

**Appointment Change Action – Employee Subgroup**

**Purpose** Use this procedure to change an employee’s **Employee subgroup** to hourly when the position’s **Employee subgroup** is set to monthly or change the **Employee subgroup** to monthly when the position’s **Employee subgroup** is set to hourly.

**Trigger** Perform this procedure to change an employee’s **Employee subgroup** to hourly when the position’s **Employee subgroup** is set to monthly or **Employee subgroup** to monthly when the position’s **Employee subgroup** is set to hourly.

- Prerequisites**
- Contact the Payroll Office prior to initiating the Appointment Change Action.
    - Any future time entries made in the Cross-Application Time Sheet (CATS) will need to be removed before the PA Processor can begin the action.
    - If this is not done, the Payroll Office is unable to make any corrections in CATS and the PA Processor will need to delete the action.
  - The Employee subgroup of a position is set to monthly and employee who is in the position is to be compensated at an hourly rate or the position is set to hourly and the employee is to be compensated at a monthly rate.

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

Change History	
Date	Change Description
7/22/2009	Added additional information in the Prerequisites, Helpful Hints, and Comment sections.

**Menu Path** Human Resources → Personnel Management → Administration → HR Master Data → Maintain

**Transaction Code** PA30

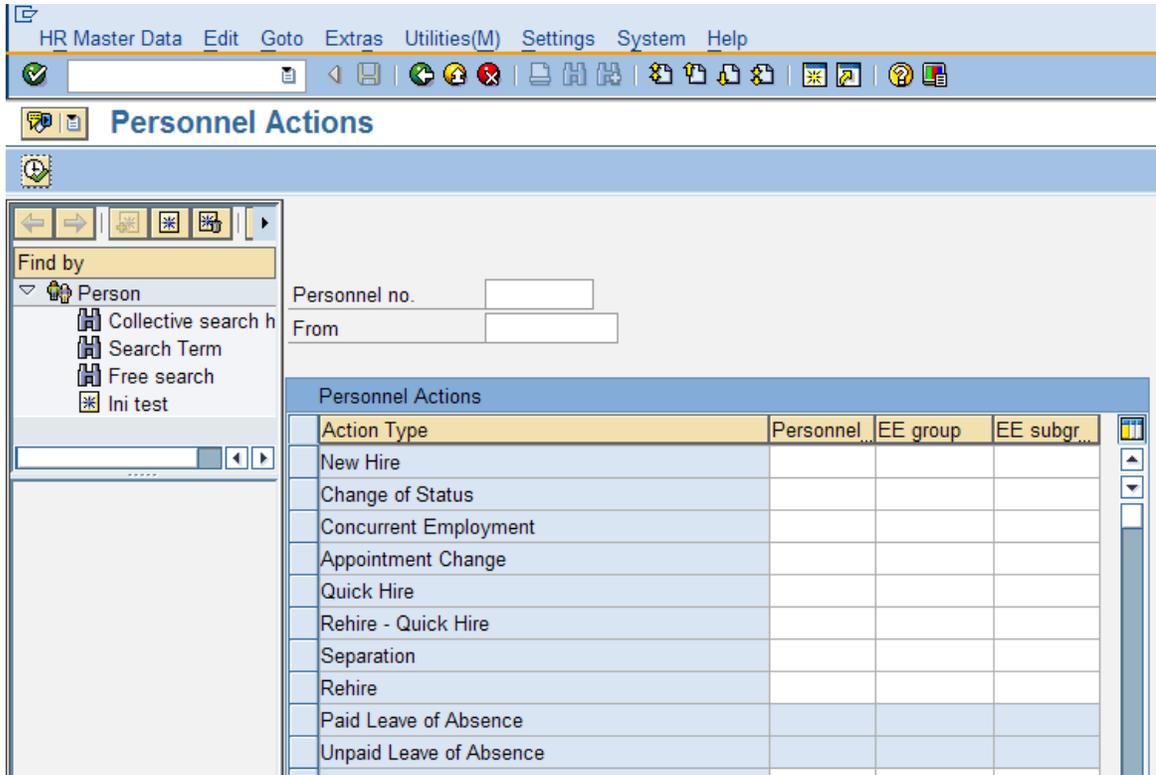
<b>Helpful Hints</b>	<ul style="list-style-type: none"> <li>•  Check <i>Basic Pay</i> (0008) to see the PS Level and Next Increase date fields prior to creating new record. The PS Level will default to Level A and the Next Increase date will be blank when you use the  (Create) Function.</li> </ul>
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The 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
<b>Error</b> 	<b>Example:</b>  Make an entry in all required fields. <b>Action:</b> Fix the problem(s) and then click  (Enter) to validate and proceed.
<b>Warning</b> 	<b>Example:</b>  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. <b>Action:</b> If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.
<b>Confirmation</b>  or 	<b>Example:</b>  Save your entries. <b>Action:</b> 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
Personnel no.	R	The employee's unique identifying number. <b>Example:</b> 40000331
From	R	The effective date of the action.  Only enter the <i>From</i> date if you are the Personnel Administration Processor initiating the appointment change action. <b>Example:</b> 07/01/2009

3. Click the box to the left of  Appointment Change to select.

HR Master Data Edit Goto Extras Utilities(M) Settings System Help

**Personnel Actions**

Personnel no. 40000136  
Name ALLEN TOM  
PersArea 5400 Employment Security Dept EESubgroup 05 Permanent  
PSubarea 00FT Agencywide H-OT Elig >40hrs/wk Status Active  
From 07/16/2009

Action Type	Personnel	EE group	EE subgr...
New Hire			
Change of Status			
Concurrent Employment			
Appointment Change			
Quick Hire			
Rehire - Quick Hire			
Separation			
Rehire			

4. Click  (Enter) to validate the information.
5. Click  (Execute) to execute the action.

Copy Actions (0000)

Execute info group Change info group

Pers.No. 40000136  
 Name ALLEN TOM  
 PersArea 5400 Employment Security Dept EEGroup 0 Permanent  
 PSubarea 00FT Agencywide EESubgroup 05 H-OT Elig>40hrs/wk Status Active  
 Start 07/16/2009 to 12/31/9999

Personnel action  
 Action Type U3 Appointment Change  
 Reason for Action 62 Change in EE Subgroup

Status  
 Employment 3 Active

Organizational assignment  
 Position 70074101 TAX SPEC 3 PT  
 Personnel area 5400 Employment Security Dept  
 Employee group 0 Permanent  
 Employee subgroup 06 M-OT Elig>40hrs/wk

Additional actions

Start Date	Act.	Action Type	ActR	Reason for action

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.  Click the  (Matchcode) to open the selection list. <b>Example:</b> 62 – Change in EE SubGroup (This would be the appropriate selection for this transaction.)
Employee subgroup	R	A sub-division of Employee Group which defines work period designation and salary rate unit.  Click the  (Matchcode) to open the selection list. <b>Example:</b> 06 M-OT Elig>40hrs/wk

7. Click  (Enter) to validate the information.

 The following Warning Message will appear,

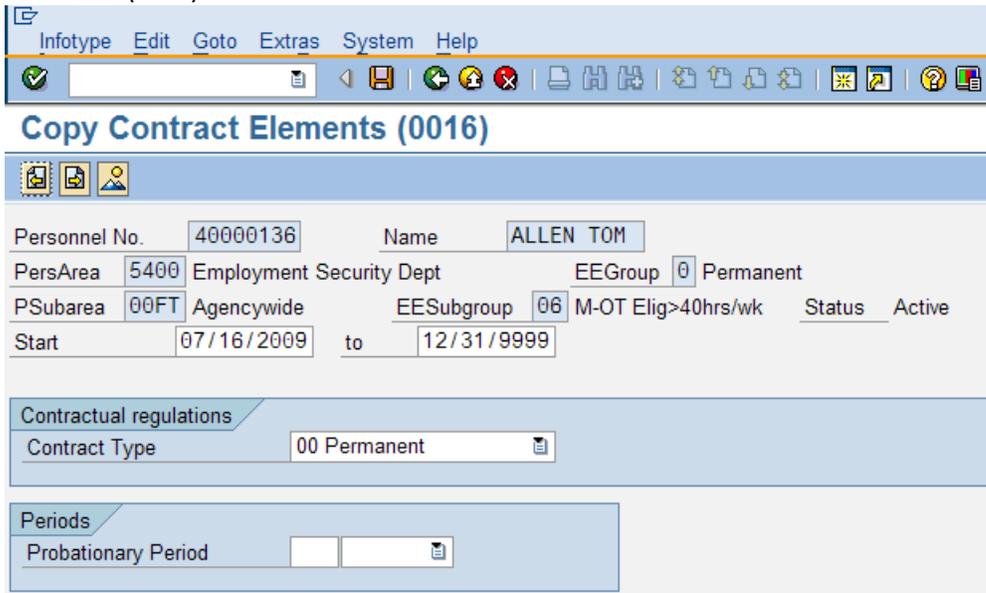
 Person and position have different employee groups/subgroups. Continue to click  (Enter) until prompted to save.

8. Click  (Save) to save.

9. Review the infotype and update as required.

10. Click  (Enter) to validate the information.

- 11. Click  (Save) to save.



Infotype Edit Goto Extras System Help

### Copy Contract Elements (0016)

Personnel No.	40000136	Name	ALLEN TOM
PersArea	5400	Employment Security Dept	EESubgroup 06 Permanent
PSubarea	00FT	Agencywide	M-OT Elig>40hrs/wk Status Active
Start	07/16/2009	to	12/31/9999

Contractual regulations

Contract Type 00 Permanent

Periods

Probationary Period

- 12. Review the infotype and update as required.
- 13. Click  (Enter) to validate the information.

- 14. Click  (Save) to save.

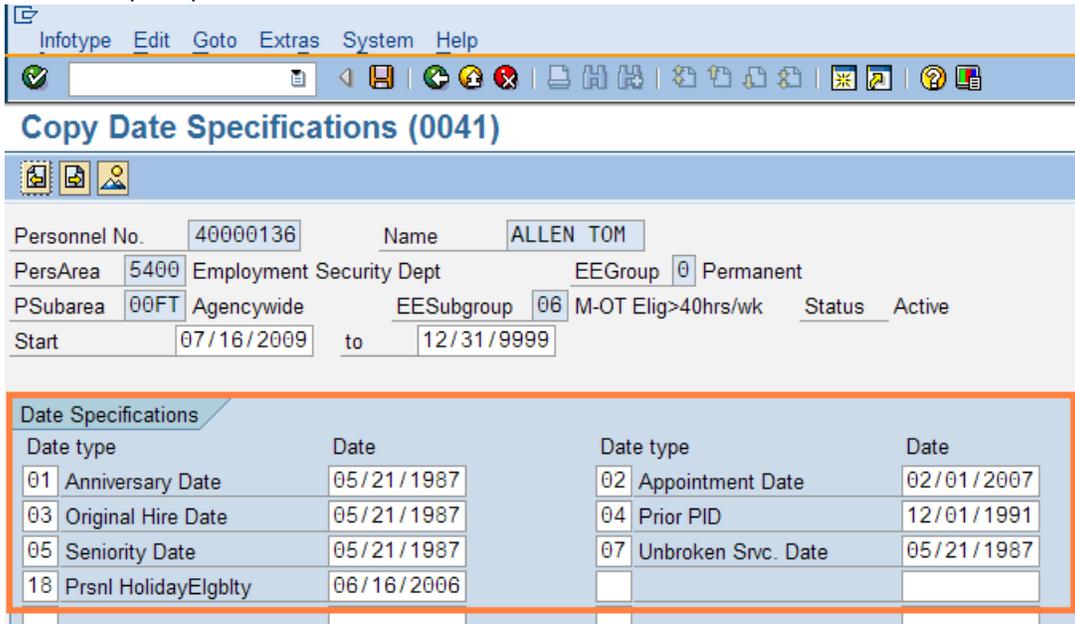
15. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Work schedule rule	R	A description of the duration and composition of employee working time for any given workday. <b>Example:</b> FULL
Time Mgmt status	R	This is part of the work schedule that an employee is assigned to and signifies how hours are calculated based on the employee's assigned work schedule. 1-Time Evaluation of actual times - Use for Hourly employees 9-Time Evaluation of planned times - Use for Monthly employees
Additional time ID	R	The indicator on how employee leave will accrue Enter: <ul style="list-style-type: none"> <li>▪ 00 for full normal leave accrual (will default to normal if field is left blank).</li> <li>▪ 01 for NO leave accrual</li> <li>▪ 02 for sick leave accrual only</li> </ul>

Employment percent	R	The amount of time that an employee works per week in a particular position and is described in terms of a percentage. <b>Example:</b> 100.00
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16. Click  (Enter) to validate the information.

17. Click  (Save) to save.



Date type	Date	Date type	Date
01 Anniversary Date	05/21/1987	02 Appointment Date	02/01/2007
03 Original Hire Date	05/21/1987	04 Prior PID	12/01/1991
05 Seniority Date	05/21/1987	07 Unbroken Svc. Date	05/21/1987
18 Prsnl HolidayElgbly	06/16/2006		

18. Review the infotype and update as required.

19. Click  (Enter) to validate the information.

20. Click  (Save) to save.

Infotype Edit Goto Wage types Extras System Help

**Create Basic Pay (0008)**

Salary amount Payments and deductions

Personnel No. 40000136 Name ALLEN TOM  
 PersArea 5400 Employment Security Dept EEGroup 0 Permanent  
 PSubarea 00FT Agencywide EESubgroup 06 M-OT Elig>40hrs/wk Status Active  
 Start 07/16/2009 to 12/31/9999

Subtype 0 Basic contract

Pay scale

Reason	20	Appointment Change	Capacity Util. Level	100.00
PS type	01	WFSE	Work hours/period	87.00 Semi-monthly
PS Area	01	Standard Progression	Next increase	
PS group	47	Level L	Annual salary	49,368.00 USD

Wa	Wage Type Long Text	O	Amount	Curre	In	A	Number/Unit	Unit
1003	Pay Period Salary		2,057.00	USD	I	<input checked="" type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		

IV 07/22/2009 - 12/31/9999 2,057.00 USD

21. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Reason	R	The reason for the change in pay.  If you do not know the number for the Reason, you can click the  (Matchcode) to open the selection list. <b>Example:</b> 20 – Appointment Change
Level	C	This defines the step within a range for compensation.  Level A will default into the field. The PS Level is used to reflect the salary for a General Government employee and defines this as Indirectly Valuated. You may need to change the level. <b>Example:</b> A

Next Increase	C	<p>This is the date of the next scheduled increase in the employee’s pay. This is also known as the periodic increment date.</p> <p> If this field is blank the employee will not receive their pay increment.</p> <p><b>Example:</b> 01/01/2010</p>
Annual Salary	C	<p>This is the dollar amount that the employee receives as pay per year.</p> <p> If the employee is WMS, Higher Ed Exempt, Students, Non Classified Elected Official, Non Classified Exempt Management Service, Non Classified Non Pay Scale, Non Classified Board Members you must enter the annual salary in this field. Entering the salary defines this person as Directly valued.</p> <p><b>Example:</b> 25,952.00</p> <p>(The employee in this example is General Government and their salary will be populated based upon the PS Group/Level selected)</p>
Wage Type	C	<p>It separates amounts and time units for various business processes.</p> <p> The wage type of 1003 should default in if the employee is monthly. Wage type 1001 should default in if the employee is hourly. Enter the wage type if the field is blank.</p> <p> You can also enter wage types for Shift Difference and Assignment Pay.</p> <p><b>Example:</b> 1003 Pay Period Salary</p>

22. Click  (Enter) to validate the information.

23. Click  (Save) to save.

 This will mark the end of the Appointment Change action for this scenario.

24. You have completed this transaction.

**Results**

You have changed the **Employee subgroup** of an employee to hourly when the position's **Employee subgroup** is set to monthly or change the **Employee subgroup** to monthly when the position's **Employee subgroup** is set to hourly.

**Comments**

Considering the following before maintaining an employee's Employee Sub-group:

- The agency has hired an employee effective March 2009 and it is decided to change that employee from hourly to monthly effective June 2008. Follow this procedure to process the change.
- The agency has hired an employee June 2009 and has "forgotten" to change the Employee Sub-Group from monthly to hourly during the New Hire action.

Complete the following steps:

1. Using Maintain HR Master Data (**PA30**), select the *Actions* infotype. In the Period section, select 'All' and use the  (**Overview**) function.
2. Select the appropriate Action record and click  (**Copy**).
3. Update the **Employee Group** field and click  (**Save**).
4. Depending on the type of action click  (**Next Record**) button to reach the Organizational Assignment infotype.
5. Click  (**Save**) to save the infotype. This ensures the change has taken place.
6. Once the infotype has been saved, continue to  (**Next Record**) through the action and verify the remaining infotypes.