

## **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: <u>https://www.osc.nc.gov/state-agency-resources/training/training\_help\_documents</u>

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).

Workflow 2 EV Title 4601 Create PA Action - Separation (NC) for Nicole Ahrens01 - PCR: 100000527 4601 Create New Hire (NC) Action for Sam Samples - PCR: 1000005272	Single-click the PCR
Objects and attachments • PA PCR: Nicole Ahrens01 PCR:1000005273 • PCR List: Workflow Tracker	Single-click PA PCR Header link
Employee Action Req <u>Create</u> <u>Attachment list</u> PC <u>Private note</u> Pe <u>S</u> end         La       Relationships	Copy notes from Services for Objects attachment
Image: Service: Attachment list         Image: New and an analysis         AttachmentForNicole Ahrens01 PCR:1000005273         Title         Creator Name         SEPARATION: Ahrens, eff 5.31.12         Workflow Initiator         05/16/2012	Double-click the attachment to open it.
SEPARATION: Ahrens, eff 5.31.12 Create appropriate comments notes applicable for this action type.	Right-click. Select all. Right-click. Copy.
	Click the <b>red X</b> twice to close both boxes.
	Click the Green back arrow.

Workflow 2 Ex., Title Voreate PA Action - S	Double-click the selected PCR OR Click the <b>Execute</b> button.
Personnel no.     80000186       Name     Nicole Ahrens01       EEGroup     A       SPA Employees       EESubgroup     AI       From     05/31/2012	On the Personnel Actions screen • Enter Effective date (must match PCR) • Choose Action • Click Execute
Infotype       Edit       Goto       Extras       System         Image       Create       F5       Image       Image       Image         Image       Copy       Cogy       Image       Imag	Edit > Maintain text
EP Table Edit Goto Utites(所) System Help	Enter appropriate text Save
Copy Actions (0000)         Image: Secure info group         Pers.No.       ©0000186         Name       Nicole Ahrena01         EEGroup       A         SPA Employees       PersA         4601       Cultural Resources         EESubgroup       A1         FT N-FLSAOT Perm         Start       06/01/2012         Personnel action	Icon indicates notes are copied to Infotype