

**New Hire – Change Entry Date**

- Purpose** Use this procedure to change an employee’s start date after the action has been completed and payroll **has not** ran for the incorrect hire date.
- Trigger** Perform this procedure when the start date is incorrect **has not** ran for the incorrect hire date.
- Prerequisites**
- A hire or rehire action has been performed on an employee and payroll **has not** ran for the incorrect hire date.
- End User Roles** In order to perform this transaction you must be assigned the following role: Personnel Administration Processor, Payroll Processor, Benefits Processor and Leave Corrections Processor.

Change History	
Date	Change Description
07/23/2009	Add Helpful Hints
12/2/2010	Added the note regarding the Date Specifications infotype.
09/19/2012	Updated user procedure- to match current system. Removed the unnecessary steps.

**Transaction Code** PA41

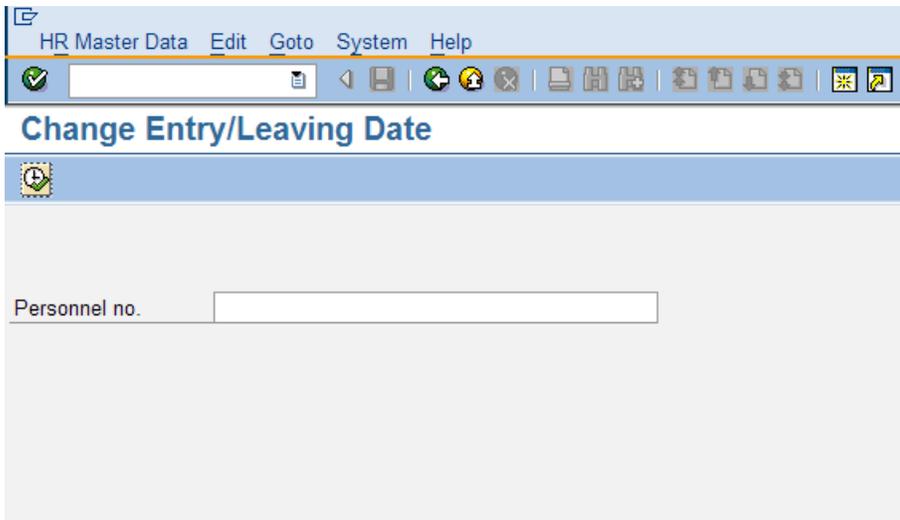
<b>Helpful Hints</b>	<p> This procedure requires hand-offs to other roles (Organizational Management Processor, Payroll Processor, Benefits Processor, and Leave Corrections Processor) depending on the structure and your role at your agency.</p> <p> Personnel Administration Processor, you will need to update all applicable dates on the <i>Date Specifications</i> (0041) infotype as this transaction will not do so. See OLQR User Procedure, <a href="#">Date Specifications</a>.</p> <p> Leave Correction Processor, must delete any quota created through <i>Quota Corrections</i> (2013) with a start date prior to the New Hire date. Then run Time Evaluation (ZT60). <u>This must be done before performing this procedure.</u></p> <ul style="list-style-type: none"> <li>• The same infotypes may not appear when you are performing this procedure, if they were not created in the original personnel action.</li> <li>• The infotypes to update may appear in a different order when you are performing this procedure.</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**

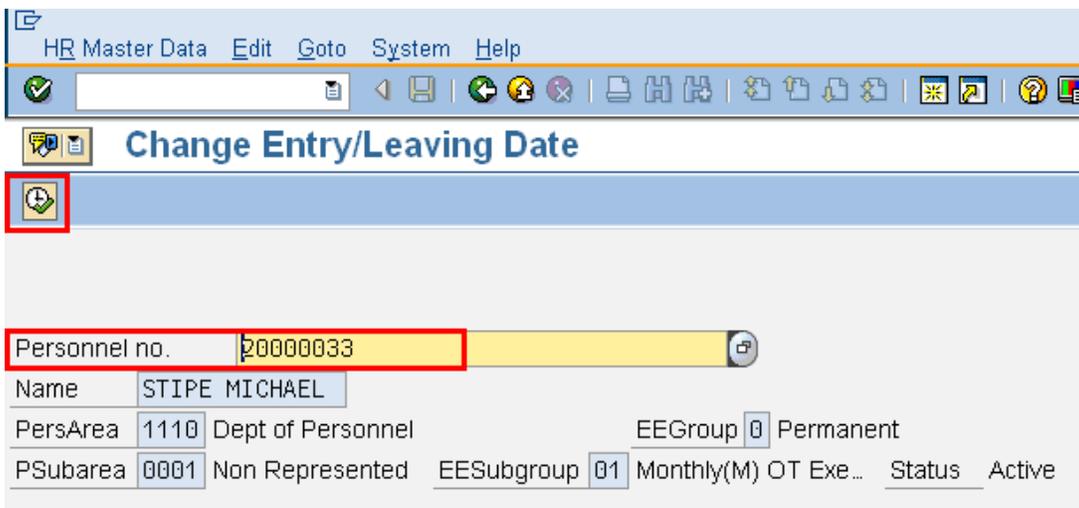
1. Start the transaction using the above menu path or transaction code **PA41**.



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> 20000033

3. Click  (Enter) to validate the information.



4. Click  (Execute) to execute a process or action.

**Change Actions (0000)**

Execute info group    Change info group

Pers.No. 20000033  
 Name STIPE MICHAEL  
 PersArea 1110 Dept of Personnel    EEGroup 0 Permanent  
 PSubarea 0001 Non Represented    EESubgroup 01 Monthly(M) OT Exe...    Status Active  
 Start 09/16/2012 to 12/31/9999    Chng 09/19/2012 KELLYW

**Personnel action**  
 Action Type U0 New Hire  
 Reason for Action 02 Probationary Appointment

**Status**  
 Employment 3 Active

**Organizational assignment**  
 Position 71000125 SYSTEM TRAINER 00  
 Personnel area 1110 Dept of Personnel  
 Employee group 0 Permanent  
 Employee subgroup 01 Monthly(M) OT Exempt

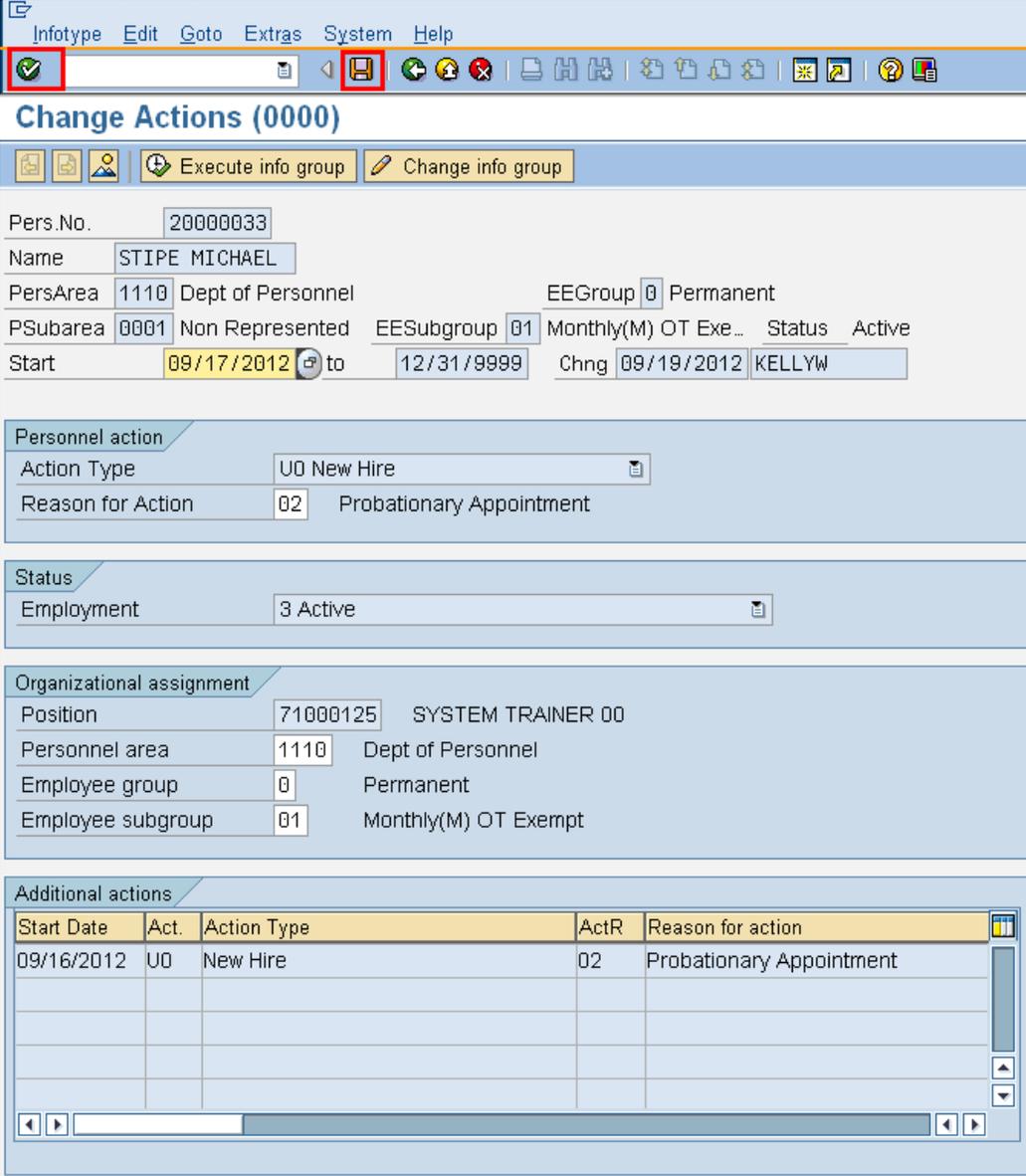
**Additional actions**

Start Date	Act.	Action Type	ActR	Reason for action
09/16/2012	U0	New Hire	02	Probationary Appointment

5. From the Action (0000) screen, complete the following fields:

R=Required Entry    O=Optional Entry    C=Conditional Entry		
Field Name	R/O/C	Description
Start	R	Enter the corrected first date that the employee is no longer employed. <b>Example:</b> 9/17/2012

6. Click  (Enter) to validate the information.



Change Actions (0000)

Execute info group Change info group

Pers.No. 20000033  
Name STIPE MICHAEL  
PersArea 1110 Dept of Personnel EEGroup 0 Permanent  
PSubarea 0001 Non Represented EESubgroup 01 Monthly(M) OT Exe... Status Active  
Start 09/17/2012 to 12/31/9999 Chng 09/19/2012 KELLYW

Personnel action  
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Position 71000125 SYSTEM TRAINER 00  
Personnel area 1110 Dept of Personnel  
Employee group 0 Permanent  
Employee subgroup 01 Monthly(M) OT Exempt

Start Date	Act.	Action Type	ActR	Reason for action
09/16/2012	U0	New Hire	02	Probationary Appointment

7. Click  (Save) to save.

Postpone action

Action:  New Hire

Original date:

New date:

Infy	Text	Su...	Start	End	New start	New end
0001	Organizational Assignme...		09/16/2012	12/31/9999	09/17/2012	12/31/9999
0006	Addresses	1	09/16/2012	12/31/9999	09/17/2012	12/31/9999
0007	Planned Working Time		09/16/2012	12/31/9999	09/17/2012	12/31/9999
0008	Basic Pay	0	09/16/2012	12/31/9999	09/17/2012	12/31/9999
0009	Bank Details	0	09/16/2012	12/31/9999	09/17/2012	12/31/9999
0009	Bank Details	5	09/16/2012	12/31/9999	09/17/2012	12/31/9999
0016	Contract Elements		09/16/2012	12/31/9999	09/17/2012	12/31/9999
0041	Date Specifications		09/16/2012	12/31/9999	09/17/2012	12/31/9999
0077	Additional Personal Data		09/16/2012	12/31/9999	09/17/2012	12/31/9999
0169	Savings Plans	401A	09/16/2012	12/31/9999	09/17/2012	12/31/9999
0171	General Benefits Informa...		09/16/2012	12/31/9999	09/17/2012	12/31/9999
0207	Residence Tax Area		09/16/2012	09/16/2012	09/17/2012	09/17/2012
0209	Unemployment State		09/16/2012	12/31/9999	09/17/2012	12/31/9999
0210	Withholding Info W4/W5 ...FED		09/16/2012	12/31/9999	09/17/2012	12/31/9999



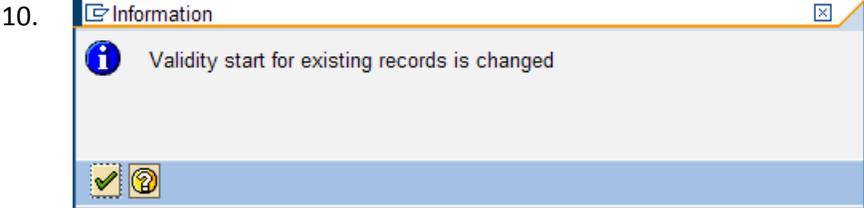
You may not see all Infotypes that are listed in the screen shot above. Only Infotypes that have been created for the employee will display.

8. Click  (Select all) to select all of the infotypes to update to the correct hire date.

9. Click  (Continue) to continue.

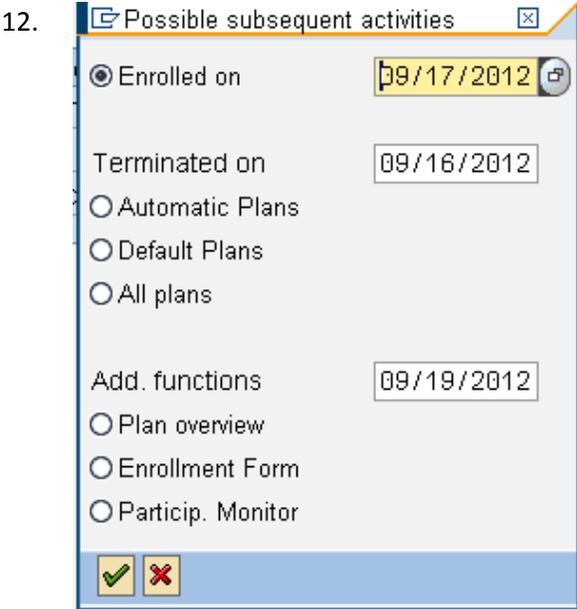
Postpone action

 Only the selected infotype records will be moved



11. The Information window will appear, click  (Continue) to continue.

 If the Benefits information was not completed prior to the entry date being changed, you will not see steps 12-22.



13. The Possible subsequent activities window will appear, click  (Continue) to continue.

Enrollment Edit Goto System Help

Enrollment

Direct selection Selection set

Personnel no. [ ]

ID number [ ]

Select

Pers.No. Name

20000033	STIPE MICHAEL
40000067	BEESLEY MARY

Enroll

Name STIPE MICHAEL on 09/17/2012 Overview

Offer selection

Get offer Print form General Notice Error list

Possible offers	Enrollment period
Retirement Enrollmnt	01/01/1800 - 12/31/9999

Offer

14. Click Get offer.

Enrollment Edit Goto System Help

Enrollment

Direct selection Selection set

Personnel no. [ ]

ID number [ ]

Select

Pers.No. Name

20000033	STIPE MICHAEL
40000067	BEESLEY MARY

Enroll

Name STIPE MICHAEL on 09/17/2012 Overview

Offer selection

Get offer Print form General Notice Error list

Possible offers	Enrollment period
Retirement Enrollmnt	01/01/1800 - 12/31/9999

Retirement Enrollmnt

Enroll Costs Undo selection Error List

Plan	Status	Validity period	Activity
401(a)			
PERS 2	■	09/17/2012 - 12/31/9999	
PERS 3 - Option 0		09/17/2012 - 12/31/9999	
PERS 3 - Rate A - Self		09/17/2012 - 12/31/9999	
PERS 3 - Rate A - WSIB		09/17/2012 - 12/31/9999	
PERS 3 - Rate B - Self		09/17/2012 - 12/31/9999	
PERS 3 - Rate B - WSIB		09/17/2012 - 12/31/9999	
PERS 3 - Rate C - Self		09/17/2012 - 12/31/9999	
PERS 3 - Rate C - WSIB		09/17/2012 - 12/31/9999	
PERS 3 - Rate D - Self		09/17/2012 - 12/31/9999	
PERS 3 - Rate D - WSIB		09/17/2012 - 12/31/9999	
PERS 3 - Rate E - Self		09/17/2012 - 12/31/9999	
PERS 3 - Rate E - WSIB		09/17/2012 - 12/31/9999	
PERS 3 - Rate F - Self		09/17/2012 - 12/31/9999	
PERS 3 - Rate F - WSIB		09/17/2012 - 12/31/9999	

Click on the appropriate Savings Plan for the employee.

15. Click PERS 2.

Maintain Savings Plan

Pers.No. 20000033 STIPE MICHAEL  
 Plan PERS 2  
 Start 09/17/2012 - 12/31/9999

Stop participation in period

**Contribution regular**

**Pre-tax contribution Semi-monthly**

Amount 0.00 USD  Pre-Tax Rollove  
 Percentage 4.64  
 Units 0 X 0.00 USD

**Post-tax contribution Semi-monthly**

Amount 0.00 USD  Start Pst-Tax I  
 Percentage 0.00  
 Units 0 X 0.00 USD

Accept

16. Click  Accept

Enrollment Edit Goto System Help

**Enrollment**

Direct selection Selection set

Personnel no.   
 ID number   
 Select

Pers.No.	Name
20000033	STIPE MICHAEL
40000067	BEESLEY MARY

Enroll

Name STIPE MICHAEL on 09/17/2012 Overview

Offer selection

Get offer Print form General Notice Error list

Possible offers	Enrollment period
Retirement Enrollmnt	01/01/1800 - 12/31/9999

Retirement Enrollmnt

Enroll Costs Undo selection Error List

Plan	Status	Validity period	Activity
401(a)			
PERS 2	■	09/17/2012 - 12/31/9999	✓
PERS 3 - Option 0		09/17/2012 - 12/31/9999	



Possible subsequent activities

- Enrolled on 09/17/2012
- Terminated on 09/16/2012
- Automatic Plans
- Default Plans
- All plans
- Add. functions 09/19/2012
- Plan overview
- Enrollment Form
- Particip. Monitor

Buttons: [Checkmark] [X]

21. Click [X] (Cancel).

Delete Residence Tax Area (0207)

Personnel No. 20000033 Name STIPE MICHAEL

PersArea 1110 Dept of Personnel EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 01 Monthly(M) OT Exe... Status Active

Start 09/16/2012 to 9/16/2012 Chg.

Resident Data

Tax area WA State of Washington

Tax Authorities in Area

Tax Auth.	Tax Authority Name	Tax Level	Description
FED	Federal	A	Federal
WA	Washington	B	State

Buttons: [Delete]

22. Click [Delete] (Delete) to delete the record.

Create Vacancy

S 71000125 SYSTEM TRAINER 00

Create on 09/16/2012

Buttons: [Yes] [No] [X] Cancel

- 23. Select the appropriate option for this position.
- 24. You have completed this transaction.



Verify all infotypes have been updated.

<b>Results</b>
You have corrected the New Hire date of an employee.
<b>Comments</b>
 Not all infotypes will appear if it was not created in the original action.