



MONITORING OF TASKS

JOB AID PER-26 | TRANSACTION IT0019

PA

The purpose of this job aid is to provide general instructions for the creation/maintenance of an IT0019 (Monitoring of Tasks). It also includes a list of reasons and definitions of the tasks found on IT0019 that includes the duration of a task.

Create and Maintain an IT0019 Record

The Monitoring of Tasks infotype is like a tickler file and is date-driven. Enter a due date and then run the [B0099 Employee Deadline Dates](#) report in BOBJ to view the various tasks due for a week. If the task is completed prior to the due date, it will display on the reports unless the Monitoring of Tasks infotype is delimited.

Create Monitoring of Tasks (0019)

Personnel No: 80001035 Name: Marvin Tillman

EEGroup: A SPA Employees PersA: 4601 Cultural Resources

EESubgroup: A1 FT N-FLSAOT Perm Statu: Active

Task

Task Type: [Dropdown]

Date of Task: Processing indicator: New task




Reminder


Reminder Date:



Lead/follow-up time: For specific task type: [Dropdown]

Comments

These are three Processing indicators that can be selected to categorize tasks:

- **New task** – When creating a new task in IT0019, select the Create icon . The processing indicator will default automatically to New Task. Enter and save comments in reference to the new task.
- **Task in process** – When updating information in IT0019, use the Copy icon . This retrieves the original task and maintains the history. Manually change the processing indicator to Task in Process. Enter and save comments in reference to the processing of the task.
- **Task completed** – When completing an IT0019, select the copy icon  to retrieve the original task and maintain the history. Manually change the processing indicator to Task Completed. Enter and save comments regarding the completion of the task.

NOTE: The original date of the Monitoring of Task record will stay the same when using the Copy  function.

 **CRITICAL!** Always use the **Copy** function  to maintain the IT0019 record.

REPORTS: The Processing Indicator status will display on the SAP Date Monitoring Report (S_PHO_48000450) and the Employee Deadline Dates report (BI0099).

When to Create a Monitoring of Tasks Record

Create and maintain the Monitoring of Tasks (IT0019) infotype for the following events:

- Break in service for temporary employees
- Verification of education
- Training progressions
- Probation to Perm
- Various types of Leave of Absence (LOA)
- Work Against
- Acting Pay
- Other “flags” as needed

Field Options

TASK TYPE

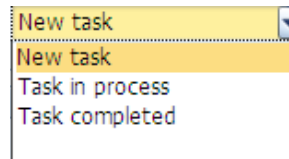
Task	Definition
01 – End of Probation	Probation is one (1) year. Set the reminder for one year. <i>Example – EOD 5/1/2016 – set reminder for 3/31/2017 to check with Supervisor.</i>
02 – Trainee Progression	Set the reminder based on the length of the specific time frame.
03 – Employ Authorization	Set the reminder for the expiration date of work authorization document.
04 – Acting Pay	Set the reminder based on the length of the specific time frame.
05 – Credential Verification	Set the reminder to be verified within 90 days per policy.
06 – Temporary Appointment	Set the reminder based on the length of the specific time frame.

07 – Workers’ Comp (7 day)	Set the reminder for the end of the workers’ comp waiting period, to change the action for the appropriate reason for the eighth (8) day of the workers’ comp.
08 – S/T Disability (60 days)	Set the reminder for the end of the short-term disability waiting period, to change the action for the appropriate reason for the 61st day of the disability.
09 – Military – RAD 30 days paid	Set the reminder for the end of the 30 days, to change the action for the appropriate reason.
10 - 16 – 5 days to 120 days	Use by the Grievance Maintainer for reminders within policy timelines.
17 – 18 months	Used by the Warning Maintainer for when warning expires.
19 – End of Contract	Set the remainder for the end of the contract.
20 – JB Appointment Ends	For Judicial Branch use only.
21 – Elected Appt Ends	Set the reminder for the end of the appointment.
22 – RIF Eligibility Ends	Set the reminder for the end of the RIF eligibility.
23 – Prove Foster Child	Set the reminder for the end of the eligibility.
24 – Est Leave Run Out	Set the reminder for the end of the leave.
25 – Est Return Date	Set the reminder for the return date.
26 – Est End of Sal Cont	Set the reminder for the end of the Salary Continuation.
27 – STD/Extended Ends	Set the reminder based on the length of the specific time frame.
30 – FMLA Ends	Set the reminder based on the length of the specific time frame.
31 – FIL Ends	Set the reminder based on the length of the specific time frame.
32 – Check Leave Balances	Set the reminder based on the length of the specific time frame.
33 – License Renewal	Set the reminder based on the length of the specific time frame.
34 – Work Against	Set the reminder based on the length of the specific time frame.
35 – Alternate WSR	Set the reminder based on the length of the specific time frame.
36 – Time Limited Ends	Set the reminder based on the length of the specific time frame.
37 – Service Award Due	Set the reminder based on the length of the specific time frame.
38 – Secondary Employment	Set the reminder based on the length of the specific time frame.
39 – Other	Set the reminder based on the length of the specific time frame.
40 – Research Asst 60 Mth	Set the reminder based on the length of the specific time frame.
50 – CO Step Increase	Set the reminder based on the length of the specific time frame.
51 – PPO Step Increase	Set the reminder based on the length of the specific time frame.

52 – LEO Sworn	Set the reminder based on the length of the specific time frame.
53 – LEO Step Increase	Set the reminder based on the length of the specific time frame.

PROCESSING INDICATOR

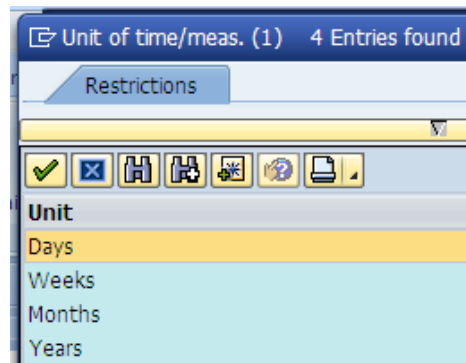
- New task
- Task in process
- Task completed



LEAD/FOLLOW-UP TIME

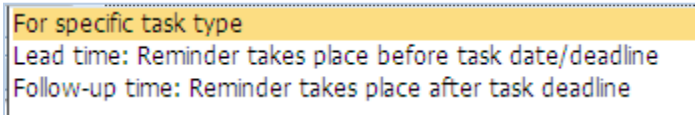
Lead Time

- Days
- Weeks
- Months
- Years



Follow-up Time

- For specific task type
- Lead time: Reminder takes place before task date/deadline
- Follow-up time: Reminder takes place after task deadline



Supervisor Access

Supervisors have access via their MSS inbox.