PA30 Create Long Distance Access

IRIS Integrated Resource Information System

Process: Use transaction PA30 to create a **Long Distance Access (9020)** infotype record for an employee so s/he can use their 8-digit Person ID number to place domestic, long distance calls.

This infotype is automatically created by the system for faculty and staff during the new hire action (PA40). However, it is <u>not</u> created automatically for temporary employees or students. Also, if an employee transfers from one department to another and the previous department delimits this infotype but the access is still needed in the new department, then this record can be manually created to re-active the access.

Role: Authorized Users	**Frequency:** When Needed

Beginning	
Enter the transaction code	PA30

Maintain HR Master Data	
Person ID	Enter the employee's **Person ID** or use the **Possible Entries** icon to search Person ID 10001766
Press **Enter** to populate the fields below the **Person ID** and **Pers.Assgn** line Person ID 10001766 Pers.Assgn 00000245 50128809 0000024… Name Jonsey T. Smith Empl. % 100.00 EE group A Staff Pers.area 1000 Main Campus EE subgroup 05 Non-Exempt 4… Pers. subarea 0001 Reg FT	
Infotype	Enter "**9020**" in the **Infotype** field in the **Direct selection** section Direct selection Infotype 9020
Press **Enter** – The full name of the **Infotype** will be displayed: Direct selection Infotype Long Distance Access (9020)	
Click on the **Create** icon in the Application Toolbar	

Create Long Distance Access (9020)

Start	Enter the date in which the access should be put in effect; for example: Start 09/01/2011
To	<u>Always</u> enter "**12/31/9999**" To 12/31/9999
Domestic	Click in the checkbox next to **Domestic** Long Distance Access (9020) ☑ Domestic
Click on the **Save** icon	

Maintain HR Master Data

Click on the **Exit** icon to exit the transaction	