

HRMS

Rehire Action (PA40)

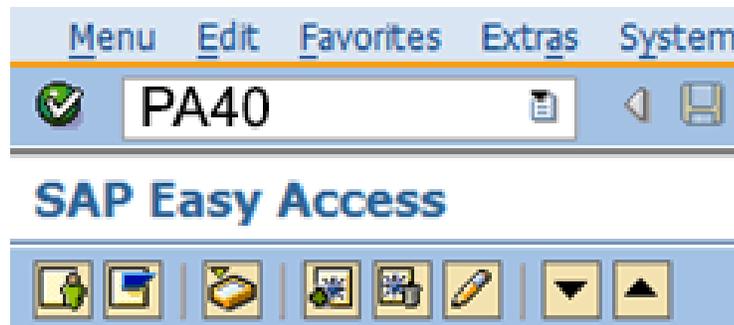
Use this procedure to Rehire an employee in HRMS.

Prerequisites: The employee is already assigned a personnel number in HRMS, and is currently withdrawn.

Roles: Personnel Administration Processor, Payroll Processor, and Benefits 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

- This procedure may require hand-offs to other roles (payroll processor and/or benefits processor) depending on the structure of your agency and your role at your agency.
- It is critical if a hand-off is made to another role, that the transaction code **PA40** is used and the **Execute info group** ( Execute info group) process is used. This is explained further in this process. Using PA40 will ensure that all required infotypes are completed.
- If the returning employee has an existing Sick Leave quota balance, and has not worked for the State of Washington for 5 or more years, agencies must remove the existing Sick Leave quota balance. Refer to the user procedure *Quota-Removing Accrued Leave* located in the [OLQR](#).
- Once the Rehire action is complete, the Payroll Processor or Personnel Administrator will need to update the **Payroll Status (0003)** infotype. Refer to your agency business process to determine who will make this update. See **step #110**.
- 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.

Rehire Action (PA40) (cont.)

2. Complete the following fields:

For Personnel Administration Processors, the following fields are mandatory:

- **Personnel no.**
- **From**

For Payroll Processors, skip to **step 63** in this procedure.

For Benefits Processors, skip to **step 86** in this procedure.

3. Click the box to the left of **Rehire**.

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

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

Personnel Actions

Personnel no. 4000063
Name Gray Nina
PersArea 1630 Consolidated Technology Svcs EEGroup 0 Permanent
PSubarea 0001 Non Represented EESubgroup 06 M-OT Elig>40hrs/wk Status Active
From 12/01/2016

| 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 | | | |



Stop

- **From:** only enter the From date if you are the **Personnel Administration Processor** initiating the rehire action.

Rehire Action (PA40) (cont.)

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

The following fields are mandatory:

- **Reason for Action**
- **Position**

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

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

Copy Actions (0000)

Execute info group Change info group

Pers.No. 4000063
 Name Gray Nina
 PersArea 1630 Consolidated Technology Svcs EEGroup 0 Permanent
 PSubarea 0001 Non Represented EESubgroup 06 M-OT Elig>40hrs/wk Status Active
 Start 12/01/2016 to 12/31/9999

Personnel action

Action Type Rehire
 Reason for Action 02 Probationary

Status

Employment Active

Organizational assignment

Position 71047850 HR Generalist
 Personnel area 1630 Consolidated Technology Svcs
 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 | U6 | Rehire | 02 | Probationary |

Tips

- The **Reason for Action** field stores the reason an action has been performed. Refer to the [HRMS Data Definitions Resource Guide](#) or press **F1** in this field for **Reason for Action** definitions.
- **Position** is a specific and concrete description of the responsibilities one fulfills in an organization.



Rehire Action (PA40) (cont.)

The following fields defaulted from the position:

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

9. Click the **Save** (📁) button.

10. Complete the **Copy Personal Data (0002)** infotype.

Review the existing infotype and make any updates. If no changes are necessary, click the **Next Record** (📄) button and skip to **step 13**.

The following fields are mandatory:

- **Last Name**
- **SSN**
- **Date of Birth**
- **Gender**
- **Marital Status**

The following field is optional:

- **First name**

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

12. Click the **Save** (📁) button.

Copy Actions (0000)

Execute info group | Change info group

Pers.No. 4000063
 Name Gray Nina
 PersArea 1630 Consolidated Technology Svcs EEGroup 0 Permanent
 PSubarea 0001 Non Represented EESubgroup 06 M-OT Elig>40hrs/wk Status Active
 Start 12/01/2016 to 12/31/9999

Personnel action
 Action Type Rehire
 Reason for Action 02 Probationary

Status
 Employment Active

Organizational assignment
 Position 71047850 HR Generalist
 Personnel area 1630 Consolidated Technology Svcs
 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 | U6 | Rehire | 02 | Probationary |

Copy Personal Data (0002)

Personnel No. 4000063 Name Gray Nina
 PersArea 1630 Consolidated Technology Svcs EEGroup 0 Permanent
 PSubarea 0001 Non Represented EESubgroup 06 M-OT Elig>40hrs/wk Status Active
 Start 12/01/2016 To 12/31/9999

Name
 Title Ms.
 Last name Gray
 First name Nina
 Middle name
 Suffix
 Name Gray Nina
 Nickname

HR data
 SSN 302-77-5572 Gender Female Male
 Date of Birth 11/08/1988
 Marital Status Marr. Since 11/25/2016

Rehire Action (PA40) (cont.)

13. Complete the **Copy Organizational Assignment (0001)** infotype. Most fields will default based on the position's value.

The following field is mandatory:

- **Contract**

The following fields are optional:

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

Fields may carry over from previous infotype record. Review all fields and make applicable changes.

14. 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**

15. Click the **Save** (💾) button.

Copy Organizational Assignment (0001)

Org Structure

Personnel No. 4000063 Name Gray Nina

PersArea 1630 Consolidated Technology Svcs EEGroup 0 Permanent

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

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

Enterprise structure

CoCode WA01 STATE OF WASHINGTON

Pers.area 1630 Consolidated Technology S... Subarea 0001 Non Represented

Cost Ctr 1630000000 DEFAULT AGENCY ... Bus. Area 1630 Consolidated Technology ...

Fund

Personnel structure

EE group 0 Permanent Payr.area 11 Semi-monthly

EE subgroup 06 M-OT Elig>40hrs/wk **Contract Probationary**

Organizational plan

Percentage 100.00 **Assignment**

Position 71047850 RTR1

Job key 51000796 119F

Exempt N

Org. Unit 31008154 163

Org.key 1RAMAD

Administrator

PersAdmin

Time

PayrAdmin

Duty Station Address (Inherited from Position Address)

UFI A10186

Address 1 1500 JEFFERSON ST SE

Address 2

City OLYMPIA

State WA

Zip Code 98501

County THURSTON

Country US

Tips

- The **Contract** field stores the status of the appointment. Refer to the [HRMS Data Definitions 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 15)**.
- 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."

Rehire Action (PA40) (cont.)

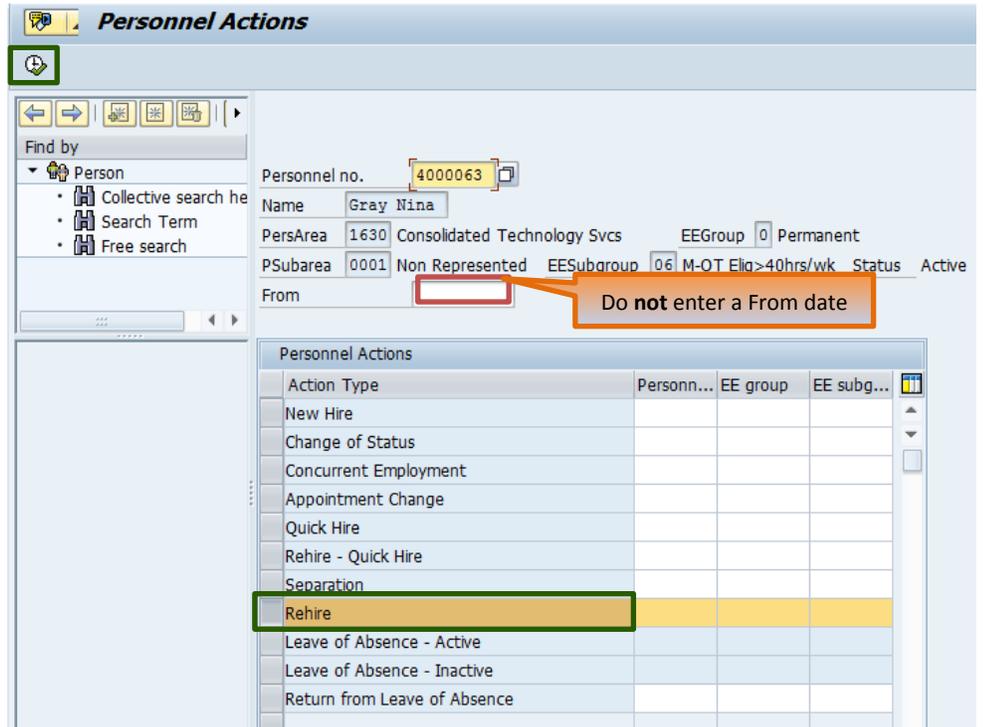
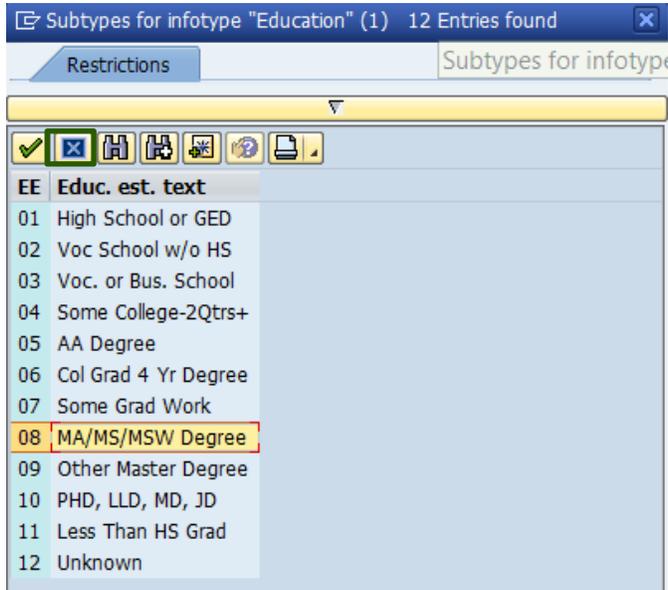
16. If you are hiring an employee back into your agency, skip to **step 24**.

If you are hiring an employee who has not previously worked for your agency, proceed to **step 17**.

17. Click the **Close** () button to by-pass the Subtypes for infotype Education box.

18. Click the box to the left of **Rehire**.

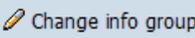
19. Click the **Execute** () button.



Rehire Action (PA40) (cont.)

20. Click the **Execute info group** button on the **Copy Actions (0000)** infotype.

Copy Actions (0000)

Pers.No.
Name
PersArea Consolidated Technology Svcs EEGroup Permanent
PSubarea Non Represented EESubgroup M-OT Elig>40hrs/wk Status
Start to

Personnel action

Action Type
Reason for Action Probationary

Status

Employment

Organizational assignment

Position HR Generalist
Personnel area Consolidated Technology Svcs
Employee group Permanent
Employee subgroup M-OT Elig>40hrs/wk

Additional actions

| Start Date | Act. | Action Type | ActR | Reason for action |
|------------|------|-------------|------|-------------------|
| 12/01/2016 | U6 | Rehire | 02 | Probationary |

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

Information

 [This entry deletes a record]

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

Execute info group

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

 Continue  Back

23. Click the **Next Record** () button until you reach **Copy Contract Elements (0016)** infotype.

Tips

- This infotype was already saved and it is okay to continue.

Rehire Action (PA40) (cont.)

24. Complete the **Copy Contract Elements (0016)** infotype.

The following field is mandatory:

- **Contract Type**

The following field is optional:

- **Probationary Period**

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

26. Click the **Save** (💾) button.

27. 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**

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

Copy Contract Elements (0016)

Personnel No. 4000063 Name Gray Nina

PersArea 1630 Consolidated Technology Svcs EEGroup 0 Permanent

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

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

Contractual regulations

Contract Type Non-Permanent

Periods

Probationary Period 6 Months

Tips

- The **Contract Type** field stores the employee's state status. Refer to the [HRMS Data Definitions 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 30**.

Create Monitoring of Tasks (0019)

Personnel No. 4000063 Name Gray Nina

PersArea 1630 Consolidated Technology Svcs EEGroup 0 Permanent

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

Task

Task Type Prob Period End Date

Date of Task 03/16/2017 Processing indicator New task

Reminder

Reminder Date 01/16/2017

Lead/follow-up time For specific task type

Rehire Action (PA40) (cont.)

29. Click the **Save** (📁) button.

30. Complete the **Copy Addresses (0006)** infotype.

Review the existing infotype and make any updates. If no changes are necessary, click the **Next Record** (📁) button and skip to **step 33**.

The following fields are mandatory:

- **Address Type**
- **Street and House No.**
- **Postal Code/City**
- **Office/region**
- **County code**

31. Click the **Enter** (✔) button or press **Enter** on the keyboard.

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:
 - o Enter a **Reminder Date**, or
 - o 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
 - o 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**.
- You can run the **Task Monitoring Reports (S_PHO_48000450)** to get the reminder dates and tasks.
- Only one task can be entered during the rehire 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](#).

Copy Addresses (0006)

Personnel No. 4000063 Name Gray Nina

PersArea 1630 Consolidated Technology Svcs EGroup 0 Permanent

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

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

Address

Address type Permanent residence

Street and House No. 3300 Harmony Lane

2nd Address Line

Postal Code/City 98512 Tumwater

Country Key USA

Office/region WA Washington

County code 34 Thurston County

Telephone Number 360-555-1212

Communication

| | | |
|-----------------|--------------------------|----------------------|
| Communication 1 | <input type="checkbox"/> | <input type="text"/> |
| Communication 2 | <input type="checkbox"/> | <input type="text"/> |
| Communication 3 | <input type="checkbox"/> | <input type="text"/> |
| Communication 4 | <input type="checkbox"/> | <input type="text"/> |

Rehire Action (PA40) (cont.)

32. Click the **Save** (📁) button.

33. Complete the **Copy Communication (0105)** infotype.

The following field is mandatory:

- **System ID**

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

35. Click the **Save** (📁) button.

Tips

- Select Mailing address or Permanent residence from the **Address Type** drop down list. If the employee provides a permanent residence and mailing address you can only complete one type during the Rehire Action. To enter another address type follow the *Addresses* user procedure located in the [OLQR](#).

Copy Communication (0105)

| | | | |
|---------------|-----------------------------------|------------|-------------------------------------|
| Personnel No. | 4000063 | Name | Gray Nina |
| PersArea | 1630 Consolidated Technology Svcs | EEGroup | 0 Permanent |
| PSubarea | 0001 Non Represented | EESubgroup | 06 M-OT Elig>40hrs/wk Status Active |
| Start | 12/01/2016 | to | 12/31/9999 |

Communication

| | |
|-----------|-------------------------|
| Type | 0010 E-mail |
| System ID | NINA.GRAY@WATECH.WA.GOV |

Tips

- If you do not know the employee's work email address at the time of the rehire, 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](#).

Rehire Action (PA40) (cont.)

36. 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**

37. Click the **Enter** button or press **Enter** on the keyboard.

Create Planned Working Time (0007)

Work schedule

Personnel No. 4000063 Name Gray Nina

PersArea 1630 Consolidated Technology Svcs EEGroup 0 Permanent

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

Start 12/01/2016 To 12/31/9999

Work schedule rule

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

Time Mgmt status 9 - Time evaluation of planned times

Part-time employee Additional time ID 00

Working time

Employment percent 100.00 Dyn. daily work schedule

Daily working hours Min. Max.

Weekly working hours 0.00 Min. Max.

Monthly working hrs 0.00 Min. Max.

Annual working hours 0.00 Min. Max.

Weekly workdays

Additional fields

ACA Status Code Y1 Average 130 Hrs or more per month

Time Type Override No Override

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.
- **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.

Rehire Action (PA40) (cont.)

38. Click the **Save** (📁) button.

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

The following fields are optional:

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

40. Click the **Enter** (✅) button or press **Enter** on the keyboard.

41. Click the **Save** (📁) button.

Tips (con't)

- 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 Consolidated Technology Svcs EEGroup Permanent

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

Start To

Telework/Flex Work (Employee)

Telework (EE) EE Participating: Less than 1 day every two weeks/Adhoc

Flextime (EE) EE Participating Flex work hours to

Compressed Workweek (EE) EE Participating

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.”

Rehire Action (PA40) (cont.)

42. Select the proper level of education and click on **Copy** (✓) button

Tips

- **Copy Education (0022)** infotype can be skipped by clicking (close) to close the window. Go to **step 46**.

43. Complete the **Copy Education (0022)** infotype.

Review the existing infotype and make any updates. If no changes are necessary, click the **Next Record** (📄) button and skip to **step 46**.

The following fields are mandatory:

- **Start**
- **to**
- **Education/training**
- **Institute/location**
- **Certificate**

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

45. Click the **Save** (💾) button.

Tips

- **Start:** enter in the start date of the employee's education or training.
- **to:** enter in the end date of the employee's education or training.

Rehire Action (PA40) (cont.)

46. Complete the **Copy Date Specifications (0041)** infotype.

Fields will carry over from previous infotype record. Review all fields and make applicable changes.

For each Date type, the following field is mandatory:

- **Date**

47. Remove the **Separation Eff. Date (06) Date type** and **Date**.

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

49. Click the **Save** (S) button.

Copy Date Specifications (0041)

Personnel No. 4000063 Name Gray Nina

PersArea 1630 Consolidated Technology Svcs EEGroup 0 Permanent

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

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

| Date type | Date | Date type | Date |
|-------------------------|------------|-------------------------|------------|
| 01 Anniversary Date | 10/15/2016 | 02 Appointment Date | 10/15/2016 |
| 03 Original Hire Date | 10/15/2016 | 05 Seniority Date | 10/15/2016 |
| 06 Separation Eff. Date | 11/01/2016 | 07 Unbroken Svc. Date | 10/15/2016 |
| 09 Vac Lv Frozen Up To | 06/01/2017 | 10 Sick Lv Frozen Up To | 06/01/2017 |
| 18 Prsnl HolidayElgblty | 11/01/2016 | | |

Remove Date type 06 and Date from these fields and Click **Enter** (✓) or press **Enter** on the keyboard.

Tips

- In HRMS, you are limited to 12 date types for each record.
- The **Prsnl Holiday/Elgblty (18)** date type is the date an employee is eligible to take a personal holiday. The **Prsnl Holiday/Elgblty** will default to the employee's previous personal holiday eligibility date. If the employee is not eligible to take a personnel holiday when they start employment, you will need to change the date to when they are eligible.
- Personal Holiday quotas are only created by the system at the end of the calendar year and available to use at the beginning of the next year. Employees who are hired after the beginning of the year and are entitled to a Personal Holiday will need to have their quota entered manually. See the [Quota Generate Accruals Manually](#) user procedure located in the [OLQR](#).
 - o If the employee was previously employed and worked earlier in the calendar year, a personal holiday may be available for them to use. Or, if the personal holiday was already used, the employee should not be given another one manually.
- If the employee was a represented employee and is being hired as a non-represented employee, the date type **Prsnl LV Day Elgblty (26)** will need to be removed.
- If you would like to indicate the date the employee will be eligible to take vacation leave, complete the Date type and Date field as follows:
 - o **Date type** – enter **Vac Lv Frozen Up To (09)**
 - o **Date** – enter the first day the employee is eligible to begin using vacation leave.
 - o By entering this Date type, HRMS will prevent the use of vacation leave prior to the eligibility date.

Rehire Action (PA40) (cont.)

50. Complete the Copy Additional Personal Data (0077) infotype.

Review the existing infotype and make any updates. If no changes are necessary, click the **Next Record** (📄) button and skip to **step 59**.

51. Click the Enter (✔) button or press Enter on the keyboard.

Copy Additional Personal Data (0077)

Personnel No. 4000063 Name Gray Nina

PersArea 1630 Consolidated Technology Svcs EEGGroup 0 Permanent

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

Start 12/01/2016 To 12/31/9999

Additional Personal Data

Ethnic origin Asian or Pacific Islander

Ethnicity(New) Not Hispanic/Latino

Race Data

Race Category

American Indian/Alaskan Native

Asian

Black or African American

Native Hawaiian or Other Pac Islander

White

Military status Rtrd Vet > \$500 Rtrd Vet > \$500

Exempt from EEO

Veteran Status

Discharge Date

Special Disabled Veteran

Vietnam Era Veteran

Other Protected Veteran

Recently Separated Veteran

Armed Forces Service Medal Veteran

Disabled Veteran

Not a Protected Veteran

Prefers Not to Answer

Non Veteran

Disability

Status Not informed/unkno...

Disability Date

Date Learned

⚠ Caution

- When **Ethnic Origin** and **Ethnicity (New)** fields are both populated, HRMS displays a warning message “**Ethnicity (New) field maintained thus Ethnic origin field is disregarded**”. Ignore this message. This is a standard SAP warning message and does not apply to the State of Washington.
- In the **Race Data** group, click the checkbox to the left of the appropriate **Race Category** to select. If multiple races are selected, the system will prompt you to also check the “**Two or More Races**” box. Do not check “**Two or More Races**” by itself.
- The option “**(X) Has a Disability (or previously had one)**” should only be used for employees with a current disability. Do not use this option for employees who previously had a disability since they no longer meet the definition. Use “**(N) Does not Have a Disability.**”

Rehire Action (PA40) (cont.)

52. Click the **Save** (💾) button.

53. Complete the **Create Military Service (0081)** infotype.

The following field is mandatory:

- **Service Type**

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

55. Click the **Save** (💾) button.

56. Complete the **Create Time Specification/Employ. Period (0552)** infotype.

The following fields are mandatory:

- **Start**
- **To**

The following **Imputable period** fields are optional:

- **Years**
- **Months**
- **Days**

Tips (Con't)

- For field definitions and additional coding tips for the **Create Additional Personal Data (0077)** infotype, refer to the [HRMS Data Definitions Resource Guide](#) and the [Additional Personal Data Job Aid](#).

Create Military Service (0081)

Personnel No. 4000063 Name Gray Nina

PersArea 1630 Consolidated Technology Svcs EEGroup 0 Permanent

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

Start 12/01/2016 To 12/31/9999

Military/non-military service

Service type 02 United States Navy

Tips

- **Create Military Service (0081)** infotype will appear only if a new **Military Status** other than **Non/Unspec Vet's Status** was chosen on the **Additional Personal Data (0077)** infotype in the previous step.
- Skip to **step 59** if **Military status** selection was not changed, blank, or **Non/Unspec Vet's Status**.

Create Time Specification/Employ. Period (0552)

Personnel No. 4000063 Name Gray Nina

PersArea 1630 Consolidated Technology Svcs EEGroup 0 Permanent

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

Start 12/01/2016 To 07/01/1990

Time specifications/employment period

Time spec. DE08 Military service / non-military service

Do not evaluate

| Duration of validity period | | Imputable period | |
|-----------------------------|---|------------------|--|
| Years | 4 | Years | |
| Months | 0 | Months | |
| Days | 1 | Days | |

Rehire Action (PA40) (cont.)

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

58. Click the **Save** (💾) button.

59. 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**

Tips

- **Start:** enter the start date of employee's military service. This should match what is on the employee's DD214 paperwork.
- **To:** enter the end date of the employee's military service. This should match what is on the employee's DD214 paperwork.
- The **Duration of validity period** fields will automatically calculate based upon dates entered in the **Start** and **To** fields when you press (✓) enter.
- **Imputable period:** enter the **Years, Months, and Days** from the employee's DD214 paperwork. They may be different from the Years, Months, and Days in the Duration of validity period section. HRMS calculations are different from the Military's.

Create Basic Pay (0008)

Salary amount | Payments and deductions

Personnel No. 4000063 Name Gray Nina

PersArea 1630 Consolidated Technology Svcs 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 Appointme.. Cap.util.lvl 100.00

PS type 00 Non-Represented WkHrs/period 87.00 Semi-monthly

PS Area 01 Standard Progression Next inc. 07/03/2017

PS group 50 Level B 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 | ✓ | | |
| | | | USD | | ☐ | | |
| | | | USD | | ☐ | | |
| | | | USD | | ☐ | | |
| | | | USD | | ☐ | | |
| | | | USD | | ☐ | | |
| | | | USD | | ☐ | | |

IV 12/01/2016 - 12/31/9999 1,770.50 USD

Rehire Action (PA40) (cont.)

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

61. Click the **Save** (💾) button.

62. Click the **Exit** (🏠) button to exit the action.

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.
- 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 Rehire action. After saving, click the exit (🏠) button and transfer the Rehire Information Packet to the **Payroll Processor** who will continue the action.

Tips

- Payroll Processor or Personnel Administrator will need to update the **Payroll Status (0003)** infotype. Refer to your agency business process to determine who will make this update. See **step #110**.

Rehire Action (PA40) (cont.)

63. The *Payroll Processor* will continue the Rehire Information from this point on. They will start the transaction using the menu path or the transaction code **PA40**.

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

65. Click the box to the left of the **Rehire**.

66. Click the **Execute** (⏏) button to begin transaction.

Menu Edit Favorites Extras System
PA40

SAP Easy Access



Personnel Actions

Personnel no. 4000063
Name Gray Nina
PersArea 1630 Consolidated Technology Svcs EEGroup 0 Permanent
PSubarea 0001 Non Represented EESubgroup 06 M-OT Elig>40hrs/wk Status Ac
From

Do not enter a From date

| 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 | | | |



Stop

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

Rehire Action (PA40) (cont.)

67. Click the **Execute info group** button on the **Copy Actions (0000)** infotype.

Copy Actions (0000)

 Change info group

Pers.No. 4000063
Name Gray Nina
PersArea 1630 Consolidated Technology Svcs EEGroup 0 Permanent
PSubarea 0001 Non Represented EESubgroup 06 M-OT Elig>40hrs/wk Status Active
Start 12/01/2016 to 12/31/9999

Personnel action
Action Type Rehire
Reason for Action 02 Probationary

Status
Employment Active

Organizational assignment
Position 71047850 HR Generalist
Personnel area 1630 Consolidated Technology Svcs
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 | U6 | Rehire | 02 | Probationary |

68. An information window will appear. Click the **Continue** (✓) button.

Information

 This entry deletes a record

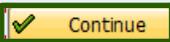
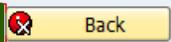
 

69. Click **Continue** in the **Execute info group** dialog box.

70. Click the **Next Record** (📄) button until you reach Subtypes for infotype **Education**.

Execute info group

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

71. Click the **Close** (✕) button to by-pass this infotype.

72. Continue to click the **Next Record** (📄) button until you reach the **Create Bank Details (0009)** infotype.

Tips

- This infotype was already saved and it is okay to continue.

Rehire Action (PA40) (cont.)

73. Complete the Create Bank Details (0009) infotype.

The following field is mandatory:

- **Payment method**

The following fields are optional:

- **Bank Key**
- **Bank Account**
- **Bank control key**

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

75. Click the Save (💾) button.

Create Bank Details (0009)

Personnel No. 4000063 Name Gray Nina
PersArea 1630 Consolidated Technology Svcs EEGroup 0 Permanent
PSubarea 0001 Non Represented EESubgroup 06 M-OT Elig>40hrs/wk Status Active
Start 12/01/2016 to 12/31/9999

Bank details

| | |
|-------------------|--------------------------|
| Bank details type | Main bank |
| Payee | Gray Nina |
| Postal Code/City | 98512 Tumwater |
| Bank Country | USA |
| Bank Key | |
| Bank Account | |
| Payment method | C Warrants |
| Purpose | |
| Payment currency | USD United States Dollar |

✘ Stop

- You must save the **Bank Details (0009)** infotype to accept the default of warrant. If you do not save this infotype, the employee will red line on payroll reports and will not process through payroll until the **Bank Details (0009)** infotype is created and saved.

ℹ Tips

- **Bank control key** is the type of bank account. Use "01" for Checking or "02" for Savings.
- **Payment method** is how the employee is paid. Use "C" for Warrant or "D" for Bank Transfer (ACH).
- If the employee has completed the direct deposit form identifying where they would like their pay check deposited complete the **Bank Key**, **Bank Account**, **Bank control key**, and **Payment method** fields.
- To search for banks when entering direct deposit, click the matchcode in the Bank Key field to open the Find Bank Window.
 - o To search by bank name: type a portion of the bank name, followed by an asterisk (*) in the Bank name field –for example, Washington*.
 - o To search by City: type an asterisk (*), a portion of the city name, followed by another asterisk (*) in the City field. –for example, *Olympia*.
 - o Click Continue (✓) to accept and display a list of banks matching the criteria. Click on the appropriate bank. Click Copy (✓) to accept.

Rehire Action (PA40) (cont.)

76. Complete the Copy Recurring Payments/Deductions (0014) infotype.

The following fields are mandatory:

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

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

78. Click the **Save** (💾) button.

Copy Recurring Payments/Deductions (0014)

Personnel No. 4000063 Name Gray Nina
PersArea 1630 Consolidated Technology Svcs 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 1169 Tuition Reimb NonTaxable
Amount 200.00 USD Ind. Val. Semi-monthly
Number/unit
Assignment Number
Reason for Change
Payment dates
Payment model WA04 Every Pay Period - Full Amt



Tips

- If the employee has Recurring Deductions, complete the screen. If no information has been provided for recurring payments of deductions, skip this infotype by clicking the **Next Record** (📄) button.
- During the **Rehire Action**, only one Recurring Payment/Deduction can be created. If the employee has multiple Recurring Payments/Deductions, after you have completed the **Rehire** action, go to **PA30** to create additional Recurring Payment/Deductions. Refer to the *Recurring Payment/Deduction* user procedure located in the [OLQR](#).

Rehire Action (PA40) (cont.)

79. Complete the **Create Withholding Info W4/W5US (0210)** infotype.

The following fields are mandatory:

- **Filing Status**

The following field is optional:

- **Allowance**
- **Add Withholding**

The following field will default:

- **Tax exempt Ind.**

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

81. Click the **Save** (💾) button.

Create Withholding Info W4/W5 US (0210)

Personnel No. 4000063 Name Gray Nina

PersArea 1630 Consolidated Technology Svcs 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

Exemptions

Allowances 1

Tax Exempt Ind. Not exempt IRS mandates

Foreign Earned Income

Withholding adjustments

Add.withholding 200 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 |
|------------|------------|---------------------|--------------|----------------------|
| 10/15/2016 | 12/31/9999 | | 0.00 | 0513 |

Tips

- The **Filing Status**, **Allowances**, **Tax Exempt Ind.**, and **Add.withholding** fields should be completed based on the employee's W-4 form.
- The **Allowances** field will default to 0 allowances if left blank.
- The **Tax Exempt Ind.** 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.

Rehire Action (PA40) (cont.)

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

The following field is mandatory:

- **Empl. override group**

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

84. Click the **Save** (💾) button.

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

Create Add. Withh. Info. Us (0234)

Personnel No. 4000063 Name Gray Nina

PersArea 1630 Consolidated Technology Svcs 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 0512 1630-4902-00 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 1630 – Consolidated Technology Services.
- If the numbers do not match, it could cause incorrect amounts of Medical Aid being withheld from your employee.

Caution

- For the **Payroll Processor**, this will mark the end of the Rehire action. After saving, click (🚪) to exit the action and transfer the Rehire Information Packet to the **Benefits Processor** who will continue the action.

Tips

- Review the **Unemployment State (0209)** infotype and make changes as needed using Transaction code **PA30**.
- Payroll Processor or Personnel Administrator will need to update the **Payroll Status (0003)** infotype. Refer to your business process to determine who will make this update. See **step #110**.

Rehire Action (PA40) (cont.)

86. The *Benefits Processor* will continue the Rehire Information from this point on. They will start the transaction using the menu path or the transaction code **PA40**.

87. Enter the employee's personnel number in the **Personnel no.** field and press the **Enter** (↵) button or press **Enter** on the keyboard.

88. Click the box to the left of the **Rehire**.

89. Click the **Execute** (⏎) button to begin transaction.

The screenshot shows the SAP Easy Access interface. At the top, there is a menu bar with 'Menu', 'Edit', 'Favorites', 'Extras', and 'System'. Below the menu bar, the transaction code 'PA40' is entered in a search field. The main area is titled 'SAP Easy Access' and contains several icons. Below this, the 'Personnel Actions' screen is displayed. On the left, there is a search tree with 'Person' selected. The main form contains the following fields:

- Personnel no.: 4000063
- Name: Gray Nina
- PersArea: 1630 Consolidated Technology Svcs
- EEGroup: 0 Permanent
- PSubarea: 0001 Non Represented
- EESubgroup: 06 M-OT Elig>40hrs/wk
- Status: Active
- From: (empty field)

The 'Personnel Actions' table is shown below the form:

| 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 | | | |

A callout box with an orange border and arrow points to the 'From' field with the text: **Do not enter a From date**.

⊗ Stop

- *Benefits Processor* - Do not put a "From" date in the field prior to executing the transaction.

Rehire Action (PA40) (cont.)

90. Click **Execute info group** button on the **Copy Actions (0000)** infotype.

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

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

93. Click the **Next Record** (📄) button until you reach Subtypes for infotype **Education**.

94. Click the **Close** (✖) button to by-pass this infotype.

95. Continue to click the **Next Record** (📄) button until you reach the **Create General Benefits Information (0171)** infotype.

Copy Actions (0000)

Execute info group Change info group

Pers.No. 4000063

Name Gray Nina

PersArea 1630 Consolidated Technology Svcs EEGroup 0 Permanent

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

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

Personnel action

Action Type Rehire

Reason for Action 02 Probationary

Status

Employment Active

Organizational assignment

Position 71047850 HR Generalist

Personnel area 1630 Consolidated Technology Svcs

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 | U6 | Rehire | 02 | Probationary |

Information

This entry deletes a record

✔ ?

Execute info group

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

✔ Continue ✖ Back

📄 Tips

- This infotype was already saved and it is okay to continue.

Rehire Action (PA40) (cont.)

96. Complete the **Create General Benefits Information (0171)** infotype.

The following fields are mandatory:

- **1st Program Grouping**
- **2nd Program Grouping**

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

98. Click the **Save** (💾) button.

99. Click the **Continue** (✓) button on the **Possible subsequent activities** dialog box to begin the Enrollment process.

Create General Benefits Information (0171)

Personnel No. 4000063 Name Gray Nina

PersArea 1630 Consolidated Technology Svcs EEGroup 0 Permanent

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

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

| General Benefits Information | | |
|------------------------------|------|---------------------|
| Benefit area | US | USA |
| 1st Program Grouping | ELIG | Eligible for Rtrmnt |
| 2nd Program Grouping | 01 | State Employees |

Tips

- **1st Program Grouping** is used to determine an employee's retirement plan eligibility. This field defaults in as eligible for retirement. To verify that the position is eligible, use transaction code PO13D, click the gray box to the left of **Acct Assignment Features (1008)** infotype. If there is an X in the box next to the Retirement Eligible field, then the position is retirement eligible. If the box is blank, the position is not retirement eligible.
- **2nd Program Grouping** defines the employee's job type and employer. The value in the 2nd Program Grouping field defaults from the personnel area. You will have to change the 2nd Program Grouping field if:
 - o An employee chooses a different plan.
 - o The employee type defaults to a code not consistent with the System/Plan set up at hiring
 - o An employee changes positions and wants to continue contributing to the System/Plan from his previous position rather than the one that defaults with the new position.
- For a list of valid type codes for each retirement system see [The Employer Handbook - Type Codes](#)

Possible subsequent activit...

Enrolled on 12/01/2016

Terminated on 11/30/2016

Automatic Plans

Default Plans

All plans

Add. functions 12/01/2016

Plan overview

Enrollment Form

Particip. Monitor

Rehire Action (PA40) (cont.)

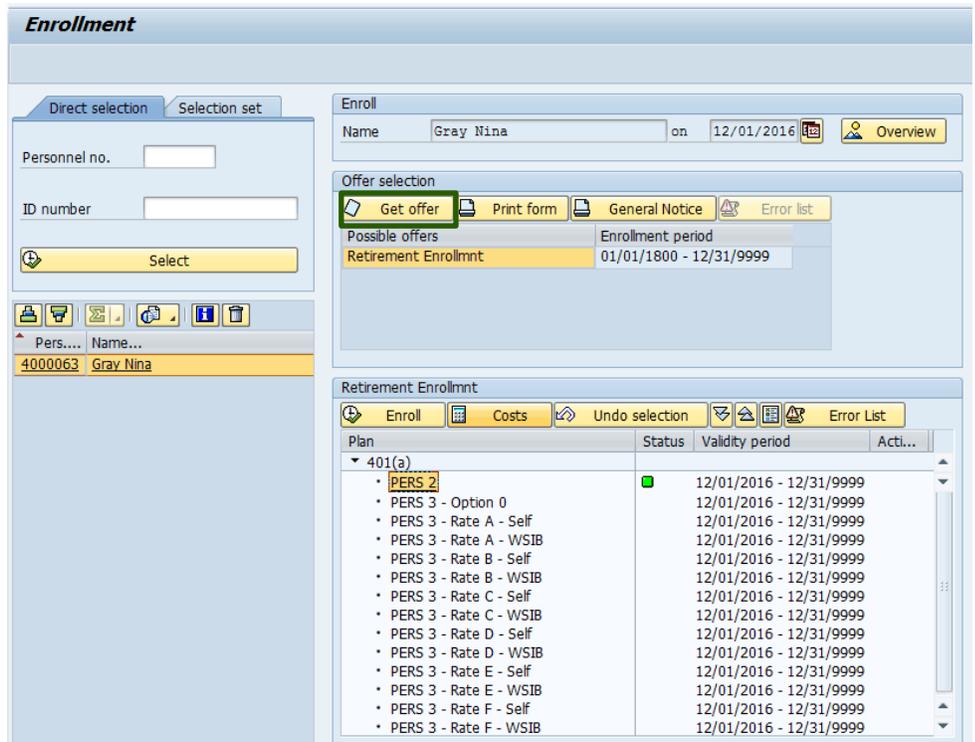
100. Click the **Get offer** () button on the Enrollment screen.

101. Click the appropriate Savings Plan.

102. Enter retirement deduction amount in the Pre-tax Contribution Semi-monthly **Percentage** field on the **Maintain Savings Plan** screen.

The following field is mandatory:

- **Percentage**



Enrollment

Direct selection | Selection set

Personnel no.

ID number

Select

Pers... Name...
4000063 Gray Nina

Enroll

Name Gray Nina on 12/01/2016 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

| Plan | Status | Validity period | Acti... |
|--------------------------|--------|-------------------------|---------|
| 401(a) | | | |
| • PERS 2 | ■ | 12/01/2016 - 12/31/9999 | |
| • PERS 3 - Option 0 | | 12/01/2016 - 12/31/9999 | |
| • PERS 3 - Rate A - Self | | 12/01/2016 - 12/31/9999 | |
| • PERS 3 - Rate A - WSIB | | 12/01/2016 - 12/31/9999 | |
| • PERS 3 - Rate B - Self | | 12/01/2016 - 12/31/9999 | |
| • PERS 3 - Rate B - WSIB | | 12/01/2016 - 12/31/9999 | |
| • PERS 3 - Rate C - Self | | 12/01/2016 - 12/31/9999 | |
| • PERS 3 - Rate C - WSIB | | 12/01/2016 - 12/31/9999 | |
| • PERS 3 - Rate D - Self | | 12/01/2016 - 12/31/9999 | |
| • PERS 3 - Rate D - WSIB | | 12/01/2016 - 12/31/9999 | |
| • PERS 3 - Rate E - Self | | 12/01/2016 - 12/31/9999 | |
| • PERS 3 - Rate E - WSIB | | 12/01/2016 - 12/31/9999 | |
| • PERS 3 - Rate F - Self | | 12/01/2016 - 12/31/9999 | |
| • PERS 3 - Rate F - WSIB | | 12/01/2016 - 12/31/9999 | |

Tips

- After clicking the **Get Offer** button, HRMS will identify all plans that the employee is eligible to participate.

Stop

- Refer to the Department of Retirement Systems to determine the appropriate retirement plan selection for the employee.



Maintain Savings Plan

Pers.No. 4000063 Gray Nina

Plan PERS 2

Start 12/01/2016 - 12/31/9999

Stop participation in period

Contribution regular

Pre-tax contribution Semi-monthly

Amount 0.00 USD Pre-Tax Rollove

Percentage 5.12

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

Rehire Action (PA40) (cont.)

103. Click the **Accept** ( **Accept**) button. This will bring you back to the **Enrollment** screen.

104. Click the **Enroll** ( **Enroll**) button on the Enrollment screen.

105. Click the **Enroll** ( **Enroll**) button on the **Confirmation of Selected Actions** screen.



Stop

- **Do not** leave the percentage field blank or HRMS will not take any deductions for retirement.



Tips

- If you do not know the correct plan contribution percentage, HRMS can prompt you. Click in the percentage field and enter any number and press the enter button on your keyboard. You will receive an Error Message in the status bar telling you what the correct contribution percentage should be for the selected plan.

Enrollment

Direct selection Selection set

Personnel no.

ID number

Select

4000063 Gray Nina

Enroll

Name Gray Nina on 12/01/2016 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 | Acti... |
|--------------------------|--------|-------------------------|---------|
| 401(a) | | | |
| • PERS 2 | ✓ | 12/01/2016 - 12/31/9999 | |
| • PERS 3 - Option 0 | | 12/01/2016 - 12/31/9999 | |
| • PERS 3 - Rate A - Self | | 12/01/2016 - 12/31/9999 | |
| • PERS 3 - Rate A - WSIB | | 12/01/2016 - 12/31/9999 | |
| • PERS 3 - Rate B - Self | | 12/01/2016 - 12/31/9999 | |
| • PERS 3 - Rate B - WSIB | | 12/01/2016 - 12/31/9999 | |
| • PERS 3 - Rate C - Self | | 12/01/2016 - 12/31/9999 | |
| • PERS 3 - Rate C - WSIB | | 12/01/2016 - 12/31/9999 | |

Confirmation of Selected Actions

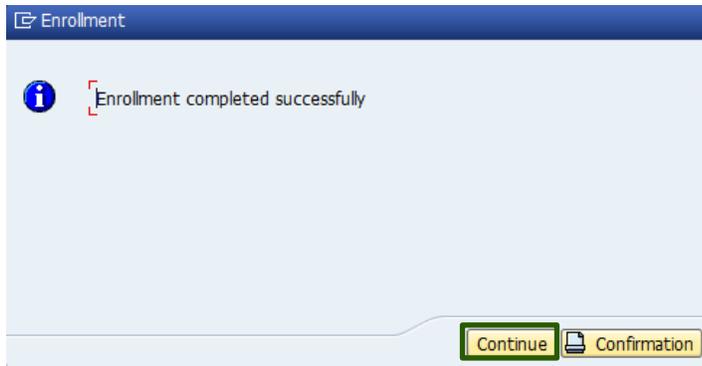
List of Plans

| Activity | Plan | From | To |
|----------|--------|------------|------------|
| Change | PERS 2 | 12/01/2016 | 12/31/9999 |

Enroll Cancel

Rehire Action (PA40) (cont.)

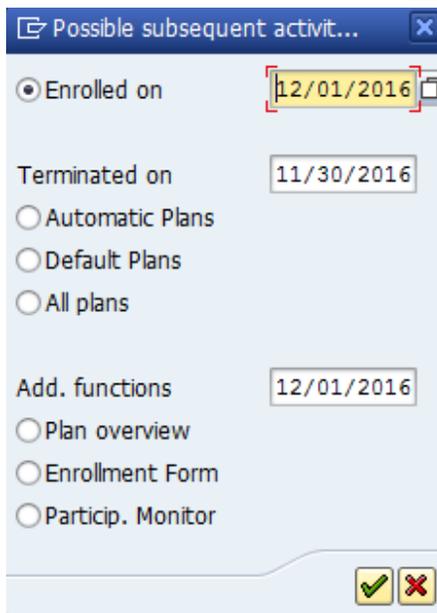
106. Click the **Continue** button. This brings you back to the **Enrollment** screen.



Tips

- The **Confirmation** button is not configured for use by the State of Washington at this time. However, agencies may use this as a confirmation of enrollment. Click Confirmation if you wish to print the confirmation.

107. Click the **Back**  button to exit the enrollment process. The **Possible subsequent activities** window will appear.



Rehire Action (PA40) (cont.)

108. Click the **Cancel** (✖) button. This will return you back to the **Personnel Actions** screen.

109. You have successfully completed the **Rehire Action** procedure.

110. Enter **/nPA30** in the Command field and click the **Enter** (✓) button or press **Enter** on the keyboard.

Tips

- For a new retirement eligible employee, upon completion of the enrollment process, immediately update the Plan Choice code on the **Savings Plans (0169)** infotype to place the employee on the 70-day/90-day default report. Refer to the *Retirement Plan Choice Coding during 90 day period (New Hire)* user procedure located in the [OLQR](#).
- Once the employee submits their completed DRS member information form designating their plan choice during the 90-day period, complete one of two user procedures:
 - If the employee chooses to stay in Plan 2, see the [OLQR](#) user procedure for *Retirement Plan Choice Code Chosen Plan or Defaulted to Plan 2*.
 - If the employee chooses Plan 3, see the [OLQR](#) user procedure for *Retirement Plan Choice Code Chosen Plan or Defaulted to Plan 3*.
- No additional action is needed for employees returning to PERS.

Caution

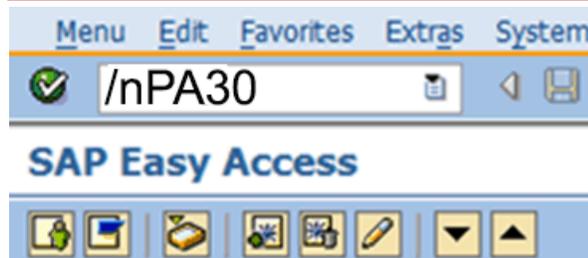
- For the **Benefits Processor**, this will mark the end of the Rehire action.

Tips

- **PAY1 Note:** When entering the employee's eligibility effective date on the **A.41** screen, use the same date that employee was hired on in HRMS. **For example:** If the employee's first day is the 2nd, then the 2nd should be keyed in on the **A.41** screen in **PAY1** when establishing insurance. Another example is when the 1st falls on a Saturday and the new person starts on Monday the 3rd. You will need to key in the 3rd. If the new employee's start date in PAY1 is prior to the start date in HRMS, the record will reject.

Tips

- **Payroll Processor or Personnel Administration Processor** will need to update **Payroll Status (0003)** infotype. In order to prevent HRMS from performing any retro calculations into the inactive period for the period, the **Earl per RA date** needs to be updated to the first day of the pay period for the rehire.



Rehire Action (PA40) (cont.)

111. In the **Payroll** tab, click the box to the left of **Payroll Status**.

112. Click the **Change** (✎) button to begin transaction.

113. Complete the **Change Payroll Status (0003)** infotype.

The following field is mandatory:

- **Earl. pers. RA date**

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

115. Click the **Save** (💾) button.

Maintain HR Master Data

Personnel no. 4000063
 Name Gray Nina
 PersArea 1630 Consolidated Technology Svcs EEGroup 0 Permanent
 PSubarea 0001 Non Represented EESubgroup 06 M-OT Elig>40hrs/wk Status Active

Basic Personal Data **Payroll** Benefits Time Recording Addtl. Personal ...

Infotype text S..

Basic Pay ✓
 Recurring Payments/Deductions ✓
 Additional Payments
 Cost Distribution
 Bank Details ✓
 External Transfers
Payroll Status ✓
 Residence Tax Area ✓
 Work Tax Area

Period
 Period
 From To
 Today Curr. week
 All Current month
 From curr.date Last week
 To Current Date Last month
 Current Period Current Year
 Choose

Direct selection
 Infotype SIy

Change Payroll Status (0003)

Payroll correction

Personnel No. 4000063 Name Gray Nina
 PersArea 1630 Consolidated Technology Svcs EEGroup 0 Permanent
 PSubarea 0001 Non Represented EESubgroup 06 M-OT Elig>40hrs/wk Status Active
 Chng 09/15/2016 CINDYC

Payroll/Retroactive Accounting

Earl.pers. RA date 12/01/2016 Accounted to
 Run payroll up to Earliest MD change 12/01/2016
 Do not account after Mast.data chng.bonus 12/01/2016 Bonus Info

Pers.no.locked Payroll correction

Time evaluation
 Earl.pers.rec.date Pers.calendar from
 PDC recalculation 10/15/2016
 PDC error indicator

Other data
 Initial input 09/08/2016 16:28:17

Tips

- The **Earl. pers. RA date (Earliest personnel Retro Active date)** defines the date in the payroll past up to which master and time data changes are allowed as well as the date up to which the system carries out retroactive accounting.
- Set the Earl.pers. RA date to the first day of the pay period for which you are hiring this individual. **Example:** An employee who is hired on 12/13/2016 would have an **Earl. Pers. RA date** of 12/01/2016. An employee hired on 12/20/2016 would have an **Earl. Pers. RA date** of 12/16/2016.