***Please distribute this alert to any users within your agency who are responsible for entering HR transactions in SAP.***

**Entering Maintain Text in SAP**

* Do not select the icon with the green checkmark before saving your text

Users were previously notified of an issue involving the maintain text feature in SAP. If users select the green checkmark icon  before saving their text, some of the entered text was not saved. SAP has confirmed that, due to a 72-character limit per line, if users continue to enter text and allow the text to wrap to the next line, selecting the green checkmark icon will remove a portion of the entered text. However, selecting the save

icon  will retain all the text entered.

Therefore, we recommend that users continue to follow the procedure announced on May 2 to avoid the possibility of saved text being incomplete when reviewed. Enter the text you wish to record and immediately select the save icon. Please do not select the icon with the green checkmark before saving your text.

**Questions?**
If you have any questions regarding this alert, please submit an [**HR help desk ticket**](http://oaiss.state.pa.us/HR-Pay_Help_Desk/) in the time category. You may also call for time support at 877.242.6007, Option 2.