



# CANCEL SALARY ADJUSTMENT ACTION

## PER-63 | TRANSACTIONS ZPAA076, SWBP, PA40

PA

The purpose of this Business Process Procedure is to explain how to process a Cancel Salary Adjustment in the Integrated HR-Payroll System.

**Trigger:** There is a need to process a Cancel Salary Adjustment for one of the reasons listed in the Business Process Procedure Overview section.

### Business Process Procedure Overview:

**Cancel Salary Adjustment** – cancel increase given.

- **01 – Cancel Salary Adjustment** - employee's salary reverts to salary prior to adjustment; adjustment removed.
- **02 – Cancel Acting Pay/Promotion** - employee's salary reverts to salary prior to Acting Pay/Promotion; Acting Pay/Promotion removed.
- **03 – Cancel Lead Adjustment** - employee's salary reverts to salary prior to lead adjustment; Lead Adjustment removed.
- **04 – Cancel In-Range Adjustment** - employee's salary reverts to salary prior to salary before IRA; In-Range Adjustment removed.
- **05 – Cancel Geographical Differential** - employee's salary reverts to salary prior to the geographical differential; geographical differential removed.
- **06 – Cancel Site Differential** - employee's salary reverts to salary prior to the site differential; site differential removed.
- **07 – Cancel CGRA** - employee's salary reverts to salary prior to the CGRA; CGRA removed.
- **09 – Cancel Legislative Increase** - employee's salary reverts to salary prior to the LI; LI removed.
- **10 – Cancel Career Progression** - employee's salary reverts to salary prior to the Career Progression; Career Progression removed.
- **11 – Cancel LEO Sworn** - employee's salary reverts to salary prior to the LEO Sworn Increase; LEO Sworn Increase removed.
- **12 – Cancel Temp Comp/Skill** - Employee's salary reverts to the salary prior to the temporary comp/skill adjustment.
- **13 – Cancel Temp IRA for Job Change** - Employee's salary reverts to the salary prior to the temporary in-range adjustment for job change.
- **50 – Cancel Auto Sal Adj – AOC Only** - Employee's salary reverts to salary prior to salary before Salary Adjustment; Auto Sal Adj – AOC Only removed.

### Tips and Tricks:

Prior to initiating any workflow, ensure the data being used is valid and appropriate.

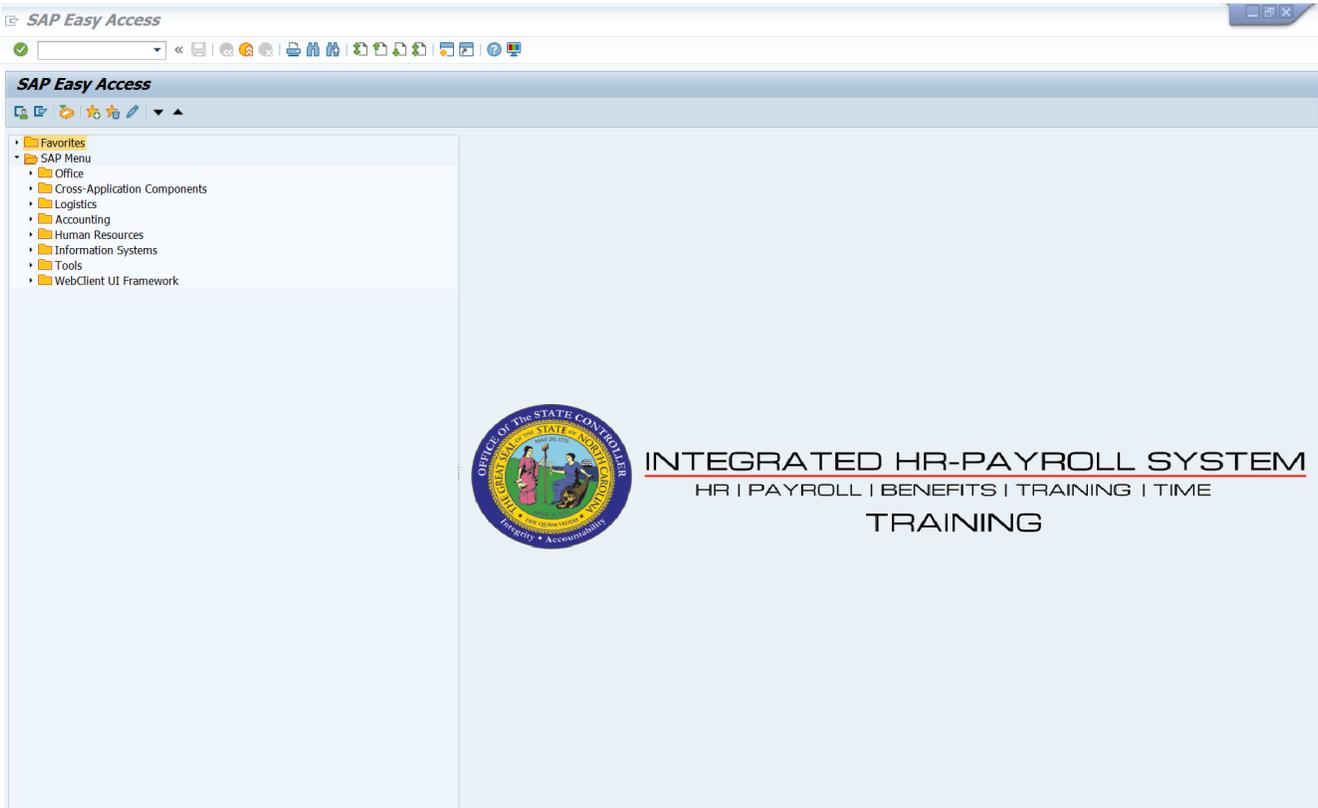
See the PA BPP Tips and Tricks Job Aid for a fuller listing of Best Practices and tips & tricks.

**Access Transaction:**

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

**Via Transaction Code:** ZPAA076; SBWP; PA40

**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. <b>Example:</b> ZPAA076

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 **ZPAA076**.
- 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**.

**Employee Action Request**

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Existing PCR No.

Personnel No.  Allison Sellers

Last 4 digits (SSN)  First  Last

Effective on

Action Type  Cancel Salary Adjustment(NC)

Reason  Cancel In-Range Adjustment

3. Update the following fields:

Field Name	Description	Values
Personnel No.	Unique employee identifier	Enter value in Personnel No.  <b>Example:</b> 80000735
Effective on	The date the action will be effective on.	Enter value in Effective on.  <b>Example:</b> 09/01/2011
Action Type	An action is a grouping of activities to perform a specific task. The action will prompt you for the Infotypes required to complete the task.	Enter value in Action Type.  <b>Example:</b> ZD
Reason	Reason for the action, such as Cancel In-Range Adjustment	Enter value in Reason.  <b>Example:</b> 04

- Click the **Enter**  button.

Enter the Personnel Number of the individual to receive the Cancel Salary Adjustment. Click **Enter** to retrieve the name of the individual and verify you have the correct Personnel Number.

**NOTE:** You only enter the SSN and name for New Hires.

If you need to look up the personnel number, click your cursor in the field and click on the matchcode search button to the right of the field for search options.

The system defaults the current date, but you may change the date to a day in the past or in the future.

There are several available **Reasons** to choose. For specific information on each reason, view the business process overview section at the beginning of these instructions.

Click Enter and verify the information is correct before proceeding.

Existing PCR No.	<input type="text"/>	<input type="button" value=""/>
Personnel No.	80000735	Allison Sellers
Last 4 digits (SSN)	<input type="text"/>	First <input type="text"/> Last <input type="text"/>
Effective on	09/01/2011	
Action Type	ZD	Cancel Salary Adjustment(NC)
Reason	04	Cancel In-Range Adjustment

- Click the **Create (F5)**  button.

If the information is correct, click **Create** to begin the process.

Leave the **Existing PCR No.** field blank if you are creating a new PCR.

Several fields on this screen are mandatory. The system will not let you continue if you have not provided data for the mandatory fields. If you are unsure which fields are mandatory, click Enter, and the system will prompt you for information in the mandatory fields.

**Employee Action Request**

Initiate WF

PCR Number

Personnel Number  Allison Sellers Action:  Cancel Salary Adjustment(NC)

Last 4 digits(SSN)    Reason:  Cancel In-Range Adjustment

Effective on  Chng   St:

CURRENT		PROPOSED	
Pers.Area	<input type="text" value="4601"/> Cultural Resources	Pers.Area	<input type="text" value="4601"/> Cultural Resources
Subarea	<input type="text" value="NC01"/> 7day Norm	Subarea	<input type="text" value="NC01"/> 7day Norm
EE Group	<input type="text" value="A"/> SPA Employees	EE Group	<input type="text" value="A"/> SPA Employees
EE Subgroup	<input type="text" value="B1"/> FT S-FLSAOT Perm	EE Subgrp	<input type="text" value="B1"/> FT S-FLSAOT Perm
Org. Unit	<input type="text" value="20010145"/> CR CDS A&H HIS RES A&R ST	Org. Unit	<input type="text" value="20010145"/> CR CDS A&H HIS RES A&R ST
Job	<input type="text" value="30000055"/> Accounting Technician I	Job	<input type="text" value="30000055"/> Accounting Technician I
EE Position	<input type="text" value="65002277"/> Accounting Technician I	EE Position	<input type="text" value="65002277"/> Accounting Technician I

**Basic Pay**

Pay Scale type	<input type="text" value="01"/> Graded	Pay Scale type	<input type="text" value="01"/> Graded
Pay Scale Area	<input type="text" value="01"/> Annual Salaries	Pay Scale Area	<input type="text" value="01"/> Annual Salaries
Pay Scale Group	<input type="text" value="GR59"/> Level <input type="text" value="GR"/>	Pay Scale Group	<input type="text" value="GR59"/> Level <input type="text" value="GR"/>
Annual Salary	<input type="text" value="27,264.00"/> Hrly Sal <input type="text" value="0.00"/>	Annual Salary	<input type="text" value="24,785.00"/> Hourly Salary <input type="text"/>
Calc Step - -MP	<input type="text"/>	Calc Step - 0	<input type="text" value="9.09"/> -
		Min	<input type="text" value="25,705.00"/>
		Max	<input type="text" value="38,759.00"/> Next Inc Date <input type="text"/>

**Dates**

Last day worked

6. Update the following field:

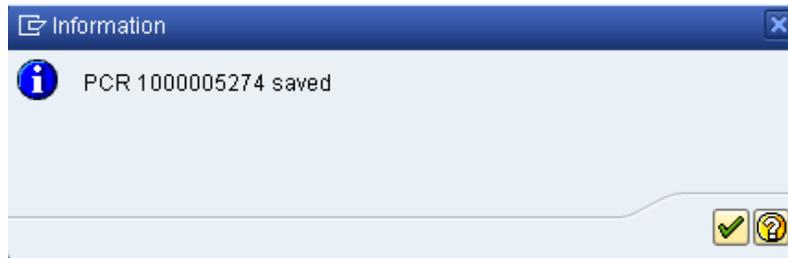
Field Name	Description	Values
Annual Salary	Employee's annual basic pay	Enter value in Annual Salary.  <b>Example: 24785</b>

7. Click the **Enter**  button.

Enter the new **annual salary** or **hourly rate**. Click **Enter** to validate the data. If the employee is hourly, leave the annual salary field blank and complete the hourly salary field only.

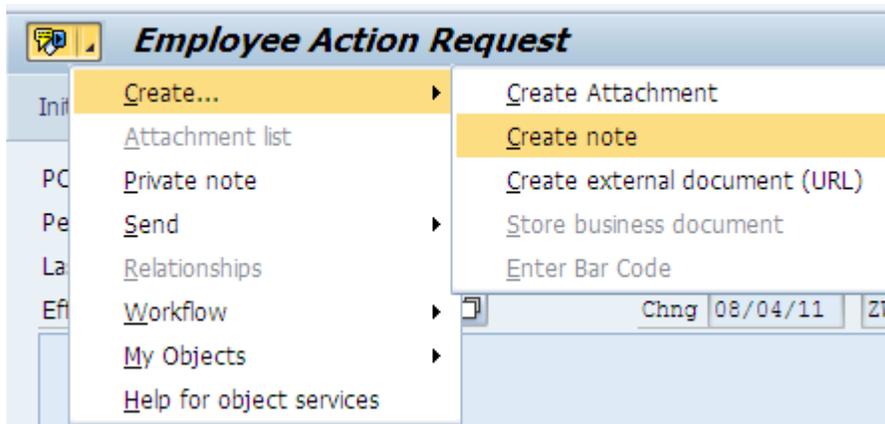
8. Click the **Save (Ctrl+S)**  button.

Click Save to save the data and receive a PCR number. The PCR has not been submitted to workflow yet.



9. Click the **Continue (Enter)**  button.

You can save this information as many times as you like. Each time you will receive a confirmation of the save. You will not be able to create a note attachment until you have saved it at least once. If you have submitted the PCR to workflow already, you will not be able to change the details, nor save any new information-only display the existing details.



10. Click the **Services for Objects**  button.
11. **Create... >> Create note**

You can enter any information that would be useful to the approvers downstream using the notes area or attachment area. If you just need to type some information in, or copy and paste from an email, create a note. If you want to add a document as an attachment, use the attachment area.

This note and attachment area gets attached to this specific PCR only. It will follow the PCR through the approval/rejection process and live with the PCR into the future. When the PCR has been approved and you are processing the Action (such as a New Hire action), you will need to recreate any notes or attachments if they need to be attached to the Action record as well.

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**Notes entered during PA Workflow must follow OSHR’s Action Notes Template:**

<https://www.osc.nc.gov/documents/action-notes-template>

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The screenshot shows a 'Create note' window with a title field containing 'Cancel Salary Adjustment' and a large text area with the instruction: 'Enter information as appropriate to support the Cancel Salary Adjustment action for this individual.' The window has a blue title bar and 'OK' and 'Cancel' buttons at the bottom right.

12. Update the following fields:

Field Name	Description	Values
Title of note	The short text to act as the title of the attachment	Enter value in Title of note.  <b>Example:</b> Cancel Salary Adjustment information
Long text	An open text field	Enter value in Long text.  <b>Example:</b> appropriate information

13. Click the **Continue (Enter)**  button.

**Employee Action Request**

Initiate WF

PCR Number: 1000005274  
 Personnel Number: 80000735 Allison Sellers  
 Last 4 digits(SSN): [ ] [ ] [ ] [ ]  
 Effective on: 09/01/2011 Chng: 08/31/11 ZWFINOMPA031 St: D

Action: ZD Cancel Salary Adjustment(NC)  
 Reason: 04 Cancel In-Range Adjustment

CURRENT		PROPOSED	
Pers.Area	4601 Cultural Resources	Pers.Area	4601 Cultural Resources
Subarea	NC01 7day Norm	Subarea	NC01 7day Norm
EE Group	A SPA Employees	EE Group	A SPA Employees
EE Subgroup	B1 FT S-FLSAOT Perm	EE Subgrp	B1 FT S-FLSAOT Perm
Org. Unit	20010145 CR CDS A&H HIS RES A&R ST	Org. Unit	20010145 CR CDS A&H HIS RES A&R ST
Job	30000055 Accounting Technician I	Job	30000055 Accounting Technician I
EE Position	65002277 Accounting Technician I	EE Position	65002277 Accounting Technician I

**Basic Pay**

Pay Scale type	01 Graded	Pay Scale type	01 Graded
Pay Scale Area	01 Annual Salaries	Pay Scale Area	01 Annual Salaries
Pay Scale Group	GR59 Level GR	Pay Scale Group	GR59 Level GR
Annual Salary	27,264.00	Hrly Sal	0.00
Calc Step	- -MP	Annual Salary	24,785.00
		Hourly Salary	
		Calc Step	0 9.09 -
		Min	25,705.00
		Max	38,759.00
		Next Inc Date	

**Dates**

Last day worked: [ ]

14. Click the **Enter**  button.
15. Click the **Save (Ctrl+S)**  button.
16. Click the **Initiate WF**  button.

Select the **Initiate Workflow** button to send the Cancel Salary Adjustment Action through the approval process. No changes can be made after the PCR has been submitted for approval unless the PCR is rejected at any stage and sent back to you (the initiator/requestor).



17. Click the **Continue (Enter)**  button.

18. Click the **Back (F3)**  button.
19. The Initiate Cancel Salary Adjustment Action is complete.

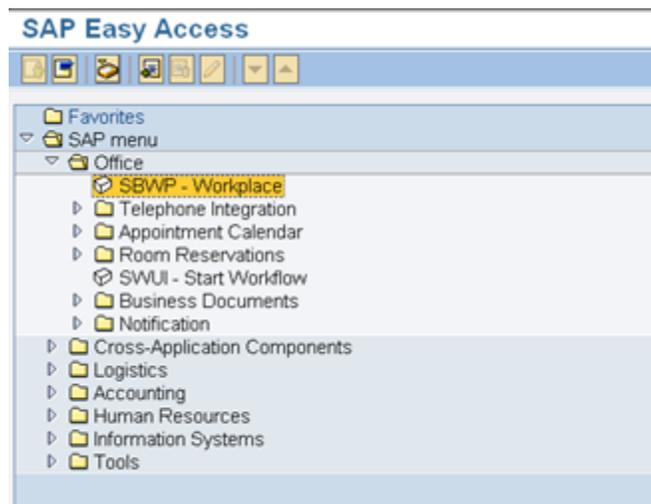
After Workflow Approvals have been received, process with the Complete Cancel Salary Adjustment Action process.

### Instructions for Completing the Action

**Access Transaction:**

**Via Menu Path:** SAP menu ==> Office ==> SBWP – Workplace

**Via Transaction Code:** SBWP; PA40



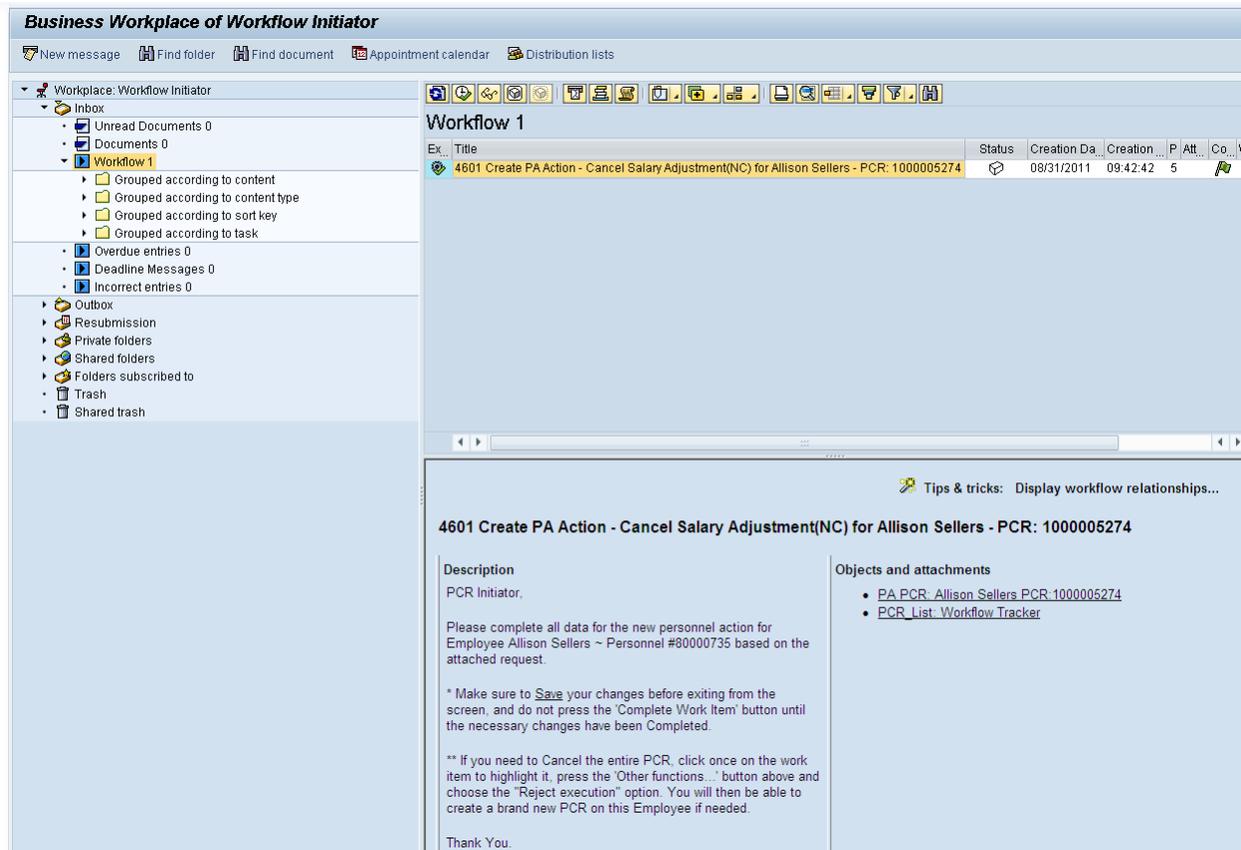
- Click the **SAP Business Workplace (Ctrl+F12)**  button.

These instructions assume you have initiated the Salary Adjustment Personnel Change Request (PCR) in workflow already and you have an approved PCR ready to be processed as a Salary Adjustment in the system.



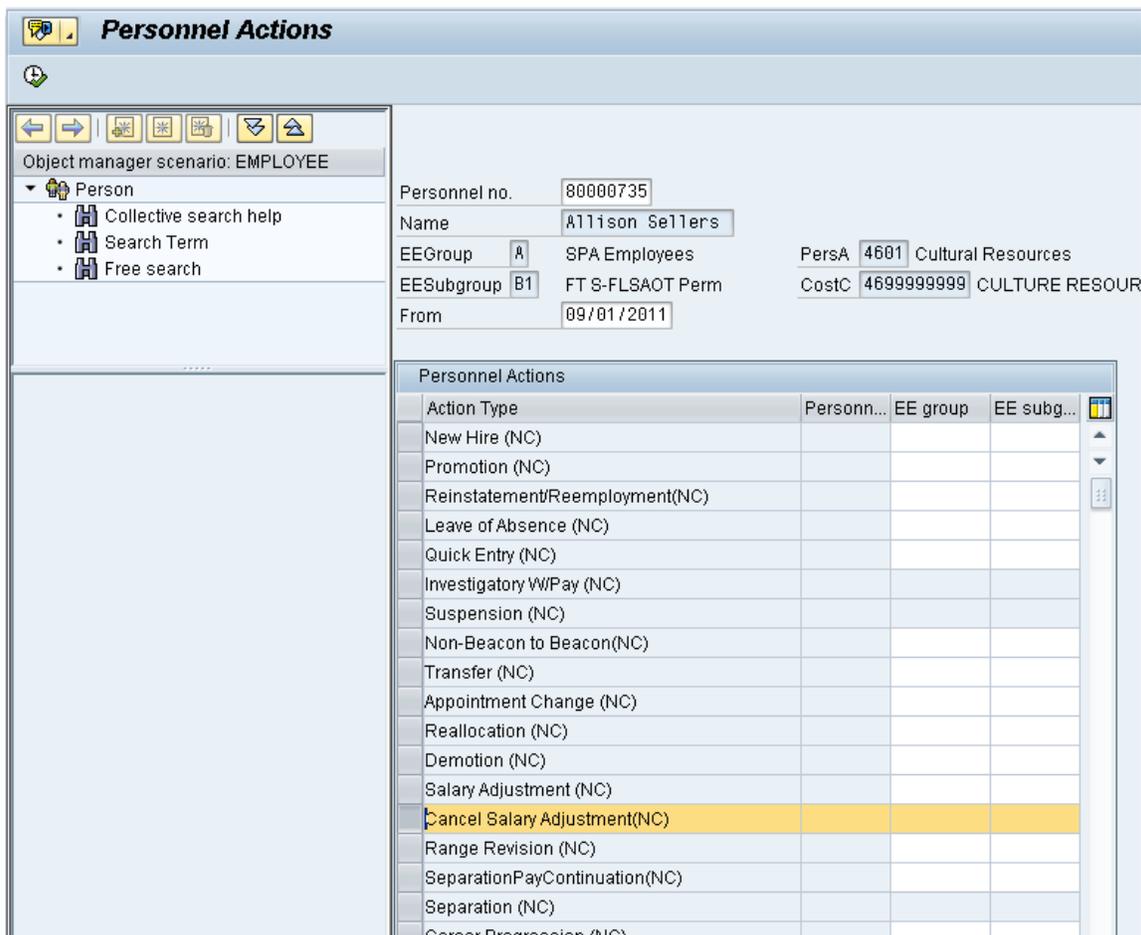
- Select **Inbox >> Workflow**.

You can process using step 22 or step 23.



22. Select the PCR **4601 Create PA Action - Cancel Salary Adjustment(NC) for Allison Sellers - PCR: 1000005274** row.
23. Double -click on row.
24. Click the **Execute (F8)**  button.

A list of your approved (or rejected) PCRs are listed on the right side of the screen. Select the PCR to be processed and click Execute (or double-click the PCR). You can view the PCR details and/or Workflow Tracker details prior to executing the PCR if desired. Once executing the PCR, the Cancel Salary Adjustment action will be launched.



25. Update the following field:

Field Name	Description	Values
From	Effective date of the personnel action	Enter value in From.  <b>Example: 09/01/2011</b>

26. Highlight **Cancel Salary Adjustment (NC)** action type.

27. Click the **Execute (F8)**  button.

The effective date is the date the Cancel Salary Adjustment will go into effect. This date must match the effective date on the PCR.

### Copy Actions (0000)




 Execute info group
 Change info group

Pers.No.

Name

EEGroup  SPA Employees      PersA  Cultural Resources

EESubgroup  FT S-FLSAOT Perm

Start  to

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**Personnel action**

Action Type  ▼

Reason for Action  Cancel In-Range Adjustment

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**Status**

Customer-specific  ▼

Employment  ▼

Special payment  ▼

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**Organizational assignment**

Position  Accounting Technician I

Personnel area  Cultural Resources

Employee group  SPA Employees

Employee subgroup  FT S-FLSAOT Perm

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**Additional actions**

Start Date	Act.	Action Type	ActR	Reason for action

28. Click the **Enter**  button.

 Record valid from 01/01/2008 to 12/31/9999 delimited at end

The system will provide a yellow warning message informing you the existing record will be delimited. Click Enter past this warning message.

Notice at the top of this screen the title includes the word “Copy.” This action takes the original action and makes a copy of it, delimiting the previous record and saving the new record. The word “Create” in the title indicates that this infotype is being created on this person's record for the first time.

 Person and position have different employee groups/subgroups

When the employee subgroup is different from the position employee subgroup you will receive a warning message. Click **Enter**  to continue.

**Infotype Text**

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Enter or paste appropriate comments. |

29. Click **Edit**, >> **Maintain** text to add your comment based on agency or OSP Policy/Guidelines.
30. Click the **Enter**  button.
31. Click the **Save (Ctrl+S)**  button.

**Create Organizational Assignment (0001)**

 Org Structure

Personnel No  Name

EEGroup  SPA Employees PersA  Cultural Resources

EESubgroup  FT S-FLSAOT Perm Statu

Start  to

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**Enterprise structure**

CoCode  STATE OF NC

Pers.area  Cultural Resources Subarea  7day Norm

Cost Ctr  CULTURE RESOU... Bus. Area  Cultural Resources

Fund  CULTURE- SUSP...

Func. Area  General Government

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**Personnel structure**

EE group  SPA Employees Payr.area  NC Monthly

EE subgroup  FT S-FLSAOT Perm Contract

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**Organizational plan**

Percentage   Assignment

Position  800904000984  
Accounting Technicia...

Job key  Actg Tch  
Accounting Technicia...

Org. Unit  48020302104  
CR CDS A&H HIS RE...

Org.key

32. Click the **Enter**  button.

Enter the Contract if required. The Contract key identifies eligibility for Medicare, less than 5 year for STD, and the Rehire of Retiree statuses.



**CRITICAL!** If the contract field is completed on the previous IT0001, it will copy to the new IT0001.

33. Click the **Save (Ctrl+S)**  button.

The system will display a yellow warning message informing you the existing record will be delimited. Click **Save** to move past this warning message.

### Create Basic Pay (0008)

   Salary amount  Payments and deductions

Personnel No	80000735	Name	Allison Sellers
EEGroup	A SPA Employees	PersA	4601 Cultural Resources
EESubgroup	B1 FT S-FLSAOT Perm	Statu	Active
Start	09/01/2011	to	12/31/9999

Subtype  Basic contract

**Salary**

Reason	ZD 	Cap.util.lvl	100.00
PS type	01 Graded	WkHrs/period	173.33 Monthly
PS Area	01 Annual Salaries	Next inc.	
PS group	GR59 Level GR	Ann.salary	24,785.00 USD

Wa...	Wage Type Long Text	O..	Amount	Curr...	I...	A..	Number/Unit	Unit
1000	Regular Salary		2,065.42	USD		<input checked="" type="checkbox"/>		

IV 09/01/2011 - 12/31/9999   0.00 USD

34. Update the following field:

Field Name	Description	Values
Reason	Reason for the action such as Cancel Salary Adjustment	Enter value in Reason. <b>Example:</b> ZD

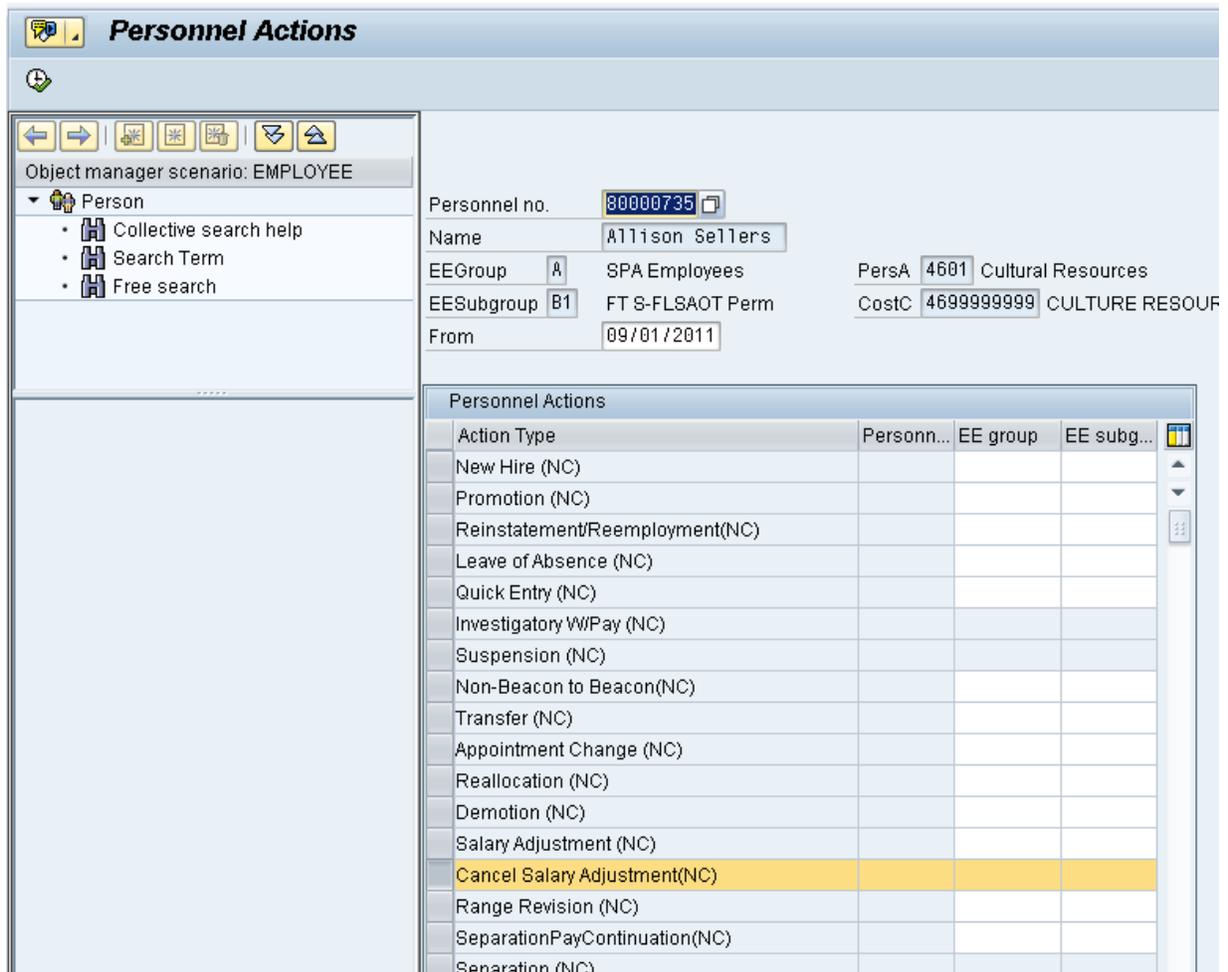
35. Click the **Enter**  button.

The pay scale values (pay scale type, pay scale area, pay scale group and level) have been designed to default based on the rules assigned to the employee's position. If the pay scale values do not default, please contact BEST Shared Services or your BEST HR Specialist.

Enter the Reason Salary Adjustment (ZC); click Enter to validate the data. Notice the Annual Salary field has retrieved the amount submitted via workflow (or the hourly field is appropriated).

If the employee is hourly, you will manually enter the hourly rate in the amount field; hit enter and the annual salary automatically calculates.

36. Click the **Save (Ctrl+S)**  button.



**Personnel Actions**

Object manager scenario: EMPLOYEE

- Person
  - Collective search help
  - Search Term
  - Free search

Personnel no.

Name

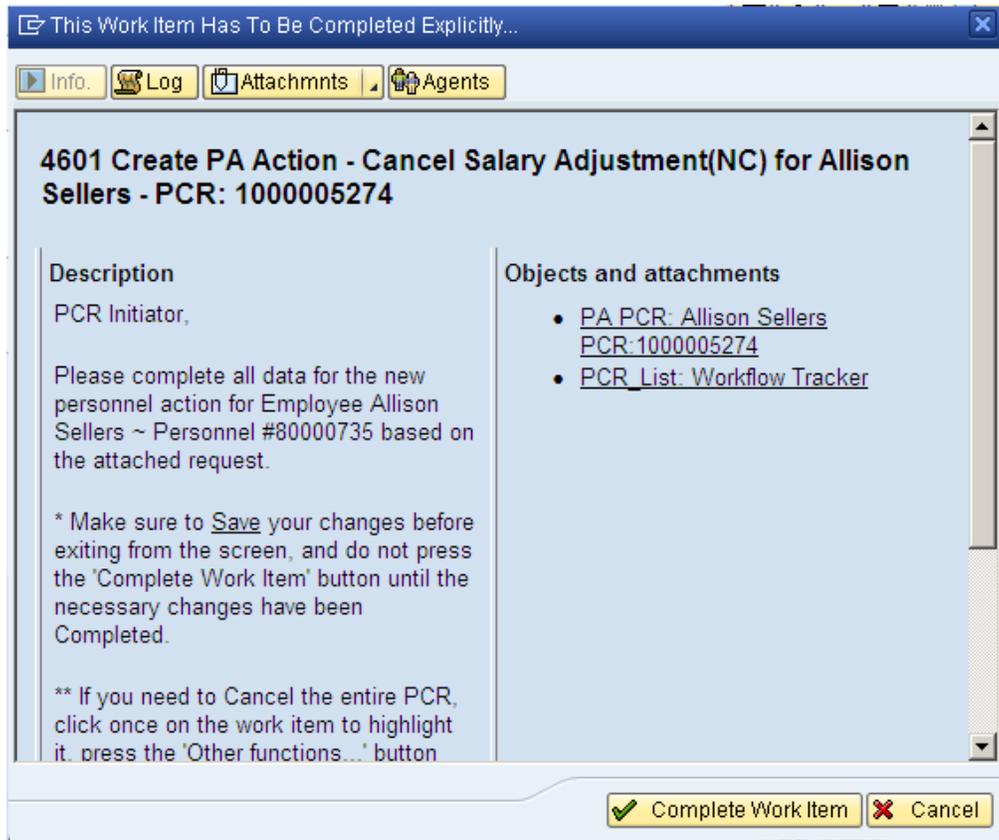
EEGroup  SPA Employees PersA  Cultural Resources

EESubgroup  FT S-FLSAOT Perm CostC  CULTURE RESOU

From

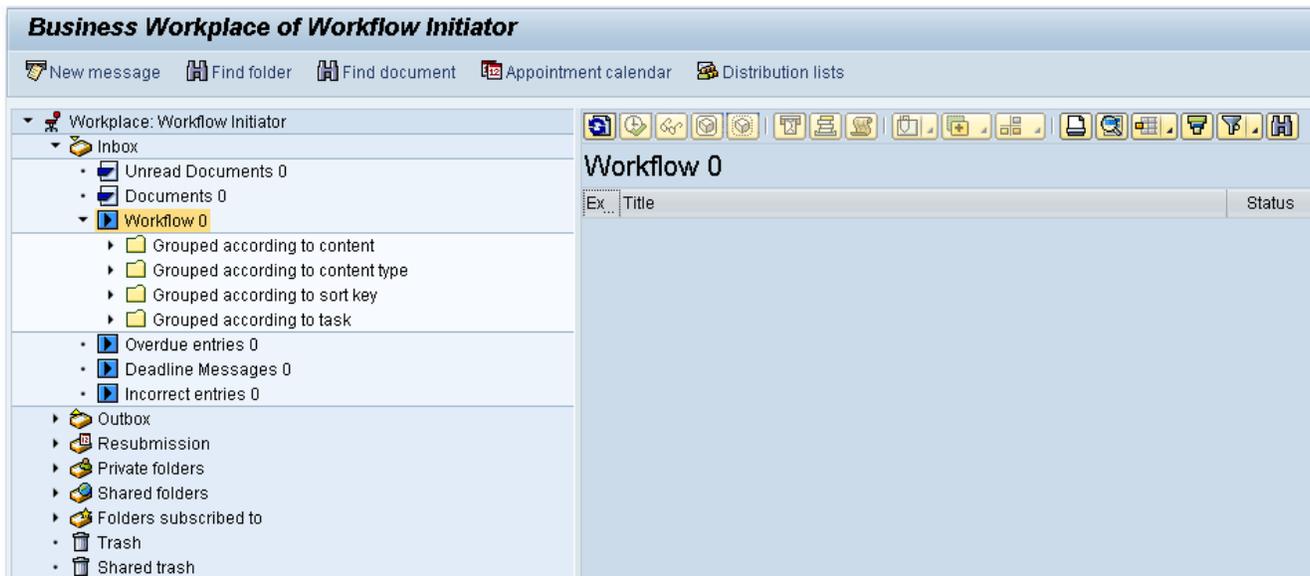
Personnel Actions	Personnel...	EE group	EE subg...
Action Type			
New Hire (NC)			
Promotion (NC)			
Reinstatement/Reemployment(NC)			
Leave of Absence (NC)			
Quick Entry (NC)			
Investigatory WFPay (NC)			
Suspension (NC)			
Non-Beacon to Beacon(NC)			
Transfer (NC)			
Appointment Change (NC)			
Reallocation (NC)			
Demotion (NC)			
Salary Adjustment (NC)			
<b>Cancel Salary Adjustment(NC)</b>			
Range Revision (NC)			
SeparationPayContinuation(NC)			
Separation (NC)			

- Click the **Back (F3)**  button.



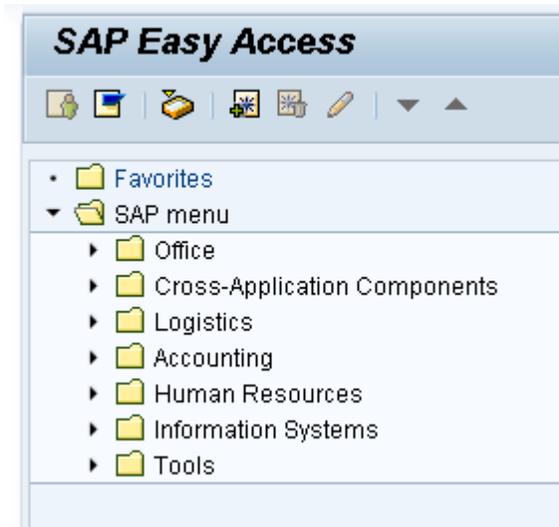
- Click the **Complete Item** .

Only once all of the infotype screens within the action have been processed and the system has returned you to the main screen will this Complete button be visible. Now you may complete the PCR in workflow.



39. Click the **Back (F3)**  button.

You can remain in this SAP Business Workplace and process additional PCRs or click the Back to return to the main SAP screen.



The Cancel Salary Adjustment Action is complete, but we recommend reviewing via PA20 all infotypes that have been processed.

### Additional Resources

Training HELP website: [https://www.osc.nc.gov/state-agency-resources/training/training\\_help\\_documents](https://www.osc.nc.gov/state-agency-resources/training/training_help_documents)

### Change Record

Change Date: 3/20/20 – Changed by C. Ennis

Changes: Updated format, assigned reference number, and made accessible