



COPY PA PCR NOTES TO INFOTYPES



JOB AID PER-5 | QUICK REFERENCE GUIDE

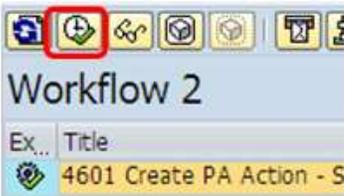
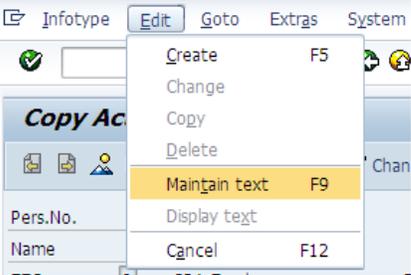
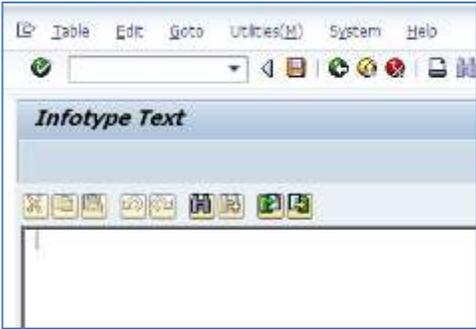
The purpose of this Quick Reference Guide is to serve as a *reminder* of the Copy/Paste PCR Notes process and how it works.

For detailed instructions on the process, access the OSC Training HELP website:
https://www.osc.nc.gov/state-agency-resources/training/training_help_documents

Under topic, select Personnel Administration, and type PCR Notes in Keyword Search box.

Begin the copy process on the SAP Business Workplace (SBWP) of the Workflow Initiator (see below).

	<p>Single-click the PCR</p>						
	<p>Single-click PA PCR Header link</p>						
	<p>Copy notes from Services for Objects attachment</p>						
<table border="1"> <thead> <tr> <th>Title</th> <th>Creator Name</th> <th>Created On</th> </tr> </thead> <tbody> <tr> <td>SEPARATION: Ahrens, eff 5.31.12</td> <td>Workflow Initiator</td> <td>05/16/2012</td> </tr> </tbody> </table>	Title	Creator Name	Created On	SEPARATION: Ahrens, eff 5.31.12	Workflow Initiator	05/16/2012	<p>Double-click the attachment to open it.</p>
Title	Creator Name	Created On					
SEPARATION: Ahrens, eff 5.31.12	Workflow Initiator	05/16/2012					
	<p>Right-click. Select all. Right-click. Copy.</p>						
	<p>Click the red X twice to close both boxes.</p>						
	<p>Click the Green back arrow.</p>						

	<p>Double-click the selected PCR -- OR -- Click the Execute button.</p>
	<p>On the Personnel Actions screen...</p> <ul style="list-style-type: none"> • Enter Effective date (must match PCR) • Choose Action • Click Execute
	<p>Edit > Maintain text</p>
	<p>Enter appropriate text Save</p>
	<p>Icon indicates notes are copied to Infotype</p>