

# PA30 Delimit Long Distance Access



**Process:** Use transaction PA30 to delimit a **Long Distance Access (9020)** infotype record for an employee so s/he can no longer use their 8-digit Person ID number to place domestic, long distance calls.

**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  

Press **Enter** to populate the fields below the **Person ID** and **Pers.Assgn** line

Person ID	<input type="text" value="10001766"/>	 Pers.Assgn	<input type="text" value="00000245 50128809 0000024..."/>
Name	<input type="text" value="Jonsey T. Smith"/>	Empl. %	<input type="text" value="100.00"/>
EE group	<input type="text" value="A Staff"/>	Pers.area	<input type="text" value="1000 Main Campus"/>
EE subgroup	<input type="text" value="05 Non-Exempt 4..."/>	Pers. subarea	<input type="text" value="0001 Reg FT"/>

**Infotype**

Enter **"9020"** in the **Infotype** field in the **Direct selection** section

Direct selection

Infotype

Press **Enter** – The full name of the **Infotype** will be displayed:

Direct selection

Infotype

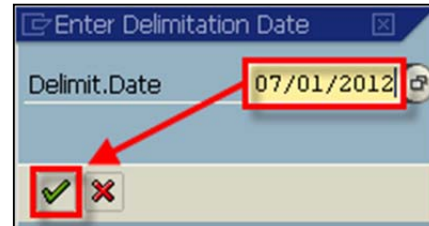
Click on the **Delimit** icon in the Application Toolbar



## Enter Delimitation Date Window

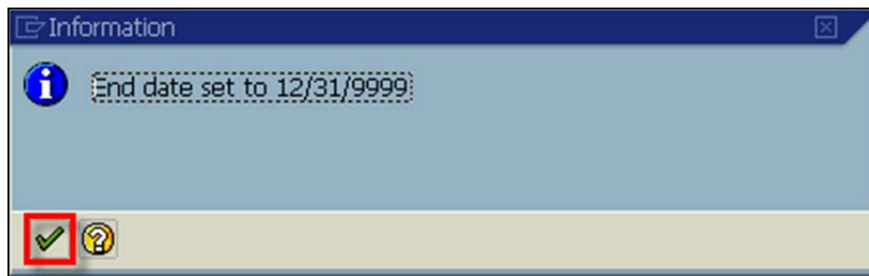
Delimit.Date

Enter the day after the date in which the access should no longer be effective and click on the **Enter** icon; for example:



## Information Window

Click on the **Continue (Enter)** icon



## Delimit Long Distance Access (9020)

Click on the gray selection box to the left of the **Start/End Dates** seen to select the record

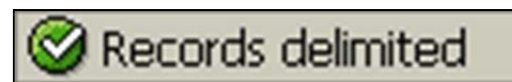
	Start Date	End Date	D
<input type="checkbox"/>	09/01/2011	12/31/9999	X

Click on the **Delimit** icon in the Application Toolbar



## Maintain HR Master Data

A confirmation message should appear on the left side of the Status Bar (lower-left corner of the screen)



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

