

Quick Reference Card – Human Resources

Withdrawn to External Learner



Process: Use transaction PA40 to activate an External Learner assignment from a Withdrawn employee entry.

Role: Authorized Users

Frequency: When needed

BEGINNING STEPS

Enter the transaction code | PA40

Enter the employee's Person ID, then press Enter to populate the employee information at the top of the screen – For example:

Person ID	10783584	Pers.Assgn	11048249 99999999 11048249..
Name	Ali Ziada	Empl. %	100.00
EE group	C Faculty	Pers.area	1000 Main Campus
EE subgroup	03 Exempt Monthly	Pers. subarea	0001 Reg FT

Click on the Select button to the left of the Withdrawn to External Learner Action Type

Withdrawn to External Learner			
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Click on the Execute icon



Copy Actions (0000)

Reason for Action | 01

Position | Use an External Learner position and no other type

Click on the Save icon



Create Organizational Assignment

Press Enter – The system populates the fields in this infoType

Click on the Save icon



Copy Personal Data


Should there be no changes needed press Enter and hit Save


If changes are needed enter them, press Enter, and hit Save

Copy Addresses (0006)

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Should there be no changes needed press Enter and hit Save 

If changes are needed enter them, press Enter, and hit Save 


Create Planned Working Time (0007)

Press Enter three times and the system will enter defaults for the position.


Once the defaults are filled in hit Save 

Create Basic Pay (0008)

PS Group	00
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Press Enter with no additional entries and hit Save 

Copy Bank Details (0009)

Do not enter any information on this screen. Press Next Record 

Copy Date Specifications (0041)

Do not erase any 0041 entries.

Enter Date Type	Z2
Enter Date of Start Date	Date of assignment start
Press Enter and Save	