Change of Status - Probation Completed

Purpose Use this procedure to update an employee's status to permanent at the end of a probationary appointment.

Trigger Perform this procedure when an employee has completed their probationary appointment.

Prerequisites An employee must be in a probationary appointment and successfully completed their probationary period.

End User Roles In order to perform this transaction you must be assigned the following role: Personnel Administration Processor

Change History	
Date	**Change Description**
7/16/2009	Update to Step 12 to reflect the option of 'Permanent'.
11/21/2012	Updated screen shots

Menu Path Human Resources → Personnel Management → Administration → HR Master Data → Personnel Actions

Transaction Code PA40

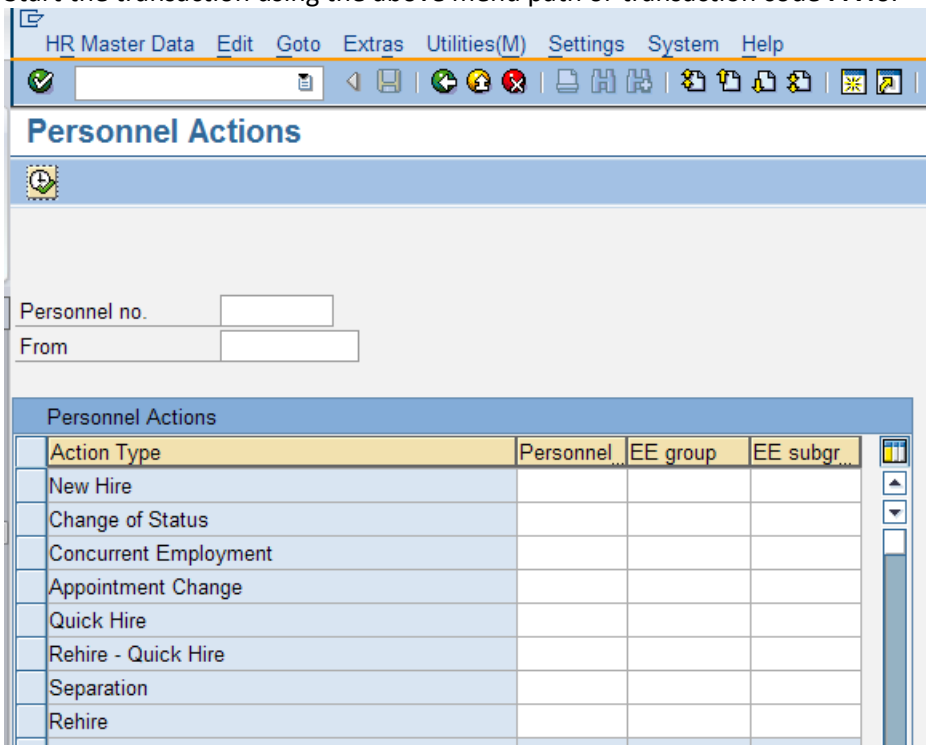
Helpful Hints	n/a

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error	**Example**: Make an entry in all required fields. **Action**: Fix the problem(s) and then click (Enter) to validate and proceed.
Warning	**Example**: Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. **Action**: If an action is required, perform the action. Otherwise, click (Enter) to validate and proceed.
Confirmation or	**Example**: Save your entries. **Action**: Perform the required action to proceed.

Procedure

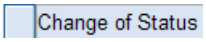
1. Start the transaction using the above menu path or transaction code **PA40**.

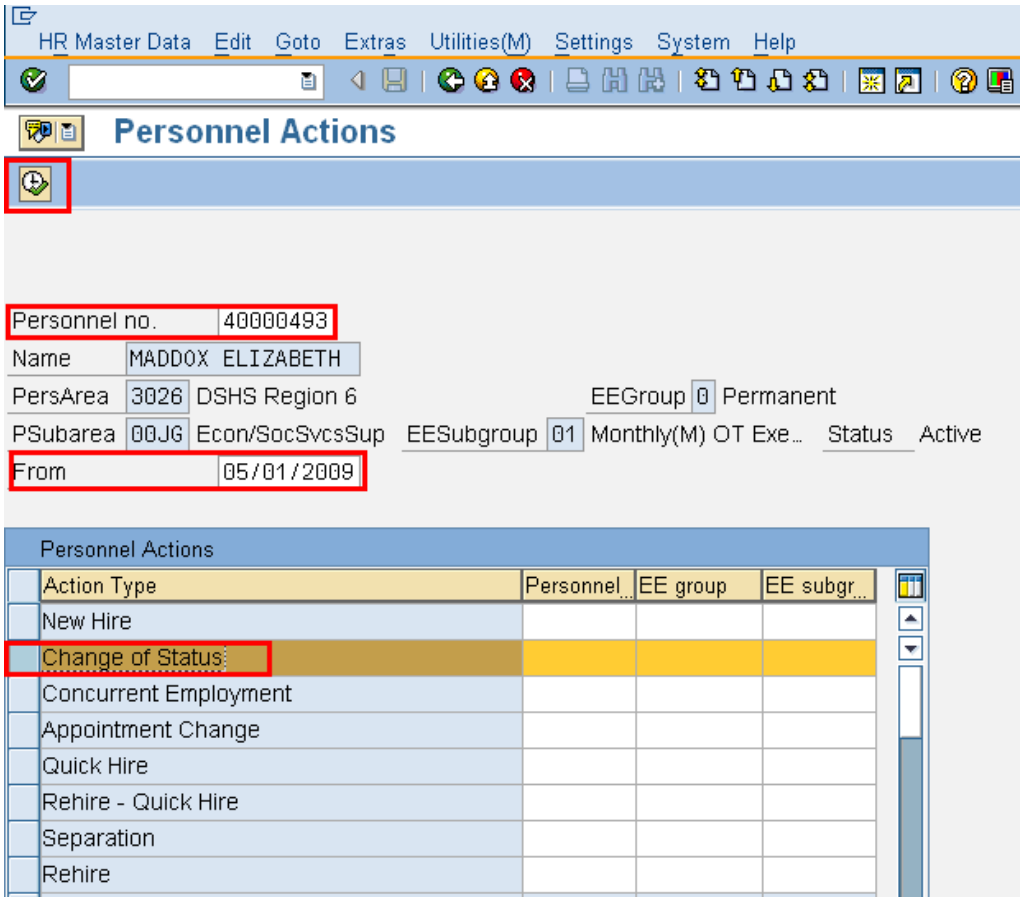


2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
From	R	The start date of a record. **Example:** 05/01/2009
Personnel no.	R	An employee's unique identifying number. Example: 40000493

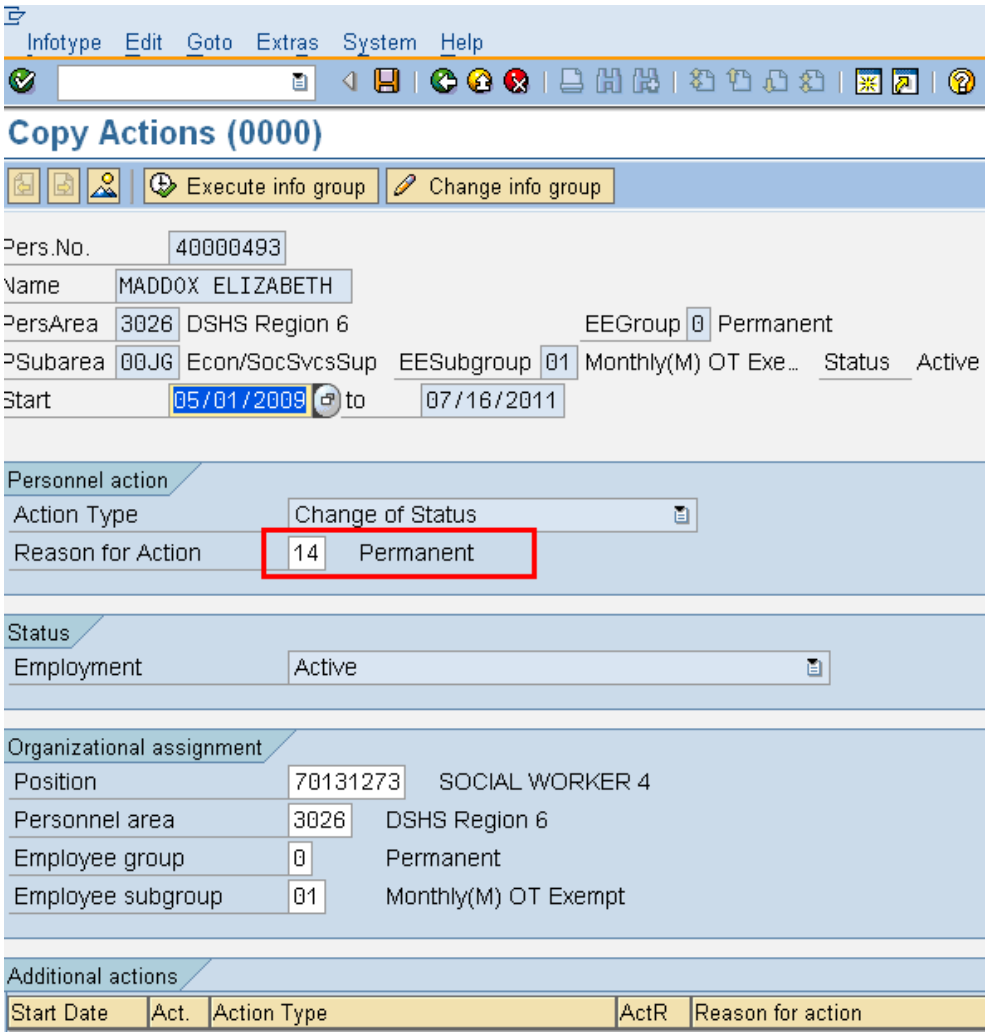
3. Click (Enter) to validate the information.

4. Click the box to the left of  to select.



5. Click (Execute) to execute the action.

State of Washington



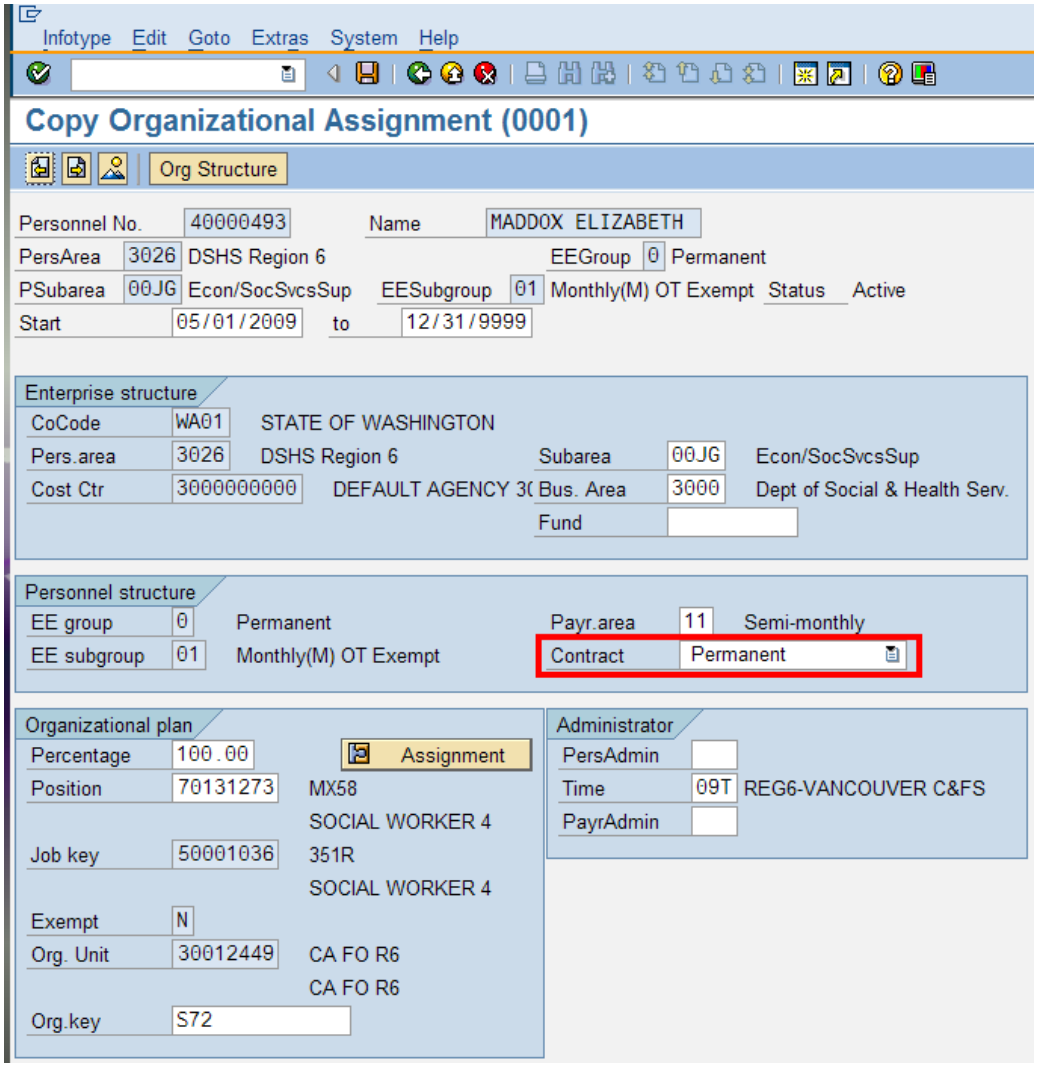
6. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Reason for Action	R	It stores the reason that an action has been performed. Use the (matchcode) to open selection list. **Example:** 14- Permanent

7. Click (Enter) to validate the information.

8. Click (Save) to save

State of Washington

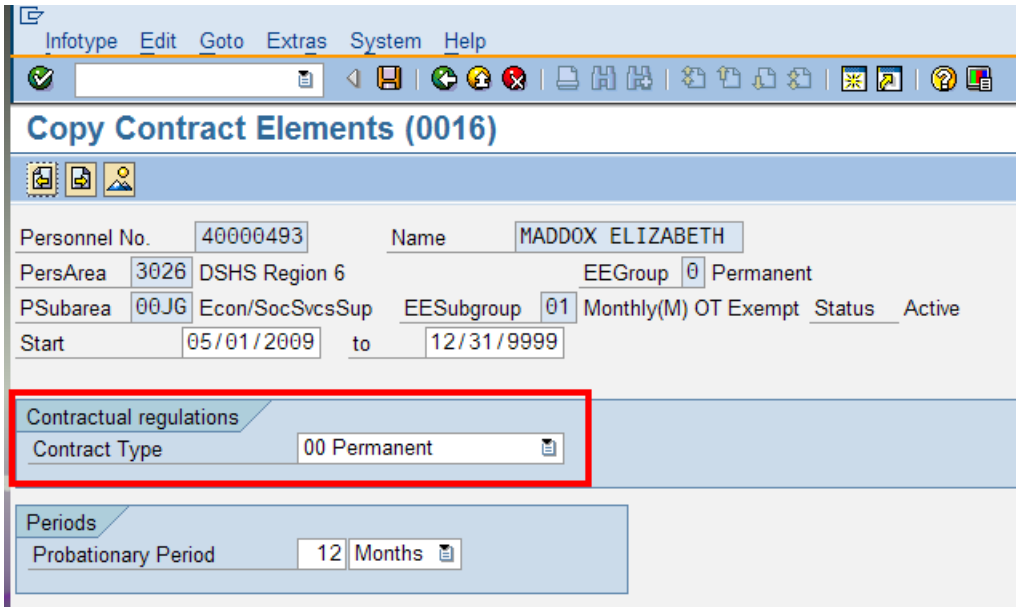


9. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Contract	R	The status of the appointment. Use the (matchcode) to open selection list. **Example:** Permanent

10. Click (Enter) to validate the information.

11. Click (Save) to save.



12. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Contract Type	R	It defines an employee's State status as either permanent or non-permanent. Use the (drop-down) to open selection list. **Example:** 00 Permanent
Probationary Period	n/a	The length of the employee's probationary, trial service period, etc. For this procedure, this field is not applicable. **Example:** 12 Months

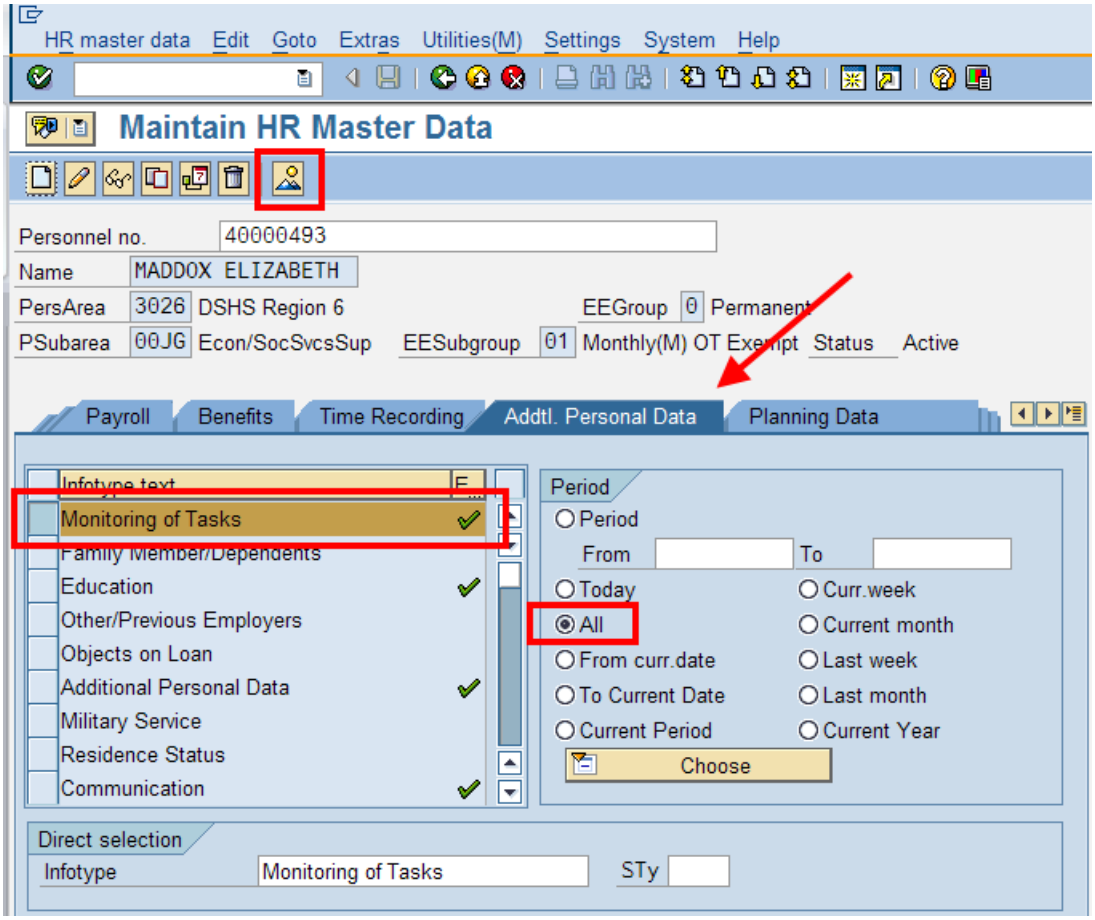
13. Click (Enter) to validate the information.

14. Click (Save) to save.

15. Perform one of the following:

IF	Go To
Monitoring of Tasks (0019) exists and will need to be updated,	Step 17
no *Monitoring of Tasks* (0019) record,	Step 27

16. Access the Maintain HR Master Data Screen, using transaction code **/NPA30**.

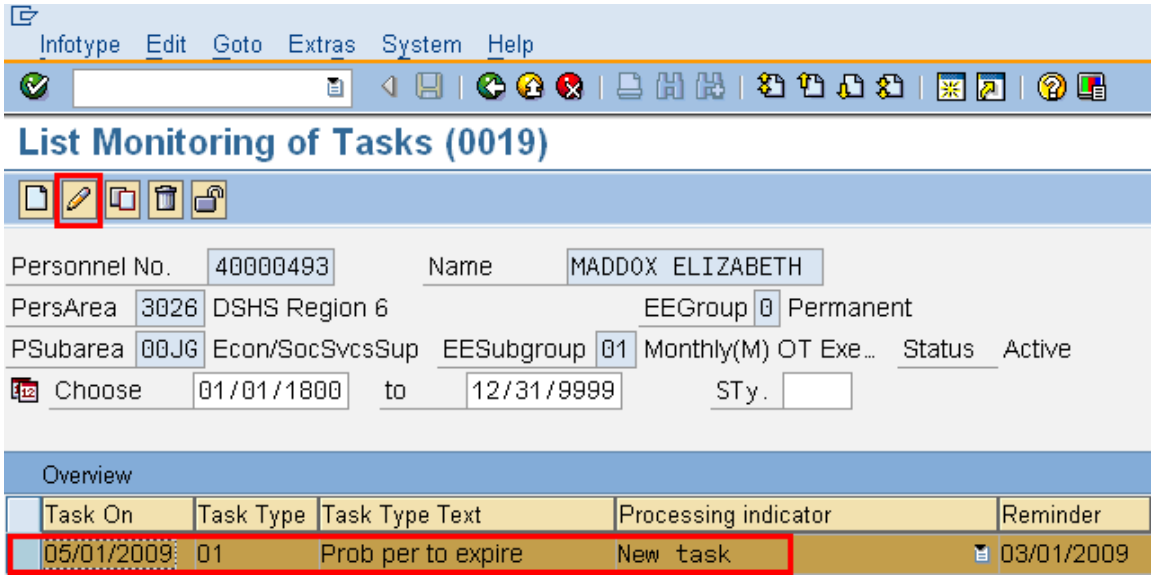


17. Click the Addtl. Personal Data tab.

18. Click the box to the left of Monitoring of Tasks to select.

19. Click All to select.

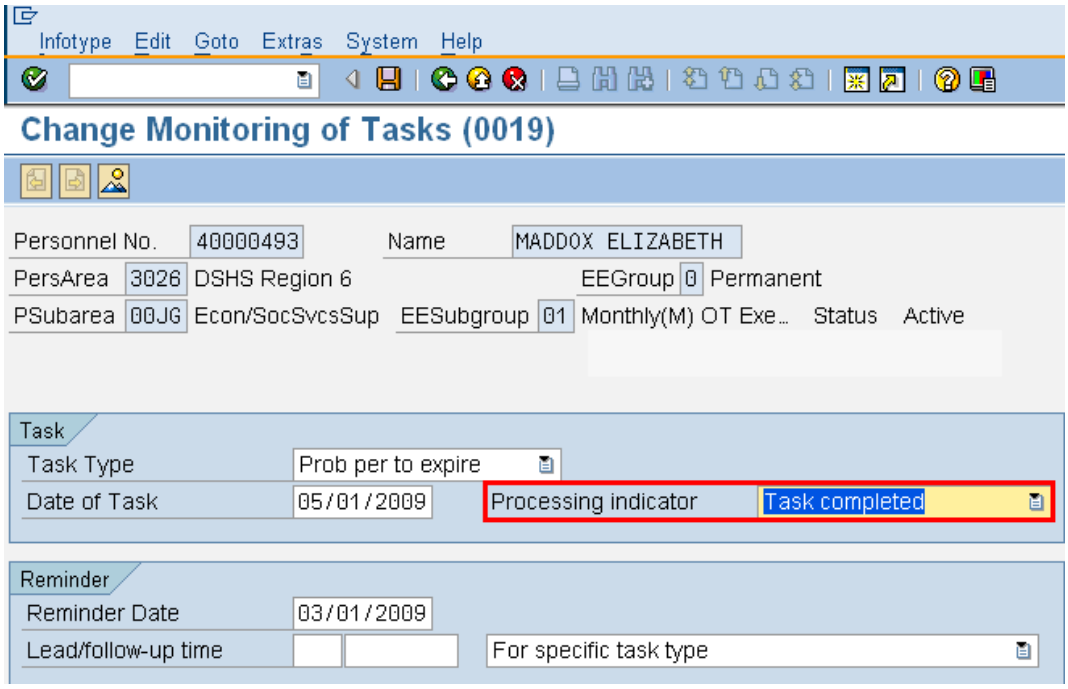
20. Click (Overview) for an overview of all actions associated with *Monitoring of Tasks* (0019).



21. Click

to select.

22. Click (Change) to change and continue.



23. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Date of Task	R	This is the date on which the task needs to be completed. **Example:** 05/01/2009
Processing indicator	R	This is used to signify if a task entered in the Monitoring of Tasks infotype is new, in process, or completed. **Example:** Task is Completed

24. Click (Enter) to validate the information.

25. Click (Save) to save.

26. You have completed this transaction.

Results
You have updated the employee's state status after they have completed their probation period.
Comments
None.