

Student Additional Assignment Action

1. Confirm the student has applied for a position in IES, been marked as Accepted Offer-Initiate PES. Confirm that the student has a current assignment in SAP already.
2. Gather the information to use for the student employee: the position number, the start date, and the pay rate.
3. Using PA40 in SAP, enter the start date for the student. Do not enter anything in the Person ID field.

The screenshot shows the SAP Personnel Actions interface. The 'Find by' section is expanded to 'Person'. The 'Start' field is highlighted with a red box and contains the date '4/17/2023'. Below this, a table of Personnel Actions is visible.

Action Type	Personn...	EE group	EE subg...
Main Campus Create Assignment			
Hospital Create Assignment			
Position Update			

4. Choose Main Campus Create Assignment by clicking on the gray box at the beginning of the line for that Action Type. The line will turn orange.

The screenshot shows the same SAP Personnel Actions interface. The 'Main Campus Create Assignment' row in the table is now highlighted in orange, indicating it is the selected action type.

Action Type	Personn...	EE group	EE subg...
Main Campus Create Assignment			
Hospital Create Assignment			

5. Click on the execute icon.

The screenshot shows the SAP Personnel Actions interface. The execute icon (a play button) in the top left corner of the window is highlighted with a red box.

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- On the pop up screen, enter the first and last name and click the green check.

Personnel Actions

Employee Recognition

Personnel Data

Title

Last Name: Bennetti

First Name: Eryk

Gender

Female Male TBD

Date of Birth

SSN

- A list of possible matches will pop up. You'll click on the person you want to hire & their line will turn orange. Then click the green check.

Personnel Actions

Employees with Identical Data

Employees with the same data exist
Select the identical employee or choose
'New Employee' if you want to create a new employee

Employee/app.name	Personnel assignment	Position	Org. Unit	Empl. %	Cost Ctr
Eryk Owen Bennett	51052010 20093304 (Active)	Student/Work Study	Federal Work Study	20.00	DEPT BUDGET CLEARING

Direct Bill Set to Inactive

Details New Employee

- Since the student is already employed elsewhere on campus, we do NOT want to CHANGE their current assignment. Instead, we will create a NEW assignment. So choose the New Personnel Assignment radio button & then click the green check.

Personnel Actions

New Work Relationship

Employee is active

New Personnel Assignment for Employee

Change of Organizational Assignment

Student Additional Assignment Action

9. You can see that the action type is Additional Assignment, which means we chose correctly.

The screenshot shows the SAP 'Create Actions (0000)' interface. The 'Personnel action' section has 'Action Type' set to 'ZT Additional Assignment' and 'Reason for Action' is empty. The 'Start' date is '05/30/2023' and 'to' is '12/31/9999'. The 'Pers.Assgn' dropdown is set to '00000000'.

10. Then next screen is the Create Action screen. This tells SAP why you are hiring this person & into what position you are hiring them. Only two fields need to be populated.

- a. Enter the Reason for Action by clicking in the empty box and then clicking the search icon.

The screenshot shows the 'Create Actions (0000)' screen with 'Action Type' set to 'ZA Main Campus Create Assignment'. The 'Reason for Action' field is highlighted with a red box, and a search icon is visible next to it. The 'Start' date is '04/17/2023' and 'to' is '12/31/9999'.

- b. Since this hire action is to hire a student into an additional assignment & it is on campus and not part of the hospital, we will choose Main Campus Additional Assignment. Double click on this option or choose the option & click the green check.

The screenshot shows the 'Create Actions (0000)' screen with a search window open. The search window title is 'Reason for Action (1) 10 Entries found'. The search results list various reasons for action, with '10 Main Campus Additional Assign' highlighted in yellow. The 'Reason for Action' field in the background is empty.

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- c. Enter the position number the student is being hired into.

Infotype Edit Goto Extras System Help

Create Actions (0000)

Change info group

Person ID Pers.Assgn 00000000

Pers.No.

Start 04/17/2023 to 12/31/9999

Personnel action

Action Type ZA Main Campus Create Assignment

Reason for Action 02

Status

Customer-specific N Normal

Employment 3 Active

Special payment

Organizational assignment

Position 51007450

Personnel area

Employee group

Employee subgroup

- d. Press Enter. On the pop up window, click on the green check to continue.

Status

Customer-specific N Normal

Employment 3 Active

Special payment

Organization

Position

Personnel

Employee

Employee

Information

Default values are used by the position

Additional actions

Start Date	Act.	Action Type	ActR	Reason for action

- e. At the bottom of the screen you'll get a green icon that says Save your entries.

Additional actions

Start Date	Act.	Action Type	ActR	Reason for action

Save your entries

Student Additional Assignment Action

- f. Click the Save icon at the top of the screen.

Create Actions (0000)

Person ID: Pers.Assgn: 00000000

Pers.No.: 20092154

Start: 04/17/2023 to 12/31/9999

Personnel action

Action Type: ZA Main Campus Create Assignment

Reason for Action: 02 Student Hire

Status:

11. The next screen is Create Organizational Assignment. This screen has information about the position and department. Nothing needs to be entered, so just press Enter. Some blank fields will populate when you hit enter.

Create Organizational Assignment (0001)

Org Structure

Person ID: 12579359 Pers.Assgn: 20092154

Start: 04/17/2023 to 12/31/9999

BEFORE PRESSING ENTER

Enterprise structure

CoCode: UK00 University of Kentucky

Pers.area: 1000 Main Campus Subarea: 0007 Temp PT >.20

Cost Ctr: 1012822820 OTC HR CLEARING Bus. Area: 0101 UK w/o component units

Fund:

Grant:

Func. Area:

Personnel structure

EE group: B Students Payr.area: B1 Bi-weekly

EE subgroup: 09 Student Contract:

Organizational plan

Percentage: 100.00 Assignment

Position: 51007450 N8291M0

Job key: 40501550 Student/Non-Work S...

Exempt: N

Org. Unit: 31000851 40420

Org.key:

Office of Technology ...

Administrator

PersAdmin:

Time:

PayrAdmin:

AFTER PRESSING ENTER

Enterprise structure

CoCode: UK00 University of Kentucky

Pers.area: 1000 Main Campus Subarea: 0007 Temp PT >.20

Cost Ctr: 1012822820 OTC HR CLEARING Bus. Area: 0101 UK w/o component units

Fund: 0011090100 RES UK

Grant: GMNR GM NOT RELEVANT

Func. Area: 0230 Departmental Research

Personnel structure

EE group: B Students Payr.area: B1 Bi-weekly

EE subgroup: 09 Student Contract:

Organizational plan

Percentage: 100.00 Assignment

Position: 51007450 N8291M0

Job key: 40501550 Student/Non-Work S...

Exempt: N

Org. Unit: 31000851 40420

Org.key: 0007

Office of Technology ...

Administrator

PersAdmin:

Time:

PayrAdmin:

Student Additional Assignment Action

- a. You'll get the green Save your entries icon at the bottom of the screen again. Click the execute icon.

Create Organizational Assignment (0001)

Person ID: 12579359 Pers.Assgn: 20092154

Start: 04/17/2023 to: 12/31/9999

Enterprise structure

CoCode	UK00	University of Kentucky	Subarea	0007	Temp PT >.20	
Pers.area	1000	Main Campus	OTC HR CLEARING	Bus. Area	0101	UK w/o component units
Cost Ctr	112822820	RES UK				
Fund	0011090100					
Grant						

Save your entries

12. Create Planned Working Time- this screen is populated based on the position information. You'll need to enter/confirm the employment percentage this student will work. The Pers. Subarea will determine the employment percentages available to use. This one shows Temp PT>.20, so the employment percent field must be 20% through 99.99%. Less than 20% or greater than 99.99 will create an error & require that you use a different position number.

- a. Enter the employment percent and press enter.

Create Planned Working Time (0007)

Person ID: 12579359 Pers.Assgn: 20092154 51007450 20092154...

Name: Michael Wheeler

EE group: B Students Pers.area: 1000 Main Campus

EE subgroup: 09 Student Pers. subarea: 0007 Temp PT >.20

Start: 04/17/2023 To: 12/31/9999

Work schedule rule

Work schedule rule: FL6N 24X7 flex

Time Mgmt status: 1 1 - Time evaluation of actual times

Working week: 01 Working Week Sunday - Saturday

Part-time employee

Working time

Employment percent: 100.00 Dyn. daily work schedule

Daily working hours: Min.: Max.:

Weekly working hours: 0.00 Min.: Max.:

Monthly working hrs: 0.00 Min.: Max.:

Annual working hours: 0.00 Min.: Max.:

Weekly workdays:

Additional fields

Seasonal / Less than three month assignment:

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- b. A yellow icon will appear at the bottom of the screen letting you know the employment percent is less that 100%. That is okay, so press Enter again.

Create Planned Working Time (0007)

Work schedule

Person ID: 12579359 Pers.Assgn: 20092154 51007450 20092154..

Name: Michael Wheeler

EE group: B Students Pers.area: 1000 Main Campus

EE subgroup: 09 Student Pers. subarea: 0007 Temp PT >.20

Start: 04/17/2023 To: 12/31/9999

⚠ Employment percentage < 100 % (part-time work/dyn.work schedule?)

- c. The blank fields will populate based on your entry. You'll get the green Save your entries icon again. Then click the execute icon.

Create Planned Working Time (0007)

Work schedule

Person ID: 12579359 Pers.Assgn: 20092154 51007450 20092154..

Name: Michael Wheeler

EE group: B Students Pers.area: 1000 Main Campus

EE subgroup: 09 Student Pers. subarea: 0007 Temp PT >.20

Start: 04/17/2023 To: 12/31/9999

Work schedule rule

Work schedule rule: FLGN 24X7 flex

Time Mgmt status: 1 1 - Time evaluation of actual times

Working week: 01 Working Week Sunday - Saturday

Part-time

Save your entries

13. Create Basic Pay is the screen where you'll enter the pay rate. On the hourly rate line, enter the hourly rate the student employee will be paid.

- a. The line should have 1005 as the wage type and state Hourly Rate.

Create Basic Pay (0008)

Salary amount Payments and deductions

Person ID: 12579359 Pers.Assgn: 20092154 51007450 20092154..

Name: Michael Wheeler Empl. %: 50.00

EE group: B Students Pers.area: 1000 Main Campus

EE subgroup: 09 Student Pers. subarea: 0007 Temp PT >.20

Start: 04/17/2023 to: 12/31/9999

Subtype: 0 Basic contract

Salary

Cap.util.M: 50.00

PS type: 02 Hourly WkHrs/period: 40.00 Bi-weekly

PS Area: 01 Main Campus

PS group: 00 Level: 01 Ann.salary: 0.00 USD

W...	Wage Type Long Text	O. Amount	Curr...	I...	A.. Number/Unit	Unit
1005	Hourly Rate	10.50	USD	<input checked="" type="checkbox"/>		
			USD	<input type="checkbox"/>		

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- b. Press Enter. You'll get the green Save your entries icon again. Then click the execute icon.

Create Basic Pay (0008)

Person ID: 12579359 Pers.Assgn: 20092154 51007450 20092154..

Name: Michael Wheeler Empl. %: 50.00

EE group: B Students Pers.area: 1000 Main Campus

EE subgroup: 09 Student Pers. subarea: 0007 Temp PT >.20

Start: 04/17/2023 to 12/31/9999

Save your entries

14. You'll be taken to the main PA40 screen and you will see your student's Person ID, Per Nr, position number and other information at the top of the screen.

Personnel Actions

Person ID: 12579359 Pers.Assgn: 20092154 51007450 20092154..

Name: Michael Wheeler Empl. %: 50.00

EE group: B Students Pers.area: 1000 Main Campus

EE subgroup: 09 Student Pers. subarea: 0007 Temp PT >.20

Start: 04/17/2023

Action Type	Person...	EE group	EE subg...
Main Campus Create Assignment			
Hospital Create Assignment			

15. Since this is an additional assignment, it will go through workflow. A PAR is not needed.
- a. When submitting in workflow, attachments are not required.