

HRMS

Concurrent Employment Action (PA40)

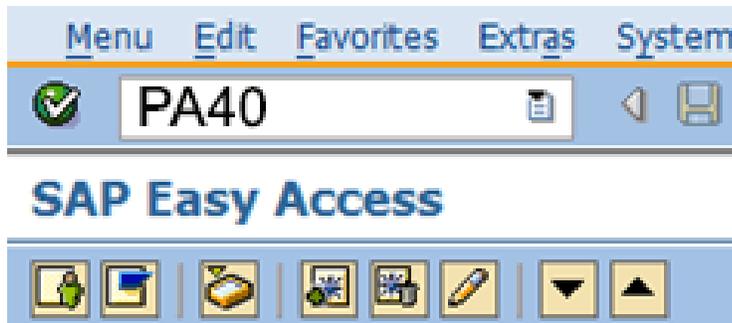
Use this procedure to appoint an active employee (using a Reference Personnel Number) into an additional position. You will perform this procedure when an employee is currently employed in a different agency OR in your current agency.

Prerequisites: Employee is active in HRMS. It has been determined that the Hourly Rate Per Assignment procedure cannot be used in lieu of the Concurrent Employment Action. The employee's current appointment status has been reviewed and the agencies involved have determined which agency will carry the employee's existing personnel number.

Roles: Personnel Administration Processor and Payroll Processor.

Note: Field definitions can be accessed within HRMS by pressing the "F1" key on the keyboard, or via [On Line Quick Reference \(OLQR\)](#), [HRMS Data Definitions Resource Guide](#), and [Glossary](#).

1. Enter transaction code **PA40** in the command field and click the **Enter** (✓) button or press **Enter** on the keyboard.



Tips

- The use of "Create" or "Copy" for each infotype within a PA40 process is conditional and determined by the system. There may be some instances where the user procedure will display "Copy" but the employee's infotype will display "Create," or the procedure will display "Create" but the employee's infotype will display "Copy." The differences are not cause for concern, and are due to whether that infotype existed previously for that employee.
- If the employee is working in the same agency and will be paid hourly in both positions or monthly in both, the agency can use the Hourly Rate Per Assignment in lieu of Concurrent Employment action. Refer to the [OLQR](#) user procedure *Hourly Rate Per Assignment*.
- During a Concurrent Employment Action the employee is assigned another personnel number, called a reference personnel number, for that agency or position. Before creating a new reference personnel number, search for the employee using their Social Security Number (SSN) to display all associated personnel numbers.

Concurrent Employment Action (PA40) (cont.)

2. Complete the following fields:

For Personnel Administration Processors, the following fields are mandatory:

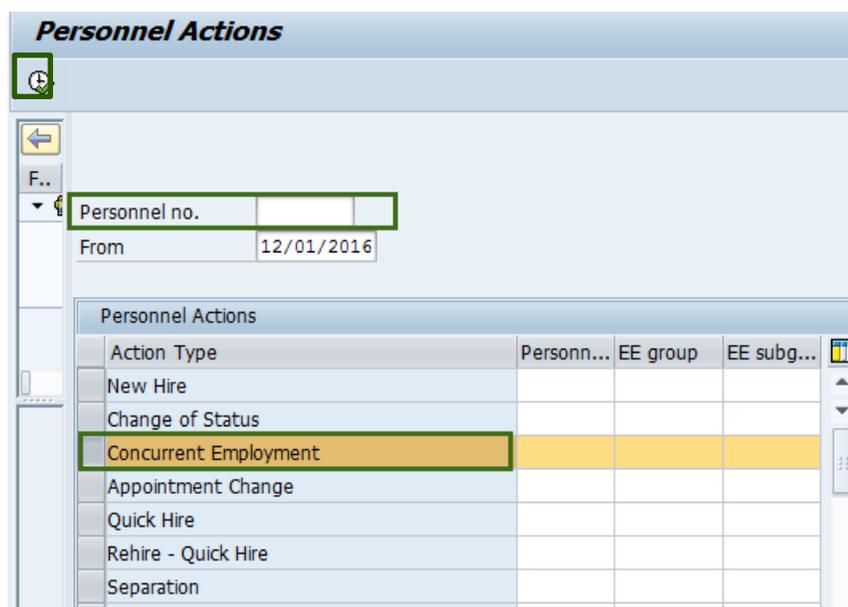
- **From**

For Payroll Processors, skip to **step 35** in this procedure.

3. Click the box to the left of **Concurrent Employment**.

Tips (cont.)

- If the employee has more than one personnel number, review the employment status for each to determine if an existing record can be updated (rather than creating a new reference personnel number). Information can be found on the current record of the Actions (0000) infotype.
 - A personnel number with a “withdrawn” status can be rehired using the Rehire action.
 - If the employee is active at another agency AND their hiring action was a Quick Hire or Quick Rehire, contact the agency to clarify the employee’s status to determine if they are “active.” If it is determined they are not “active,” perform an Appointment Change action using the existing personnel number.
- The employee will receive separate payments and W2s for each personnel number.
- Benefits are not maintained in this action. If the employee is eligible for benefits then those should be maintained manually. Communicate with the other agency on benefits coordination, if applicable.
- Several infotypes are shared between personnel numbers. These infotypes can be updated by both agencies. Shared infotypes are not maintained in this action. The following infotypes are shared:
 - Personnel Data (0002)
 - Addresses (0006)
 - Reference Personnel Number (0031)
 - Bank Details (0009)
 - Family Member Dependents (0021)
 - Education (0022)
 - Additional Personal Data (0077)
 - Military Service (0081)
 - Residence Status (0094)
 - Time Specification/Employ. Period (0552)



Personnel Actions

Personnel no. []

From 12/01/2016

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

Concurrent Employment Action (PA40) (cont.)

4. Click the **Enter** (✓) button or press **Enter** on the keyboard.

5. Click the **Execute** (⏸) button to begin the transaction.

6. Complete the **Create Actions (0000)** infotype.

The following fields are mandatory:

- **Reason for Action**
- **Reference Pers. Nos.**
- **Position**

The following fields will default:

- **to**
- **Action Type**
- **Employment**

7. Click the **Enter** (✓) button or press **Enter** on the keyboard.



Stop

- **From:** only enter the From date if you are the Personnel Administration Processor initiating the concurrent employment action.
- **Personnel no.:** leave this field blank when starting this action.

Create Actions (0000)

Change info group

Pers.No.
 Start to

Personnel action

Action Type
 Reason for Action
 Reference Pers. Nos.

Status

Employment

Organizational assignment

Position
 Personnel area
 Employee group
 Employee subgroup

Additional actions

Start Date	Act.	Action Type	ActR	Reason for action



Tips

- The **Reason for Action** field stores the reason an action has been performed. Refer to the [HRMS Data Definition Resource Guide](#) or press **F1** in this field for **Reason for Action** definitions.
- The **Reference pers. No.** is the employee's existing personnel number. This creates a link between two personnel numbers. The Reference personnel number is stored in the **Reference Personnel Number (0031)** infotype.
- **Position** is a specific and concrete description of the responsibilities one fulfills in an organization.

Concurrent Employment Action (PA40) (cont.)

8. An information window will appear. Click the **Continue** (✔) button.



Tips

- The system will assign a new Personnel Number for the additional assignment upon pressing the Continue (✔) button.

The Personnel Number (Pers. No.) was generated and the following fields defaulted from the position:

- **Personnel area**
- **Employee group**
- **Employee subgroup**

9. Click the **Save** (💾) button.

Create Actions (0000)

Change info group

Pers.No.

Start to

Personnel action

Action Type

Reason for Action Project

Reference Pers. Nos. Gray James

Status

Employment

Organizational assignment

Position HUMAN RESOURCE CONSULTA...

Personnel area Attorney General

Employee group Permanent

Employee subgroup M-OT Elig>40hrs/wk

Additional actions

Start Date	Act.	Action Type	ActR	Reason for action

Concurrent Employment Action (PA40) (cont.)

10. Complete the **Create Organizational Assignment (0001)** infotype. Most fields will default based on the position's values.

The following field is mandatory:

- **Contract**

The following fields are optional:

- **Org. Key**
- **Time**

11. Click the **Enter** (✓) button or press **Enter** on the keyboard.

After saving this infotype, the following fields will default based on what is entered on the position's Address (1028) infotype:

- **UFI**
- **Address 1**
- **Address 2**
- **City**
- **State**
- **Zip Code**
- **County**
- **Country**

12. Click the **Save** (💾) button.

Create Organizational Assignment (0001)

Org Structure

Personnel No. Status Active

Start to

Enterprise structure

CoCode	<input type="text" value="WA01"/>	STATE OF WASHINGTON	Subarea	<input type="text" value="0001"/>	Non Represented
Pers.area	<input type="text" value="1000"/>	Attorney General	Bus. Area	<input type="text" value="1000"/>	Office of the Attorney G...
Cost Ctr	<input type="text" value="1000000000"/>	DEFAULT AGENCY ...			
Fund	<input type="text"/>				

Personnel structure

EE group	<input type="text" value="0"/>	Permanent	Payr.area	<input type="text" value="11"/>	Semi-monthly
EE subgroup	<input type="text" value="06"/>	M-OT Elig>40hrs/wk	Contract	<input type="text" value="Project"/>	

Organizational plan

Percentage	<input type="text" value="100.00"/>	<input type="button" value="Assignment"/>
Position	<input type="text" value="70003915"/>	1572 HUMAN RESOURCE C...
Job key	<input type="text" value="51000796"/>	119F HUMAN RESOURCE C...
Exempt	<input type="text" value="N"/>	
Org. Unit	<input type="text" value="31011783"/>	017A3 Human Resources - Ol...
Org.key	<input type="text"/>	

Administrator

PersAdmin	<input type="checkbox"/>
Time	<input type="checkbox"/>
PayrAdmin	<input type="checkbox"/>

Duty Station Address (Inherited from Position Address)

UFI	<input type="text"/>
Address 1	<input type="text"/>
Address 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
County	<input type="text"/>
Country	<input type="text"/>

Tips

- The **Contract** field stores the status of the appointment. Refer to the [HRMS Data Definition Resource Guide](#) or press **F1** in this field for **Contract** definitions.
- The UFI (Unique Facility Indicator) Code, Address, City, State, Zip Code, County and Country fields will auto populate upon **Save (step 12)**.
- If the Delimit Vacancy box appears, select the appropriate option for your agency's position. This box will only appear if the position's vacancy indicator is marked "Open."

Concurrent Employment Action (PA40) (cont.)

13. Complete the **Create Contract Elements (0016)** infotype.

The following field is mandatory:

- **Contract Type**

The following field is optional:

- **Probationary Period**

14. Click the **Enter** (✓) button or press **Enter** on the keyboard.

15. Click the **Save** (💾) button.

16. Complete the **Create Monitoring of Tasks (0019)** infotype.

The following fields will default:

- **Task Type**
- **Date of Task**
- **Processing indicator**

The following fields are optional:

- **Reminder Date**
- **Lead/follow-up time**

17. Click the **Enter** (✓) button or press **Enter** on the keyboard.

18. Click the **Save** (💾) button.

Create Contract Elements (0016)

Maintain activities

Personnel No. 20093128 Name Gray James

PersArea 1000 Attorney General EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 06 M-OT Elig>40hrs/wk Status Active

Start 12/01/2016 to 12/31/9999

Contractual regulations

Contract Type Permanent

Periods

Probationary Period 6 Months

Tips

- The **Contract Type** field stores the employee's state status. Refer to the [HRMS Data Definition Resource Guide](#) or press **F1** in this field for **Contract Type** definitions.
- If the **Probationary Period** field is left blank, the Create Monitoring of Tasks (0019) infotype is skipped. Go to **step 19**.

Create Monitoring of Tasks (0019)

Maintain activities

Personnel No. 20093128 Name Gray James

PersArea 1000 Attorney General EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 06 M-OT Elig>40hrs/wk Status Active

Task

Task Type Project End Date

Date of Task 06/01/2017 Processing indicator New task

Reminder

Reminder Date

Lead/follow-up time For specific task type

Tips

- A **Task Type** is a future event or task with a related date of task. Refer to the [HRMS Data Definitions Resource Guide](#) or press **F1** in this field for **Task Type** definitions.
- The **Reminder Date** field can be completed by one of the following:
 - Enter a **Reminder Date**, *or*
 - Enter the **Lead/follow-up time**. The **Reminder Date** field will populate based on what was entered in the **Lead/follow-up time** field, *or*
 - Leave **Reminder Date** and **Lead/follow-up time** blank. The **Reminder Date** field will populate with a date two months prior to the **Date of Task**.

Concurrent Employment Action (PA40) (cont.)

19. Complete the **Create Communication (0105)** infotype.

The following field is mandatory:

- **System ID**

20. Click the **Enter** (✓) button or press **Enter** on the keyboard.

21. Click the **Save** (💾) button.

22. Complete the **Create Planned Working Time (0007)** infotype.

The following fields are mandatory:

- **Work schedule rule**
- **Time Mgmt status**
- **Employment percent**
- **ACA Status Code**

The following fields are conditional:

- **Part-time employee**
- **Additional time ID**
- **Time Type Override**

The following fields will default:

- **Work schedule rule**
- **Time Mgmt status**
- **Employment percent**

Tips (Con't)

- You can run the **Task Monitoring Reports (S_PH0_48000450)** to get the reminder dates and tasks.
- Only one task can be entered during the concurrent employment action (PA40). If you have more than one task to create for the employee, follow the *Monitoring of Tasks – Create and Maintain* user procedure located in the [OLQR](#).

Create Communication (0105)

Personnel No. Name

PersArea Attorney General EEGroup Permanent

PSubarea Non Represented EESubgroup M-OT Elig>40hrs/wk Status

Start to

Communication

Type E-mail

System ID

Tips

- If you do not know the employee's work email address at this time, click the **“next record button”** (📄) to move to the next infotype. Enter the email address as soon as you obtain it by following the *Email Address – Communication* user procedure located in the [OLQR](#).

Create Planned Working Time (0007)

Personnel No. Name

PersArea Attorney General EEGroup Permanent

PSubarea Non Represented EESubgroup M-OT Elig>40hrs/wk Status

Start To

Work schedule rule

Work schedule rule 5-8s: M-F 8 hpd

Time Mgmt status

Part-time employee Additional time ID

Working time

Employment percent Dyn. daily work schedule

Daily working hours	<input type="text" value="8.00"/>	Min.	<input type="text"/>	Max.	<input type="text"/>
Weekly working hours	<input type="text" value="40.00"/>	Min.	<input type="text"/>	Max.	<input type="text"/>
Monthly working hrs	<input type="text" value="174.00"/>	Min.	<input type="text"/>	Max.	<input type="text"/>
Annual working hours	<input type="text" value="2080.00"/>	Min.	<input type="text"/>	Max.	<input type="text"/>
Weekly workdays	<input type="text" value="5.00"/>				

Additional fields

ACA Status Code Average 130 Hrs or more per month

Time Type Override No Override

Concurrent Employment Action (PA40) (cont.)

23. Click the **Enter** (✓) button or press **Enter** on the keyboard.

24. Click the **Save** (💾) button.

25. Complete the **Create Telework/Flex Work (Employee) (9106)** infotype.

The following fields are optional:

- **Telework (EE)**
- **Flextime (EE)**
- **Compressed Workweek (EE)**
- **Flex work hours**

Tips

- The **Work schedule rule** will default to **FULL**. You will need to select the appropriate work schedule if the employee is not on a **FULL 5-8s: M-F 8hpd** work schedule. Refer to the [HRMS Data Definitions Resource Guide](#) or press **F1** in this field for **Work Schedule Rule** definition.
- **Time Mgmt status** determines how leave accruals are calculated in the time evaluation process. Refer to the [HRMS Data Definitions Resource Guide](#) or press **F1** in this field for **Time Mgmt status** definitions.
- The **Part-time employee** box will be used beginning January 1, 2017 to determine new employee eligibility for auto-enrollment in the DCP. New employees with the **Part-time employee** box checked will not be automatically enrolled in the DCP. Refer to the [HRMS Data Definitions Resource Guide](#) or press **F1** in this field for **Part-time employee** definitions.
- **Additional Time ID** indicates the type of leave an employee will accrue. Refer to the [HRMS Data Definitions Resource Guide](#) or press **F1** in this field for **Additional Time ID** definitions. Work with the other agency to coordinate leave eligibility.
- **Employment Percent** is the percentage of time an employee is scheduled to work of their Work Schedule Rule. Refer to the [HRMS Data Definition Resource Guide](#) or press **F1** in this field for **Employment Percent** definition.
- The **ACA Status Code** is required for all new hires, rehires and employees who have had change in employment status. Do not leave the default code of "Not Assigned." Press **F1** in this field for additional information and refer to the [HRMS Data Definitions Resource Guide](#) for **ACA Status Code** definitions.
- The **Time Type Override** field is optional and only required if the agency needs to override the general timesheet requirements of an employee. Press **F1** in this field for additional information.

Create Telework/Flex Work (Employee) (9106)

Personnel No. Name

PersArea Attorney General EEGroup Permanent

PSubarea Non Represented EESubgroup M-OT Elig>40hrs/wk Status

Start To

Telework/Flex Work (Employee)

Telework (EE)	<input type="checkbox"/> EP1	EE Participating: Less than 1 day every two weeks/Adhoc
Flextime (EE)	<input type="checkbox"/> EP	EE Participating Flex work hours <input type="text" value="00:00:00"/> to <input type="text" value="00:00:00"/>
Compressed Workweek (EE)	<input type="checkbox"/> EP	EE Participating

Concurrent Employment Action (PA40) (cont.)

26. Click the **Enter** (✓) button or press **Enter** on the keyboard.

27. Click the **Save** (💾) button.

28. Complete the **Check Date Specifications (0041)** infotype.

The following Date type fields will default. It is optional to add additional Date types.

- **Anniversary Date**
- **Original Hire Date**
- **Unbroken Srvc. Date**
- **Appointment Date**
- **Seniority Date**
- **Prsnl HolidayElgbly**

For each **Date type**, the following field is mandatory:

- **Date**

29. Click the **Enter** (✓) button or press **Enter** on the keyboard.

30. Click the **Save** (💾) button.

Tips

- Refer to the [HRMS Data Definitions Resource Guide](#) or press F1 in this field for **Telework (EE)**, **Flextime (EE)**, **Start Time**, **End Time**, and **Compressed Workweek (EE)** definitions.
- HRMS automatically converts entries to the **Flex work hours** fields to “German Standard” Military Time. If you have someone whose start or end time is midnight, use “**24:00:00**” rather than 12:00 am. If 12:00 am is entered, it will default to 00:00:00 and you must overwrite the default value with “24:00:00.”

Check Date Specifications (0041)

Personnel No. Name

PersArea Attorney General EEGroup Permanent

PSubarea Non Represented EESubgroup M-OT Elig>40hrs/wk Status

Start to

Date Specifications			
Date type	Date	Date type	Date
<input type="text" value="01"/> Anniversary Date	<input type="text" value="12/01/2016"/>	<input type="text" value="02"/> Appointment Date	<input type="text" value="12/01/2016"/>
<input type="text" value="03"/> Original Hire Date	<input type="text" value="12/01/2016"/>	<input type="text" value="05"/> Seniority Date	<input type="text" value="12/01/2016"/>
<input type="text" value="07"/> Unbroken Srvc. Date	<input type="text" value="12/01/2016"/>	<input type="text" value="18"/> Prsnl HolidayElgbly	<input type="text" value="12/01/2016"/>

Tips

- The **Anniversary Date**, **Seniority Date**, and **Unbroken Srvc. Date** should be the same for all of the employee’s personnel numbers. You will need to coordinate with the other agency to review those fields and make applicable changes.
- Work with the other agency to coordinate leave and personal holiday eligibility; and make any necessary adjustments to those **Date Types** and **Dates**.
- The **Date** field for each **Date type** will default to the hire date, but you may change it.
- In HRMS, you are limited to 12 date types for each record.

Concurrent Employment Action (PA40) (cont.)

31. Complete the **Create Basic Pay (0008)** infotype.

The following field is mandatory:

- **Reason**

The following fields are conditional:

- **Cap.util.lvl**
- **WkHrs/period**
- **Next Inc.**
- **Level**
- **Ann. salary**
- **Wage Type**

Create Basic Pay (0008)

Salary amount | Payments and deductions

Personnel No. 20093128 Name Gray James

PersArea 1000 Attorney General EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 06 M-OT Elig>40hrs/wk Status Active

Start 12/01/2016 to 12/31/9999

Subtype 0 Basic contract

Pay scale

Reason	19	Initial/Rehire Appointment	Cap.util.lvl	100.00
PS type	00	Non-Represented	WkHrs/period	87.00 Semi-monthly
PS Area	01	Standard Progression	Next inc.	
PS group	50	Level A	Ann.salary	42,492.00 USD

W...	Wage Type	Long Text	O.	Amount	Curr...	I...	A..	Number/Unit	Unit
1003	Pay Period Salary			1,770.50	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"/>		
					USD		<input type="checkbox"/>		

IV 01/04/2017 - 12/31/9999 1,770.50 USD

Tips

- For field definitions and additional coding tips for **Reason**, **Cap.util.lvl**, **WkHrs/period**, **Ann.salary**, **Ind.val.**, **Next inc.**, and **PS Area**, refer to the [HRMS Data Definitions Resource Guide](#). or press **F1** in these fields.
- **Cap.util.lvl** is the percentage an employee is scheduled to work of a full-time schedule.
- **WkHrs/period** is the average number of hours an employee works in one payroll period based on 2,088 full-time working hours in a calendar year.
- **Cap.util.lvl** and **WkHrs/period** should be aligned.
- **Next Inc.** is the date an employee is scheduled to move to a higher salary step within the salary range of their current job class. This field is used as an override when there are exceptions to the rules built into the system, or if an agency prefers to manually enter this date.
- **Ind.val.** indicates whether an employee's pay is indirectly valued or directly valued.
 - Indirectly valued pay is derived from a salary schedule table and will automatically update when salary schedule tables are changed.
 - Directly valued pay is manually entered into the **Ann.salary** or wage type amount fields.
- The employee's basic pay information will default based on the position's **Planned Compensation (IT1005)** infotype.

Concurrent Employment Action (PA40) (cont.)

32. Click the **Enter** (✓) button or press **Enter** on the keyboard.

33. Click the **Save** (💾) button.

34. Click the **Exit** (🚪) button to exit the action.

35. The **Payroll Processor** will continue the Concurrent Employment Action from this point on. They will start the transaction using the menu path or the transaction code **PA40**.

36. Enter the employee's Personnel Number in the **Personnel no.** field and click the **Enter** (✓) button or press **Enter** on the keyboard.

37. Click the box to the left of **Concurrent Employment**.

38. Click the **Execute** (🕒) button to begin transaction.

📘 Tips (Con't)

- The wage type will default based on the employee's **Employee Subgroup**. Wage type 1003 is used for monthly, wage type 1001 is used for hourly, and wage Type 1006 is used for daily. Enter the correct wage type if the field is blank.
- You can also enter wage types for **Shift Difference** and **Assignment Pay**.

⚠️ Caution

- For the **Personnel Administration Processor**, this will mark the end of the Concurrent Employment Action. After saving, click the exit (🚪) button and transfer the Concurrent Employment Action Information Packet to the **Payroll Processor** who will continue the action.

The screenshot shows the SAP Easy Access interface for the Personnel Actions transaction (PA40). The top navigation bar includes Menu, Edit, Favorites, Extras, and System. Below the navigation bar, the transaction code PA40 is displayed. The main area shows the Personnel Actions screen for employee Gray James (Personnel no. 20093128). The 'From' field is empty, and a callout box indicates 'Do not enter a From date'. The 'Concurrent Employment' action type is selected in the list below.

Action Type	Personn...	EE group	EE subg...
New Hire			
Change of Status			
Concurrent Employment			
Appointment Change			
Quick Hire			
Rehire - Quick Hire			
Separation			
Rehire			
Leave of Absence - Active			
Leave of Absence - Inactive			
Return from Leave of Absence			

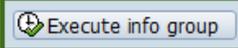
Concurrent Employment Action (PA40) (cont.)

39. Click the **Execute info group** button on the **Change Actions (0000)** infotype.

 **Stop**

- **Payroll Processor** –Do not put a “**From**” date in the field prior to executing the transaction.

Change Actions (0000)

 Change info group

Pers.No. 20093128
Name Gray James
PersArea 1000 Attorney General EEGroup 0 Permanent
PSubarea 0001 Non Represented EESubgroup 06 M-OT Elig>40hrs/wk Status Active
Start 12/01/2016 to 12/31/9999 Chng 01/03/2017 AIMEEB

Personnel action
Action Type Concurrent Employment
Reason for Action 13 Project

Status
Employment Active

Organizational assignment
Position 70003915 HUMAN RESOURCE CONSULTA...
Personnel area 1000 Attorney General
Employee group 0 Permanent
Employee subgroup 06 M-OT Elig>40hrs/wk

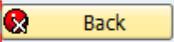
Additional actions

Start Date	Act.	Action Type	ActR	Reason for action
12/01/2016	UM	Concurrent Employment	13	Project

40. Click **Continue** in the **Execute info group** dialog box.

 Execute info group

 Warning: Personnel action infotype not saved with 'execute info group' function!

 **Tip**

- The Personnel Administration Processor has already saved this infotype so it is okay to continue.

Concurrent Employment Action (PA40) (cont.)

41. Click the **Next Record** (📄) button until you reach the **Create Recurring Payments/Deduction (0014)** infotype.

42. Complete the **Create Recurring Payments/Deductions (0014)** infotype.

The following fields are mandatory:

- **Wage Type**
- **Amount**
- **Payment model**

43. Click the **Enter** (✓) button or press **Enter** on the keyboard.

44. Click the **Save** (💾) button.

45. Complete the **Create Unemployment State (0209)** infotype.

The following fields are mandatory:

- **Tax authority**
- **Worksite**

46. Click the **Enter** (✓) button or press **Enter** on the keyboard.

47. Click the **Save** (💾) button.

Create Recurring Payments/Deductions (0014)

Personnel No. 20093128 Name Gray James

PersArea 1000 Attorney General EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 06 M-OT Elig>40hrs/wk Status Active

Start 12/01/2016 to 12/31/9999

Recurring Payments/Deductions

Wage Type 1156 Clothing Allow

Amount 200.00 USD Ind. Val. Monthly

Number/unit

Assignment Number

Reason for Change

Payment dates

Payment model WA01 Every Pay Period - Half Amount

📘 Tips

- If the employee has Recurring Deductions, complete the screen. If no information has been provided for recurring payments or deductions, skip this infotype by clicking the **Next Record** (📄) button.
- Only one **Recurring Payment/Deduction** can be created during the concurrent employment action (PA40). If the employee has multiple Recurring Payments/Deductions, go to **PA30** to create additional records after you have completed the concurrent employment action. Refer to the *Recurring Payment/Deduction* or *One Time Deduction* user procedures located in the [OLQR](#).

Create Unemployment State (0209)

Personnel No. 20093128 Name Gray James

PersArea 1000 Attorney General EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 06 M-OT Elig>40hrs/wk Status Active

Start 12/01/2016 to 12/31/9999

Unemployment data

Tax authority WA Washington

Worksite 34 Thurston County

Concurrent Employment Action (PA40) (cont.)

48. Complete the **Create Withholding Info W4/W5 US (0210)** infotype.

The following fields are mandatory:

- **Filing Status**

The following fields are optional:

- **Allowances**
- **Add. withholding**

The following field will default:

- **Tax exempt Ind.**

49. Click the **Enter** (✓) button or press **Enter** on the keyboard.

50. Click the **Save** (💾) button.

Create Withholding Info W4/W5 US (0210)

Personnel No. 20093128 Name Gray James

PersArea 1000 Attorney General EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 06 M-OT Elig>40hrs/wk Status Active

Start 12/01/2016 to 12/31/9999

Status

Tax authority FED Federal Tax level A Federal

Filing Status 02 Married

Exemptions

Allowances 1

Tax Exempt Ind. Not exempt IRS mandates

Foreign Earned Income

Withholding adjustments

Add.withholding 400.00 USD Non-resident tax calculation

Default formula 01 PCT MTHD-RES. U Alternative formula

Additional Information

Check here if the last name differs from that shown on the Social Security card

Overrides (from Infotype 0234)

From date	End Date	Supplemental method	Tax override	Empl. Override Group

Tips

- **Filing Status, Allowances, Tax Exempt Ind., and Add.withholding:** these fields should be completed based on the employee's W-4 form.
- **Allowances:** this field will default to 0 allowances if left blank.
- **Tax Exempt Ind.:** this field determines if the employee is exempt from taxation. The field will default to **Not exempt**.
- Using the **Tax Exemption indicator "Y"** will make the wages exempt from taxation and not reportable to the IRS.
- Using the **Tax Exemption indicator "R"** will make the wages exempt from taxation and earnings reportable to the IRS.

Concurrent Employment Action (PA40) (cont.)

51. Complete the **Create Add. Withh. Info. Us (0234)** infotype.

The following field is mandatory:

- **Empl. override group**

52. Click the **Enter** (✓) button or press **Enter** on the keyboard.

53. Click the **Save** (💾) button.

54. You have successfully completed the **Concurrent Employment Action** procedure.

Create Add. Withh. Info. US (0234)

Personnel No. 20093128 Name Gray James
PersArea 1000 Attorney General EEGroup 0 Permanent
PSubarea 0001 Non Represented EESubgroup 06 M-OT Elig>40hrs/wk Status Active
Start 12/01/2016 to 12/31/9999

Overrides

Tax authority FED Federal Tax level A Federal
Supplemental method
Override amount
Override percentage No Tax
Empl.override group 0026 1000-4902-00 Admin & clerical

Common Paymaster

Common Paymaster

Tips

- **Empl. override group** is the Worker's Compensation code that an employee holds for a particular job.
- Click on the matchcode to display all **Empl. override group**.
- The **employee override group** must match your agency Business Area. For this example, the employee has been hired into Business Area 1000 – Office of the Attorney General.
- If the numbers do not match, it could cause incorrect amounts of Medical Aid being withheld from your employee.