

Alternative Discipline

Alternative Discipline In lieu of Suspension (ADLS) replaces traditional suspension without pay. ADLS is discipline that carries the same weight as a suspension and is placed in the employee's personnel file; however, the employee still reports to work and receives pay. ADLS is mainly used for time & attendance, work performance, and corporate card misuse cases.

1

PA40:

Enter the personnel number

Enter the effective date of the action

Click on "Alternative Discipline"

Click execute



The screenshot shows the 'Personnel Actions' window. On the left, there is a search area with 'Personnel no.' and a list of search options: 'Person', 'Collective search help', 'Search Term', and 'Free search'. Below this is a 'Hit list' with three entries: '00502572 Edmund C Hill', '00614559 Edward J Hill', and '00408754 Edwin Hill'. On the right, there are fields for 'Personnel no.', 'Name', 'EE group' (Permanent), 'Pers.area' (13 Military & Veterans Affairs), 'EE subgroup' (Full-time 80), 'Cost Center' (13F1RLDFL1 PAYROLL DEFAULT), and 'From' (02/01/2018). Below these fields is a list of 'Personnel Actions' with 'Alternative Discipline' highlighted.

2

Infotype 0000:

Verify Start date.

Reason for Action, enter "none"

Maintain Text with Alternative Discipline

Level 1 or Level 2.

Verify position information

Click save and

The screenshot shows the 'Copy Actions (0000)' form. It includes fields for 'Pers.No.', 'EE group' (Permanent), 'EE subgroup' (Full-time 80), 'Start' (02/01/2018), and 'to' (12/31/9999). There are also fields for 'Active', 'Payr.area' (22), and 'Nrs Aide'. Below these are sections for 'Personnel action' (Action Type: Alternative Discipline), 'Status' (Customer-specific: Active, Employment: Active), 'Organizational assignment' (Position: 00170334, Personnel area: 13, Employee group: Permanent, Employee subgroup: Full-time 80), and 'Additional actions' (table with columns: Start Date, Act., Action Type, ActR, Reason for action).

3 Infotype 0001

Verify data



Copy Organizational Assignment (0001)

Org Structure

Personnel No: [] Active Payr.area: 22
EE group: P Permanent 13 Military & Veterans Affairs MV Nrs 2 South HVH
EE subgrp: F8 Full-time 80 AN11 AFSCME N1 OT Nrs Aide
Start: 01/29/2018 to 12/31/9999

Enterprise structure

CoCode: COPA COMMONWEALTH OF PA
Pers.area: 13 Military & Veterans Affairs Subarea: AN11 AFSCME N1 OT
Cost Ctr: 13PYRLDFLT PAYROLL DEFAULT Bus. Area: 13 Military & Veterans Affairs

Personnel structure

EE group: P Permanent Payr.area: 22 Pay Group 2
EE subgroup: F8 Full-time 80 Contract: Salary

Organizational plan

Percentage: 100.00 Assignment
Position: 00170334 30320 Nrs Aide
Job key: 00303200 30320 Nrs Aide
Org. Unit: 00134388 MVNDHOEH2S MV Nrs 2 South HVH

Administrator

PersAdmin: []
Time: 004
PayrAdmin: BCP BCPO

Record created

SAP

4 PA 20

IT0000 and IT0001 to verify the Alternative Discipline was entered correctly.