

Period

From [ ] To [ ]

Today  Curr.week

All  Current month

From curr.date  Last week

To Current Date  Last month

Current Period  Current Year

Choose

Direct selection

Infotype [ ] STy [ ]

1. Use PA30. Enter the Personnel number in the Personnel no. field and click the Enter button.

**Maintain HR Master Data**

Personnel no. 80001243

Name Jimmy Smith01

EEGroup A SPA Employees PersA 4601 Natural and Cultural Resources

EESubgroup A1 FT N-FLSAOT Perm CostC 4627500000 GRAVEYARD OF THE AT

Basic Personal Data | Payroll | Benefits | Time | Addtl. Personal Data | P...

Infotype text S..

Actions ✓

Organizational Assignment ✓

Personal Data ✓

Addresses ✓

Planned Working Time ✓

Basic Pay ✓

Family Member/Dependents ✓

I-9 Residence Status ✓

Additional Personal Data ✓

Period

Period

From [ ] To [ ]

Today  Curr.week

All  Current month

From curr.date  Last week

To Current Date  Last month

Current Period  Current Year

Choose

Direct selection

Infotype 102 STy 3

2. Enter the Infotype and the Subtype (Sty).
3. Click the Create button.

**Create Grievances NA (0102)**

Personnel No 80001243 Name Jimmy Smith01  
 EGroup A SPA Employees PersA 4601 Natural and Cultural Resources  
 ESubgroup A1 FT N-FLSAOT Perm Statu Active  
 Start 11/04/2016 to 5/3/2018

Grievance data  
 Subtype 3 Disciplinary Action  
 Reason  
 Grievance number  
 Date entered  
 Supervisor

Status  
 Time from  
 Resolved at  
 Result  
 Estimated costs

Restrictions

Subtype: 3

Reas.	Description
01	DA-Writ WarnJob Perf
02	DA-Demotion-Job Perf
03	DA-Suspens-Job Perf
04	DA-DismissalJob Perf
05	DA-WritWarnPersCond
06	DA-Demotion PersCond
07	DA-Suspens Pers Cond
08	DA-DismissalPersCond
09	DA-WritWarnGrossInef
10	DA-DemotionGrossInef
11	DA-Suspens GrossInef
12	DA-DismissalGrossInef
15	DA-PIP-Job Perf

4. Complete the following fields, then **Enter and Save**.

- Start
- Reason

**Information**

The start date is when the warning process began. When records are created, they are assigned a "Start Date". Because the end dates are not typically known, SAP automatically applies an end date of 12/31/9999. **Change the end date to account for 18 months from the effective date. The Warning is only in effect for 18 months. If approved to delimit earlier, the end date can be changed at that time.**

Cr <u>e</u> ate	
Ch <u>a</u> nge	
Co <u>p</u> y	
De <u>l</u> ete	
Lo <u>ck</u> /unlock	Shift+F12
M <u>a</u> intain text	F9
Di <u>s</u> play text	
Ca <u>n</u> cel	F12

5. Click **Edit > Maintain text** on the toolbar at the top of the screen.

**Infotype Text**

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Enter appropriate comments here.

6. Enter appropriate text in the **Infotype Text** box that is displayed. (Don't forget to Save your comments.)

**Information**

Click in the body of the text field and add the appropriate text. Optional text could be *Appealable to SPC* and where filed. The various application buttons above the text area will allow additional text to be imported/pasted, etc.

**Create Grievances NA (0102)**

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Personnel No

EEGroup  SPA Employees

EESubgroup  FT N-FLSAOT Perm

Start  to

Name

PersA  Natural and Cultural Resources

Statu

**Grievance data**

Subtype  Disciplinary Action

Reason  DA-Writ WarnJob Perf

Grievance number

Date entered

Supervisor  Jesusa Servais01

**Status**

Time from

Resolved at

Result  Date settled

Estimated costs  USD

*Note that the screen now displays an icon indicating that there are comments attached to this record.*

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7. Complete the following fields, then Enter and Save.

- Date entered
- Supervisor

### Create Monitoring of Tasks (0019)

Personnel No

EEGroup  SPA Employees

EESubgroup  FT N-FLSAOT Perm

Name

PersA  Natural and Cultural Resources

Statu

**Task**

Task Type

Date of Task  Processing indicator

**Reminder**

Reminder Date

Lead/follow-up time   For specific task type

**Comments**

8. Complete the following fields, then click Enter and Save.

- Task Type
- Date of Task
- Processing Indicator
- Comments

**The Monitoring of Tasks is an optional infotype.**

**Information**

**Maintain HR Master Data**

Personnel no.

Name

EEGroup  SPA Employees      PersA  Natural and Cultural Resources

EESubgroup  FT N-FLSAOT Perm      CostC  GRAVEYARD OF THE AT

Basic Personal Data | Payroll | Benefits | Time | Addtl. Personal Data | P...

Infotype text	S..
Actions	✓
Organizational Assignment	✓
Personal Data	✓
Addresses	✓
Planned Working Time	✓
Basic Pay	✓
Family Member/Dependents	
I-9 Residence Status	✓
Additional Personal Data	✓

Period

Period

From  To

Today       Curr.week

All       Current month


From curr.date       Last week

To Current Date       Last month

Current Period       Current Year

Direct selection

Infotype       STy       Disciplinary Action

 **Information** *The infotypes have been created but OSC recommends reviewing via PA20 to ensure accuracy.*

9. Click the **Back** button to return to the SAP Easy Access screen.