

Employment Percent – Maintain Monthly Employee

Transaction Code:
PA30

- Purpose** Use this procedure to change an employee’s Employment Percent for a monthly employee. The percent indicated the amount of time an employee works per week in a particular position.
- Trigger** Perform this procedure when updating the employee’s employment percent.
- Prerequisites** Employee is active in HRMS.
- End User Roles** In order to perform this transaction you must be assigned the following role: Personnel Administrator Processor, Payroll Processor, Leave Corrections Processor

| Change History | |
|----------------|---|
| Date | Change Description |
| 2/2/2009 | Procedure created. |
| 2/24/2014 | Updated example of <i>reason</i> and screen shot of step 16 |

Menu Path Human Resources ▾ Personnel Management ▾ Administration ▾ HR Master Data ▾ Personnel Actions

Transaction Code PA30

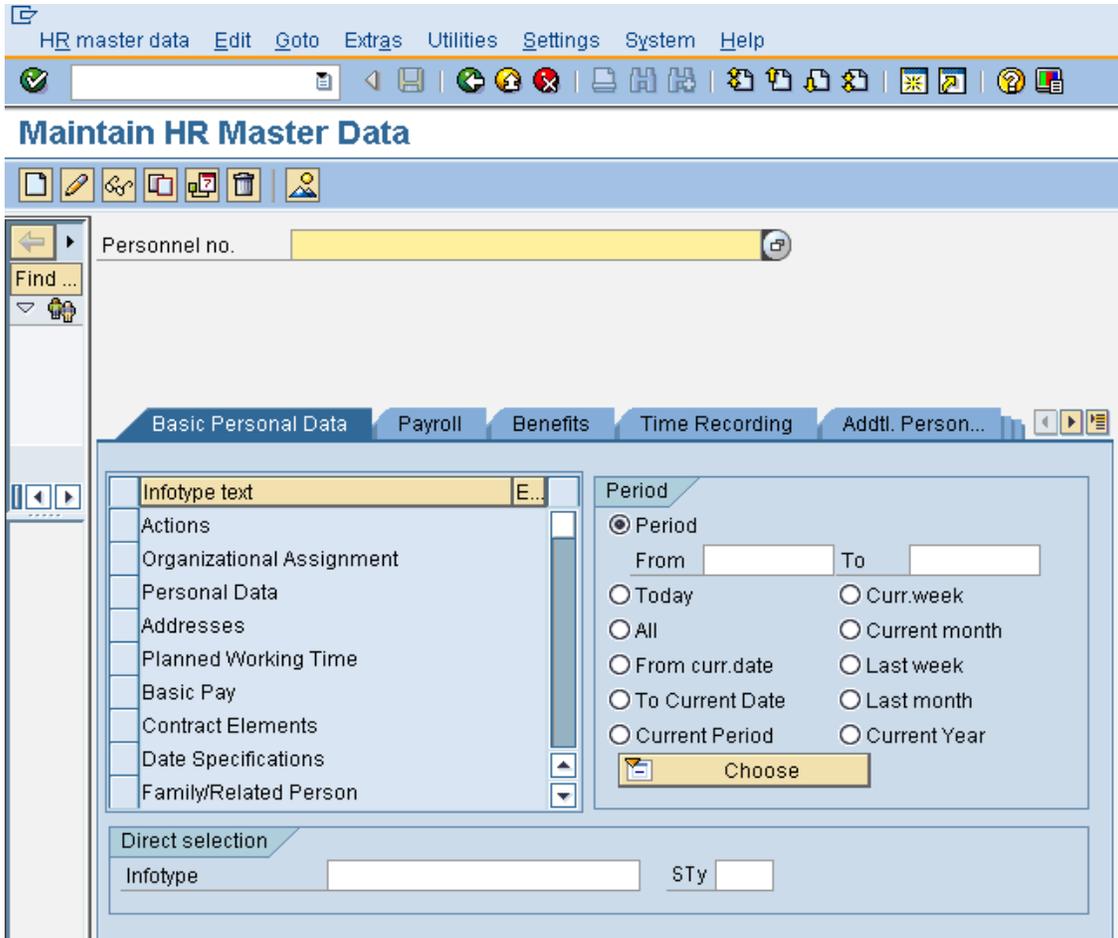
| | |
|----------------------|--|
| Helpful Hints | <p>Consider the following:</p> <ul style="list-style-type: none"> ▪ When updating the employment percent for an employee the Planned Working Time (0007) and the Capacity util. level field on the Basic Pay (0008) must match. ▪ Part-time employees would be indicated by percentages below 100. <p> You may want to check the employee’s Basic Pay (0008) infotype for the Pay Scale Level prior to performing this procedure. During the procedure the Pay Scale Level will default to A and would need to be updated to the appropriate level if necessary.</p> |
|----------------------|--|

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**.

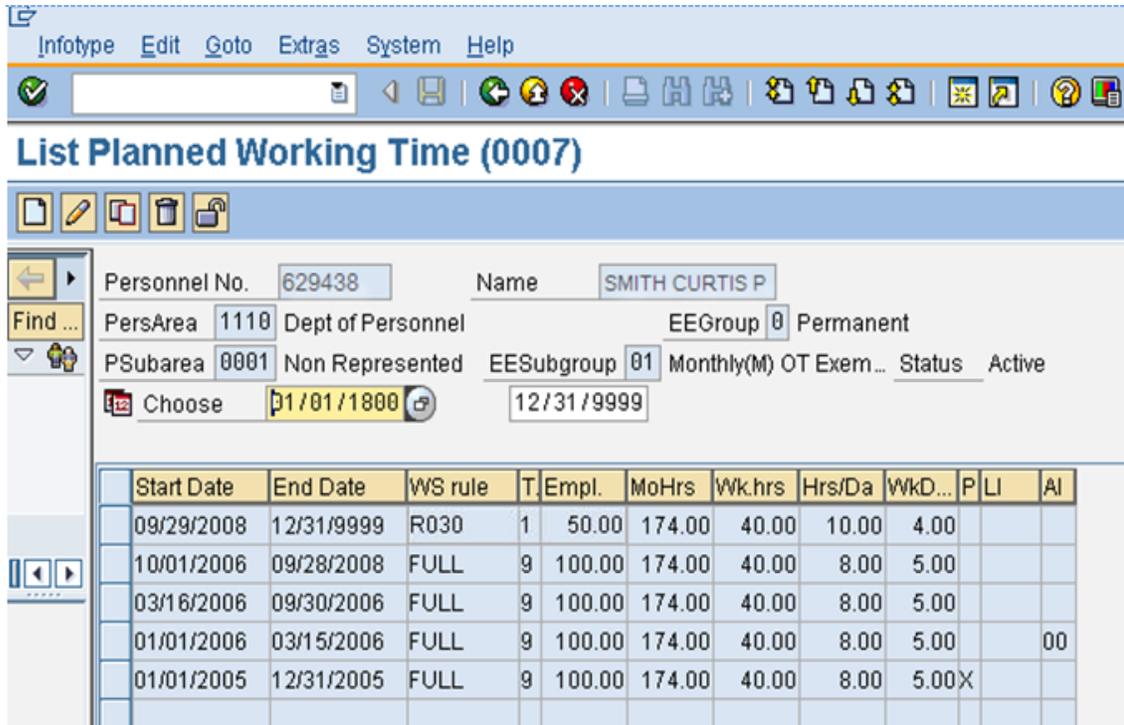


2. Complete the following fields:

| R=Required Entry O=Optional Entry C=Conditional Entry | | |
|---|-------|--|
| Field Name | R/O/C | Description |
| Personnel no | R | An employee's unique identifying number. Example: 629438 |

3. Click  (Enter) to validate the information and ensure you have the correct personnel record.
4. Select the blue box to the left of Planned Working Time  to select.

- Click  (Overview) for an overview of all actions associated with the *Planned Working Time* infotype (0007).



| Start Date | End Date | WS rule | T | Empl. | MoHrs | Wk.hrs | Hrs/Da | WkD... | P | LI | AI |
|------------|------------|---------|---|--------|--------|--------|--------|--------|---|----|----|
| 09/29/2008 | 12/31/9999 | R030 | 1 | 50.00 | 174.00 | 40.00 | 10.00 | 4.00 | | | |
| 10/01/2006 | 09/28/2008 | FULL | 9 | 100.00 | 174.00 | 40.00 | 8.00 | 5.00 | | | |
| 03/16/2006 | 09/30/2006 | FULL | 9 | 100.00 | 174.00 | 40.00 | 8.00 | 5.00 | | | |
| 01/01/2006 | 03/15/2006 | FULL | 9 | 100.00 | 174.00 | 40.00 | 8.00 | 5.00 | | | 00 |
| 01/01/2005 | 12/31/2005 | FULL | 9 | 100.00 | 174.00 | 40.00 | 8.00 | 5.00X | | | |

- Click the blue box to the left of the current record

| | | | | | | | | |
|------------|------------|------|---|-------|--------|-------|-------|------|
| 09/29/2008 | 12/31/9999 | R030 | 1 | 50.00 | 174.00 | 40.00 | 10.00 | 4.00 |
|------------|------------|------|---|-------|--------|-------|-------|------|

 to select.



The current record will have an End Date of 12/31/9999.

- Click  (Copy) to copy and continue.

8.

| R=Required Entry O=Optional Entry C=Conditional Entry | | |
|---|-------|--|
| Field Name | R/O/C | Description |
| Start | R | <p>This is the date on which the record begins</p> <p> The start date may impact payroll significantly. Communicate with Payroll to ensure no interruption with the employee's pay</p> <p>Example: 04/01/2009</p> |
| Employment percent | R | <p>The percent indicates the amount of time an employee works per week in a particular position.</p> <p> If increasing the percentage to 100, un-check the Part-time employee and Dyn. Daily work schedule boxes. This is important to ensure correct payroll calculations.</p> <p>Example: 100.00 (Full-time)</p> |

9. Click  (Enter) to validate the information.

10.  When validating information the user may get up to 3 warning messages: Continue validating messages until the “Save Your Entries” message appears.

| Warning Message | Description |
|---|--|
|  Attention: Please check Basic Pay infotype (0008) | This message reminds the user to be sure to update the Basic Pay infotype (0008) if changes were made to the Employment Percent. |
|  Employment percentage < 100 % (part-time work/dyn.work schedule?) | If the percent was changed from 100, this message indicates that percentages below 100 indicates a part-time work schedule. |

| | |
|---|--|
|  Record valid from 04/01/2007 to 12/31/9999 delimited at end | This message indicates the previous record will be delimited (end dated) effective 04/01/2007. |
|---|--|

11. Click  (Save) to save.



Once saved, the user will be taken back to the **Maintain HR Master Data** screen. The *Basic Pay* infotype (0008) must be updated as well.



When updating the **Employment Percent** field the *Planned Working Time* (0007) and the **Capacity util. level** field on the *Basic Pay* (0008) must match.

12. From the Maintain HR Master Data screen, click the blue box to the left of  to select.

13. Choose the radio button Period in the Period area



Only one button can be selected at a time.

14. R=Required Entry O=Optional Entry C=Conditional Entry

| Field Name | R/O/C | Description |
|------------|-------|---|
| Fr | C | The effective date of the action. Example: 04/01/2009 |

15. Click  (Create) to create a new record.

Title: Employment Percent – Maintain Monthly Employee (PA30)

Subtype Basic contract

Salary

Reason Capacity Util. Level
 PS type Non-Represented Work hours/period Semi-monthly
 PS Area Next increase
 PS group Level Annual salary USD

| Wa... | Wage Type Long Text | O.. | Amount | Curr... | I... | A... | Number/Unit | Unit |
|-------|-------------------------|-----|--------|---------|------|-------------------------------------|-------------|------|
| 1001 | Base Rate / Hourly Wage | | | 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 - USD

16.

| R=Required Entry O=Optional Entry C=Conditional Entry | | |
|---|-------|---|
| Field Name | R/O/C | Description |
| Start | R | <p>The beginning date of the record.</p> <p> Verify the date as it should have defaulted in with the From date indicated on the PA30 screen.</p> <p>The start date may impact payroll significantly. Communicate with Payroll to ensure no interruption with the employee's pay.</p> <p>Example: 04/01/2009</p> |
| Reason | R | <p>The reason for the change in pay.</p> <p> If you do not know the number for the Reason, you can click the  (Matchcode) to open the selection list.</p> <p>Example: 20 (Appointment Change)</p> |
| Capacity util. level | R | <p>The percent indicates the amount of time an employee works per week in a particular position.</p> <p> Information will default in from the position.</p> <p>Example: 100.00 (full-time)</p> |
| Level | O | This defines the step within a range for compensation. |

| | | |
|---------------|---|--|
| | |  <p>Level A will default into the field. You may need to change the level.</p> <p>Example: A</p> |
| Next increase | O | <p>This is the date of the next scheduled increase in pay.</p> <p>Example: 12/01/2009</p> |

Subtype Basic contract

Pay scale

| | | | | |
|----------|---------------------------------|--------------------------------------|--------------|---|
| Reason | <input type="text" value="20"/> | Appointment Change | Cap.util.lvl | <input type="text" value="100.00"/> |
| PS type | <input type="text" value="00"/> | Non-Represented | WkHrs/period | <input type="text" value="87.00"/> Semi-monthly |
| PS Area | <input type="text" value="01"/> | Standard Progression | Next inc. | <input type="text"/> |
| PS group | <input type="text" value="52"/> | Level <input type="text" value="I"/> | Ann.salary | <input type="text" value="55,836.00"/> USD |

| W... | Wage Type Long Text | O. | Amount | Curr... | I... | A... | Number/Unit | Unit |
|------|---------------------|----|----------|---------|------|-------------------------------------|-------------|------|
| 1003 | Pay Period Salary | | 2,326.50 | 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 - USD

17. Click  (Enter) to validate the information.

18. Click  (Save) to save.

19.



The system displays the message, "Record Created."

20. You have completed this transaction.

| |
|--|
| Results |
| You have updated the employee's employment percent in both the <i>Planned Working Time</i> (0007) and <i>Basic Pay</i> (0008). |
| Comments |
| None. |