

Military Service - Maintain

- Purpose** Use this procedure to update the military service dates for an employee.
- Trigger** Perform this procedure when updating 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
09/28/2009	New procedure created.

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

Transaction Code PA30

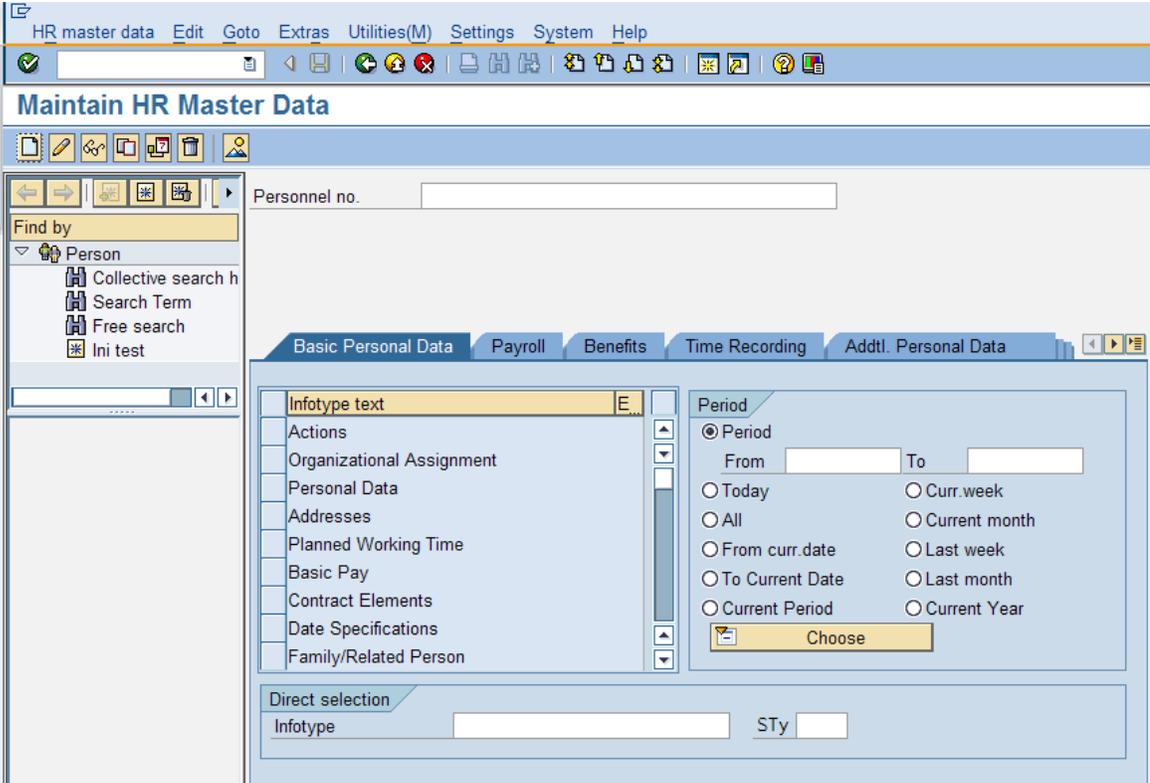
Helpful Hints	 This process may create duplicate records and will need to be deleted. This also applies to incorrect and conversion records. See the Comments section below for instructions. <ul style="list-style-type: none"> • The <i>Duration of validity period</i> section and the <i>Imputable Period section</i> may not match and <u>this is ok</u>. <ul style="list-style-type: none"> ○ The <i>Duration of validity period</i> is calculated based on the system’s start and end dates entered. ○ The <i>Imputable period</i> is based on the actual days, months, and years recorded on the employee’s Form DD 214.  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. <ul style="list-style-type: none"> • 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.
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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
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

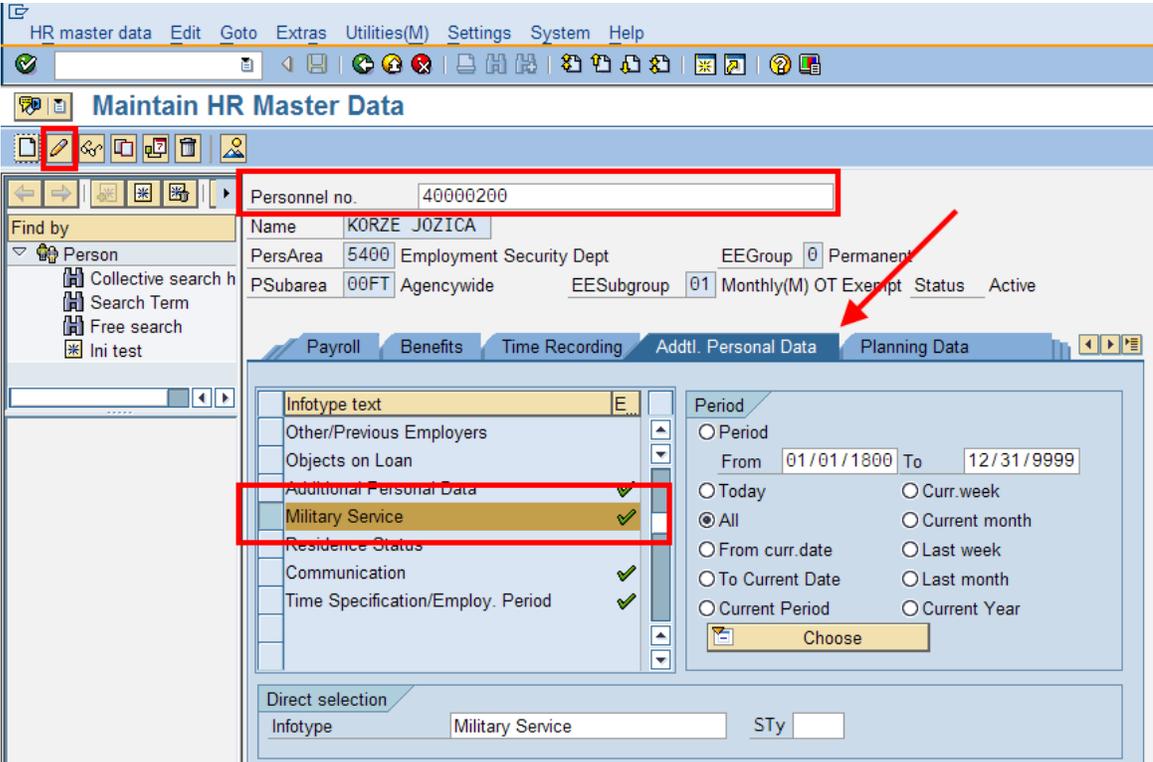
1. Start the transaction using the above menu path or transaction code **PA30**.



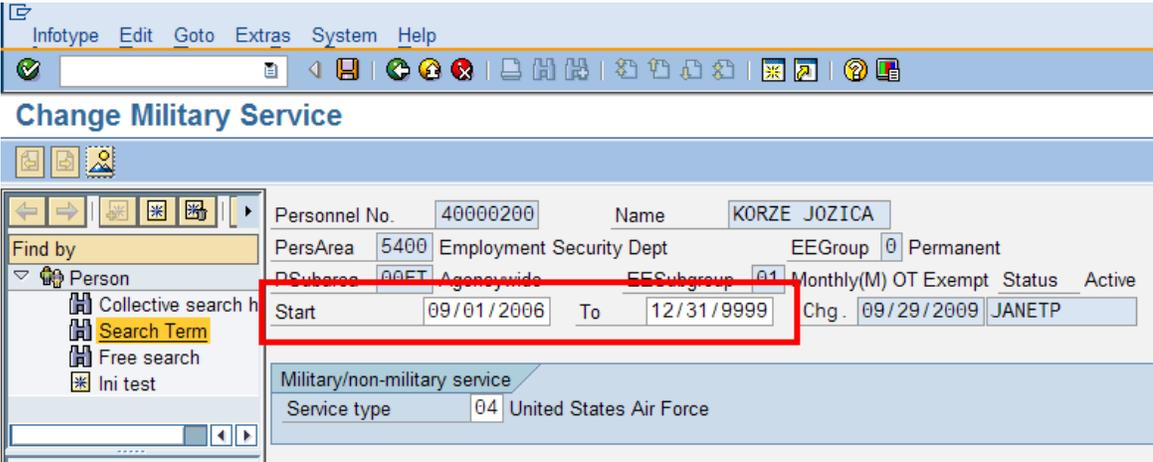
2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel no.	R	The employee’s unique identifying number. Example: 40000200

3. Click  (Enter) to validate the information.
4. Click the  tab to select.
5. Click the box to the left of  to select.



- 6.  (Change) to change the record. In most cases, use Copy rather than Change to maintain an audit trail.

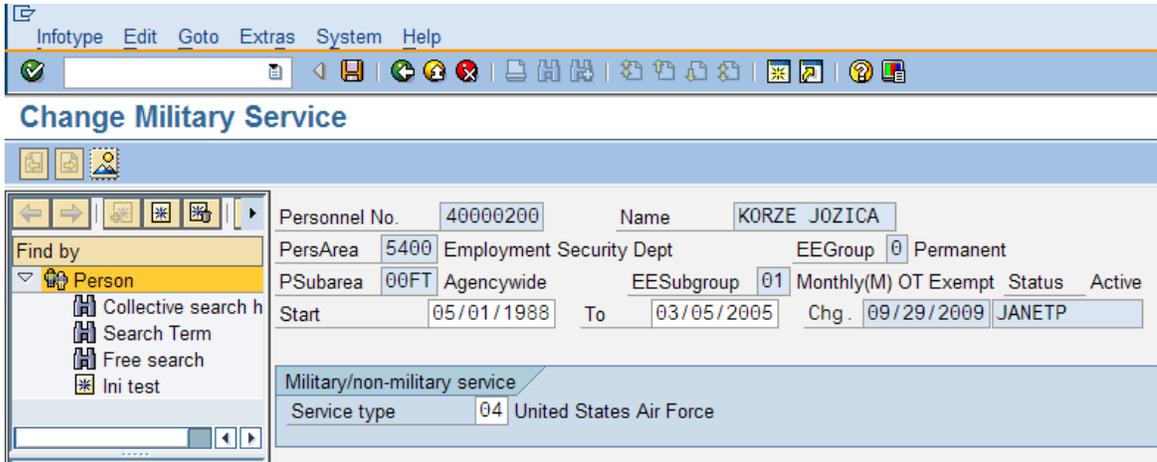


7. Complete the following fields:

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. Example: 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. Example: 03/05/2005



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.

 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.

10. 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. Example: 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. Example: 03/05/2008
Years	R	This field reflects the employee’s military service in years. Example: 19
Months	R	This field reflects the employee’s military service in months. Example: 10
Days	R	This field reflects the employee’s military service in days. Example: 1



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

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

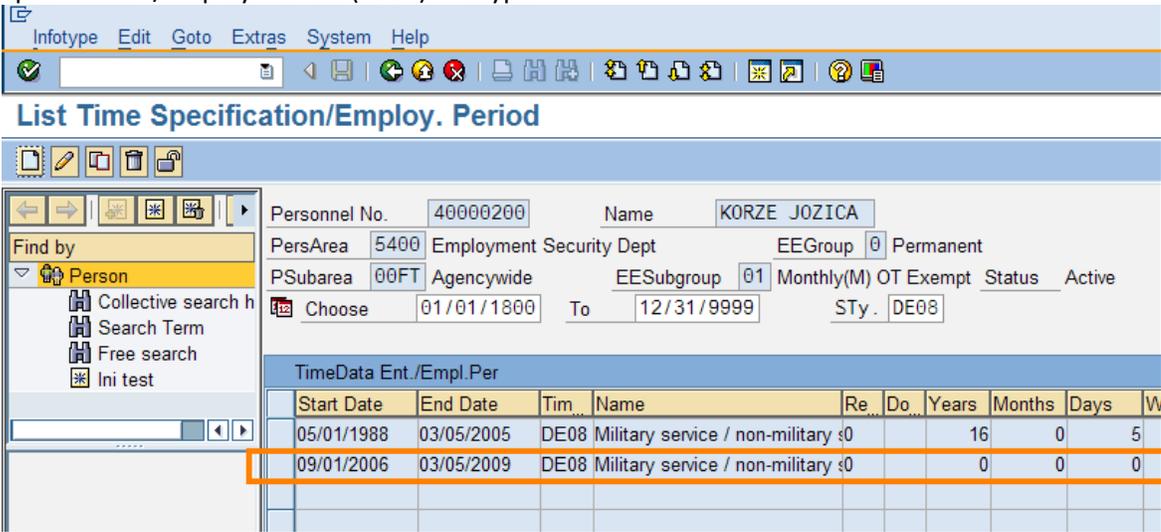
Results
You have updated the employee's military service dates in HRMS.

Comments

 Check the employee's Additional Personal Data (0077) infotype to ensure it reflects the correct military and veteran status.

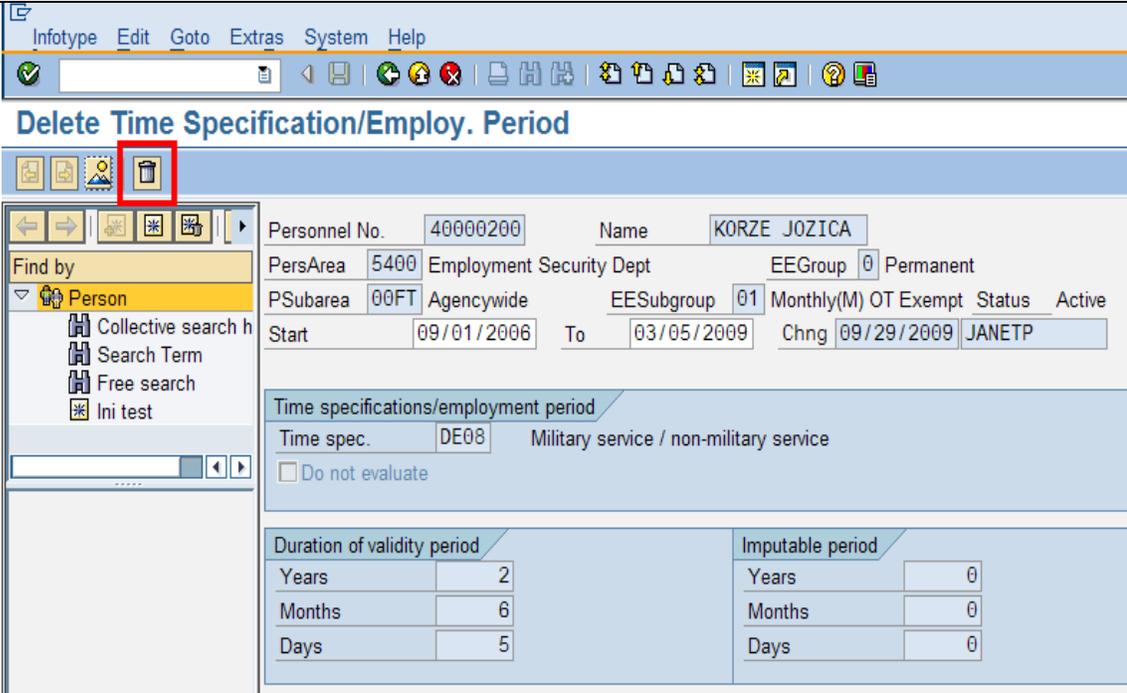
Follow these steps to delete duplicate, incorrect, and conversion records:

1. From PA30, click the box to the left of **Time Specification/Employ. Period** to select.
2. Click  (Overview) for an overview of all actions associated with the Time Specification/Employ. Period (0552) infotype.

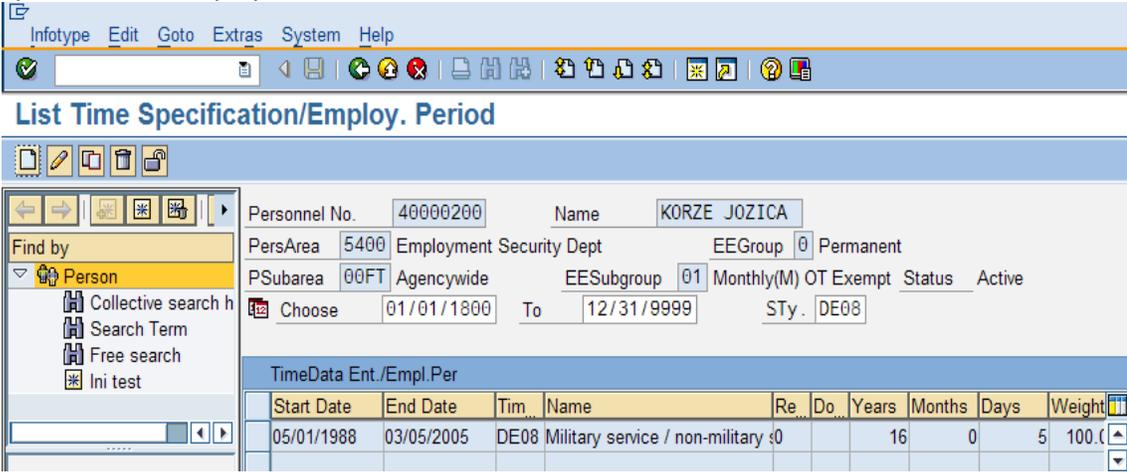


TimeData Ent./Empl.Per										
Start Date	End Date	Tim..	Name	Re...	Do...	Years	Months	Days	W	
05/01/1988	03/05/2005	DE08	Military service / non-military	s0		16	0	5		
09/01/2006	03/05/2009	DE08	Military service / non-military	s0		0	0	0		

3. Click the box to the left of the record you would like to delete. In our example, the 9/1/06 – 3/5/09 record will be deleted as it has "0" in the Years, Months, Days columns.
4. Click  (Delete) to delete the selected record.



5. Click  (Delete) again to confirm. You will be taken back to the List Time Specifications/Employ. Period screen.



6. You have completed this transaction.