

**Military Service - Create**

- Purpose** Use this procedure to reflect the military service dates for an employee.
- Trigger** Perform this procedure when entering military service dates for an employee.
- Prerequisites**
  - A copy employee’s Form DD 214 (discharge papers and separation documents) available as a reference.
  - The *Additional Personal Data (0077)* infotype has been updated with the employee’s current Military and Veteran status.
- End User Roles** In order to perform this transaction you must be assigned the following role:  
Personnel Administration Processor

Change History	
Date	Change Description
7/28/2009	New procedure created.

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

**Transaction Code** PA30

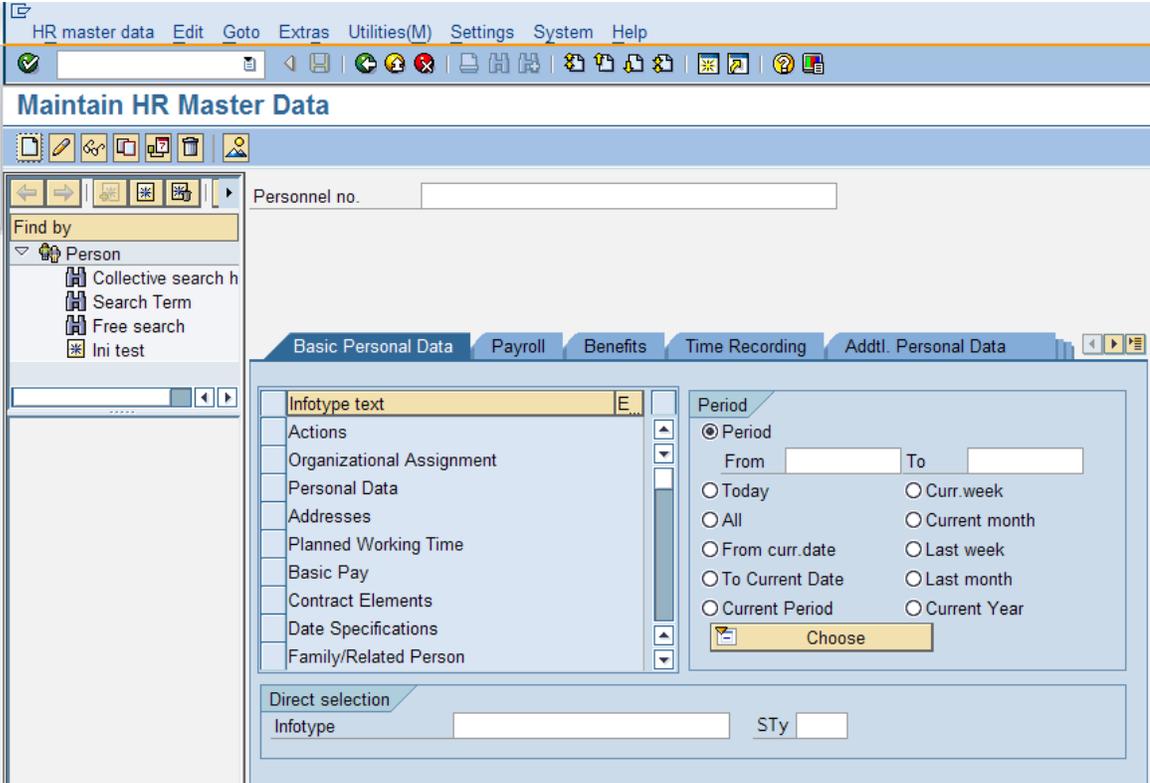
<b>Helpful Hints</b>	<ul style="list-style-type: none"> <li>• If the employee has multiple time periods of military service, you will need to create the Military Service (0081) and Time Specification/Employ. Period (0552) infotypes for each time frame.</li> <li>• The <i>Duration of validity period</i> section and the <i>Imputable Period section</i> may not match and <u>this is ok</u>.             <ul style="list-style-type: none"> <li>○ The <i>Duration of validity period</i> is calculated based on the system’s start and end dates entered.</li> <li>○ The <i>Imputable period</i> is based on the actual days, months, and years recorded on the employee’s Form DD 214.</li> </ul> </li> </ul> <p> This is a dynamic action. Once the <i>Military Service (0081)</i> infotype is saved, the <i>Time Specification/Employ. Period (0552)</i> infotype will appear.</p> <ul style="list-style-type: none"> <li>• When updating the <i>Additional Personal Data (0077)</i> infotype and indicating the Military and Veteran status, the system will also take you through the military infotypes to be updated.</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**

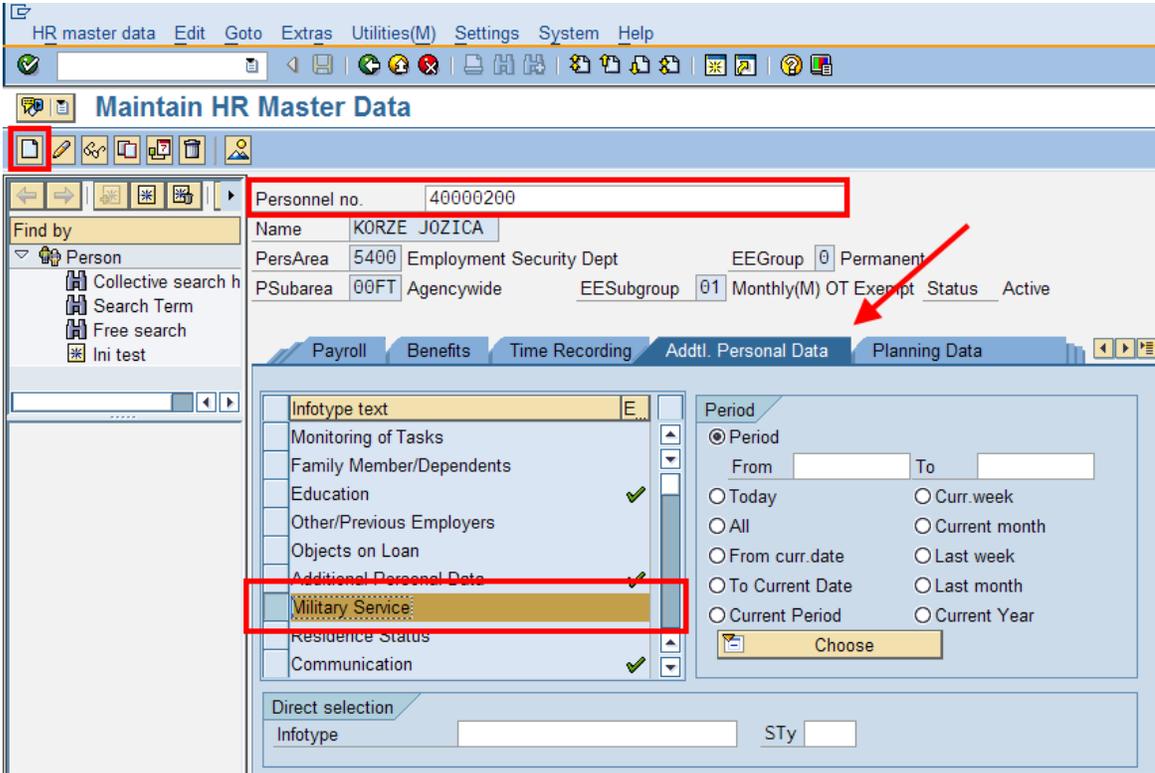
1. Start the transaction using the above menu path or transaction code **PA30**.



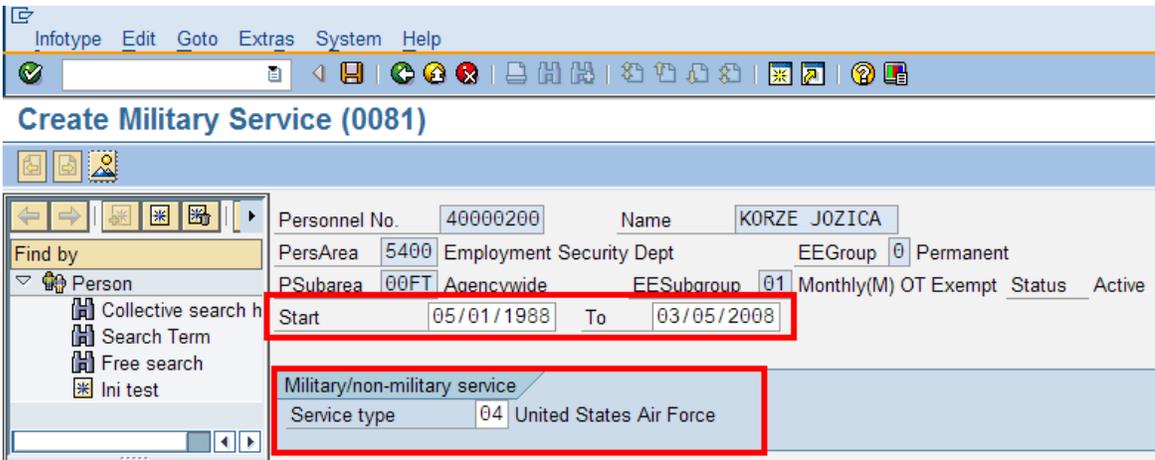
2. Complete the following fields:

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> 40000200

3. Click  (Enter) to validate the information.
4. Click the **Addtl. Personal Data** tab to select.
5. Click the box to the left of **Military Service** to select.



6.  (Create) to create a new record.



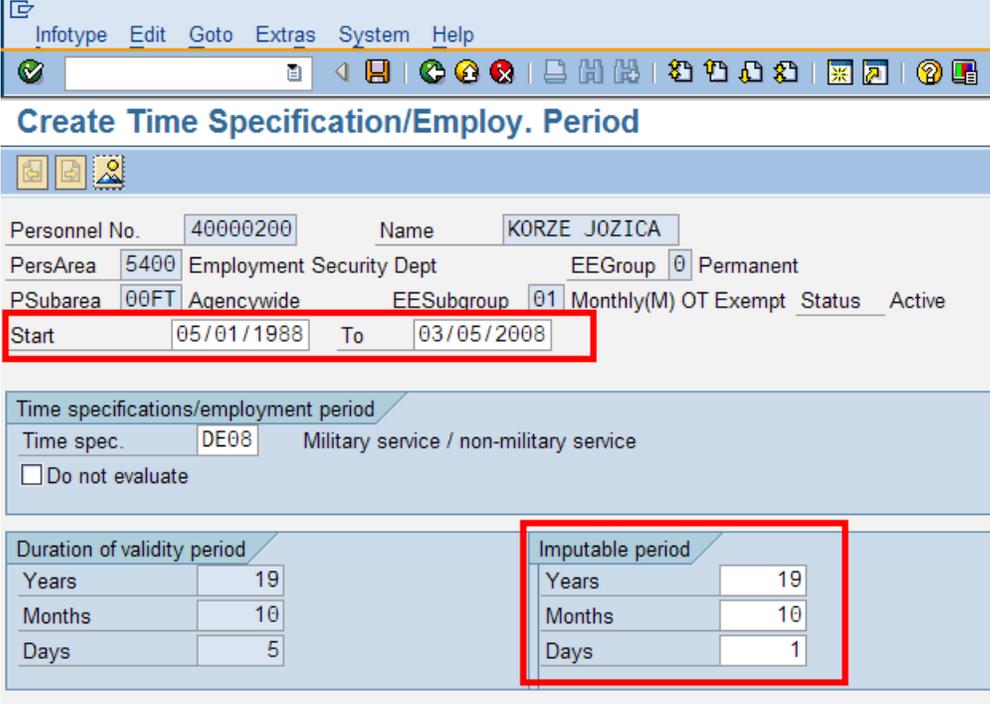
7. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Start	R	This is the date on which a record begins.  This is the start date of the employee’s military service. <b>Example:</b> 05/01/1988
To	R	It specifies the end date of a record, transaction, or search.  This is the end date of the employee’s military service. <b>Example:</b> 03/05/2005
Service Type	R	The branch of military service.  Click the  (Matchcode) to open the selection list. <b>Example:</b> 04 (United States Air Force)

 You will find the employee’s date information on their Form DD 214.

8. Click  (Enter) to validate the information.

9. Click  (Save) to save. You will be taken to the *Create Time Specifications /Employ. Period (0552)* infotype.



Infotype Edit Goto Extras System Help

**Create Time Specification/Employ. Period**

Personnel No. 40000200 Name KORZE JOZICA

PersArea 5400 Employment Security Dept EEGroup 0 Permanent

PSubarea 00FT Agencywide EESubgroup 01 Monthly(M) OT Exempt Status Active

Start 05/01/1988 To 03/05/2008

Time specifications/employment period

Time spec. DE08 Military service / non-military service

Do not evaluate

Duration of validity period

Years	19
Months	10
Days	5

Imputable period

Years	19
Months	10
Days	1



When your entries are validated, the *Duration of validity period* section will populate based on dates entered on this infotype. **Note:** The dates used in this scenario are an example and is not accurate.

- Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Start	R	This is the date on which a record begins. This is the start date of the employee's military service. <b>Example:</b> 05/01/1988
To	R	It specifies the end date of a record, transaction, or search. This is the end date of the employee's military service. <b>Example:</b> 03/05/2008
Years	R	This field reflects the employee's military service in years. <b>Example:</b> 19
Months	R	This field reflects the employee's military service in months. <b>Example:</b> 10
Days	R	This field reflects the employee's military service in days. <b>Example:</b> 1



You will find the employee's date information on their Form DD 214.

- Click (Enter) to validate the information.
- Click (Save) to save.
- You have completed this transaction.



Repeat Steps 1-13 to record additional military time periods for the employee.

<b>Results</b>
You have recorded the employee's military service dates in HRMS.
<b>Comments</b>
Check the employee's Additional Personal Data (0077) infotype to ensure it reflects the correct military and veteran status.