Class PA310 **Page 1**
Date 01/24/09

Pg/ Slide #			Revision
OLD	***NEW***		***Student Guide***
			In general, removed all salary amounts and reworded to: use minimum of salary range
13	13		New objective: Identify that entries made in PA affect time, benefits, payroll
14	14		Removed Team Feud and replaced with Instructor demo of IT0001 (which includes a discussion of all of the fields to review PA210. Add verbage that all entries made in PA affect employee time, benefits, payroll
28-32	15-20		Moved slides: Master Data, Infotypes, Subtypes, Dates, Delimit from pages 28-32 so they now are slides 15-20
33-34	21		Consolidated 33-34 with new graphic, and moved to slide 21
19	25		Added: Identifies the applicable retirement plan for the employee
---	28		New slide ref Contract field on IT0001
35	35		New review bullet: Identify that entries made in PA affect time, benefits, payroll
39	39		Changed order of bullets. Reworded last bullet to read: Actions ensure that all necessary infotypes are presented during the process.
45	45		Removed "Date Specification" to a new slide
--	45		New slide: Date Specification" explanation
58	59		Exercise 3.2 is now a rejected PCR
73	74		Exercise 4.1 is no longer a rejected PCR
74	75		Added an asterisk beside reasons PT to FT, FT to PT, and change in hours. Added: *** NOTE**: Do not merely change the hours on IT0007; use the Appointment Change Action as applicable.
102	103		Added the following note: **Note:** The Emergency subtype is an exception to the automatic delimit rule. BEACON assumes an employee may have more than one emergency contact; therefore the previous emergency record is not automatically delimited. You must manually delimit the previous emergency record if it is no longer applicable.
103	104		Removed "certifications and licenses" and replaced with "verify education"
109-110			Removed Exercise 7.1 – Rose Brown cell phone

111	112		Added: **Important!** When Separation Pay Continuation is used, the pay continuation is for a specified time frame; therefore, eventually, a "regular" Separation Action must be performed at that time.
118	117		Removed: add a note to the Actions infotype Added: Create IT0019 for employee in exercise 4.2
122-123	121		Combined information on two slides into one
	122		Added new slide that graphically depicts process
124	123		Add 3 reasons to list: SMC, STU, NLS
	125 – 126		New slides discussing NLS notification
129	131		Added "benefits" to first bullet Added "to 1st and last pay" to 2nd bullet
136	138		Changed from evening to night shift
153	155		Changed "were incorrect" to "needs to be revised"
164	166		Changed Exercise 10.1 to run the Date Monitoring report (instead of the Employee Listing) Added information about also using BI report: B0099 – Employee Deadline Dates (illustrated below). Added graphic of BI report
			Exercise Guide
--	--		To all exercises, added the following notes where applicable: • *You should use Edit > Maintain text on the Actions and Basic Pay infotypes to write a note as applicable* • **NOTE**: Enter address information on *Address line 1*. Only use Address line 2 if all of the information doesn't fit on line 1.
--	4		Added to "effective date": follow state policy if the employee reports to work one day after the beginning of a payroll period that falls on a weekend or holiday
5	5		Added the following to step 16: However, you can copy and paste from WF into the Action when you are processing the infotypes. **It is a best practice to make sure the PCR is closed before you process the approved PCR Actions** because an open PCR uses a lot of memory:
6-8	---		Removed sections instructing students to log on as Agency Approver and Funding Approver. The section has been changed to an instructor demo
8	6		Added steps to the process for students to copy and

			paste the note from the PCR to the clipboard to use later in the Action
17	16		Exercise is now a “rejected” workflow.
18	18		Added “level” J
---	18		Added note to instructor regarding what hourly rate to include in rejection note
19-20	--		Includes steps on how to read the rejection note, make the correction and resubmit through the approval process Also added note on Actions infotypes to add WF note (same as Exercise 3.1) to IT0000.
21	22		Changed the Monitoring of Tasks type from End of Probation to Temp Appointment.
36	36		Salary Adjustment exercise is no longer a “rejected” WF—the rejected WF is now Exercise 3.2 Added note: Caution! Do not enter an end date on IT0001. Even though the Salary Adjustment is for only 4 months, you do not enter an end date on the Salary Adjustment Action. At the time that the salary adjustment ends, you will use a new Action (Cancel Salary Adjustment) to end the current Action.
37	38		Added a note to Annual salary: **Note:** The resulting salary will place the employee in “Z” step. In addition to the note in Workflow, you would write the appropriate note on both Actions and Basic Pay infotypes to explain the reason for the increase.
42	41		Question 1 reworded: What field in Workflow did you have to revise to ensure that the employee’s status was changed from trainee to permanent? A. Employee subgroup.
52	---		Removed Rose Brown cell phone exercise (7.2)
	56		Added to exercise 7.3 to include IT0041 ref RIF notice. Also added question 2 to Exercise. 7.3 **Question 2** Which infotype is used to document that the employee received the RIF notification? A. .
64	63		Added to Exercise 7.5:

			Add an infotype to the employee you gave a salary adjustment to in Exercise 4.1. Create a reminder to remove the Acting Pay in 4 months Removed from Exercise 7.5: "Add a note to Actions infotype".
67	66		Changed schedule from evenings to nights.
---	70		Exercise 10.1—removed run Employee List report to run Date Monitoring report. Also indicated which BI report contains tasks from IT0019.
---	71		10.2 added instructions on how to run the WF report
--	72-73		Added instructions on how to run reports in background
			Data Set
			Data set was revised to include all existing personnel numbers so that students don't have to flip back and forth to find previous data.