PROBATIONARY PERIOD - EMPLOYMENT CONDITION CHANGE

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End of Probationary Period – Use this process when an employee has successfully completed his/her probationary period or the probationary period and the evaluation form has been submitted to HR for processing. The process should also be used when a probationary period needs extended.

Check IT0019 first

Effective date of action on PAR should be the day after the date on IT0019.

## PA40:

|  |  |  |  |
| --- | --- | --- | --- |
| PA40 | Personnel Number | Enter personnel number |  |
| From | Enter effective date of the action |  |
| Employment Condition Change | Highlight: green checkmark to populate data | image002 |

## Infotype 0000:

|  |  |  |  |
| --- | --- | --- | --- |
| 0000 | Start | Verify Start Date |  |
| Reason for Action | Select reason code “05”, End of Probationary Period, from dropdown |  |
| Position | Verify position information | and image003 |

## Infotype 0016:

If the end date on IT0016 is any date other than 12/31/9999 change it to 12/31/9999. Otherwise the employee will be converted back to probationary status after the future dated action.

Please note: If a future dated pay increase exists, IT0016 will be delimited the day prior to the pay increase action. Change the end date to reflect 12/31/9999 during the action.

|  |  |  |  |
| --- | --- | --- | --- |
| 0016 | Contract Type | Verify CS-Regular | and image003 |

## Infotype 0001:

|  |  |  |  |
| --- | --- | --- | --- |
| 0001 | Organizational Assignment | Verify data | andimage003. This will complete the action and you will be returned to the Main Menu screen |

## Other items to consider

When processing an end of probationary period action, verify that IT0019 is deleted by the system.

# Extension of Probationary Period:

Use this process when an employee’s probationary period is to be extended

Review IT0019 to determine initial end of probationary period date. Make note of the date. You will need to document the previous date on the new IT0019 record.

Delete the previous IT0019 record.

## PA40:

|  |  |  |  |
| --- | --- | --- | --- |
| PA40 | Personnel Number | Enter personnel number |  |
| From | Enter effective date of the action |  |
| Employment Condition Change | Highlight: green checkmark to populate data | image002 |

## Infotype 0000:

|  |  |  |  |
| --- | --- | --- | --- |
| 0000 | Start | Verify Start Date |  |
| Reason for Action | Select “06”, Extension of Probationary Period, reason from dropdown |  |
| Position | Verify position information | and image003 |
| Maintain text on this record | | | |

## Infotype 0019:

|  |  |  |  |
| --- | --- | --- | --- |
| 0019 | Date of Task | Enter new end of probationary date. Make sure the remind date is set for 2 months prior to the date of task date. | and image003 |
| Maintain text on this record | | | |

## Infotype 0001:

|  |  |  |  |
| --- | --- | --- | --- |
| 0001 | Organizational Assignment | Verify data | and image003. This will complete the action and you will be returned to the Main Menu screen |
| Maintain text on this record | | | |