

Student New Hire Action

1. Confirm the student has applied for a position in IES, been marked as Accepted Offer-Initiate PES, and completed an I-9.
2. Gather the position to use for the student employee, the start date, the pay rate, and the completed I-9.
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 set to 'Person'. The 'Start' field is highlighted with a red box and contains the date '4/17/2023'. Below this, a table lists action types: 'Main Campus Create Assignment', 'Hospital Create Assignment', and 'Position Update'. The 'Main Campus Create Assignment' row is highlighted in gray.

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 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 is highlighted with a red box.

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- On the pop up screen, enter the first and last name as it appears on the official ID included in the I-9 file. Click the radio button for gender as identified in the I-9 packet. Enter the date of birth and social security number from the I-9 packet. Then click the green check.

Personnel Actions

Employee Recognition

Personnel Data

Title

Last Name Wheeler

First Name Michael

Gender

Female Male TBD

Date of Birth

SSN

Reactivate Add Assignment

- Since this is a new employee, SAP will tell you that no employee was found. Click on the New Employee icon to continue.

Query

No employee was found
Do you want to change the search criteria
or hire a new employee?

New Search New Employee

Separation
End of Additional Assignment

- Since we are hiring a student as an employee, the student will already have a student record in SAP. A screen will show SAP records that align with the information you provided in the first pop up window. Choose the record that is most appropriate by clicking on the Person ID number.
 - This example shows multiple records that have the same info we entered. Since the Person ID number is the same for both of them, it doesn't matter which one you choose.
 - Do not click Create New Identity.

IDM Possible Matches

Person ID	Last name	First name	Md. name	Prefix	Suffix	Nickname	ID number	Date of birth	LinkBlue	Confidence	IDM GUID
12579359	WHEELER	MICHAEL	A	Mr.			407615586	02/25/2004	mawh246	100	e109049c-7a2a-440e-994d-46a22a6c9
12579359	Wheeler	Michael	Anthony	Mr.			407615586	02/25/2004	mawh246	100	e109049c-7a2a-440e-994d-46a22a6c9

Create New Identity

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9. 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 needs to be populated.
 - a. Enter the Reason for Action for clicking in the empty box and then clicking the search icon.

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: []

Status

Customer-specific: N Normal

Employment: 3 Active

Special payment: []

- b. Since this hire action is to hire a student into a student position, you'll choose Student Hire from the list by double clicking.

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: []

Status

Customer-specific: N Normal

Employment: 3 Active

Special payment: []

Organizational assignment

Position: []

Personnel area: []

Employee group: []

Employee subgroup: []

Additional actions

Start Date Act. Action

Reason for Action (1) 7 Entries found

Help View for Reasons for Actions

ActR	Name of reason for action
01	Staff Hire
02	Student Hire
03	STEPS Hire
04	Faculty Hire
05	Post DoctHr
06	Police Hire
07	Visiting Scholar Hire

- 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: []

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

The screenshot shows a software interface for creating a new hire action. At the top, there are several dropdown menus: 'Status' (set to 'N Normal'), 'Customer-specific' (set to '3 Active'), 'Employment' (set to '3 Active'), and 'Special payment'. Below these are fields for 'Organization', 'Position', 'Personnel', 'Employee', and 'Employee s'. An 'Information' pop-up window is overlaid on the screen, displaying the message 'Default values are used by the position'. At the bottom of this pop-up, there are two buttons: a green checkmark icon and a yellow question mark icon. A red box highlights the green checkmark button.

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

This screenshot shows the 'Additional actions' section of the software interface. It features a table with the following columns: 'Start Date', 'Act.', 'Action Type', 'ActR', and 'Reason for action'. The table is currently empty. Below the table, there is a green button with a checkmark icon and the text 'Save your entries'. A red box highlights this button.

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

The screenshot shows the 'Create Actions (0000)' screen. At the top, there is a toolbar with various icons. The 'Execute' icon, which is a blue square with a white document icon, is highlighted with a red box. Below the toolbar, the screen displays the following information: 'Person ID' (empty), 'Pers.Assign' (set to '00000000'), 'Pers.No.' (set to '20092154'), 'Start' (set to '04/17/2023') to '12/31/9999'. Under the 'Personnel action' section, 'Action Type' is set to 'ZA Main Campus Create Assignment' and 'Reason for Action' is set to '02 Student Hire'. At the bottom, there is a 'Status' field.

10. The next screen is the Create Personal Data. This will have the name, SSN, birthdate, and gender populated from our entries on the initial screen. Nothing further needs to be entered, so just press Enter.

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- a. You'll get the green Save your Entries message at the bottom of the screen again. Then click the execute icon.

Create Personal Data (C002)

Person ID: 2_20092154 Pers.Assgn: 20092154 (Active)

Name

Title: [] Name Format: []

Last name: Wheeler

First name: Michael

Middle name: [] Nickname: []

Save your entries

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)

Person ID: 12579359 Pers.Assgn: 20092154

BEFORE PRESSING ENTER

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

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... N8291M0

Exempt: N Student/Non-Work S...

Org. Unit: 31000851 40420

Org.key: [] Office of Technology ...

BEFORE PRESSING ENTER

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

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: GMR 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... N8291M0

Exempt: N Student/Non-Work S...

Org. Unit: 31000851 40420

Org.key: 0007 Office of Technology ...

Student New Hire 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	0101	UK w/o component units
Cost Ctr	112822820		Bus. Area	0101	
Fund	0011090100	RES UK			
Grant					

Save your entries

12. The next screen is to create the Permanent Address. You'll use the address provided on the I-9.
 - a. You do not need to enter a phone number.
 - b. For County, you'll choose the county that corresponds with their Permanent Address. Click in the box and then click the search icon to get a list of Kentucky counties. Double click to choose the correct county.
 - c. For County of Employment, you'll choose the county that corresponds with where the work is being done. If they are working on campus it will be 034 for Fayette County. If they are working remotely, you'll choose the county in which they are completing the work.

Create Addresses (0006)

Foreign address

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

Address

Address type: 1 Permanent residence

Care Of

Address Line 1: 1212 Bath Ave

Address Line 2

City: Ashland

State/zip code: KY Kentucky 41101

Country Key: US United States

Telephone Number

Communications

Type	Number	Extension

Additional fields

County: 043

Mail code (org unit): 31000851

Privacy Flag:

County of Employment: 043

District

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

The screenshot shows the 'Create Addresses (0006)' form with the following data:

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

Address section:

Address type	1 Permanent residence
Care Of	31000851
Address Line 1	1212 Bath Ave

At the bottom, the 'Save your entries' button is checked and highlighted with a red box. A red arrow points from this button to the 'Execute' icon (a blue square with a white 'X') in the toolbar.

13. Next you'll enter the Work Address.

- If they are working on campus, you'll enter that address. If they are working remotely, you will enter the address where the work is performed.
- Choose the worksite by clicking in the empty box and then clicking the search icon. Choose University Worksite, Hybrid, or Remote from the list by double clicking.

The screenshot shows the 'Create Addresses (0006)' form with the following data:

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

Address section:

Address type	7 Work Address
Care Of	
Address Line 1	1212 Bath Ave
Address Line 2	
City	Ashland
State/zip code	KY Kentucky 41101
Country Key	US United States
Telephone Number	

Communications section:

Type	Number	Extension

Additional Fields section:

Worksite	
----------	--

A search window is open, showing a list of worksites:

Worksite	Short Descript.
UNIVERSITY	University Worksite
HYBRID	Hybrid
REMOTE	Remote

The 'Worksite' dropdown in the form is highlighted with a red box, and the search window is also highlighted with a red box.

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

Infotype Edit Goto Extras System Help

Create Addresses (0005)

Foreign address

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

Address

Address type 7 Work Address

Care Of

Address Line 1 1212 Bath Ave

Address Line 2

Save your entries

14. 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)

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 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

Weekly working hours 0.00

Monthly working hrs 0.00

Annual working hours 0.00

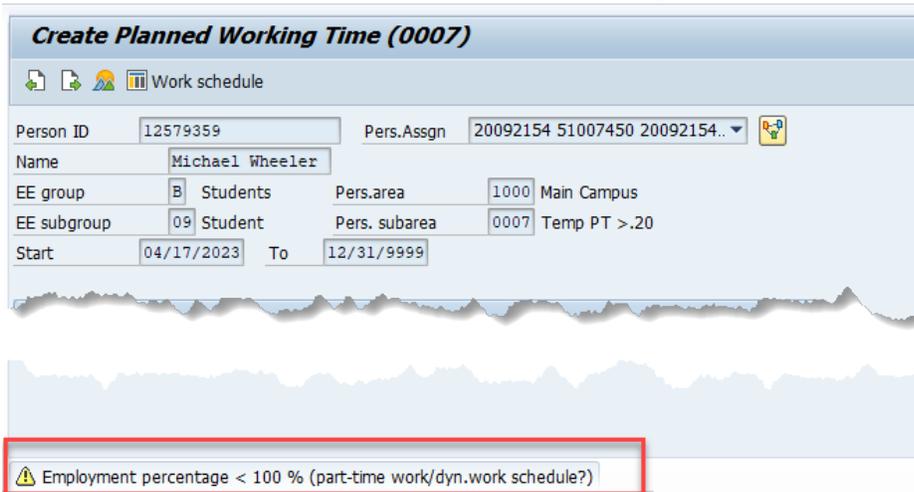
Weekly workdays

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

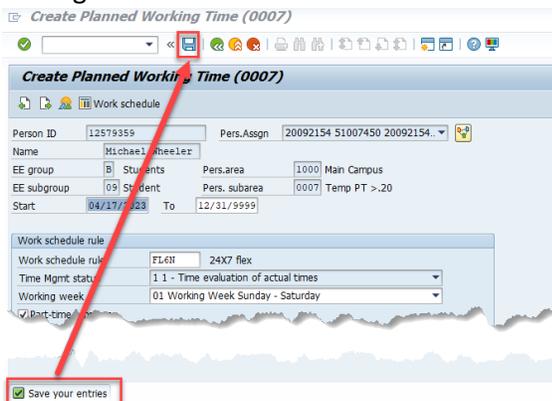
EE group: B Students Pers.area: 1000 Main Campus

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: FL6N 24X7 flex

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

Working week: 01 Working Week Sunday - Saturday

Part-time

Save your entries

Student New Hire Action

15. 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.

The screenshot shows the 'Create Basic Pay (0008)' screen. At the top, there are menu options: Infotype, Edit, Goto, Wage types, Extras, System, Help. Below the menu is a toolbar with various icons. The main form contains the following fields:

- Person ID: 12579359
- Pers.Assign: 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 section:
 - Cap.util.M: 50.00
 - WkHrs/period: 40.00 Bi-weekly
 - PS type: 02 Hourly
 - PS Area: 01 Main Campus
 - PS group: 00 Level: 01
 - Ann.salary: 0.00 USD

W...	Wage Type	Long Text	O. Amount	Curr...	L...	A. Number/Unit	Unit
1005	Hourly Rate		10.50	USD			USD

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

This screenshot shows the same 'Create Basic Pay (0008)' screen as above. A red arrow points from the 'Save your entries' button at the bottom left to the 'Execute' icon (a blue square with a white 'X') in the toolbar at the top. The 'Save your entries' button is highlighted with a red box.

Student New Hire Action

16. Change Date Specifications screen identifies important dates related to the student's employment at the university. Do not change anything on this screen.
 - a. Press Enter. (nothing will happen)
 - b. Click the Next Record icon to advance to the next screen.

Change Date Specifications (0041)

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

Date type	Date	Date type	Date
01 Original Hire Date	04/17/2023	02 Current Hire Date	04/17/2023

17. The Create Additional Personal Data captures EEO information. This will be located on the first page of the I-9 form.
 - a. Enter the ethnicity, race, and veteran information as self-identified on the I-9.

Create Additional Personal Data (0077)

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

Additional Personal Data

Ethnicity (NEW): E2 Not Hispanic/Latino

Race Data

Race Category

American Indian or Alaskan Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

Military status: [Dropdown]

Beneficiary Identification Number: [Text]

Veteran Status

Protected Veteran

Not a Protected Veteran

Prefers Not to Answer

Non Veteran

Student New Hire Action

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

Create Additional Personal Data (0077)

Person ID: 12579359 Pers. Assign: 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

18. 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. Assign: 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	Personn...	EE group	EE subg...
Main Campus Create Assignment			
Hospital Create Assignment			

19. Since this is a new hire, it will not go through SAP workflow. Instead, you'll create a PAR and send the signed PAR and I-9 to Compensation.

20. To create a PAR, click the green arrow to go back to the main SAP screen.

Personnel Actions

Person ID: 12579359 Pers. Assign: 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: []

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21. Use SAP transaction ZHR_PAR to create a PAR.
22. The Key Date will be the hire date.

Personnel Authorization Request

Reporting Period: K Key Date | 04/17/2023

Selection Criteria: Personnel Number

Comments: [Empty text area]

Output Mode: Print, Download PDF

Path/Filename: c:\users\lmofo0\documents\par.pdf

23. For the Personnel Number, you can enter it directly, or you can click in the blank box and the click the search icon to find the person.
 - a. Enter the last name, click the green check.

Personnel Authorization Request

Reporting Period: K Key Date | 04/17/2023

Selection Criteria: Personnel Number

Search Dialog: Personnel Number (1)

N: Last name - First name	Person ID	B: PDC error indicator	C: Pers...
wheeler			

- b. Double click on the line containing the person you just added.

Personnel Authorization Request

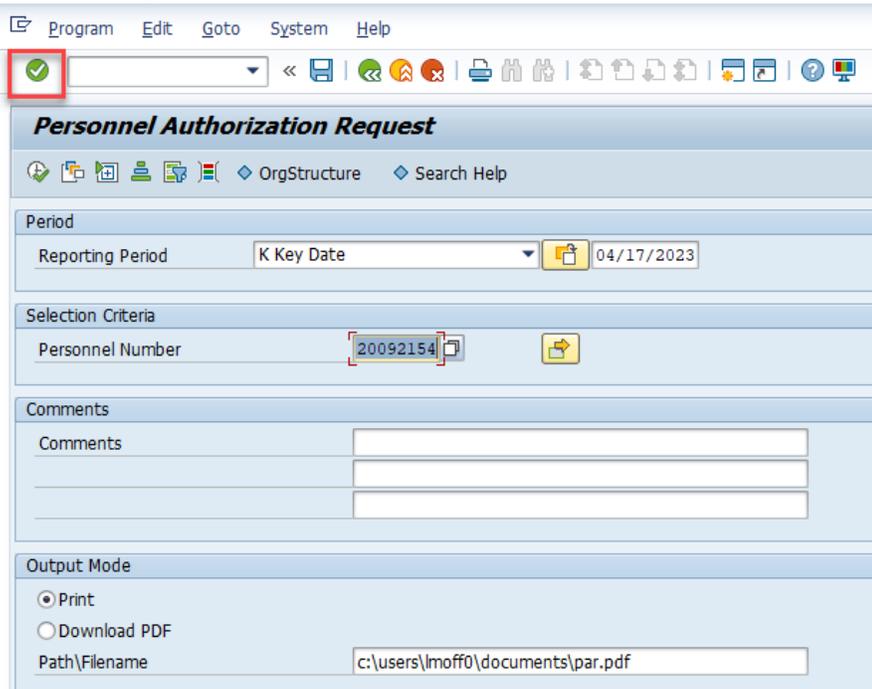
Reporting Period: K Key Date

Selection Criteria: Personnel Number

Person ID*	Pers.No.	Name of employee or applicant
00032949	00032949	Carolyn Bardwell Wheeler
10165043	11046074	David R. Wheeler
10172118	11032219	William H. Wheeler III
12579359	20092154	Michael Wheeler

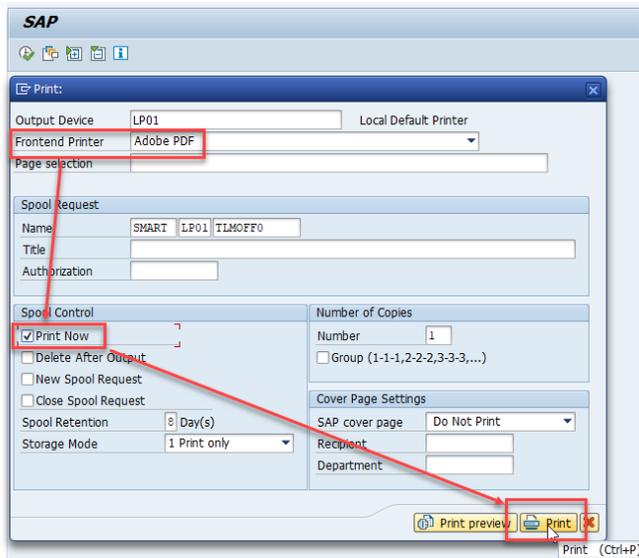
Student New Hire Action

24. Click on the green check.



The screenshot shows the SAP 'Personnel Authorization Request' form. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. A red box highlights a green checkmark icon in the toolbar. The main form area is titled 'Personnel Authorization Request' and contains several sections: 'Period' with 'Reporting Period' set to 'K Key Date' and a date of '04/17/2023'; 'Selection Criteria' with 'Personnel Number' set to '20092154'; 'Comments' with three empty text boxes; and 'Output Mode' with 'Print' selected and a file path 'c:\users\lmofoff0\documents\par.pdf'.

25. Change the printer to Adobe PDF. Check the Print Now box. Then click Print.



The screenshot shows the SAP 'Print' dialog box. The 'Output Device' is set to 'LP01'. The 'Frontend Printer' is set to 'Adobe PDF'. The 'Spool Request' section shows 'Name' as 'SMART LP01 TIMOFF0'. The 'Spool Control' section has the 'Print Now' checkbox checked. The 'Number of Copies' is set to '1'. The 'Cover Page Settings' section has 'SAP cover page' set to 'Do Not Print'. At the bottom, there are 'Print preview' and 'Print' buttons. A red box highlights the 'Print' button, and a red arrow points from the 'Print Now' checkbox to the 'Print' button. The text 'Print (Ctrl+P)' is visible at the bottom right.

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- 26. Open/Save the PDF.
- 27. Sign the PDF electronically.

04/19/2023 Michael Wheeler - 12579359 Wheeler

Action Information:
Personnel Number: 20092154
Period: 04/17/2023 - 12/31/9999
Type: Main Campus Create Assignment
Reason: Student Hire
EE Status: Active

Assignment Information:
Prime Assignment: 20092154
Position: 51007450 N8291M0 Student/Non-Work Study
Job: 40501550 N8291M0 Student/Non-Work Study
Org/Unit: 31000651 40420 Office of Technology Commercialization
FLSA Indicator: 2
EE Group: Students
EE Subgroup: Student
Personnel Area: Main Campus
Personnel Subarea: Temp PT = 20

Employee Information:
1212 Bath Ave
Ashland KY 41101
043 Grayson
Birthdate: 02/25/2004
Ethnic Origin: Not Hispanic/Latino
Race Category: White
Residence Status:
I-9 Signature Date:

Base Pay:
Payroll Area: B1 Bi-weekly
FTE: 50.00
Grade: 00
Wage Type Amount: 10.50
Annual Salary: 10,920.00
True Annual Salary: 10,920.00

Dates:
End of Orientation:
Vacation Begin Date:
Original Hire Date: 04/17/2023
Current Hire Date: 04/17/2023
Regular Service Date:
Vacation Service Date:

Comments from Selection Screen:

Signature: **Toni Lynn Smith** Digitally signed by Toni Lynn Smith
Printed by (TLMOFF0) Date: 2023.04.19 10:17:54 -04'00'

- 28. Email the electronic I-9 packet and the PAR to the appropriate Compensation consultant.