



# REINSTATEMENT/REEMPLOYMENT ACTION FOR NATIONAL GUARD

## PER-86 | TRANSACTIONS ZPAA076, SWBP, PA40

PA

The purpose of this Business Process Procedure is to explain how to reinstate/reemploy National Guard members in the Integrated HR-Payroll System.

**Trigger:** There is a need to process a Reinstatement/Reemployment for National Guard. ***This is to be used by Department of Public Safety only.***

**Business Process Procedure Overview:** (For reinstatement/reemployment of National Guard only.)

**Reinstatement/Reemployment** - the reinstatement of a former National Guard or separated employee returning to National Guard.

**NOTE:** This pertains to employees who have been in the Integrated HR-Payroll System before.

**29 - Return to National Guard** – returns National Guard Temps to active status. ***(This is to be used by DPS only.)***

### Tips and Tricks:

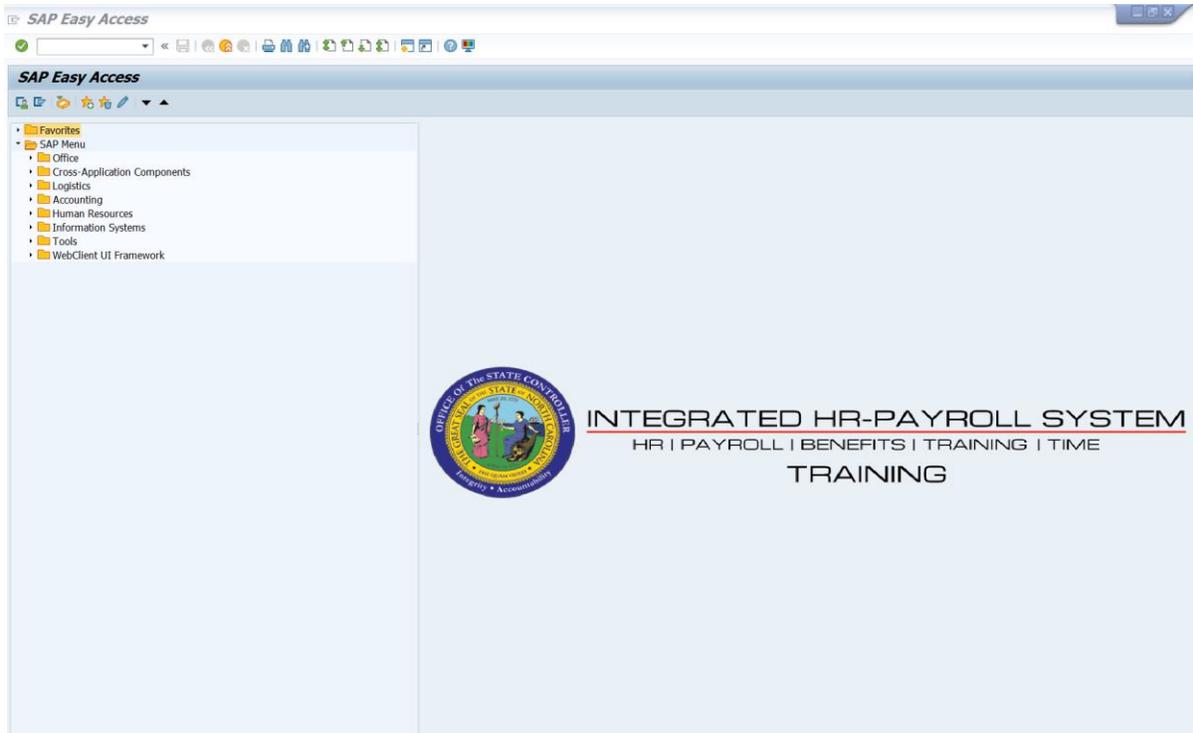
- Prior to initiating any workflow, ensure the data being used is valid and appropriate. For example, if working with a Reinstatement/Reemployment action, ensure the individual is currently listed as Separated.
- It's imperative to **Save** each infotype, even if you are not entering any new data. The 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

### Procedure



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.  <b>Example:</b> ZPAA076

2. Click the **Enter**  button.



**Information**

You may want to enter this transaction code in your Favorites folder.

- From the menu at the top of the screen, choose **Favorites > Insert Transaction**.
- Type in **ZPAA076**.
- Click **Enter**.

To see the transaction code displayed in front of the link in your favorites, from the menu at the top of the screen:

- Choose **Extras > Settings**.
- Place a check next to **Display Technical Names**.
- Click **Enter**.

### Employee Action Request

Existing PCR No.

Personnel No.  Timothy Mouse

Last 4 digits (SSN)  First  Last

Effective on

Action Type  Reinstatement/Reemployment(NC)

Reason  Return to National Guard

3. Update the following fields:

Field Name	Description	Values
Personnel No.	Unique employee identifier	Enter value in Personnel No.  <b>Example:</b> 1915619
Effective on	The date on which the action will be effective	Enter value in Effective on.  <b>Example:</b> 07/01/2012
Action Type	An action is a grouping of activities to perform a specific task. The action will prompt you for the Infotypes required to complete the task.	Enter value in Action Type.  <b>Example:</b> Z2
Reason	Reason for the action, Return to National Guard	Enter value in Reason.  <b>Example:</b> 29

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 may change the date to a day in the past or in the future.

Click Enter and verify the information is correct before proceeding.

**Employee Action Request**

Existing PCR No.

Personnel No.  Timothy Mouse

Last 4 digits (SSN)  First  Last

Effective on

Action Type  Reinstatement/Reemployment(NC)

Reason  Return to National Guard

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

Personnel Number  Timothy Mouse Action:  Reinstatement/Reemployment(NC)

Last 4 digits(SSN)  Reason:  Return to National Guard

Effective on  Chng  St:

CURRENT		PROPOSED	
Pers.Area	<input type="text" value="1901"/> Public Safety	Pers.Area	<input type="text" value="1901"/> Public Safety
Subarea	<input type="text" value="NC07"/> 7day Temp	Subarea	<input type="text" value="NC07"/> 7day Temp
EE Group	<input type="text" value="0"/> Supplemental Staff	EE Group	<input type="text" value="0"/> Supplemental Staff
EE Subgroup	<input type="text" value="65"/> National Guard	EE Subgrp	<input type="text" value="65"/> National Guard
Org. Unit	<input type="text" value="21010950"/> PS OPS NG COS State Activ	Org. Unit	<input type="text" value="21010950"/> PS OPS NG COS State Activ
Job	<input type="text" value="30003361"/> Military Administrative O	Job	<input type="text" value="30003361"/> Military Administrative O
EE Position	<input type="text" value="99999999"/>	EE Position	<input type="text" value="60097844"/> Military Administrative Officer

**Basic Pay**

Current	Proposed
Pay Scale type <input type="text" value="01"/> Graded	Pay Scale type <input type="text" value="01"/> Graded
Pay Scale Area <input type="text" value="11"/> Hourly	Pay Scale Area <input type="text" value="11"/> Hourly
Pay Scale Group <input type="text" value="6R74"/> Level <input type="text" value="6R"/>	Pay Scale Group <input type="text" value="6R74"/> Level <input type="text" value="6R"/>
Annual Salary <input type="text" value="0.00"/> Hrly Sal <input type="text" value="1.00"/>	Annual Salary <input type="text"/> Hourly Salary <input type="text" value="1.00"/>
Calc Step - 0 <input type="text"/>	Calc Step - 0 <input type="text" value="0.00"/>
Min <input type="text"/>	Min <input type="text" value="21.48"/>
Max <input type="text"/>	Max <input type="text" value="35.50"/> Next Inc Date <input type="text"/>

**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. <b>Example:</b> 60097844
Annual Salary	Employee’s annual basis pay	Enter value in Hourly Salary. <b>Example:</b> 1.00

7. Click the **Enter**  button.

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

Enter the hourly information in the Hourly Salary field. Click Enter to validate the data.

If the employee is an hourly employee, 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

Personnel Number  Timothy Mouse Action:  Reinstatement/Reemployment(NC)

Last 4 digits(SSN)   Reason:  Return to National Guard

Effective on  Chng   St:  Created

<b>CURRENT</b>	<b>PROPOSED</b>
Pers.Area <input type="text" value="1901"/> Public Safety	Pers.Area <input type="text" value="1901"/> Public Safety
Subarea <input type="text" value="NC07"/> 7day Temp	Subarea <input type="text" value="NC07"/> 7day Temp
EE Group <input type="text" value="0"/> Supplemental Staff	EE Group <input type="text" value="0"/> Supplemental Staff
EE Subgroup <input type="text" value="65"/> National Guard	EE Subgrp <input type="text" value="65"/> National Guard
Org. Unit <input type="text" value="21010950"/> PS OPS NG COS State Activ	Org. Unit <input type="text" value="21010950"/> PS OPS NG COS State Activ
Job <input type="text" value="30003361"/> Military Administrative O	Job <input type="text" value="30003361"/> Military Administrative O
EE Position <input type="text" value="99999999"/>	EE Position <input type="text" value="60097844"/> Military Administrative Officer

**Basic Pay**

Pay Scale type <input type="text" value="01"/> Graded	Pay Scale type <input type="text" value="01"/> Graded
Pay Scale Area <input type="text" value="11"/> Hourly	Pay Scale Area <input type="text" value="11"/> Hourly
Pay Scale Group <input type="text" value="6R74"/> Level <input type="text" value="6R"/>	Pay Scale Group <input type="text" value="6R74"/> Level <input type="text" value="6R"/>

Annual Salary <input type="text" value="0.00"/>	Hrly Sal <input type="text" value="1.00"/>	Annual Salary <input type="text" value=""/>	Hourly Salary <input type="text" value="1.00"/>
Calc Step - <input type="text" value="0"/>		Calc Step - <input type="text" value="0"/> <input type="text" value="0.00"/>	
Min <input type="text" value="21.48"/>		Max <input type="text" value="35.50"/> Next Inc Date <input type="text" value=""/>	

**Dates**

Last day worked

8. Click the **Enter**  button.

Verify the populated information is correct Personnel Subarea, Employee Group, Employee Subgroup, pay information (other than hourly salary amount) should be populated from position.

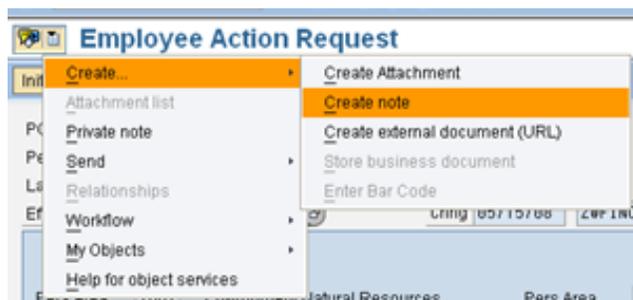
9. Click the **Save (Ctrl+S)**  button.

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



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.



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 get 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.

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**Notes entered during PA Workflow must follow OSHR's Action Notes Template:**

<https://www.osc.nc.gov/documents/action-notes-template>

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The screenshot shows a 'Create note' window with a title field containing 'Reinstatement/Reemployment - National Guard' and a large text area containing 'Agency required information.' There are 'OK' and 'Cancel' buttons at the bottom right.

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 – National Guard
Long text	An open text field	Enter value in long text.  <b>Example:</b> appropriate information

14. Click the **Enter**  button.

**Employee Action Request**

Initiate WF

PCR Number: 1000258240  
 Personnel Number: Timothy Mouse  
 Action: 22 Reinstatement/Reemployment(NC)  
 Last 4 digits(SSN): Reason: 29 Return to National Guard  
 Effective on: 08/13/2012 Chng: 05/14/12 01507572 St: 0 Created

CURRENT		PROPOSED	
Pers.Area	1901 Public Safety	Pers.Area	1901 Public Safety
Subarea	NC07 7day Temp	Subarea	NC07 7day Temp
EE Group	0 Supplemental Staff	EE Group	0 Supplemental Staff
EE Subgroup	65 National Guard	EE Subgrp	65 National Guard
Org. Unit	21010950 PS OPS NG COS State Activ	Org. Unit	21010950 PS OPS NG COS State Activ
Job	30003361 Military Administrative O	Job	30003361 Military Administrative O
EE Position	99999999	EE Position	60097844 Military Administrative Officer

**Basic Pay**

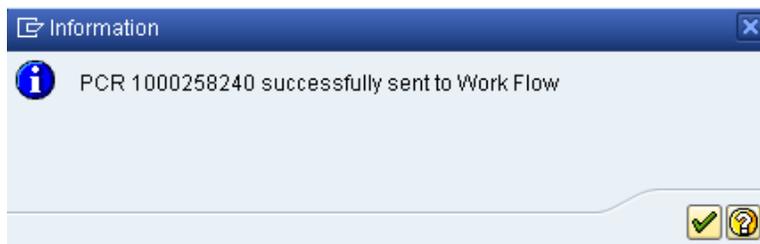
Pay Scale type	01 Graded	Pay Scale type	01 Graded
Pay Scale Area	11 Hourly	Pay Scale Area	11 Hourly
Pay Scale Group	6R74 Level 6R	Pay Scale Group	6R74 Level 6R
Annual Salary	0.00 Hrly Sal 1.00	Annual Salary	Hourly Salary 1.00
Calc Step - 0		Calc Step - 0	0.00
Min	21.48	Max	35.50
		Next Inc Date	

**Dates**

Last day worked

15. Click the **Enter**  button.
16. Click the **Save (Ctrl+S)**  button.
17. Click the **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).



18. Click the **(Enter)**  button.

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.

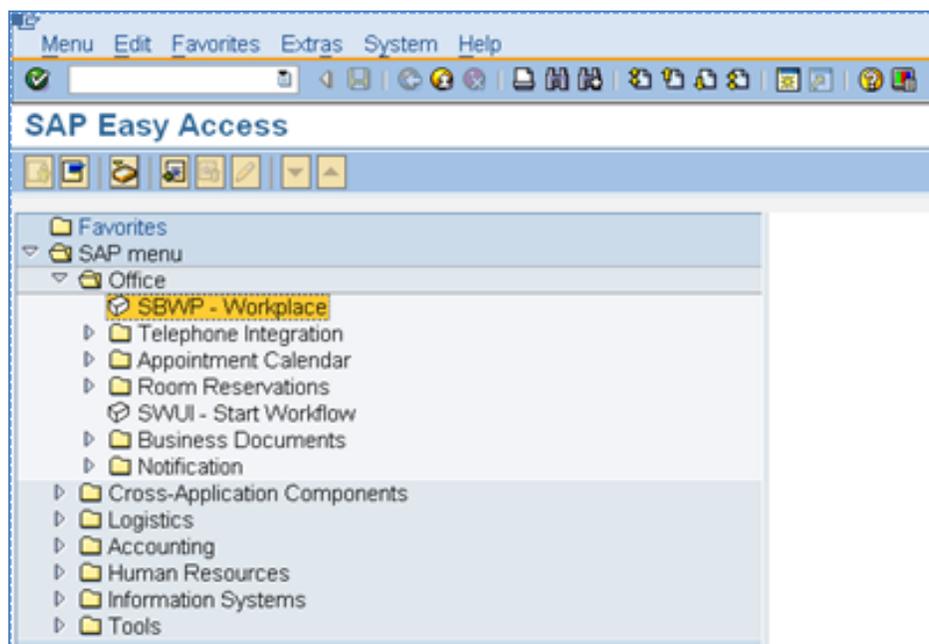
**Instructions for Completing the Action**

**Access Transaction:**

**Via Menu Path:** Office >> SBWP – Workplace

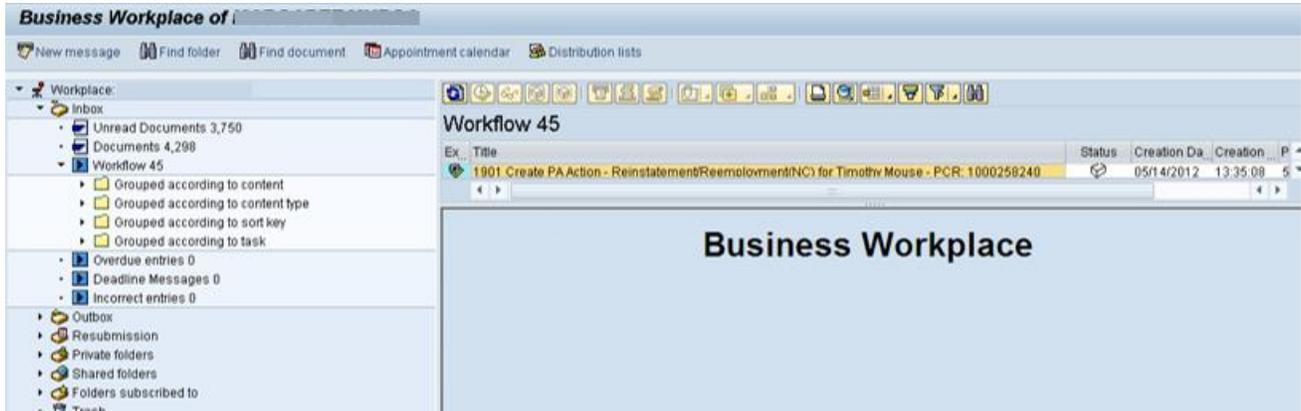
**Via Transaction Code:** SBWP, PA40

**Procedure**



- Click the **SAP Business Workplace (Ctrl+F12)**  button.

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

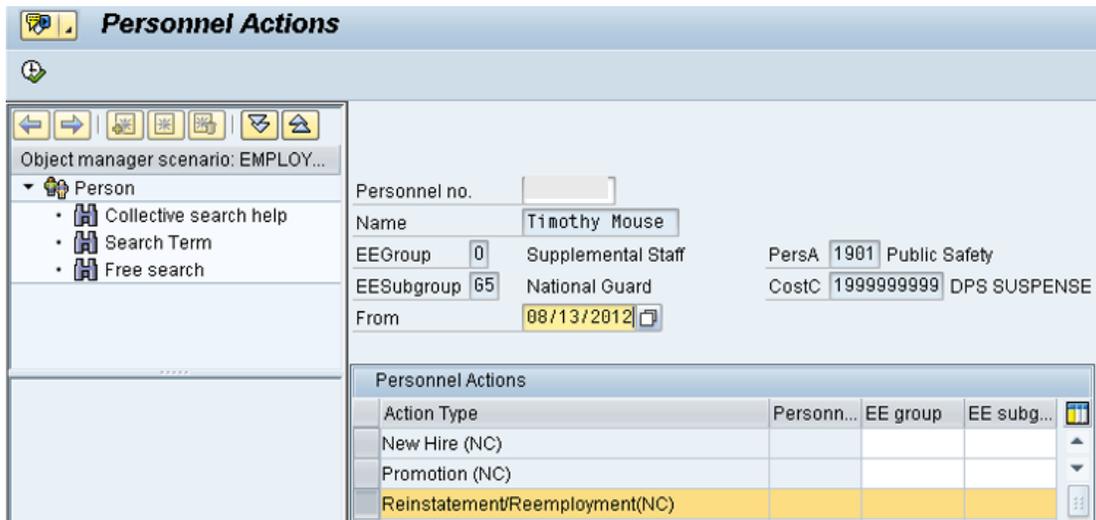


- Select **Inbox >> Workflow**.  
Process using step 23 or step 24.



- Select the **PCR** **1901 PA Action - Reinstatement(Reemployment)(NC) for Timothy Mouse PCR: 1000258240** row. Double-click on the row.
- 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 may 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.



25. Update the following field:

Field Name	Description	Values
From	Effective date of the personnel action	Enter value in From.  <b>Example:</b> 08/13/2012

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.

**Copy Actions (0000)**

Execute info group    Change info group

Pers.No.

Name

EEGroup  Supplemental Staff    PersA  Public Safety

EESubgroup  National Guard

Start  to

---

**Personnel action**

Action Type

Reason for Action  Return to National Guard

---

**Status**

Customer-specific

Employment

Special payment

---

**Organizational assignment**

Position  Military Administrative O

Personnel area  Public Safety

Employee group  Supplemental Staff

Employee subgroup  National Guard

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**Additional actions**

Start Date	Act.	Action Type	ActR	Reason for action

28. Click the **Enter**  button.

 Record valid from 08/01/2012 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.

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

When the employee subgroup is different from the position employee subgroup you will receive a warning message. Click **Enter**  to continue.

Click the **Save (Ctrl+S)**  button.

**Infotype Text**

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Enter or paste appropriate comments. |

29. Add your comments based on Agency or OSHR Policy/Guidelines.

**Create Organizational Assignment (0001)**

 Org Structure

---

Personnel No  Name

EEGroup  Supplemental Staff PersA  Public Safety

EESubgroup  National Guard Statu

Start  to

---

**Enterprise structure**

CoCode  STATE OF NC

Pers.area  Public Safety Subarea  7day Temp

Cost Ctr  DPS SUSPENSE Bus. Area  Public Safety

Fund  DPS-SUSPENCE

Func. Area  General Government

---

**Personnel structure**

EE group  Supplemental Staff Payr.area  NC Biweekly

EE subgroup  National Guard Contract

---

**Organizational plan**

Percentage   Assignment

Position  Mil Adm Ofcr  
Military Administrative ...

Job key  Military Adm  
Military Administrative ...

Org. Unit  191414300000  
PS OPS NG COS Stat...

Org.key

30. Click the **Enter**  button.

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

32. Click the **Save (Ctrl+S)**  button.



**NOTE:** You should not receive the above pop-up. The vacancy infotype has been maintained as filled, so this position isn't submitted to NEOGOV. Also, when you separate a National Guard employee, click "No" on your Create Vacancy so the position continues to look filled so it does not submit to NEOGOV.

**Copy Personal Data (0002)**

Personnel No  Name

EEGroup  Supplemental Staff PersA  Public Safety

EESubgroup  National Guard Statu

Start  To

---

**Name**

Title  Name Format

Last name  Birth name

First name

Middle name  Initials

Designation  Nickname

Suffix

Name

---

**HR data**

SSN  Gender  Female  Male

Date of Birth

Language

Marital Status  Dependents

33. 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.

34. Click the **Enter** button.

35. Click the **Save (Ctrl+S)** button.

**Copy Addresses (0006)**





Personnel No  Name

EEGroup  Supplemental Staff PersA  Public Safety

EESubgroup  National Guard Statu

Start  to

**Address**

Address type

Care Of

Address line 1

Address line 2

City/county

State/zip code

Country Key

Telephone Number

**Communications**

Type <input type="text"/>	Number <input type="text"/>	<input type="text"/>
Type <input type="text"/>	Number <input type="text"/>	<input type="text"/>
Type <input type="text"/>	Number <input type="text"/>	<input type="text"/>
Type <input type="text"/>	Number <input type="text"/>	<input type="text"/>

36. 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.

37. Click the **Enter**  button.

38. Click the **Save (Ctrl+S)**  button.

### Create Residence Tax Area (0207)





Personnel No  Name

EEGroup  Supplemental Staff PersA  Public Safety

EESubgroup  National Guard Statu

Start  to

---

**Resident Data**

Tax area  State of North Carolina

---

**Tax Authorities in Area**

Tax Auth.	Tax Authority Name	Tax Level	Description
FED	Federal	A	Federal
NC	North Carolina	B	State

39. Click the **Enter**  button.

If the employee resides in another state, that state should default from IT0006 here.

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

40. Click the **Save (Ctrl+S)**  button.

**Create Work Tax Area (0208)**

Personnel No  Name

EGroup  Supplemental Staff PersA  Public Safety

ESubgroup  National Guard Statu

Start  to

---

**Work Tax Data**

Tax Area  State of North Carolina

Allocation  %

---

**Tax Authorities in Area**

Tax Auth.	Tax Authority Name	Tax Level	Description
NC	North Carolina	B	State

41. Click the **Enter**  button.

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

42. Click the **Save (Ctrl+S)**  button.

**Create Unemployment State (0209)**

Personnel No  Name

EGroup  Supplemental Staff PersA  Public Safety

ESubgroup  National Guard Statu

Start  to

---

**Unemployment data**

Tax authority  North Carolina

Worksite  Public Safety

43. Update the fields as required.

44. Click the **Enter**  button.

The default will be single for the Filing Status field. If the individual has requested additional allowances or additional withholding to be taken, enter the data here.

45. Click the **Save (Ctrl+S)**  button.

### Create Withholding Info W4/W5 US (0210)





Personnel No  Name

EEGroup  SPA Employees PersA  Natural and Cultural Resources

EESubgroup  FT N-FLSAOT Perm Statu

Start  to

---

**Status**

Tax authority  Federal Tax level  Federal

Filing Status  

Use Higher Withholding Rates Schedule

---

**Exemptions**

Credits for dep.  USD

Tax Exempt Ind.   IRS mandates

Foreign Earned Income

---

**Withholding adjustments**

Add.withholding  USD  Non-resident tax calculation

Default formula  PCT MTHD-RES. U Alternative formula

Other income  USD

Deductions  USD

---

**Additional Information**

Check here if the last name differs from that shown on the Social Security card

---

**Overrides (from Infotype 0234)**

From date	End Date	Supplemental method	Tax override	Empl. Override Group

46. Update fields as required.

47. 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.

48. Click the **Save (Ctrl+S)**  button.

**Create Withholding Info W4/W5 US (0210)**

Personnel No  Name

EEGroup  SPA Employees PersA  Natural and Cultural Resources

EESubgroup  FT N-FLSAOT Perm Statu

Start  to

**Status**

Tax authority  North Carolina Tax level  State

Filing Status

**Exemptions**

Allowances  Exemption amount  USD

Additional allowance  Additional exemption amount  USD

Personal allowance

Dependent allowance

Tax exempt indicator   IRS mandates

**Withholding adjustments**

Add.withholding  USD Add. percent

Default formula  Alternate formula

**Additional Information**

Check here if the last name differs from that shown on the Social Security card

**Overrides (from infotype 234)**

From date	End Date	Supplemental method	Tax override	Certificat...

49. 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.

50. Click the **Save (Ctrl+S)**  button.

**Copy I-9 Residence Status (0094)**

Personnel No  Name

EGroup  Supplemental Staff PersA  Public Safety

EESubgroup  National Guard Statu

Start  to

**Personal identification**

Residence status

ID type

Issuing Authority

ID number

Issuing date

Expiry date

**Employment verification**

Work Permit

Issuing Authority

Work permit number

Issuing date

Expiry of W/P

51. 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 display containing IT0048 information to enter Residence Status details (such as permission number, expiration date, date of issue, etc.). In this example we have chosen Citizen.

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

52. Click the **Save (Ctrl+S)**  button.

**Copy Planned Working Time (0007)**

Work schedule

Personnel No: [00000000] Name: [SERVIA DILLON]  
 EEGroup: [A] SPA Employees PersA: [4601] Natural and Cultural Resources  
 EESubgroup: [A.1] FT N-FLSAOT Perm Status: Active  
 Start: [01/01/2008] To: [12/31/9999] Chg.: [00111111] [0000]

**Work schedule rule**

Work schedule rule: [D01N08GN] [MTWHF-8,SaS-O] WSR Finder  
 Time Mgmt status: [1 - Positive Time Recording]  
 Working week: [Wk - Sun (mdnt) - Sat]  
 Part-time employee

**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

53. Click the **Enter**  button.

**NOTE:** The Time Management Status will always be “No time evaluation.”

54. Click the **Save (Ctrl+S)**  button.

The defaulted work schedule is based on information provided by the various agencies and the Integrated HR-Payroll System team members.

**Create Basic Pay (0008)**

Salary amount Payments and deductions

Personnel No [ ] Name Timothy Mouse

EEGroup 0 Supplemental Staff PersA 1901 Public Safety

EESubgroup 65 National Guard Statu Active

Start 08/13/2012 to 12/31/9999

Subtype 0 Basic contract

**Salary**

Reason Z2 Cap.util.lvl 100.00

PS type 01 Graded WkHrs/period 80.00 Bi-weekly

PS Area 11 Hourly Next inc. [ ]

PS group GR74 Level GR Ann.salary [ ] USD

Wa...	Wage Type Long Text	O.	Amount	Curr...	I...	A.	Number/Unit	Unit
1200	Regular Hours		1.00	USD	I	<input checked="" type="checkbox"/>		

IV 08/13/2012 - 12/31/9999 0.00 USD

55. Update the following fields:

Field Name	Description	Values
Reason	Reason for the action, such as Reinstatement	Enter value in Reason. <b>Example:</b> Z2
Amount	Hourly Rate	Enter value <b>Example:</b> 1.00

56. 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 hourly rate in amount.

**NOTE:** When you enter the HOURLY rate, the system will calculate their salary. The National Guard will always be \$1.00.

57. Click the **Save (Ctrl+S)**  button.

### Copy Bank Details (0009)





Personnel No  Name

EEGroup  Supplemental Staff PersA  Public Safety

EESubgroup  National Guard Statu

Start  to

---

**Bank details**

Bank details type

Payee

House number/street

Postal Code/City

Region

Bank Country

Bank Key

Bank Account  Bank control key

Payment method  Payroll Check

Purpose

Payment currency  United States Dollar

58. Click the **Enter**  button.

Verify the data is set to "C." National Guard are approved to be set to Check.

59. Click the **Save (Ctrl+S)**  button.

**Create Related Experience (9822)**

Personnel No	<input type="text"/>	Name	<input type="text"/>
EESubgroup	A SPA Employees	PersA	<input type="text"/> Health Human Services
EESubgroup	A1 FT N-FLSAOT Perm	Statu	Active
Start	<input type="text"/>	To	12/31/9999

(Not to be used for Supplemental Staff)

**Classification**

Position	<input type="text" value="65002858"/>	800904001427 Facility Survey Consult I
Job	<input type="text" value="30002888"/>	Fac Survey C Facility Survey Consultant I

**Related Work Experience**

Months	<input type="text" value="6"/>	Calculated Months:	<input type="text" value="0"/>
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**Related Education**

Months	<input style="border: 2px solid red;" type="text" value="48"/>
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60. 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:

- Related Work Experience
- Related Education Months

61. Click the **Save (Ctrl+S)** button.

### Create Objects on Loan (0040)

Personnel No	<input type="text"/>	Name	<input type="text" value="Timothy Mouse"/>
EEGroup	<input type="text" value="0"/>	Supplemental Staff	PersA <input type="text" value="1901"/> Public Safety
EESubgroup	<input type="text" value="65"/>	National Guard	Statu <input type="text" value="Active"/>
Start	<input type="text" value="08/13/2012"/> to		<input type="text" value="12/31/9999"/>

**Objects on Loan**

Object on loan

Number/unit

Loan object no.

**Comments**

Line 1

Line 2

Line 3

62. Update the following fields: (Skip if not maintaining this data)

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.
Number/unit	Enter number/unit of items out on a loan.	Enter value in Number/unit.
Loan object no.	Identification or reference number of the object (if available)	Enter value in Loan object no.

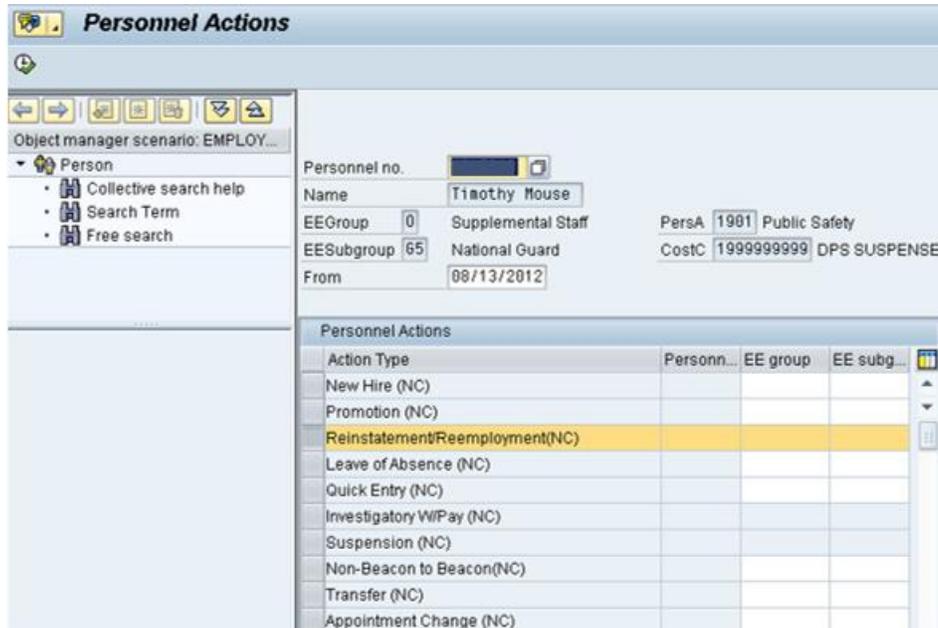
63. Click the **Enter** button.

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.

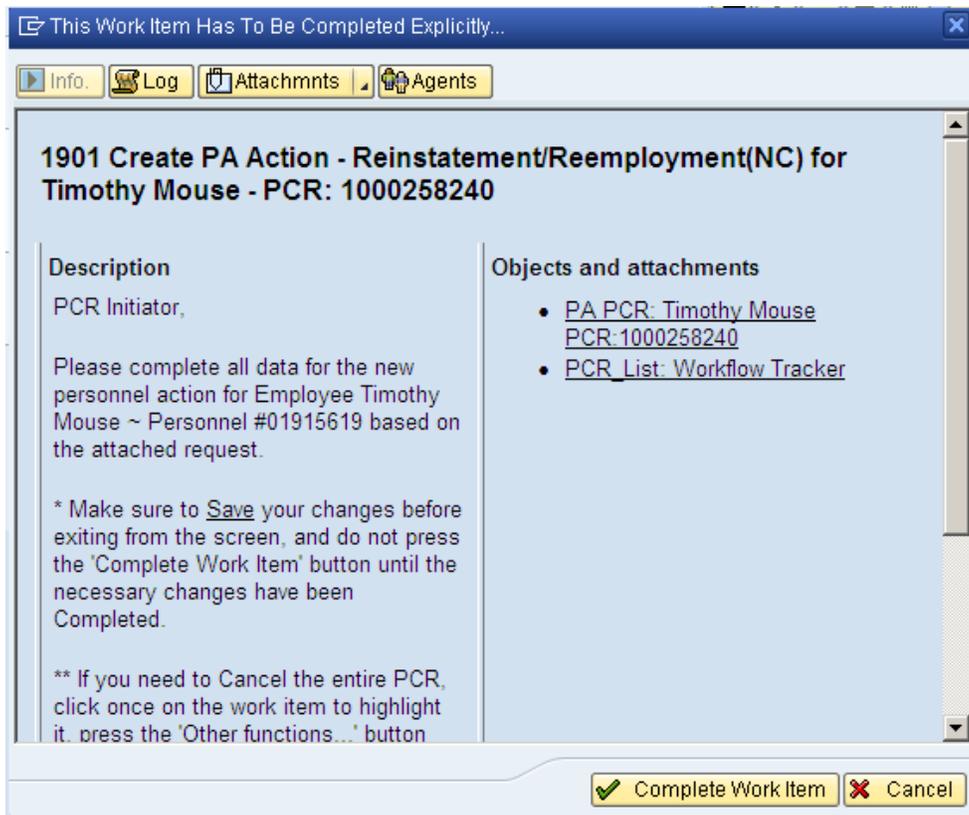
**NOTE:** If the employee receives more than one item on loan, you will need to process a PA30 transaction in order to add the additional line items to IT0040.

64. Click the **Save (Ctrl+S)** button.

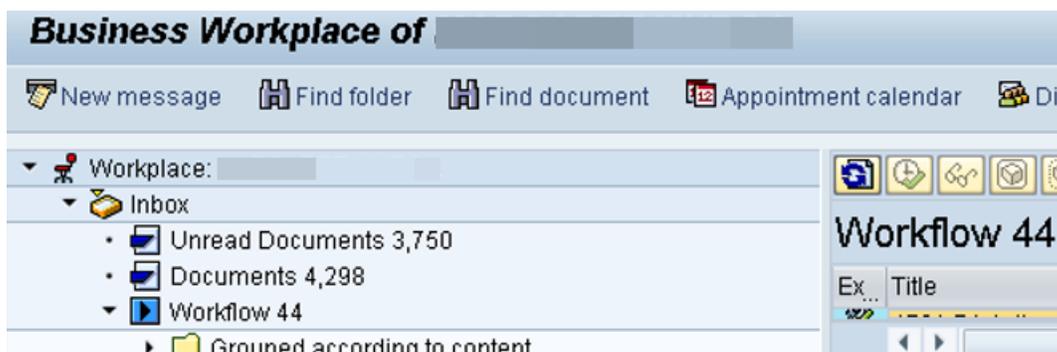


65. Click the **Back (F3)**  button.

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.



66. Click the **Complete Work Item**  button.



67. 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 screen.



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

### Additional Resources

Training HELP website: [https://www.osc.nc.gov/state-agency-resources/training/training\\_help\\_documents](https://www.osc.nc.gov/state-agency-resources/training/training_help_documents)

### Change Record

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