

CREATE TIME SPECIFICATION/EMPLOY PERIOD PER-58 | BUSINESS PROCESS PROCEDURE TRANSACTION PA30



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 Solution.

i 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.

Maintain HR Master Data			
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Personnel no. Object	Time Addtl. Personal Data F		
Infotype text s Actions Organizational Assignment Personal Data Addresses Planned Working Time Basic Pay Family Member/Dependents I-9 Residence Status Additional Personal Data Imfotype	Period Period From To To Today Curr.week All Current month From curr.date Last week To Current Date Last month Current Period Current Year STy		
XAgencies 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 .

👦 🔎 Maintain HR Master Data			
Object ▼ ∰ Pe ・ ∰ - ∰ - ∰	Personnel no. 1823330 Name Lilly Ann Small EEGroup A SPA Employees PersA 4201 Correction EESubgroup A2 FT N-FLSAOT Prob CostC 4299999999 DOC Basic Personal Data Payroll Benefits Time		
	Infotype text s Actions Image: Period Organizational Assignment Image: Period Personal Data Image: Period Addresses Image: Period Planned Working Time Image: Pay Planned Working Time Image: Pay Pasic Pay Image: Pay Family Member/Dependents Image: Pay Pasidence Status Image: Period Additional Personal Data Image: Period Direct extension Image: Period Direct extension Image: Period Direct extension Image: Period Direct extension Image: Period		
	Infotype 552 STy		

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.

2	🔄 Subtypes for infotype "Time Specification/Employ. Period" (1) 262 Entries fo			
	Restrictions			
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	TSpc	Name		
6	0417	Constables - County		
	0427	Deputy Sheriffs - County		
	0443	General Assembly		
	0539	WTVI		
	0543	NC Board of Law Examiners		
	0545	*NC State Bd of Exam Nursing Home Admin		
C	0547	*Public Health		
	0549	*Social Services		
	0551	*Mental Health		
	0553	*NC Global Transpark Authority		
	0579	New River Behavioral Healthcare		
	0583	Region D Council of Governments		
	0587	Onslow County Mental Health		
	0589	Center For Applied Textile Technology		
	0593	Albemarle Regional Health Services		
	0594	Housing Finance Agency of NC		
	0596	Prior Service in Lottery		
	0600	Conversion of PMIS Total State Service		
	0004	Dublic Costor Employee Employment Daried		

- 6. Select the appropriate subtype
- 7. Click the **Enter** Subtron.

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	Do not evaluate		
	Duration of validity period Imputable period		
	Years 0 Years 0 Months 180 Months		
	Days 0 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
То	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: <u>https://www.osc.nc.gov/state-agency-resources/training/training_help_documents</u>

Change Record

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

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