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.

<table>
<thead>
<tr>
<th>Action Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reactivate Add Assignment</td>
</tr>
<tr>
<td>Position Update</td>
</tr>
<tr>
<td>Hospital Position Update</td>
</tr>
<tr>
<td>Worker's Compensation</td>
</tr>
<tr>
<td>Main Campus Create Assignment</td>
</tr>
<tr>
<td>Hospital Create Assignment</td>
</tr>
<tr>
<td>Position Change</td>
</tr>
<tr>
<td>LOA with Pay</td>
</tr>
<tr>
<td>LOA without Pay</td>
</tr>
<tr>
<td>Return From Leave with Pay</td>
</tr>
<tr>
<td>Return From Leave Without Pay</td>
</tr>
<tr>
<td>Change in Base Pay</td>
</tr>
<tr>
<td>Additional Assignment</td>
</tr>
<tr>
<td>Change in Status</td>
</tr>
<tr>
<td>FTE Change</td>
</tr>
</tbody>
</table>
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 screen

2) Open the workflow
Approval via SAP GUI

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

<table>
<thead>
<tr>
<th>Choose one of the following alternatives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proceed, attachments added</td>
</tr>
<tr>
<td>Withdraw / Cancel</td>
</tr>
<tr>
<td>Cancel and keep work item in inbox</td>
</tr>
</tbody>
</table>

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
Personnel Area: 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
Approval via MyUK Portal

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

Sent Date: Today by Collins, Ben
Due Date: Mar 23, 2018
Priority: Medium
Status: In Progress

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).

Employee Name: Barney Fife
Employee PersonID: 10044621
Employee PERNR: 00025546
Employee Group: Staff
Employee Subgroup: Non-Exempt 37.5 hour
Personnel Area: 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

Attachments:

<table>
<thead>
<tr>
<th>Type</th>
<th>Title</th>
<th>Created On</th>
<th>Created By</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Base Pay Workflow Cl: 00025546</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Proceed, attachments added   Withdraw / Cancel   Manage Attachments
Restrictions

• Users can **NOT** change their own Base Pay

• Only one workflow can be in progress at a time

• The pilot group contests 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
1) Users can view employees with a locked record running a Spinifex report by individuals or groups

– /SPIN/ER > IT 0008 Locked Report
2) Workflow Logs
Users can view all workflows related to an individual employee via PA20, PA30, or PA40.
Workflow Log

- The details are listed in chronological order
- Click the Information link at the bottom to find out who the current approver is
3) In PA20, Select the Basic Pay (0008) Infotype
   – Click the Overview button

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

OR

- EE group: D
- Post Doctorate: Scholars
- Pers. area: 1000
- Main Campus: Temp FT
- Start: 04/01/2018
- End: 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

• Approve PA40 Personnel Action Workflow QRC
  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