Chapter 3 New Hire Actions

NOTE: According to the United States Postal Service Sorting Facility all names and addresses must be entered into the system using upper case letters (ALL CAPS) and NO punctuation except the hyphen between the first five numbers in a Zip code and the last four.

NOTE: Verify you have position number, work schedule rule, and hourly rate before beginning new hire action.

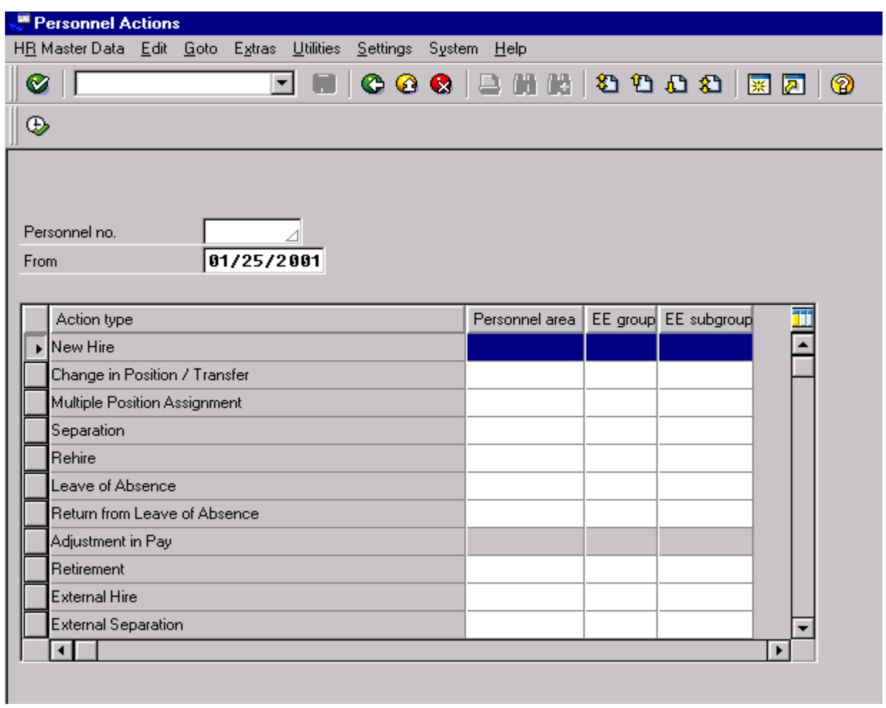
New Hire Action

We will process a new hire and go through all the steps required to input data and verify its accuracy. Use the following menu path or transaction code.

Menu Path: **HUMAN RESOURCES > PERSONNEL MANAGEMENT > ADMINISTRATION > HR MASTER DATA > PERSONNEL ACTIONS**

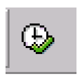
Transaction Code: **PA40**

Screen: Personnel Actions

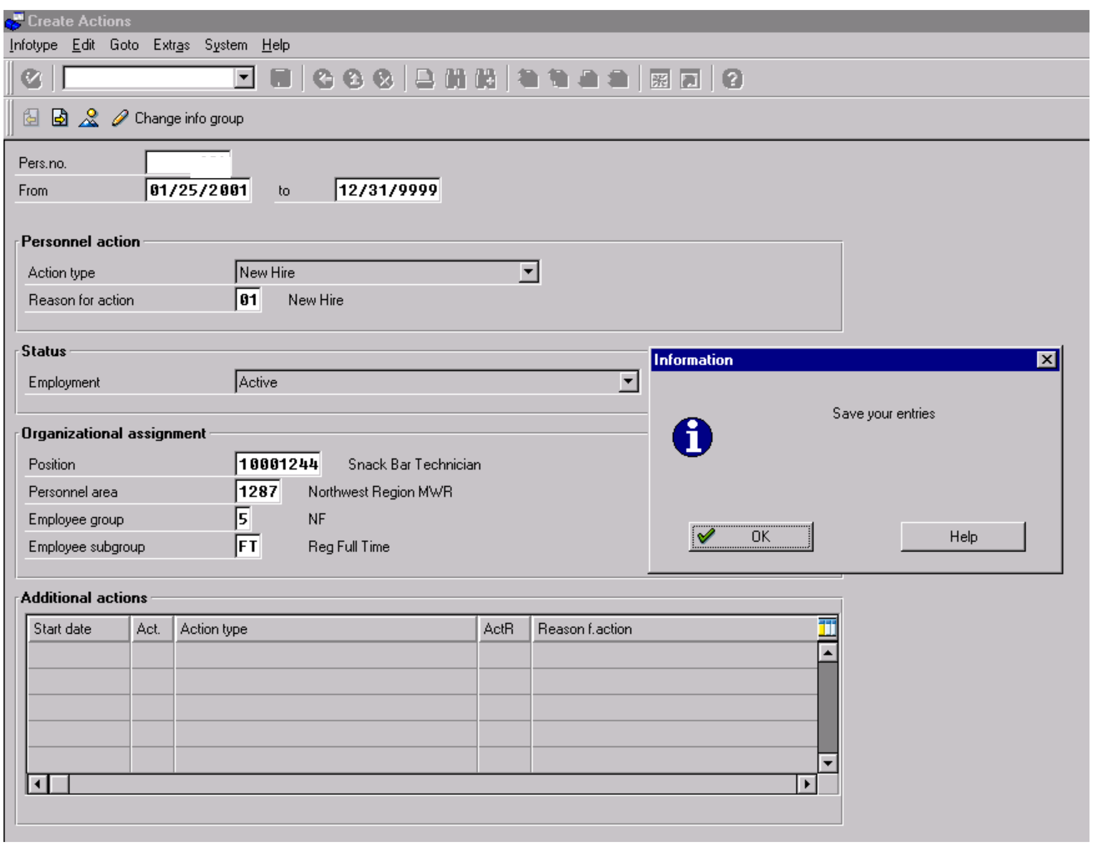


This is the starting point of ALL personnel actions.

Field Name	Description	R/O/C	User Action/Values
Personnel Number	Will be system generated	System generated	**Make sure it is blank. If there is a number in there from a previous hire, delete it.**
From	From Date	R	Enter the hire date.
Action Type	Type of Action	R	Defaults to New Hire.
Reason For Action	Why the action is being performed	R	Select New Hire from the drop down.

Click the Execute button 

The ensuing screen is the opening infotype 0000, Create Actions. We have filled in certain fields as explained in the table below, then clicked the Enter green check mark  or pressed the Enter key on the keyboard.

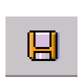


Field Name	Description	R/O/C	User Action/Values
Action Type	New Hire	R	This field will default the hire date from the previous screen.
Reason for Action	Why the action is being performed	R	Select the appropriate reason for the new hire action by using the dropdown arrow. In our example, we are using new hire "01"
Clear the following fields: Position, Personnel Area, Employee Group and Employee Subgroup. Then follow instructions below:			
Employment	User Defined	R	The field will default active. No entry can be made.
Position	User Defined	R	Should be known, you may enter the position number directly or use the dropdown arrow to select.
After entering position, click on  **or hit enter key to populate personnel area and employee group which attached to position.**			
Employee Sub-group	The assigned subgroup for the employee	R	Enter or select from the dropdown arrow to select the appropriate pay plan, i.e., Flex, FT, PT, etc. **The field must be cleared before starting each new employee.**

Verify contents of all fields. If any fields are incorrect, write personnel number on paperwork,  back out of this screen, and contact supervisor. If all is correct, continue processing new hire.

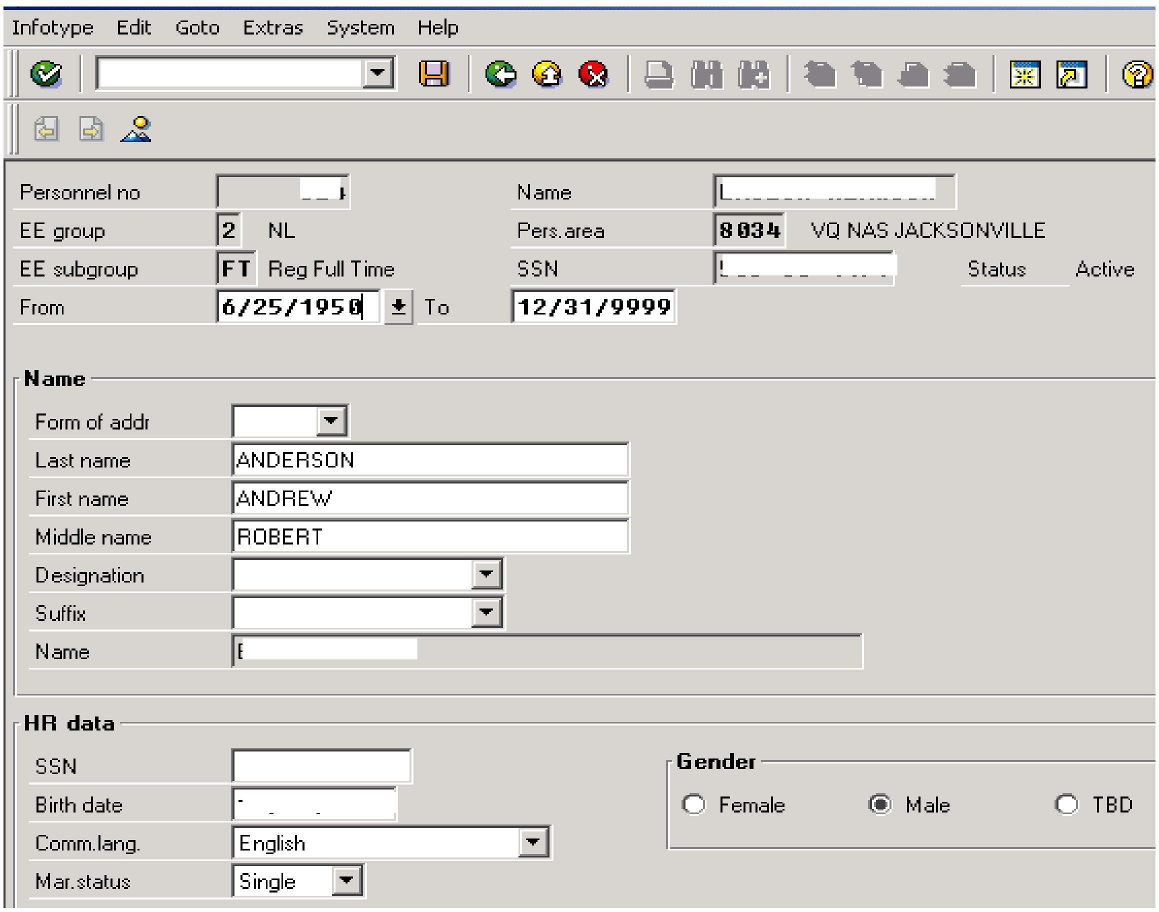
Press the Enter key on the keyboard or use the green check mark 

Once the Enter key is pressed, the user receives an Information reminder, either on a user-defined window in the middle of the screen or on the status bar on the bottom. It is important to read every one of these messages that appear within each infotype before continuing. Our example shows the reminder message "Save Your Entries". **These reminders will appear after each infotype is entered.** We will only be showing the reminder on the screen prints once.

Press the Save icon  to save the information.

NOTE: According to the United States Postal Service Sorting Facility all names and addresses must be entered into the system using upper case letters (ALL CAPS) and NO punctuation except the hyphen between the first five numbers in a Zip code and the last four.

This is the view of the Create Personal Data screen after certain fields were populated, as explained in the table below, and the Enter key pressed. At this point we should save the record to move to the next infotype.



Inputs for the Create Personal Data infotype.

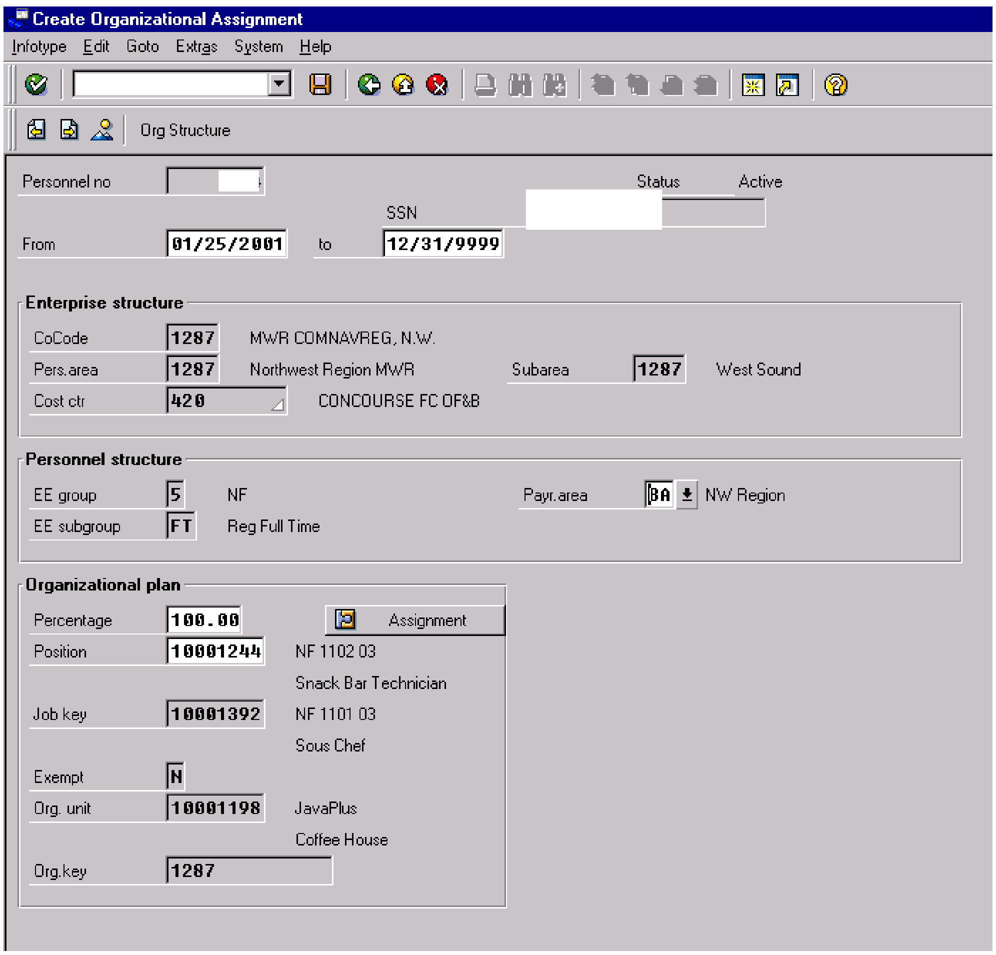
Field Name	**Description**	**R/O/C**	**User Action/Values**	**Comments**
Form of Address		O	You may enter the form of address (e.g. Ms.)	The gender field is validated by the form of address if used.

Last Name	Last Name	R	Enter employee's last name	
First Name	First Name	R	Enter employee's first name	
Middle Name	Middle Name	R	Employee's full middle name	DOD requirement. If unknown, enter NMN.
Designation		O	Enter or Select using the dropdown arrow	Populated for assigned military personnel only.
Suffix		O	You may enter the employee's title, i.e. Jr, Sr.	
SSN	Social Security Number	R	Enter the number, with or without dashes	
Date of Birth	Date of birth	R	The Date of Birth must be entered in the format MMDDYY, then hit enter. The system changes the format to a four-digit year.	
Comm. Lang.	The language in which the employee communicates	O	Defaults to English	May be changed for other selection options
Mar. Status	Marital Status	R	Enter the employee's marital status directly or use the dropdown arrow.	
Gender	Gender	R	Select the employee's gender	DOD requirements mandate either male or female. TBD will not be used.

After all the entries, click the green check mark or press the Enter key. Upon validation, click the Save icon and the screen will roll to the next infotype, 0001 – Create Organizational Assignment.

No data is entered on this screen, but you must click the icon to save the data on the screen.

Screen: Infotype 0001 Create Organizational Assignment



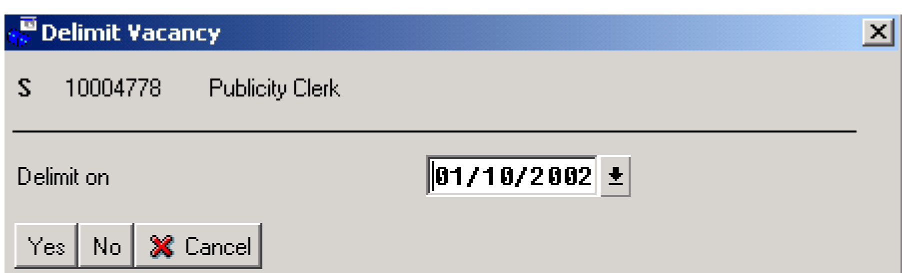
This shows the infotype after all the fields have been validated and entries made. This screen will also show the reminder, "Save your entries".

All information on this screen is based on the position number entered on the previous screen.

Field Name	Description	R/O/C	User Action/Values
Co Code	Company code	R	Default based on Position

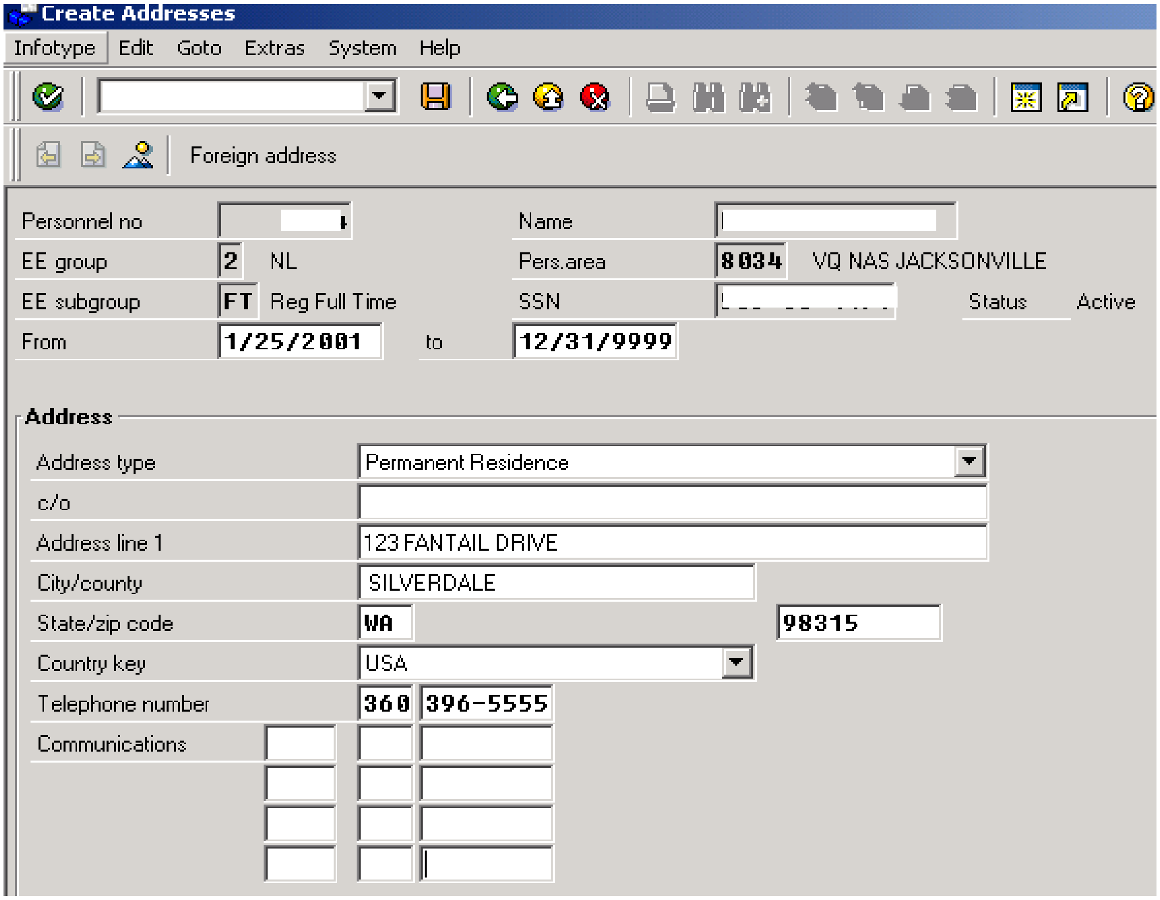
Pers Area	Personnel Area	R	Default based on entries made to infotype, 0000-Actions.
Cost Ctr	Cost Center	R	Default based on Position
SubArea	Personnel Subarea	R	Default based on entries made to infotype 0000 - Actions.
EE Group	Employee Group	R	Default based on entries made to infotype 0000 - Actions.
EE Subgroup	Employee Subgroup	R	Default based on entries made to infotype 0000 - Actions.
Payr Area	Payroll Area	R	This field will default a Payroll Area based on personnel area. **It must be checked for accuracy**.
Percentage	Percentage of the time the employee is assigned to the position number	R	This field will default a Percentage.
Position	Position Number	R	Default based on entries made to infotype 0000 - Actions.
Job Key	Job Key represents the Pay plan job series and grade level.	R	Default based on entries made to infotype 0000 - Actions.
Exempt	Exempt Status represents the status of the position	R	Default based on entries made to infotype 0000 - Actions.
Org Unit	Organizational unit assigned represents the department the position reports to	R	Default based on entries made to infotype 0000 - Actions.
Org Key	Organization key assigned	R	Default based on entries made to infotype 0000 - Actions.

Press the Enter key to validate the entries and then click the Save icon to save the record and the system will roll to the next infotype.



Delimit vacancy will come up. Enter the date the vacancy will be delimited and click on yes.

Screen: Infotype 0006 Create Addresses



This is subtype 1 of the Infotype – Create Addresses – Permanent Residence

NOTE: According to the United States Postal Service Sorting Facility all names and addresses must be entered into the system using upper case letters (ALL CAPS) and NO punctuation except the hyphen between the first five numbers in a Zip code and the last four.

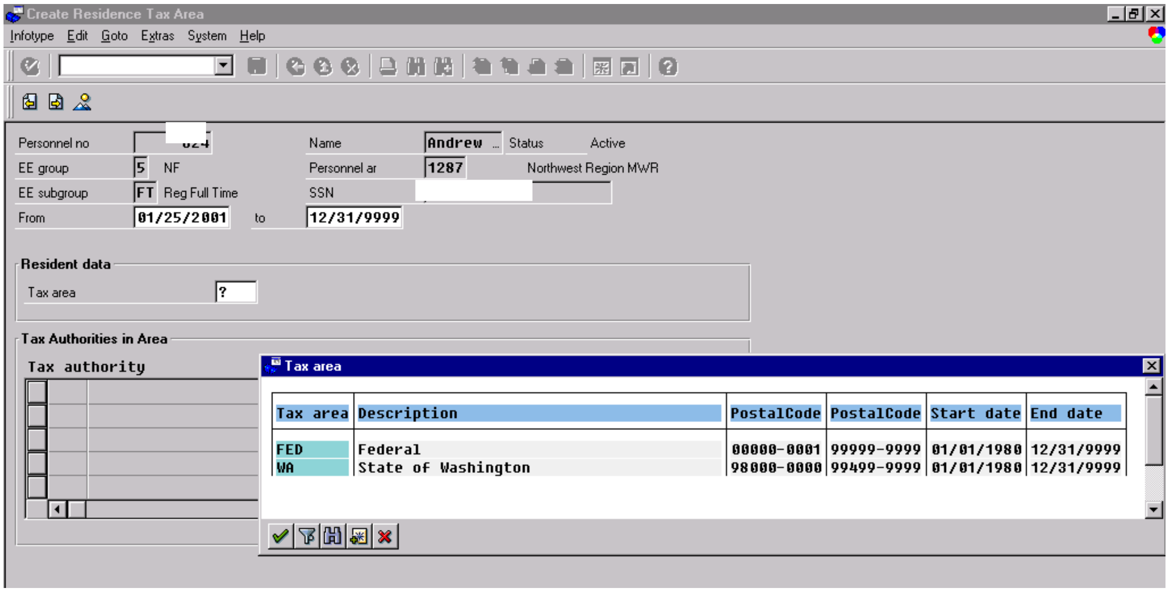
Here are the inputs for this infotype 0006, which relates to the employee's addresses **(Remember to use ALL CAPS).**

Field Name	Description	R/O/C	User Action/Values
Address type	Type of Address	R	Will default as "Permanent Residence"
C/O	In care of	O	You may enter one if the employee has identified one.
Address line 1	Street Name and number	R	Enter the employee's street address.
City/County	City or County	R	Enter the employee's city in the city field. For FPO addresses enter FPO AP in the city field or APO AP.
State/Zip Code	State/Zip Code	R	Enter the employee's state and zip code. Zip code entry will be validated by the state entered. For FPO or APO addresses enter AP in the state field and enter 00000 in the Zip code field.
Country key	Country	R	Will default to USA
Telephone number	Telephone	O	Enter the employee's telephone number.
Communications	User Defined	O	This may be used for additional numbers of various types. Use the drop-down arrows to determine the choices.

When the entries are correct, press the Enter key to verify and to receive the reminder to "Save your entries" and then click the Save icon 

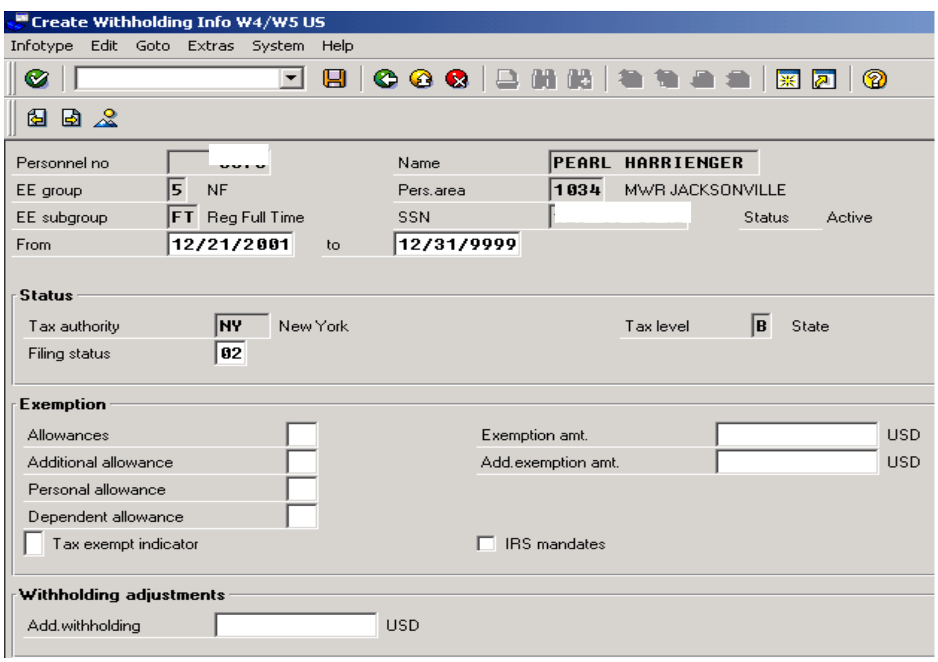
This system now rolls to the next screen:

<u>Screen: Infotype 0207 – Create Residence Tax Area</u>

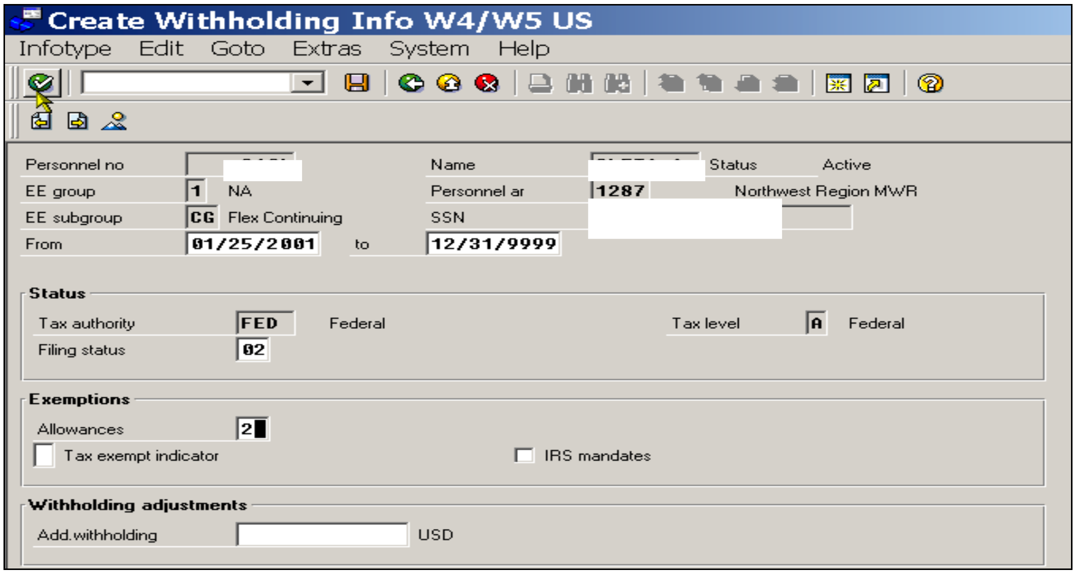


Never select "Federal" on this pop up window. Always choose "State of Residence."

Note: If the state where the employee works has a state withholding tax, the infotype to appear will be infotype 210 <u>Create State Withholding</u>. Enter the information and save.



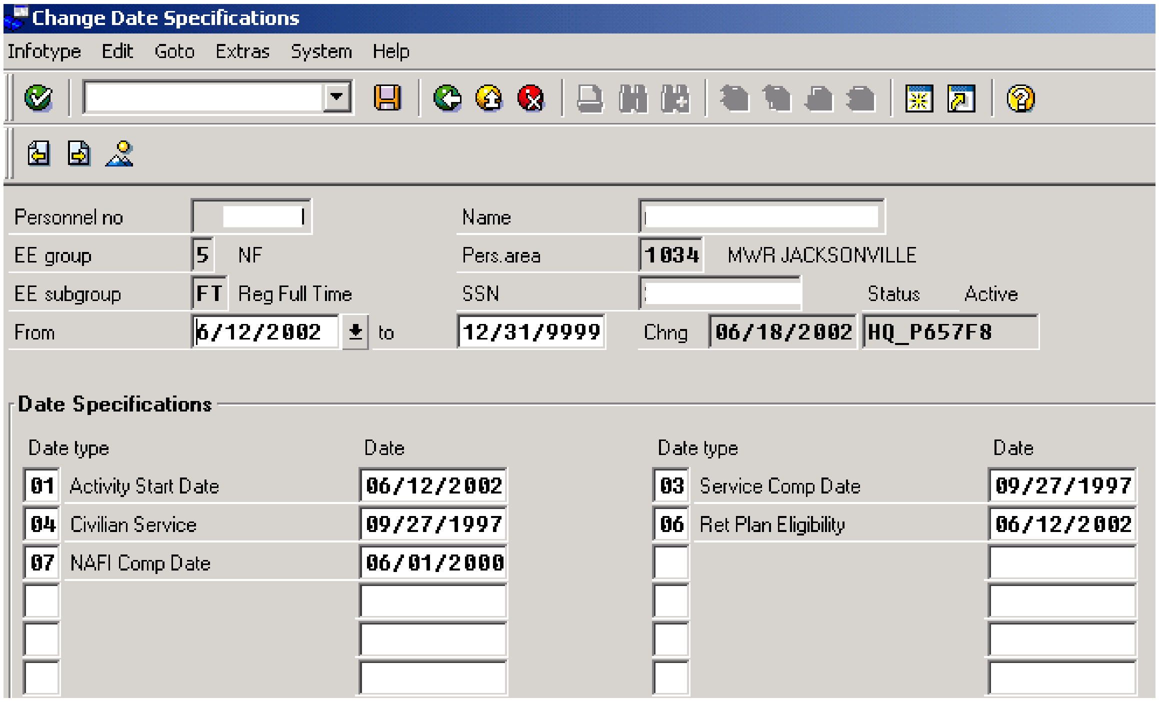
The following infotype 0210 – *Create Federal Withholding Info W4/W5 US* will appear.



These are the inputs and checks for the infotype 0210 – Create Federal Withholding Info 4/W5 US

Field Name	Description	R/O/C	User Action/Values
Tax Authority	This is the taxing authority that the withholding amount is being taken for	R	This field will default to Federal. (Note: This information is known as "FED" in the ADP system)
Filing Status	Filing Status	R	Enter the status or use the dropdown arrow to select the correct status from the employee's W4 form. (Note: Known as the "Federal Marital Status" in ADP)
Allowances	Exemptions claimed	O	The number of claimed deductions from the W4 form. (Note: Known as the "Federal Exemptions" field in ADP)
Exempt Indicator	Exempt Indicator	C	This is a required field if the employee is exempt or partially exempt from paying Federal tax. Verify by checking on the W4 form. (Note: Known as the "Federal tax calc status code" in ADP)
Add withholding	Additional Withholding	C	This field is required if the employee has added a dollar amount on the W4. (Note: Known as the "Federal tax modification amount" in ADP)

Press the Enter button and Save the transaction. The screen will roll to the next infotype 0041 – Change Date Specifications



All fields populate from the new hire action with the date of the new hire. Update any fields necessary.

Date type 01 ***Activity Start Date***, which is the first date of employment at the current activity. This date populates from the new hire action. The date will need to be changed when an employee transfers to a new payroll area, i.e. Mayport to Seattle or MWR to VQ.

Date type 04 ***Civilian Service Date,*** which is the Comp date minus the active duty military time. In most cases this will be the same as the Original hire date.

Date type 03 ***Service Computation Date***, the date either actual or constructed by crediting service, used to determine annual leave accrual. For an employee with no creditable NAFI or military service, the service comp date is the effective date of the employee's first Federal civilian appointment. For an employee with prior creditable service, the service comp date is constructed by totaling the days, months, and years of the employee's creditable civilian and military service and subtracting that total from the effective date of the employees most recent appointment. When service credit of 4 years, 3 months, and 3 days is subtracted from the date, 1998-10-12, the result is 1994-07-09. Thus, the service comp date will then be 07-09-1994.

Date type 06 ***Ret Plan Eligibility*** is used for benefit retirement plan eligibility. This date will populate from the new hire action. This date will require updating when an employee changes from a Flex position to a Regular Full Time position.

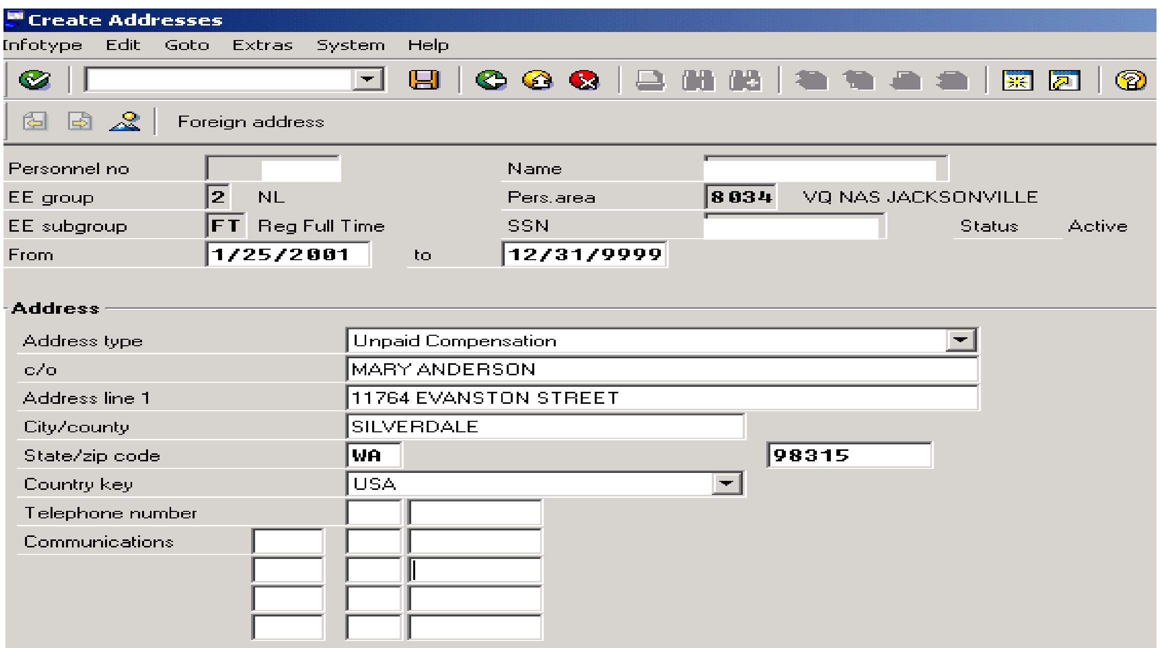
Date type 07 ***NAFI Computation Date***, the date either actual or constructed by crediting service, used to determine Regular NAFI employment length. For an employee with prior creditable service, The NAFI computation date is constructed by totaling the days, months, and years of the employee's creditable Regular NAFI service and subtracting that total from the employee's most recent appointment.

Press the Enter button and Save the transaction.

The screen will roll to the next infotype 0006 – Create Addresses, Subtype 2 – Unpaid Compensation Beneficiary

NOTE: According to the United States Postal Service Sorting Facility all names and addresses must be entered into the system using upper case letters (ALL CAPS) and NO punctuation except the hyphen between the first five numbers in a Zip code and the last four.

Screen: Infotype 0006 – Create Addresses



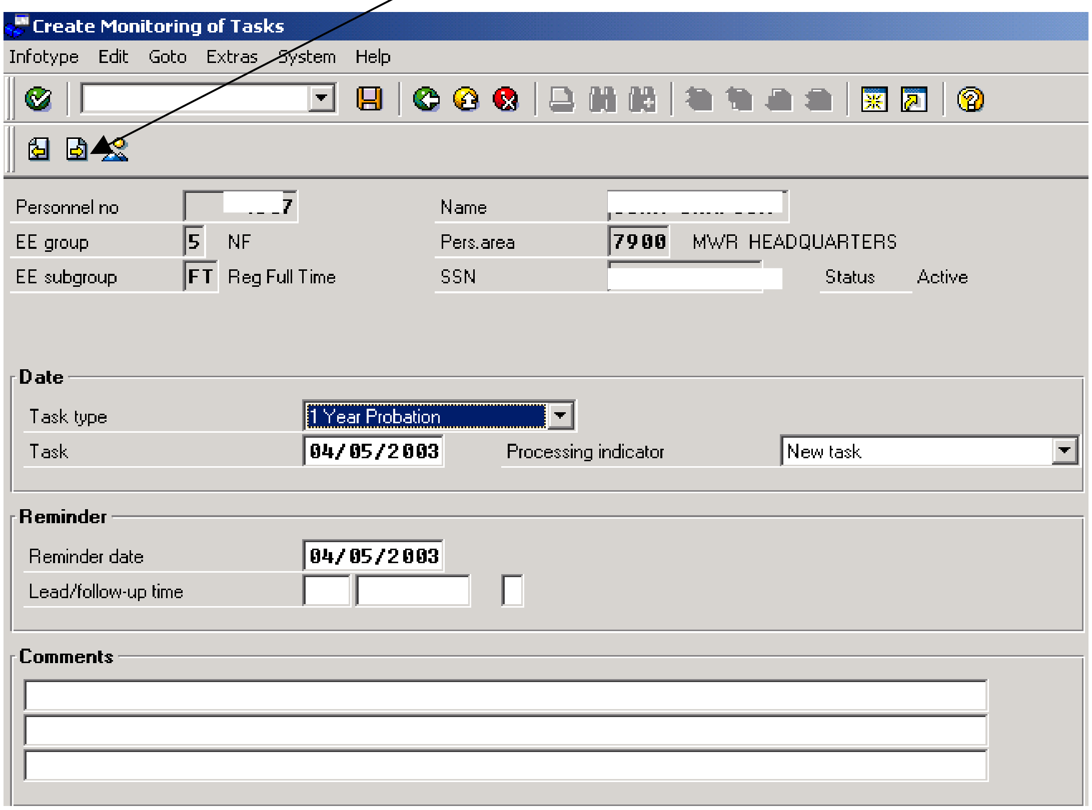
WARNING: This is a very important data collection infotype to be filled out. This infotype lists the beneficiary designated by the employee to receive their last paycheck in case of a fatal emergency. The beneficiary's contact information is all required before the infotype may be saved.

Press the Enter button and Save the transaction. The screen will roll to the next infotype 0019 – Create Monitoring of Tasks.

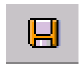
This infotype will appear three times in this process to allow the monitoring of three separate dates. You should populate at least two: 1 Year Probation, and 90 Day Initial Review. If you do not require more tasks-right arrow through to the next infotype.

The example shown below allows the monitoring of the date when an employee's probation period ends.

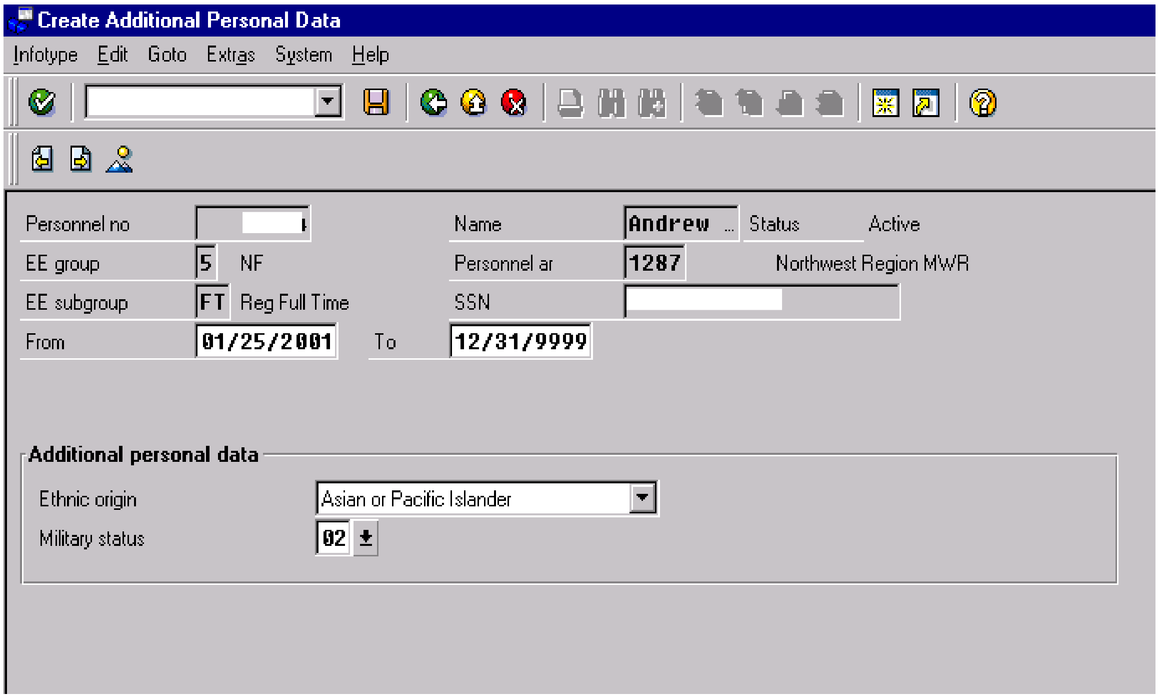
Screen: Create Monitoring of Tasks



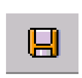
Field Name	Description	R/O/C	User Action/Values
Task Type	Type of task to be monitored	O	Use the dropdown arrow to select the proper task
Date	Date that the task will require action	C	Required if the task type has been entered.
Processing indicator	Status of the date processing	C	Defaults to "New task" for new hire.
Comments	Any additional remarks	O	May be used for any user-defined comments if required.

Press the Enter button and Save  the transcation. The screen will roll to the next infotype 0077 – <u>Create Additional Personal Data</u>

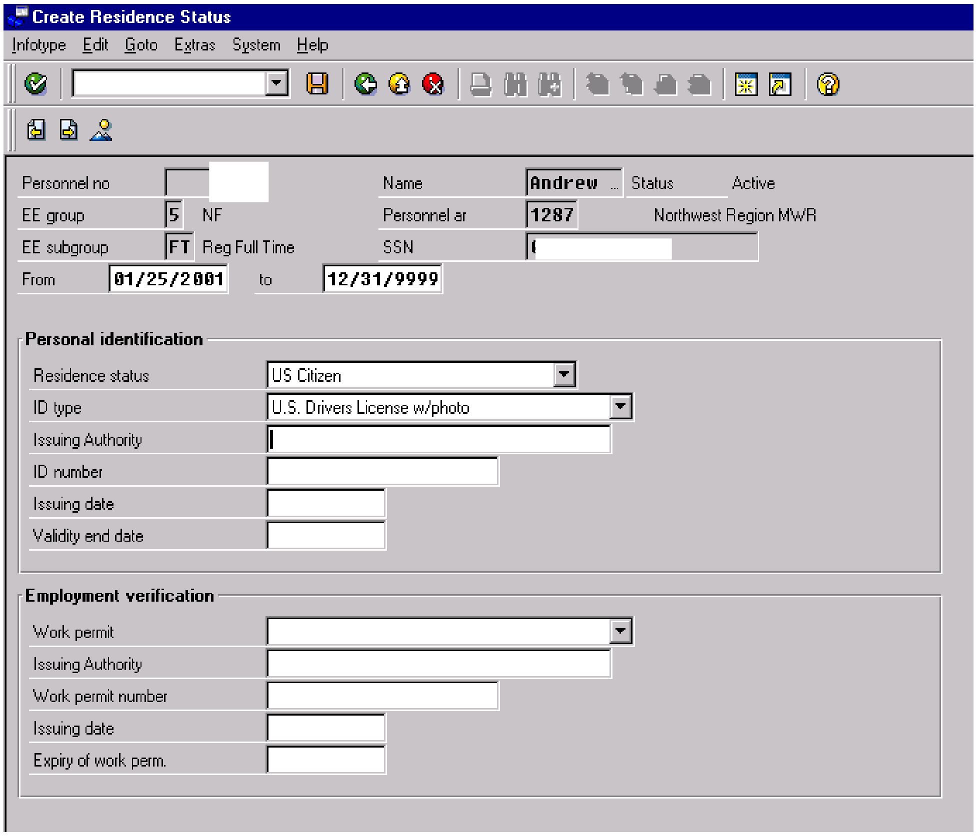
<u>Screen: Infotype 0077 Create Additional Personal Data</u>



Field Name	Description	R/O/C	User Action/Values
Ethnic Origin	Ethnic Grouping	R	Use the dropdown arrow to select the DOD-defined group
Military Status	Military Status	R	Use the dropdown arrow to select the correct group.

Press the Enter button and Save  the transaction.

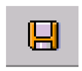
The screen will roll to the next infotype 0094 – Create Residence Status



This infotype verifies the Residence Status of the new employee. **Every employee must have the INS form I-9 in their Official Personnel Folder.** If the new employee is an American citizen, only the first two fields are required. Here are the inputs necessary to completely fill out the fields on this infotype.

Field Name	Description	R/O/C	User Action/Values
Residence Status	US Citizenship?	R	Enter the employee's residence status., i.e. citizen or non-citizen
ID Type	Type of Id used to verify the required I-9 form	O	Use the drop-down arrow to select the proper type of document.
Issuing Authority	Issuing authority	O	Enter the info from the paper I-9 form
ID Number	ID Number	O	Enter the ID number from the I-9 form
Issuing Date	Issuing Date	O	Enter the date from the I-9 form
Validity End Date	Expiration date	O	Enter the expiration date from the I-9 for the ID used above
Work permit	Work Permit	O	Use the dropdown menu to select the correct document

Issuing Authority	Issuing Authority	O	Enter the information from the I-9 form
Work Permit Number	Work Permit number	O	Enter the Work Permit number from the I-9 form
Issuing Date	Issuing date	O	Enter the date used on the I-9 form for the work permit used above
Expir of Work Permit	Expiration date of the work permit	O	Enter the expiration date used on the I-9 form for the work permit used above

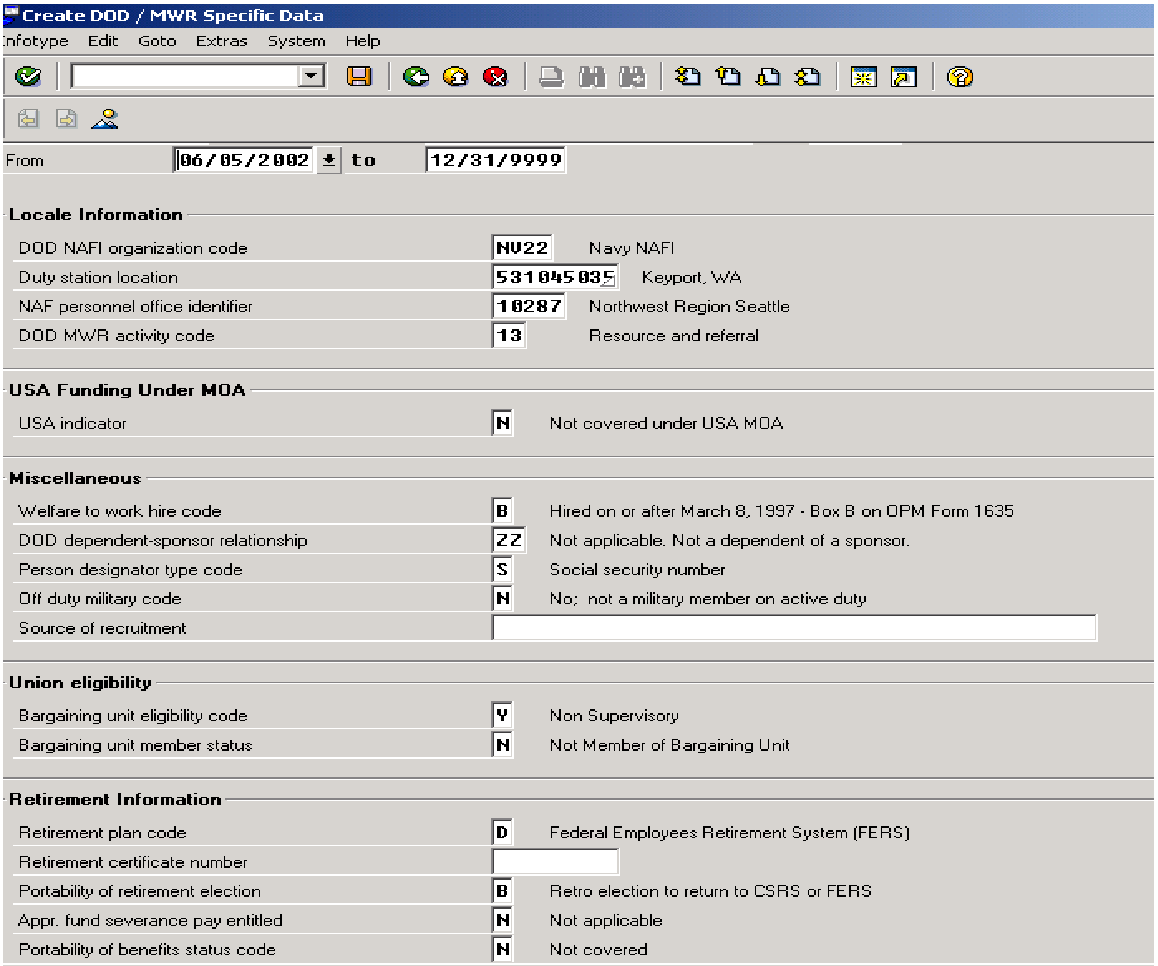
Press the Enter button and Save  the transaction.

The screen will roll to the next infotype 9001 – Create DOD/MWR Specific Data

This is a very large infotype screen and the user must scroll down to make the entire window available.

Most of the fields on this 9001 infotype are REQUIRED and are mandated by various DOD or MWR policies.

Screen: Create DOD/MWR Specific Data



Create DOD / MWR Specific Data

Infotype Edit Goto Extras System Help

From 06/05/2002 to 12/31/9999

Locale Information

DOD NAFI organization code	NV22	Navy NAFI
Duty station location	531045035	Keyport, WA
NAF personnel office identifier	10287	Northwest Region Seattle
DOD MWR activity code	13	Resource and referral

USA Funding Under MOA

USA indicator	N	Not covered under USA MOA

Miscellaneous

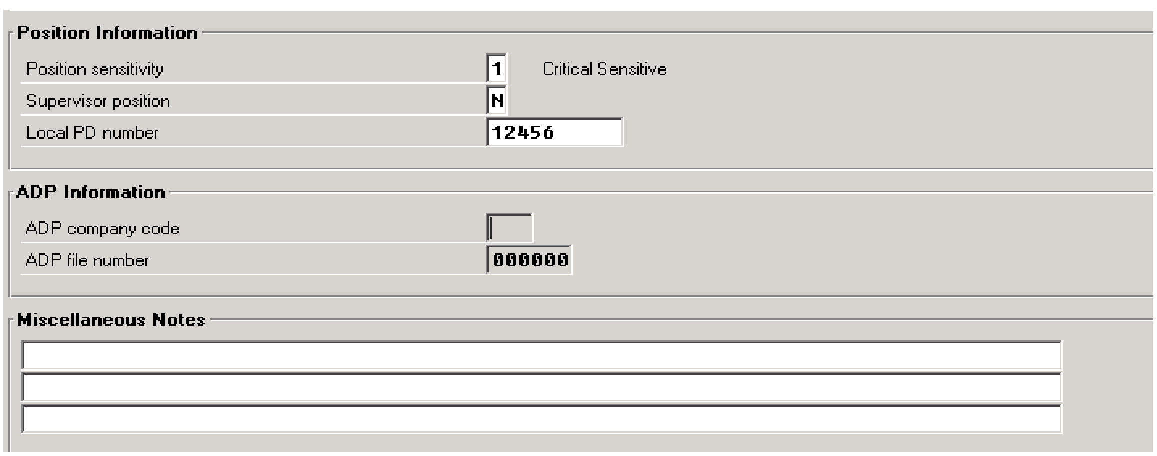
Welfare to work hire code	B	Hired on or after March 8, 1997 - Box B on OPM Form 1635
DOD dependent-sponsor relationship	ZZ	Not applicable. Not a dependent of a sponsor.
Person designator type code	S	Social security number
Off duty military code	N	No; not a military member on active duty
Source of recruitment		

Union eligibility

Bargaining unit eligibility code	Y	Non Supervisory
Bargaining unit member status	N	Not Member of Bargaining Unit

Retirement Information

Retirement plan code	D	Federal Employees Retirement System (FERS)
Retirement certificate number		
Portability of retirement election	B	Retro election to return to CSRS or FERS
Appr. fund severance pay entitled	N	Not applicable
Portability of benefits status code	N	Not covered



Position Information

Position sensitivity	1	Critical Sensitive
Supervisor position	N	
Local PD number	12456	

ADP Information

ADP company code	
ADP file number	000000

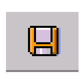
Miscellaneous Notes

The screens shown above are examples only and do not reflect a real-life situation.

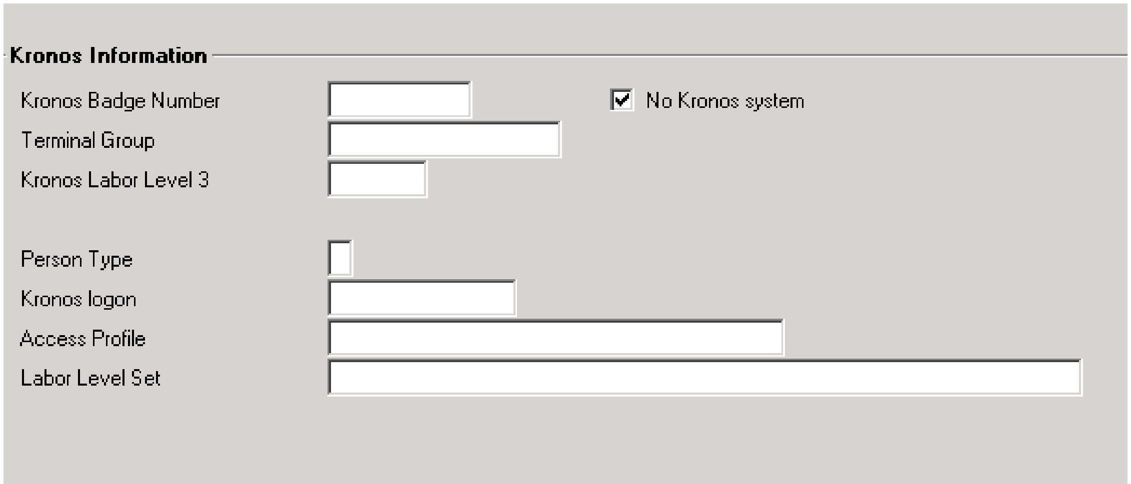
Most of the fields on this 9001 infotype are REQUIRED and are mandated by various DOD or MWR policies. Here is the explanation of the various fields.

Field Name	Description	R/O/C	User Actions/Values
DOD NAFI Organization Code	NAFI Organization code	R	Will always be "grayed out" and populated with NV22
Duty Station Location	Where the employee will work	R	Use dropdown menus to complete
NAF Personnel Office Identifier	The Personnel Office involved	R	This will default from personnel area
DOD MWR Activity Code	The DOD description of the activity	R	Use dropdown menus to complete, request assistance from finance manager if needed
USA Indicator	Whether the activity will be reimbursed using the USA process	R	Use dropdown menus to complete, find information on 52.
Welfare to work hire code	Mandated since 1997	R	Use dropdown menus to complete, use OPM form 1635
DOD Dependent/Sponsor relationship	Is there a relationship?	R	Use dropdown menus to complete
Person Hispanic Category Code	Hispanic Category?	R	Use dropdown menus to complete
Person Designator type code	Social Security or other	R	Use dropdown menus to complete
Off Duty Military Code	Is the Employee on Active duty?	R	Use dropdown menus to complete
Source of Recruitment	What tools did we use to hire this new employee?	O	Locally defined and used
Bargaining Unit Eligibility code	In a supervisory position?	R	Use dropdown menus to complete
Bargaining unit member status	A member of a bargaining unit?	R	Use dropdown menus to complete if activity has union
Retirement Certificate Number	Retirement Certificate- will be old certificate number or employee social security number	O	Do not populate—headquarters only
Portability of Retirement Election	Is the employee eligible for portability?	R	Use dropdown menus to complete

Appr. Fund Severance Pay entitlement	Was the employee receiving APF Severance pay when hired NAF?	R	Use dropdown menus to complete
Portability of benefits status code	Identifies employees who moved after Jan 1, 1987 without a break in service of more than three days.	R	Use dropdown menus to complete
Position Sensitivity	Is this a sensitive position from a security standpoint?	R	Use dropdown menus to complete, see OF8
Supervisor Position	Is this position a supervisory one?	R	Use dropdown menus to complete
Local PD Number	For local HR use	O	Enter the PD number if required by local HR
ADP Company Code	ADP Payroll processing code	C	Will populate from ADP information when nightly interface between SAP and ADP is run
ADP File Number	ADP Payroll Processing file number	C	Will populate from ADP information when nightly interface between SAP and ADP is run
Misc. Notes		O	Any additional comments if needed

Press the Enter button and Save  the transaction.

The screen will roll to the next infotype 9005 – *Create Kronos Information*



Field Name	Description	R/O/C	User Actions/Values
Kronos badge Number	Kronos badge number	C	Enter the KRONOS badge number. Entry is required for KRONOS. **If KRONOS is not used, select the No Kronos System checkbox.**
Kronos Terminal Group	Kronos Terminal number	C	Enter the Terminal Group from the dropdown menu. Entry is required for KRONOS. **If KRONOS is not used, select the No Kronos System checkbox.**
Kronos Labor Level 3	Labor Level	C	Actual work site name **used for VQ only**. Select from the dropdown menu.
Person Type	Person Type	C	Enter the Person Type from the dropdown menu. **See explanation below.**
Kronos Logon	Kronos Logon	C	This field will default.
Access Profile	Access Profile	C	Enter the employee's profile from the dropdown menu. **See explanation below.**
Labor Level Set	Kronos Labor Level Set	C	This will only be added to managers to tell KRONOS which group of employees the manager will administer. Select from the dropdown menu.

Kronos Person Type

Pers Type	Short text
1	TK Employee
2	Prof Employee
3	Manager
4	Types 1, 2, and 3
5	Types 1 and 3

TK Employee – punches in and out at a timekeeper terminal or paid by schedule. Not a manager or a timestamp employee. Only choose this option if the employee is not a manager or timestamp employee.

Prof Employee – enters time via timestamp, but not responsible for managing other employees time.

Manager - ability to edit and maintain employee data within Workforce Central. This option may be used for GS managers who are not also timekeeper employees (they don't use Kronos to record their time, they just log in to manage their employees)

Types 1,2, and 3 - An employee who enters time via timestamp who is also a manager.

Types 1 and 3 - A timekeeper employee who is also a manager. These employees could clock in using terminals or are paid by schedule. They are also responsible for editing and approving timecards for their employees.

Kronos Function Access Profile

Access Profile
EMPLOYEE
MANAGER 1
MANAGER 2
PAYROLL
TIMEKEEPER

Employee – for Time Stamp employees only.
Manager 1 – will be able to approve timecards, but cannot sign off.
Manager 2 – will be able to approve and sign off timecards.
Payroll – used for payroll employees.
Timekeeper – will be able to edit timecards, schedules, but cannot sign off.

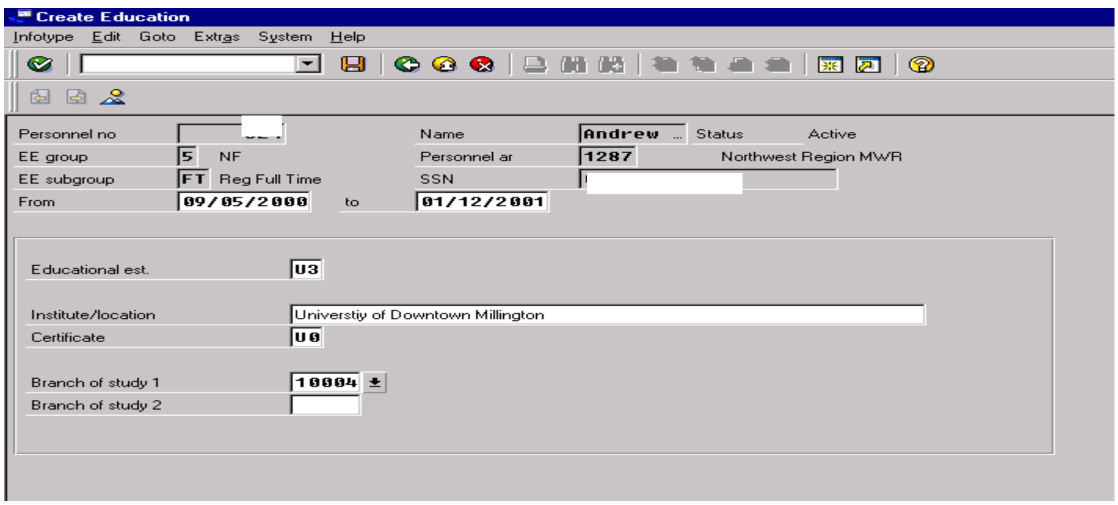
Note: Employee must have either a Kronos badge number or have the No Kronos box checked.

Press the Enter button and Save the transaction.

The screen will roll to the next infotype 0022 – Create Education

This infotype is optional and the determination for its use will be a local personnel department decision. If any entry is made on this screen, you cannot enter through it, but are required to complete it.

NOTE: The screen below is for explanatory purposes only and does not reflect any specific educational requirement. If the information is available at the time of the new hire it may be entered as part of the new hire process or can be done later.

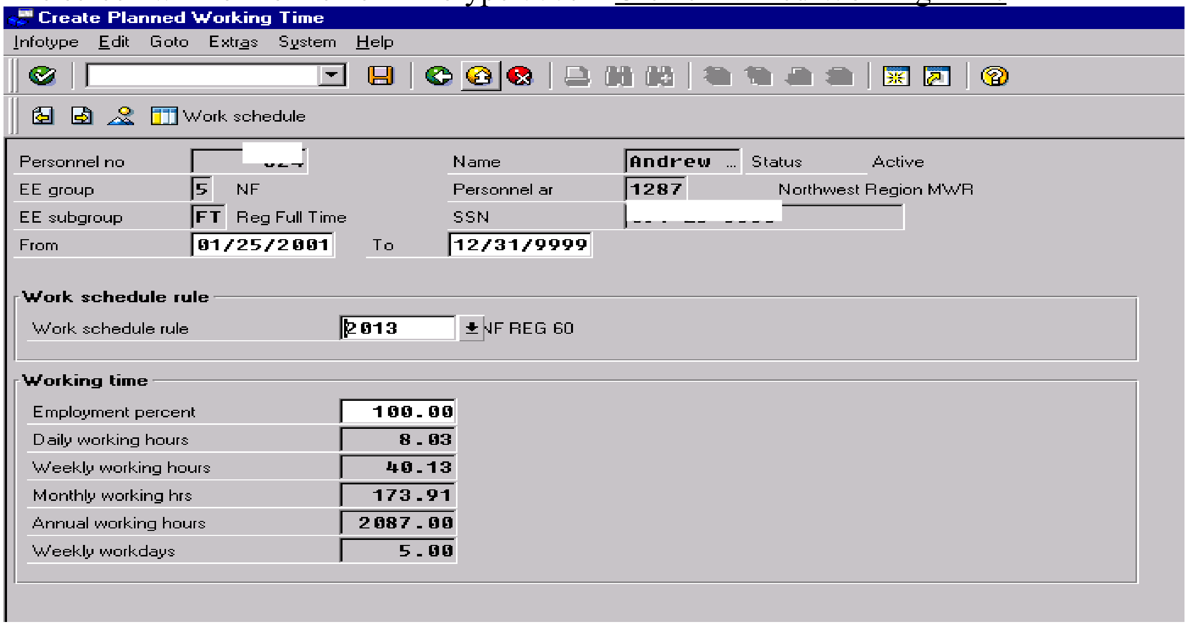


Field Name	Description	R/O/C	User Action/Values
From	Date the Education started	R	Beginning date of education
To	Date withdrew from the Educational institution	R	Enter graduation date or date of withdrawal.
Educational Est.	What type of institution did the employee attend?	R	Type of educational establishment. Use the dropdown to select
Institute/Location	Establishment name and location	R	Enter the name of the educational establishment
Certificate		R	Dropdown menu
Branch of study 1		O	Dropdown menu
Branch of study 2		O	Dropdown menu

Note: The options available for "certificate" and "branch of study" are determined by the entry for "Educational Est."

Press the Enter button and Save the transaction.

The screen will roll to the next infotype 0007 – Create Planned Working Time



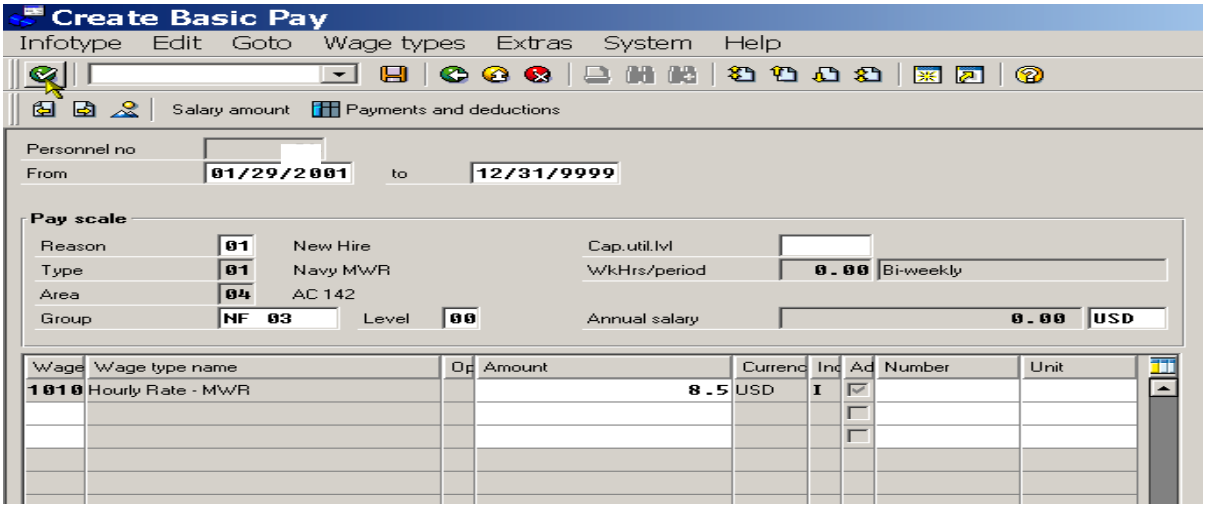
Field Name	Description	R/O/C	User Action/Values	Comments
Work Schedule Rule	The Work Schedule Rule the employee will be working	R	Enter the KRONOS work schedule rule	Select work schedule rule. **See note below.**

If the activity uses Kronos Workforce Central and the employee is a "pay from schedule" employee you will need to select a Work Schedule Rule that ends in PFS for Pay From Schedule.

WS rule	Work schedule rule text	PWS	Start date	End date
2200	NF FLEX EXEMPT	NORM	01/01/1900	12/31/9999
2201	NF FLEX NON EXEMPT	NORM	01/01/1900	12/31/9999
2202	NF REG EXEMPT	NORM	01/01/1900	12/31/9999
2203	NF REG EXEMPT SUNPREM	NORM	01/01/1900	12/31/9999
2204	NF REG NON EXEMPT	NORM	01/01/1900	12/31/9999
2205	NF REG NON EXEMPT SUNPREM	NORM	01/01/1900	12/31/9999
2206	CT FLEX NONSCHEDULED	NORM	01/01/1900	12/31/9999
2207	CT FLEX SCHEDULED	NORM	01/01/1900	12/31/9999
2208	CT REG SCHEDULED	NORM	01/01/1900	12/31/9999
2209	CT REG SCHEDULED SUNPREM	NORM	01/01/1900	12/31/9999
2210	NF FLEX EXEMPT SD	NORM	01/01/1900	12/31/9999
2211	NF FLEX NON EXEMPT SD	NORM	01/01/1900	12/31/9999
2212	NF REG EXEMPT SD	NORM	01/01/1900	12/31/9999
2213	NF REG EXEMPT SUNPREM SD	NORM	01/01/1900	12/31/9999
2214	NF REG NON EXEMPT SD	NORM	01/01/1900	12/31/9999
2215	NF RG NON EXMPT SUNPRM SD	NORM	01/01/1900	12/31/9999
2216	CT REG SCHEDULED PFS	NORM	01/01/1900	12/31/9999
2217	NF REG EXEMPT PFS	NORM	01/01/1900	12/31/9999
2218	NF REG EXEMPT SD PFS	NORM	01/01/1900	12/31/9999
2219	NF REG EXEMPT SUNPREM PFS	NORM	01/01/1900	12/31/9999
2220	NF REG EXEMPT SUNP SD PFS	NORM	01/01/1900	12/31/9999
2221	NF REG NONEXEMPT PFS	NORM	01/01/1900	12/31/9999
2222	NF REG NONEXEMPT SD PFS	NORM	01/01/1900	12/31/9999
2223	NF REG NONEXEMPT SUNP PFS	NORM	01/01/1900	12/31/9999
2224	NF REG NONEXMPT SP SD PFS	NORM	01/01/1900	12/31/9999

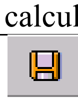
Press the Enter button and Save the transaction.

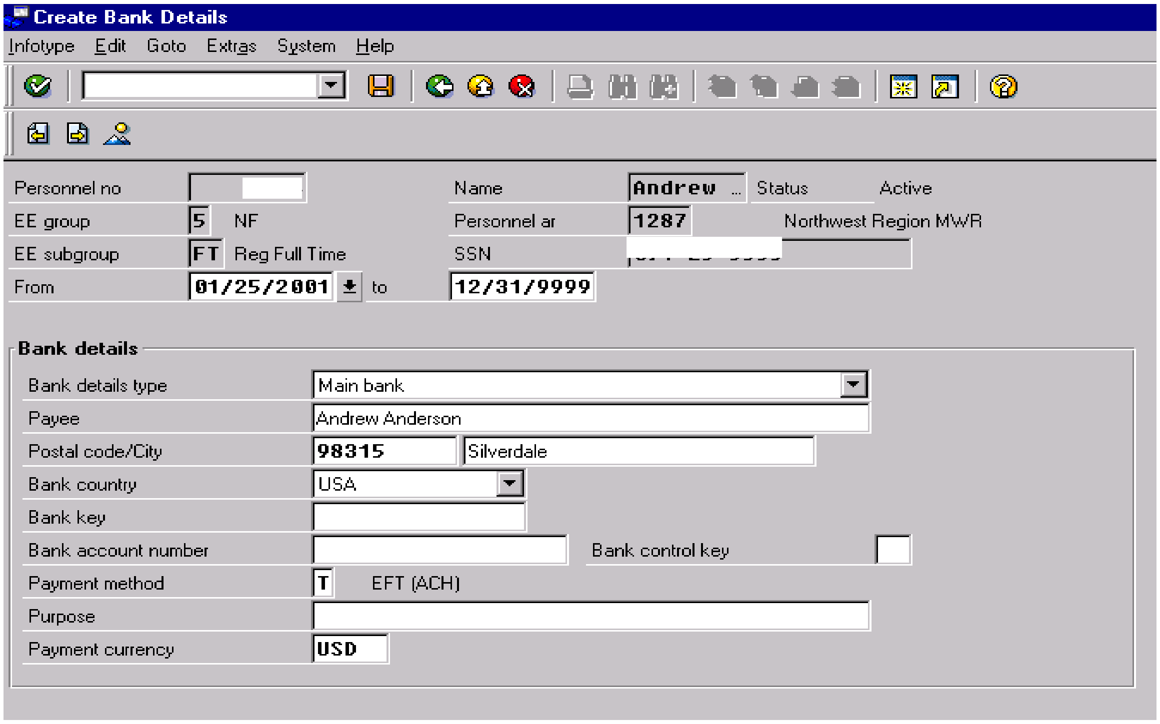
The screen will roll to the next infotype 0008 – Create Basic Pay. If infotype 0007 – Create Planned Working Time was not created and saved, infotype 0008 – Create Basic Pay will be incorrect.



You will receive most of this information from the SF52 paper form or the employee data sheet. While all of the fields are required, some will default based on other inputs. All field entries must be validated and verified as they all affect the new employee's pay.

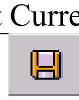
Field Name	Description	R/O/C	User Action/Values
Reason	Reason for change	R	Use the dropdown menu, choose 01 – New hire
Type	User Defined	R	Field will default
Area	User Defined	R	Field will default.
Group	User defined	R	**You must use the dropdown menu to select.** Must be verified for accuracy
Level	Level of Pay	R	Field will default. Must be verified for accuracy.
Hourly Rate **Wage types:** **1010 = Hourly rate**	Enter the correct rates for each wage type listed	R	Enter the hourly rate(s), for NF's and CC's – all others will populate when user hits enter. Can override for save pay.
Note: Seattle will need to override hourly rate for crafts and trade only in AC 143.			
Work/Hrs Period	The hours of work in a specific period	R	This field will default in
Capt util. Lvl	Used for Annual salary calculation	R	This field defaults "100".

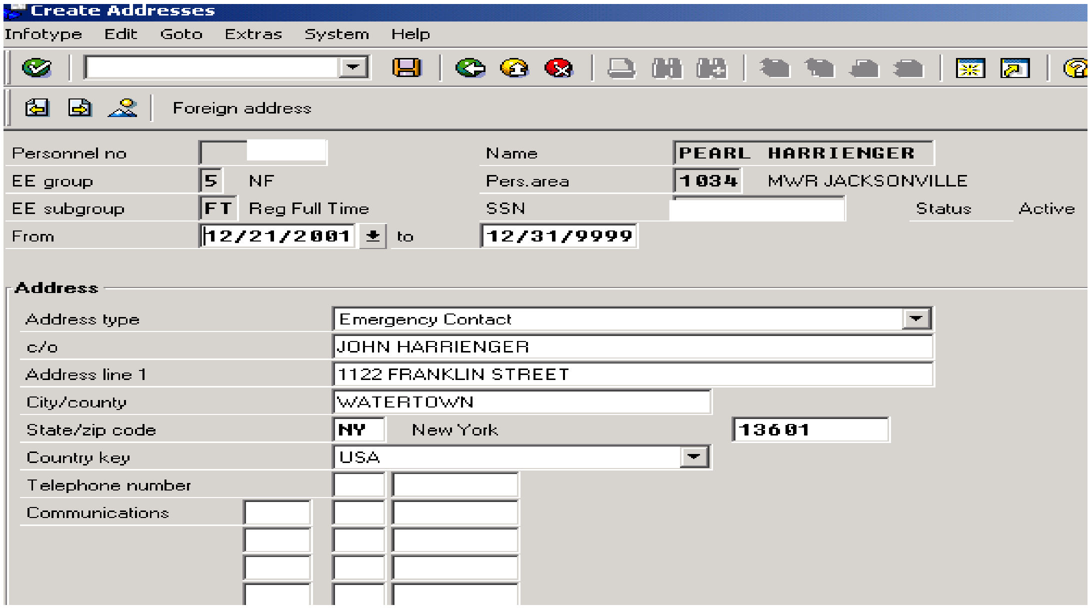
Press the Enter button and Save  the transaction.
The screen will roll to the next infotype 0009 – Create Bank Details



Bank details data are used by the automatic employee vendor creation program in accounts payable.

Field Name	Description	R/O/C	User Action/Values
Bank Details Type	Type of bank for this Employee	R	Will default to main bank
Payee	Employee's name	R	Will default
Postal code/City	Zip code/City	R	Will default
Bank Country	Bank Country	R	Will default USA
Bank Key	The name of the bank the funds are to be deposited into	R	Enter the employee's bank deposit transit/ABA number from direct deposit sign up form.
Bank Control Key	The type of account	R	**Must be 01 Checking or 02 Savings**
Bank Account Number	Bank account number	R	Enter the employee's bank account number.
Payment Method	EFT or a check for the payment?	R	Will default to "T" for direct deposit. Change to "C" only if waiver from MWR HQ is approved.
Payment Currency	Payment Currency	R	Will default to USD

Press the Enter button and Save  the transaction.
The screen will roll to the next infotype 0006 – Create Addresses, subtype 2 Address, Emergency Contact



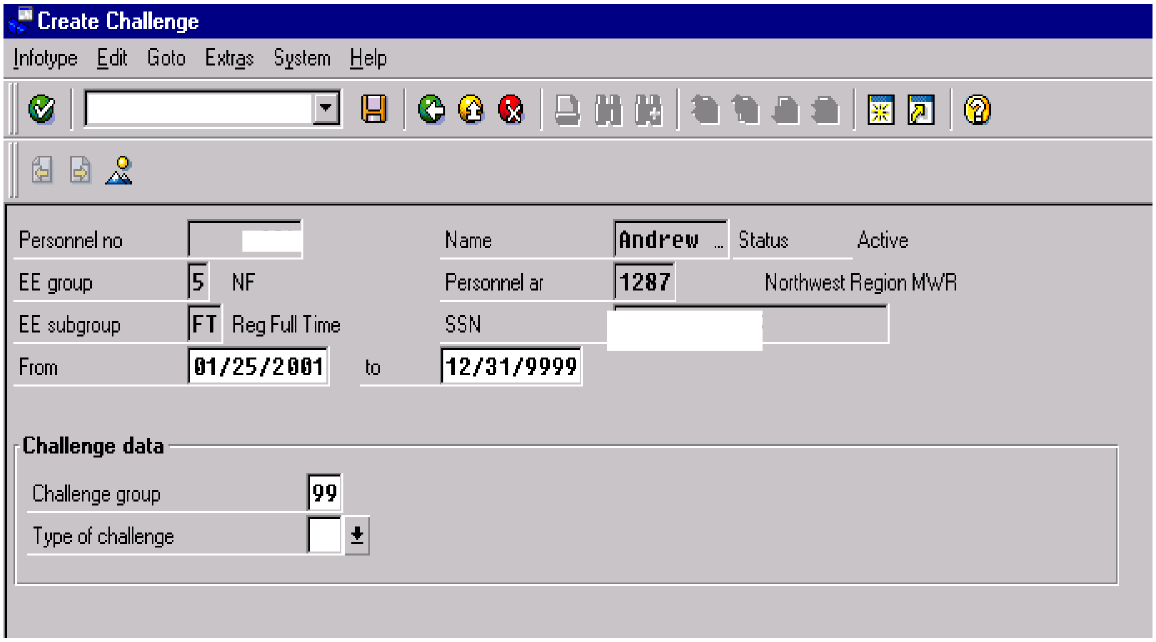
NOTE: According to the United States Postal Service Sorting Facility all names and addresses must be entered into the system using upper case letters (ALL CAPS) and NO punctuation except the hyphen between the first five numbers in a Zip code and the last four.

Field Name	Description	R/O/C	User Action/Values
Address type	Type of Address	R	Defaults Emergency Contact –
C/O	In care of	R	Enter the emergency contact's first and last name (and relationship if available)
Address	Street name and number	R	Must populate this field, can enter "address unknown"
City/County	City	R	Enter the contact's city. If unknown, use the employee's.
State/Zip Code	State/Zip Code	R	Enter the contact's state and zip. If unknown, use the employee's
Country key	The contact's country key	C	Will default to USA
Telephone Number	Telephone	R	Contact's telephone number
Communications	Additional numbers	O	May be used for additional contact phone numbers.

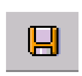
Press the Enter button and Save the transaction.

The screen will roll to the next infotype 0004 – Create Challenge.

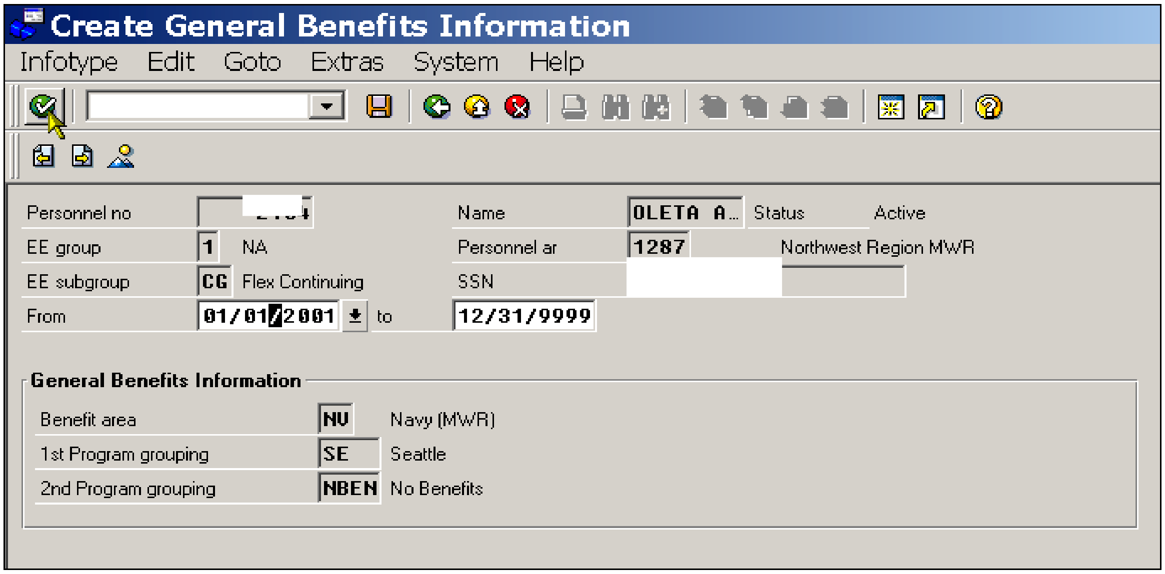
This screen must be completed! Enter "99" in both fields if challenge not applicable.



Field Name	Description	R/O/C	User Action/Values
Challenge group	Two digit code	R	Use drop down arrow to select, refer to form SF256, or enter 99 if not applicable
Type of challenge	Two digit code	R	Use drop down arrow to select, refer to form SF256, or enter 99 if not applicable

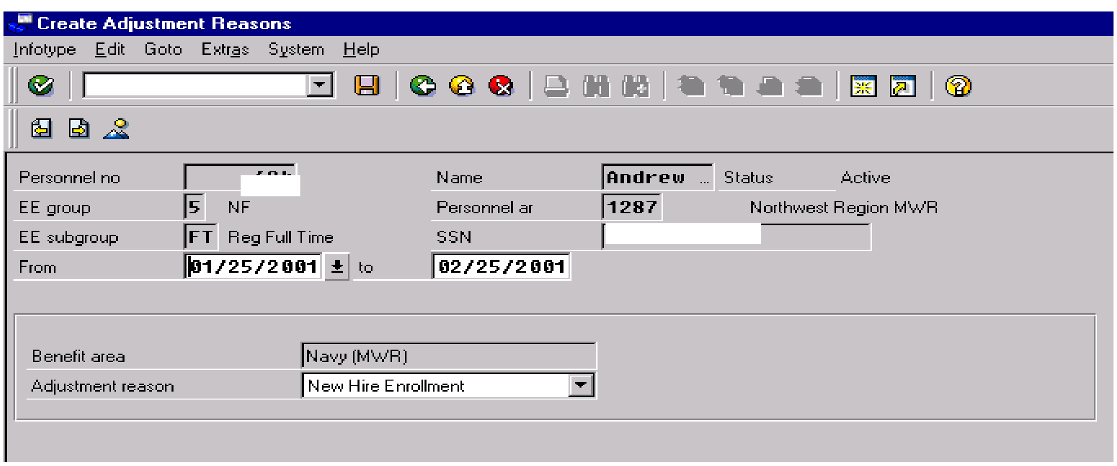
Press the Enter button and Save  the transaction.

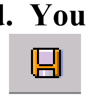
The screen will roll to the next infotype 0171 – Create General Benefits Information



When the screen showing this infotype 0171 – <u>Create General Benefits Information</u> appears, all fields will be defaulted. You will validate the entries and ONLY save the infotype by clicking the Save icon. 

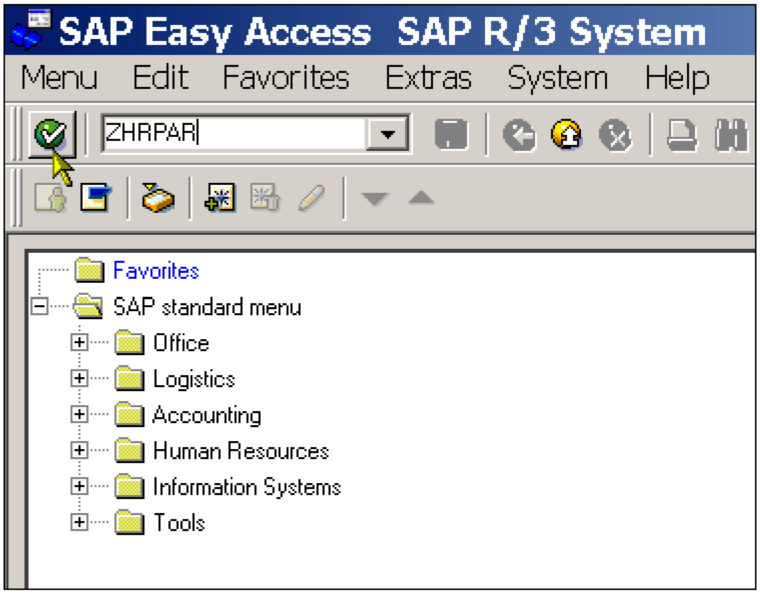
Screen: Infotype 0378 – <u>Create Adjustment Reasons</u>



When the screen showing this infotype 0378 – <u>Create Adjustment Reasons</u> appears, all fields will be defaulted. You will validate the entries and ONLY save the infotype by clicking the Save icon. 

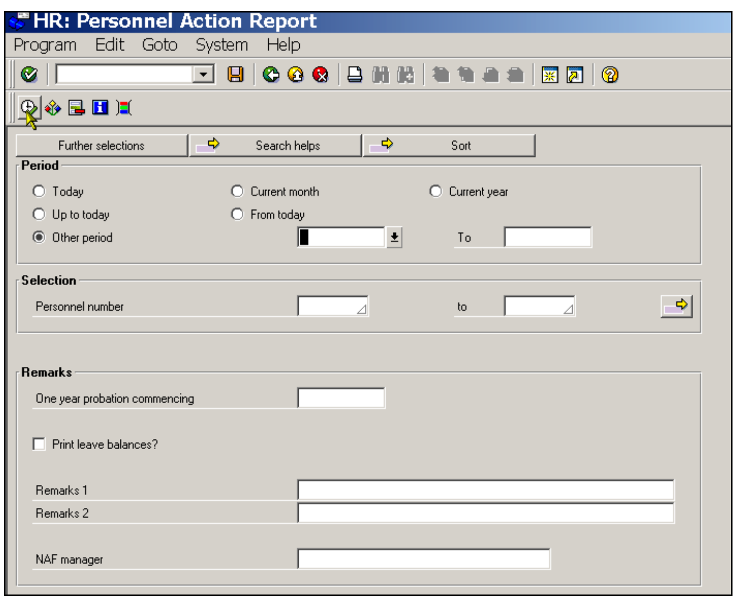
Personnel Action Report

Print a personnel action report using the transaction code ZHRPAR.



Select  to go to the next screen:

HR: Personnel Action Report



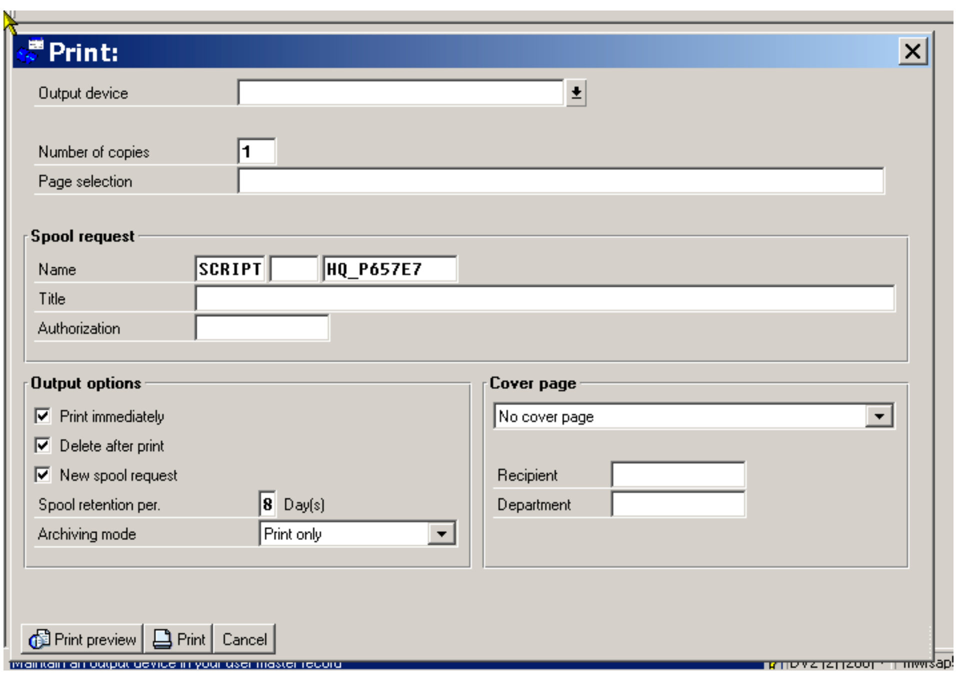
Enter information in the fields as specified in the table below. **Note:** In column "**R/O/C,**" **R** = Required, **O** = Optional, **C** = Conditional.

Field Name	Description	R/O/C	User Action, Values, Comments
Period	Date or dates to be reported on	R	Check "today" for today's date **OR** click "other period" and enter the effective date of the action
Personnel number	Personnel number identifier	O	Enter number or range of numbers. Use the dropdown arrow if number is not known
Remarks	Remarks, NAF manager's name	O	Enter any remarks to be printed on the PAR, enter the name of the NAF manager to be printed on the PAR

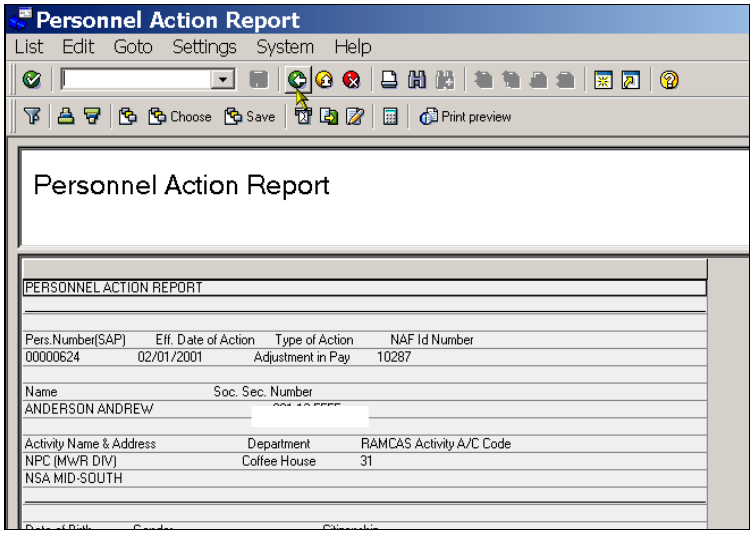
Note: If the PAR is being created for any reason other than an SAP Action, i.e. PD number change, you must enter the effective date of the change. Type remarks in the remarks section of the PAR to show the nature of the change.

Select  execute.

Print:



Click the dropdown arrow to select a printer, then select .



Note: Email this PAR before printing!

- Click on envelope icon (under the green arrow)
- Click attachment document content
- Select recipient using drop down arrow
- Select internal user and green check
- Fill in last name, first name
- Click send

NOTE: When emailing the PAR, the sender should also save a copy to a personal folder named "Sent PARs." This allows for more efficient follow-up if the recipient does not receive the sent copy. Once the PAR has been emailed and printed, the same PAR cannot be reprinted without completely re-entering.

Select green arrow for portrait Print Preview.

PAR (portrait view) for actions

PERSONNEL ACTION REPORT

0 PERSONNEL NUMBER (SAP)	1 EFFECTIVE DATE OF ACTION	2 TYPE OF ACTION	3 SAP COMPANY CODE
00000027	01/01/2001	NEW HIRE	7900
4 NAME		5 SOCIAL SECURITY NUMBER	
DECENT KATHLEEN			
6 PERSONNEL AREA & SUBAREA	7 ORGANIZATIONAL UNIT	8 SAP COST CENTER	
MWR HEADQUARTERS HEADQUARTERS	P653 PERSONNEL BENEFITS	1051	

PAR (portrait view) for changes other than SAP Actions

PERSONNEL ACTION REPORT

0 PERSONNEL NUMBER (SAP)	1 EFFECTIVE DATE OF ACTION	2 TYPE OF ACTION	3 SAP COMPANY CODE
00000027	08/13/2002	OTHER ACTION, REMARKS	7900
4 NAME		5 SOCIAL SECURITY NUMBER	
DECENT KATHLEEN			
6 PERSONNEL AREA & SUBAREA	7 ORGANIZATIONAL UNIT	8 SAP COST CENTER	
MWR HEADQUARTERS HEADQUARTERS	P657 COMPUTER SERVICES	1067	

Now select the icon to print the Personnel Action Report you selected. Select to go back to original screen. Select again to go back to SAP Easy Access screen.

Note: If you do something that is one of the action reasons, e.g. position change, you need to print the PAR by using the effective date of the action. When you do this, the PAR will print showing the reason for the action and all other current information as of the date you input the action. If you want to print a PAR for a non-action reason, go to the particular infotype you want to change (i.e. IT 9001 for local PD number, IT 41 for SCD), copy the screen and save it with a new effective date. The effective date has to be a date after the last action date in the system. Type in any remarks needed in the remarks section. When you print the PAR use the same date you used when you copied and saved the screen. This date will show up in the PAR. The type of action will now say “other action-see remarks”. This should only be done for changes that do not impact the person’s title, series, grade or pay.