



CREATE TIME SPECIFICATION/EMPLOY PERIOD

PER-58 | BUSINESS PROCESS PROCEDURE

TRANSACTION PA30

PA

The purpose of this Business Process Procedure is to explain how to create time specification/employ periods in the Integrated HR-Payroll System.

Trigger: Agencies should create only for employees who are New Hire or Non-Beacon to Beacon Actions with prior state service. For corrections, submit a ticket to BEST.

Business Process Procedure Overview:

A new employee is hired with prior creditable state service.

- Agency HR verifies prior state service.
- Agency HR creates IT0552 Time Specification/Employ Period
 - Create a separate IT0552 for each service record.

For corrections, contact BEST.

Tips and Tricks:

If you do not know if a previous employer is a State government agency or university, you can check the List of Credible Service Employers for Longevity State Service which can be viewed using the following link:

<https://oshr.nc.gov/documents/list-creditable-state-service-employers>

This document is located on the OSHR website in the State Personnel Manual-Salary Administration Section on the Longevity Policy Resources page. The Longevity State Service list includes a column that identifies the category of each employer.

- Employers with categories of State Agency or State University System would not be treated as new hires.
- Employers with categories of Local SPA, Community College, or Public School System would be treated as new hires.

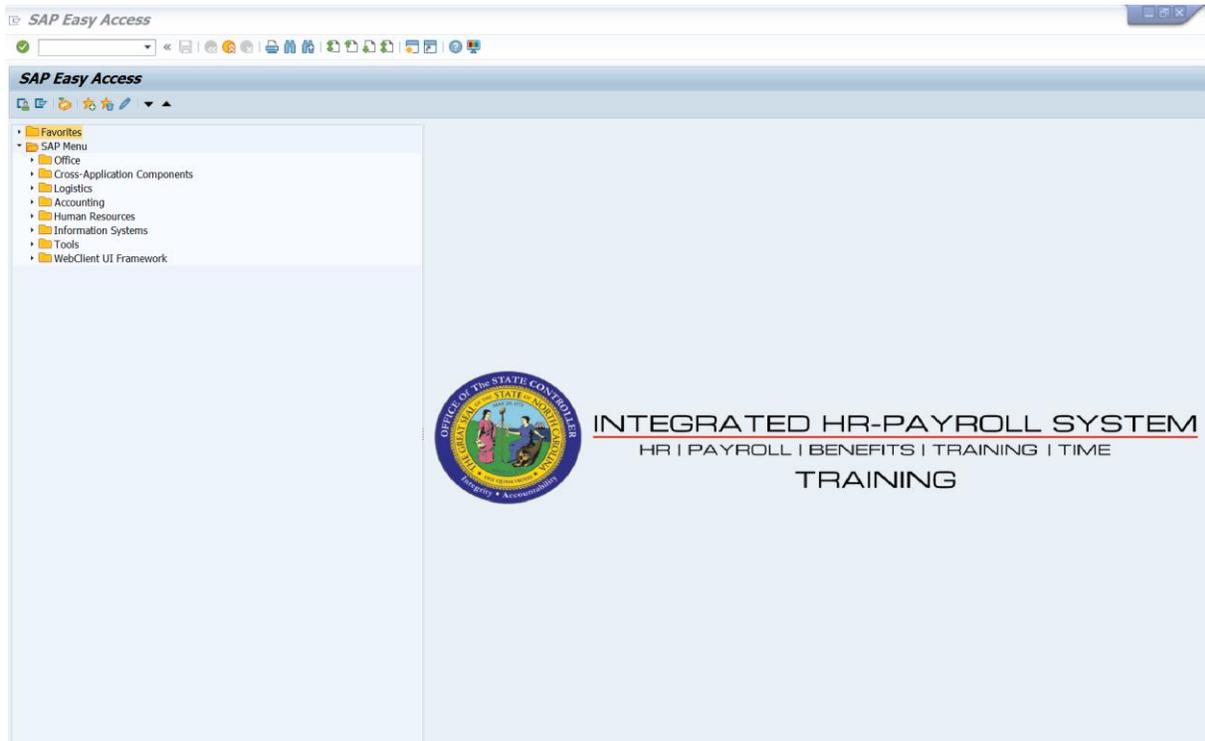
If the specific employer in question is not listed on the creditable service list but you think it is a State agency or University, you should contact your assigned OSHR HR Consultant with the Recruitment, Selection and Salary Administration Division to confirm the State government employer status.

Access Transaction

Via Menu Path: Your menu path may contain this custom transaction code depending on your security roles.

Via Transaction Code: PA30

Procedure



1. Update the following field:

Field Name	Description	Values
Command	White alphanumeric box in upper left corner used to input transaction codes	Enter value in Command. Example: PA30

2. Click the **Enter**  button.



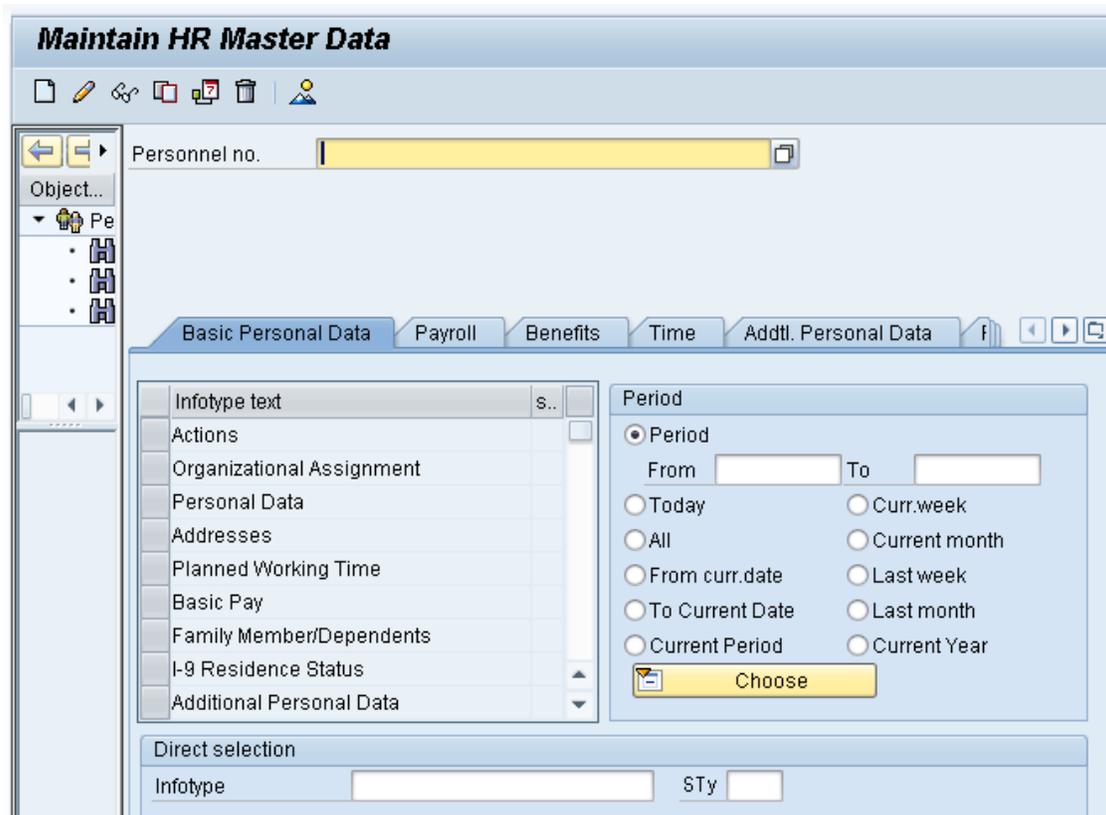
Information

You may want to enter this transaction code in your Favorites folder.

- From the menu at the top of the screen, choose **Favorites > Insert Transaction**.
- Type in **PA30**.
- Click **Enter**.

To see the transaction code displayed in front of the link in your favorites, from the menu at the top of the screen:

- Choose Extras > Settings.
- Place a check next to **Display Technical Names**.
- Click **Enter**.



 **CRITICAL!** Agencies should create only for employees who are New Hire or Non-Beacon to Beacon Actions with prior state service.
For corrections, submit a ticket to BEST.

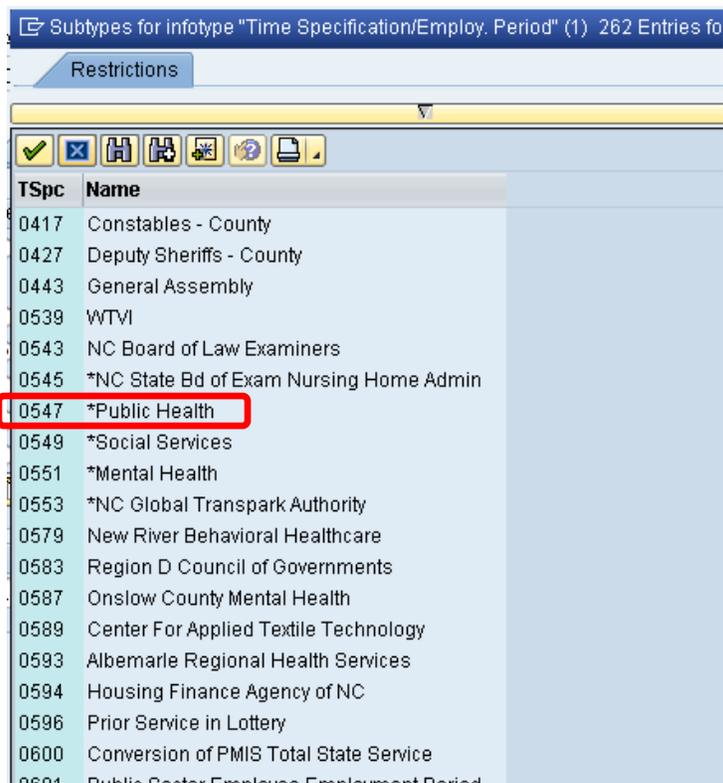
3. Update the following fields:

Field Name	Description	Values
Personnel No.	Unique employee identifier	Enter value in Personnel No. Example: 1823330
Period	The start and end dates respectively of the person and data selection period.	Click All .

4. Update the following fields:

Field Name	Description	Values
Infotype	Unique number identifying the type of data to be displayed	Enter value in Infotype Example: 552

5. Click the **Create**  button.



6. Select the appropriate subtype

7. Click the **Enter**  button.

Personnel No 1823330 Name Lilly Ann Small
 EESubgroup A2 FT N-FLSAOT Prob PersA 4201 Correction
 Status Active
 Start 09/01/1994 To 08/31/2009 Chng 09/02/2009 01230121

Time specifications/employment period
 Time spec. 0547 *Public Health
 Do not evaluate

Duration of validity period Imputable period
 Years 0 Months 180 Days 0
 Years Months Days

Comments
 Worked at Johnston County Environmental Health

Additional fields
[Creditable Service Conditions Link](#)

8. Update the following fields:

Field Name	Description	Values
Start	Begin date of employment	Enter the value in the Start field. Example: 09/01/1994
To	End date of employment	Enter the value in the To field. Example: 08/31/2009
Comments	Place of Employment	Enter the appropriate comments in the Comments field. Example: Worked at Johnston County Environmental Health
Additional fields	Creditable Service Conditions Link	View OSHR List of Creditable Service Conditions List with additional information.

Additional Resources

Training HELP website: https://www.osc.nc.gov/state-agency-resources/training/training_help_documents

Change Record

Change Date: 3/17/2020 by C. Ennis

Changes: New format, assigned reference number, and made accessible.