

# Personnel Actions Workflow

Change in Base Pay



# Project Background

- Benefits
  - Establish a consistent, auditable process for all areas
  - Ensure that all pay changes are properly documented and authorized
  - Prevent fraud and mistakes
- First workflow for an HR action within SAP.
- One-time payments and recurring payments will be second.



# Submission

- Use transaction PA40 to request personnel action
  - No change to the current process
- Direct changes via PA30 will no longer be allowed
- The new Base Pay entry is locked/deactivated and the existing record remains active
- Payroll deadlines still apply





# Personnel Actions Requiring Approval

Requests to change these action types that could impact Base Pay will trigger the workflow.

If no change on infotype 0008, workflow does not trigger.

Action Type
Reactivate Add Assignment
Position Update
Hospital Position Update
Worker's Compensation
Main Campus Create Assignment
Hospital Create Assignment
Position Change
LOA with Pay
LOA without Pay
Return From Leave with Pay
Return From Leave Without Pay
Change in Base Pay
Additional Assignment
Change in Status
FTE Change

# Manager Notification

- The employee's manager is sent an email notification of the change (no action required).
- System uses supervisor in HR record, which is same for absences and Performance Evaluations.



# Submitter Adds Attachments

- The submitter receives an email notification and a work item to add any supporting documentation required for approval
- Examples:
  - Budget
  - Letters of Approval
  - etc.



# Business Officer Approval

- Business Officer(s) and other departmental approvers receive email notifications and work items for their approval
- Levels and approvers determined by the FI Approver table in SAP
- Multiple levels of Business Officer approval may be required
  - Only one approval is required at each level
  - Required to have at least two individuals per level in table to provide coverage during absences



# Provost & Grad School Approval

- Approval may be required for Provost, Graduate School, or Faculty Advancement based on the employee's group and subgroup
- Approvers receive email notifications and work items for their approval





# HR Approval

- Compensation, Employment, and/or PAR Processors receive work items for review and approval
- Compensation and Employment approval may be required based on the employee group, subgroup, and/or the personnel action selected
- PAR Processor approval is required in all cases



# If Approved

- The submitted (locked) Base Pay record becomes active (unlocked)
- Attachments are archived from SAP to the Enterprise Content Management system
- The submitter receives an email notification that the change was approved and the requested Base Pay record is now in effect



# If Rejected

- The requested Base Pay record is deleted and will not take effect
- PAR Processors receive a work item to correct any other actions or records created by this request
- An email notification is sent to the submitter and all prior approvers



# Deadlines

- Deadlines for action have been imposed to prevent delays
- Reminder emails to approvers will be sent after 24 hours of inactivity
- The change is automatically rejected if no action for a given approval step is taken after 7 days for submitter, FI approvers, Provost Office, Graduate School and Faculty Advancement. HR has additional time but will monitor.
- Prior approvers will be notified of the rejection



# How Do I Approve?

- Approvers can review the workflow in the SAP GUI or in the MyUK Portal
- The names of the buttons may change depending on the step
- A text box is available for comments
  - Comments are mandatory for rejections






# Approval via SAP GUI

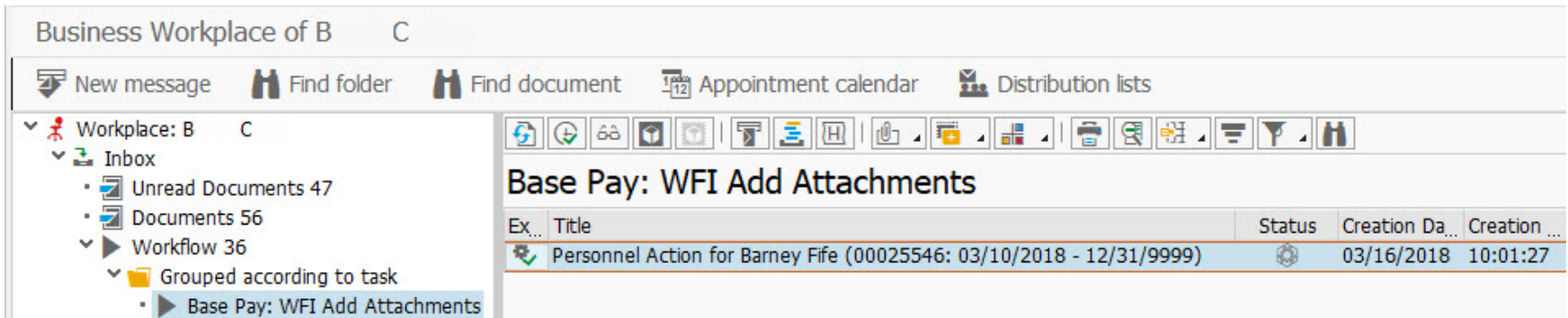
1) t-code SBWP

OR

Click the SAP Business Workplace icon in

 the SAP GUI *SAP Easy Access* screen

2) Open the workflow



The screenshot shows the SAP Business Workplace interface. The top bar includes navigation options: New message, Find folder, Find document, Appointment calendar, and Distribution lists. The left sidebar shows a tree view of the user's workspace, with the following structure:

- Workplace: B C
  - Inbox
    - Unread Documents 47
    - Documents 56
  - Workflow 36
    - Grouped according to task
      - Base Pay: WFI Add Attachments

The main content area displays the title "Base Pay: WFI Add Attachments" and a table with the following data:

Ex..	Title	Status	Creation Da...	Creation ...
	Personnel Action for Barney Fife (00025546: 03/10/2018 - 12/31/9999)		03/16/2018	10:01:27



# Approval via SAP GUI

## Personnel Action for Barney Fife (00025546: 03/10/2018 - 12/31/9999)

Choose one of the following alternatives

Proceed, attachments added

Withdraw / Cancel

Cancel and keep work item in inbox

### Description

You created a Personnel Action for Barney Fife (00025546). This work item can be approved via the MyUK Portal (Enterprise Services > Workflow) or the SAP GUI (transaction SWBP).

**Please add any required attachments at this time.** If there are no attachments, please click the **Proceed, attachments added** button and the action will continue through the workflow process for approval prior to entry into the SAP HR/Payroll System.

Employee Name: Barney Fife

Employee PersonID: 10044621

Employee PERNR: 00025546

Employee Group: Staff

Employee Subgroup: Non-Exempt 37.5 hour

PersonnelArea: Main Campus

Personnel Subarea: Reg FT

Department: 3A400 - Payroll (30000027)

Position: 50105412

Position Name: Administrative Support As

Current Salary Amount: 11.05

Current Annual Salary: 21,548.00

Action Type: ZR-Change in Base Pay

Action Reason: 04-Mid-Year Adjustment

Start Date: 03/10/2018

End Date: 12/31/9999

New Salary Amount: 11.06

New Annual Salary: 21,567.00



# Approval via MyUK Portal

- Click the Enterprise Services tab, Workflow subtab, and the Workflow Items menu

The screenshot shows the MyUK portal navigation menu. The 'Enterprise Services' tab is highlighted with a red box and a red arrow. Below it, the 'Workflow' subtab is also highlighted with a red box and a red arrow. In the 'Detailed Navigation' section, the 'Workflow Items' menu item is highlighted with a red box and a red arrow. The 'No entries found to display' message is visible in the main content area.



The screenshot shows the task list in the MyUK portal. The 'Tasks (26 / 37)' tab is selected. The 'Show:' dropdown is set to 'New and In Progress Tasks (26 / 37)'. The 'Select a Subview...' dropdown is set to 'All'. The 'All' dropdown is also set to 'All'. The task list is displayed with the following columns: Subject, !, From, Sent Date, Priority, Due Date, and Status. The first task is highlighted with a red box:

Subject	!	From	Sent Date	Priority	Due Date	Status
Personnel Action for Barney Fife (00025546: 03/10/2018 - 12/31/9999)		C, B	Today	Medium	Mar 23, 2018	In Progress





# Restrictions

- Users can **NOT** change their own Base Pay 
- Only one workflow can be in progress at a time 
- The pilot group consists of 2 colleges for over 1 year
  - College of Arts & Sciences
  - College of Agriculture, Food and Environment
- Batch loads do not require workflow approval



# Research & Monitoring

- Personnel Action workflows must be approved prior to the payroll deadline in order to be reflected in the payroll run
- Users can monitor the status using HR transactions or a Spinifex report

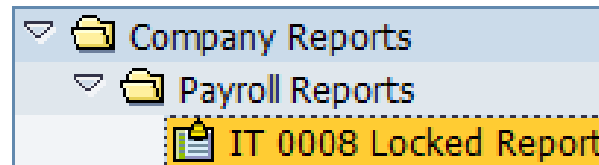




# Research & Monitoring – Spinifex Report

1) Users can view employees with a locked record running a Spinifex report by individuals or groups

– /SPIN/ER > IT 0008 Locked Report



Person Id	Personnel...	Organizati...	Organ...	Organizational unit...	First ...	Last ...	Position	Position - Description	Lock Indicator (IT0008)
1	2	30000245	81140	Veterinary Science	H ...	E ...	5	Post-Doctoral Scholar	X



# Research & Monitoring – HR Transactions

## 2) Workflow Logs

Users can view all workflows related to an individual employee via PA20, PA30, or PA40

The screenshot shows the 'Display HR Master Data' window. A red arrow points to the 'Workflow' icon in the top-left toolbar. A context menu is open, listing various actions. The 'Workflow' option is highlighted in orange, and a sub-menu is displayed below it, with 'Workflow overview' highlighted in orange and a red arrow pointing to it. The background shows a data entry form for an employee with the following details:

Person ID	1	Pers.Assgn	2
Name	H	Empl. %	25.00
EE group	D Post Doctorate	Pers.area	1000 Main Campus
EE subgroup	22 Visiting Scholar	Pers. subarea	0007 Temp PT >.20

At the bottom, there are tabs for 'Payroll Data', 'UK Benefits', and 'UK Organizational Data'. Below the tabs, there are fields for 'Infotype text' (with a dropdown 'S...') and 'Actions (0000)' (with a green checkmark and an up arrow). A 'Period' section is also visible at the bottom right.



# Workflow Log

- The details are listed in chronological order
- Click the Information link at the bottom to find out who the current approver is

## Workflows for Object: 20030219

Title	Creation Da...	Creation ...	Status	Task	
Change in Base Pay for ( : 03/10/2018 - ...	03/16/2018	09:58:36	In Process	Change in Basic Pay Workflow	
<a href="#">Change in Base Pay for H (2)</a>	Completed	Attachments added	03/13/2018 - 11:08:06	03/13/2018 - 11:15:25	D M
<a href="#">Veterinary Science Level 1 Change in Base Pay fo: H (2)</a>	Completed	Approved	03/13/2018 - 11:15:27	03/13/2018 - 11:19:15	M H
<a href="#">Veterinary Science Level 2 Change in Base Pay fo: H (2)</a>	Completed	Approved	03/13/2018 - 11:19:16	03/13/2018 - 11:21:53	C F
<a href="#">Change in Base Pay for H (2)</a>	Completed	Approved	03/13/2018 - 11:21:54	03/14/2018 - 14:22:10	P S
<a href="#">E Change in Base Pay MO Post Doctorate 04/01/2018</a>	Ready		03/14/2018 - 14:22:11		<a href="#">Information...</a>



# Research & Monitoring – HR Transactions

3) In PA20, Select the Basic Pay (0008) Infotype



– Click the Overview button

Start Date	End Date	T...	PSA	PS group	Lv	Amount	Curre...	Annual salary	Curre...	L
11/01/2017	12/31/9999	01	01	00	01	1,400.00	USD	16,800.00	USD	
08/01/2017	10/31/2017	01	01	00	01	2,800.00	USD	33,600.00	USD	
01/23/2017	07/31/2017	01	01	00	01	0.00	USD	0.00	USD	
04/01/2018	12/31/9999	01	01	00	01	3,956.33	USD	47,476.00	USD	

Record is locked



OR

EE group	D	Post Doctorate	Pers.area	1000	Main Campus
EE subgroup	21	Scholars	Pers. subarea	0006	Temp FT
Start	04/01/2018	to	12/31/9999	Chng	03/13/2018 WF-BATCH

Record is locked

# Next Steps & Go-Live

- FI Approval table needs to be finalized by all areas
- The target go-live is May 2018







## Questions?

PAR Processors:

A-D Tara Smith 7-8955

E-K Beverly Taulbee 7-0584

L-R Dinah Miller 7-8952

S-Z Stephanie Francis 7-8918

# Appendix





# Change in Base Pay

- Request PA40 Personnel Action Workflow QRC  
[http://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/QRC\\_Request\\_Personnel\\_Action.pdf](http://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/QRC_Request_Personnel_Action.pdf)
- Approve PA40 Personnel Action Workflow QRC  
[http://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/QRC\\_Approve\\_Personnel\\_Action\\_Request\\_0.pdf](http://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/QRC_Approve_Personnel_Action_Request_0.pdf)
- Payroll Calendar  
<http://www.uky.edu/ufs/payroll-schedule>