



REINSTATEMENT/REEMPLOYMENT ACTION FROM LOA

PA

PER-79 | TRANSACTIONS ZPAA076, SBWP, PA40

The purpose of this Business Process Procedure is to explain how to process Reinstatement/Reemployment Action from LOA in the Integrated HR-Payroll System.

Trigger: There is a need to process a Reinstatement/Reemployment for one of the reasons listed in the Business Process Procedure Overview section.

Business Process Procedure Overview: (For Reinstatement/Reemployment from LOA only)

Reinstatement/Reemployment - the reinstatement of an employee from leave of absence with or without pay.

- **06 - Return from Short-Term Disability Trial Rehab** – return to service in the same capacity that existed prior to the disability. Based on doctor’s note.
- **20 – Rtn from STD with Restrictions** – return to service with restrictions such as physical restrictions (lifting, standing, driving, etc.) or time limit restrictions limiting the number of hours the employee can work.
- **07 - Return from Short-Term Disability Complete** – returning to work per doctor’s note.
- **08 - Return from Long-Term Disability** – returning to work per doctor’s note.
- **09 - Return from Disciplinary Suspension** – returning to work.
- **10 - Return from investigatory Placement Leave** – returning to work.
- **11 - Return from Military Leave** – returning to work.
- **12 - Return from Worker’s Comp Trial Rehab** - return to service in the same capacity that existed prior to the WC Leave. Based on doctor’s note.
- **13 - Return from Worker’s Comp Complete** – return to work.
- **14 - Return from Educational Leave** – return to work.
- **15 - Return from FMLA** – return to work.
- **16 - Return from Family Illness** - return to work.
- **17 - Return from Parental** – return to work.
- **18 - Return from Other Leave** - return to work.

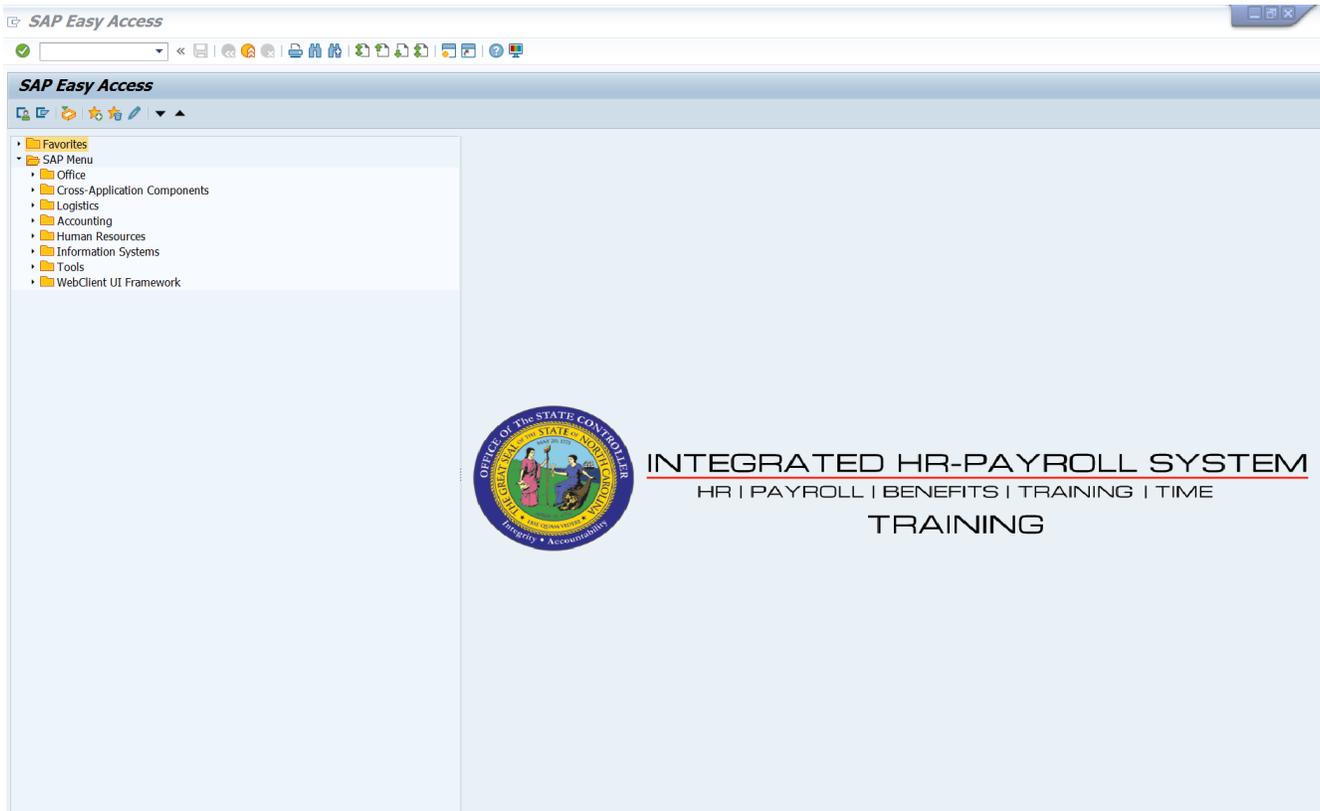
Tips and Tricks: Prior to initiating any workflow, ensure the data being used is valid and appropriate. For example, if working with a Reinstatement/Reemployment action, ensure the individual is currently listed as out on LOA.

Access Transaction:

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

Via Transaction Code: ZPAA076

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.

- Choose **Favorites > Insert Favorites**
- Type in **ZPAA076**
- Click **Enter**.

To see the transaction code displayed in front of the link in your favorites:

- Choose **Edit > Settings**
- Place a check next to **Display Technical Name**
- Click **Enter**

Employee Action Request

Existing PCR No.

Personnel No. Jessica Hunter

Last 4 digits (SSN) First Last

Effective on

Action Type Reinstatement/Reemployment(NC)

Reason Return from FMLA

3. Update the following fields:

Field Name	Description	Values
Personnel No.	Unique employee identifier	Enter value in Personnel No. Example: 80000124
Effective on	The date on which the action will be effective	Enter value in Effective on. Example: 06/22/2011
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. Example: Z2
Reason	Reason for the action, such as Return from FMLA	Enter value in Reason. Example: 15

4. Click the **Enter** button.

Enter the Personnel Number of the individual to be reinstated/reemployed. Click Enter to retrieve the name of the individual and verify you have the correct Personnel Number.

NOTE: Enter the SSN and name for New Hires only.

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 can change the date to a day in the past or in the future.

There are several available Reasons from which 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.

Employee Action Request






Existing PCR No.	<input type="text" value=""/>			
Personnel No.	<input type="text" value="80000124"/>	Jessica Hunter		
Last 4 digits (SSN)	<input type="text" value=""/>	First	<input type="text" value=""/>	Last
Effective on	<input type="text" value="06/20/2011"/>			
Action Type	<input type="text" value="Z2"/>	Reinstatement/Reemployment(NC)		
Reason	<input type="text" value="01"/>	Rtn St w/in 12 mths-Same S/G		

5. 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: 100000535
 Personnel Number: 80000124 Jessica Hunter
 Last 4 digits(SSN): [] [] [] []
 Effective on: 06/20/2011 Chng: [] [] St: []

Action: 22 Reinstatement/Reemployment(NC)
 Reason: 15 Return from FMLA

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	A1 FT N-FLSAOT Perm	EE Subgrp	A1 FT N-FLSAOT Perm
Org. Unit	20010138 CR CDS Eastern Region Rep	Org. Unit	20010138 CR CDS Eastern Region Rep
Job	30000829 Administrative Officer II	Job	30000829 Administrative Officer II
EE Position	60083312 Administrative Officer III	EE Position	60083312 Administrative Officer III

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	6R72 Level 6R	Pay Scale Group	6R72 Level 6R
Annual Salary	40,090.00 Hrlly Sal 0.00	Annual Salary	40090 Hourly Salary []
Calc Step - 0	[]	Calc Step - 0	0.00 []
Min	41,173.00	Max	67,369.00
		Next Inc Date	[]

Dates

Last day worked: []

6. Update the following field:

Field Name	Description	Values
Annual Salary	Employee's annual basis pay	Enter value in Annual Salary. Example: 40090

Enter the position number (only if employee is returning to a different position number) which you are reinstating the person TO, then click Enter. This will process a system validation.

Enter the salary/hourly information in the Annual Salary or Hourly Salary field. Click Enter to validate the data.

If the employee is an hourly employee, you will have to enter the hourly amount. The annual amount doesn't populate for hourly/salary employees. The system will calculate on IT0008 Basis Pay when created.

No Basic Pay record will be created for this action, but you must enter the salary on the PCR.

7. Click the **Enter**  button.

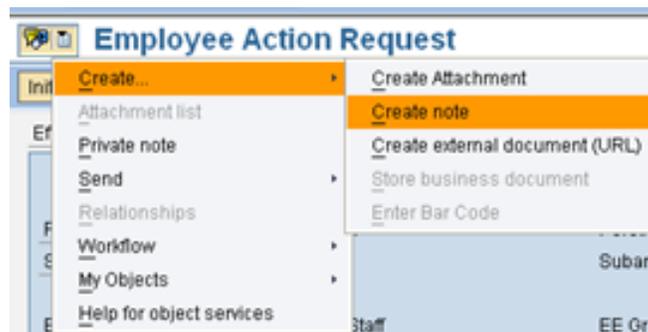
8. Click the **Save (Ctrl+S)**  button.

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 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. Click **Create... >> Create note** from the drop-down list on the menu.

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.

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

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

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: Reinstatement information
Long text	An open text field	Enter value in long text. Example: appropriate information

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

Employee Action Request

Initiate WF

PCR Number: 1000005350
 Personnel Number: 80000124 Jessica Hunter
 Action: Z2 Reinstatement/Reemployment(NC)
 Last 4 digits(SSN): [] [] [] [] Reason: 15 Return from FMLA
 Effective on: 06/20/2011 Chng: 06/22/11 ZWFINOMPA031 St: D Created

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	A1 FT N-FLSAOT Perm	EE Subgrp	A1 FT N-FLSAOT Perm
Org. Unit	20010138 CR CDS Eastern Region Rep	Org. Unit	20010138 CR CDS Eastern Region Rep
Job	30000029 Administrative Officer II	Job	30000029 Administrative Officer II
EE Position	60083312 Administrative Officer III	EE Position	60083312 Administrative Officer III

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	6R72 Level 6R	Pay Scale Group	6R72 Level 6R
Annual Salary	40,090.00 Hrly Sal 0.00	Annual Salary	40,090.00 Hourly Salary []
Calc Step - 0	[]	Calc Step - 0	[] 0.00 []
Min	41,173.00	Min	41,173.00
Max	67,369.00	Max	67,369.00 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 Reinstatement 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 **(Enter)**  button.

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

19. The Initiate Reinstatement/Reemployment Action is complete.

After Workflow Approvals have been received, proceed with the Complete Reinstatement/Reemployment Action process.

Instructions for Completing the Action

Access Transaction:

Via Menu Path: Office >> SBWP – Workplace

Via Transaction Code: SBWP, PA40

Procedure



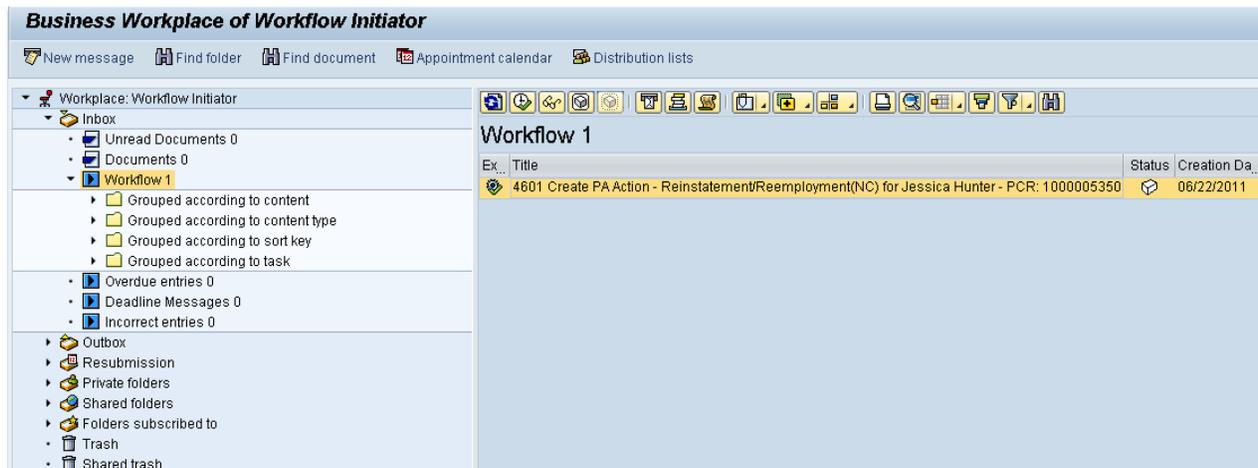
20. Click the **SAP Business Workplace (Ctrl+F12)**  button.

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



21. Select **Inbox >> Workflow**.

You can process using step 23 or step 24.



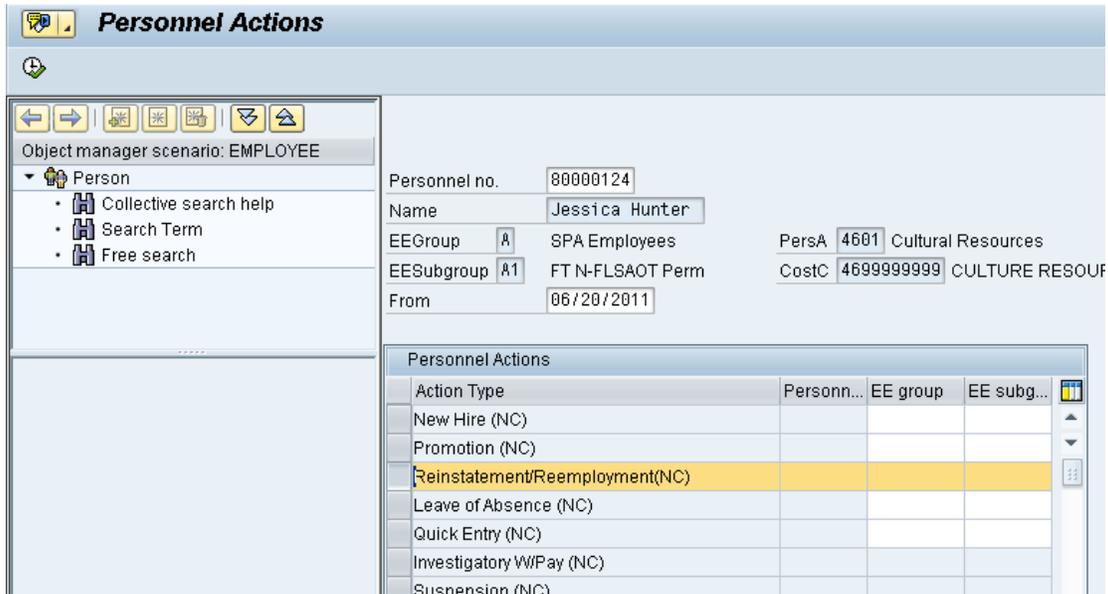
Select the **PCR**

4601 Create PA Action - Reinstatement/Reemployment(NC) for Jessica Hunter - PCR: 1000005350 row.

Double-click on the row.

22. 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 the PCR is executed the Reinstatement/Reemployment action will be launched.



23. Update the following field:

Field Name	Description	Values
From	Effective date of the personnel action	Enter value in From. Example: 06/20/2011

24. Highlight **Reinstatement/Reemployment (NC)** action type.

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

The effective date is the date the Reinstatement/Reemployment will go into effect.

Copy Actions (0000)

Execute info group
 Change info group

Pers.No.
 Name
 EEGroup SPA Employees PersA Cultural Resources
 EESubgroup FT N-FLSAOT Perm
 Start to

Personnel action

Action Type
 Reason for Action Return from FMLA

Status

Customer-specific
 Employment
 Special payment

Organizational assignment

Position Administrative Officer II
 Personnel area Cultural Resources
 Employee group SPA Employees
 Employee subgroup FT N-FLSAOT Perm

Additional actions

Start Date	Act.	Action Type	ActR	Reason for action

26. Click the **Enter** button.

Record valid from 05/16/2011 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

Enter or paste appropriate comments.

27. Click **Edit, >> Maintain text** to add your comment based on agency or OSHR Policy/Guidelines. Remember you can cut and paste from the PCR.

28. Click the **Enter** button.

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

Create Organizational Assignment (0001)

Org Structure

Personnel No	80000124	Name	Jessica Hunter
EEGroup	A SPA Employees	PersA	4601 Cultural Resources
EESubgroup	A1 FT N-FLSAOT Perm	Statu	Active
Start	06/20/2011	to	12/31/9999

Enterprise structure

CoCode	NC01 STATE OF NC	Subarea	NC01 7day Norm
Pers.area	4601 Cultural Resources	Bus. Area	4600 Cultural Resources
Cost Ctr	4699999999 CULTURE RESOU...	Fund	4699999999 CULTURE- SUSP ...
Func. Area	6000000000000001		General Government

Personnel structure

EE group	A SPA Employees	Payr.area	01 NC Monthly
EE subgroup	A1 FT N-FLSAOT Perm	Contract	

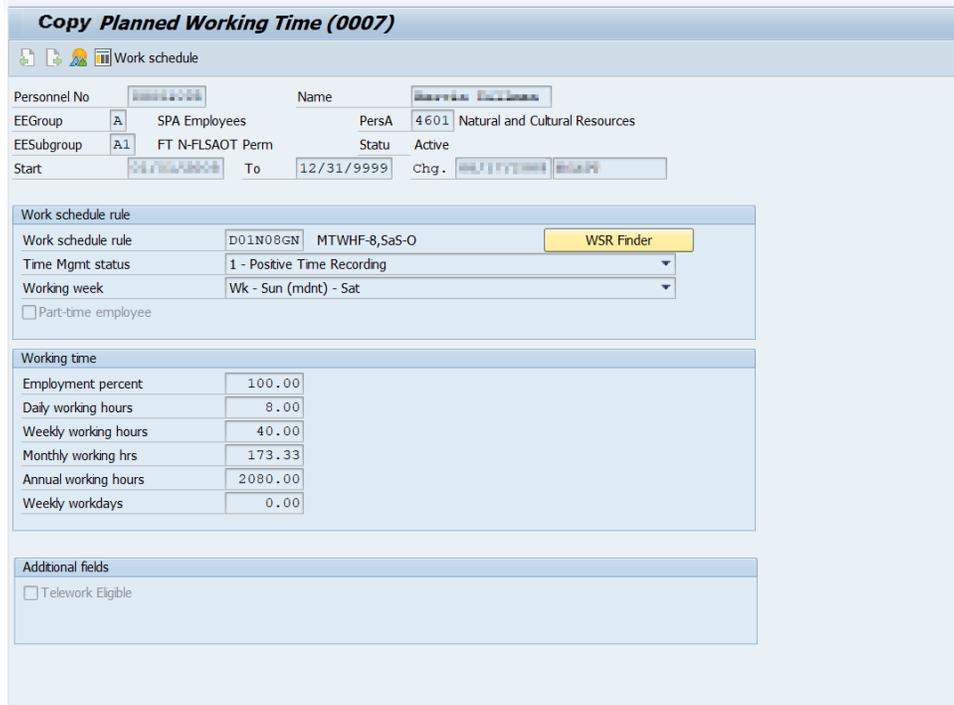
Organizational plan

Percentage	100.00		Assignment
Position	60083312		20100002049
Job key	30000829		Adm Ofr
Org. Unit	20010138		48020102049
Org. key	46014699999999		CR CDS Eastern Reg...

30. Click the **Enter**  button.

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

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



Copy Planned Working Time (0007)

Work schedule

Personnel No: [text] Name: [text]

EGroup: A SPA Employees PersA: 4601 Natural and Cultural Resources

EESubgroup: A1 FT N-FLSAOT Perm Status: Active

Start: [text] To: 12/31/9999 Chg.: [text]

Work schedule rule

Work schedule rule: D01N08GN MTWHF-8,SaS-O WSR Finder

Time Mgmt status: 1 - Positive Time Recording

Working week: Wk - Sun (mdnt) - Sat

Part-time employee

Working time

Employment percent	100.00
Daily working hours	8.00
Weekly working hours	40.00
Monthly working hrs	173.33
Annual working hours	2080.00
Weekly workdays	0.00

Additional fields

Telework Eligible

32. Click the **Enter**  button.

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

Enter the number of hours this individual will work per week and click **Enter** to have the system validate the details.

The Work Schedule Rule, Time Mgmt status and Working week defaults from the employee's enterprise structure. It is critical that you review for correctness (including the working week) and change the work schedule as appropriate for the employee if it is different from the one that defaults.

If the individual is part-time, be sure to check the **Part-time** employee box.

The defaulted work schedule is based on information provided by the various agencies and the Integrated HR-Payroll System team members.

When an employee is returning from an LOA, they should be reinstated in the same capacity as they left (same work schedule rule). If their working hours need to be changed (FT to PT), an Appointment change action will need to be entered with the same effective date.



CRITICAL! Subject employees must be positive time. Employment percent should always be 100.

Copy Date Specifications (0041)

Personnel No Name

EEGroup SPA Employees PersA Cultural Resources

EESubgroup FT N-FLSAOT Perm Statu

Start to

Date Specifications			
Date type	Date	Date type	Date
<input type="checkbox"/> 01 Original Hire Date	<input type="text" value="01/01/2008"/>	<input type="checkbox"/> 02 Agency Hire Date	<input type="text" value="01/01/2008"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

34. Click the **Enter**  button.

Review the change date specifications information and make changes as appropriate. Do **not** change Date Type “01 Original Hire Date.”

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

Create Related Experience (9822)

Personnel No Name

EEGroup SPA Employees PersA

EESubgroup FT N-FLSAOT Perm Statu

Start To

(Not to be used for Supplemental Staff)

Classification	
Position	<input type="text" value="65002858"/> 800904001427 Facility Survey Consult I
Job	<input type="text" value="30002888"/> Fac Survey C Facility Survey Consultant I

Related Work Experience	
Months	<input type="text" value="6"/>
Calculated Months:	<input type="text" value="0"/>

Related Education	
Months	<input type="text" value="48"/>

36. Click the **Enter**  button.

Best practice is to enter any data as appropriate, review all data, and click Enter to allow the system to validate the data.

Agency representative will need to enter the following fields:

- Related Work Experience
- Related Education Months

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

Copy Objects on Loan (0040)





Personnel No	<input type="text" value="80000124"/>	Name	<input type="text" value="Jessica Hunter"/>
EGroup	<input type="text" value="A"/> SPA Employees	PersA	<input type="text" value="4601"/> Cultural Resources
EESubgroup	<input type="text" value="A1"/> FT N-FLSAOT Perm	Statu	Active
Start	<input type="text" value="06/20/2011"/> to		<input type="text" value="12/31/9999"/>

Objects on Loan

Object on loan	<input type="text" value="01"/>	State ID	
Number/unit	<input type="text" value="1"/>	Pieces	
Loan object no.	<input type="text" value="5551269"/>		

Comments

Line 1	<input style="width: 85%;" type="text"/>
Line 2	<input style="width: 85%;" type="text"/>
Line 3	<input style="width: 85%;" type="text"/>

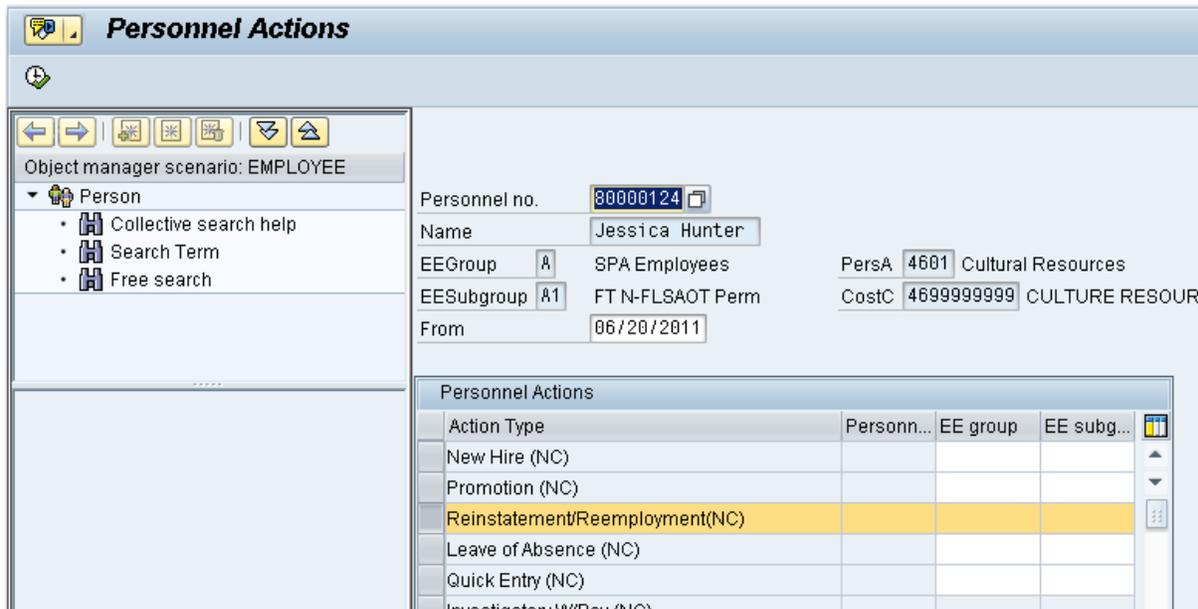
38. Click the **Enter**  button.

Verify the objects on loan that have been issued to the individual. When the individual went on leave, the various objects on loan may or may not have been delimited. Here you will reassign or add new ones.

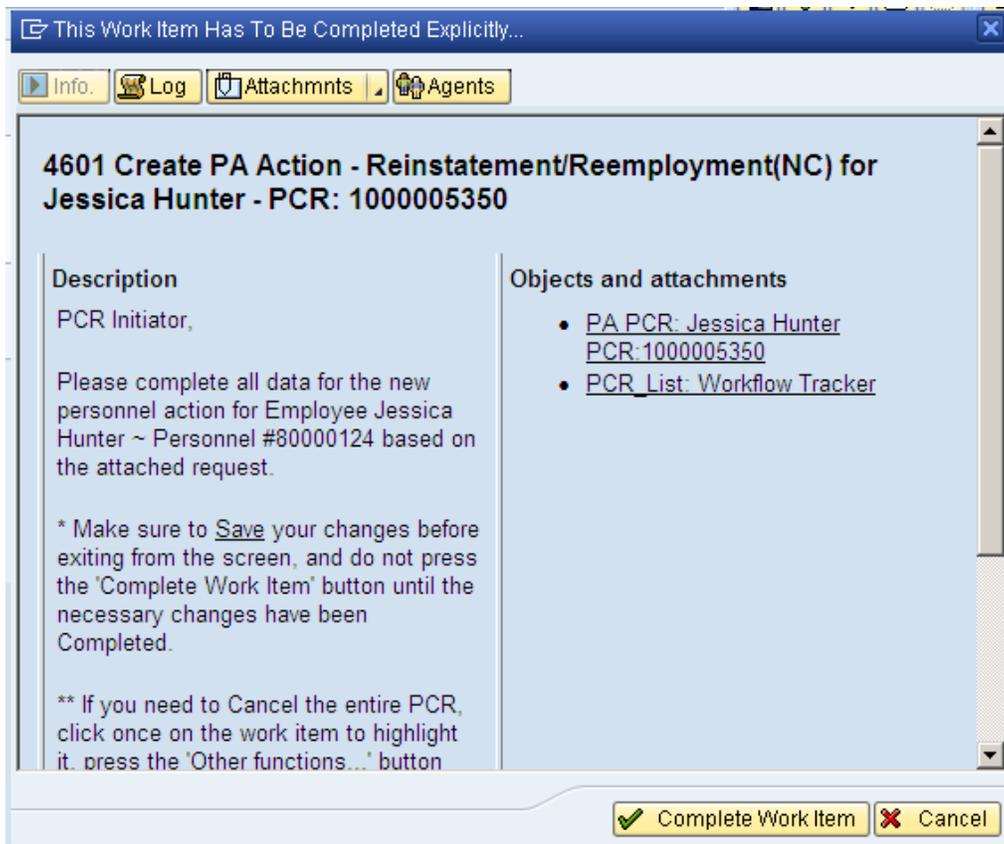
Comments can be entered on lines 1, 2, and 3 if appropriate for your business policy.

NOTE: If the employee receives more than one item on loan, you will need to process a PA30 transaction in order to add the additional line items to infotype 0040.

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

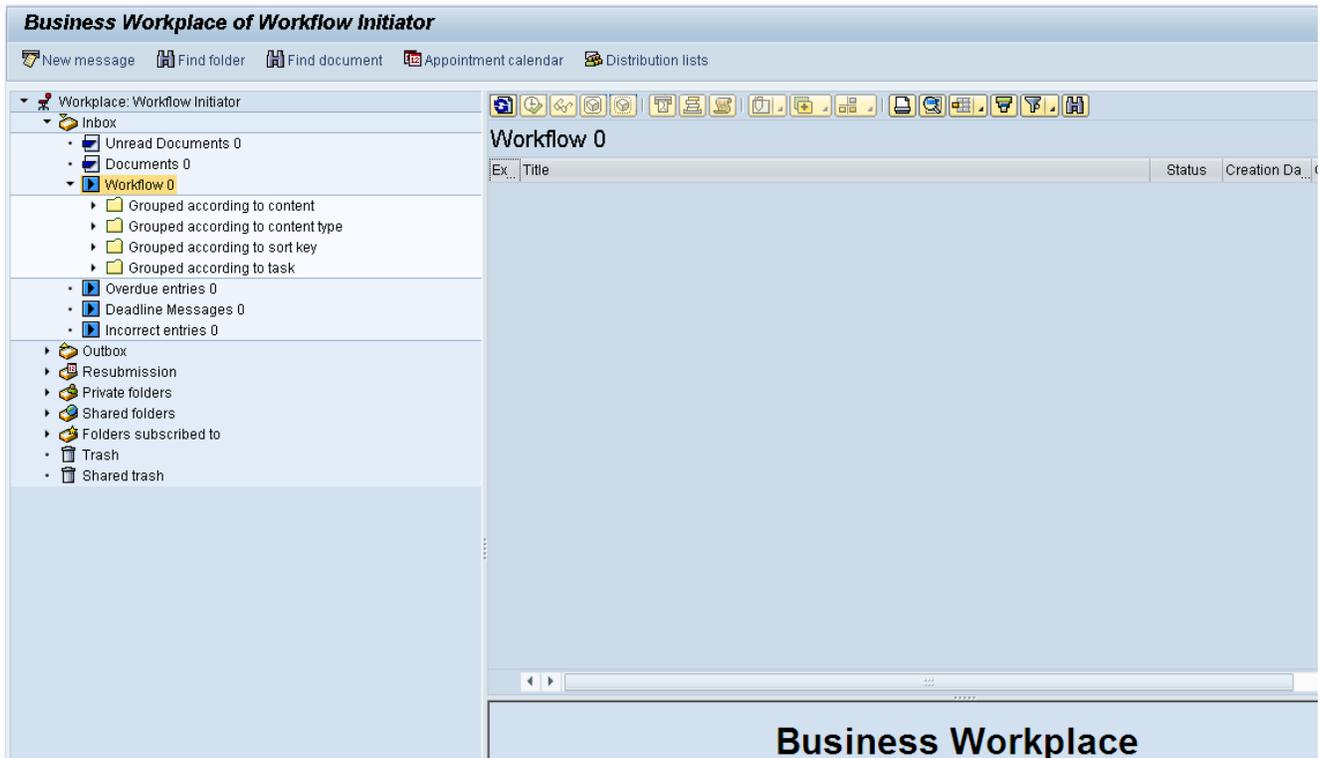


40. Click the **Back (F3)**  button.



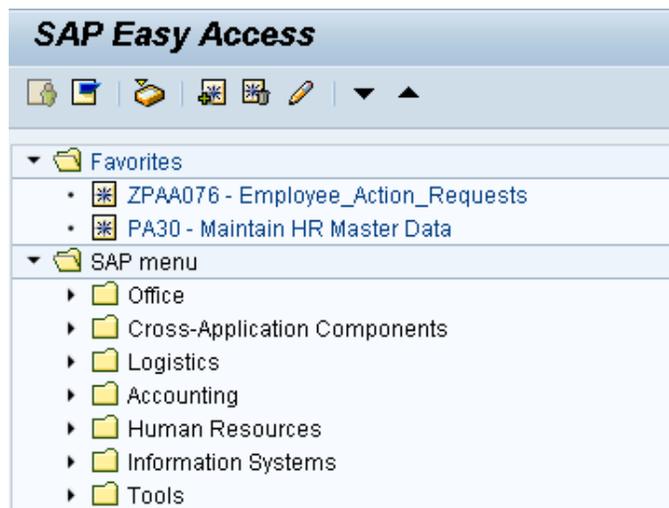
41. Click the **Complete Work Item**  button.

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.



42. 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 Easy Access screen.



43. The Reinstatement/Reemployment Action is complete, but we recommend reviewing via PA20 all infotypes that have been processed.

 Information	Check the Leave balances to ensure that they are correct upon the Reinstatement/Reemployment Action.
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Additional Resources

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

Change Record

Change Date: 2/5/21 (B. Johnson)

Changes: Infotype 0007