



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

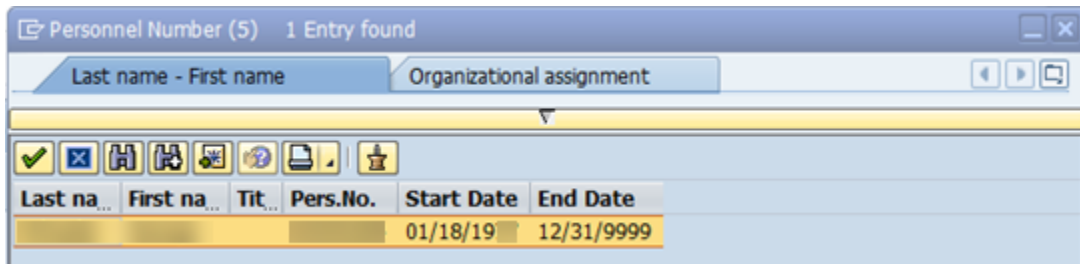
- 1) Enter the transaction PA40 into the command bar.



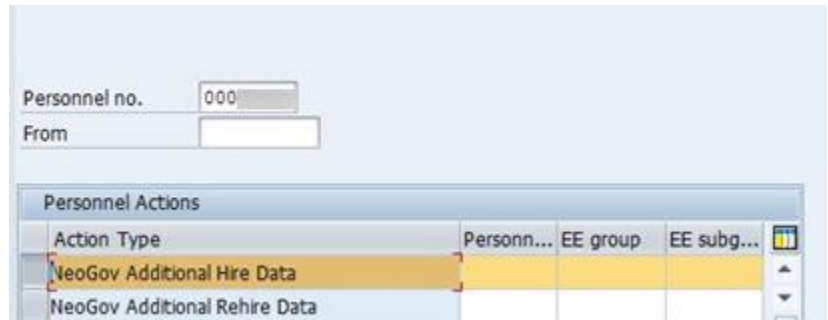
- 2) Search for the new hire by name.



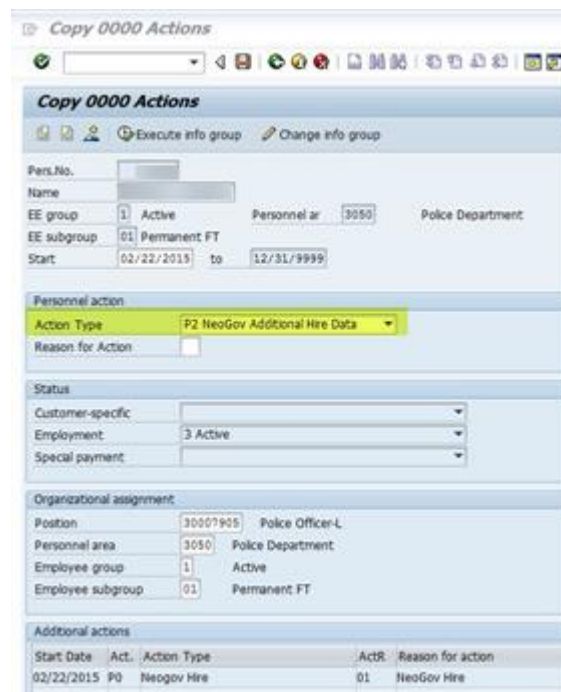
- 3) Select the correct person. Note that the individual's birth date will appear as the start date.



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



- 5) The employee’s record will open to the IT0000 Actions screen. Select “NeoGov Additional Hire Data” as the reason for the 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.

Copy 0002 Personal Data

Copy 0002 Personal Data

Personnel No [redacted] Name [redacted]
 EE group 1 Active Personnel ar 3050 Police Department
 EE subgroup 01 Permanent FT Status Active
 Start 02/22/2015 To 12/31/9999

Name

Title Mr
 Last name [redacted]
 First name [redacted]
 Middle name [redacted]
 Suffix [redacted]
 Name [redacted]

HR data

SSN [redacted] Gender
 Female Male Undeclared
 Date of Birth [redacted]
 Language EN English
 Marital Status Marr

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

Personnel No: **56431** Name: **Sample, Sally**
 EE group: **1** Active Personnel ar: **3750** Permitting Inspections Enforce
 EE subgroup: **01** Permanent FT Status: Active
 Start: **08/21/2016** to **12/31/9999**

Subtype: **0** Basic contract

Pay scale

Reason: Cap.util.M: **100.00**
 PS type: **01** PGC - TimeEntry WkHrs/period: **80.00** Bi-weekly
 PS Area: **01** G - General Next inc.:
 PS group: **G21** Level: Ann.salary: **50,000.00** USD

Wa...	Wage Type Long Text	O..	Amount	Curr...	I...	A.	Number/Unit	Unit
1000	Hourly Rate		24.0385	USDN		<input checked="" type="checkbox"/>		Hours
				USDN		<input type="checkbox"/>		
				USDN		<input type="checkbox"/>		
				USDN		<input type="checkbox"/>		
				USDN		<input type="checkbox"/>		
				USDN		<input type="checkbox"/>		
				USDN		<input type="checkbox"/>		

Save your entries

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

Personnel Actions

Find by: Person
 Personnel no.: **50294**
 Name: **Wheeler, George**
 EE group: **1** Active Pers.area: **3050** Police Department
 EE subgroup: **01** Permanent FT Cost.Center: **1500091000** PATROL
 From:

Action Type	Personn...	EE group	EE subg...
NeoGov Additional Hire Data			
NeoGov Additional Rehire Data			
Direct Hire			
Direct Rehire			
Pay Change			
Organizational/Position Change			
Leave of Absence without Pay			
Return from Leave of Absence			
Separation			
Retirement			
Rehire a Retiree			
Hire Person. Serv. Contractor			
Rehire Person. Serv Contractor			
Hire Temporary Worker			

Record created

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.