

Rehire/Return from Furlough

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By Infotype

IT0000	IT0105	IT0006	IT0210	IT0077
IT0002	IT0041	IT0207	IT0016	IT0094
IT0001	IT0008	IT0006, ST US01	IT2012, QSIC & 6019	
IT0007	IT2012	IT0208	IT0015	IT0235
IT0552	IT0009	IT0209	IT0057	IT9009

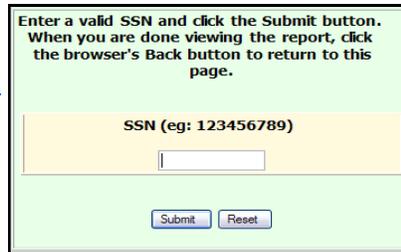
Overview

There are several things you will need to determine before processing a Rehire or Return from Furlough action. This action guide should be used in conjunction with the [Pre-Transaction Checklist](#) to ensure that all known exceptions are accounted for.

1. Does the employee have history with SERS (SERS footprint)?

Log in to the SERS website, input the employee's SSN
<https://ctcoas02.state.pa.us/agcy/login.html?sersSPNav=|#6312>

Refer to the [SERS Retirement Footprint](#) document for specific information on SERS enrollment for non-permanent employees



If the employee was previously enrolled or elects to be enrolled in Class A4, they should **always** remain in A4 (9.30%)

If **yes**, enroll the employee in prior to rehire.

If **no**, enroll in "CLS A3/A4".

If the employee indicates prior service but we are unable to verify a footprint, enroll in "Full Cov Class AA" (refer to [Benefits Alert 2011-01](#)).

*Regardless of the job class or retirement eligibility, if there is a footprint, **enroll in SERS.***

the same SERS class they were in

2. Is the employee transferring from an independent agency?

If **no**, the rehire effective date should be the first day the employee reports to work.

If **yes**, and the break in service is less than 14 days, the rehire effective date is the Saturday after their last day worked at the independent agency; unless their last day worked was mid-week, in which case the effective date would be the first day they report to work at the new agency (typically a Monday).

If **yes**, and the break in service is more than 14 days, the rehire effective date should be the first day the employee reports to work.

Independent Agencies (click [here](#) for a list of agency contacts)

Attorney General	PA Higher Education Assistance Agency
Auditor General	Philadelphia Port Authority
Health Care Cost Containment Council	Senate
House of Representatives	State Public School Building Authority
Independent Regulatory Review Commission	State System of Higher Education
Joint State Government Commission	Thaddeus Stevens College of Technology
PA Gaming Control Board	Treasury

3. Is a ZT Date needed?

a. If the employee is rehired within 6 months of the separation date, a ZT DATE is needed. Use the [ZT Date Calculator](#) to obtain the ZT Date **BEFORE** starting the action.

b. If the employee is rehired, review age on IT0002 to determine what age the employee was when he/she separated. Also, look at SERS record to determine if he/she has 25 years or more. (see page 3)

Create a CM to Kathy Reichert-Wise if:

-The employee was at least age 50 when he/she retired and was enrolled in an Age 50 SERS classification.

-The employee was at least age 60 when he/she retired and was enrolled in an Age 60 SERS classification.

-The employee has 25 or more years of credited service regardless of age.

4. Does the employee exist in SAP?

If the employee has Commonwealth employment prior to 2004, their records will not exist in SAP; an [Establish IPPS EE](#) action will need to be processed prior to the rehire action.

Rehire

Employees can be rehired into one of four types of positions:

- Non-permanent
- Permanent
- Annuitant
- External (i.e. interns, resident workers, board members)

Non-Permanent

Employees who are rehired into a non-permanent position are **not** eligible for retirement until they reach 750 hours worked. The agency should indicate on the PAR if the employee is expected to work 750 hours within the calendar year; if so you will need to input a ZW date equal to the date of rehire on IT0041 and enroll them in retirement via HRBEN0001. The ZW date is for reporting purposes, and enrollment via HRBEN0001 will initiate the employee's SERS deduction. Non-permanent employees are not eligible for retirement unless and until they become permanent, except for non-perms in DPW, DOT, Intermittent Intake Interviewers and employees in the Temporary Clerical Pool.

Permanent

Employees who are rehired into a permanent position are eligible for benefits and retirement as if they were newly hired. Additionally, those who were [REHP](#) eligible are not required to meet the six-month waiting period for supplemental benefits. If the employee previously **retired**, you will need to create a [CM](#) ticket to Kathy Reichert-Wise to determine if they were REHP eligible. If they were, a ZT Date on IT0041 is needed upon rehire.

Annuitant

An annuitant is a separated employee who is rehired on a temporary basis. They can only be considered for rehire provided at least one year has passed since their retirement date from commonwealth service, or they have reached age 60. ([MD 515.20](#)) Annuitants can only work a maximum of 95 days in a calendar year in order to avoid losing their pension benefits, and they are responsible for keeping track of their workdays. Annuitants do not get longevity, QHOL, EPR, ZT date, SERS or benefits. They do, however, earn seniority; save IT0552 and IT0057 during the action (if BU-covered). You should always use action reason code [81](#) for annuitant rehires. On rare occasion, however, if an employee simultaneously holds two different annuitant positions then you will not be given the option to use 81, and should then use reason code [01](#) or [02](#).

Return From Furlough

Return from furlough employees are treated slightly different from regular rehires. Furloughed employees can be returned at any time within the standard 36-month recall period (could be longer per their collective bargaining agreement). They are therefore treated as permanent employees regardless of if the position is non-perm or temporary, and they are entitled to retain seniority, benefits, quota entitlements and leave service credit from their prior employment with the Commonwealth (see [Time Alert 2011-07](#)).

Union Membership

Rehire—If an employee was a union member at the time of their most recent separation—and is rehired within 12 months of the separation—they are to be placed back in Union Dues status upon rehire; **unless** they are changing unions (i.e. AFSCME to PSSU), in which case they are to be placed in Fair Share status. This includes annuitant rehires. If rehired after 12 months of separation, place them in Fair Share status.

Return from Furlough—If an employee is being returned into the same union, they are to be placed in the same status they were in when they were furloughed, regardless of the length of time between furlough and return; **unless** they are changing unions (i.e. AFSCME to PSSU), in which case they are to be placed in Fair Share status.

When to Use a Payrate Exception (appt above min)

A payrate exception is to be used at the start of the rehire action when an employee is given a salary that is above the established minimum for a particular job class or if the employee is being rehired into a different Pay Scale Group or Pay Level that is different from when they separated.

IT0008

When a payrate exception is selected, SAP will lock IT0008 once the salary is input; this triggers a notification to BCPO to review the action and confirm that the employee is being paid at the correct salary. Once BCPO approves or rejects the salary, you will receive a notification via email and IT0008 will be unlocked.

The agency will typically indicate on the PAR if the action is an appointment above the minimum.

You will need to use a payrate exception for any of the following scenarios:

- Employees being hired into DMVA or PEMA, with a work schedule that starts with either 'BAK' or 'BC'.
- If the Pay Scale Group is any of the following:
 - ◊ AG99—attorney general senior mgmt staff
 - ◊ DS01—deputy secretaries
 - ◊ IP99—PSERS investment staff
 - ◊ PA—port authorities groups 1-11
 - ◊ VR01—DPW resident workers
 - ◊ XD98—board members/civil service hearing officers
 - ◊ XH98—instructors, JROTC, etc.
 - ◊ XH99—senior level staff classes
- If the Pay Level on the PAR is '00', 'ZN', 'ZI', or 'ZF'.
- Corrections Officer Trainees in SCI Graterford or SCI Chester (truncated position).
- For senior-level appointments, there **must** be written authorization for an above-the-minimum appointment attached to the PAR. If there is not, contact the agency. In most cases, BCPO will not approve this type of payrate exception without written approval.
- There are other instances where you will use a payrate exception, based on job class or agency. Be sure to review the PAR carefully and confirm with the agency.

If you are processing an action and **IT0008 locks**, you need to **monitor the record** until it is **approved/disapproved**. You can close your EPAR, but you need to put comments when closing stating that the IT0008 record is locked pending approval. Please make sure these are unlocked/approved timely so that the employee gets paid correctly.

Non-Commonwealth Travelers

A Non Commonwealth Traveler is a person who is appointed by the Governor to serve on a board. We cover their travel expenses. While serving as a Non-Commonwealth Traveler they are not considered a Commonwealth Employee.

If the employee you are rehiring is an active Non-Commonwealth Traveler you would need to process this as a **Dual Hire** instead of a Rehire action. All Non-Commonwealth Travelers, that never held a regular commonwealth position, should be processed as a Dual Hire. If the employee held a regular position, then separated and rehired into a Non-Commonwealth Traveler position escalate to a specialist to follow the normal procedure. (see below)

Please let a specialist know so they can contact BCPO travel to determine when the employee can be separated as a Non-Commonwealth Traveler prior to being hired into a regular position. The point of contact is Mark Searer from BCPO Travel and if he is unavailable the next point of contact is Susie Kovalick.

When processing a rehire for an employee who was previously a **Non-Commonwealth Traveler** and has been separated (action immediately before the rehire is a Travel: Non-Commonwealth Separation), you must manually create IT0007 (PA30) for the period they began as a Non-Commonwealth Traveler to the time they are being hired as a Permanent employee.

Use a DFLT800 or DFLT750 work schedule for this record. The TMS code must be entered as 0 (Zero).

Review IT0007 to make sure that it reflects from the first day the employee was in active status (including the Non-Commonwealth Traveler position) through 12/31/9999. There can not be any breaks on IT0007. Otherwise, quotas will not generate and the employee

EE group	P	Permanent	30	Historical & Museum Com
EE subgrp	F7	Full-time 75	CC44	FOSCEP C4 OT
Choose	01/01/1800	to	12/31/9999	
Start Date	End Date	Act.	Action Type	
07/01/2013	12/31/9999	W9	GPI: General Pay Increase	
06/17/2013	06/30/2013	ZB	Rehire	
12/29/2012	06/16/2013	ZY	Travel: Non-Commonwealth Sep.	
07/01/2007	12/28/2012	ZM	Travel: Non-Commonwealth Hire	

Dates

Rehire

Effective Date

The rehire effective date should always be the first day the employee reports to work.

Start Date on IT0041

The start date on IT0041 should be the first day of the pay period in which the employee is being rehired, **unless** they are an establish IPPS employee **or** annuitant; in which case the start date would be the rehire effective date.

Date Types on IT0041 (refer to [PA Alert 2011-04](#))

The dates that will need changed are:

Z1, Current Service Date = rehire effective date

Z2, Adjusted Leave Service = rehire effective date

Z3, Longevity Date = auto-populated for all BU's with **signed** agreements, 12/31/9999 for all BU's with unsigned agreements (see [PA Alert 2013-06](#))

These dates will not be present for an IPPS employee, and will need to be manually input

Important: if transferring from an independent agency and the break in service is less than **14 days**, the Z1 & Z2 dates are both the first day worked at the independent agency. If the break in service is less than **180 days**, change only the Z1 date to the first day worked at the independent agency.

Effective
3/11/13

The dates that will need added/removed are:

Z6, Original Hire Date = **only** input this date for establish IPPS employees; otherwise **NEVER TOUCH**

ZE, Retirement Complete = remove for all perm and non-perm employees, **DO NOT** remove for annuitants

(this date MUST be present prior to the start of the action in order to process, but will **not** be present for an establish IPPS employee; **do not** manually input)

ZT, Benefits Eligibility Control = input for employees who were separated less than 6 months prior to being rehired; **REMOVE** if separated more than 6 months (refer to the [ZT Date Calculator](#))

ZW, 750 Hours Rule = input for all non-perm employees who are eligible for retirement (**DO NOT** remove this date if already present; use the rehire effective date if enrolling in SERS)

Return From Furlough

Effective Date

The return from furlough effective date should always be the first day the employee reports to work.

Start Date on IT0041

The start date on IT0041 should be the first day of the pay period in which the employee is being rehired.

Date Types on IT0041

The dates that will need changed are:

Z1, Current Service Date = return from furlough effective date

Z2, Adjusted Leave Service = previous hire date (check IT0000)

Z3, Longevity Date = auto-populated for all BU's with **signed** agreements, 12/31/9999 for all BU's with unsigned agreements (see [PA Alert 2013-06](#))

Effective
3/11/13

The dates that will need added/removed are:

ZE, Retirement Complete = remove for all perm and non-perm employees

ZT, Benefits Eligibility Control = MUST be added for all return from furlough actions (use the [ZT Date Calculator](#); if it yields 'no date needed', then use the effective date of the most recent employment period **prior** to the furlough)

Transaction—PA40

Once you have gone through the [Pre-Transaction Checklist](#) and determined all pre-transaction criteria, you are ready to start the action. Refer to the [Establish IPPS EE instructions](#) if needed, before processing the rehire. In this example, the employee is being rehired into a permanent position within the Dept of Public Welfare effective Monday 3/19/12, in the Z3 pay area. **Note:** If the most recent separation was **prior** to the [Earliest Retroactivity Date](#), you must create a [help desk ticket](#).

1 On the home screen of SAP, under the Personnel Administration folder, double-click **PA40—Personnel Actions**.



2 Enter the employee's personnel number, the effective date and select **Rehire** (for a return from furlough action, select **Return from Furlough**).

Remember: Corrections employees who live or work more than 50 miles from the Elizabethtown Training Academy may start on a Sunday, to include travel time. The agency must provide some reference on the PAR to using a Sunday effective date for travel. Contact the agency to confirm this date. Otherwise, the effective date should be Monday.

Personnel no.	608972
Name	Jacqueline A Casmay
EE group	P Permanent Pers
EE subgroup	F7 Full-time 75 Cost
From	03/19/2012
Personnel Actions	
Action Type	
New Hire	
Rehire	
Dual Employee Hire	
Return from Furlough	

Click Execute 

3 **INFOTYPE 0000**
Enter the action reason.

01 = standard payrate

02 = payrate exception (you will have determined this from your [Pre-Transaction Checklist](#))

Enter the position number from the PAR.

Click Enter 
Save 

Personnel action	
Action Type	Rehire
Reason for Action	02 Payrate Exception
Status	
Customer-specific	Active
Employment	Active
Special payment	
Organizational assignment	
Position	00261053 Inc Mntnc Csewrkr
Personnel area	2103 Public Welfare Pysl Area 3
Employee group	P Permanent
Employee subgroup	F7 Full-time 75

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INFOTYPE 0002

Verify the personal information per the employee documents attached to the PAR.

Remember: Leave Marital Status blank; if it's present, REMOVE

Note: If you discover later on—after the employee has been enrolled in SERS—that the birthdate was entered incorrectly, immediately notify Becky Parker from SERS; changes to SAP data do not get passed on to SERS. SERS must update the date of birth in their system. Date of correction should be the date of hire for the EE.

EE group	P	Permanent	2103	Public Welfare Pysl Area 3	PW Montgomery CAO Hdd
EE subgrp	F7	Full-time 75	FF41	PSSU F4 OT	Inc Mntnc Csewrkr
Start	03/19/2012	To	12/31/9999		

Name	
Title	Ms
Last name	Casmay
First name	Jacqueline
Middle name	A
Designation	
Suffix	
Name	Jacqueline A Casmay

HR data	
SSN	123456789
Date of Birth	7/11/1975
Language	English
Marital Status	
Gender	<input checked="" type="radio"/> Female <input type="radio"/> Male <input type="radio"/> Undeclared
Since	

Additional Data	
CDL Drivers Lic#	<input type="checkbox"/> Exemption from Disclosure of Public Information

Enter the CDL# if appropriate.

Click Enter 
Save 

Even if no changes are made you **MUST** save this Infotype, so that the crosswalk tables in the background update from inactive to active.

Remove any content in the **Email Override** field.

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INFOTYPE 0001

All fields default from the position; verify.

Change the **Time Admin** code to match the PAR, if needed.

Maintain text.

Click Enter 
Save 

EE group	P	Permanent	2103	Public Welfare Pysl Area 3	PW Montgomery CA
EE subgrp	F7	Full-time 75	FF41	PSSU F4 OT	Inc Mntnc Csewrkr
Start	03/19/2012	to	12/31/9999		

Enterprise structure					
CoCode	COPA	COMMONWEALTH OF PA			
Pers.area	2103	Public Welfare Pysl Area 3	Subarea	FF41	PSSU F4 OT
Cost Ctr	21PYRLDFLT	PAYROLL DEFAULT	Bus. Area	21	Public Welfare

Personnel structure					
EE group	P	Permanent	Payr.area	Z3	Pay Group 3
EE subgroup	F7	Full-time 75	Contract	Salary	

Organizational plan			Administrator		
Percentage	100.00	Assignment	PersAdmin		
Position	00261053	44720	Time	077	
Job key	00447200	44720	PayrAdmin	BCP BCPO	
Org. Unit	00210460	PWIM2_0460			
		PW Montgomery CAO			

You will be asked to delimit the position's vacancy the day before the effective date; Click

Note: If the rehire is for an establish IPPS employee, IT0171 may be presented next. If so, confirm or change the 1st grouping based on their home county, and the 2nd grouping based on their personnel subgroup (full-time/part-time). Enter and save.

EE group	P	Permanent	2103	Pub
EE subgrp	F7	Full-time 75	FF41	PSS
Start	03/19/2012	to	12/31	

General Benefits Information (0171)		
Benefit area	PA	CoPA
1st Program Grouping	15	Chester
2nd Program Grouping	01	Full Time

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INFOTYPE 0007

Enter the work schedule per the PAR.

Use the matchcode to select the time mgmt status (usually on the PAR)

Time Mgmt Status:

- 0** for per diem employees, National Guard, Health Registrars
- 1** for non-perm employees
- 7** for permanent DOT employees with a work schedule that begins with 'CMR'
- 9** for permanent employees (wage OR salary)

Note: There are exceptions to the Time Mgmt Status; review the PAR carefully, consult with a specialist if needed.

For annuitants, the work schedule should always be *BNOHR017*, **unless** otherwise indicated on the PAR

Click Enter 
Save 

EE group	P	Permanent	2103	Public Welfare Pysl Area 3	PW Montgomery CAO Hdr
EE subgrp	F7	Full-time 75	FF41	PSSU F4 OT	Inc Mntnc Csewrkr
Start	03/19/2012	To	12/31/9999	Chg.	03/19/2012 P00013680
Work schedule rule					
Work schedule rule	BB097015 - BASIC 75 1 WK				
Time Mgmt status	9 - Time evaluation of planned times				
Working week	Working week Saturday				
					Additional time ID 01
Working time					
Employment percent	100.00				
Daily working hours	7.50				
Weekly working hours	37.50				
Monthly working hrs	163.00				
Annual working hours	1956.00				
Weekly workdays	5.00				

Remove the '01' Additional Time ID for:

- ALL DOT employees (unless work schedule begins with 'CPE')

- ALL DPW Selinsgrove employees
- ALL DMVA employees in:
 - Delaware Valley Veterans Home*
 - Gino J. Merli Veterans Center*
 - Hollidaysburg Veterans Home*
 - PA Soldiers and Sailors Home*
 - Southeastern Veterans Center*
 - Southwestern Veterans Center*
 - Southwestern Veterans Center*

unless work schedule is **BNOHR**

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INFOTYPE 0552

Save this screen for BU-covered employees, EXCEPT:

CIVEA union (Corrections), PSEA/NEA union (L&I) (create a ZC date effective the new hire date on IT0041)

BYPASS for:

- management employees
- unclassified employees
- confidential employees
- bargaining units **L1, E4 or E7**

Verify the job code matches IT0001.

Click Bypass 

OR

Click Enter 
Save 

EE group	P	Permanent	2103	Public Welfare Pysl Area 3	PW Montgomery CAO Hdr
EE subgrp	F7	Full-time 75	FF41	PSSU F4 OT	Inc Mntnc Csewrkr
Start	04/16/2005	To	01/06/2012		
Time specifications/employment period					
Time spec.	JOB Job Seniority				
<input type="checkbox"/> Do not evaluate					
Duration of validity period					
Years	6				Imp
Months	8				Yes
Days	22				Mo
Additional fields					
Job	447200				Inc Mntnc Csewrkr

Note: if the employee is being rehired into a different department than the one they were separated from, IT0027 will be presented next. You MUST delimit the line with the 12/31/9999 end date (click *Delimit* button).

Note: management employees do not earn seniority, and therefore should **not** be classified as confidential. Check the position to ensure the confidential box is unchecked.

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INFOTYPE 0105

Verify the ID number matches the employee number.

Click Enter 

There is no need to click 'save,' as you will be advanced to the next screen.

EE group	P	Permanent	2103	Public Welfare Pysl Area 3	PW Montgomery CAO Hdr
EE subgrp	F7	Full-time 75	FF41	PSSU F4 OT	Inc Mntnc Csewrkr
Start	03/19/2012	to	12/31/9999	Chng	
Communication (0105)					
Type	0001 System user name (SY-UNAME)				
ID/number	P00608972				

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INFOTYPE 0041

Enter the start date as the first day of the pay period in which the employee is rehired. In this example, the employee is rehired on 3/19 into the Z3 pay area, so the first day of that pay period is 3/10.

Remember: For annuitants and establish IPPS employees, the start date is the first day the employee reports to work.

Note: For annuitants who contributed to TIAA-CREF, a ZE date is **not** required to process the action.

*Refer to [page 4](#) for dates regarding transfers from an independent agency.

EE group	P	Permanent	2103	Public Welfare Pysl Area 3	PW Montgomery CAO Hdq
EE subgrp	F7	Full-time 75	FF41	PSSU F4 OT	Inc Mntnc Csewrkr
Start	03/10/2012	to	12/31/9999	Chng	03/19/2012 P00013680

Date Specifications (0041)			
Date type	Date	Date type	Date
Z1 Current Service date	03/19/2012	Z2 Adj Leave Service	03/19/2012
Z3 Longevity Date	12/31/9999	Z6 Original Hire Date	09/03/2004
ZT Ben Elig Control	09/03/2004		

If a ZT date is needed for rehires into a **permanent** position, you must create a **CM** ticket to Employee Services to inform them that a ZT date has been placed on the employee's record and that their benefits need reviewed.

Bargaining units **L1, E4 or E7** use a ZC date, which will default on IT0041.

Note: For unclassified jobs, there will be no ZE date present.

For non-Commonwealth travelers, the Z6 date = rehire effective date.

Click [here](#) for specific information on ZW dates.

Note: For DEP only, use the Z8 date as specifically indicated on the PAR. If DEP does not specify a date, **it should always be an August date of the following year**.

Click Enter 
Save 

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INFOTYPE 0008

For a standard payrate, verify the **Pay Scale Group** and **Level**.

For payrate exceptions, you will be able to change the **Pay Scale Group Level**, and/or the hourly rate, when applicable (*IT0008 will lock*).

Maintain text.

A salary override is required for the following pay scale groups:

- AG99—attorney general senior mgmt staff
- DS01—deputy secretaries
- IP99—PSERS investment staff
- PA—port authorities groups 1-11
- VR01—DPW resident workers
- XD98—board members/civil service hearing officers
- XH98—instructors, JROTC, etc.
- XH99—senior level staff classes

Use the [pay schedule chart](#) to find hourly rate.

Click Enter 
Save 

EE group	P	Permanent	2103	Public Welfare Pysl Area 3	PW Montgomery CAO Hdq
EE subgrp	F7	Full-time 75	FF41	PSSU F4 OT	Inc Mntnc Csewrkr
Start	03/19/2012	to	12/31/9999	Chng	03/19/2012 P00621120

Subtype	0	Basic contract
Pay scale		
Reason		Cap.util.lvl 100.00
PS type	ST	Standard
PS Area	CW	Commonwealth
PS group	ST06	Level 07
		Ann.salary 43,932.00 USD

Wag	Wage Type	Long Text	O	Amount	Curre	In	A	Number/Unit	Unit
1100	Regular Hourly Comp			22.46	USD	I	<input checked="" type="checkbox"/>	0.00	

Use this chart for salary overrides

If Wage Type is...	Then Override Wage Type is...
1100	1101
1122	1102
1126	1102
1127	1102
1210	None
1250	1103
1251	1102

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INFOTYPE 2012

For permanent employees, enter the number of holiday hours they are entitled to **as of the rehire date** (refer to the [Holiday Entitlement Worksheet](#)).

Click Enter 
Save 

EE group	P	Permanent	2103	Public Welfare Pysl Area
EE subgrp	F7	Full-time 75	FF41	PSSU F4 OT
Start	03/19/2012	To	03/19/2012	Chg. 03

Time transfer specification	
Time transfer type	QHOL  Anticipated Holiday hours
Number of hours	60.00 Hours

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INFOTYPE 0009

Bank Control Key

01 = Checking 02 = Savings

If the employee is **not** onboarding, verify bank information per the documents attached to the PAR, enter new account information as needed. Be sure to delimit all subtype 1 (other bank) and subtype 2 (travel expenses) records using the last day of the pay period prior to EE's rehire date.

For Establish IPPS employees who onboard, **BYPASS**; for those who do not onboard, **SAVE**.

Note: DO NOT bypass if the rehire is the result of a grievance.

Click Bypass 

OR

Click Enter 
Save 

EE group	P	Permanent	2103	Public Welfare Pysl Area 3	PW Montgo
EE subgrp	F7	Full-time 75	FF41	PSSU F4 OT	Inc Mntnc C
Start	03/19/2012	to	12/31/9999		

Bank details			
Bank details type	Main bank		
Payee	Jacqueline A Casmay		
Postal Code/City	19475 Spring City		
Bank Country	USA		
Bank Key	111222333		
Bank Account	123456789	Bank control key	01
Payment method	B	Payroll Direct Deposit	
Purpose			
Payment currency	USD	United States Dollar	
Standard value		USD	
Standard Percentage			

For Onboarding EEs:

- Change the effective date to reflect the first day of the pay period in which the rehire falls; the end date should be 12/31/9999
- Change the payment method to 'A' (payroll check)
- Remove the bank account and routing # and account type
- Maintain this text: *Paper check record created. Record will be updated with direct deposit information when employee completes the online orientation.*
- Enter and save

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INFOTYPE 0006

Verify the permanent address per the documents attached to the PAR, enter new address as needed. A **PO Box is not acceptable** as the permanent address. If there is a PO Box, **do not** input it as part of the permanent address; only use it when creating the mailing address (refer to [Benefits Alert 2012-08](#)).

Be sure to spell out the street name and city name in its entirety. Create a mailing address via PA30 as needed.

Click Enter 
Save 

EE group	P	Permanent	2103	Public Welfare Pysl Area 3	PW
EE subgrp	F7	Full-time 75	FF41	PSSU F4 OT	Inc
Start	03/19/2012	to	12/31/9999		

Address		
Address type	Permanent residence	
Care Of		
Address line 1	1234 Anywhere Place	
Address line 2		
City/county	Anywhere	
State/zip code	PA	17000
Country Key	USA	
Telephone Number		

Note: You **must** save this Infotype or IT0171 (General Benefits) will not be created in the background.

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INFOTYPE 0207

This Infotype will only be presented if the address is changing.

Verify the residence tax area per the documents attached to the PAR (verify using the [Municipality Search](#)).

If the correct tax area is not given, use the matchcode to find it.

Click Enter 
Save 

EE group	P	Permanent	2103	Public Welfare Pysl Area 3	PW Leh
EE subgrp	F7	Full-time 75	FF41	PSSU F4 OT	Inc Mnt
Start	08/15/2008	to	05/06/2010	Chg.	07/25/2008 PO

Resident data	
Tax area	PAL9 

Tax Authorities in Area			
Tax authority	Description	Tax level	Descriptio
FED	Federal	A	Federal
PA	Pennsylvania	B	State
PB3L	Limerick Township	D	City

15

INFOTYPE 0006, Subtype US01

The **Check Distribution Code** should default to '0008888 Mail to Employee's Home Mailing Address'.

Click Enter 
 Save 

EE group	P	Permanent	2103	Public Welfare Pysl A
EE subgrp	F7	Full-time 75	FF41	PSSU F4 OT
Start	03/19/2012	to	12/31/9999	Changed on
Address type		Paycheck Location		
CDC Data				
Check Distribution Code	0008888	Mail to employe		
Delivery Location Name				
Address Line 1				
Address Line 2				

16

INFOTYPE 0208

If the work tax area is different from the one the employee was in when they separated, you will receive a pop-up saying that the work tax area cannot exceed 100%.

1. Click 'Correct Errors'; a screen will appear showing you the previous hire overview screen
2. Select this line and click change, which will bring you to the previous work tax area screen
3. Change the end date to the **day before** the current rehire date; save
4. Click on the green back arrow; save

If the work tax area is the same:

Click Enter 
 Save 

EE group	P	Permanent	2103	Public Welfare Pysl A
EE subgrp	F7	Full-time 75	FF41	PSSU F4 OT
Start	04/18/2005	to	02/15/2008	Chg. 01/
Work tax data				
Tax Area	PABY Chester			
Allocation	100.00 %			
Tax Authorities in Area				
Tax ...	Description	T...	Description	
PA	Pennsylvania	B	State	
PABY	Chester	D	City	

17

INFOTYPE 0209

This screen determines to which state unemployment taxes will be paid, and should always default to PA.

Click Enter 
 Save 

EE group	P	Permanent	2103	Public Welfa
EE subgrp	F7	Full-time 75	FF41	PSSU F4 OT
Start	03/19/2012	to	12/31/9999	
Unemployment data				
Tax authority	PA	Pennsylvania		
Worksite				

18

INFOTYPE 0210

The **Tax Authority and Tax Level** will default.

Enter the **Filing Status** and **Allowance** per the documents attached to the PAR.

Remember: If the employee is claiming exemption from Federal Income Tax (per their W-4 form), change the **Tax Exempt Indicator** to 'R-exempt', earnings are reportable (*DO NOT* use 'X' or 'Y'). Change the end date of this record to 2/15 of the following year. **Do not** place any allowances on this record.

Via PA 30, copy this record and change the start date to 2/16 of the following year, and the end date to 12/31/9999. Change the **Tax Exempt Indicator** back to 'Not exempt', as each year the employee must re-claim exemption. Place the employee's allowances on this record.

Click Bypass 

OR

Click Enter 

Save 

EE group	P	Permanent	2103	Public Welfare Pysl Area 3	PW Montgomery C
EE subgrp	F7	Full-time 75	FF41	PSSU F4 OT	Inc Mntnc Csewrkr
Start	04/10/2012	to	12/31/9999	Chg.	04/10/2012 P00608972
Status					
Tax authority	FED	Federal		Tax level	A Federal
Filing Status	01	Single			
Exemptions					
Allowances	1				
Tax Exempt Ind.	Not exempt			<input type="checkbox"/>	IRS mandates
Withholding adjustments					
Add.withholding	0.00	USD		<input type="checkbox"/>	Non-resident tax calculation
Default formula	01	PCT MTHD-RES. U		Alternative formula	
Additional Information					
<input type="checkbox"/> Check here if the last name differs from that shown on the Social Security card					

Check W-4 for additional withholding. The exemption expiration date may change each year per IRS regulations; SAP will automatically update the date if it is different than what you have entered. Continue to use the dates indicated in this guide.

BYPASS THIS INFOTYPE FOR ONBOARDING EMPLOYEES (they will input their filing information during the online tour).

Note: DO NOT bypass if the rehire is the result of a grievance.

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INFOTYPE 0016

Enter the **Contract Type** per the PAR and probationary period per your checklist.

Enter the civil service cert# **OR** non-civil service BSE# (*civil service jobs require a Cert#; contact the agency if Cert# is not listed on the PAR*).

Remember: NCS DOC: Use 'NCS-Prob' for BU-covered positions and 'NCS' for management positions

PRN Nurse Aides do not serve a probationary period; use contract type NCS

PRN LPN/PRN RN requires a 6-month probationary period; use contract type CS

CS annuitants: the contract type should be CS-Temp (unless otherwise indicated)

NCS annuitants: a BSE# may be provided

DOT Seasonal EE: Place them in NCS- prob (union) status and leave the Union Prob period field blank ([DOT Seasonal email](#))

Click Enter 

Save 

EE group	P	Permanent	2103	Public Welfare Pysl Area 3	PW Montgomery C
EE subgrp	F7	Full-time 75	FF41	PSSU F4 OT	Inc Mntnc Csewrkr
Start	03/19/2012	to	12/31/9999		
Contractual regulations					
Contract Type	CS - Regular				
Periods					
Probationary Period	0				
CS Cert / Probation Data					
Union Probation Period					
Civil Service certification no.			99040		
Bureau of State Employment no.					

NCS Management EE's do not serve a probationary period—*Personnel Rules, page 94, section 9.11 (d)*

IT0019 (Monitoring of Tasks) will not be presented for non-civil service jobs and must be created after the action via PA30; enter and save.

Dept of Corrections ONLY—for NCS management positions, you will need to create IT0019. For all other orgs, NCS management positions will not need IT0019 created.

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INFOTYPE 0014 and 0015—Initiation

Fees will no longer generate when an employee is placed into a non-member status on Infotype 0057.

IT0015-Will only present if Union Dues are chosen on Infotype 0057. Select the **yellow Bypass arrow**. IT0015 and IT0014 will automatically create in the background with the appropriate amounts.

Click Enter 

Save 

EE group	P	Permanent	2103	Public Welfare Pysl Area 3	PW Montgomery C
EE subgrp	F7	Full-time 75	FF41	PSSU F4 OT	Inc Mntnc Csewrkr
Additional Payments (0015)					
Wage Type	4B96	UGSOA Init Fees - Bal			
Amount		9.90	USD		Ir
Number/unit					
Date of origin	03/19/2012				
Default Date					
Assignment Number					
Reason for Change					

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INFOTYPE 0057

Verify and/or change union status accordingly.

- 1 = Union Dues
- 2 = Non-Member

BYPASS for (if presented):

- management employees
- unclassified employees
- confidential employees
- bargaining units **L1, E4 or E7**

Click Enter 
 Save 

EE group	P	Permanent	2103	Public Welfare Pysl Area 3	PW M
EE subgrp	F7	Full-time 75	FF41	PSSU F4 OT	Inc M
Start	01/02/2010	to	03/18/2012	Chng	12/23/2009
Payment data					
Member type	PSSU - PA Social Services Union				
Wage Type	4U09	PSSU Union Dues			
Additional Data					
Status	1				
Local	0668				

Refer to [page 3](#) for union membership information.

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INFOTYPE 0077

Verify the race as indicated on the PAR; **DO NOT** guess the race based on the employee's name or driver license/ID card.

If the race is not indicated on the PAR or the attached documents, contact the agency; if you have not obtained the appropriate race and need to close the PAR, choose 'Unknown/Undisclosed' and notate the closed PAR.

Click Bypass 

OR

Click Enter 
 Save 

EE group	P	Permanent	2103	Public Welfare Pysl	PW M
EE subgrp	F7	Full-time 75	FF41	PSSU F4 OT	
Start	03/19/2012	To	12/31/9999	Chg	
Additional Personal Data					
Ethnic origin	White				

BYPASS THIS INFOTYPE FOR ONBOARDING EMPLOYEES (they will input their ethnicity during the online tour).

Note: DO NOT bypass if the rehire is the result of a grievance.

23

INFOTYPE 0094

Per PA Alert 2014-21 IT0094 (Residence Status) will no longer be used as a repository for Form I-9 data. Updates to the infotype will also be discontinued. All Form I-9 information will be stored and accessible to agencies via the e-OPF.

Click Bypass 

EE group	P	Permanent	35	Environmental Protectio	
EE subgrp	F7	Full-time 75	AB41	AFSCME B4 OT	
Start	03/19/2012	to	12/31/9999	Changed on	01/
Personal identification					
Residence status	Citizen				
ID type	U.S. Drivers License w/photo				
Issuing Authority	PA				
ID number	1234567				
Issuing date	05/11/2011				
Expiry date	12/25/2014				
Employment verification					
Work Permit	U.S. Social Security Card				
Issuing Authority	Social Security Administration				
Work permit number	111-22-3333				

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INFOTYPE 2012, Subtype QSIC & 6019

Subtype QSIC removes prior sick leave balances; subtype 6019 resets the bargaining unit seniority balance to zero.

Remember: If the employee separated more than 12 months prior to rehire, SAVE QSIC and 6019; otherwise bypass

ALWAYS bypass for establish IPPS employees

Click Bypass  twice

OR

Click Enter  twice
Save 

EE group	P	Permanent	2103	Public Welfare Pysl Ar
EE subgrp	F7	Full-time 75	FF41	PSSU F4 OT
Start	03/19/2012	To	03/19/2012	
Time transfer specification				
Time transfer type	QSIC			Remove LT/Sick balance
Number of hours				Hours

EE group	P	Permanent	2103	Public Welfare Pysl Ar
EE subgrp	F7	Full-time 75	FF41	PSSU F4 OT
Start	03/19/2012	To	03/19/2012	
Time transfer specification				
Time transfer type	6019			Reset Brg Unit Snrty to 0
Number of hours				Hours

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INFOTYPE 0235

This screen appears **if** the employee has an exemption with an end date beyond the rehire effective date. If the new position does not allow this or any other exemption, select the record and **delimit**.

If the employee is to remain exempt from the taxes listed on this Infotype, **bypass** this screen.

Click Delimit 

OR

Click Bypass 

EE group	P	Permanent	2103	Public Welfare Pysl Area 3	PW Lehigh CAO Hdq
EE subgrp	F7	Full-time 75	AA11	AFSCME A1 OT	Clk Typst 2
Start	09/03/2004	to	12/31/2004	Chg.	08/31/2004 P00082969
Tax type exceptions					
Tax authority	PA11	Allentown		Tax level	D City
Other Taxes					
Ta	Tax Type Description	D	Default Formula Text F	Override Formula T	E
	51Employee Occupation Tax	01			Y

Note: for OPT and LST exemptions, the subtype must equal the new work tax area (click [here](#) for more information).

If the employee is LST exempt and their municipality collects **\$10 or less**, the LST/OPT tax code will default to 51. Do not try to change it back to 84; SAP will not allow it. Input the 'Y' then enter and save.

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INFOTYPE 9009

This screen will be presented at the end of the action. All onboarding information and documentation will be sent to this address. Enter the employee's home email address **carefully** as indicated on the PAR.

The I-9 verifier position defaults to the employee's supervisor's position number, and needs not be changed unless otherwise indicated on the PAR.

BYPASS for the excluded population and for exceptions; otherwise **SAVE**.

Click Enter  twice
Save 

*If the rehire is the result of a grievance, BYPASS.

Click [here](#) for instructions on deleting Onboarding records, ONLY if you are deleting both tours.

EE group	P	Permanent	2103	Public Welfare Pysl
EE subgrp	F7	Full-time 75	AA11	AFSCME A1 OT
Start	04/16/2012	To	12/31/9999	Chng
Personal Onboarding Data				
Employee Personal Email	mwint@gmail.com			
Onboarding Process Data				
I9 Verifier Position				

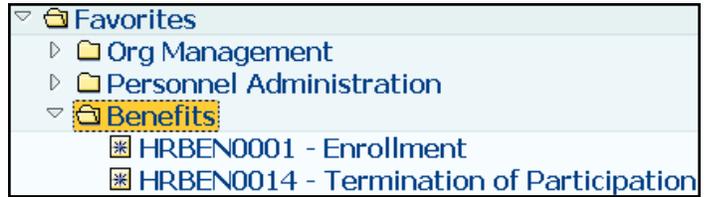
Note: For 'exception' employees (i.e. Game Farm Workers and Parks & Forestry workers) BYPASS this Infotype.

*There are several jobs that are exempt from Tour 2. The PAR should specifically state that '**Approval to exclude this employee from Tour 2 of the online orientation has been granted by the HR Service Center.**' If this is on the PAR, see [Tour 2 Exemptions](#). You will need to create a CM case to have Tour 2 archived.*

HRBEN0001

To enroll the employee in retirement and benefits, you will need to use HRBEN0001. Remember, if the employee was enrolled in or elects A4, always re-enroll them in A4. **Note:** Dept of Education employees, do not enroll; submit a [CM](#) ticket to Empl Svcs.

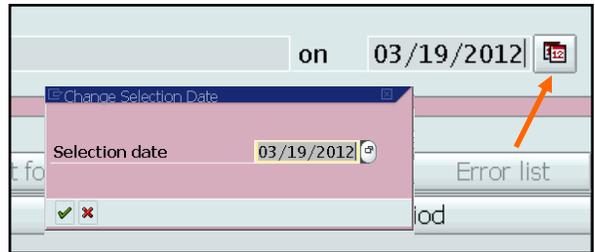
On the home screen of SAP, under the Benefits folder, double-click **HRBEN0001—Enrollment.**



1 Enter the employee number.



2 Click on the date change icon.
Change the date to the rehire effective date.



Click

3 Double-click **SERS/PSERS/TIAA enr1** (if you don't see this line, go back and check IT0378 to ensure the RETR record was created).

Scroll through the list to find the appropriate retirement class; double-click.

Possible offers	Enrollment period
SERS/PSERS/TIAA enr1	03/19/2012 - 04/19/2012
Rehire Enrollment	03/19/2012 - 03/19/2012
DeferredComp Regular	01/01/1800 - 12/31/999

In this example, the employee was enrolled in SERS prior to their separation, so they would be enrolled in *Class AA/Cat-0*.

Plan	Status	Validity period
CLS A4 COV 1 CAT 1,6,8		03/19/2012 -
CLS A4 COV 1 CAT 7		03/19/2012 -
CLS A4 COV 4 CAT 0		03/19/2012 -
CLS A4 COV 4 CAT 1,6,8		03/19/2012 -
CLS A4 COV 4 CAT 7		03/19/2012 -
Full Cov Class AA/Cat-1,6,8		03/19/2012 -
Full Cov Class AA/Cat-7		03/19/2012 -
Full Cov Class AA/Cat-0	<input checked="" type="checkbox"/>	03/19/2012 -

Refer to [page 2](#) for SERS information.

Enter '6.25' in the **Percentage** field.

Contribution regular

Pre-tax contribution Bi-weekly

Amount	0.00000 USDN	<input type="checkbox"/> Pre-Tax Rollover
Percentage	6.25	
Units	0 X	0.00000 USDN

Post-tax contribution Bi-weekly

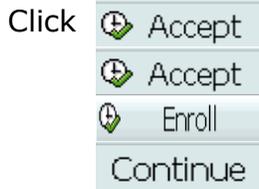
Amount	0.00000 USDN	<input type="checkbox"/> Start Pst-Tax I
Percentage	0.00	
Units	0 X	0.00000 USDN

Accept



4 Select **Rehire Enrollment** for benefits (if you don't see this line, go back and check IT0171 to ensure the Benefits record was created, as well as IT0378 to ensure the RHIR record was created).

Double-click *Declined Medical* and *Declined Dental*.



Possible offers	Enrollment period
SERS/PSERS/TIAA enrl	03/19/2012 - 04/19/201
Rehire Enrollment	03/19/2012 - 03/19/201
DeferredComp Regular	01/01/1800 - 12/31/999

Plan	Status	Validity period
Highmark PPO	■	03/19/2012 -
UHC CDHP		03/19/2012 -
Declined medical		03/19/2012 -
▼ St EE Asst Pgrm		
State Employee Asst Pgrm	■	03/19/2012 -
▼ Dental Supplem		
Declined Dental		03/19/2012 -
United Concordia Dental PPO	■	03/19/2012 -

5 Select **Automatic Offer** for group life Insurance; double-click.

Double-click *Annuitant Health* and *Life Insurance*.



Possible offers	Enrollment period
Suppl Atty General	01/01/1800 - 12/31/999
Tax Sheltered Annuit	01/01/1800 - 12/31/999
Automatic offer	

Plan	Status	Validity period
▼ Annuitant Hlth		
Annuitant Health		03/19/2012
▼ Basic Life		
Life Insurance		03/19/2012

Post-Transaction—PA20

Be sure to check the following Infotypes to ensure the records were successfully created with the rehire effective date (refer to [Post-Transaction Checklist](#)):

IT0167 (Health Plans)

The following should not have a SEAP record ([Benefit Alert 2011-08](#)):

- PA Port Authorities
- National Guard
- Official/Board Member, except for EE subgroup E-7
- Other/Volunteer, except for EE subgroup U-9
- Annuitant
- Health Registrar
- External Persons
- Conservation Corps

Note: If someone is transferring from Auditor General, a SEAP record will not already exist and will need to be created.

IT0168 (Insurance Plans)

IT0169 (Savings Plans)

Infotypes processed in the background:

IT0027 (Cost Distribution)

IT0017 (Travel Privileges)

IT0171 (General Benefits Information)

IT0168 (Insurance Plans)

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IT0378 (Benefit Adjustment Reason)

INFOTYPE 0655 (ESS Settings)

Post-Transaction—PA30

There are some Infotypes you may need to go back and update after the action:

INFOTYPE 0006, Subtype 5

If the employee has a mailing address, create this record effective the rehire date. If there is a mailing address on the record but not on the rehire documents, DELIMIT. Use the current mailing address for the correspondence.

INFOTYPE 0009, Subtype 1

If the employee has an additional bank account, create this record effective the new hire date. DO NOT create this Infotype for employees who are onboarding; they will input the banking information on their own.

INFOTYPE 0021, Subtype 7

If the employee has emergency contacts, create this record effective the new hire date. If multiple phone numbers are provided for each contact, create a separate record for each phone number. DO NOT create this Infotype for employees who are onboarding; they will input the emergency contacts on their own.

INFOTYPE 0019

Create this record for NCS employees, unless they are management (excluding DOC employees) or DOT seasonal employees. Set the Reminder Date to two months before the Date of Task date.

INFOTYPE 0168

If a payrate exception was used for the rehire and this Infotype was presented during the action, you will need to manually remove the salary via PA30 after IT0008 has been unlocked by OA Salary & Time. **Note:** salary overrides are not necessary for employees ages 70 and older.

EE group	P	Permanent	2103	Public Welfare Pysl Area 3	PW
EE subgrp	F7	Full-time 75	FF41	PSSU F4 OT	Inc M
Choose	01/01/1800	to	12/31/9999	STy.	
Start Date	End Date	Type	Text	Plan	Text
03/19/2012	12/31/9999	BLIF	Basic Life	LIFE	Life Insurance
01/01/2006	01/13/2012	BLIF	Basic Life	LIFE	Life Insurance
09/03/2004	12/31/2005	BLIF	Basic Life	LIFE	Life Insurance

Help Desk

If the most recent separation date is **prior to** the [Earliest RA Date](#) (located on IT0003), you must create a Help Desk Ticket to Operations, Time Management Unit with the following:

Category: **Time**
Type: **Statute of Limitations - Retro**
Item: **Data Problem/Incorrect Results**

Locking Seniority Records

If an employee is rehired into a job class in which they previously held, there may still be a job seniority balance on those job records. You will need to zero out the balances for those previous employment periods, transfer them to the new employment period, then lock the old seniority records so the employee's seniority balance is not doubled.

Remember: this does not apply to management positions.

Things to consider before completing this process:

1. If the most recent separation was **prior to** the [Earliest RA Date](#), do not complete this process.
2. If the end date on the 552 seniority record dates back **prior to** the [Earliest RA Date](#), do not complete this process and must create a Help Desk Ticket as indicated in step 3.
3. If the break in service between the rehire effective date and the most recent separation is **12 or more months**, the employee is **not** entitled to the seniority accrued prior to their separation, and will essentially need to start over upon rehire.
4. Employees who were in the **H1** bargaining unit at the time of separation, and are rehired into a **different** bargaining unit, they are not entitled to the seniority accrued.

In any of the above cases, you will not need to complete this process; otherwise, follow the steps below.

1

INFOTYPE 0552

You must determine how many seniority days need added to the new job record.

Click on each record to determine if the employee held the same job title during that period. If they did, notate the total days in that period.

If any of these records are already locked, disregard them. If none of the previous records are locked, you'll need to adjust those balances as well.

DO NOT include any military balances.

In this example, the employee held the same job class during all of their employment periods, so adjustments will need to be made to all seniority balances by zero'ing out the balance from the previous employment period and transferring (or adding) it to the next employment period. For these three employment periods, there should be a total of six adjustment records on IT2012.

EE group	P	Permanent	7803	Transportation Pysl Area 3	TR Westmor
EE subgrp	F7	Full-time 75	AJ11	AFSCME J1 OT	Trnspt Equip
Choose	01/01/1800	To	12/31/9999	STy.	
TimeData Ent./Empl.Per					
Start Date	End Date	Tim	Name	Lock	Re Do Years Months Days
11/02/2009	04/30/2010	JOB	Job Se...		0 0 0 123
10/12/2010	04/28/2011	JOB	Job Se...		0 0 0 136
10/11/2011	04/27/2012	JOB	Job Se...		0 0 0 101
03/18/2013	12/31/9999	JOB	Job Se...		0 0 0 116
03/18/2013	12/31/9999	MIL	Militar...		0 0 0 295

2

INFOTYPE 2012, Subtype 6018

To zero out the seniority balance, create subtype 6018 using the last day of the previous employment period as both the start and end dates.

Enter the number of seniority days from IT0552 with a **minus sign**; this will zero out the balance.

Click Enter 
Save 

EE group	P	Permanent	7803	Transportation
EE subgrp	F7	Full-time 75	AJ11	AFSCME J1 OT
Start	04/30/2010	To	04/30/2010	Ch
Time transfer specification				
Time transfer type	6018	Adj Job Seniority		
Number of hours	123.00-	Hours		

You must then transfer (or add) this amount to the next employment period. Repeat this step using the first day of the previous employment period as both the start and end dates.

Enter the number of seniority days **without** a minus sign; this will transfer the balance.

Click Enter 
Save 

EE group	P	Permanent	7803	Transportation
EE subgrp	F7	Full-time 75	AJ11	AFSCME J1 OT
Start	10/12/2010	To	10/12/2010	Ch
Time transfer specification				
Time transfer type	6018	Adj Job Seniority		
Number of hours	123.00	Hours		

You must now zero out the **cumulative** balance from the first and second employment periods and transfer it to the third.

In this example, the employee accrued 123 hours in the first period and 136 hours in the second; for a total of 259 hours.

Enter the total number of seniority days with a **minus sign**.

Click Enter 
Save 

EE group	P	Permanent	7803	Transportation
EE subgrp	F7	Full-time 75	AJ11	AFSCME J1 OT
Start	04/28/2011	To	04/28/2011	Ch
Time transfer specification				
Time transfer type	6018	Adj Job Seniority		
Number of hours	259.00-	Hours		

Enter the total number of seniority days **without** a minus sign to transfer the balance.

Click Enter 
Save 

EE group	P	Permanent	7803	Transportation
EE subgrp	F7	Full-time 75	AJ11	AFSCME J1 OT
Start	10/11/2011	To	10/11/2011	Ch
Time transfer specification				
Time transfer type	6018	Adj Job Seniority		
Number of hours	259.00	Hours		

Repeat these steps until all seniority balances have been adjusted. In the end, the IT2012, subtype 6018 screen should look like this:

EE group	P	Permanent	7803	Transportation Pysl Area 3	TR Westmorela
EE subgrp	F7	Full-time 75	AJ11	AFSCME J1 OT	Trnspt Equip Op
Choose	01/01/1800	To	12/31/9999	STy.	6018
Time Transfer Specifications (2012)					
Start Date	End Date	Time	Time transfer type text		Number
03/18/2013	03/18/2013	6018	Adj Job Seniority	Beg of 4th period	360.00
04/27/2012	04/27/2012	6018	Adj Job Seniority	End of 3rd period	360.00-
10/11/2011	10/11/2011	6018	Adj Job Seniority	Beg of 3rd period	259.00
04/28/2011	04/28/2011	6018	Adj Job Seniority	End of 2nd period	259.00-
10/12/2010	10/12/2010	6018	Adj Job Seniority	Beg of 2nd period	123.00
04/30/2010	04/30/2010	6018	Adj Job Seniority	End of 1st period	123.00-

3 You will then need to have a specialist run Time Eval to ensure that all 2012 updates have occurred before moving forward. IT0552 and the seniority report in SAP are not updated until the seniority program runs on the Wednesday after pay processing.

Send an email to RA-OATimeEval@pa.gov with this request. Specialists will run Time Eval daily at 10am and 2pm. For any rehires processed after 2pm, Time Eval will run overnight and the specialist monitoring the resource account will notify you the next day whether it was successful.

You will receive an email confirming that Time Eval was either successful or unsuccessful. If it was successful, you can continue on to step 4. If it was unsuccessful, submit a Help Desk Ticket with the following criteria. If unsuccessful, do not continue.

Category: **Time**
 Type: **Other**
 Item: **Other**

4 **INFOTYPE 0552**
 Select ALL > Overview.

You can now lock the 552 records. Select the record(s) that need(s) locked.

Maintain the following text, then save:

Click Change 

THEN

Click Lock 

Click Enter 
 Save 

EE group	P	Permanent	7803	Transportation Pysl Area 3	TR Westmorela				
EE subgrp	F7	Full-time 75	AJ11	AFSCME J1 OT	Trnspt Equip Op				
Choose	01/01/1800	To	12/31/9999	STy.					
TimeData Ent./Empl.Per									
Start Date	End Date	Tim...	Name	Lock	Re...	Do ...	Years	Months	Days
11/02/2009	04/30/2010	JOB	Job Se...		0		0	0	123
10/12/2010	04/28/2011	JOB	Job Se...		0		0	0	136
10/11/2011	04/27/2012	JOB	Job Se...		0		0	0	101
03/18/2013	12/31/9999	JOB	Job Se...		0		0	0	116

NOTE: This record has been locked. EE worked in this classification from XX/XX/XX to XX/XX/XX (XXXX days). Effective XX/XX/XX, a record has been created to give EE seniority credit for this period. PLEASE DO NOT UNLOCK THIS RECORD!

References

[Benefits Alert 2012-08](#)

[Time Alert 2011-07](#)

[Management Directive 580.23](#)

[Personnel Administration Alert 2011-04](#)

[Personnel Administration Alert 2013-06](#)

[Management Directive 515.20](#)