

CREATE/MAINTAIN DISCIPLINARY ACTIONS



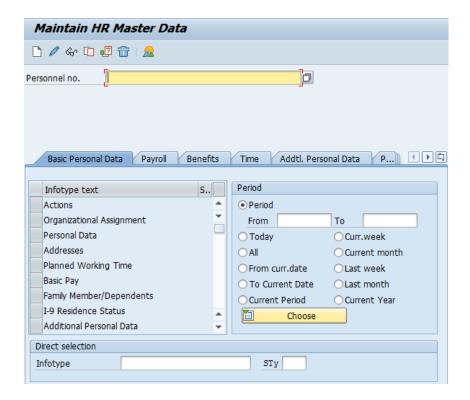
JOB AID PER-6 | TRANSACTION PA30

The purpose of this job aid is to document the disciplinary warning the employee has received. Disciplinary information should be entered as instances occur so that the system is current.

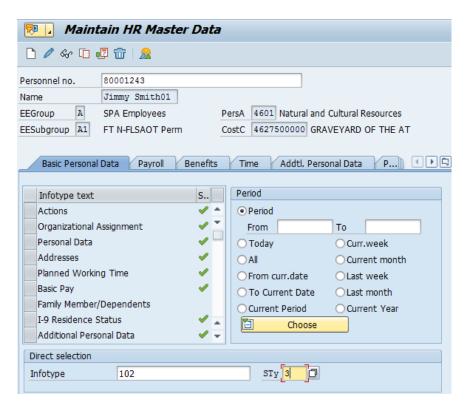
Infotypes that currently exist for the employee accessed are identified by green check marks to the right of the infotype descriptions.

An overview of the process contains some or all of the following steps:

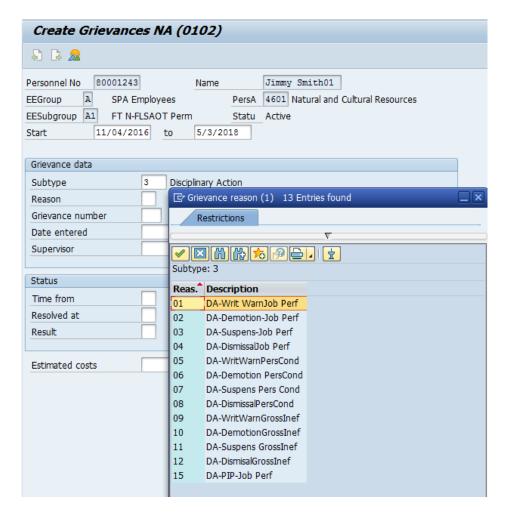
- The Employee violates Policy/Procedure
- The Supervisor/Warnings Maintainer In conjunction with (approval from) an Agency Official, the disciplinary warning is created
- The Supervisor issues the Warning to the Employee
- The Warnings Maintainer enters the Warning and related tasks into the Integrated HR/Payroll System.
- The Supervisor monitors MSS for Warning-related Tasks
- When warning tasks come due, the supervisor reviews them with the Employee
- The Warnings Maintainer As appropriate updates the Employee record in the Integrated HR/Payroll System.



1. Use PA30. Enter the Personnel number in the Personnel no. field and click the Enter 🔮 button.



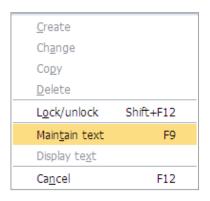
- 2. Enter the Infotype and the Subtype (Sty).
- 3. Click the **Create** button.



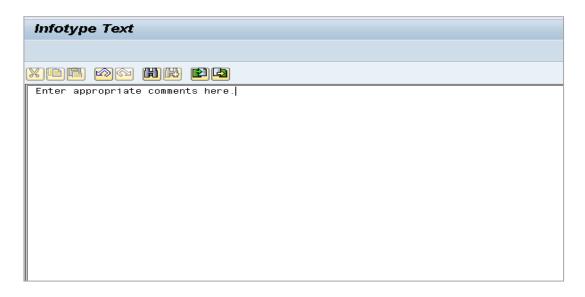
- 4. Complete the following fields, then Enter and Save.
 - Start
 - Reason



The start date is when the warning process began. When records are created, they are assigned a "Start Date". Because the end dates are not typically known, SAP automatically applies an end date of 12/31/9999. Change the end date to account for 18 months from the effective date. The Warning is only in effect for 18 months. If approved to delimit earlier, the end date can be changed at that time.



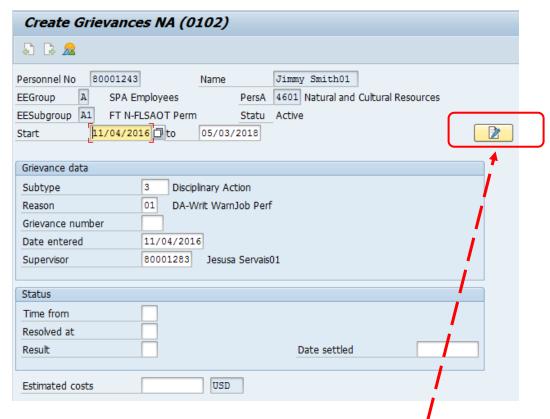
5. Click Edit > Maintain text on the toolbar at the top of the screen.



6. Enter appropriate text in the Infotype Text box that is displayed. (Don't forget to Save your comments.)

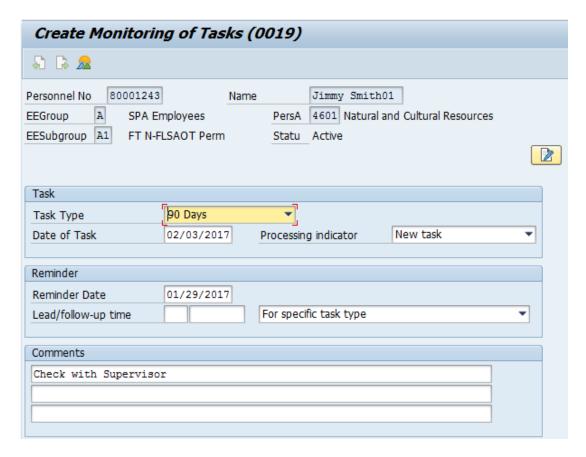


Click in the body of the text field and add the appropriate text. Optional text could be Appealable to SPC and where filed. The various application buttons above the text area will allow additional text to be imported/pasted, etc.

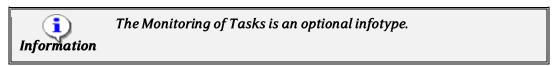


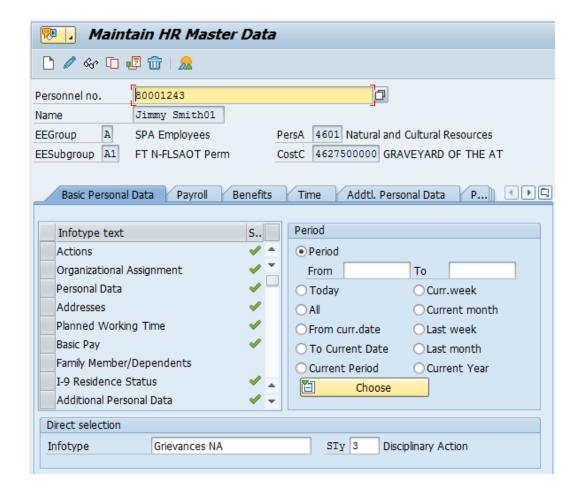
Note that the screen now displays an icon indicating that there are comments attached to this record.

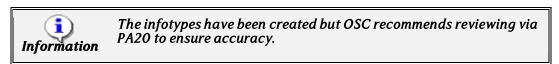
- 7. Complete the following fields, then Enter and Save.
 - Date entered
 - Supervisor



- 8. Complete the following fields, then click Enter and Save.
 - Task Type
 - Date of Task
 - Processing Indicator
 - Comments







9. Click the Back button to return to the SAP Easy Access screen.