



HOW TO LOCATE A PA PCR

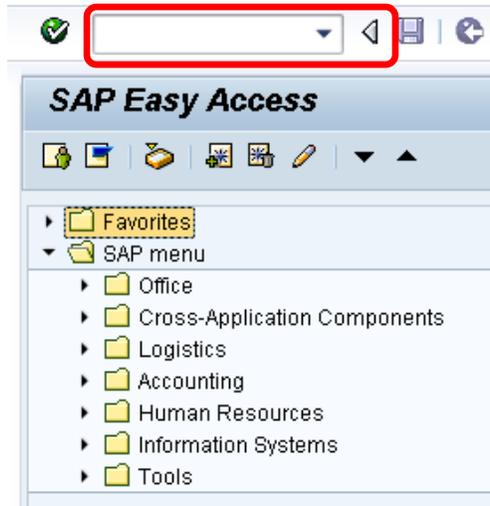
JOB AID PER-15



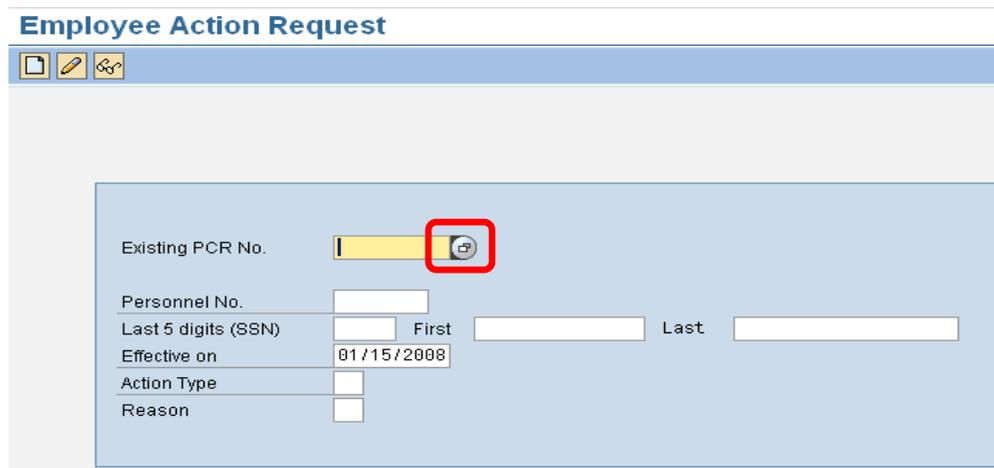
The purpose of this job aid is to demonstrate how to locate a PA PCR.

Below are examples.

Example 1 – Employee Action Request w/o PCR



1. Enter transaction code **ZPAA076** in the Command field; then click



2. Click on your search matchbox . The information pulled is based on your Security and Roles.

Employee Action Request

The screenshot shows the 'Employee Action Request' interface. On the left, there is a form with fields for 'Existing PCR No.', 'Personnel No.', 'Last 5 digits (SSN)', 'Effective on' (01/15/2008), 'Action Type', and 'Reason'. A search window titled 'PCR ID (1) 500 Entries found' is overlaid on the right. The window has a 'Restrictions' tab and a toolbar with various icons. A red box highlights an upside-down triangle icon in the toolbar. A red arrow points from this icon to the 'PA' column header of the table below. The table contains the following data:

PA	Pers.No.	SSN(last5)	A	Ac	Start date	Created	WF Stat	PCR ID
1501	1593	Z0 01	01	01/26/2008	00978865	N	1000000442	
1501	1676	Z0 01	01	01/26/2008	00607524	N	1000000451	
1501	2280	Z7 03	01	01/12/2008	01073422	A	1000000006	
1501	3905	Z0 01	01	01/26/2008	00773080	N	1000000441	
1501	5113	Z0 01	01	01/12/2008	01126056	C	1000000444	
1501	11210	Z0 01	01	01/03/2008	00448622	A	1000000109	
1501	12320	Z0 01	01	01/15/2008	00495592	R	1000000025	
1501	23664	Z0 01	01	01/12/2008	00495592	N	1000000024	
1501	32730	Z0 01	01	01/12/2008	00946460	A	1000000436	
1501	32730	Z0 01	01	01/12/2008	00946460	C	1000000050	
1501	41310	Z7 04	01	12/29/2007	01106943	A	1000000464	
1501	44983	Z7 04	01	12/29/2007	00946460	C	1000000088	
1501	46553	Z0 01	01	01/12/2008	01255202	N	1000000131	
1501	56150	Z0 01	01	01/26/2008	00985283	A	1000000489	
1501	56935	Z0 01	01	01/12/2008	00426851	A	1000000435	
1501	62755	Z0 01	01	01/12/2008	01073422	A	1000000004	
1501	68523	Z0 01	01	01/12/2008	00946460	A	1000000438	
1501	69330	Z0 01	01	01/12/2008	00946460	C	1000000037	
1501	70429	Z0 01	01	01/12/2008	00575625	A	1000000002	
1501	70429	Z0 01	01	01/12/2008	00575625	C	1000000001	
1501	73022	Z0 01	01	02/23/2008	00978865	N	1000000427	
1501	81010	Z0 01	01	01/26/2008	01223570	N	1000000392	
1501	82674	Z0 04	01	01/12/2008	00946460	D	1000000040	

3. Click on the **upside-down triangle** in the center for selections below to narrow search.

PCR ID (1) 500 Entries found

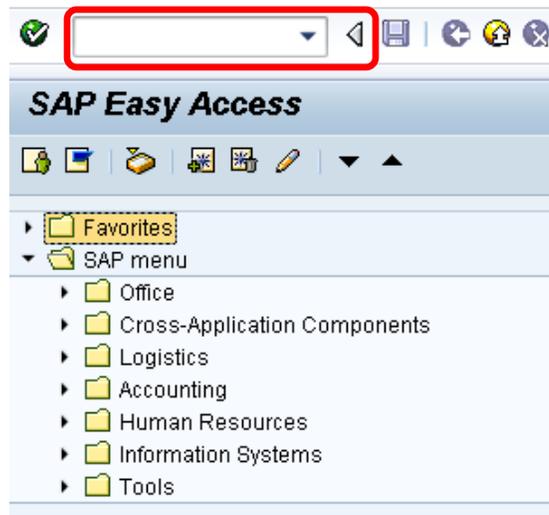
Restrictions

Personnel area	<input type="text"/> 
Personnel number	<input type="text"/>
SSN(Last 5)	<input type="text"/>
Action Type	<input type="text"/>
Reason for Action	<input type="text"/>
Start date	<input type="text"/>
Created by	<input type="text"/>
WF Status	<input type="text"/>
PCR ID	<input type="text"/>
Maximum No. of Hits	<input type="text" value="500"/>

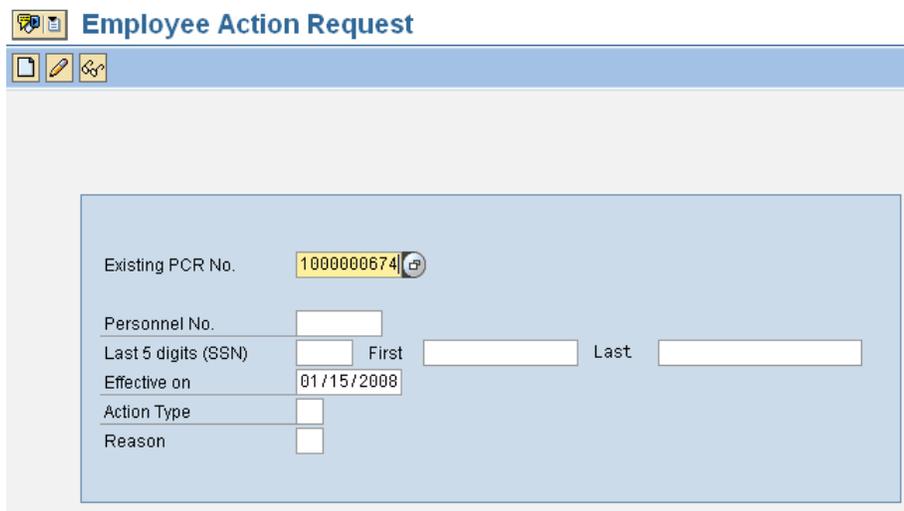
   

4. Enter your selection criteria and click .

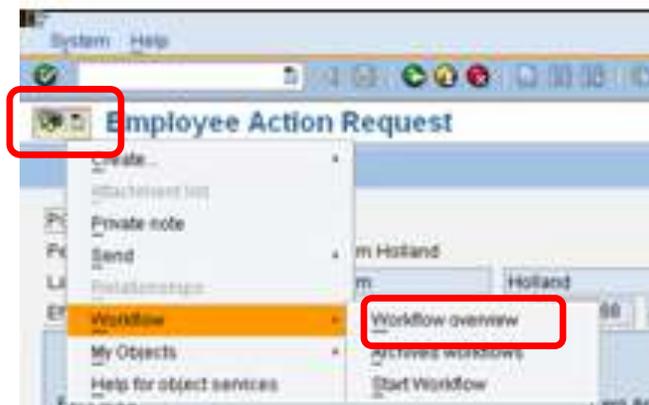
Example 2 – Employee Action Request w/PCR #



1. Enter transaction code **ZPAA076** in the Command field; then click .



2. Enter the **PCR number**; click the  for display.



- Click on the right side of the **Services for Object** button > **Workflow** > Workflow Overview.

Workflows for Object: PCR:1000000674

Title	Creation Da...	Creation ...	Status	Task
PA Action Approval WF for Sam Holland - PCR: 1000000674	01/15/2008	09:14:26	In Process	PA Action Approval WF

Current data for started workflow: PA Action Approval WF for Sam Holland - PCR: 1000000674

Steps in this process so far

Step name	Status	Result	Time stamp	Agent
Load approvers - Custom relations	Completed		01/15/2008 - 09:14:28	Angela Apple
1501 PA Action - New Hire (NC) for Sam Holland PCR: 1000000674	Completed	Approved	01/15/2008 - 09:14:45	ZWFAA1
Empty method - set deadline	Completed		01/15/2008 - 09:14:47	Workflow System

- Scroll down to the bottom of screen.

Workflows for Object: PCR:1000000674

Title	Creation Da...	Creation ...	Status	Task
PA Action Approval WF for Sam Holland - PCR: 1000000674	01/15/2008	09:14:26	In Process	PA Action Approval WF

Update Action 1000000674 - 200	Completed		01/15/2008 - 09:15:26	Workflow System
1501 Create New Hire (NC) Action for Sam Holland - PCR: 1000000674	Ready		01/15/2008 - 09:15:27	Information...

Information objects addressed so far

- PA_PCR_PCR-1000000674
- [PCR_List Workflow Tracker](#)
- PCR_Action-10000006740004

- You can view where PCR is by clicking on **Information...**, or **PCR List Workflow Tracker**.

Workflow actions

Heading

Request ID	100000674	Status	Approved	
Action type	Z0	New Hire (NC)	Reason	New Hire (NC)
Agency	1561	Transportation	Org. Unit	14208466 DOT DOH DIV 5 DISTRICT 3
Creator	3224	Angela Betty Apple	Position	54219352 TRANSPORTATION TECH IV
Employee	0			

Seq	Role	Mand	PType	Atype	Agent ID	Name / Description	Act	Desc	CrmtActual	Name	ACT DATE	ACT TIME	CR DATE
1			P	P	90003224	Angela Betty Apple	P	Processed	00003224	Angela Betty Apple		00:00:00	
100	AA1	X	A	P	70232375	NO USERID	0	N/A			01/15/2008	09:14:45	01/15/2008
100	AA1	X	A	P	70231292	HELEN CARLSEN	A	Approved	70231292	HELEN CARLSEN	01/15/2008	09:14:45	01/15/2008
200	FA1	X	A	P	70235743	NATHANIAL FENNINWALD	0	N/A			01/15/2008	09:15:26	01/15/2008
200	FA1	X	A	P	70227020	RYAN SCHELMER	A	Approved	70227020	RYAN SCHELMER	01/15/2008	09:15:26	01/15/2008
200	FA1	X	A	P	70236890	DANIELLA ABERNETHY	0	N/A			01/15/2008	09:15:26	01/15/2008
2			P	P	90003224	Angela Betty Apple						00:00:00	01/15/2008

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Notes

Example 3 – PA Workflow Report Current

ZPA0189 - PA WORKFLOW REPORT CURRENT

6. Enter transaction code ZPA0189 in the command field; then click

If you know the employee’s eight-digit personnel number (this includes 0s) enter under selection. If you don’t know the employee’s personnel number, complete TWO fields in Additional data.

Example 4 – PA Workflow Process Monitoring

ZPAWFMON – PA WORKFLOW PROCESS MONITORING

1. Enter transaction code **ZPAWFMON** in the Command field; then click .
2. Enter the PCR number OR enter the end user's personnel number and a date range.