



PA40 NEOGOV ADDITIONAL HIRE DATA

This action is used to complete a hiring action for a position recruited through NEOGOV. The action allows HR Liaisons to validate data from NEOGOV and enter additional information to complete the hiring action in SAP.

Begin the Transaction

1) Enter the transaction PA40 into the command bar.

@ S	AP Easy A	ccess
Ø	pa40	•

2) Search for the new hire by name.

ersonnel no.				
rom				
Personnel Actions				
Action Type	Personn	EE group	EE subg	
Action Type NeoGov Additional Hire Data	Personn	EE group	EE subg	

3) Select the correct person. Note that the individual's birth date will appear as the start date.

Personnel Number (5) 1 Entry found	
Last name - First name Organizati	onal assignment
	<u>ν</u>
▰◪฿฿๏๏₽, ±	
Last na First na Tit Pers.No. Start Dat	e End Date
01/18/19	12/31/9999

4) The PERNR appears in screen, highlight the "NeoGov Additional Hire Date" and execute the transaction.

Personnel no.	000		
From			
Personnel Acti	ons		
Personnel Acti Action Type	ons	Personn EE group EE subg	. 🗂
Personnel Acti Action Type	ons ional Hire Data	Personn EE group EE subg	

5) The employee's record will open to the IT0000 Actions screen. Select "NeoGov Additional Hire Data" as the reason for the action.

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Copy 0000 Act	ions		
9 8 2 @Exec	ute info group 🔗 Change in	fo group	
Pers.No.			
Name			
EE group 1 Acti	re Personnel ar	3050	Police Department
EE subgroup 01 Perm	sanent FT		
Start 02/22/	2015 to 12/31/9999		
Research article			
Personnel accort	D2 MacCox Eddboord Max		1
Reason for Artion	TE REPORT PRODUCTS FILE	Cola .	
The second second			
Status			
Customer-specific			
Employment	3 Active		*
Special payment	1		*
Organizational assignment	et.		
Position	30007905 Police Officer	é.	
Personnel area	3050 Police Department	8	
Employee group	1 Active		
Employee subgroup	01 Permanent FT		
Additional actions			
Start Date Act. Act	on Type	ActR	Reason for action

- 6) Verify the Position, Personnel Area, employee group and subgroup. Save the infotype.
- 7) Verify the information on IT0001. Save the infotype.
- 8) Verify the information on IT0002 Personal Information. Add any missing data, such as title and marital status and click Save.

er Copy 0002 Personal Data
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Copy 0002 Personal Data
8 B &
Personnel No Name Personnel a 3050 Police Department EE subgroup 01 Permanent FT Status Active Start 02/22/2015 To 12/31/9999
Name Title Nr Last name First name Suffix Name
HR data SSN Gender Date of Birth Language EN English Marital Status Marital Status

- 9) The following infotypes will then display. Verify the data displayed on each subtype and add any missing information:
- IT0006 Addresses
- IT0105 Communication

Save the infotypes.

10) Complete IT008 Basic Pay, by entering the annual salary or hourly rate as you would in a Direct Hire action.

🖻 Create 0008 Basic Pay									
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Create 0008 Basic Pay									
🔓 🗟 🤽 🛛 Salary amount 📲 Paymer	nts and de	eductions							
Personnel No56431EE group1ActiveEE subgroup01Permanent FTStart08/21/2016to	Name Perso 12/3	nnel ar 1 / 9999	Sample 3750 Status	e, Sa	Perr Activ] nittii /e	ng Inspections	Enforce	3
Subtype 0 Basic cont	ract								
Pay scale Reason		Can	util kyl		100	88			
PS type 01 PGC - TimeEntry	v	WkH	rs/period		80.	00	Bi-weekly		
PS Area 01 G - General	,	Next	inc.						
PS group G21 Level		Ann.s	salary				50,000	0.00	USD
Wa Wage Type Long Text	O Amo	unt		Curr	I	Α	Number/Unit	Unit	
1000 Hourly Rate			24.0385	USDN		\checkmark		Hours	
				USDN					
				USDN					
				USDN					
									_
				USDN					÷
Save your entries					1		SAP		

11) When you are returned to this screen, you have completed the action.

1						
Person p	ersonnel no.	50284				
Col N	lame	Wheeler, George				
Fre E	E group	1 Active	Pers.area	3050 Po	lice Departm	ent
E	E subgroup	01 Permanent FT	Cost Center	1500091	000 PATRO	_
F	rom					
4.2						
	Personnel Acti	ons				
	Action Type		Personn.	. EE group	EE suba	m
2	NeoGov Addit	ional Hire Data				-
	NeoGov Addit	ional Rehire Data				٣
	Direct Hire					
- 1	Direct Rehire					
	Pay Change					
	Organizational	Position Change				
	Leave of Abse	nce without Pay				
nel nu	Return from L	eave of Absence				
	Separation					
	Retirement					
	Rehire a Retire	e				
	Hire Person. S					
	0.1: 0	Serv Contractor				
	Renire Person					-
	Hire Temporar	y Worker				

12. Use PA30 to validate that all necessary infotypes are complete. Add any missing information, including HID badge, Badge Number (Public Safety) or County Email.