

# **REINSTATEMENT/REEMPLOYMENT ACTION** FROM SEPARATION

PER-78 | TRANSACTIONS ZPAA076, SBWP, PA40

The purpose of this Business Process Procedure is to explain how to process a Reinstatement/Reemployment action from Separation in the Integrated HR-Payroll System.

Trigger: There is a need to process a Reinstatement/Reemployment for one of the reasons listed in the Business Process Procedure Overview section.

#### **Business Process Procedure Overview:** (For Reinstatement/Reemployment from Separation only)

**Reinstatement/Reemployment** - the reemployment of a former employee after a break in service; or is the reemployment of an employee from leave without pay; or is the return to a non-policy making position of an employee who transferred to or occupied a position designated as policy-making exempt.

NOTE: This pertains to employees who have been in the Integrated HR-Payroll system before. If they are returning to work from a non-BEACON Agency, process a Non-BEACON to BEACON transfer.

- 01 Return to State within 12 months (same salary grade) employee returns to employment in less than 12 months to the same salary grade.
- O2 Return to State within 12 months (higher salary grade) employee returns to employment in less than 12 months to a higher salary grade.
- 03 Return to State within 12 months (lower salary grade) employee returns to employment in less than 12 months to a lower salary grade.
- 04 Return to State within 5 years employee returns to employment within 5 years (check reinstate sick leave if eligible).
- 05 Return to State after 5 years employee returns after 5 years.
- **19 Return to Supplemental** return to work. •

See Reinstatement/Reemployment from LOA BPP for the following reasons:

- 06 Return from Short-Term Disability Trial Rehab return to service in the same capacity that existed prior to the disability. Based on doctor's note.
- 20 Rtn from STD with Restrictions return to service with restrictions such as physical restrictions (lifting, standing, driving, etc.) or time limit restrictions limiting the number of hours the employee can work.
- 07 Return from Short-Term Disability Complete returning to work per doctor's note. •
- **08 Return from Long-Term Disability** returning to work per doctor's note. ٠
- **09 Return from Disciplinary Suspension** returning to work. •
- **10 - Return from investigatory Placement Leave** – returning to work.
- **11 - Return from Military Leave** – returning to work.
- 12 Return from Worker's Comp Trial Rehab return to service in the same capacity that existed • prior to the WC Leave. Based on doctor's note.
- 13 Return from Worker's Comp Complete return to work.
- 14 Return from Educational Leave return to work. •
- 15 Return from FMLA return to work.

- 16 Return from Family Illness return to work.
- **17 Return from Parental** return to work.
- 18 Return from Other Leave return to work.

**NOTE**: If this reinstatement is for an individual who is eligible for Longevity and was paid out for some of the months upon separation, additional steps are required. Use PA30 to create Infotype 2012, subtype Z033 (% Longevity Paid) valid for a year from the date of reinstatement. Include in the Hours field the percentage of longevity for which the employee has already received payment. For example, if an employee had received a prorated longevity payment for four months, this would be represented by the value 33.33 in the Hours field (4 months divided by a total of 12 = .3333 or 33.33%). When the employee's next longevity payment is generated, the Integrated HR-Payroll System automatically subtracts the remaining percentage in IT2012, subtype Z033 from 100 % to give the percentage for the employee's first payment.

#### Example:

Sandy had 127 months of service when she separated on 1/31/09. She was paid a partial longevity payment for 7 months of longevity when she separated. This payment represented 58.33% of her normal longevity payment due to only completing 7 months of her 11th year (7 divided by 12 = 58.33%).

Sandy was reinstated on 6/1/09. An IT2012, subtype Z033 should be created beginning effective date 6/1/09 and to date 5/31/2010 with 58.33 in the Hours field. When the system recognizes Sandy's achievement of 132 months in October, a longevity payment will be triggered. Due to the existence of the 2012, the percentage amount on the 2012 (58.33) will be subtracted from 100 % automatically, and Sandy will be paid 41.76% of her longevity.

In the end, Sandy received the equivalent of a full payment between the prorated separation payment and the first payment triggered in the system.

Refer to IT2012 STy Z033 % Longevity Paid Job Aid for details. See link at the end of this BPP.

#### Tips and Tricks:

See the PA Tips and Tricks Job Aid for an expanded listing of Best Practices and Tips & Tricks.

- Prior to initiating any workflow, ensure the data being used is valid and appropriate. For example, if working with a Reinstatement/Reemployment action, ensure the individual is currently listed as Separated.
- It is imperative to **Save** each infotype, even if you are not entering any new data. The system may pre-populate some infotypes based on previous choices. Other infotypes will display dynamically based on which infotypes have been saved. If you click "Next" through an infotype, the record is not saved, and background processing may not work correctly.

#### Access Transaction:

Via Menu Path: Your menu path may contain this custom transaction code depending on your security roles.

Via Transaction Code: ZPAA076



1. Update the following field:

Field Name	Description	Values
Command	White alphanumeric box in upper left corner used to input transaction codes	Enter value in Command.
		Example: ZPAA076

# 2. Click the Enter Solution.

<b>i</b> Information	<ul> <li>You may want to enter this transaction code in your Favorites folder.</li> <li>Choose Favorites &gt; Insert Favorites</li> <li>Type in ZPAA076</li> <li>Click Enter.</li> </ul>
	<ul> <li>To see the transaction code displayed in front of the link in your favorites:</li> <li>Choose Edit &gt; Settings</li> <li>Place a check next to Display Technical Name</li> <li>Click Enter</li> </ul>

Employee Action Request		
🗋 🖉 🛠 🖬		
Existing PCR No.		
Personnel No.	<mark>30000123</mark> 🗇 ohnny Sears	
Last 4 digits (SSN)	First Last	
Effective on	07/01/2011	
Action Type	Z2 Reinstatement/Reemployment(NC)	
Reason	81 Rtn St w/in 12 mths-Same S/G	

#### 3. Update the following fields:

Field Name	Description	Values
Personnel No.	Unique employee identifier	Enter value in Personnel No.
		Example: 80000123
Effective on	The date on which the action will be effective	Enter value in Effective on.
		Example: 07/01/2011
Action Type	An action is a grouping of activities to perform a specific task. The action will	Enter value in Action Type.
	prompt you for the Infotypes required to complete the task.	Example: Z2
Reason	Reason for the action, such as Return to State within 12 months (same salary	Enter value in Reason.
	grade)	Example: 01

# 4. Click the Enter 🥙 button.

Enter the Personnel Number of the individual to be reinstated/reemployed. Click Enter to retrieve the name of the individual and verify you have the correct Personnel Number.

**NOTE**: Enter the SSN and name for New Hires only.

If you need to look up the personnel number, click your cursor in the field and click on the matchcode search button to the right of the field for search options.

The system defaults the current date, but you can change the date to a day in the past or in the future.

There are several available Reasons from which to choose. For specific information on each reason, view the Business Process Overview section at the beginning of these instructions.

Click Enter and verify the information is correct before proceeding.

Employee Action Requ	uest
∟⁄≪⊡	
Existing PCR No.	
Personnel No.	30000123 🗇 ohnny Sears
Last 4 digits (SSN)	First Last
Effective on	07/01/2011
Action Type	Z2 Reinstatement/Reemployment(NC)
Reason	01 Rtn St w/in 12 mths-Same S/G

5. Click the **Create (F5)** button.

If the information is correct, click Create to begin the process.

Leave the Existing PCR No. field blank if you are creating a new PCR.

Several fields on this screen are mandatory. The system will not let you continue if you have not provided data for the mandatory fields. If you are unsure which fields are mandatory, click Enter, and the system will prompt you for information in the mandatory fields.

Employee Action Request
Initiate WF
PCR Number     Action:     Z2     Reinstatement/Reemployment(NC)       Personnel Number     80000123 Johnny Sears     Action:     Z2     Reinstatement/Reemployment(NC)       Last 4 digits(SSN)     Reason:     01     Rth St w/in 12 mths-Same S/G       Effective on     07/01/2011     Chng     St :
CURRENT     PROPOSED       Pers.Area     4601     Cultural Resources       Subarea     NC01     7day Norm       EE Group     A     SPA Employees       EE Subgroup     A1     FT N-FLSAOT Perm       Org. Unit     20010129     CR CDS Capital Projects U       Job     30004440       EE Position     99999999
Basic Pay
Pay Scale type     01     Graded       Pay Scale Area     01     Annual Salaries       Pay Scale Group     6R74     Level
Annual Salary       43,485.00       Hrly Sal       0.00       Annual Salary       43485       Hourly Salary         Calc Step - 0       Calc Step - 0       0.00       0.00       0.00         Min       44,670.00       Max       73,833.00       Next Inc Date
Dates
Last day worked

6. Update the following fields:

Field Name	Description	Values
EE Position	Position number assigned to the employee	Enter value in EE Position.
		Example: 60083276
Annual Salary	Employee's annual basis pay	Enter value in Annual Salary.
		Example: 43485

# 7. Click the Enter Solution.

Enter the position number which you are reinstating the person TO, then click Enter. This will process a system validation.

Enter the salary/hourly information in the Annual Salary or Hourly Salary field. Click Enter to validate the data.

If the employee is an hourly employee, you will have to enter the hourly amount. The annual amount doesn't populate for hourly/salary employees. The system will calculate on IT0008 Basis Pay when created.

Employee Action Request	
Initiate WF	
PCR Number     1000005278       Personnel Number     80000123 Johnny Sears       Last 4 digits(SSN)	Action: Z2 Reinstatement/Reemployment(NC) Reason: 01 Rtn St w/in 12 mths-Same S/G //11 ZWFINOMPA031 St : D Created
CURRENT         Pers.Area       4601       Cultural Resources         Subarea       NC01       7 day Norm         EE       Group       A       SPA Employees         EE       Subgroup       A1       FT N-FLSAOT Perm         Org. Unit       20010129       CR CDS Capital Projects U         Job       30004440       Facility Planner III         EE Position       99999999	PROPOSED       Pers.Area     4601     Cultural Resources       Subarea     NC01     7day Norm       EE Group     A     SPA Employees       EE Subgrp     A1     FT N-FLSAOT Perm       Org. Unit     20010129     CR CDS Capital Projects U       Job     30004440     Facility Planner III       EE Position     60083276     Facility Planner III
Basic Pay	
Pay Scale type     01     Graded       Pay Scale Area     01     Annual Salaries       Pay Scale Group     GR74     Level	Pay Scale type     Ø1     Graded       Pay Scale Area     Ø1     Annual Salaries       Pay Scale Group     GR74     Level     GR
Annual Salary 43,485.00 Hrly Sal 0.00 Calc Step - 0	Annual Salary         43,485.00         Hourly Salary           Ca1c Step - 0         0.00           Min         44,670.00           Max         73,833.00   Next Inc Date
Dates	
	Last day worked

8. Click the Enter Solution.

Verify the populated information is correct Personnel Subarea, Employee Group, Employee Subgroup, pay information (other than annual or hourly salary amount) should be populated from position. If the employee subgroup is different than that of the position (i.e., probation, instead of permanent) enter the correct subgroup on the PCR prior to submitting to workflow.

9. Click the Save (Ctrl+S) 📙 button.

Click Save to save the data and receive a PCR number. The PCR has not been submitted to workflow yet.

🔄 In	formation	×
0	PCR 1000005278 saved	
		🖌 🕲

10. Click the Enter 🥙 button.

You can save this information as many times as you like. Each time you will receive a confirmation of the save. You will not be able to create a note attachment until you have saved it at least once. If you have submitted the PCR to workflow already, you will not be able to change the details, nor save any new information, only display the existing details.

Create external document (URL)	
Store business document	
Enter Bar Code	
244.180	
Enter Bar Code	

- 11. Click the Services for Objects 💯 🗈 button.
- 12. Click **Create... >> Create note** from the drop-down list on the menu.

You can enter any information that would be useful to the approvers downstream using the notes area or attachment area. If you just need to type some information in, or copy and paste from an email, create a note. If you want to add a document as an attachment, use the attachment area.

This note and attachment area gets attached to this specific PCR only. It will follow the PCR through the approval/rejection process and live with the PCR into the future. When the PCR has been approved and you are processing the Action (such as a New Hire action), you will need to recreate any notes or attachments if they need to be attached to the Action record as well.

Notes entered during PA Workflow must follow OSHR's Action Notes Template: <a href="https://www.osc.nc.gov/documents/action-notes-template">https://www.osc.nc.gov/documents/action-notes-template</a>

i 🕞 Create note	×
Title of note	Reinstatement from Separation
Enter information as appr individual.]	opriate to support the reinstatement/reemployment action on this

#### 13. Update the following fields:

Field Name	Description	Values
Title of note	The short text to act as the title of the attachment	Enter value in Title of note.
		<b>Example</b> : Reinstatement information
Long text	An open text field	Enter value in long text.
		Example: appropriate information

14. Click the Enter 🗹 button.

👦 🔎 Employee Action Request	
Initiate WF	
PCR Number         1000005278           Personnel Number         80000123         Johnny Sears           Last 4 digits(SSN)	Action: Z2 Reinstatement/Reemployment(NC) Reason: 01 Rtn St w/in 12 mths-Same S/G 20/11 ZWFINOMPA031 St : D Created
CURRENT         Pers.Area       4601       Cultural Resources         Subarea       NC01       7day Norm         EE       Group       A       SPA Employees         EE       Subgroup       A1       FT N-FLSAOT Perm         Org. Unit       20010129       CR CDS Capital Projects U         Job       30004440       Facility Planner III         EE       Position       99999999	PROPOSEDPers.Area4601Cultural ResourcesSubareaNC017day NormEE GroupASPA EmployeesEE SubgrpA1FT N-FLSAOT PermOrg. Unit20010129CR CDS Capital Projects UJob30004440Facility Planner IIIEE Position60083276Facility Planner III
Basic Pay	
Pay Scale type01GradedPay Scale Area01Annual SalariesPay Scale GroupGR74LevelAnnual Salary43,485.00Hrly SalCalc Step - 00	Pay Scale type     01     Graded       Pay Scale Area     01     Annual Salaries       Pay Scale Group     6R74     Level       Annual Salary     43,485.00     Hourly Salary       Calc Step - 0     0.00
	Max 73,833.00 Next Inc Date
Dates	
	Last day worked

- 15. Click the Enter 🥙 button.
- 16. Click the Save (Ctrl+S) 🕒 button.
- 17. Click the **Initiate WF** Initiate WF button.

Select the Initiate Workflow button to send the Reinstatement Action through the approval process. No changes can be made after the PCR has been submitted for approval, unless the PCR is rejected at any stage and sent back to you (the initiator/requestor).



🔋 . E	mployee Action	Request
🗋 🥖 🎸	· 🗇	
	Existing PCR No.	
	Personnel No.	
	Last 4 digits (SSN)	First Last
	Effective on	06/20/2011
	Action Type	Reinstatement/Reemployment(NC)
	Reason	Rtn St w/in 12 mths-Same S/G

- 19. Click the Back (F3) 🙆 button.
- 20. The Initiate Reinstatement/Reemployment Action is complete.

After Workflow Approvals have been received, proceed with the Complete Reinstatement/Reemployment Action process.

Instructions for Completing The Action

ACCESS TRANSACTION:

Via Menu Path: Office >> SBWP – Workplace

Via Transaction Code: SBWP, PA40

#### Procedure



# 21. Click the SAP Business Workplace (Ctrl+F12) 🔯 button.

These instructions assume you have already initiated the Reinstatement/Reemployment Personnel Change Request (PCR) in workflow, and you have an approved PCR ready to be processed as a Reinstatement/Reemployment in the system.



#### 22. Select Inbox >> Workflow.

You can process using step 23 or step 24.

Business Workplace of Workflow Initiator			
🐯 New message 🛛 Find folder 🌐 Find document 🐵 Appointm	ent calendar – 🗃 Distribution lists		
- Italian in the set of the station of the Station			
▼ ★ vvorkplace: vvorktiow initiator	◙♥◈◙◎ ◪▤▩   • • • ↓ ▤		
× 🔾 xodul 📀 *	Mortelleur 1		
• 🛃 Unread Documents 0	VVOIKIIOW I		
• 🛃 Documents 0	Ex Title	Status	Creation Da
Workflow 1	4601 Create PA Action - Reinstatement/Reemployment/NC) for Johnny Sears - PCR: 1000005278		06/20/2011
<ul> <li>Dverdue entries 0</li> </ul>		v	0012012011
<ul> <li>Deadline Messages 0</li> </ul>			
<ul> <li>Incorrect entries 0</li> </ul>			
🕨 😂 Outbox			
🕨 💩 Resubmission			
Private folders			
A Shared folders			
A Enders subscribed to			
• 🕅 Trash			
. 🛱 Sharad trach			

23. Select the **PCR** 

4601 Create PA Action - Reinstatement/Reemployment(NC) for Johnny Sears - PCR: 1000005278 row.

Double-click on the row.

24. Click the **Execute (F8)** button.

A list of your approved (or rejected) PCRs are listed on the right side of the screen. Select the PCR to be processed and click Execute (or double-click the PCR). You can view the PCR details and/or Workflow Tracker details prior to executing the PCR if desired. Once the PCR is executed the Reinstatement/Reemployment action will be launched.

Personnel Actions						
•						
<ul> <li>◆ ➡ I 圖 圖 圖 圖 ♥ 金</li> <li>Object manager scenario: EMPLOYEE</li> <li>◆ 骨 Person</li> <li>● Collective search help</li> <li>● 台 Search Term</li> <li>● 台 Free search</li> </ul>	Personnel no. Name EEGroup A EESubgroup A1 From	80000123 Johnny Sears SPA Employees FT N-FLSAOT Perm 07/01/2011	PersA 460 CostC 469	01] Cultural 99999999] (	Resources CULTURE R	ESOUR.
	Personnel Action Action Type	15	Personn	EE group	EE subg	
	Promotion (NC)	Reemployment(NC)				•
	Leave of Absen Quick Entry (NC Investigatory W/	ce (NC) ) Pay (NC)				
	Suspension (No Non-Beacon to	C) Beacon(NC)				
	Transfer (NC) Appointment Cr Reallocation (N	nange (NC) C)				
	Demotion (NC) Salary Adjustme	ent (NC)				
	Cancel Salary A Range Revisior	djustment(NC) ) (NC)				

25. Update the following field:

Field Name	Description	Values
From	Effective date of the personnel action	Enter value in From.
		Example: 07/01/2011

- 26. Highlight Reinstatement/Reemployment (NC) action type.
- 27. Click the **Execute (F8)** button.

The effective date is the date the Reinstatement/Reemployment will go into effect.

		Execute info gr	oup 🥢	Change info gi	roup	
Pers.No.	80	000123				
Name	Jo	nnny Sears				
EEGroup	A	SPA Employe	es	PersA 4	601 Cu	iltural Resources
EESubgroup	A1	FT N-FLSAOT	Perm			
Start	07	/ 01 / 2011 🗇 ta	) 12/	31/9999		
Personnel a	ction					
Action Type		Z2 Re	instateme	nt/Reemploym	ent( 🔻	1
Reason for /	Action	01	Rtn St w/ir	12 mths-Sam	ie S/G	, ,
Status						
Customer-s	pecific					-
Employmen	t	3 Activ	e			-
Special payr	nent	1 Star	idard wagi	e type		•
Organization	al ass	ianment				
Position		60083	276 Fa	cility Planner II		
Personnel a	rea	4601	Cultura	Resources		
Employee gi	roup	A	SPA En	nployees		
Employee s	ubgrou	ip A1	FT N-FL	SAOT Perm		
Additional ad	tions					
Start Date	Act	Action Type			ActR	Reason for action

🗥 Record valid from 06/01/2011 to 12/31/9999 delimited at end

The system will provide a yellow warning message informing you the existing record will be delimited. Click **Enter** past this warning message.

Notice at the top of this screen the title includes the word "Copy." This action takes the original action and makes a copy of it, delimiting the previous record and saving the new record. The word "Create" in the title indicates that this infotype is being created on this person's record for the first time.

≙	Person and position have different employee groups/subgroups	
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When the employee subgroup is different from the position employee subgroup you will receive a warning message. Click **Enter** so to continue.

Best practice is to review all data and click Enter to allow the system to validate the data.

Infotype Text
xoe por the po
Enter or paste appropriate comments.

- 29. Click **Edit**, >> **Maintain text** to add your comment based on agency or OSHR Policy/Guidelines. Remember you can cut and paste from the PCR.
- 30. Click the Enter 🥙 button.
- 31. Click the Save (Ctrl+S) 📕 button.

Create Organizational Assignment (0001)
🗟 🗟 🙎   Org Structure
Personnel No8000123NameJohnny SearsEEGroupASPA EmployeesPersA4601Cultural ResourcesEESubgroupA1FT N-FLSAOT PermStatuActiveStart07/01/2011to12/31/9999Active
Enterprise structure
CoCode       NC01       STATE OF NC         Pers.area       4601       Cultural Resources       Subarea       NC01       7day Norm         Cost Ctr       4699999999       CULTURE RESOU       Bus. Area       4600       Cultural Resources         Fund       469999999       CULTURE-SUSP         Func. Area       60000000000001       General Government
Personnel structure
EE group     A     SPA Employees     Payr.area     01     NC Monthly       EE subgroup     A1     FT N-FLSAOT Perm     Contract
Organizational plan
Percentage         100.00         Assignment           Position         60083276         101000001048           Facility Planner III         Facility Planner III           Job key         30004440         Fac PInr           Facility Planner III         Facility Planner III           Org. Unit         20010129         48010101048           CR CDS Capital Proj         Org.key         46014699999999

32. Click the Enter 🥙 button.

Enter the Contract if required. The Contract key identifies eligibility for Medicare, less than 5 yrs for STD, and the Rehire of Retiree statuses.

33. Click the Save (Ctrl+S) 📕 button.

	🔄 Delimit Vacancy	X	
	S 60083276 Facility Planner II	I	
	Delimit on	06/30/2011	
		Yes No 🗶 Cancel	
34. Click the <b>Yes</b>	button.		

The system will ask for verification to delimit the vacant position. You are reinstating an individual into the position, so the vacancy will be delimited.

If you don't click **Yes**, your vacancy report may be incorrect. This process of delimiting the vacancy updates IT1007 (Vacancy) on the Position.

Copy Personal Data (0002)				
월 🗟 🤽				
Personnel No & EEGroup A EESubgroup A1 Start 0	300000123 Na SPA Employees FT N-FLSAOT Perm 7/01/2011 To 12/	me Johnny Sear PersA 4601 Cultural Statu Active 31/9999	s Resources	
Name				
Title	-	Name Format		
Last name	Sears	Birth name		
First name	Johnny			
Middle name		Initials		
Designation	•	Nickname		
Suffix	•			
Name	Johnny Sears			
HR data				
SSN	566-41-8342	Gender		
Date of Birth	07/28/1942	O Female (	● Male	
Language	EN English 🔻			
Marital Status	Single 🔻		Dependents	

35. Verify the information for correctness and update as required.

Choose the Marital Status, and if appropriate, enter the number of Dependents this person has. If you enter one or more dependents, the system will bring you to a separate screen per dependent to enter their personal information.

- 36. Click the Enter 🥙 button.
- 37. Click the Save (Ctrl+S) 📕 button.

Copy Addresses (0006)			
6 6 2			
Personnel No 80000123 EEGroup A SPA Er EESubgroup A1 FT N-F Start 07/01/2011	NameJohnny SearsnployeesPersA4601LSAOT PermStatuActiveto12/31/9999		
Address			
Address type	1 Permanent residence 🔹		
Care Of			
Address line 1	2911 Freedom Lane		
Address line 2			
City/county	Stockton		
State/zip code	NC North Carolina 27609		
Country Key	US USA		
Telephone Number	919 707-0829		
Communications			
Type Number			

38. Verify the information for correctness and update as needed.

The various communication fields are optional. You can use the Tab key to tab through the fields.

- 39. Click the Enter 🖉 button.
- 40. Click the Save (Ctrl+S) 🕒 button.

Create Residence Tax Area (0207)				
6 B 🕹				
Personnel No     80000123     Name       EEGroup     A     SPA Employees       EESubgroup     A1     FT N-FLSAOT Perm       Start     07/01/2011 to     12/31/2011	Johnny Sears PersA 4601 Cultural Resources Statu Active			
Resident data				
Tax area NC State of North Carolina				
Tax Authorities in Area				
Tax Description	T Description			
FED Federal	A Federal			
NC North Carolina	B State			
	<b>^</b>			

41. Click the Enter 🥙 button.

If the employee resides in another state, that state should default from infotype 0006 here.

Always verify that the default information on the Create Residence Tax Area infotype is correct before saving.

42. Click the Save (Ctrl+S) 📕 button.

Create Work Tax Area (0208)					
6 6 🕹					
Personnel No EEGroup EESubgroup Start	80000123     SPA Employees     A1 FT N-FLSAOT Perm     07/01/2011	Name	John PersA 460 Statu Activ 999	nny Sears I Cultural Res e	ources
Work Tax Da	ta				
Tax AreaNCState of North CarolinaAllocation100.00%Predominant Tax AreaNo					
Tax Authoritie	es in Area				
Tax Auth.	Tax Authority Name		Tax Level	Description	
	North Carolina		B	State	

43. Click the Enter Solution.

Always verify that the default information on the Create Work Tax Area infotype is correct before saving.



# 44. Click the Save (Ctrl+S) 📙 button.

Create Unemployment State (0209)			
6 6 🕹			
Personnel No     80000123       EEGroup     A     SPA Employees       EESubgroup     A1     FT N-FLSAOT Person       Start     07/01/2011     to	Name Johnny Sears PersA 4601 Cultural Resources rm Statu Active 12/31/9999		
Unemployment data			
Tax authorityNCWorksite24	North Carolina Dept of Cultural Resources		

45. Click the Enter Solution.

Always verify that the default information on the Create Unemployment State infotype is correct before saving.

46. Click the Save (Ctrl+S) 🕒 button.

Create Withholding Info W4/W5 US (0210)				
la 🔓 🔊				
Personnel No     1004       EEGroup     A     S       EESubgroup     A1     F       Start     01/2	Name SPA Employees T N-FLSAOT Perm 10/2020 to 12/33	Matthew 1 PersA 4601 Natu Statu Active	Lee McKinney Iral and Cultural Resources	
Status				
Tax authority Filing Status Use Higher Withh	FED Federal		k level A Federal	
Exemptions				
Credits for dep. Tax Exempt Ind.	Not exempt	SD 🗌 IRS mandate	25	
Withholding adjustm	ients			
Add.withholding Default formula Other income Deductions	USD 01 PCT MTHD-RES. U USI	Non-resident	t tax calculation mula	
Additional Information	חנ			
Check here if the	last name differs from tha	at shown on the Socia	al Security card	
Overrides (from Inf	otype 0234)			
From date End Dat	ce Supplemental meth	od Tax override	Empl. Override Group	
▲ ►				4 F

47. Update the following field:

Field Name	Description	Values
Add. withholding	Additional withholding amount	Enter value in Add. withholding.
		Example: 5

48. Click the Enter 🖉 button.

Best practice is to enter any data as appropriate from the withholding form, review all data, and click Enter to allow the system to validate the data.

The default will be 03/Single or Married Filing Separately for the Filing Status field.

Employees with ESS (Employee Self-Service) access will be able to update their Withholding Information W4 via ESS.

49. Click the Save (Ctrl+S) 🖳 button.

Create Withhold	ling Info W4/W5	US (0210)	
la 🕼 🙇			
Personnel No     10041414       EEGroup     A     SPA E       EESubgroup     A1     FT N-       Start     01/10/20	Name Mame Pe FLSAOT Perm 20 to 12/31/999	Matthew Lee McKinney rsA 4601 Natural and Cultural R atu Active	esources
Status Tax authority Filing Status	NC North Carolina	Tax level I	3 State
Exemptions Allowances Additional allowance Personal allowance	Exempt Addition	ion amount nal exemption amount	USD USD
Dependent allowance Tax exempt indicator	Not exempt	▼ □IRS mandat	es
Withholding adjustments			
Add.withholding Default formula	USD	Add. percent Alternate formula	
Additional Information			
Check here if the last r	name differs from that sho	wn on the Social Security card	
Overrides (from infotype	234)		
From date End Date	Supplemental method	Tax override Certificat	<b></b>
			* *

50. Update the following field:

Field Name	Description	Values
Additional withholding	Additional withholding amount	Enter value in Additional withholding.
		Example: 5

51. Click the Enter 🤷 button.

Best practice is to enter any data as appropriate from the withholding form, review all data, and click Enter to allow the system to validate the data.

The default will be 01/Single or Married Filing Separately for the Filing Status field.

52. Click the Save (Ctrl+S) 🖳 button.

Copy Addresses (0006)			
69 69 🔏			
Personnel No 80000123 EEGroup A SPA Er EESubgroup A1 FT N-F Start 07/01/2011	NameJohnny SearsmployeesPersA4601Cultural ResourcesLSAOT PermStatuActiveto12/31/9999		
Address			
Address type	4 Emergency contact		
Care Of	Cathy Sears		
Address line 1	2911 Freedom Lane		
Address line 2			
City/county	Stockton		
State/zip code	NC North Carolina 27609		
Country Key	US USA		
Telephone Number	919 707-0829		
Communications			
Type Number			

53. Click the Enter 🥙 button.

Verify the information for correctness and update as needed.

If additional emergency numbers are needed HR will enter them for the employee in the Communication area.

Enter the Emergency Contact information, review.

54. Click the Save (Ctrl+S) 📕 button.

Copy Addresses	(0006)		
6 6 2			
Personnel No 80000123	Name	Joh	inny Sears
EEGroup 🛛 🛔 SPA Er	nployees	PersA 460	11 Cultural Resources
EESubgroup A1 FT N-F	LSAOT Perm	Statu Acti	ve
Start 07/01/2011	to 12/31/9999		
Address			
Address type	5 Mailing address		•
Care Of			
Address line 1	P O Box 2911		
Address line 2			
City/county	Stockton		
State/zip code	NC North Carolina	a	27609
Country Key	US USA	-	
Telephone Number	919 707-0829		
Communications			
Type Number			

55. Click the Enter 🥙 button.

Only complete the Mailing Address screen if it is different from the permanent residence address. If no data entry is required, move to the next infotype screen by clicking the Next Screen button.

Employees will be able to manage their addresses via ESS (Employee Self-Service). See Job Aid Helpful Address Hints on the Training HELP website (link at bottom of this BPP).

56. Click the Save (Ctrl+S) 📙 button.

Create Monitorin	ing of Tasks (0019)	
6 6 2		
Personnel No 80000123 EEGroup A SPA E EESubgroup A1 FT N-1	Image: System state	2
Task		
Task Type	01 End of probation	
Date of Task	03/01/2012 Processing indicator New task	
Reminder		
Reminder Date	02/01/2012	
Lead/follow-up time	For specific task type 👻	
Comments		
Check on permanent s	status.	

57. Update the following field: (Example only)

Field Name	Description	Values
Task Type	Select appropriate task type from list	Select task type
		Example: End of probation
Date of Task	Date on which the task occurs	Enter value in Date of Task.
		Example: 03/01/2012
Comment	Additional information about an item	Enter value in Comment
		Example: Check on permanent status

58. Click the Enter Solution.

Enter a reminder through the Monitoring of Tasks screen as appropriate.

Insert any notes or comments pertaining to the task. Managers will be able to view reminders in MSS (Manager Self-Service). The HR teams will manage the tasks via the BOBJ Report – B0099 – Employee Deadline Dates.

A common task type would be End of Probation.

**BEST PRACTICE:** Best Practice is to enter the date to remind the supervisor to review the appointment change (end of probation or other). If no data entry is required, move to the next infotype screen by clicking the Next Screen button.

59. Click the Save (Ctrl+S) 📙 button.

Copy I-9 Residence Status (0094)				
6 9 😤				
Personnel No 80000123 EEGroup A SPA Er EESubgroup A1 FT N-F Start 0770172011	Name nployees LSAOT Perm ) 12/31/9999	Johnny Sears PersA 4601 Cultural Resources Statu Active		
Personal identification				
Residence status	C CITIZEN	<b>~</b>		
ID type				
Issuing Authority				
ID number				
Issuing date				
Expiry date				
	,			
Employment verification				
Work Permit		<b>•</b>		
Issuing Authority				
Work permit number				
Issuing date				
Expiry of WP				

60. Click the Enter 🥙 button.

Select the appropriate **Residence** status from the drop-down menu. The only required field is Residence status. The remaining fields are optional.

If a residence type other than Citizen is chosen, an additional screen will appear containing infotype 0048 information to enter Residence Status details (such as permission number, expiration date, date of issue, etc.). In this example we have chosen Citizen.

When reinstating someone that is a Non-Resident Alien, you will choose non-resident alien on IT0094. IT0048 will come up with US01 or US02 as the choices. When you save IT0094 with the non-resident alien choice, then IT0048 with Subtype US01 will come up. The dynamic action brings up IT0048 subtype US01 first, so if you don't want that one, click the YELLOW arrow past that infotype and IT0048 subtype US02 will come up.

61. Click the Save (Ctrl+S) 📙 button.

Copy Comm	unication (0°	105)		
6 6 🕹				
Personnel No 800	00123 SBA Employees	Name	Dorch	Johnny Sears
EESubgroup A1	FT N-FLSAOT Perm	۱	Statu	Active
Start 077	0172011 🗇 to	12/31/	9999	
Communication				
Туре	0020 First tele	phone nu	mber at	work
Telephone	919-707-0849			-

62. Click the Enter 🖉 button.

This is the employee's work telephone number. Review and make changes as necessary.

63. Click the Save (Ctrl+S) 📙 button.

Copy Planned Wor	rking Time (0007)
👌 🚯 🧟 丽 Work schedule	
Personnel No A SPA Employ EEGroup A SPA Employ EESubgroup A1 FT N-FLSA Start	Name     Persa       yees     Persa       4601     Natural and Cultural Resources       OT Perm     Statu       Active       To     12/31/9999       Chg.
Work schedule rule	
Work schedule rule	DUINO8GN MIWH-8,SaS-O WSR Finder
	1 - Postave Time Recording
Part-time employee	vvk - sun (mant) - sat
Working time	
Employment percent	100.00
Daily working hours	8.00
Weekly working hours	40.00
Monthly working hrs	173.33
Annual working hours	2080.00
Weekly workdays	0.00
Additional fields	
Telework Eligible	

64. Click the Enter 🥙 button.

65. Click the Save (Ctrl+S) 📕 button.

Enter the number of hours this individual will work per week and click **Enter** to have the system validate the details.

The Work Schedule Rule, Time Mgmt status, and Working week defaults from the employee's enterprise structure. It is critical that you review for correctness (including the working week) and change the work schedule as appropriate for the employee if it is different from the one that defaults.

If the individual is part-time, be sure to check the **Part-time** employee box.

i

Information

 $\mathbf{x}$ 

**CRITICAL**!

The defaulted work schedule is based on information provided by the various agencies and the OSC HR/Payroll system team members.

**IT0007** - Planned Working Time date will change to first of the month the employee is being reinstated in unless separation/reinstatement is in the same month. This only applies to monthly employees returning from separation. This does not apply to Return from LOAs.

Subject employees must be positive time. Employment percent should always be 100.

Create Basic Pay (0008)								
🛃 🗟 🤽 🛛 Salary amount 🛛 🛗 Payments and deductions								
Personnel No 80000123 EEGroup A SPA Employees EESubgroup A1 FT N-FLSAOT Per Start 0770172011 to	Name erm 12/31	Johnny PersA 4601 C Statu Active 79999	Sears	Res	our	ces		
Salary Basic co	niraci							
ReasonZ2ReinstatementPS type01GradedPS Area01Annual SalariesPS group6R74Level	s GR	Cap.util.lvl WkHrs/period Next inc. Ann.salary	100	).00 }.33	) 3 M	onthly 43,485.0	0 USD	
Wa Wage Type Long Text	O., Amou	unt	Curr	I	A.,	Number/Unit	Unit	
1000 Regular Salary		3,623.75	USD					
10 0770172011 - 1273179999		3,623.	75 09	5D				

66. Update the following field:

Field Name	Description	Values
Reason	Reason for the action, such as Reinstatement	Enter value in Reason.
		Example: Z2

### 67. Click the Enter 🥙 button.

The pay scale values (pay scale type, pay scale area, pay scale group and level) have been designed to default based on the rules assigned to the employee's position. If the pay scale values do not default, please contact BEST Shared Services or your BEST HR Specialist.

Enter the Reason for the action (the Action type, or Z2 for Reinstatement/Reemployment), and the person's amount if hourly. Click Enter and the system will validate the salary and provide the hourly rate.

**NOTE**: If the person is on an hourly position, enter their HOURLY rate, and the system will calculate their salary.

- Reason enter or select from the drop-down menu
- **Next increase** this field is blank except for the Judicial Branch, which uses it to track the next increase
- Annual Salary populates from the workflow, verify this field for accuracy
- **Amount** will be blank; if the employee is paid hourly instead of annually, enter the hourly amount in the Amount field
- Number/Unit will be blank
- Unit will be blank

#### NOTES:

DOT records will be recorded with five decimal places after the period, instead of only two for payroll processing purposes (except for Temporaries). Also, DOT salary/hourly amount may not be correct depending on the yearly working hours.

Employees can be different from the position. For example, the position may be annual salary and the employee may be hourly.

The Cap. Util. IvI should always be 100%. The Annual Salary should be the amount you are actually paying the employee. If at 40 hrs/wk EE was paid \$80,000 and now EE is only working 20 hrs/wk, the salary entered will be \$40,000. You are paying 100% of \$40,000.

68. Click the Save (Ctrl+S) 📕 button.

🕞 Possible subsequer	nt activi 🛛 🗙
<ul> <li>Enrolled on</li> </ul>	07/01/2011
Terminated on OAutomatic Plans ODefault Plans OAll plans	06/30/2011
Add. functions O Plan overview O Enrollment Form O Particip. Monitor	07/01/2011
	<b>*×</b>

69. Click the Enter 🥙 button.

Enrollment	
Direct selection Selection set	Enroll
Personnel no.	Name Johnny Sears on 07/01/2011 🔯 🧟 Overview
	Offer selection
ID number	📿 Get offer 📮 Print form 📮 General Notice 🖉 Error list
	Possible offers Enrollment period
🕒 Select	Beneficiary Changes 01/01/1800 - 12/31/9999
	Automatic offer
27.2.6.161	
Pers.No. Name	
80000123 Johnny Sears	
	Offer

- 70. Click the **Possible offers** column. Highlight the **Automatic Offer** row.
- 71. Click the **Get Offer** Get offer button.

Enrollment	
Direct selection Selection set	Enroll
Personnel no.	Name Johnny Sears on 19779172911 🔯 🛣 Overview
	Offer selection
ID number	Get offer Print form General Notice Error list
	Possible offers Enrollment period
Select	Beneficiary Changes 01/01/1800 - 12/31/9999
a 7 I. (), I ()	
Pers.No. Name	
80000123 Johnny Sears	
	Enroll Costs 🖄 Undo selection 🗞 🖄 🖽 🖓 Error List
	Plan Status Validity period Activity
	Kettrement Plan     TSERS - Retirement Plan     07/01/2011 - 12/21/0000

72. Click the **Enroll** button.

List of F	Plans			
Activity	Plan	From	То	
≥reate	TSERS - Retirement Plan	07/01/2011	12/31/9999	4
				-

73. Click the **Enroll** button.

Click Enroll to enroll the individual in the plan(s) listed.



74. Click the **Continue** Continue button.

Enrollment	
Direct selection Selection set	Enroll
Personnel no.	Name Johnny Sears on 07/01/2011 📴 🧟 Overview
	Offer selection
ID number	🗘 Get offer 📮 Print form 📮 General Notice 🖉 Error list
	Possible offers Enrollment period
G Select	Beneficiary Changes 01/01/1800 - 12/31/9999
	Automatic offer
a 7   2   6 - 1 î	
Pers.No. Name	
80000123 Johnny Sears	
	Offer

75. Click the <b>Back (F3)</b>	¢	button.
--------------------------------	---	---------



### 76. Click the Cancel (F12) 🧐 button.

The **Possible subsequent activities** pop-up window appears only for enrollment in retirement. The effective date should default to the same date as the Action. If an employee is not entitled to retirement enrollment, such as Temporaries, this window will not appear.

ils (0009)
NameJohnny SearsmployeesPersA4601Cultural ResourcesCLSAOT PermStatuActive11to12/31/9999
0 Main bank 🔹
Johnny Sears
27609 Stockton
US USA 🔹
Bank control key
Bank control key
Bank control key C Payroll Check

## 77. Click the **Enter** Sutton.

Verify the data is still correct and make changes as appropriate.

Entering the **Bank control key** field is critical. [01] is for checking, and [02] is for savings. If Payroll Direct Deposit (ACH) is selected, this field must be populated with the bank key information for the new employee.

The **Payment method** field will default to [P] for direct deposit, but you can change it to [C] for a printed check, if the employee is not set up for direct deposit yet. The State recommends direct deposit.

If Payroll Direct Deposit (ACH) is selected, the **Bank Account** field must be populated with the bank account number of the new employee.

The **Purpose** field may be left blank. The employee will manage through ESS (Employee Self-Service) or by sending a form to BEST Shared Services for changes.

**NOTE**: The Bank Control Key and choice of Direct Deposit or Check is **MANDATORY**, and payroll will not process for this individual without these fields completed. If you don't have the bank details, please SAVE with 'C' and the employee can enter direct deposit via ESS or HR when the information is received. Employees must use direct deposit unless an exception is granted by the State Controller.

78. Click the Save (Ctrl+S) 📙 button.

Copy Additional Personal Data (0077)				
🔉 🕞 🧟				
Personnel No     Name       EEGroup     A     SPA Employees     Pers       EESubgroup     B2     FT S-FLSAOT Prob     State       Start     06/25/2020     To     12/31/9995	A 2001 Health Human Services u Active			
Ethnic origin Black or African American (N	I-H/L)			
Military status	<b>T</b>			
Veteran Status	Disability			
Discharge Date	Status No, I don't have a disability 🔻			
O Protected Veteran				
Special Disabled Veteran				
Vietnam Era Veteran				
Other Protected Veteran				
Recently Separated Veteran				
Armed Forces Service Medal Veteran				
Disabled Veteran				
O Not a Protected Veteran				
Non Veteran				
Additional Veteran Status				
Separated				
Retired				
State Statute				
Spouse of disable veteran				
Spouse or surviving dependent of deceased veteran				

Verify the data on this infotype is still correct and make changes as appropriate.

79. Click the Enter 🤷 button.

Enter information as appropriate and available on this screen. If the **Veteran Status** choice is left blank, the system will notify you that it will be recorded as "undisclosed."

The **Military status** field should be left blank unless the employee has a designated military status. If you choose Reserve, infotype 2013 will appear, where you will enter 120 hours of military leave.

80. Click the Save (Ctrl+S) 📕 button.

	¢	Subtypes for infotype	"Education" (1) 15 Entries found				
ſ	Restrictions						
	 ∇						
(	V		9 🕒				
1	EE	Educ. est. text					
. 1	00	LESS 9					
-	01	LESS HS					
ŀ	02	HS GRAD					
ŀ	03	HS +1					
þ	04	HS +2					
41	05	HS +3					
1	06	BAC DEG					
ŀ	07	MASTERS					
ŀ	08	PHD					
ŧ	09	Pending Verification					
	ΟA	ASSOC DEG					
1	0D	DENTIST					
1	OL	JURISPRUDENCE					
1	ОM	MED DOCTOR					
	00	OTHER					
1							

81. Click the Cancel (F12) 🔀 button. If the education level has not changed.

Select the education level stated on the employment application and the highest level used to qualify for the position. If there are no education records to be recorded, click **Cancel** to move to the next infotype.

If the education level has changed follow step 83.

- 82. Click 02.
- 83. Click the (Enter) 🗹 button.

Select the education level stated on the employment application and the highest level used to qualify for the position.

Copy Education (0022)								
- o -	Personnel No     80000123     Name     Johnny Sears       EEGroup     A     SPA Employees     PersA     4601     Cultural Resources       EESubgroup     A1     FT N-FLSAOT Perm     Statu     Active       Start     0870172003     to     05712/2007							
	Educational est.     02     HS GRAD       Institute/location     Enloe High School       Verified     02     HS GRAD							

Field Name	Description	Values
Start	Start date of the specified date range	Enter value
		Example: 08/01/2003
То	Ending date of the specified date range	Enter value in to.
		Example: 05/12/2007
Institute/location	Name or location of educational institution that the employee attended	Enter value in Institute/location.
		<b>Example</b> : Enloe High School
Verified	The type of leave certificate (high school diploma, university degree) the	Enter value in Verified.
	employee or applicant has acquired at the given institute	Example: 02

84. Update the following fields:

### 85. Click the Enter 🥙 button.

Enter the date of the education, the institution (high school, college, university, etc.), and whether it has been verified or not. The Start field is the date the education was started, the to field is the end date of the educational degree.

In the **Verified** field, enter 09 until the education has been verified.

Once the degree has been verified you will use a [PA30] transaction to copy this record and change the field to **Verified [02]**.

Create Monitoring of Tasks (0019)					
6 B 🚨					
Personnel No 80000123 Nar EEGroup A SPA Employees EESubgroup A1 FT N-FLSAOT Perm	ne Johnny Sears PersA 4601 Cultural Resources Statu Active				
Task					
Task Type 05 Credential Ve Date of Task 🗹	rificat 👻 Processing indicator New task 👻				
Reminder					
Reminder Date	For specific task type				
Comments					

86. Click the **Next record (Shift+F7)** 🗟 button. (Create if education level changed.

This Monitoring of Tasks screen allows you to set a reminder to verify the education entered by a specific date, if any was entered.

🖻 Subtypes for infotype "Certification and Licensing" (1) 70 Entries found							
Re	strictions						
	nnce.						
VB							
Catego_	Name	Start Date	End Date				
0001	Acupuncture - Acupuncture Lic Bd	01/01/1900	12/31/9999		*		
0002	Rel Estate Appraiser - Appraisal Board	01/01/1900	12/31/9999		Ψ.		
0003	Auctioneer - Autioneer Lic Bd	01/01/1900	12/31/9999				
0004	Geologists - Geologists Lic Bd	01/01/1900	12/31/9999				
0005	Soil Scientist - Soil Scientists Lic	01/01/1900	12/31/9999				
0006	Architecture License - Architecture Boar	01/01/1900	12/31/9999				
0007	Dietetic Reg - Dietetics/Nutrition	01/01/1900	12/31/9999				
0008	Professional Enginer - Eng / Survey Ex B	01/01/1900	12/31/9999				
0009	Pathologists - Pathologists Bd	01/01/1900	12/31/9999				
0010	Law Enforcement Off - Law Examiners Bd	01/01/1900	12/31/9999				
0011	Licensed Counselor - Prof Counselors Bd	01/01/1900	12/31/9999				
0012	Registered Nurse - Nursing Board	01/01/1900	12/31/9999				
0013	Occupation Therapist - Occupational Ther	01/01/1900	12/31/9999				
0014	Pharmacy License - Pharmacy Board	01/01/1900	12/31/9999				
0015	Physicial Therapist - Physical Therapy B	01/01/1900	12/31/9999				
0016	Medical Doctor - Medical Board	01/01/1900	12/31/9999				
0017	Psychological Asc - Psychology Board	01/01/1900	12/31/9999				
0018	Rel Estate Appraiser - Real Estate Comm	01/01/1900	12/31/9999		1		
0019	Clinical Addict Spec - Social Work Cert	01/01/1900	12/31/9999		Υ.		
70 Entr	ries found						

87. Click the **Cancel (F12)** button. If the Certification/Licensing has not changed.

Choose any additional certifications and/or licenses to enter on the record of this individual. If there are no certifications to add, click **Cancel** to move to the next infotype.

If the education level has changed follow step 89.

- 88. Click 0031.
- 89. Click the **(Enter)** which button.



90. Update the following fields:

Field Name	Description	Values
Valid from	Beginning date of the specified date range. Also referred to as the effective date range, identifies the lifespan assigned to an object or an infotype record, or the period of time that these items "exist".	Enter value in Valid from. <b>Example</b> : 02/16/2007
Valid to	Contains a date that identifies the end of the validity period which is the ending date of the organizational assignment; if the assignment is ongoing, the "end of time" 12/31/9999 is entered	Enter value in Valid to. Example: 02/16/2012

Copy Date Specifications (0041)							
Personnel No 80000123 Name Johnny Sears							
EEGroup A SPA Employees PersA 4601 Cultural Resources							
EEQubaroun #1 ET NEL SAOT Barro Statu Activo							
Start 0770172011 D to 1273179999							
Date Specifications							
Date type Date Date type Date							
01 Original Hire Date 01/01/2008 02 Agency Hire Date 07/01/20	011						
R3 Last Day Worked R5/31/2011	-						
	-						
	-						

- 91. **Delete** Date Type '03' Last Day Worked and Date '05/31/2011.'
- 92. Click the Enter 🥙 button.

Review the change date specifications information and make changes as appropriate.

When returning from reasons 01-05, you will delete the last day worked.

Date Specifications						
Date type	Date	Date type	Date			
01 Original Hire Date	01/01/2008	02 Agency Hire Date	07/01/2011			

93. Click the Save (Ctrl+S) 📕 button.

Create Related Experience (9822)						
🔉 🗟 🧟						
Personnel No     Name       EEGroup     A       SPA Employees     PersA       Health Human Services       EESubgroup     A1       FT N-FLSAOT Perm     Statu       Start     To       12/31/9999						
(Not to be used for Supplemental Staff)						
Classification						
Position 65002858 800904001427 Facility Survey Consult I						
Job 30002888 Fac Survey C Facility Survey Consultant I						
Related Work Experience						
Months 6 Calculated Months: 0						
Related Education						
Months 48						

94. Click the Enter 🞯 button.

Best practice is to enter any data as appropriate, review all data, and click Enter to allow the system to validate the data.

Agency representative will need to enter the following fields:

- o Related Work Experience
- Related Education Months

95. Click the Save (Ctrl+S) 📕 button.

Copy Objects on Loan (0040)						
Personnel No     80000123     Name     Johnny Sears       EEGroup     A     SPA Employees     PersA     4601     Cultural Resources       EESubgroup     A1     FT N-FLSAOT Perm     Statu     Active       Start     07/01/2011     to     12/31/9999						
Objects on Loan						
Object on Ioan 01 State ID						
Number/unit 1 Pieces						
Loan object no. 5551268						
Comments						
Line 1						
Line 2						
Line 3						

96. Update the following fields:

Field Name	Description	Values
Object on loan	Enter the key of the object the employee has borrowed from the company.	Enter value in Object on loan.
		Example: 01
Number/unit	Enter number/unit of items out on a loan.	Enter value in Number/unit.
		Example: 1
Number/unit	Enter number/unit of items out on a loan.	Enter value in Number/unit.
		Example: pieces
Loan object no.	Identification or reference number of the object (if available)	Enter value in Loan object no.
		Example: 5551268

97. Click the Enter 🥙 button.

Enter the object on loan that will be issued to the individual. When the individual separated, the various objects on loan were delimited. Here you will reassign or add new ones.

Comments may be entered on lines 1, 2, and 3 if appropriate for your business policy.

**NOTE**: If the employee receives more than one item on loan, you will need to process a PA30 transaction in order to add the additional line items to infotype 0040.

98. Click the Save (Ctrl+S) 📕 button.

Personnel Actions					
<b>(b)</b>					
<ul> <li>◆ ◆ I 疑 送 問 I &gt; ◆ 会</li> <li>Object manager scenario: EMPLOYEE</li> <li>◆ Person</li> <li>• 圖 Collective search help</li> <li>• 圖 Search Term</li> <li>• 圖 Free search</li> </ul>	Personnel no.80000123 TNameJohnny SearsEEGroupASPA EmployeesEESubgroupA1From07/01/2011	PersA 46 CostC 46	01 Cultural 99999999 (	Resources CULTURE R	ESOUR
	Personnel Actions				
	Action Type	Personn	EE group	EE subg	
	New Hire (NC)				-
	Promotion (NC)				-
	Reinstatement/Reemployment(NC)				33
	Leave of Absence (NC)				
	Quick Entry (NC)				
	Investigatory W/Pay (NC)				
	Suspension (NC)				
	Non-Beacon to Beacon(NC)				
	Transfer (NC)				
	Appointment Change (NC)				
	Reallocation (NC)				
	Demotion (NC)				
	Salary Adjustment (NC)				
	Cancel Salary Adjustment(NC)				
	Renarction PayContinuation (NC)				
	Separation (NC)				
	Career Progression (NC)				
	Band Revision (NC)				

# 99. Click the (Enter) 🗹 button.

When you reach the Personnel Actions screen again, the system has processed all appropriate infotypes for the action you are creating. Now the action has been successfully processed, and you can complete the workflow.



100. Click the Complete Work Item Complete Work Item button.

Business Workplace of Workflow Initiator	
7 New message 🛛 Find folder 🛗 Find document 🕮 Appointm	nent calendar 🛛 🐵 Distribution lists
Workplace: Workflow Initiator     Workplace: Workflow Initiator     Discuments 0     Documents 0     Orouped according to content     Grouped according to content type     Grouped according to sort key     Grouped according to task     Overdue entries 0     Deadline Messages 0     Deadline Messages 0     Detubox     Grext entries 1     Outbox     Grext entries 1     Shared folders     Grouped folde	Image:
	Business Workplace

101. Click the Back (F3) 🍄 button.

You can remain in this SAP Business Workplace and process additional PCRs or click the Back to return to the main SAP Easy Access screen.

SAP Easy Access	
🚺 🔄 🏷   🐺 👪 🥒   🔻 🔺	
🔻 🔁 Favorites	
ZPAA076 - Employee_Action_Requests	
• 😹 PA30 - Maintain HR Master Data	
🔻 🔁 SAP menu	
<ul> <li>Office</li> </ul>	
🕨 🛄 Cross-Application Components	
Logistics	
Accounting	
🕨 🗀 Human Resources	
🕨 🗀 Information Systems	
🕨 🗖 Tools	

102. The Reinstatement/Reemployment Action is complete, but we recommend reviewing via PA20 all infotypes that have been processed.

Check the Leave balances to ensure that they are correct upon the Reinstatement/Reemployment Action.

- For example, those employees who leave and reinstate within the same calendar year, the system grants pro-rated Community Service Leave on top of what the employee may have already. The system is hard coded in the background to allow the consumption of 24 hours of CSL only, therefore, it will display incorrectly.
- If a Holiday which the employee was not eligible to have upon Separation was not reduced at Separation, it will move to Holiday Comp upon Reinstatement--giving the employee an overstated Leave balance.

#### Additional Resources

Information

Training HELP website: https://www.osc.nc.gov/state-agency-resources/training/training\_help\_documents

#### Change Record

Change Date: 2/5/21 (B. Johnson) Changes: Infotype 0007

Change Date: 3/31/22 (C. MacDonald) Changes: Removed Date Monitoring Report (S\_PH0\_48000450), replaced it with BOBJ Report – B0099 – Employee Deadline Dates