Prince George's County Government
Office of Human Resources Management

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County Executive

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Director

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.
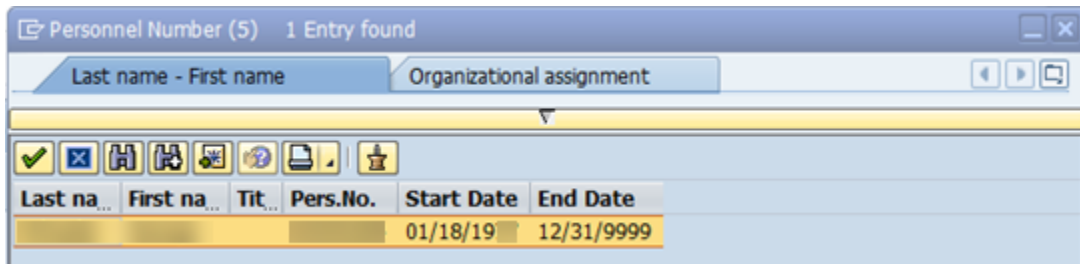
Begin the Transaction

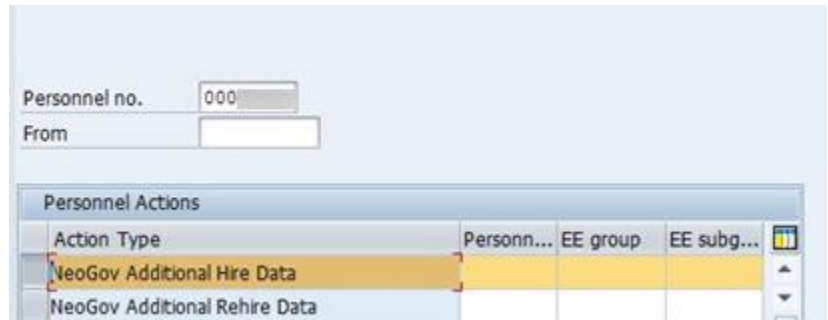1) Enter the transaction PA40 into the command bar.
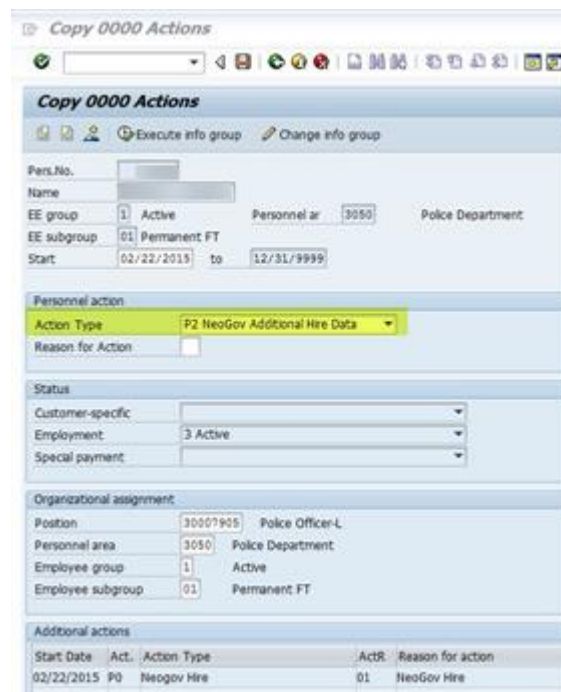

2) Search for the new hire by name.

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

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.

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

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.