

Chapter 5 External Actions



Process an External Hire

Do this when it becomes necessary to place a new GS/WG APF funded employee, a Military Assigned Employee or an employee of a civilian recreation fund or similar NAFI into our Human Resources system. Only certain key elements will be captured for these employees. The procedure as shown below will explain to the user how this is to be accomplished. These employees will **NOT** be paid through the ADP payroll processing system. This information is for record keeping and reporting purposes only. It will be necessary for the NAF personnel office to obtain a copy of the current and all subsequent SF-50s from the Appropriated Funds Human Resource Office (HRO) to perform this input and to keep it current. In addition, certain information for a Military Assigned person will also be crucial to keeping our HR system up to date. To save time later in the procedure, have the position number available before you start.

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

Transaction Code: **PA40**

Action type	Personnel ar	EE group	EE subgroup
<input type="checkbox"/> New Hire			
<input type="checkbox"/> Change in Position / Transfer			
<input type="checkbox"/> Multiple Position Assignment			
<input type="checkbox"/> Separation			
<input type="checkbox"/> Rehire			
<input type="checkbox"/> Leave of Absence			
<input type="checkbox"/> Return from Leave of Absence			
<input type="checkbox"/> Adjustment in Pay			
<input type="checkbox"/> Retirement			
<input checked="" type="checkbox"/> External Hire			
<input type="checkbox"/> External Separation			

Field Name	Description	R/O/C	User Action/Values
Personnel Number	Leave blank	C	If there is a number in the field, Blank it out! The system will generate the new number.
From date	Hire Date	R	Enter the external hire date
Action type	The type of action	R	Highlight the External New Hire action type

Select the execute icon



The screen will roll to infotype 0000 – Create actions

Field Name	Description	R/O/C	User Action/Values
Action type	External Hire	R	Will default from previous screen
Reason for action	Why is the action being performed	R	Select the appropriate code using the dropdown arrow 01 – GS/WG 02 – Civ NAFI 03 – Military Assigned
Employment	User defined	R	The field will default “Inactive” no entry can be made
Position	Enter the new position	O	You may enter the position, if known or select from the drop down arrow. See the table on the next page for the position numbers for Military Assigned personnel.

Click on the Green Check mark  or the Enter key to validate personnel areas			
Personnel area	The assigned area of the position within the organization	R	Will default in from the position number selected and will represent the entity (location) to which the position has been assigned.
Employee group	The assigned group of employees the employee will be assigned to	R	Will default to E for external and will represent the employee's employment category, i.e. NF, NA, GS (E), etc.
Employee subgroup	The assigned subgroup for the employee	R	This field will default based on position number. If military assigned, default entry is MA, GS for GS.

Table: SAP Position Numbers for Military Assigned Personnel

Military Assigned Personnel		
PSA	Location	SAP Position number
1019	Mayport	99999998
1034	Jacksonville	99999997
1171	QOLSO, NW	99999996
1173	N. Sound	99999995
1174	E. Sound	99999994
1287	W. Sound	99999993
1292	Kings Bay	99999992
7900	Headquarters	99999991
8019	VQ – Mayport	99999990
8034	VQ – Jacksonville	99999989
8172	VQ – NW	99999988
8292	VQ – Kings Bay	99999987

Press the Enter button  to validate the fields on the screen and then press the Save icon  to save the transaction.

The result of saving the infotype is that the screen will now show the next applicable infotype 0002 – Create Personal data

Create Personal Data

Infotype Edit Goto Extras System Help

Personnel no **761** Status **Inactive**

From **01/15/1970** To **12/31/9999**

Name

Form of addr **Ms**

Last name **ASPAINI**

First name **MARIA**

Middle name **ANTONIO**

Designation

Suffix

Name **MARIA ASPAINI**

HR data

SSN

Birth date **01/15/1970**

Comm.lang. **English**

Mar.status **Single**

Gender

Female Male TBD



NOTE: According to the United States Postal Service Sorting Facility all names and addresses must be entered into the system using upper case letters 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
Form of address		O	You may enter the employee's form of address, i.e., Mr. Ms, Miss, etc. It will be validated in the gender field
Last Name	Last Name	R	Enter the last name (All Upper Case)
First Name	First Name	R	Enter the first name. (All Upper Case)
Middle Name	Middle Name	R	Enter the full middle name (per DOD instructions). (All Upper Case) If unknown, enter "NMN".
Designation		O	Employee's military rank. Is required for Military Assigned employees.

Suffix		O	If you wish, you may enter the employee's title, i.e., Jr., III, and Sr.
SSN	Social Security Number	R	Enter the number with or without dashes.
Date of Birth	Employee's date of birth	R	Enter the DOB in either of these two forms: 120161 or 12/01/1961
Comm. Lang.	The language in which the employee prefers to communicate.	O	Field will default English. It may be changed.
Mar. Status	Marital status	R	Enter the marital status directly or use the dropdown arrow to select
Gender	Gender	R	Enter the employee's gender. TBD cannot be used according to DOD regulations.

Press the Enter button  to validate the fields on the screen and then press the Save icon  to save the transaction.

The result of saving the infotype is that the screen will now show the next applicable infotype 0001 – Create Organizational Assignment

Field Name	Description	R/O/C	User Action/Values
CoCode	Company Code	R	Will default based on the position
Pers Area	Personnel Area	R	Will default based on the input to infotype 0000 action.
Cost Ctr	Cost Center	R	Will default
Subarea	Personnel SubArea	R	Will default based on the input to infotype 0000 action.
EE Group	Employee Group	R	Will default based on the input to infotype 0000 action.
EE SubGroup	Employee SubGroup	R	Will default based on the input to infotype 0000 action.
Payr Area	Payroll Area	R	The field will default Non-Payroll. Do Not Change!

Percentage	Percentage of the employee's time assigned to the position number	R	The field will default in
Position	Position number	R	Defaults the position number. It should be on the new hire paper form or determined prior to the hiring action being executed.
Job Key	Job Key	R	Will default based on the input to infotype 0000 action. It represents the pay plan, job series and grade/level.
Org Unit	Organization unit assigned	R	Will default based on the input to infotype 0000 action. The field represents the department the position reports to.
Org key	Organization key assigned	R	Will default based on the input to infotype 0000 action.

Press the Enter button  to validate the fields on the screen and then press the Save icon  to save the transaction.

Note: If hiring a military assigned person, you will receive the following warning message. Select  to close the message window. Save the next screen "Integration Relationships."

The next screen will show the next applicable infotype 0006 – Create Addresses

Personnel no **1969** Name **KATHE W...** Status **Active**
EE group **1** NA Personnel ar **1287** Northwest Region MWR
EE subgroup **CG** Flex Continuing SSN [REDACTED]
From **03/16/2001** to **12/31/9999**

Address

Address type **Permanent Residence**
c/o
Address line 1 **888 SMITHFIELD LANE**
Address line 2
City/county **JACKSONVILLE BEACH**
State/zip code **FL** **32228**
Country key **USA**
Telephone number **904 555-1515**
Communications



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

After making the entries required, Press the Enter button  to validate the fields on the screen and then press the Save icon  to save the transaction.

The result of saving the infotype is that the screen will now show the next applicable infotype 0007– Create Planned Working Time

Create Planned Working Time

Infotype Edit Goto Extras System Help

Personnel no **7623** Name **GOVERNMENT SERVICE**

EE group **E** External Pers.area **1292** MWR KINGS BAY

EE subgroup **GS** GS / WG SSN Status Inactive

From **08/14/2002** To **12/31/9999**

Work schedule rule

Work schedule rule **EXT**

Working time

Employment percent	100.00
Daily working hours	8.00
Weekly working hours	8.00
Monthly working hrs	8.00
Annual working hours	8.00
Weekly workdays	8.00

The Work Schedule rule field will default to EXT- External Schedule.

No entries are required but check that the Employment percent is 100%. Press the Enter button  to validate the fields on the screen and then press the Save icon  to save the transaction.

The result of saving the infotype is that the screen will now show the next applicable infotype 0008 – Create Basic Pay

Create Basic Pay

Field Name	Description	R/O/C	User Action/Value
Reason	Reason for the action with this infotype	R	Use the drop down arrow to make your selection
Type	User defined	R	Field will default in
Area	User defined	R	Field will default in
Group	User defined	R	Enter the employee's grade. Use the dropdown arrow for your selection. (Example: MA 00 for military assigned)
Level	Level of Pay	R	Will default based on the entry in the Group field.
Hourly Rate	Enter the correct rates for each of the types listed	O	Enter if available, if not leave blank

After making the entries required, Press the Enter button  to validate the fields on the screen and then press the Save icon  to save the transaction.

The result of saving the infotype is that the screen will now show the next applicable infotype 9001 – Create DOD/MWR Specific Data

Create DOD / MWR Specific Data

Infotype Edit Goto Extras System Help

Personnel no: 9938 Name: BEAFY ALPHABET
 EE_group: E External Pers.area: 7900 MWR HEADQUARTERS
 EE subgroup: GS GS / WG SSN: Status: Inactive
 Start: 03/01/2003 to 12/31/9999

Union eligibility

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

Retirement Information

Retirement plan code: A Civil Service Retirement System (CSRS)
 Retirement certificate number:
 Savings plan: A Thrift Savings Plan
 Portability of retirement election: A Elected to remain in a civil service retirement plan
 Portability of benefits status code: Y Covered by P.L. 101-508

Position Information

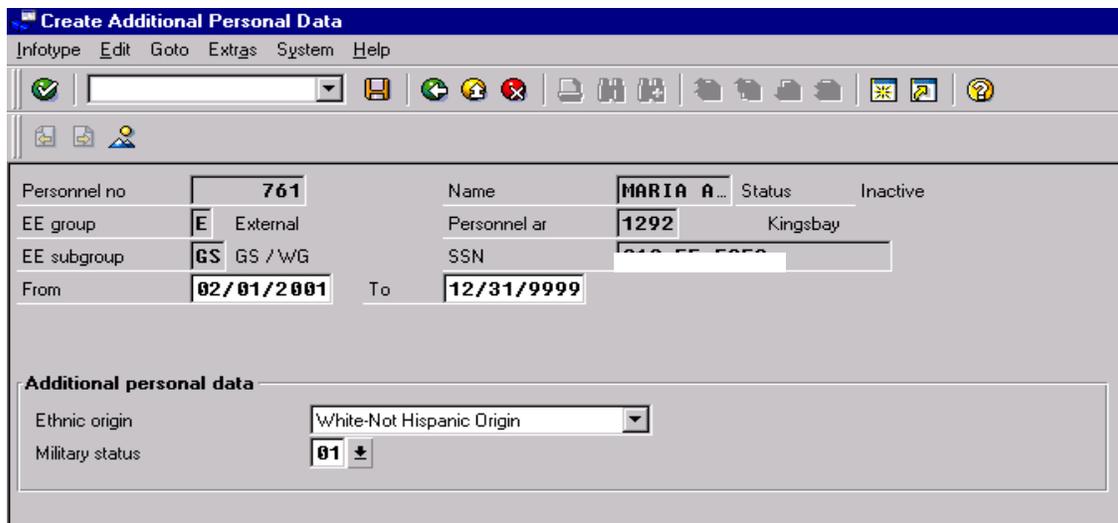
Position sensitivity: 1 Non-Sensitive
 Supervisor position: N
 Local PD number:
 Miscellaneous Notes:

Field Name	Description	R/O/C	User Action/Values
Bargaining Unit Eligibility Code	Bargaining Unit code	R	Use the drop down menu to complete the selection
Bargaining Unit Member Status	Member of a bargaining unit?	R	Use the drop down menu to complete the selection
Retirement Plan Code	Which retirement system?	R	Use the drop down menu to complete the selection
Retirement Certificate Number	Retirement Plan Certificate Number	O	No entry required. Field is maintained at the Headquarters level.
Savings Plan	What savings plan was elected?	R	Use the drop down menu to complete the selection
Portability of Retirement election	Is the Retirement plan portable?	R	Use the drop down menu to complete the selection
Portability of Benefits Status Code	Benefits Portable?	R	Use the drop down menu to complete the selection.

Position Sensitivity	Position sensitive?	R	Use the drop down menu to complete the selection
Supervisor Position	Supervisory position?	R	Use the drop down menu to complete the selection
Local PD Number	For local HR use	O	Enter PD number if required by local HR.
Misc. Notes		O	Enter information as free text that relates to Drawing NAF retirement and the NAF retirement #

After making the entries required, press the Enter button  to validate the fields on the screen and then press the Save icon  to save the transaction.

The result of saving the infotype is that the screen will now show the next applicable infotype 0077 – Create Additional Personal Data



Field Name	Description	R/O/C	User Action/Values
Ethnic Origin	Will coincide with the DOD listing	R	Use the drop down menu to complete your selection
Military Status	Either veteran or non-veteran	R	Use the drop down menu to complete your selection

After making the entries required, press the Enter button  to validate the fields on the screen and then press the Save icon  to save the transaction.

The result of saving the infotype is that the screen will now show the next applicable infotype 0041 – Create Date Specifications

Personnel no	761	Name	MARIA A...	Status	Inactive
EE group	E External	Personnel ar	1292 Kingsbay		
EE subgroup	GS GS / WG	SSN			
From	02/01/2001	to	12/31/9999	Chng	01/31/2001 HQ_P657F2

Date Specifications	
Date type	Date
<input checked="" type="checkbox"/> 01 Original Hire Date	02/01/2001
<input checked="" type="checkbox"/> 04 Civilian Service	02/01/2001
<input type="checkbox"/>	

All of the fields as shown on this infotype are optional and there is no need to maintain this infotype for External employees.

Press the Enter button  to validate the fields that are defaulted on the screen and then press the Save icon  to save the transaction.

The next infotype is 9005-Create Kronos Information.

NOTE: If the employee will use Kronos to record their time or if they will be managing timecards for other employees the Kronos information will need to be completed. If this is not the case click in the “No Badge Necessary” box.

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.
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.
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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

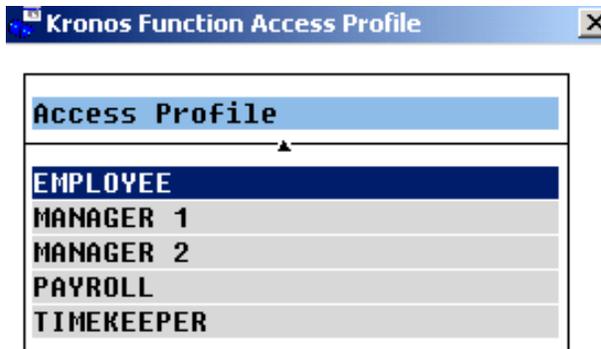
TK Employee – punches in and out at a timekeeper terminal or paid by schedule. Not a manager or a timestamp employee. Only choose this option if the employee is not a manager or timestamp employee.

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.



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 Necessary” box checked.

Press the Enter button and Save  the transaction.



The key master data is captured on the external employee and the External Hire is complete. The employee has been given a SAP Personnel ID Number and the employee information can be accessed in the system.



Process an External Change of Position

Do this when it becomes necessary to move a GS/WG APF funded employee, a Military Assigned Employee, or an employee of certain Civilian NAFIs into a new position within MWR. Only certain key elements will have been captured for these employees. The procedure as shown below will explain to the user how this is to be accomplished.

Menu Path: **HUMAN RESOURCES > PERSONNEL MANAGEMENT > ADMINISTRATION > HR MASTER DATA > PERSONNEL ACTIONS**
Transaction Code: **PA40**

The screenshot shows the 'Personnel Actions' application window. The title bar reads 'Personnel Actions'. The menu bar includes 'HR Master Data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. The toolbar contains various icons for navigation and execution. The main area displays the following information:

- Personnel no.: 7623
- Name: GOVERNMENT SERVICE
- Status: 1 Inactive
- EE group: E External
- Pers.area: 1292 MWR KINGS BAY
- EE subgroup: GS GS / WG
- Cost center: 175 GENRLFUND PEI
- From: 08/15/2002

Below this information is a table with the following columns: Action type, Personnel ar, EE group, and EE subgroup. The 'External Change in Position' action type is highlighted in blue.

Action type	Personnel ar	EE group	EE subgroup
<input type="checkbox"/> New Hire			
<input type="checkbox"/> Change in Position			
<input type="checkbox"/> Multiple Position Assignment			
<input type="checkbox"/> Separation			
<input type="checkbox"/> Rehire			
<input type="checkbox"/> Leave of Absence			
<input type="checkbox"/> Return from Leave of Absence			
<input type="checkbox"/> Adjustment in Pay			
<input type="checkbox"/> Retirement			
<input type="checkbox"/> External Hire			
<input type="checkbox"/> External Separation			
<input type="checkbox"/> Annual Appraisal			
<input type="checkbox"/> Cash Award / Lump Sum Payment			
<input type="checkbox"/> Option B Resignation			
<input type="checkbox"/> Vested NAF to GS			
<input type="checkbox"/> External Rehire			
<input checked="" type="checkbox"/> External Change in Position			

Field Name	Description	R/O/C	User Action/Values/Comments
Personnel Number	Employee Number	R	Either enter the personnel number or use the drop down arrow to select.
From	The From date of the action	R	Date of the Position change
Action type	The type of action to carry out	R	Highlight the External change in Position

Click on the Execute icon  on the applications toolbar.

Screen: Infotype 0000 Copy Actions

Copy Actions
 Infotype Edit Goto Extras System Help

Execute info group Change info group

Pers.no. 761
 Name MARIA ASPAINI
 EE group E External Personnel ar 1292 Kingsbay
 EE subgroup GS GS / WG SSN
 From 03/20/2001 to 12/31/9999

Personnel action
 Action type External Change in Position
 Reason for action ?

Status
 Employment Inactive

Organizational assignment
 Position 10002654 Recreation Aide (Youth)
 Personnel area 1292 Kingsbay
 Employee group E External
 Employee subgroup GS GS / WG

Additional actions

Start date	Act.	Action type	ActR	Reason f. action
03/20/2001	Z2	Multiple Position Assignment	01	Multiple Position Assignment

Field Name	Description	R/O/C	User Action/Values/Comments
Action Type	The type of action	R	Field will default in “External change of Position”
Reason for action		R	Enter the reason using the drop down arrow.
Employment		R	Will default to “Inactive” and will not be available to change
Position	In the Organizational Assignment section	R	Must be blanked out. The correct entry must replace the existing entry. Use the drop down arrow to select the new position number.

Personnel Area		R	This will default from the previous position. Blank it out! This will now default from the new position upon pressing the Enter key.
Employee Group		R	This will default to External
Employee Subgroup		R	This will default from the previous position and should be one of the External subgroups. Use the drop down arrow to select.

Press the Enter icon  to validate entries. You may or may not receive a warning message stating that the previous record will be delimited (e.g., the end date of the last action will now be populated with the From date of the new action.)

Save the transaction by clicking on the Save icon .

The system screen will now roll to Copy Organizational Assignment.

Copy Organizational Assignment

Copy Organizational Assignment

Infotype Edit Goto Extras System Help

Org Structure

Personnel no: 761 Name: MARIA A... Status: Inactive
EE group: E External Personnel ar: 1292 Kingsbay
EE subgroup: GS GS / WG SSN: [Empty]
From: 03/20/2001 to: 12/31/9999

Enterprise structure

CoCode: 1019 MWR NAVSTA MAYPORT
Pers.area: 1019 Mayport Subarea: 1019 Mayport
Cost ctr: 67 GYM PROG

Personnel structure

EE group: E External Payr.area: NP Non-Payroll
EE subgroup: GS GS / WG

Organizational plan

Percentage: 100.00 Assignment
Position: 10002517 Rec Aide-Gym
Job key: 10001254 Rec Aide (Gym)
Exempt: N
Org. unit: 10001818 Gym
Org.key: 1292

NOTE: No entries are required on this infotype. Look over the fields and press the enter key to validate.

A pop-up box will appear to create a vacancy for the External employee's previous position. Click on "Yes." **The date will default to system date. Change it to the date of the position change.**

Save the transaction by clicking on the Save icon. 

Any other information on an external employee will be maintained through the Maintain Master Data – Transaction PA30.

NOTE: Kronos Information may need to be changed.



Process an External Separation

Do this when it becomes necessary to remove a GS/WG APF funded employee, a Military Assigned Employee, or an employee from a Civilian NAFI from our Human Resources system. Only certain key elements will have been captured for these employees. The procedure as shown below will explain to the user how this is to be accomplished.

These employees are **NOT** being paid through the ADP Payroll processing system. This information has been kept for record keeping and reporting purposes only. It will be necessary for the NAF personnel office to obtain a copy of the current and all subsequent SF-50s from the Appropriated Funds Human Resource Office (HRO) to perform this input and to keep it current. In addition, certain information for a Military Assigned person will also be crucial to keeping our HR system up to date.

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

Transaction Code: **PA40**

Action type	Personnel act	EE group	EE subgroup
<input type="checkbox"/> New Hire			
<input type="checkbox"/> Change in Position / Transfer			
<input type="checkbox"/> Multiple Position Assignment			
<input type="checkbox"/> Separation			
<input type="checkbox"/> Rehire			
<input type="checkbox"/> Leave of Absence			
<input type="checkbox"/> Return from Leave of Absence			
<input type="checkbox"/> Adjustment in Pay			
<input type="checkbox"/> Retirement			
<input type="checkbox"/> External Hire			
<input checked="" type="checkbox"/> External Separation			

We have highlighted the line on the Action Types section for External Separation.

Click the Execute icon

The next infotype is 0000 – Copy Actions

The screenshot shows the 'Copy Actions' window with the following data:

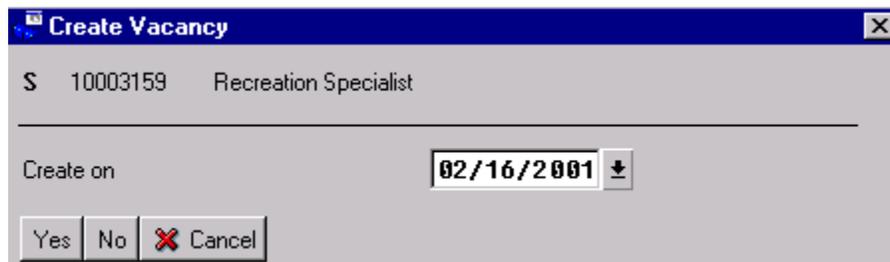
- Pers.no.:** 7623
- Name:** GOVERNMENT SERVICE
- EE group:** E External
- Personnel ar:** 1019 MWR MAYPORT
- EE subgroup:** GS GS / WG
- SSN:** [Redacted]
- From:** 08/17/2002 to 12/31/9999
- Personnel action:**
 - Action type: External Separation
 - Reason for action: 01 Voluntary
- Status:**
 - Employment: Withdrawn
- Organizational assignment:**
 - Position: [Redacted]
 - Personnel area: 1019 MWR MAYPORT
 - Employee group: T Separated
 - Employee subgroup: TR Terminated

Field Name	Description	R/O/C	User Action/Values
From date	Date of action	R	Enter the last day worked.
Action Type	External Separation	R	Will default in from the action type
Reason for Action	The reason for the event to be performed	R	Use the drop down menu to select the reason. 01 = Voluntary.
Employment	User defined	R	This field will default “withdrawn”
Position	User defined	R	Blank out this field.
Personnel Area	The assigned area of the position within the organization	R	This field will default in. Leave as defaulted.
Employee Group	The assigned group of employees the employee has been assigned to.	R	This field will default. You MUST change the Employee Group. Use the dropdown menu to select “T” for Separated.
Employee Subgroup	The subgroup that the employee has been assigned to	R	This field will default. You MUST change the Employee Subgroup. Use the dropdown menu to select “TR” for Terminated.

Press the Enter button  to validate the fields that are defaulted on the screen and then

press the Save icon  to save the transaction. Warning appears “person and position have different employee groups and subgroups” – Press Enter.

The following screen will pop up to ask if you wish to create a vacancy for the position.



The image shows a dialog box titled "Create Vacancy" with a close button (X) in the top right corner. The dialog box contains the following text: "S 10003159 Recreation Specialist". Below this, there is a label "Create on" followed by a date field containing "02/16/2001" and a small downward arrow icon. At the bottom of the dialog box, there are three buttons: "Yes", "No", and "Cancel" (with a red X icon).

Click “Yes.” **The date will default to system date. Change it to the date of the separation action.**

The system will now roll to infotype 0001 – Copy Organizational Assignment

Field Name	Description	R/O/C	User Action/Values
Co Code	Company Code	R	This field will default in
Pers Area	Personnel Area	R	This field will default in
Cost Ctr	Cost Center	R	This field will default blank.
Subarea	Personnel SubArea	R	This field will default in
EE Group	Employee Group	R	This field will default in
EE Subgroup	Employee subgroup	R	This field will default in.
Payr Area	Payroll Area	R	Type in NP
Position	Position number	R	This field will default in.
Job Key	Job Key	R	This field will default blank
Exempt	Exempt Status	R	This field will default blank
Org Unit	Organizational Unit assigned	R	This field will default blank
Org key	Organization key assigned	R	This field will default in

Press the Enter key .

You will receive the warning “**this entry will delete a record**”.

Press the Enter key .

Save the transaction by pressing the Save icon .

Display Basic Pay will now come up. Right arrow through and the action is complete.



Process an External Rehire

A GS, Civilian NAFI employee, or a Military Assigned EE is to be rehired. Only key elements are to be captured for these employees.

Create or search for position number before starting this action. Search for an existing personnel number in the system.

When hiring a Military Assigned employee enter #99999999 for the position number. This is a special number set up just for MA's.

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

Transaction Code: **PA40**

The screenshot shows the SAP Personnel Actions (PA40) interface. At the top, the title bar reads "Personnel Actions" and the menu bar includes "HR Master Data", "Edit", "Goto", "Extras", "Utilities", "Settings", "System", and "Help". Below the menu bar is a toolbar with various icons. The main data area contains the following fields:

- Personnel no.: 7623
- Name: GOVERNMENT SERVICE
- Status: 1 Inactive
- EE group: E External
- Pers. area: 1019 MWR MAYPORT
- EE subgroup: GS GS / WG
- Cost center: 2 GENRLFUND DRC
- From: 08/18/2002

Below the data fields is a table with the following columns: Action type, Personnel ar, EE group, and EE subgroup. The "External Rehire" action type is highlighted in blue.

Action type	Personnel ar	EE group	EE subgroup
<input type="checkbox"/> New Hire			
<input type="checkbox"/> Change in Position			
<input type="checkbox"/> Multiple Position Assignment			
<input type="checkbox"/> Separation			
<input type="checkbox"/> Rehire			
<input type="checkbox"/> Leave of Absence			
<input type="checkbox"/> Return from Leave of Absence			
<input type="checkbox"/> Adjustment in Pay			
<input type="checkbox"/> Retirement			
<input type="checkbox"/> External Hire			
<input type="checkbox"/> External Separation			
<input type="checkbox"/> Annual Appraisal			
<input type="checkbox"/> Cash Award / Lump Sum Payment			
<input type="checkbox"/> Option B Resignation			
<input type="checkbox"/> Vested NAF to GS			
<input checked="" type="checkbox"/> External Rehire			
<input type="checkbox"/> External Change in Position			

Enter personnel number and hit enter. Highlight External Rehire action.

Press the Execute icon  and the Infotype 0000 - Copy Actions screen is shown.

The screenshot shows the 'Copy Actions' application window with the following data and options:

- Pers. no.:** 7623
- Name:** GOVERNMENT SERVICE
- EE group:** T Separated
- Personnel ar:** 1019 MWR MAYPORT
- EE subgroup:** TR Terminated
- SSN:** [Redacted]
- From:** 08/18/2002 to 12/31/9999

Personnel action:

- Action type:** External Rehire
- Reason for action:** ?

Status:

- Employment:** Inactive

Organizational assignment:

- Position:** 99999999 Integration: default posi
- Personnel area:** 1019 MWR MAYPORT
- Employee group:** T Separated
- Employee subgroup:** TR Terminated

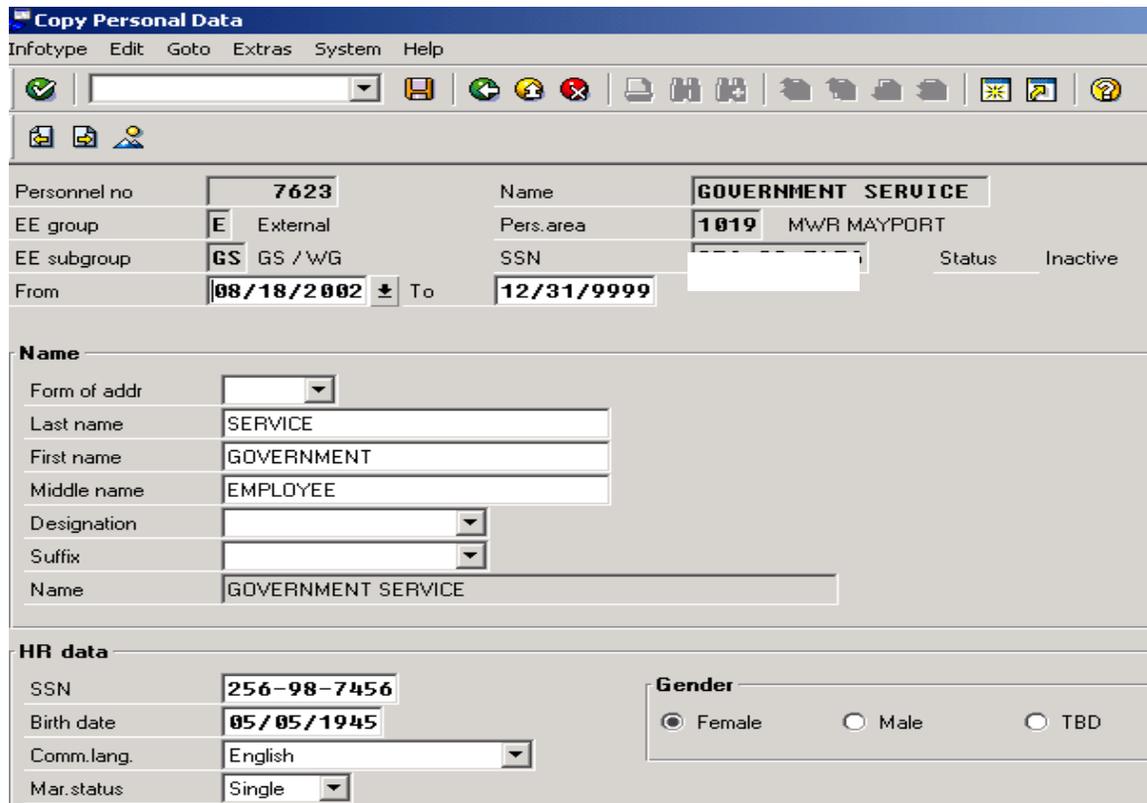
We will make various changes to this screen and they are reflected in the screen shot above. We will validate the changes before we save the record. Here are the inputs that we have used.

Field Name	Description	R/O/C	User Action/Values
Action type	Rehire	R	Will default in
Reason for action	The reason the action is being performed	R	You may enter the action directly or use the dropdown menu to select.
Employment	User defined	R	Field will default in Inactive
Position	User defined	R	Clear this field and enter new position number.
Personnel Area	The assigned area of the position within the organization	R	Clear the field before selecting Will default from the position number selected
Employee Group	The group that the employee will be assigned to	R	Clear the field before selecting Will default from the position number selected
Employee Subgroup	The assigned subgroup for the employee	R	Clear the field before selecting Use drop down arrow to select.

Press the Enter icon . You will get the Record Delimited-warning message. Press the Enter icon  again. You will be warned to save your entries.

Press the Save icon .

You will now see the next infotype in the rehire action series the Infotype 0002 – Copy Personal Data



The screenshot shows the SAP 'Copy Personal Data' (Infotype 0002) form. The title bar reads 'Copy Personal Data'. The menu bar includes 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. The toolbar contains various icons for navigation and actions. The form is divided into several sections:

- Personnel Data:** Personnel no: 7623; Name: GOVERNMENT SERVICE; EE group: E External; Pers.area: 1019 MWR MAYPORT; EE subgroup: GS GS / WG; SSN: [redacted]; Status: Inactive; From: 08/18/2002; To: 12/31/9999.
- Name:** Form of addr: [dropdown]; Last name: SERVICE; First name: GOVERNMENT; Middle name: EMPLOYEE; Designation: [dropdown]; Suffix: [dropdown]; Name: GOVERNMENT SERVICE.
- HR data:** SSN: 256-98-7456; Birth date: 05/05/1945; Comm.lang.: English; Mar.status: Single.
- Gender:** Radio buttons for Female (selected), Male, and TBD.

We have made no changes to this infotype record so we validate the entries and save the record by clicking on the Save icon .

If there are any changes to any of these infotypes, make the changes and/or additions. If there are none and the information as stated on the infotype remains the same:

Press the Enter icon . You will get the Record Delimited-warning message. Press the Enter icon  again. You will be warned to save your entries.

Press the Save icon .

The next infotype is 0001 – Copy Organizational Assignment as shown below.

Copy Organizational Assignment
Infotype Edit Goto Extras System Help

Org Structure

Personnel no **7623** Name **GOVERNMENT SERVICE**
EE group **T** Separated Pers.area **1019** MWR MAYPORT
EE subgroup **TR** Terminated SSN Status Inactive
From **08/18/2002** to **12/31/9999**

Enterprise structure
CoCode **1019** MWR NAVSTA MAYPORT
Pers.area **1019** MWR MAYPORT Subarea **1019** MAYPORT
Cost ctr **2** GENRLFUND DRCTR

Personnel structure
EE group **E** External Payr.area **NP** NON-PAYROLL
EE subgroup **GS** GS / WG

Organizational plan
Percentage **100.00** Assignment
Position **10001549** GS 1101 02
Deputy Rec Service Manager
Job key **10001548** GS 1101 02
Deputy Rec Service Manager
Exempt **N**
Org. unit **10001737** Admin/Mil Su
Administration / Military Supp...
Org.key **1019**

Validate all the entries on the screen. Press the Enter icon . You will get the Record Delimited-warning message. Press the Enter icon  again. You will be warned to Save your entries.

Press the Save icon .

The next infotype 0006 – Copy Addresses appears.

Infotype 0006 – Copy Addresses

Copy Addresses
infotype Edit Goto Extras System Help

Personnel no: **7623** Name: **GOVERNMENT SERVICE**
EE group: **E** External Pers.area: **1019** MWR MAYPORT
EE subgroup: **GS** GS / WG SSN: [] Status: Inactive
From: **08/18/2002** to: **12/31/9999**

Address

Address type: Permanent Residence
c/o: []
Address line 1: 166 Cedar Street
City/county: Waterown
State/zip code: **NY** New York **13601**
Country key: USA
Telephone number: [] []
Communications: [] [] []

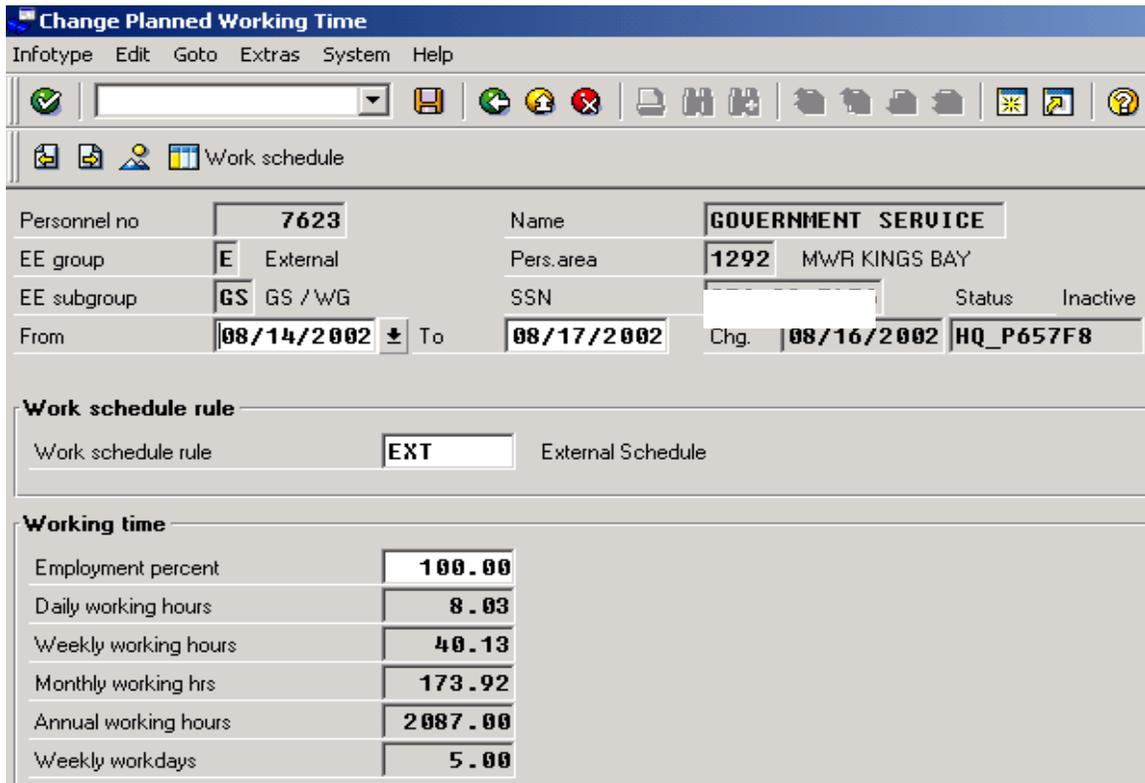
Again, there have been no changes in this information so we follow the same steps as before.

Press the Enter icon . You will get the Record Delimited-warning message. Press the Enter icon  again. You will be warned to save your entries.

Press the Save icon .

The next infotype in the process 0007 – Change Planned Working Time appears

Infotype 0007- Planned Working Time



Personnel no	7623	Name	GOVERNMENT SERVICE
EE group	E External	Pers.area	1292 MWR KINGS BAY
EE subgroup	GS GS / WG	SSN	Status Inactive
From	08/14/2002	To	08/17/2002
		Chg.	08/16/2002 HQ_P657F8

Work schedule rule

Work schedule rule	EXT	External Schedule
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Working time

Employment percent	100.00
Daily working hours	8.03
Weekly working hours	40.13
Monthly working hrs	173.92
Annual working hours	2087.00
Weekly workdays	5.00

The Work Schedule rule field will default to “EXT” for External Schedule.

No entries are required but check that the Employment percent is 100%.

Press the Enter icon  to validate the fields on the screen and then press the Save icon .

The result of saving the infotype is that the screen will now show infotype 0008-Change Basic Pay.

Infotype 0008-Change Basic Pay

Change Basic Pay
 Infotype Edit Goto Wage types Extras System Help

Salary amount Payments and deductions

Personnel no: **7623** Name: **GOVERNMENT SERVICE**
 EE group: **E** External Pers.area: **1292** MWR KINGS BAY
 EE subgroup: **GS** GS / WG SSN: : Status: Inactive
 From: **08/14/2002** to: **08/17/2002** Chng: **08/20/2002** HQ_P657F8

Pay scale

Reason: **02** Rehire Cap.util.lvl: **100.00**
 Type: **01** Navy MWR WkHrs/period: **80.26** Bi-weekly
 Area: **02** AC 159
 Group: **GS 09** Level: **01** Annual salary: **31,301.00** USD

Wage	Wage type name	Op	Amount	Currend	Inc	Ad	Number	Unit
1010	Hourly Rate - MWR		15.00	USD		<input checked="" type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		

Field Name	Description	R/O/C	User Action/Value
Reason	Reason for the action with this infotype	R	Use the drop down arrow to make your selection
Type	User defined	R	Field will default in
Area	User defined	R	Field will default in
Group	User defined	R	Enter the employee's grade. Use the dropdown arrow for your selection. (Example: MA 00 for military assigned)
Level	Level of Pay	R	Will default based on the entry in the Group field.
Hourly Rate	Enter the correct rates for each of the types listed	O	Enter if available, if not leave blank

After making the entries required, Press the Enter button  to validate the fields on the screen and then press the Save icon  to save the transaction.

The result of saving the infotype is that the screen will now show the next applicable infotype 9001 – Create DOD/MWR Specific Data

Create DOD / MWR Specific Data
 Infotype Edit Goto Extras System Help

Personnel no: 7623 Name: GOVERNMENT SERVICE
 EE group: E External Pers.area: 1019 MWR MAYPORT
 EE subgroup: GS GS / WG SSN: Status: Inactive
 From: 08/14/2002 to: 12/31/9999

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

Retirement Information
 Retirement plan code: A Civil Service Retirement System (CSRS)
 Retirement certificate number: []
 Savings plan: A Thrift Savings Plan
 Portability of retirement election: B Retro election to return to CSRS or FERS
 Portability of benefits status code: N Not covered

Position Information
 Position sensitivity: 1 Non-Sensitive
 Supervisor position: Y
 Local PD number: []

Miscellaneous Notes

Field Name	Description	R/O/C	User Action/Values
Bargaining Unit Eligibility Code	Bargaining Unit code	R	Use the drop down menu to complete the selection
Retirement Plan Code	Which retirement system?	R	Use the drop down menu to complete the selection
Retirement Certificate Number	Retirement Plan Certificate Number	O	Field is maintained at the Headquarters level.
Savings Plan	What savings plan was elected?	R	Use the drop down menu to complete the selection
Portability of Retirement election	Is the Retirement plan portable?	R	Use the drop down menu to complete the selection
Portability of Benefits Status Code	Benefits Portable?	R	Use the drop down menu to complete the selection
Position Sensitivity	Position sensitive?	R	Use the drop down menu to complete the selection
Supervisor Position	Supervisory position?	R	Use the drop down menu to complete the selection
Misc. Notes		O	Enter information as free text that relates to Drawing NAF retirement and the NAF retirement #

After making the entries required, press the Enter button  to validate the fields on the screen and then press the Save icon  to save the transaction. The next infotype is 9005-Change Kronos Information.

NOTE: If the employee will use Kronos to record their time or if they will be managing timecards for other employees the Kronos information will need to be completed. If this is not the case click in the “No Badge Necessary” box.

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.
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

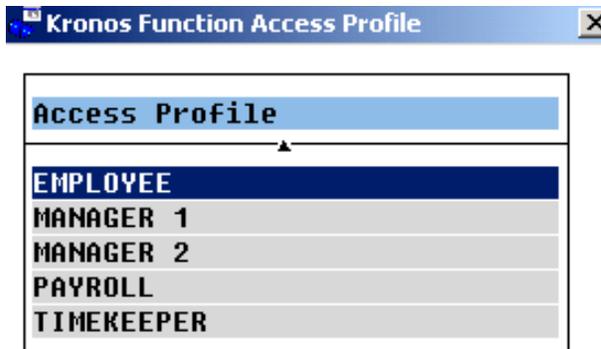
TK Employee – punches in and out at a timekeeper terminal or paid by schedule. Not a manager or a timestamp employee. Only choose this option if the employee is not a manager or timestamp employee.

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.



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 Necessary” box checked.

Press the Enter button and Save  the transaction.



The result of saving the infotype is that the screen will now show the next applicable infotype 0077 – Change Additional Personal Data

This infotype 0041 – Change Date Specifications shows the rehire date.

Personnel no	7623	Name	GOVERNMENT SERVICE		
EE_group	E External	Pers.area	1010 MWR M&YPORT		
EE subgroup	GS GS / WG	SSN		Status	Inactive
From	08/14/2002	to	12/31/9999	Chng	08/20/2002 HQ_P657F8

Date type	Date	Date type	Date
01 Activity Start Date	08/14/2002	02 Date of Rehire	08/14/2002
03 Service Comp Date	05/05/1985	04 Civilian Service	05/05/1985

Update all applicable information.

Press the Enter button  to validate the fields that are defaulted on the screen and then press the Save icon  to save the transaction.



The key master data is captured on the external employee and the External Rehire is complete. The employee information can be accessed in the system.