

Dual Hire

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Overview

There are several things you will need to determine before processing a dual hire action. This guide should be used in conjunction with the [Pre-Transaction Checklist](#) to ensure that all known exceptions are accounted for. Consult with a specialist if needed.

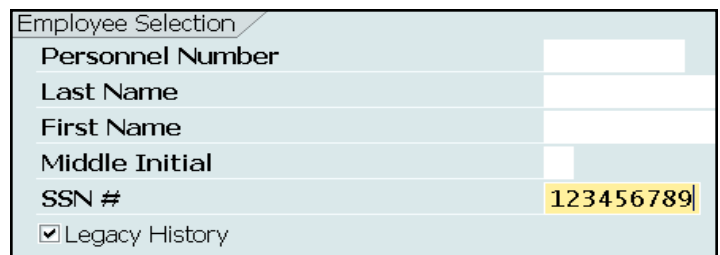
1. Has the employee ever worked for the Commonwealth? To find out:


On the home screen of SAP, under the Reporting folder, double-click **Y_DC1_32000406—Employee Locator**

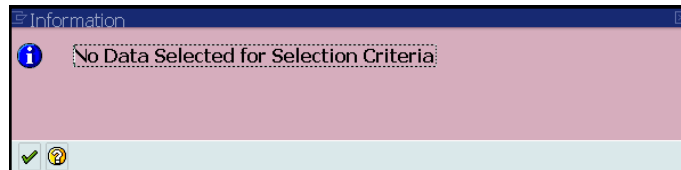



Enter the employee's SSN.

Check **Legacy History** to narrow the search.



Click Execute  If the employee has no records in SAP, the following message will appear:



Click  Wait! You still need to check the [Employment History Application](#) to determine if the employee worked for the Commonwealth prior to the implementation of SAP.

Log on using your Oracle username and password.

<http://oaiss.state.pa.us/ethistory/Login.asp>

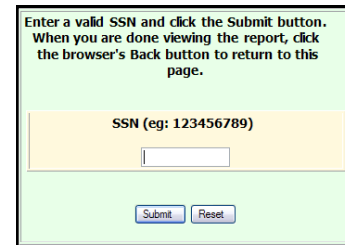
Click the SSN button and enter the employee's SSN.



If you get results with either of these searches, that means the employee has prior Commonwealth history and already has an employee number. You will need to process the transaction as a rehire. If the existing employee number is not valid in SAP, you will first need to process an [Establish IPPS Employee](#) action, and then the new hire action. Otherwise, consider it a true new hire action. Consult with a specialist if needed.

2. Does the employee have history with SERS (SERS footprint)?

Log in to the SERS website, input the employee's SSN
<http://sers.pa.gov>



If **yes**, enroll in "Full Cov Class AA".

If **no**, enroll in "CLS A3/A4".

Regardless of the job class or retirement eligibility, if there is a footprint, **enroll in SERS.**

3. Is the employee transferring from an independent agency?

If **no**, the new hire effective date should be the first day the employee reports to work.

If **yes**, and the break in service is less than 14 days, the new hire effective date is the Saturday after their last day worked at the independent agency; unless their last day worked was mid-week, in which case the effective date would be the first day they report to work at the new agency (typically a Monday). **If the EE separates from an Independent Agency and does NOT start the following Monday, please consult with a specialist or supervisor before processing the action. Each case will need reviewed separately.**

If **yes**, and the break in service is more than 14 days, the new hire effective date should be the first day the employee reports to work.

Independent Agencies (click [here](#) for a list of agency contacts)

Attorney General	PA Higher Education Assistance Agency
Auditor General	Philadelphia Port Authority
Health Care Cost Containment Council	Senate
House of Representatives	State Public School Building Authority
Independent Regulatory Review Commission	State System of Higher Education
Joint State Government Commission	Thaddeus Stevens College of Technology
PA Gaming Control Board	Treasury

4. Is a ZT Date needed? If there is no break in service in both positions, the ZT date should reflect the date of hire of the first position. If there is a break in service greater than 180 days, there would be no ZT date added. If a ZT date is needed you must create a [CRM](#) ticket to Employee Services to inform them that a ZT date has been placed on the employee's record and that their benefits need reviewed. **NOTE: PA National Guard, Non Commonwealth Travelers and Deputy Wildlife Conservation Officer (Volunteer) Dual Hires do NOT get a ZT date.**

Remember to verify the Union Local Code before processing the action; click [here](#) for instructions.

5. Non-Commonwealth Travelers—All Non-Commonwealth Travelers, that never held a regular commonwealth position, should be processed as a Dual Hire. If the employee held a regular position, then separated and rehired into a non-commonwealth traveler position escalate to a specialist to follow the normal procedure.

A Non Commonwealth Traveler is a person who is appointed by the Governor to serve on a board. We cover their travel expenses. While serving as a Non-Commonwealth Traveler they are not considered a Commonwealth Employee.

When to Use a Payrate Exception (appt above min)

A payrate exception is to be used at the start of the dual hire action when an employee is given a salary that is above the established minimum for a particular job class.

IT0008

When a payrate exception is selected, SAP will lock IT0008 once the salary is input; this triggers a notification to BCPO to review the action and confirm that the employee is being paid at the correct salary. Once BCPO approves or rejects the salary, you will receive a notification via email and IT0008 will be unlocked.

The agency will typically indicate on the PAR if the action is an appointment above the minimum.

You will need to use a payrate exception for any of the following scenarios:

- Employees being hired into DMVA or PEMA, with a work schedule that starts with either 'BAK' or 'BC'.
- If the Pay Scale Group is any of the following:
 - ◇ AG99—attorney general senior mgmt staff
 - ◇ DS01—deputy secretaries
 - ◇ IP99—PSERS investment staff
 - ◇ PA—port authorities groups 1-11
 - ◇ VR01—DPW resident workers
 - ◇ XD98—board members/civil service hearing officers
 - ◇ XH98—instructors, JROTC, etc.
 - ◇ XH99—senior level staff classes
- If the Pay Level on the PAR is '00', 'ZN', 'ZI', or 'ZF'.
- Corrections Officer Trainees in SCI Graterford or SCI Chester (truncated position).
- For senior-level appointments, there **must** be written authorization for an above-the-minimum appointment attached to the PAR. If there is not, contact the agency. In most cases, BCPO will not approve this type of payrate exception without written approval.
- There are other instances where you will use a payrate exception, based on job class or agency. Be sure to review the PAR carefully and confirm with the agency.

For these pay scale groups, an hourly rate will need input on IT0008

IT0168

If a payrate exception is used, IT0168 may be presented during the action; input the annual salary in the *Salary Override* field during the action and save. You will need to manually remove the salary via PA30 after IT0008 has been unlocked by OA Salary & Time.

Note: for employees between ages 70 or older, SAP will automatically cap their coverage at a certain amount; a salary override will not be necessary.

Transaction—PA40

Once you have gone through the [Pre-Transaction Checklist](#) and determined all pre-transaction criteria, you are ready to start the action. In this example, the employee is being hired into a permanent position within the Dept of Corrections effective Monday 4/16/12, in the Z1 pay area, at an appointment above the minimum.

Health Care Reform-Before you begin please review the **Health Care Reform Transaction Manual** for information on updating the employee's IT9010.

1 On the home screen of SAP, under the Personnel Administration folder, double-click **PA40—Personnel Actions**.

2 Enter the effective date and select **Dual Hire**.

Note: Corrections employees who live or work more than 50 miles from the Elizabethtown Training Academy may start on a Sunday, to include travel time. The agency must provide some reference on the PAR to using a Sunday effective date for travel. Contact the agency to confirm this date. Otherwise, the effective date should be Monday.

Click Execute 

Enter the employee's SSN.


Click

3 **INFOTYPE 0000**
Enter the action reason.

01 = standard payrate
02 = payrate exception/appointment above the minimum (*indicated on the PAR*)

ANNUITANTS—On rare occasion if an employee simultaneously holds two different annuitant positions then you will not be given the option to use 81, and should then use reason code 01 or 02.

Enter the position number from the PAR.
Enter the Reference Pers. Nos.

Click Enter 
Save 

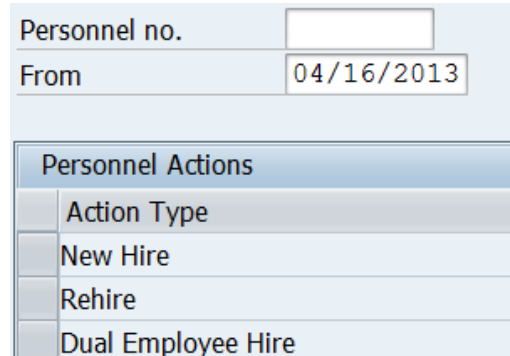
Pop-up: you will be informed that all other fields will default from the position.

You can't maintain text on IT0000 for a Dual Hire.

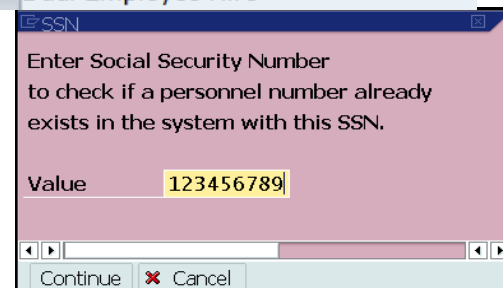
Click 



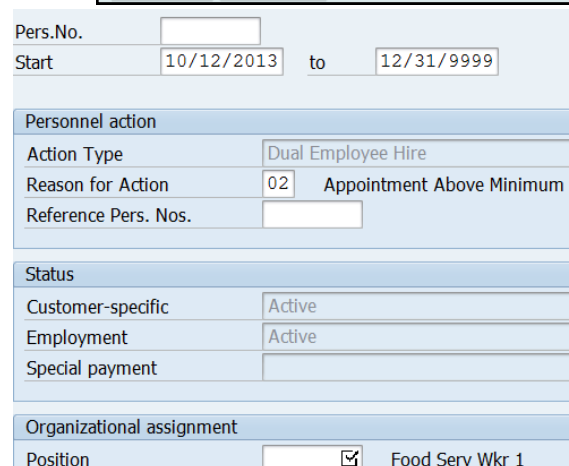
Favorites
 Org Management
 Personnel Administration
 PA20 - Display HR Master Data
 PA30 - Maintain HR Master Data
 PA40 - Personnel Actions



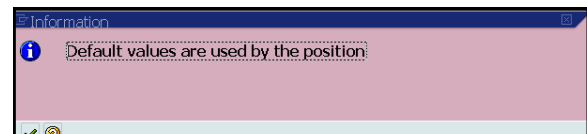
Personnel no.
 From 04/16/2013
 Personnel Actions
 Action Type
 New Hire
 Rehire
 Dual Employee Hire



Enter Social Security Number to check if a personnel number already exists in the system with this SSN.
 Value 123456789
 Continue Cancel



Pers.No.
 Start 10/12/2013 to 12/31/9999
 Personnel action
 Action Type Dual Employee Hire
 Reason for Action 02 Appointment Above Minimum
 Reference Pers. Nos.
 Status
 Customer-specific Active
 Employment Active
 Special payment
 Organizational assignment
 Position Food Serv Wkr 1



Information
 Default values are used by the position!

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INFOTYPE 0023

When a payrate exception is used, this Infotype will be presented next.


If there is documentation of previous employment attached to the PAR, enter the information; if not, simply maintain the following text:

PAR Access Code: 123456789

Request to process dual hire action effective 4/16/12
Payrate exception reason code used per job class

Your Name, HRSC
Date

Start	04/16/2012	to	12/31/9999
Other/previous employers			
Employer			
City			
Country Key	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Previous Salary			
Previous Salary	*****		
Prev. Employer Doc			

Click Enter 
Save 

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INFOTYPE 0001

Enter the **Time Code** per the PAR in the **PayAdmin field**, enter 'BCP'.

Confirm the **Pay Area**
(DPW, DOT and L&I have two pay areas).
Change the pay area if needed.

Maintain text.

Click Enter 
Save 

Start	04/16/2012	to	12/31/9999	Chng	04/10/2012	P00444198
Enterprise structure						
CoCode	COPA	COMMONWEALTH OF PA				
Pers.area	11	Corrections	Subarea	HH11	PSCOA H1 OT	
Cost Ctr	11PYRLDFLT	PAYROLL DEFAULT	Bus. Area	11	Corrections	
Personnel structure						
EE group	P	Permanent	Payr.area	Z1	Pay Group 1	
EE subgroup	F8	Full-time 80	Contract	Salary		
Organizational plan						
Percentage	100.00					
Position	00252930	47200				
Job key	00472000	47200				
Org. Unit	00113500	CRGRA3500				
			CR SCI Graterford			
Administrator						
PersAdmin						
Time 554						
PayAdmin BCP BCPO						

6

You will be asked to delimit the position's vacancy the day before the effective date;

Click

7

INFOTYPE 0007

Enter the work schedule per the PAR.

Use the matchcode to select the time mgmt status (*typically on the PAR*).

Time Mgmt Status:

0 for per diem employees, National Guard, Health Registrars, Vital Statistics Registrar

1 for non-perm employees (even if their work schedule begins with 'CMR')

7 for DOT employees with a work schedule that begins with 'CMR' and for Game Commission employees assigned as Wildlife Conservation Officers

9 for permanent employees (wage OR salary)

Note: *There are exceptions to the Time Mgmt Status; review the PAR carefully, consult with a specialist if needed.*

Game Commission—Employees assigned to the Wildlife Conservation Officer job (60110) are considered quasi-positive time reporters which means they are expected to enter attendance time in CATS. In cases where no entry is done, SAP will pay the base hours according to the work schedule. The TMS code on IT0007 should reflect **7**. This information will be provided in the comments field of the EPAR.

Click Enter 
Save 

EE group	P	Permanent	11	Corrections	CR SCI Graterford
EE subgrp	F8	Full-time 80	HH11	PSCOA H1 OT	Corr Ofc Trn
Start	04/16/2012	To	12/31/9999		
Work schedule rule					
Work schedule rule	BB478015				
Time Mgmt status	9 - Time evaluation of planned times				
Working week	Working week Sunday				
				Additional time ID	01
Working time					
Employment percent	100.00				
Daily working hours	0.00				
Weekly working hours	0.00				
Monthly working hrs	0.00				
Annual working hours	0.00				
Weekly workdays	0.00				

Remove the '01' Additional Time ID for:

- ALL DOT employees (unless work schedule begins with 'CPE')

- ALL DPW employees in:

Selinsgrove

South Mountain Restoration Center

Currently Restoration Aides at South Mountain Restoration Center should NOT be coded as FTE employees. We will let you know when this changes.

- ALL DMVA employees in:

Delaware Valley Veterans Home

Gino J. Merli Veterans Center

Hollidaysburg Veterans Home

PA Soldiers and Sailors Home

Southeastern Veterans Center

Southwestern Veterans Center

unless work schedule is **BNOHR**

- Effective **December 4, 2016** DOC } Laurel Highlands (00114600) and DOC Somerset (00117600 and 00117609) will go live with FTE. **This only impacts BU H1—Correction Officer Trainees, Corrections Officer 1 and Corrections Officer 2 and BU H3—Corrections Of-ficer 3 and Corrections Officer 4**

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INFOTYPE 0552

Save this screen for BU-covered employees, EXCEPT:

CIVEA union (Corrections), PSEA/NEA union (L&I) (create a ZC date effective the new hire date on IT0041).

BYPASS for:

- management employees
- unclassified employees
- confidential employees
- bargaining units **L1, E4 or E7**

Verify the job code matches IT0001.

Click Enter 
Save 

EE group	P	Permanent	11	Corrections
EE subgrp	F8	Full-time 80	HH11	PSCOA H1 OT
Start	04/16/2012	To	12/31/9999	
Time specifications/employment period				
Time spec.	JOB	Job Seniority		
<input type="checkbox"/> Do not evaluate				
Duration of validity period				Imputable
Years	0	Months	0	Years
Months	0	Days	0	Months
Days	0			Days
Comments				
Additional fields				
Job	472000	Corr Ofc Trn		

Note: management employees do not earn seniority, and therefore should **not** be classified as confidential. Check the position to ensure the confidential box is unchecked.

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INFOTYPE 0105

Verify the ID number matches the employee number.

There is no need to click 'save,' as you will be advanced to the next screen.

Click Enter 

EE group	P	Permanent	11	Corrections
EE subgrp	F8	Full-time 80	HH11	PSCOA H1 OT
Start	04/16/2012	to	12/31/9999	
Communication (0105)				
Type	0001	System user name (SY-UNAME)		
ID/number	P00692285			

INFOTYPE 0041

Z1 and **Z2** dates are the date of the Dual Hire. **Z6** date should be the same as the original hire date of the employee's primary EE# **unless** they are part of the PA National Guard, Non Commonwealth Traveler or a Deputy WCO then the original hire date should be that of the Dual Hire

ZT Date—If there is no break in service in both positions, the ZT date should reflect the date of hire of the first position. If there is a break in service greater than 180 days, there would be no ZT date added. **Non Commonwealth Travelers and PA National Guard do not get a ZT date.** If a ZT date is needed for , you must create a [CRM](#) ticket to Employee Services to inform them that a ZT date has been placed on the employee's record and that their benefits need reviewed.

Effective March 11, 2013, for all bargaining units with **signed** collective bargaining agreements, the Z3 (longevity) and ZB (increment) date will default with a new date on IT0041, EXCEPT for:

- Corrections (H1) - 5 yrs from eff date
- Capitol Police (L4) - 5 yrs from eff date
- State Police (L1) - 5 yrs from eff date
- Game Commission (K8) - 8 yrs from eff date

Any bargaining units with **unsigned** collective bargaining agreements will continue to reflect a Z3 or ZB date of 12/31/9999 (refer to [PA Alert 2013-06](#)).

Note: For DOC (H1), Capitol Police (L4), PSP (L1), PGC (K8) and LCB, continue to change the ZB date to the 1st day of that month of the following year.

For H1 (Corrections), if the employee is part-time and works 50% of the time, Z3 date is 10 years from new hire date. If the employee works 80%, Z3 date is 6 years, 3 months from new hire date (*PAR should indicate*).

Enter the Z8 date for Performance Cycle 'A' only, which is always the 1st day of that month of the following year (*ex. effective date = 4/16/12, Z8 date = 4/1/13*).

Note: for DEP only, use the Z8 date as specifically indicated on the PAR. If DEP does not specify a date, **it should always be an August date of the following year.**

Bargaining units **L1, E4 or E7** use a ZC date, which will default on IT0041.

For non-permanent employees who are eligible for retirement, input a ZW date with the new hire effective date. Refer to page 2 of the [Dates and Definitions](#) document for more information on ZW dates.

EE group	P Permanent	11	Corrections	CR SCI Graterford
EE subgrp	F8 Full-time 80	HH11	PSCOA H1 OT	Corr Oftr Trn
Start	04/16/2012	to	12/31/9999	Chng 04/10/2012 P00444198
Date Specifications (0041)				
Date type	Date	Date type	Date	
Z1 Current Service date	04/16/2012	Z2 Adj Leave Service	04/16/2012	
Z3 Longevity Date	04/16/2017	Z6 Original Hire Date	04/16/2012	
Z8 Annual EPR Date	04/01/2013	ZB Annual Increment	04/01/2013	

Remember: IF transferring from an independent agency, and:

Break in service is less than 14 calendar days
 Z1 & Z2 = date of hire at losing agency

Break in service is between 14 & 180 calendar days
 Z1 = date of hire at losing agency
 Z2 = date of hire at gaining agency

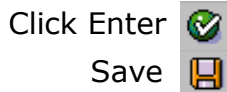
Break in service is more than 180 calendar days
 Z1 & Z2 = date of hire at gaining agency

Z6 date is always date of hire at the losing agency

No Z3 date for DPW Energy Assistance Workers unless otherwise indicated on the PAR.

Click [here](#) for a complete list of dates and definitions.

Refer to [MD540.7](#) regarding EPR cycles.



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INFOTYPE 0008

For a standard payrate, verify the **Pay Scale Group** and **Level**.

For payrate exceptions, you will be able to change the **Pay Scale Group Level**, and/or the hourly rate (*IT0008 will lock*).

In this example, change the level to 'BA' per what is listed on the PAR.

Maintain text.

A salary override is required for the following pay scale groups:

- AG99—attorney general senior mgmt staff
- DS01—deputy secretaries
- IP99—PSERS investment staff
- PA—port authorities groups 1-11
- VR01—DPW resident workers
- XD98—board members/civil service hearing officers
- XH98—instructors, JROTC, etc.
- XH99—senior level staff classes

Use [pay schedule chart](#) to find the hourly rate.

EE group	P	Permanent	11	Corrections	CR SCI Graterford
EE subgrp	F8	Full-time 80	HH11	PSCOA H1 OT	Corr Oftr Trn
Start	04/16/2012	to	12/31/9999		
Subtype 0 Basic contract					
Pay scale					
Reason			Cap.util.lvl	100.00	
PS type	C0	C0 and FSE	WkHrs/period	80.00	Bi-weekly
PS Area	CW	Commonwealth			
PS group	C034	Level	BA	Ann.salary	34,593.00 USD
Wag Wage Type Long Text O Amount Curre In A Number/Unit Unit					
1100	Regular Hourly Comp		16.58	USD	I <input checked="" type="checkbox"/>
				USD	<input type="checkbox"/>

Use this chart for salary overrides:

If Wage Type is...	Then Override Wage Type is...
1100	1101
1122	1102
1126	1102
1127	1102
1210	None
1250	1103
1251	1102


Click Enter 
Save 

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Pop-up: for payrate exceptions, you will be informed that the record has been locked for OA approval.

Click 

Information


 Record has been locked and request for OA approval sent.

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INFOTYPE 2012

For permanent employees, enter the number of holiday hours they are entitled to **as of the dual hire date** (refer to the [Holiday Entitlement Worksheet](#)).

Click Bypass  **OR**

EE group	P	Permanent	11	Corrections
EE subgrp	F8	Full-time 80	HH11	PSCOA H1 OT
Start	04/16/2012	To	04/16/2012	
Time transfer specification				
Time transfer type		QHOL		Anticipated Holiday hours
Number of hours		64.00		Hours

Non-perms are not entitled to holiday quota, in which case you will BYPASS.

Click Enter 
Save 

14

INFOTYPE 0009

Enter the banking information per the documents attached to the PAR.

Bank Control Key

01 = Checking 02 = Savings

Always use the banking information on the new hire documents; **never** use what is indicated on the PAR.


This screen defaults to 'Main Bank'; if the employee has an additional bank account, you will need to input an 'Other Bank' record via PA30, after the action is complete.


EE group	P	Permanent	11	Corrections	CR SCI Gra
EE subgrp	F8	Full-time 80	HH11	PSCOA H1 OT	Corr Ofr Tr
Start	04/16/2012	to	12/31/9999		

Bank details			
Bank details type	Main bank		
Payee	Miguel G Wint		
Postal Code/City			
Bank Country	USA		
Bank Key	123456789		
Bank Account	111222333444	Bank control key	01
Payment method	B	Payroll Direct Deposit	
Purpose			
Payment currency	USD	United States Dollar	

If the job code = U3210 or U3220, change the **Payment Method** to 'A' *Payroll Check*.

If the employee has no bank account, create a CRM ticket under 'anonymous' to Jordan Rummel, OA Operations. Use 'A' *Payroll Check* on IT0009.

Click Bypass  **OR**

Click Enter 
Save 

BYPASS THIS INFOTYPE FOR ONBOARDING EMPLOYEES (they will input their banking information during the online tour).

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INFOTYPE 0006

Enter the permanent address and county per the documents attached to the PAR; a **PO Box is not acceptable** as the permanent address. If there is a PO Box, **do not** input it as part of the permanent address; only use it when creating the mailing address (refer to [Benefits Alert 2012-08](#)).

Be sure to spell out the street name and city name in its entirety.

This screen defaults to 'Permanent Residence'; if the employee has a mailing address, you will need to input a 'Mailing Address' record via PA30, after the action is complete (see [page 15](#)).

EE group	P	Permanent	11	Corrections	
EE subgrp	F8	Full-time 80	HH11	PSCOA H1 OT	
Start	04/16/2012	to	12/31/9999		

Address		
Address type	Permanent residence	
Care Of		
Address line 1	123 Anywhere Place	
Address line 2		
City/county	Anywhere	
State/zip code	PA	17111
Country Key	USA	
Telephone Number	570 222-1234	

Communications		
Type	Number	Exte
Type	Number	Exte
Type	Number	Exte
Type	Number	Exte

Benefits County Code	
Benefits County Code	015 Chester

If the employee resides in a different state, enter '088' in the **Benefits County Code** field; submit a [CRM](#) ticket to Employee Services for review of benefits for out-of-state employees.

You **must** save this Infotype or IT0171 will not be created in the background.

When you update the Benefits County Code to 088 for out-of-state employee's and the Code does not remain 088 you will need to check the address infotype (IT1028) on every org the position was assigned to and remove the House Number. Once you have done this you should be able to change the Benefits County Code to 088 and it should remain 088.

Click Enter 
Save 

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INFOTYPE 0207

A list of tax areas is presented; choose from this list based on the new hire documents (verify using the [Municipality Search](#)).

The residence tax area will populate.

IF the employee resides in any of the following states, enter that state in the **Tax Area** field, exactly as listed below.

DC MI VA

DE NJ WV

IN NY

MD OH

For any

other states not listed, Enter

'PA' in the **Tax Area** field.

Tax Area	Description	PostalCode	PostalCode
FED	Federal	00000-0001	99999-9999
PA	Pennsylvania	15000-0000	19699-9999
PAUL	Harrisburg	17101-0000	17113-9999
PB5A	Lower Paxton Township	17111-0000	17112-9999
PBJC	Paxtang Borough	17111-0000	17111-9999
PBVQ	South Hanover Township	17111-0000	17111-9999
PBZO	Susquehanna Township-Dauphin	17109-0000	17111-9999
PBZV	Swatara Township-Dauphin	17111-0000	17111-9999

EE group	P	Permanent	11	Corrections	CR SCI Gra
EE subgrp	F8	Full-time 80	HH11	PSCOA H1 OT	Corr Ofr Tr
Start	04/16/2012	to	12/31/9999		

Resident data	
Tax area	PBVQ

Tax Authorities in Area			
Tax authority	Description	Tax level	Description
FED	Federal	A	Federal
PA	Pennsylvania	B	State
PBVQ	South Hanover Township	D	City


Refer to [PA Alert 2015-08](#). Enter

Click Enter 
Save 

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INFOTYPE 0208

The work tax area will default based on the position.

Click Enter 
Save 

EE group	P	Permanent	11	Corrections
EE subgrp	F8	Full-time 80	HH11	PSCOA H1 OT
Start	04/16/2012	to	12/31/9999	

Work tax data	
Tax Area	PBU8 Skippack Township
Allocation	100.00 %

Tax Authorities in Area			
Tax ...	Description	T...	Description
PA	Pennsylvania	B	State
PBU8	Skippack Township	D	City

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INFOTYPE 0209

This screen determines to which state unemployment taxes will be paid, and should always default to PA.

Click Enter 
Save 

EE group	P	Permanent	11	Correction
EE subgrp	F8	Full-time 80	HH11	PSCOA H1
Start	04/16/2012	to	12/31/9999	

Unemployment data	
Tax authority	PA Pennsylvania
Worksite	

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INFOTYPE 0210

The **Tax Authority** and **Tax Level** will default.

Enter the **Filing Status** and **Allowances** per the documents attached to the PAR.

Remember: If the employee is claiming exemption from Federal Income Tax (per their W-4 form), change the **Tax Exempt Indicator** to 'R-exempt' earnings are reportable (*DO NOT use 'X' or 'Y'*). Change the end date of this record to 2/15 of the following year. **Do not** place any allowances on this record.

Via PA 30, copy this record and change the start date to 2/16 of the following year, and the end date to 12/31/9999. Change the **Tax Exempt Indicator** back to 'Not exempt', as each year the employee must re-claim exemption. Place the employee's allowances (if any) on this record.

EE group	P	Permanent	11	Corrections	CR SCI Graterford
EE subgrp	F8	Full-time 80	HH11	PSCOA H1 OT	Corr Ofr Trn
Start	04/16/2012	to	12/31/9999		
Status					
Tax authority	FED	Federal		Tax level	A Federal
Filing Status	01				
Exemptions					
Allowances	1				
Tax Exempt Ind.	Not exempt			<input type="checkbox"/> IRS mandates	
Withholding adjustments					
Add.withholding		USD		<input type="checkbox"/> Non-resident tax calculation	
Default formula	01	PCT MTHD-RES. U		Alternative formula	
Additional Information					
<input type="checkbox"/> Check here if the last name differs from that shown on the Social Security card					

Check W-4 for additional withholding.

The exemption expiration date may change each year per IRS regulations; SAP will automatically update the date if it is different than what you have entered. Continue to use the dates indicated in this guide.

BYPASS THIS INFOTYPE FOR ONBOARDING EMPLOYEES (they will input their filing information during the online tour).

Click Bypass 

OR

Click Enter 

Save 

Note: if a payrate exception was used, **IT0168** may be presented at this point; input the annual salary in the *Salary Override* field during the action and save. You will need to manually remove the salary via PA30 after IT0008 has been unlocked by OA Salary & Time. For employees between ages 70 or older, SAP will automatically cap their coverage at a certain amount; a salary override will not be necessary.

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INFOTYPE 0006, Subtype US01

The **Check Distribution Code** should default to '0008888 Mail to Employee's Home Mailing Address'.

Click Enter 

Save 

EE group	P	Permanent	11	Corrections	CR SCI Gra
EE subgrp	F8	Full-time 80	HH11	PSCOA H1 OT	Corr Ofr Tr
Start	04/16/2012	to	12/31/9999		
Address type					
Paycheck Location					
CDC Data					
Check Distribution Code	0008888			Mail to employee's home address	
Delivery Location Name					
Address Line 1					
Address Line 2					
City					
Region					
Postal Code					

21

INFOTYPE 0016

Enter the **Contract Type** per the PAR and probationary period per your checklist.

Enter the civil service cert# **OR** non-civil service BSE# (*civil service jobs require a Cert#; contact the agency if the Cert# is not listed on the PAR*).

Remember: H1 bargaining unit probationary period is 12 months

NCS DOC: Use 'NCS-Prob' for BU-covered positions and 'NCS' for management positions


PRN Nurse Aides do not serve a probationary period; use contract type NCS

PRN LPN/PRN RN requires a 6-month probationary period; use contract type CS

DOT Seasonal Employees: click [here](#)

EE group	P	Permanent	11	Corrections
EE subgrp	F8	Full-time 80	HH11	PSCOA H1 OT
Start	04/16/2012	to	12/31/9999	
Contractual regulations				
Contract Type		CS - Probationary		
Periods				
Probationary Period		12 Months		
CS Cert / Probation Data				
Union Probation Period		12	MONTHS	
Civil Service certification no.		00560		
Bureau of State Employment no.				

NCS Management EE's do not serve a probationary period—*Personnel Rules, page 94, section 9.11 (d)*

Click Enter 
Save 

22

INFOTYPE 0019

This Infotype will only be presented if the contract type is civil service probationary. It will not be presented for non-civil service

jobs and must be created via PA30, after the action is complete.

Set the **Reminder Date** to two months before the **Date of Task** date.

EE group	P	Permanent	11	Corrections	CR S
EE subgrp	F8	Full-time 80	HH11	PSCOA H1 OT	Corr
Task					
Task Type		End of Prob Period			
Date of Task	04/15/2013	Processing indicator	New		
Reminder					
Reminder Date		02/15/2013			
Lead/follow-up time		For specific task type			

Note: Dept of Corrections ONLY—for NCS management positions, you will need to create IT0019. For all other orgs, NCS management positions will not need IT0019 created.

Click Enter 
Save 

23

INFOTYPE 0057

This information will default from the position; most new hires start as a *Non-Member*; change the status if necessary.

- 1 = Union Dues
- 2 = Non-Member

BYPASS for (if presented):

- management employees
- unclassified employees
- confidential employees
- bargaining units **L1, E4 or E7**

Create Membership Fees (0057)

Personnel No	753454	Active	Payr.area	23
EE group	P Permanent	2103	Human Services Pysl Area 3	
EE subgrp	F8 Full-time 80	AN11	AFSCME N1 OT	
Start	08/13/2018	to	12/31/9999	
Payment data				
Member type	AFSCME - Am Fed of State, Cnty, Mun EE's			
Wage Type	4F01	AFSCME-13 Non-Member		
Additional Data				
Status	2			
Local	0166			

Note: If EE is enrolled in union dues on the original hire record, the Dual Hire record should still reflect Non-Member. The EE has a choice in the new position.

Click Bypass 

OR

Click Enter 
Save 


INFOTYPE 0014 and 0015—Initiation fees will no longer generate when an employee is placed into a non-member status on Infotype 0057.

24

INFOTYPE 0077

Enter the race as indicated on the PAR; **DO NOT** guess the race based on the employee's name or driver license/ID card.

If the race is not indicated on the PAR or the attached documents, contact the agency; if you have not obtained the appropriate race and need to close the PAR, choose 'Unknown/Undisclosed' and notate the closed PAR.

Click Bypass 

OR

Click Enter 

Save 


EE group	P	Permanent	11	Corrections
EE subgrp	F8	Full-time 80	HH11	PSCOA H1 OT
Start	04/16/2012	To	12/31/9999	
Additional Personal Data				
Ethnic origin	Black/African-American			

BYPASS THIS INFOTYPE FOR ONBOARDING EMPLOYEES (they will input their ethnicity during the online tour).

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INFOTYPE 0094

Per PA Alert 2014-21 IT0094 (Residence Status) will no longer be used as a repository for Form I-9 data. Updates to the infotype will also be discontinued. All Form I-9 information will be stored and accessible to agencies via the e-OPF.

Click Bypass 


26

INFOTYPE 9009

This screen will be presented at the end of the action. All onboarding information and documentation will be sent to this address. Enter the employee's home email address **carefully** as indicated on the PAR.

The I-9 verifier position defaults to the employee's supervisor's position number in the background; leave blank unless otherwise indicated on the PAR.

BYPASS for the excluded population and for exceptions; otherwise **SAVE**.

Click Enter 


Save 

EE group	P	Permanent	2103	Public Welfare P
EE subgrp	F7	Full-time 75	AA11	AFSCME A1 OT
Start	04/16/2012	To	12/31/9999	Chng
Personal Onboarding Data				
Employee Personal Email	mwint@gmail.com			
Onboarding Process Data				
I9 Verifier Position				
Onboarding Receipt Data				
Onboarding Receipt Date				

Note: For 'exception' employees (i.e. Game Farm Workers) **BYPASS** this Infotype.

INFOTYPE 0329 (Supplementary Employment)

This screen will be presented at the end of the action. If an employee has a Supplementary Employment Form attached to the PAR then you will need to fill this infotype in with all information. If there is no Supplementary Employment Form attached you would just bypass

Click Bypass 

Or fill in fields if a form is attached and

Click Enter 
Save 

1st screen shot is of the form. 2nd screen shot is of IT0329 (on next page). The numbers correlate to make it easy for you to know which fields need filled out and where to find the information on the form.
Supplementary Employment Form, Second Section

THE FOLLOWING QUESTIONS PERTAIN TO THE REQUESTED SUPPLEMENTARY EMPLOYMENT, INCLUDING SELF-EMPLOYMENT

Name of Company or Organization: **1**

Address of Company or Organization
 Street: **2** City: **3** State: **4** Zip Code: **5**

Type of Business in which the company or organization is engaged: **6** Type of Position for which you are applying: **7**

Date you applied for position: **8** Date you expect to begin supplementary employment: **9** If supplementary employment will be for a limited duration, enter an end date: **10**

Briefly describe the duties of the position applied for with the company or organization:

Answer (A) and (C) or (B) and (C), whichever is applicable to your proposed supplementary employment:

A. To the best of your knowledge and belief, does the company or organization with which you are applying for a position engage in any business or activity which could possibly be related to your departmental duties, or which could possibly create an actual or apparent conflict with your departmental duties? (If yes, explain to the best of your knowledge.) **11** Yes No

OR

B. To the best of your knowledge and belief, would your self-employment involve you in any business or activity which could possibly be related to your departmental duties, or which could possibly create an actual or apparent conflict with your departmental duties? (If yes, explain to the best of your knowledge.) **12** Yes No

C. Is this organization associated with a political subdivision or is it a political subdivision of the Commonwealth of Pennsylvania; is the organization associated with an agency of the government of the United States of America? (If yes, explain to the best of your knowledge.) **13** Yes No

If you answered Yes to A, B, or C, provide additional information below:

Days Worked: Select all that apply **14** Su M Tu W Th F Sa

Approx. Start Time Hour: Min: Approx. Stop Time Hour: Min: No. of hours per week

If you work an irregular, variable, or rotating shift, please indicate and show for a two-week period the variations in your shifts and/or in the starting and stopping times.

Supplementary Employment Form, Final Section

THE FOLLOWING SECTION IS FOR USE BY THE HR SERVICE CENTER ONLY

15 Approved Disapproved

Disapproval Reason

- Adverse Interest Act
- Conflict with commonwealth job duties
- Conflict with commonwealth work hours
- Conflict of interest
- Full-time political position
- Violation of HATCH Act
- Violation of Civil Service Act
- Other

INFOTYPE 0329 Continued... Please note all fields with a star are required fields. Please make sure all fields are completed before saving.

Infotype 0329

Display Supplementary Employment (0329)

Planned Working Time Date Monitoring

Model No: 25566 Lisa A Galic Active Payr.area: 23
 P Permanent 81 Executive Offices EX Agcy Srvs Ops Div
 F7 Full-time 75 MA33 MGT A3 NPOT Hr Anl 4 (Gen)

Valid: 03/13/2017 to 12/31/9999 Chge: 03/03/2017 P00616219

★ 9 ★ 10

Sideline Job/Second Job/Honorary Post

Sequence Number: 03 ★ 8

Approval: ★ 15 Approved Appic. Date: 02/27/201
 Approved On: 03/03/201

If DISAPPROVED, the start date should match the end date and a disapproval reason must be selected.

Populate only for APPROVED requests using the current date

Telephone Number: _____

Additional fields

Revocation Indicator

Disapproval Reason: ★ 15 Only required if DISAPPROVED

Work Days/Hours: ★ 14 DAYS SU SA START TIME 07:00 STOP TIME 12:00

Type of Business: ★ 6 FOOD FOOD SERVICE

Type of Position: ★ 7 07 RESTAURANT WORKER

Comp/Bus Name: ★ 1 STARBUCKS

Street: ★ 2 1 South Front Street

City: ★ 3 Harrisburg

State: ★ 4 PA

Postal Code: ★ 5 17110

Company Conflict: ★ 11 Yes No

Self Employment Conflict: ★ 12 Yes No

Potential Political Conflict: ★ 13 Yes No

Position Description: _____

Either 11 OR 12 will be selected on the form, not both. Indicate NO for whichever option is not selected.

★ Indicates REQUIRED fields

If an employee has a Supplementary Employment with their other job the IT0329 will need to be created for the Dual Hire action as well. If a form is not attached to the EPAR please indicate in the comments of the EPAR before you close it "EE needs to complete a new Supplementary Form since other employee number has an IT0329."

Post-Transaction—PA20

Check **all** Infotypes to ensure the records were successfully created with the effective date (refer to the [Post-Transaction Checklist](#)). You will also need to **review IT0002** as this Infotype creates in the background based on the information from the Employee's other EE#.


Post-Transaction—PA30

INFOTYPE 0006, Subtype 5


If the employee has a mailing address, create this record effective the new hire date.

Enter IT0006, subtype 5.

Select the radio button next to **Period** and enter the effective date in the **From** field.

Click Create  Enter the mailing address as per the new hire documents.

Use the mailing address for the correspondence.

Click Enter 
Save 

EE group	P	Permanent	Pers.area	11	Corrections
EE subgroup	F8	Full-time 80	Cost Center	11PYRLDFLT	PAYROLL DEFAULT

Infotype text	St	Period
Personal Data (0002)	<input checked="" type="checkbox"/>	From 04/16/2012 To 12/31/9999
Addresses (0006)	<input checked="" type="checkbox"/>	<input type="radio"/> Today <input type="radio"/> Curr. week
Family Member/Dependents (0021)	<input checked="" type="checkbox"/>	<input type="radio"/> All <input type="radio"/> Current month
Bank Details (0009)	<input checked="" type="checkbox"/>	<input type="radio"/> From curr. date <input type="radio"/> Last week
Additional Personal Data (0077)	<input checked="" type="checkbox"/>	<input type="radio"/> To Current Date <input type="radio"/> Last month
Communication (0105)	<input checked="" type="checkbox"/>	<input type="radio"/> Current Period <input type="radio"/> Current Year
Residence Status (0094)	<input checked="" type="checkbox"/>	<input type="button" value="Choose"/>
Other/Previous Employers (0023)	<input checked="" type="checkbox"/>	
Residence Tax Area (0207)	<input checked="" type="checkbox"/>	

Direct selection	Infotype	Addresses (0006)	STy	5	Mailing address
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EE group	P	Permanent	11	Corrections
EE subgrp	F8	Full-time 80	HH11	PSCOA H1 OT
Start	04/16/2012	to	12/31/9999	

Address type	Mailing address
Care Of	
Address line 1	PO Box 222
Address line 2	
City/county	Anywhere
State/zip code	PA 17000
Country Key	USA
Telephone Number	

INFOTYPE 0009, Subtype 1

If the employee has an additional bank account, create this record effective the new hire date (same process as above). **DO NOT** create this Infotype for employees who are onboarding; they will input the banking information on their own.

INFOTYPE 0021, Subtype 7

If the employee has emergency contacts, create this record effective the new hire date (same process as above). If multiple phone numbers are provided for each contact, create a separate record for each phone number. **DO NOT** create this Infotype for employees who are onboarding; they will input the emergency contacts on their own.

INFOTYPE 0019

Create this record for NCS employees (same process as above), unless they are management (excluding DOC employees) or DOT seasonal employees.

INFOTYPE 167

Creation of New Annuitant Health Record for **PSCOA Employees (BU H1)** Effective 15/16 fiscal year. Make sure that the correct Annuitant Health record creates for PSCOA bargaining unit H1 employee's. The Dependent Coverage and Cost Rule data fields both will reflect EE2, Employee for PSCOA and Employee Only for PSCOA. **Benefits Alert 2015-03**

INFOTYPE 0171, IT0169

For Deputy Wildlife Conservation Officers (Job Code U6100—Formerly Deputy Game Protectors) who are not to be enrolled in SERS, change the 2nd program grouping from **09** to **13**. If a Deputy Wildlife Conservation Officer is being hired as a Dual Hire and they are enrolled in SERS in the other job you would need to enroll them in SERS in the new job as well. EE is being hired into a permanent position and they are currently a volunteer Deputy Wildlife Conservation Officer at the Game Commission. Since the EE is being hired into a position that requires SERS enrollment you will also need to enroll the EE in SERS in the Deputy Wildlife Conservation Officer position effective the same date as the permanent position.

Note: Per SERS and KRW, **if an employee is enrolled in retirement for one position, it is mandatory for all other state employment.** Whether it is full-time, part-time or voluntary, once a member, always a member. The enrollment on the volunteer personnel number will need to be effective the date the employee is being hired into the other position.

For **"Dual Hire"** employees you will need to create IT0171. Only the SEAP record on IT0167 needs created, effective the date of the action; it does not automatically create in the background.

INFOTYPE 0378

This infotype will need to be created for STY NHIR as well as STY RETR effective the date of the **Dual Hire**.

It is imperative that IT0171 and IT0378 get created the same day the Dual Hire action is completed. Otherwise, the Onboarding record will not be created resulting in the EE to never go through online orientation.

INFOTYPE 0235

For **"Dual Hire"** employees, they should have an LST/OPT exemption under their **"temporary"** job with an end date of 12/31/9999. The IT0235 record, STY is the new working tax area (ex: PAUL = Harrisburg). For employees who are Dual Hired in 2 non-perm jobs, we are NOT to exempt them from the LST tax on IT0235.

If the Dual Hire is as a result of the employee being in the National Guard, the LST/OPT exemption is not necessary unless a valid exemption is provided for the non-National Guard position.

This Infotype will be created in the background if the job class is eligible for tax exemptions. You may need to create other exemption records based on the job, **14 calendar days** from the effective date (click [here](#) for more information).

For DPW **Resident Workers** (jobs U3210 or U3220) and L&I **Student Employe State School** (job U2541):

Create IT0235, **subtype FED**
 Enter 'Y' in the:
 03-Employee Soc Sec Tax
 05-Employee Medicare Tax
 04-Employer Soc Sec Tax
 06-Employer Medicare Tax

EE group	P	Permanent	11	Corrections	CR SCI Graterford
EE subgrp	F8	Full-time 80	HH11	PSCOA H1 OT	Corr Ofr Trm
Start	04/30/2012	to	12/31/9999		

Tax type exceptions		
Tax authority	FED	Federal
Tax level	A	Federal

Other Taxes						
Ta	Tax Type Description	D	Default Formula Text	F	Override Formula T	E
	03Employee Social Security Tax		01EMPLOYEE SOCIAL			Y
	04Employer Social Security Tax		01EMPLOYER SOCIAL			Y
	05Employee Medicare Tax		01EMPLOYEE MEDIC			Y
	06Employer Medicare Tax		01EMPLOYER MEDIC			Y
	10Employer Unemployment Tax		01EMPLOYER UNEM			
	55Employee Railroad Rmtm Tier1 Soc S		01RAILROAD RETIRE			


Click Enter 
 Save 

Create IT0235, **subtype PA**
 Enter 'Y' in the:
 20-Employee Unemployment Tax

EE group	P	Permanent	11	Corrections	CR SCI Graterford
EE subgrp	F8	Full-time 80	HH11	PSCOA H1 OT	Corr Ofr Trm
Start	04/30/2012	to	12/31/9999		

Tax type exceptions		
Tax authority	PA	Pennsylvania
Tax level	B	State

Other Taxes						
Ta	Tax Type Description	D	Default Formula Text	F	Override Formula T	E
	10Employer Unemployment Tax		01EMPLOYER UNEM			
	11Employer Debt Repayment Tax		01EMPLOYERS FUTA			
	20Employee Unemployment Tax		01EMPLOYEE UNEM			Y
	61Employee Retirement Plan-S.S		01EMPLOYEE RETIRE			
	62Employee Retirement Plan-Med.		01EMPLOYEE RETIRE			
	63Employer Retirement Plan-S.S		01EMPLOYER RETIR			

Click Enter 
 Save 

Create IT0235, **subtype equal to work tax area on IT0208**
 Enter 'Y' in the:
 84-Local Service Tax

DPW **YDC/YFC Training Program Workers** (job U2542) are UC exempt **ONLY**.

EE group	P	Permanent	11	Corrections	CR SCI Graterford
EE subgrp	F8	Full-time 80	HH11	PSCOA H1 OT	Corr Ofr Trm
Start	04/30/2012	to	12/31/9999		

Tax type exceptions		
Tax authority	PAUL	Harrisburg
Tax level	D	City

Other Taxes						
Ta	Tax Type Description	D	Default Formula Text	F	Override Formula T	E
	84Local Services Tax		01			Y

Click Enter 
 Save 

Refer to [PA Alert 2008-1](#).

Note: For the Dual Hire employees that have a Permanent and a Non-Permanent job and for Resident Workers, the end date of the LST/OPT exemption is 12/31/9999. For the Dual Hire the LST/OPT exemption needs to be on the Non-Permanent employee number. All others, the end date is 12/31 of the current calendar year.

Note: for all other types of employees, if their municipality collects **\$10 or less**, the LST/OPT tax code will default to 51. Do not try to change it back to 84; SAP will not allow it. Input the 'Y' then enter and save.

HRBEN0001

Dual Hire employee's must be enrolled in retirement under both EE numbers. Exception—Non-Commonwealth Travelers and PA National Guard

To enroll the employee in retirement, you will need to use HRBEN0001.

Note: Dept of Education employees, do not enroll; submit a [CRM](#) ticket to Empl Svcs.

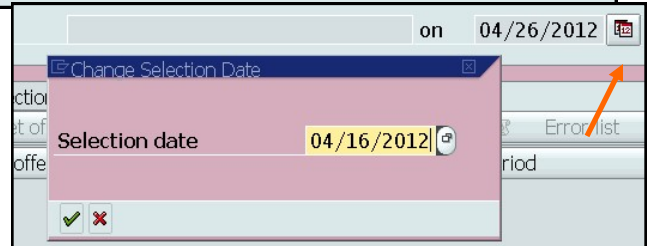
1 On the home screen of SAP, under the Benefits folder, double-click **HRBEN0001—Enrollment.**



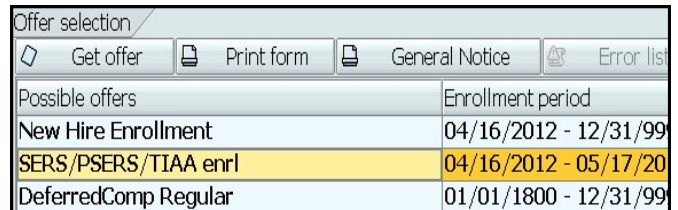
2 Enter the employee number.
Click on the date change icon.



Change the date to the new hire effective date.

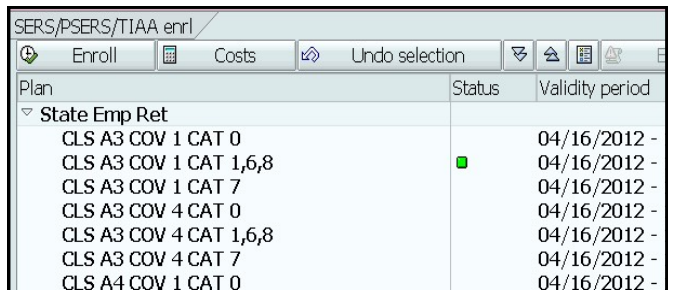


3 Double-click **SERS/PSERS/TIAA enr1** (if you don't see this line, go back and check IT0378 to ensure the RETR record was created).



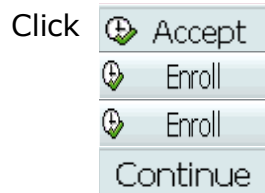
Click 

Scroll through the list to find the appropriate retirement class; double-click.



4 In this example, the employee has been hired into the H1 bargaining unit, and is therefore eligible for age 50/55 retirement (COV 1 CAT 1,6,8); double-click.

Enter '6.25' in the **Percentage** field.



You will need to also enroll the employee in the New Hire Enrollment, Declined Medical, Declined Dental and SEAP as well as the Automatic Offer for Annuity Health and Basic Life Insurance

Go back to the employee's record via PA20 and confirm that IT0167-0169 were successfully created.

References

[Benefits Alert 2012-08](#)

[Benefits Alert 2015-03](#)

[Personnel Administration Alert 2008-1](#)

[Personnel Administration Alert 2011-04](#)

[Personnel Administration Alert 2004-18](#)

[Personnel Administration Alert 2012-11](#)

[Personnel Administration Alert 2012-12](#)

[Personnel Administration Alert 2013-06](#)

[Management Directive 530.11](#)

[Management Directive 540.7](#)