

Purpose

Use this procedure to enter data for a new employee.

Trigger

Perform this procedure when a new employee is hired.

Prerequisites

Start Date

Menu Path

Use the following menu path to begin this transaction:

N/A

Transaction Code

PA40

Helpful Hints

- R/O/C column in tables represents Required, Optional, or Conditional entry
- The Minimum and Maximum grade level amounts represent range for this position's pay (viewed using Level matchcode in the Basic Pay (0008) infotype)
- During the New Hire action, populate infotype 0009 Bank Details by either saving the default information presented in the infotype, this allows the employee to receive a check, or enter the direct deposit information if the employee has provided it to you. Forward the forms to Central Payroll for verification. For all future changes to bank details, send completed direct deposit forms provided by employees to Central Payroll at 106/1200/Central Payroll who make the appropriate changes
- During the New Hire action, populate infotype 210 FED and 210 OR with information provided by the employee's W-4 forms, enter information in the "filing status", "allowances" and "additional withholding fields". Forward these forms to Central Payroll for verification. For all future changes to withholdings, send completed W-4 forms provided by employees to Central Payroll at 106/1200/Central Payroll who make the appropriate changes
- For Police and Fire Bureau employees, please complete the Contract Field to indicate the taxability for employees in info type 0001 Organizational Assignment.
 - U-2 = The employee was sworn on or before 3/31/1986 then they are not taxable for Social Security or Medicare because FPD&R pays their retirement and any disability claims. They are also not subject to the Workers Comp Benefit fund which is a tax



- U-3 = The employee was sworn on or after 4/1/1986 they are not taxable for Social Security but are taxable for Medicare. They are also a part of PERS and Risk Workers Compensation (City). They are subject to the Workers Comp Benefit fund which is a tax based on productive hours. There is currently only one employee in this category. This category receives no type of benefits from FPD&R. Fire and Police have more employees that could fall into this category if they choose to put them here
- U-4 =The employee was sworn on or after 4/1/1986 they are not taxable for Social Security but are taxable for Medicare, yet they are also a part of PERS and FPD&R for disability claims only. They are not subject to the Workers Comp Benefit fund which is a tax based on productive hours



Procedure

1. Start the transaction using the menu path or transaction code. The *Personnel Actions* screen displays.

Personnel Actions

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Personnel Actions						
•						
Personnel no. 🛛 🙆						
rom						
Personnel Actions						
Action Type	Personn E	E group	EE subg <u></u>			
New Hires						
Change In Pay						
Temporary Actions						
Regular Actions						
Status Changes						
Ext of Temporary Appt	_					
End of Temp Assn/Retrn to Prev						
Leave of Absences - UnPaid						
Leave of Absences - Paid						
Return from Leave						
Layoffs						
Separations						
Rehires						
Retirement						
Employee to WR Benefit Eligble				▲ ▼		
						👂 PA40 🖪 sapqr2 INS 🌽

2. As required, complete/review the following fields:

Field	R/O/C	Description
From		Beginning value to be entered when specifying a range. Example: 072408

3. Select **New Hires** record indicator



4. Click **Execute** button 😟 . The *Create Actions (0000)* screen displays.

Create Actions (0000)

Infotype Edit Goto Extras System Help	SAP
· · · · · · · · · · · · · · · · · · ·	
Create Actions (0000)	
🔝 🔊 2 Change info group	
Pers.No. Start 07/24/2008 to 12/31/9999	▲ ▼
Personnel action	
Action Type New Hires	
Reason for Action	
Status	
Customer-specific 0 Employment Active	
Employment Active Special payment Standard wage type	
Organizational assignment	
Position Personnel area	
Employee group	
Employee subgroup	
Additional actions Start Date Act Action Type ActR Reason for action	
	▲ ▼
	🕑 PA40 🖪 sapqr2 INS 🌌 🏑
5. Click Reason for Action field	

6. Click Reason for Action matchcode 🕝 . The Reason for Action (XXXX) dialog box displays.



Reason for Action (XXXX) (YYYY) Entries found

Ē	Reason for Action (1) 3 Entries found	
	Restrictions	
	∇	
V		
Actio	ion Type: U0	
Nam	me of action type: New Hires	
Ac	Name of reason for action	
01	New Employee	
02	Prev Emp-Not Conv-Reinstate	
03	Previous Employee-Not Conv	
3	3 Entries found	
7.	Select 01 New Employee list item 01 New Employee	
8.		
	Click Enter (continue) 💹 .	



Create Actions (0000)

Infotype Edit Goto Extras System Help	
Image: Comparison of the c	
Create Actions (0000)	
🔄 🗟 🖉 Change info group	
Pers.No	•
Personnel action Action Type New Hires Reason for Action 01	
Status Customer-specific 0 Employment Active Special payment Standard wage type	
Organizational assignment Position Personnel area Employee group Employee subgroup	
Additional actions	
Start Date Act Action Type ActR Reason for action	
	PA40 🖻 sapqr2 INS 🚽

9. As required, complete/review the following fields:

Field	R/O/C	Description
Position	R	Organizational objects held by employees and assigned to organizational units which may inherit characteristics from its organizational unit or the assigned job.
		Example: 40000008

10. Click **Enter** button **Second** . The *Information* screen displays.



Information

🔄 In	formation	\times
1	Default values are used by the position	
√	0	

11. Click Enter (continue) button 🧹 .

Create Actions (0000)

Infotype Edit Goto Extras System Help	
9 N N N N N N N N N N N N N N N N N N N	G Sector
Create Actions (0000)	
🗟 🔝 🖉 Change info group	
Pers.No. 100040 Start 07/24/2008 to 12/31/9999	
Personnel action Action Type New Hires Reason for Action 01 New Employee	
Status Customer-specific 0 Employment Active Special payment Standard wage type	
Organizational assignment Position 40000008 Personnel area 1220 Cable Employee group 1 Regular Employee subgroup 03 FT Exempt, Negative	
Additional actions	
Start Date Act. Action Type ActR Reason for action	
Save your entries	PA40 PA40 Sapqr2 INS ///////////////////////////////////



12. Click **Save** button **I**. The *Create Organizational Assignments (0001)* screen displays.



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

Create Organizational Assignment (0001)

Infotype Edit Goto Extras System Help	SAP
Create Organizational Assignment (0001)	
B B Crg Structure	
Personnel No 100040 Start 07/24/2008 ato 12/31/9999	
Enterprise structure CoCode C0P1 City of Portland Pers.area 1220 Cable Subarea Subarea 3000 Non Rep Cost Ctr CBUF000001 Utility Bus. Area Grant Func. Area	
Personnel structure Payr.area Z1 CoP Bi-Weekly EE group 03 FT Exempt, Negative Contract Image: Contract	
Organizational plan Administrator Percentage 100.00 Image: Assignment Position 40000008 Program Sp Program Specialist PayrAdmin	
Job key 30000463 Program Sp Program Specialist Exempt E Org. Unit 20000216 UtlFrnchsMgt Utility Franchise Manage	
	D PA40 🖻 sapdrp OVR
13. Click Time field	

14. Click **Time** matchcode 🙆 . The *Administrator for Time Recording (XXXX)* dialog box displays.



Administrator for Time Recording (XXXX) YYYY Entries found

Infotype Edit Goto Extras System Help	SAP
◎ I I I O O O O O O O O O O O O O O O O	
Create Organizational Assignment (0001)	
B B Crg Structure	
Personnel No 180848	
Start 07/24/2008 to 12/31/9999 Enterprise structure Exeture Restrictions	
CoCode C0P1 City of Portland Pers.area 1220 Cable Subarea 300 Cost Ctr CBUF600001 Utility Bus. Area CBE Administrator group: 1220 Fund A Administrator name 001 Justice, Carol S 002 Torres, Raul B	
Personnel structure Payr.area Z1 EE group 1 Regular Payr.area Z1 EE subgroup 03 FT Exempt, Negative Contract	
Organizational plan Administrator Percentage 100.00 Assignment Position 40000008 Program Sp Program Specialist PayrAdmin Job key 30000463 Program Sp Program Specialist Program Specialist Exempt E Org. Unit 20000216 Utility Franchise Manage	
3 Entries found	PA40 🖪 sapdrp OVR

15. Select O01 Justice, Carol S list item 001 Justice, Carol S



Only Timekeepers in your bureau are listed.

16. Click Enter (continue) button .



Create Organizational Assignment (0001)

Infotype Edit Goto Extras System Help	
· · · · · · · · · · · · · · · · · · ·	
Create Organizational Assignment (0001)	
B B C Org Structure	
Personnel No 100040	
Start 07/24/2008 to 12/31/9999	
Enterprise structure CoCode COP1 City of Portland	
Pers.area 1220 Cable Subarea 3000 Non Rep	
Cost Ctr CBUF000001 Utility Bus. Area CB00 Cable Comm and Franc	
Grant	
Func. Area	
Personnel structure	
EE group 1 Regular Payr.area Z1 CoP BI-Weekly	
EE subgroup 63 FT Exempt, Negative Contract	
Organizational plan Administrator	
Percentage 190.00 E Assignment Time 001 C	
Program Specialist	
Job key 30008463 Program Sp Program Specialist	
Exempt E	
Org. Unit 20000216 UtlFrnchsMgt Utllity Franchise Manage	
Second created PA40 🔤 sapgr2 1	NS M
	36
17. Click Enter button 🥙 . The Organizational Assignment (0001) screen updates.	
Click Enter button screen updates.	
 Click Enter button I . The Organizational Assignment (0001) screen updates. The system returns the message, "Record created". 	
The system returns the message, "Record created".	la a
Click Enter button screen updates.	he
The System returns the message, "Record created". For Police and Fire Bureau employees, please complete the Contract Field to indicate the Contrac	he



Delimit Vacancy

Infotype Edit Goto Extras System Help	SAP
Create Organizational Assignment (0001)	
B B 2 Org Structure	
Personnel No 100040	
Status Active	
Start 07/24/2008 to 12/31/9999	
Enterprise structure	
CoCode COP1 City of Portland	
Pers.area 1220 Cable Subarea 3000 Non Rep Cost Ctr CBUF0000001 Utility Bus. Area CB00 Cable Comm and Franc	
Fund 205000 Cable	
Grant NOT-RELEVANT NOT-RELEVANT	
Func. Area CDFM0000000000C Fr C Delimit Vacancy 🗵	
S 40000008 Program Specialist	
EE group 1 Regular Delimit on	
EE subgroup 03 FT Exempt, Negative	
Organizational plan Administrator	
Percentage 100.00 E Assignment Time 001	
Position 40000008 Program Sp PayrAdmin	
Program Specialist Job key 30000463 Program Sp	
Program Specialist	
Exempt E	
Org. Unit 20008216 UttFrnchsMgt Uttlifty Franchise Manage	
	👂 PA40 🖻 sapqr2 INS 🍙 🦯

19. As required, complete/review the following fields:

Field	R/O/C	Description
Delimit on	R	End date.
		Example: 072408

20. Click Yes button Yes .



Create Personal Data

Cr Infotype Edit Goto Extras System Help	SAP
Create Personal Data	
Personnel No 100040	
EE group 1 Regular Pers.area 1220 Cable	
EE subgroup 03 FT Exempt, Negative Pers. subarea 3000 Non Rep Stat Active Time 001	
Start 07/24/2008 To 12/31/9999	
Name Last name	
First name	
Middle name	
Nickname	
Suffix	
Name	
HR data	
SSN Cender	
Date of Birth 🗹 🖲 Female O Male	
Marital Status	
Record created	PA40 🖪 sapqr2 INS 🌌
21. Click Last name field	

21. Click Last name field



The system returns the message, "Record created".

22. As required, complete/review the following fields:

Field	R/O/C	Description
Last name	R	Surname; the name used to identify the individual.
		Example: Vandivier



Field	R/O/C	Description
First name	R	The name that precedes the surname; aides in identifying the individual.
		Example: Sharon
Middle name	R	Middle name of employee.
		Example: P
SSN	R	A number given to an individual by the U.S. government program financed by employer and employee payments that provide retirement insurance, disability benefits, and unemployment compensation.
		Example: 999999940
Date of Birth	R	Year, month and day of birth.
		Example: 10/01/1955

- **23.** Click **Enter** button **23**. The *Create Personal Data* screen updates.
- **24.** Click **Save** button 🖳 . The *Create Communication(0105)* screen displays.

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



Create Communication (0105)

Infotype Edit Goto Extras System Help	
· · · · · · · · · · · · · · · · · · ·	Sec. 1
Create Communication (0105)	
Personnel No 100040 Name Sharon Vandivier EE group 1 Regular Pers.area 1220 EE subgroup 03 FT Exempt, Negative Pers. subarea 3000 Non Rep Stat Start 07/24/2008 to 12/31/9999	
Communication (0105) Type 0801 System user name (SY-UNAME) ID/number SVandivier	
Record created	ያ 🕨 PA40 🖻 sapqr2 INS 🌌 🥢
25. Click Enter button	
The system returns the message, "Record created".	
26. Click Save button . The <i>Create Addresses (0006)</i> screen displays.	
The system returns the message, "Save your entries".	



Create Addresses (0006)

Infotrine Edit Goto	Extras System Help				SAP
		日間陽常	ካ ይ ይ 🗑 🗖 🞯		
Create Address	AN INCOME IN CONTRACTOR				
PROTOCOLOGIC CONTRACTOR CONTRACTOR					
🔓 🛃 🧟 Foreign a	address				
Personnel No 100040	0 Name	Sharon Vandivi	er		
EE group 1 Regul	The second	1220 Cable			
	empt, Negative Pers. subarea	3000 Non Rep	Stat Active Time 001		
Start 07/24/2008	to 12/31/9999				
Address				1	
Address type	Permanent/Mailing address	2			
clo					
Address line 1					
Address line 2					
City/county					
State/zip code		Y			
Country Key	USA				
Telephone Number					
Communications					
Type Number					
Type Number					
Type Number					
Type Number	Exte				
1					
				1	
A					
Secord created					😵 👂 PA40 🖪 sapqr2 INS 🌌 🥖
27. Click Add	Iress line 1 field				

П

The system returns the message, "Record created".

28. As required, complete/review the following fields:

Field	R/O/C	Description
Address line 1	R	Street address.
		Example: 990 Strother Street



Field	R/O/C	Description
City	R	A large and densely populated urban area; may include several independent administrative districts. Example: Portland
State	R	State (abbreviated). Example: OR
zip code	R	Zip code as part of address. Example: 97204

30. Click **Save** button **I** . The *Create Residence Tax Area (0207)* screen updates.

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



Create Residence Tax Area (0207)

Infotype Edit Goto Extras System Help	
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Create Residence Tax Area (0207)	0.0000.0000000000000000000000000000000
Personnel No 100040 Name Sharon Vandivier EE group 1 Regular Pers.area 1220 EE subgroup 03 FT Exempt, Negative Pers. subarea 3000 Non Rep Stat Start 07/24/2008 to 12/31/9999	
Resident data Tax area 0R01 Tri-Med Trans District	
Tax Authorities in Area Tax_Description FED Federal OR Oregon B State OR01 Tri-Met Trans District F Other Image: State Image: State OR01 Tri-Met Trans District Image: State Image: State Image: State	
Record created	🖀 👂 PA40 🖻 sapqr2 INS 🕼 🥢
 Click Enter button . The system returns the message, "Record created". 	
32. Click Save button . The <i>Create Work Tax Area (0208)</i> screen display The system returns the message, "Save your entries".	S.



Create Work Tax Area (0208)

IEŻ Infotype Edit Goto Extras System Help	
·····································	Ŵ
Create Work Tax Area (0208)	
Personnel No 100040 Name Sharon Vandivier	
EE group 1 Regular Pers.area 1220 Cable	
EE subgroup 03 FT Exempt, Negative Pers. subarea 3000 Non Rep Stat Active Time 001 Start 07/24/2008 @ to 12/31/9999	
Work tax data Tax Area OR01 Tri-Med Trans District	
Tax Area 0R01 Tri-Med Trans District Allocation 100.00 \$	
Tax Authorities in Area	
OR Oregon B State	
OR01Tri-Met Trans District F Other	
Record created	😵 🕨 PA40 🔚 sapqr2 INS 🌌 🥢
33. Oliek Seve hutter	
33. Click Save button 🥙 .	
The system returns the message, "Record created".	
34. Click Save button 🔲 . The <i>Create Unemployment State (0209)</i> screen dis	splays.
The system returns the message, "Save your entries".	



Create Unemployment State (0209)

l⊡ Info	ntype Edit Goto Extras System Help	SAP
		J.
Cre	eate Unemployment State (0209)	
6		
EE gro	nnel No 108040 Name Sharon Vandivier bup 1 Regular Pers.area 1220 Cable bgroup 03 FT Exempt, Negative Pers. subarea 3000 Non Rep Stat Active Time 001 07/24/2008 to 12/31/9999	
	nployment data authority DR Oregon (site	
🕑 R	lecord created	📽 🕨 PA40 🖪 sapqr2 INS 🍃
35.	Click Enter button	
	The system returns the message, "Record created".	
36.	Click Save button 📕 . The Create Working Info W4/W5US (0210) screen	displays.
	The system returns the message, "Save your entries".	



Create Withholding Info W4/W5 US (0210)

Infotype Edit Goto Extras System Help	SAP
Create Withholding Info W4/W5 US (0210)	
Personnel No 100040 Name Sharon Vandivier EE group 1 Regular Pers.area 1220 Cable	
EE subgroup 03 FT Exempt, Negative Pers. subarea 3000 Non Rep Stat Active Time 001	
Start 07/24/2008 To 12/31/9999	
Status /	
Tax authority FED Federal Tax level A Federal	
Filing Status	
Exemptions Allowances	
Tax Exempt Indicator	
Withholding adjustments Add.withholding USD	
Default formula 1 PCT MTHD-RES. U Alternative formula	
W-5 filing status EIC status	
Overrides (from Infotype 0234)	
From date End Date Supplemental met Tax override Em	
Record created	😵 👂 PA40 🔁 sapqr2 🛛 INS 🍙 🦯

37. Click **Filing Status** field



The system returns the message, "Record created".

Populate infotype 210 FED and 210 OR with information on employee's W-4 forms, enter information in the Filing status, Allowances and Additional withholding fields. Forward these forms to Central Payroll for verification.

38. Click **Filing Status** matchcode



Filing status (XXXX) YYYY Entries found

ē	Filing status (1) 6 Entries found								
Restrictions									
		∇			,				
V									
Tax	Tax Authority: FED								
E *	Long Text	Start Date	End Date						
	Single) 12/31/9999						
	Married) 12/31/9999						
	Married claiming self plus dependents or								
	Married, both spouses working) 12/31/9999						
	Married, one spouse working	01/01/1980) 12/31/9999						
	Head of household or family	01/01/1980) 12/31/9999						
	Critico found								



39. Double-click **01 Single** list item **01 Single**

Create Withholding Info W4/W5 US (0210)

년 Infotype Edit Goto Extras System Help	SAP
Image: Section (Section (S	Ser and a series of the series
Create Withholding Info W4/W5 US (0210)	
Personnel No 100040 Name Sharon Vandivier EE group 1 Regular Pers.area 1220 Cable EE subgroup 03 FT Exempt, Negative Pers. subarea 3000 Non Rep Stat Active Time 001 Start 07/24/2008 to 12/31/9999 Status Status Status	
Tax authority FED Federal Tax level A Federal Filing Status 81 9	
Exemptions Allowances Tax Exempt Indicator IRS mandates	
Withholding adjustments Add withholding USD Default formula 1 PCT MTHD-RES. U	
W-5 filing status EIC status	
Overrides (from Infotype 0234) From date End Date Supplemental met Tax override Em Image: Supplemental met Tax override	
	👂 PA40 🔨 sapqr2 INS 🏼 🌌

40. As required, complete/review the following fields:

Field	R/O/C	Description		
		Number of exemptions claimed by the employee. Example:		
		1		
1. Click Enter button 🥝				
2. Click Save button	. The screen u	odates.		





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

43. Click Filing Status field



The system returns the message, "Record created".

44. Click **Filing Status** matchcode **1**. The *Filing Status (XXXX)* dialog box displays.



Filing status (XXXX) YYYY Entries found

Ē	Filing status (1) 6 Entries found								
Restrictions									
		∇			······································				
Ta	Tax Authority: OR								
	Long Text	Start Date	End Date						
) 12/31/9999						
	Single Married) 12/31/9999						
	Married Married claiming self plus dependents or								
	Married, both spouses working) 12/31/9999						
	Married, one spouse working) 12/31/9999						
	Head of household or family) 12/31/9999						
	2 Endwise descend								



45. Double-click 01 Single list item 01 Single

Create Withholding Info W4/W5 US (0210)

Infotype Edit Goto Extras System Help	
Create Withholding Info W4/W5 US (0210)	
Personnel No 100040 Name Sharon Vandivier	▲ ▼
EE group 1 Regular Pers.area 1228 Cable	
EE subgroup 03 FT Exempt, Negative Pers. subarea 3000 Non Rep Stat Active Time 001 Start 07/24/2008 to 12/31/9999 12/31/9999 12/31/9999 100	
<u>Start</u> 0/72472000 <u>W 1273173333</u>	
Status	
Tax authority DR Oregon Tax level B State	
Filing Status 01 🕑	
Exemptions Allowances Exemption amount	
Additional allowance Additional exemption amount USD	
Personal allowance	
Dependent allowance	
Tax exempt indicator IRS mandates	
Withholding adjustments	
Additional withholding USD	
Default formula 1 COMPUTER FORMUL Alternate formula	
Earned Income Credit filing status	
EIC status	
Overrides (from infotype 234)	
From date End Date Supplemental met Tax override Certificate	
	▼
	PA40 🛃 sapqr2 INS 🅢

46. As required, complete/review the following fields:

	Field	R/O/C	Description		
	Allowances R Number of exemptions claimed by the employee.		Number of exemptions claimed by the employee.		
			Example: 1		
47.	Click Enter button 🥙 .				
48.	Click Save button 📙 .	The Create Pl	anned Working Time (0007) screen displays.		





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

Create Planned Working Time (0007)

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0	■ < B C C S D B B S S S D B B S S S D B S S S S S	
Create Planned W	Vorking Time (0007)	
😼 🗟 🧟 🛅 Work sche		
Personnel No 100040	Name Sharon Vandivier	
EE group 1 Regular	Pers.area 1220 Cable	
EE subgroup 03 FT Exemp Start 07/24/2008	pt, Negative Pers. subarea 3000 Non Rep Status Active	
5tant 0//24/2000	0 12/31/3333	
Work schedule rule		
Work schedule rule	80008	
Time Mgmt status	9 - Time evaluation of planned times	
Working week	Working Week Starting Thursday	
	Additional time ID	
Working time		
Employment percent	108.00 Dyn. daily work schedule	
Daily working hours	0.00 Min. Max.	
Weekly working hours	0.00 Min. Max.	
Monthly working hrs	0.00 Min. Max.	
Annual working hours	0.00 Min. Max.	
Weekly workdays	0.00	
-		
Record created		
W necold cleated		B V FA40 [E] Sapqrz INS
49. Click Work	sehedule mile field 80008	
Click Work	schedule rule field	
	water returns the measure. "Becard created"	
f ine s	system returns the message, "Record created".	

50. Click **Work schedule rule** matchcode



Restrict Value Range (XXXX) YYYY Entries found

Inclusion Inclusion S grouping: 1 VS rule Work schedule rule text PWS Start Date End Date 80G0_01 MF 0600-1430 40G0 01/01/2007 12/31/9999 80G6_01 MF 0630-15:00 40G1 01/01/2007 12/31/9999 80H0_00 MF 0700-1530 40H0 01/01/2007 12/31/9999 80H0_01 MF 0700-1600 40H1 01/01/2007 12/31/9999 80H6_00 MF 0730-1600 40H2 01/01/2007 12/31/9999 80H6_01 MF 0730-1630 40H3 01/01/2007 12/31/9999 80H6_01 MF 0800-1630 40H3 01/01/2007 12/31/9999 80H6_01 MF 0800-1630 40H3 01/01/2007 12/31/9999 80H6_01 MF 0800-1700 40H 01/01/2007 12/31/9999 80H6_02 MF 0800-1700 40H 01/01/2007 12/31/9999 80H6_01 MF 0830-1730 40H5 01/01/2007 12/31/9999 80H6_02 MF 0830-1730 40H5	🖻 Restrict	Value Range (1) 51 Entries fo	und			×
Image: Constraint of the second sec	Restri	ctions				
S grouping: 2 Vork calendar ID: ZP S grouping: 10 VS rule VVork schedule rule text PWS Start Date End Date 8006_01 MF 0600-1430 4060 01/01/2007 12/31/9999 8006_01 MF 0600-1430 4061 01/01/2007 12/31/9999 8006_01 MF 0600-1530 40H0 01/01/2007 12/31/9999 80H0_01 MF 0700-1630 40H1 01/01/2007 12/31/9999 80H6_01 MF 0730-1630 40H2 01/01/2007 12/31/9999 80H6_01 MF 0730-1630 40H3 01/01/2007 12/31/9999 80H0_00 MF 0730-1630 40H4 01/01/2007 12/31/9999 80H0_01 MF 0800-1630 40H1 01/01/2007 12/31/9999 80H0_02 MF 0800-1700 40H1 01/01/2007 12/31/9999 80H0_02 MF 0830-1700 40H5 01/01/2007 12/31/9999 80H0_01 MF 0830-1700 40H5 01/01/2007 12/31/9999 80J0_02 MF 0800-1700 40H3 01/01/2007 12/31/9999 80J0_01 MF 0				∇		
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51. Double-click 080G0_01 MF 0600-1430 list item 080G0_01 MF 0600-1430

Create Planned Working Time (0007)

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Es subgroup 03 FT Exempt, Negative Pers. subarca 3000 Non Rep Status Active Stat 07/24/2000 10 12/31/9999 Work schedule rule 00000_01 Image: Status Active Working week Working Week Starting Thursday Additional time ID Working time 0.00 Min. Max. Veekdy working hours 0.00 Min. Max. Veekdy working hours 0.00 Min. Max. Veekdy working hours 0.00 Min. Max. Stat Click Enter button Status Additional time ID 52. Click Save button Status Additional time ID 53. Click Save button Image: Click Enter Basic Pay (0008) screen displays.	Personnel No 100040 Name Sharon Vandivier	
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Work schedule rule 00000_01 Work schedule rule 00000_01 Working week Working Week Starting Thursday Working hours 0.00 Winn. Nax. Zeldy working hours 0.00 Winn. Nax. Weekly working hours 0.00 Winn. Nax. Veekly working hours 0.00 Winn. Nax. Northly working hours 0.00 Winn. Nax. Veekly working hours 0.00 Working hours 0.00 Winn. Nax. Veekly working hours 0.00 Winn. Nax. Veekly workdays 0.00 Winn. Nax. Veekly workdays 0.00 Winn. Nax. Veekly workdays 0.00 Solo Nin. Not Nin. Nuclear State S		
Work schedule rule 090060_01 (*) Time Hynrit status 0 - Time evaluation of planned times Working week Working Week Starting Thursday Additional time ID Working hours 0.00 Hin Hax. Additional time ID Daily working hours 0.00 Monthly working nours 0.00 Hin Hax. Annual working hours 0.00 Monthly working nours 0.00 Hin Hax. Annual working hours 0.00 Weekly workdays 0.00 Kinsteing hours 0.00 Kinsteing hours 0.00 Hin Hax. Neekly workdays 0.00 Kinsteing hours 0.00	Start 07/24/2008 To 12/31/9999	
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Working week Working Thursday Additional time ID Vorking time Employment percent 100.00 Wirekly working hours 0.00 Min. Max. Max. Monthy working hours 0.00 Min. Max. Max. Max. Monthy working hours 0.00 Min. Max. Max. Annual working hours 0.00 Min. Max. Max. Monthy working hours 0.00 Min. Max. Monthy working hours 0.00 Min. Max. Max. Monthy working hours 0.00 Min. Max. Max. <td></td> <td></td>		
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Annual working hours 0.00 Min. Max. Weekly workdays 0.00 September 2000 Septembe		
 52. Click Enter button Since 2 (10008) screen displays. 53. Click Save button III . The Create Basic Pay (0008) screen displays. 	Annual working hours 0.00 Min. Max.	
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Click Save button Save . The Create Basic Pay (0008) screen displays.		
	53. Click Save button 🖳 . The Create Basic Pay (0008) screen displays.	
	The system returns the message, "Save your entries".	

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Create Basic Pay (0008)

Infotype Edit Goto Wagetypes Extras System Help	SAP
Ø I 4 8 6 6 8 2 8 8 2 12 2 2 9 6	
Create Basic Pay (0008)	
🔄 🗟 🌊 Salary amount 🚮 Payments and deductions	
Personnel No 100040 Name Sharon Vandivier EE group 1 Regular Pers.area 1220 EE subgroup 03 FT Exempt, Negative Pers. subarea 3000 Non Rep Stat Active 07/24/2008 12/31/9999	
Subtype 8 Basic contract	
Salary Reason Capacity Util. Level 100.00 PS type 02 Nonrepresented Work hours/period 80.00 PS Area NR NONREP Next increase PS group 6RD00050 Level 01	
Wa Wage Type Long Text O Amount Curr. I. A. Number/Unit III 0500 Regular Salaried Pay USD I I III IIII 0501 USD I IIIIIII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	
IV 12/25/2008 - 12/31/9999 C > 0.00 USD	
Record created	😵 👂 PA40 🖪 sapqr2 INS 🍙 🌽
 54. Click Reason field The system returns the message, "Record created". 	

55. Click **Reason** matchcode



Reason for Changing Master Data (XXXX) YYYY Entries found

Infotype Edit	Goto) Wage types Extras System	Help	SAP
0	2.00	the second s	······································	
Create Bas	sic			
		amount Payments and de	Juctions	
Personnel No	1000	040 Name	Sharon Vandivier	
EE group 1	Re	gular Pers.area	1220 Cable	
EE subgroup	FT	Exempt Negative Pers subare	a 3000 Non Rep. Stat Active Time 001	
Start 0	191	Reason for Changing Master Dat	(1) 24 Entries found	
		Restrictions		
		10	∇	
Subtype	V	🛛 🗋 🛗 🐺 🇐 🗋		
Salary	Info	lype: 0008		
Reason	Re	Reason Text		
PS type	00	Step Increase - Rep		
PS Area	01	Merit Increase - Non Rep		
PS group	02	New Hire/Rehire	USD	
	03	Promotion		
Wa Wage Type L	04	Premium Assignment		
0500 Regular Sala		Temporary Assign		
	06	End of Temp Assign		
	07	Status Change		
	08 09	Lateral Demotion		
	10	Demotion Return from Leave of Absence		
	11	COLA (Cost of Living)		
	12	Special Assignment Pay	v	
	13	Movement on the Range		
IV 12/25/2008	14	Labor Contract Change		
1204	15	Class/Comp Change		
	16	Step Increase - Cert Attained		
	17	Step Increase - Apprentice		
	18	Red Circle Adjustment		
	19	Position Change Only		
	24	Entries found		👂 PA40 🖪 sapqr2 INS 🍙

56. Double-click 02 New Hire/Rehire list item 02 New Hire/Rehire



Create Basic Pay (0008)

Infotype Edit Goto Wage types Extras System Help	SAP
Create Basic Pay (0008)	
🔕 🗟 Salary amount 🔠 Payments and deductions	
Personnel No 100040 Name Sharon Vandivier EE group 1 Regular Pers.area 1220 EE subgroup 03 FT Exempt, Negative Pers. subarea 3000 Non Rep Stat Start 07/24/2008 to 12/31/9999	
Subtype 0 Basic contract Salary Capacity Util. Level 100.00 PS type 02 Capacity Util. Level 100.00 PS type 02 Nonrepresented Work hours/period 80.00 Bi-weekly PS Area NR NONREP Next increase USD	
Wage Type Long Text O Amount Curr I. A Number/Unit III 0500 Regular Salaried Pay USD I I I III	
IV 12/25/2008 - 12/31/9999 • 0.00 USD	
	PA40 E sapqr2 INS ///////////////////////////////////
57. Click Amount field	

The Minimum and Maximum grade level amounts represent range for this position's pay (viewed using **Level** matchcode).

11



Change Basic Pay (0008)

Infotype Edit Goto Wagetypes Extras System Help	
8 I I I C G S I I I I I I I I I I I I I I I I I I	
Change Basic Pay (0008)	
🕼 🕼 🙎 Salary amount 🛗 Payments and deductions	
Personnel No 100040 Name Sharon Vandivier EE group 1 Regular Pers.area 1220 Cable	
EE subgroup 03 FT Exempt, Negative Pers. subarea 3000 Non Rep Stat Active Time 001	
Start 07/24/2008 to 12/31/9999 Chng 12/25/2008 HRMONICA	
Subtype 8 Basic contract	
Salary Reason 02 New Hire/Rehire Capacity Util, Level 100.00	
PS type 82 Nonrepresented Work hours/period 80.00 Bi-weekly	
PS Area NR NONREP Next increase	
PS group 6RD00050 Level 01 Annual salary 54,766.40 USD	
Wa Wage Type Long Text 0 Amount Curr 1 A Number/Unit Unit 🎹	
0500 Regular Salaried Pay	
IV 12/25/2008 - 12/31/9999 4 D 2,106.40 USD	
	👂 PA30 🔁 sapqr2 INS 🍙 🦯

58. As required, complete/review the following fields:

Field	R/O/C	Description
Amount		Figure within the pricing procedure that determines how the system calculates a condition value.
		Example: 2500.00

- **59.** Click **Enter** button
- **60.** Click **Edit** from the main menu.





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

61. Select Maintain text F9 menu item Maintain text

F9

r Table Edit Got	o Utilities(M) System <u>H</u> elp		
		L 2 F A Q B	
ext			
UNL			
	MHS PR		
		Li 1, Co 1	Ln 1 - Ln 15 of 15 lines
			👂 PA30 🖪 sapqr2 INS 🌌 🎽

62. As required, complete/review the following fields:

Field	R/O/C	Description
Text		Free text field used to provide additional information or an item description with reference to the current activity.
		Example: Employee approved at midpoint for hire. See paperwork.



63. Click **Save** button 📙 . The *Create Basic Pay (0008)* screen displays.

Create Basic Pay (0008)

Infotype Edit Goto Wagetypes Extras System Help	SAP
Change Basic Pay (0008)	
Image: Selary amount Image: Selary amount Image: Selary amount Image: Selary amount	
Personnel No 100040 Name Sharon Vandivier	
EE group 1 Regular Pers.area 1220 Cable EE subgroup 03 FT Exempt, Negative Pers. subarea 3000 Non Rep Stat Active Time 001	
EE subgroup 03 FT Exempt, Negative Pers. subarea 3000 Non Rep Stat Active Time 001 Start 12/11/2008 12/21/2008 Chng 12/25/2008 HRMONICA Image: Constraint of the constaned of the constraint of the constraint of the consta	
Subtype 0 Basic contract	
Salary	
Reason 02 New Hire/Rehire Capacity Util. Level 100.00	
PS type 02 Nonrepresented Work hours/period 80.00 Bi-weekly	
PS Area NR NONREP Next increase	
PS group GR000050 Level 01 Annual salary 65,000.00 USD	
Wa Wage Type Long Text O Amount Curr I. A Number/Unit Unit III	
0500 Regular Salaried Pay 2,500.00 USD VSD USD USD	
IV 12/25/2008 - 12/31/9999 () 2,500.00 USD	
Save your entries	👂 PA30 🖭 sapqr2 INS 🍙 🎢
64. ou la contra 🔲 🛨 o contra contr	

- **64.** Click **Save** button 📕 . The *Create Bank Details (0009)* screen displays.
 - The system returns the message, "Save your entries".



This icon indicates a note is present on this infotype to review.



Create Bank Details (0009)

Infotype Edit Goto	Extras System Help SAP
0	I 4 8 6 6 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8
Create Bank De	etails (0009)
Personnel No 100040) Name Sharon Vandivier
EE group 1 Regul	
	empt, Negative Pers. subarea 3000 Non Rep Stat Active Time 001
Start 07/24/20	
Book data in	
Bank details Bank details type	Main bank
Pavee	Sharon Vandivier
Postal Code/City	97204 Portland
Bank Country	USA I
Bank Key	
Bank Account	Bank control key
Payment method	H Payroll Check
Purpose	
Payment currency	USD
Secord created	😵 🛛 PA40 🛅 sapqr2 INS 🍻 🦯
65. Click Ente	er button 🦉 .
🦱 The	system returns the message, "Record created".
	system returns the message, record created .
- Der	what he althout any ing the default information presented in the infature or enter the direct
	oulate by either saving the default information presented in the infotype, or enter the direct osit information. Forward the forms to Central Payroll for verification.
66. Click Sav	e button 📙 . The Change Date Specifications (0041) screen displays.
🗊 The	e system returns the message, "Save your entries".



Change Date Specifications (0041)

Infotype Edit Goto Extras System Help			
Change Date Specifications (0	041)		
Personnel No 100040 Name EE group 1 Regular Pers.arc EE subgroup 03 FT Exempt, Negative Pers.su Start 07/24/2008 to 12/31/995	barea 3000 Non Rep Stat Active Time 001	l.	
Date Specifications (0041) Date type Date 01 Original Hire Date 07/24/2008 U2 Job Class Annv. Date 07/24/2008 U8 Bureau Start Date 07/24/2008 0 0 0 0	Date type Date 07/24/2008 U3 Vac Accrual Date 07/24/2008		
Second created		ช ▷ PA40 閏 sapqr2 INS 🍬 🦯	
 67. Click Enter button 2. The system returns the message, "Record created". 			
68. Click Save 📙 . The Create Additional Personal Data (0077) screen displays.			



Create Additional Personal Data (0077)

Infotype Edit Goto Extras System Help	P
Ø ■ 4 ■ 6 @ Ø = H H = 12 H = 2 0 ■	
Create Additional Personal Data (0077)	
Personnel No 100040 Name Sharon Vandivier EE group 1 Regular Pers.area 1220 EE subgroup 03 FT Exempt, Negative Pers. subarea 3000 Start 07/24/2008 To 12/31/9999	
Additional Personal Data Ethnicity(New) Race Data Race Category Armerican Indian or Alaskan Native Asian Black or African American Black or African American Native Hawaiian or Other Pacific Islander White Veteran Status Disability Discharge Date Disability Disability Discharge Date Disability Disability Discharge Date Disability Discharge Date Disability Discharge Date Disability Discharge Date Disability Disability Discharge Date Discharge Date Disability Discharge Date Discharge Date Disability Discharge Date Date Date Date Date Date Date Date	
D PA40 🗉 sapqr2	
 69. Click Ethnicity(New) combo box 70. Select Not Hispanic/Latino list item 	
71. Select Asian check box Asian .	
72. Select Non-veteran check box Non-veteran	
The system returns the message, "Save your entries".	
73. Click Enter button 🥙 . The Create Additional Personal Data (0077) screen updates.	
74. Click Save button 📙 . The <i>Create Monitoring of Tasks (0019)</i> screen displays.	



Create Monitoring of Tasks (0019)

Infotype Edit Goto Extras System Help	
Create Monitoring of Tasks (0019)	
Personnel No 100040 Name Sharon Vandivier	
EE group 1 Regular Pers.area 1220 Cable	
E subgroup 03 FT Exempt, Negative Pers. subarea 3000 Non Rep Stat Active Time 001	
Task	
Task Type	
Date of Task Processing indicator New task	
Reminder	
Reminder Date	
Record created	😵 👂 PA40 🖻 sapqr2 🛛 INS 🌌 🥢
75. Click Task Type combo box	
The system returns the message, "Record created".	
76. Select End of Probation list item End of Probation	
77. As required, complete/review the following fields:	

Field	R/O/C	Description
Date of Task	R	Task type effective date.
		Example: 042409



- **78.** Click Enter button **2**. The Create Monitoring of Tasks (0019) screen updates.
- **79.** Click **Save** button 📙 . The Subtypes for infotype "Drivers Licence Info (0185)" (XXXX) dialog box displays.



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

Subtypes for infotype "Drivers Licence Info (XXXX)" (YYYY) ZZZZ Entry found

🔄 Subtypes for infotype "Drivers Licence Info (0185)" (1)	1 Entry found	×
Restrictions		
∇		
IC Description		
DL Drivers License		
1 Entry found		
30. Double-click DL Drivers License list item	Drivers License	

7/27/201111:55 PM



Create Drivers Licence Info (0185)

IPF Infotype Edit Goto Extras System Help	
🖉 📄 🔍 🖳 😋 🤮 😂 🕅 🖓 🏝 🏝 🕾 🖉 🖉 🖷	×.
Create Drivers Licence Info (0185)	
Personnel No 190040 Name Sharon Vandivier	
EE group 1 Regular Pers.area 1226 Cable EE subgroup 03 FT Exempt, Negative Pers. subarea 3000 Non Rep Status Active	
From 07/24/2008 @ to 12/31/9999	
Drivers Licence Info (0185) ID type Drivers License	
ID number	
Valid to	
Place of issue	
Record created	PA40 🖪 sapqr2 INS 🍃 🦯
81. Click ID number field	

The system returns the message, "Record created".

82. As required, complete/review the following fields:

Field	R/O/C	Description
ID number	R	This field stores the identification/document number provided by the employee to establish personal identity.
		Example: 99874313



Field	R/O/C	Description
Valid to	R	Ending date when specifying a range of dates.
		Example: 07/24/2010
Place of issue	R	The state, city or other location where the object was issued.
		Example: OR

- 83. Click Enter button 🥙 .
- **84.** Click **Save** button 🖳 . The *Create Objects on Loan (0040)* screen displays.
 - The system returns the message, "Save your entries".



Create Objects on Loan (0040)

Infotype Edit Goto Extras System Help	
	S.
Create Objects on Loan (0040)	
Personnel No 100040 Name Sharon Vandivier EE group 1 Regular Pers.area 1220 Cable EE subgroup 03 FT Exempt, Negative Pers. subarea 3000 Non Rep Stat Active Time 081 Start 07/24/2008 to 12/31/9999 12/31/9999 12/31/9999 12/31/9999	
Objects on Loan (0040) Object on Ioan Mumber/unit Loan object no.	
Comments	
Line 1 Line 2	
Line 3	
Record created	😵 🕨 PA40 🖻 sapqr2 INS 🍃 🥢
85. Click Object on loan field .	
The system returns the message, "Record created".	

86. Click **Object on loan** matchcode 🖾 . The *Object on loan (XXXX)* dialog box displays.



Object on loan (XXXX) YYYY Entries found

Infotype Edit Goto E Edit Goto E	dras System Heln	SAP
Create Objects o	n Loan (0040)	
Personnel No 100040 EE group 1 Regular EE subgroup 03 FT Exern Start 07/24/2005	npt, Negative Pers. subarea 3000 Non Rep Stat Active Time 001	
Objects on Loan (0040)	C Object on loan (1) 15 Entries found	
Object on Ioan I Number/unit	Restrictions	
Loan object no.	✔ 図 D 确 股 题 ◎ D I 佳 STyp [*] Name	
Comments	01 Key(s) 02 Clothing	
Line 1 Line 2	03 Books	
Line 3	04 Tool(s)/Equipment 05 Access/ID	
	06 Cell Phone	
	07 Pager	
	9001 PCARD 9002 Satellite phone	
	9003 Scanner	
	9004 Blackberry/TREO	
	9005 Laptop Computer	
	9006 PDA 9007 Phone Card	
	9008 RadioWalkie Talkie	
	15 Entries found	PA40 🗎 sapqr2 INS 🅢
07	OC Orll Dhama	

87. Double-click 06 Cell Phone list item

Cell Phone



Create Objects on Loan (0040)

Icr Infotype Edit Goto Extras System Help	
·····································	See .
Create Objects on Loan (0040)	
Personnel No 108040 Name Sharon Vandivier EE group 1 Regular Pers.area 1220 Cable EE subgroup 03 FT Exempt, Negative Pers. subarea 3000 Non Rep Stat Active Time D01 Start 07/24/2008 to 12/31/9999 Stat Active Time D01	
Objects on Loan (0040) Object on Ioan 06 Wimber/Unit Loan object no.	
Comments	
Line 1	
Line 3	
	PA40 🖻 sapqr2 INS 🔰 🥖

88. As required, complete/review the following fields:

Field	R/O/C	Description
Number		Unique identifier assigned to a notification, work order, or a customer/vendor profile ID.
		Example: 1

- 89. Click unit field
- **90.** Click unit matchcode



Unit of time/meas. (XXXX) YYYY Entry found

🗁 Unit of time/meas. (1) 1 Entry found	
Restrictions	
	_
Unit	
Pieces	
1 Entry found	

91. Double-click **Pieces** list item **Pieces** . The *Create Objects on Loan (0040)* page updates.



Create Objects on Loan (0040)

Infotype Edit Goto Extras System Help	
	×
Create Objects on Loan (0040)	
Personnel No 100040 Name Sharon Vandivier EE group 1 Regular Pers.area 1220 Cable EE subgroup 03 FT Exempt, Negative Pers.subarea 3000 Non Rep Stat Active Time 001 Start 07/24/2008 to 12/31/9999	
Objects on Loan (0040) Object on Ioan 06 Cell Phone Number/unit 1 Pieces	
Comments Line 1 Line 2	
Line 3	
	PA40 🖻 sapqr2 INS 🥖 🥢

92. As required, complete/review the following fields:

Field	R/O/C	Description
Loan object no.		A unique, user-defined number representing the object on loan. Example: 124567
Line 1		Example: Motorola



- **93.** Click Enter button **2** . The Create Objects on loan (0040) screen updates.
- 94. Click Save button 📙

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



The system returns the message, "Record created".



Work Instruction

Enter Personnel Action - New Hire (PA40)

Result

You have entered data for a new employee.