

The purpose of this Business Process Procedure is to explain how to process an Investigatory with Pay Action in the Integrated HR-Payroll System.

Trigger: There is a need to process an Investigatory with Pay Action for one of the reasons listed in the Business Process Procedure Overview section.

Business Process Procedure Overview:

Investigatory w/Pay –to investigate allegations of performance or conduct deficiencies that would constitute just cause for disciplinary action; to provide time within which to schedule and conduct a pre-disciplinary conference; or to avoid disruption of the work place and/or protect the safety of persons property.

Reasons:

- 01 Investigatory Placement Leave employee may be placed on leave for no more than 30 days.
- **02 Extended** requires written approval from Agency head and the State Human Resources Director.

Tips and Tricks:

- Prior to initiating any workflow, ensure the data being used is valid and appropriate.
- Ensure the following have been completed:
 - o all timesheets have been entered, released and approved.
- As of 7/1/2013, the Investigatory Placement action requires A/A 9690 (Investigatory Leave) to be keyed for all scheduled workdays that fall within the effective dates of the action. If a holiday falls within the effective dates of the action, A/A 9300 (Holiday Leave) should be keyed. Leave codes other than A/A 9690 and A/A 9300 will error out in Time Evaluation for an EE on the Investigatory Placement (Z5) action.

See the **PA BPP Tips and Tricks Job Aid** for a full listing of Best Practices and Tips & Tricks. The job aid is located on the Training Help website <u>https://www.osc.nc.gov/state-agency-resources/training/training_help_documents</u>.

Access Transaction:

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

Via Transaction Code: ZPAA076; SWBP; 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. |
| | | Example: 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. | 80001037 Ervin Santiago |
| | Last 4 digits (SSN) | First Last |
| | Effective on | 05/21/2012 |
| | Action Type | Z5 Investigatory W/Pay (NC) |
| | Reason | 01 Investigatory Placement Leave |

3. Update the following fields:

| Field Name | Description | Values |
|---------------|----------------------------|------------------------------|
| Personnel No. | Unique employee identifier | Enter value in Personnel No. |
| | | Example: 80001037 |

| Field Name | Description | Values |
|--------------|--|------------------------------|
| Effective on | The date on which the action will be effective | Enter value in Effective on. |
| | | Example: 05/21/2012 |
| Action Type | An action is a grouping of activities to perform a specific task. The action will prompt you for the Infotypes | Enter value in Action Type. |
| | required to complete the task. | |
| Reason | Reason for the action, such as | Enter value in Reason. |
| | | Example: 01 |

Enter the Personnel Number of the individual to be put on Investigatory w/Pay. 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 Hire Actions.

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

4. Click the Enter Solution.

The system defaults the current date, but you may change the date to a day in the past or in the future. Use the first day the employee is on Investigatory Leave with Pay as the effective date.

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

Click **Enter** and verify the information is correct before proceeding.

| Employee Action Request | | |
|-------------------------|----------------------------------|--|
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| | | |
| Existing PCR No. | | |
| Percennel No | 80001037 Envin Contiago | |
| Last 4 digits (SSN) | First Last | |
| Effective on | 05/21/2012 | |
| Action Type | Z5 Investigatory W/Pay (NC) | |
| Reason | 01 Investigatory Placement Leave | |

5. Click the **Create** 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 1000005272 Personnel Number 80001037 Last 4 digits(SSN) | ng 05/23/12 ZWFIN | Action: Z5 Investigatory W/Pay (NC) Reason: 01 Investigatory Placement Leave IOMPA031 St: D Created |
| CURRENT Pers.Area 4601 Cultural Resources Subarea NC01 7day Norm EE Group A SPA Employees EE Subgroup B1 FT S-FLSAOT Perm Org. Unit 20010226 CR CDS A&H HIS SITES C Job 30001535 Historic Interpreter III EE Position 60083607 Historic Interpreter III | Pers,Area Subarea EE Group EE Subgrp DR S Org. Unit Job EE Position | PROPOSED 4601 Cultural Resources NC01 7day Norm A SPA Employees B1 FT S-FLSAOT Perm 20010226 CR CDS A&H HIS SITES OR S 30001535 Historic Interpreter III 60083607 Historic Interpreter III |
| Basic Pay | | |
| Pay Scale type01GradedPay Scale Area01Annual SalariesPay Scale GroupGR62Level | Pay Scale type Pay Scale Area Pay Scale Gro | e 01 Graded a 01 Annual Salaries rup GR62 Level GR |
| Annual Salary 34,255.00 Hrly Sal 0.0 Calc StepMP | 00 Annual Salary Calc Step - Min 2 Max 4 | 34,255.00 Hourly Salary -MP 0.00 28,484.00 |
| Dates | | |
| | Last day wor | ked |
| | | |

6. Update the following field:

| Field Name | Description | Values |
|---------------|-----------------------------|---------------------------------|
| Annual Salary | Employee's annual basic pay | Enter value in Annual Salary |
| | | Example: 34,255 |

Enter the salary/hourly information in the Annual Salary or Hourly Salary field. If you complete the hourly salary field, leave the annual salary blank. Click Enter to validate the data. No Basic Pay record is created for Investigatory with Pay Action, but you must enter the salary on the PCR.

- 7. Click the Enter 🥙 button.
- 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 (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 already submitted the PCR to workflow, you will not be able to change the details, nor save any new information--only display the existing details.

| 1 | Employee Action Request | | |
|----------|----------------------------------|---|---------------------------------|
| Init | <u>C</u> reate | ► | <u>C</u> reate Attachment |
| | <u>A</u> ttachment list | | <u>C</u> reate note |
| PC | <u>P</u> rivate note | | Create external document (URL) |
| Pe | <u>S</u> end | ► | <u>S</u> tore business document |
| La | <u>R</u> elationships | | Enter Bar Code |
| Efi | <u>W</u> orkflow | • | Chng 08/04/11 ZW |
| | My Objects | ► | |
| | <u>H</u> elp for object services | | |
| | | | |

- 10. Click the Services for Objects 💯 🗈 button.
- 11. Click Create... >> Create note.

You may 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.

Notes entered during PA Workflow must follow OSHR's Action Notes Template: https://www.osc.nc.gov/documents/action-notes-template

| 🔄 Create note | | × |
|-----------------------------|--|---|
| Title of note | Investigatory W/Pay | |
| 1 | | _ |
| Enter information as approp | riate to support the Investigatory W/Pay action for this individual. | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | × |

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. |
| | | Example: reason for |
| | | Investigatory with Pay note |
| Long text | An open text field | Enter value in Long text. |
| | | Example: the appropriate note |

- 13. Click the **(Enter) b**utton.
- 14. Click the Save (Ctrl+S) 📙 button.

| Employee Action Request | |
|---|---|
| | |
| Initiate WF | |
| PCR Number 1000005272 Personnel Number 80001037 Ervin Santiago Last 4 digits(SSN) | Action: Z5 Investigatory W/Pay (NC) Reason: 01 Investigatory Placement Leave 3/12 ZWFIN0MPA031 St: D Created |
| CURRENT Pers.Area 4601 Cultural Resources Subarea NC01 7 day Norm EE Group A SPA Employees EE Subgroup B1 FT S-FLSAOT Perm Org. Unit 20010226 CR CDS A&H HIS SITES OR S Job 30001535 Historic Interpreter III EE Position 60083607 Historic Interpreter III | Pers.Area 4601 Cultural Resources Subarea NC01 7 day Norm EE Group A SPA Employees EE Subgrp B1 FT S-FLSAOT Perm Org. Unit 20010226 CR CDS A&H HIS SITES OR S Job 30001535 Historic Interpreter III Historic Interpreter III Historic Interpreter III |
| Basic Pay | |
| Pay Scale type 01 Graded Pay Scale Area 01 Annual Salaries Pay Scale Group 6R62 Level 6R Annual Salary 34,255.00 Hrly Sal 0.00 Calc StepMP | Pay Scale type 01 Graded Pay Scale Area 01 Annual Salaries Pay Scale Group GR62 Level GR Annual Salary 34,255.00 Hourly Salary Galc StepMP 0.00 Min 28,484.00 Next Inc Date Max 43,576.00 Next Inc Date |
| Detec | |
| Valos | Last day worked |
| | |

15. Click the Initiate WF Initiate WF button.

Select the **Initiate Workflow** button to send the Investigatory with Pay 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).



| P | Employee Action | Request |
|----------|---------------------|-------------------------------|
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| | | |
| | | |
| | | |
| | Existing PCR No. | |
| | Personnel No. | |
| | Last 4 digits (SSN) | First Last |
| | Effective on | 05/23/2012 |
| | Action Type | Investigatory W/Pay (NC) |
| | Reason | Investigatory Placement Leave |

- 17. Click the Back (F3) 💁 button.
- 18. The Initiate Investigatory with Pay Action is complete.

After Workflow Approvals have been received, proceed with the Complete Investigatory with Pay Action process.

Instructions for Completing the Action

Access Transaction:

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

Via Transaction Code: SBWP, PA40



19. Click the SAP Business Workplace (Ctrl+F12) Solution.

These instructions assume you have initiated the Investigatory with Pay Personnel Change Request (PCR) in workflow already, and you have an approved PCR ready to be processed as an Investigatory with Pay in the system.

| Business Workplace of Workflow Initiator | | | | | | | |
|---|---|--------------------|--|--|--|--|--|
| 🐯 New message 🛛 🛗 Find folder 🛛 🛗 Find docum | ent 🛛 🖻 Appointment calendar 🛛 🔗 Distribution lists | | | | | | |
| Workplace: Workflow Initiator Inbox Outbox Resubmission Private folders Shared folders Folders subscribed to Trash Shared trash | | Business Workplace | | | | | |

20. Select Inbox >> Workflow.

You can process using step 21 or step 22.

| Business Workplace of Workflow Initiator | r | |
|---|---|--|
| 📅 New message 🛛 🛗 Find folder 🛗 Find document 🕮 / | Appointment calendar 🛛 🗃 Distribution lists | |
| Workplace: Workflow Initiator Intox Unread Documents 0 Documents 0 Workflow 1 Overdue entries 0 Overdue entries 0 Deadline Messages 0 Incorrect entries 0 Outbox Shared folders Shared folders Shared trash | Control Create PA Action - Investigatory W/Pay (NC) for Ervin Santiago- 4601 Create PA Action - Investigatory W/Pay (NC) for Ervin Santiago- 4601 Create PA Action - Investigatory W/Pay (NC) for Ervin Santiago- Personnel action for Description PCR Initiator, Please complete all data for the new personnel action for Employee Ervin Santiago ~ Personnel #60001037 based on the attached request. * Make sure to Saye your changes before exiting from the screen, and do not press the 'Complete Work Item' button until the necessary changes have been Completed. ** If you need to Cancel the entire PCR, click once on the work item to highlight it, press the 'Other functions' button above and choose the "reject execution" option. You will then be able to create a brand new PCR on this Employee if needed. Thank You. | PCR: 1000006272 O5/23/2012 16:08:25 5 P Creation Da Creation P Att. Co W PCR: 1000006272 O5/23/2012 16:08:25 5 P Tips & tricks: Replace work item r Ervin Santiago - PCR: 1000005272 Objects and attachments • PA.PCR: Enin Santiago PCR: 1000005272 • PCR_List: Workflow Tracker |
| | create a brand new PCR on this Employee if needed. | |
| | | 1 |

4601 Create PA Action - Investigatory W/Pay (NC) for Ervin Santiago - PCR: 1000005272

21. Select the **PCR** row. Double-click on the row.

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 the PCR is executed the Investigatory with Pay action will be launched.

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

| Personnel Actions | | |
|--|--|--|
| ⊕ | | |
| ◆ ◆ ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● | Personnel no.80001037NameErvin SantiagoEEGroupASPA EmployeesEESubgroupB1FT S-FLSAOT PermFrom05/21/2012 | PersA 4601 Cultural Resources CostC 4699999999 CULTURE RESOUR |
| | Personnel Actions Action Type New Hire (NC) | Personn EE group EE subg |
| | Promotion (NC) Reinstatement/Reemployment(NC) Leave of Absence (NC) Quick Entry (NC) | |
| | Investigatory W/Pay (NC) Suspension (NC) Non-Beacon to Beacon(NC) | |
| | Transfer (NC) Appointment Change (NC) Reallocation (NC) Demotion (NC) Salary Adjustment (NC) | |

23. Update the following field:

| Field Name Description | | Values |
|------------------------|--|----------------------|
| From | Effective date of the personnel action | Enter value in From. |
| | | Example: 05/21/2012 |

24. Highlight the Investigatory W/Pay (NC) action type.

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

The effective date is the date the Investigatory with Pay will go into effect. This date must match the date on the approved PCR.

| Copy Actions (0000) | | |
|---|---------------------------|--|
| 🙆 🗟 🧟 🤂 Execute info group 🛛 🖉 Change in | nfo group | |
| Pers.No. 80001037 Name Ervin Santiago EEGroup A SPA Employees PersA EESubgroup B1 FT S-FLSAOT Perm Start 05/21/2012 T to 12/31/9999 | A 4601 Cultural Resources | |
| Personnel action | | |
| Action Type Z5 Investigatory W/Pay (NC | C) 🔹 | |
| Reason for Action 01 Investigatory Placem | nent Leave | |
| | | |
| Status | | |
| Customer-specific | • | |
| Employment 3 Active | • | |
| Special payment 1 Standard wage type | | |
| Organizational assignment | | |
| Position 60083607 Historic Inter | rpreter III | |
| Personnel area 4601 Cultural Resource | es | |
| Employee group A SPA Employees | | |
| Employee subgroup B1 FT S-FLSAOT Per | rm | |
| Additional actions | | |
| Start Date Act. Action Type | ActR Reason for action | |
| | | |
| | | |
| | | |
| | ^ | |
| | 4 1 | |
| | | |

26. 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.

Best practice is to review all data and click Enter to allow the system to validate the data.

| Infotype Text |
|--------------------------------------|
| |
| xee pre the pre |
| Enter or paste appropriate comments. |

27. Click the Save (Ctrl+S) 📕 button.

| 100 | | | | | | |
|-----|---|---|--|---|---|-------------------------------|
| | Create Org | ganizational As | ssignment | (0001) | | |
| | 6 6 2 0 | Org Structure | | | | |
| - | Personnel No 8 EEGroup A EESubgroup B1 Start 6 Enterprise struct | 30001037 SPA Employees FT S-FLSAOT Perm 05/21/2012 🗇 to | Name PersA Statu 12/31/9999 | Ervin Sant 4601 Cultur Active | tiago ral Resources | |
| | CoCode N Pers.area 4 Cost Ctr 4 Func. Area 6 | IC01 STATE OF NC I601 Cultural Reso I6999999999 CULTU | urces <u>S</u> JRE RESOU <u>B</u> <u>F</u> General Go | ubarea N us. Area 4 und 4 vernment | 1C01 7 day Nom 1600 Cultural R 169999999 CU | n esources JLTURE- SUSP |
| 1 | Personnel struct | ure | | | | |
| | EE group A EE subgroup B | SPA Employees 1 FT S-FLSAOT Pe | rm | Payr.area Contract | 01 NC Monthly | ¥ |
| [| Organizational pl | lan | | | | |
| | Percentage 1 Position 6 Job key 3 Org. Unit 2 | 00.00 0083607 2060000 Historic II 0001535 His Intpr Historic II 20010226 4802060 CR CDS | Assignment 02565 nterpreter III nterpreter III 2564 A&H HIS SIT | | | |
| | Org.key 4 | \$60146999999999 | | | | |

28. Click the Enter 🥙 button.

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



29. Click the Save (Ctrl+S) 📕 button.

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

| Create Monitorin | ng of Tasks (| (0019) | |
|--|-----------------------------------|--|----------------------|
| 6 6 🚵 | | | |
| Personnel No 80001037 EEGroup A SPA E EESubgroup B1 FT S-F |] Nam :mployees FLSAOT Perm | e Ervin Sant PersA 4601 Cultura Statu Active | iago al Resources |
| Task | | | |
| Task Type | 10.5 Days | - | |
| Date of Task | 05/25/2012 | Processing indicator | New task 🔹 |
| Reminder | | | |
| Reminder Date | 05/24/2012 | | |
| Lead/follow-up time | | For specific task type | • |
| Comments | | | |
| Create Reinstatement | :/Reemployment / | Action | |

30. Update the following fields:

| Field Name | Description | Values |
|--------------|--|--------------------------------------|
| Task Type | Select appropriate task type from list | Select Task Type |
| | | Example: 5 Days |
| Date of Task | Date on which the task occurs | Enter value in Date of Task. |
| | | Example: 05/25/2012 |
| Comments | Additional information about an item | Enter value in Comments. |
| | | Example: Create |
| | | Reinstatement/Reemployment Action |

NOTE: You may need to create additional IT0019s via PA30. To view these task reminders, you can run the BOBJ Report – B0099 – Employee Deadline Dates. Managers can view for their employees via MSS.

(Example Only)

| Monitoring of Tasks | | | | | | |
|---------------------|-----------|-----------|----------------------|--|--|--|
| Status | Date | Reminder | Task | | | |
| New task | 9/14/2007 | 8/14/2007 | Credential Verificat | | | |
| New task | 9/7/2007 | 8/7/2007 | Military | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

- 35. Click the Enter Solution.
- 36. Click the Save (Ctrl+S) 📕 button.

| Delimit Objects on Loan (0040) | | | | | | |
|--------------------------------|--------------|----------|-----------------|-------|----------------------|----|
| 5 B P | | | | | | |
| Personnel No 80001037 | Nam | ne | Ervin Santiag | 0 | | |
| EEGroup 🛛 🛔 SPA Emp | loyees | PersA | 4601 Cultural R | esour | ces | |
| EESubgroup B1 FT S-FLS | AOT Perm | Statu | Active | | | |
| 🚾 Choose 👘 05/21/2012 | 🗇 To 👘 127 | 31/9999 | STy. |] D | elimit.Date 05/21/20 | 12 |
| | | | | | | |
| Overview | | | | | | |
| Start Date End Date | Object on lo | Name | | No. | Loan object number | |
| 01/01/2008 12/31/9999 | 01 | State ID | | 1 | 5552162 | - |
| | | | | | | - |

- 37. Highlight and click the **01/01/2008** row.
- 38. Click the **Delimit (Shift+F1)** ¹ button.

Either skip or delimit depending upon whether or not (1) your agency uses this infotype, (2) your agency requires employees to return items while out on leave, or (3) the employee returned items if required to do so.

NOTE: You will not see this screen unless the employee has an existing IT40 record.

| Image: Scenario: EMPLOYEE Personnel no. S0001037 Image: Scenario: EMPLOYEE Image: Market Scenario: EMPLOYEE Personnel no. S0001037 Image: Scenario: EMPLOYEE Image: Market Scenario: EMPLOYEE Personnel no. S0001037 Image: Scenario: EMPLOYEE Image: Market Scenario: EMPLOYEE Personnel no. S0001037 Image: Scenario: EMPLOYEE Image: Market Scenario: EMPLOYEE Personnel no. S0001037 Image: Scenario: Scenario: Employees Image: Market Scenario: Employee Person Scenario: Scenario: Scenario: Employee Person A SPA Employees Image: Market Scenario: Employee Person Scenario: |
|--|
| Image: scenario: EMPLOYEE Personnel no. S0001037 Image: scenario: EMPLOYEE Image: scenario: EMPLOYEE Personnel no. S0001037 Image: scenario: EMPLOYEE Image: scenario: EMPLOYEE Personnel no. S0001037 Image: scenario: Scenario: EMPLOYEE Image: scenario: EMPLOYEE Personnel no. S0001037 Image: scenario: Scenario: Employees Image: scenario: EMPLOYEE Personnel no. S0001037 Image: scenario: Sc |
| Personnel Actions Action Type Personn EE group EE subg New Hire (NC) Image: Complex Comp |
| Action Type Personn EE group EE subg New Hire (NC) Promotion (NC) Image: Comparison of the subgroup |
| New Hire (NC) Promotion (NC) |
| Promotion (NC) |
| Poinctatemont/Doomnloymont/NC) |
| Leave of Absence (NC) |
| Quick Entry (NC) |
| Investigatory W/Pay (NC) |
| Suspension (NC) |
| Non-Beacon to Beacon(NC) |
| Transfer (NC) |
| Appointment Change (NC) |

39. Click the Back (F3) 🙆 button.

| ■ Info. Score Log (CAttachmnts) Agents 4601 Create PA Action - Investiga - PCR: 1000005272 | tory W/Pay (NC) for Ervin Santiago |
|---|--|
| Description PCR Initiator, Please complete all data for the new personnel action for Employee Ervin Santiago ~ Personnel #80001037 based on the attached request. * Make sure to Save your changes before exiting from the screen, and do not press the 'Complete Work Item' button until the necessary changes have been Completed. ** If you need to Cancel the entire PCR, click once on the work item to highlight it. press the 'Other functions' button | Objects and attachments • <u>PA PCR: Ervin Santiago</u> <u>PCR:1000005272</u> • <u>PCR_List: Workflow Tracker</u> |
| | Complete Work Item 🔀 Cancel |

Only once all of the infotypes 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 can complete the PCR in workflow.

41. Click the **Back (F3)** Sutton.

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



The Investigatory with Pay Action is complete, but we recommend reviewing via PA20 all infotypes that have been processed.

As of 7/1/2013, the Investigatory Placement action requires A/A 9690 (Investigatory Leave) to be keyed for all scheduled workdays that fall within the effective dates of the action. If a holiday falls within the effective dates of the action, A/A 9300 (Holiday Leave) should be keyed. Leave codes other than A/A 9690 and A/A 9300 will error out in Time Evaluation for an EE on the Investigatory Placement (Z5) action.

Additional Resources

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

Change Record

- 3/17/20 Updated format, assigned reference number, and made accessible C. Ennis
- 3/31/22 Removed Date Monitoring Report (S_PH0_48000450), replaced it with BOBJ Report B0099 Employee Deadline Dates Cindy MacDonald