PA pennsylvania
HR SERVICE CENTER

Employment Condition Change
Benefits Eligible

In this guide:

Review

An Employment Condition Change, **Benefits Eligible** action is processed for a non-permanent employee who has worked the required number of hours within a specified timeframe to become eligible to receive benefits. You will first need to update the position from non-permanent to permanent (since only permanent employees are eligible for benefits), then process the action via PA40.

Transaction—PO13

On the home screen of SAP,
under the Org Management folder,
double-click **PO13—Maintain Position**
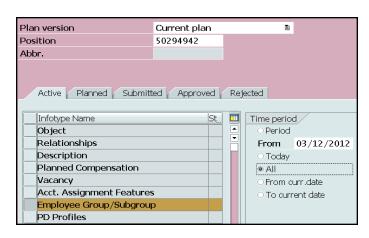
Enter the position number

Select Employee Group/Subgroup

Select the radio button next to 'All'

Click Overview

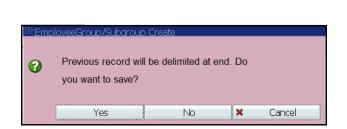Select the most recent line of history

Click Copy

Change the Employee Group to
permanent using the matchcode

Click Enter
    Save

Pop-up: SAP will ask if you want
to delimit the previous record; YES

Click Yes

Transaction—PA40

5 On the home screen of SAP, under the Personnel Administration folder, double-click **PA40—Personnel Actions**

> ▽ 🗁 Favorites
>   ▷ 📁 Org Management
>   ▽ 🗁 Personnel Administration
>   ※ PA20 - Display HR Master Data
>   ※ PA30 - Maintain HR Master Data
>   ※ PA40 - Personnel Actions

6 Enter the personnel number and the effective date

Select Employment Condition Change

Click Execute 🕒

Personnel no.	670025
Name	Alan F Stiteler
EE group	N Non Permanent
EE subgroup	P7 Part-time 75
From	03/08/2012

Personnel Actions

Action Type

Employment Condition Change

7 **INFOTYPE 0000**
Enter reason code **00** for *Change in EE Group* (since you changed the position from non-perm to perm)

Enter eight 9's in the position field to reset the record; then re-enter the actual position number *(the employee group should now say 'permanent')*
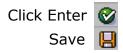
Click Enter ✅
    Save 💾

EE group	N Non Permane…	68	Agriculture
EE subgrp	P7 Part-time 75	AJ11	AFSCME J1 OT
Start	03/08/2012 to		12/31/9999

Personnel action
Action Type	Employment Condition Change
Reason for Action	00 Change in EE Group

Status
Customer-specific	Active
Employment	Active
Special payment	

99999999

Organizational assignment
Position	50294942 Lvstk Wkr 1
Personnel area	68 Agriculture
Employee group	P Permanent
Employee subgroup	P7 Part-time 75

8 **INFOTYPE 0001**
Make sure the record indicates 'permanent'

Maintain text

Click Enter ✅
    Save 💾

EE group	N Non Permane…	68	Agriculture
EE subgrp	P7 Part-time 75	AJ11	AFSCME J1 OT
Start	03/08/2012 to		12/31/9999

Enterprise structure
CoCode	C0PA	COMMONWEALTH OF PA	
Pers.area	68	Agriculture	Sub
Cost Ctr	68PYRLDFLT	PAYROLL DEFAULT	Bus

Personnel structure
EE group	P	Permanent	Pa
EE subgroup	P7	Part-time 75	Co

Organizational plan
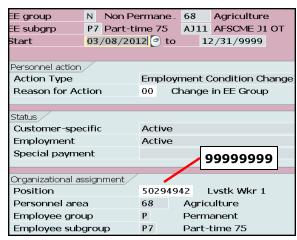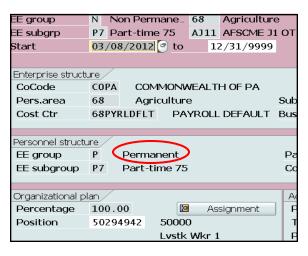| Percentage	100.00	🔲 Assignment	P
Position	50294942	50000	T
		Lvstk Wkr 1	P

9 **INFOTYPE 0007**
The work schedule will remain the same

Click Bypass 📑

There are a few things you will need to do and check after the action has been processed. Now that employee is permanent they are entitled to holiday quota. You will need to input the number of holiday hours based on their status (full-time or part-time) and the remaining number of holidays. In this example, the employee is part-time 37.5 hours, so they are entitled to 30 hours: **8 holidays x 7.5 ÷ 2 = 30 hours**.

Post-Transaction—PA30
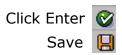
10

INFOTYPE 2012
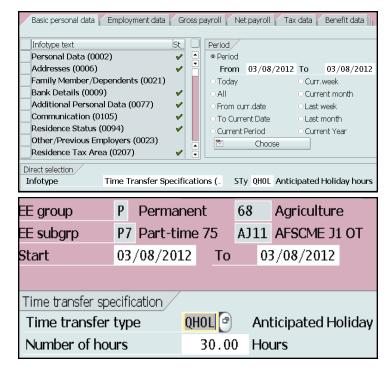Enter 2012, QHOL in the **Infotype** and **Sty** (subtype) fields

Select the radio button next to 'Period'

Enter the effective date in both the **From** and **To** fields

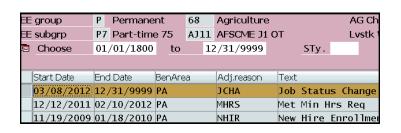Click Create

Input the number of hours

Click Enter

　Save

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INFOTYPE 0378
Select ALL > OVERVIEW and verify that the **Job Status Change** (JCHA) record has been created *(this will allow you to enroll the employee in benefits)*

Click Back

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INFOTYPE 0171
Select ALL > DISPLAY and verify that the **2nd Program Grouping** is consistent with their status *(part-time 37.5 hours)* for benefits purposes

Click Back

Now that employee is permanent, you will need to enroll them in benefits.

Post-Transaction—HRBEN0001

13 On the home screen of SAP, under the Benefits folder, double-click **HRBEN0001—Enrollment**

14 Enter the personnel number

Click on the date change icon

Change the date to the effective date

Click ✔

15 Double-click Job Status Change

Enroll the employee in **Declined Medical** and **Declined Dental**

Click Enroll
Enroll
Continue

Under Possible Offers, scroll down to Automatic Offer and double-click

Enroll the employee in **Annuitant Health** and **Life Insurance**

Click Enroll
Enroll
Continue

The last thing to do is go back to the employee's record and make sure IT0167 and IT0168 have been created.

Check Your Work—PA20

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On the home screen of SAP,
under the Personnel Administration folder,
double-click **PA20—Display HR Master Data**

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INFOTYPE 0167
Select ALL > OVERVIEW and verify
that the benefits records have
been created

Click Back 🔙

This record creates dynamically in the background

Start Date	End Date	Type	Text	Plan	Text
03/08/2012	12/31/9999	ANUI	Annuitant Hlth	905	Annuitant Health
03/08/2012	12/31/9999	MEDI	Medical	099	Declined medical
03/08/2012	12/31/9999	SEAP	St EE Asst Pgrm	SEAP	State Employee Asst Pgrm
03/02/2012	03/07/2012	SEAP	St EE Asst Pgrm	SEAP	State Employee Asst Pgrm
12/17/2011	12/30/2011	SEAP	St EE Asst Pgrm	SEAP	State Employee Asst Pgrm
03/08/2012	12/31/9999	SUPD	Dental Supplem	D099	Declined Dental

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INFOTYPE 0168
Select ALL > OVERVIEW and verify
that the life insurance record has
been created

*Via PA30, you will need to copy this
record with a start date of 01/01/2013
and input the new annual salary*

Start Date	End Date	Type	Text	Plan	Text
01/01/2013	12/31/9999	BLIF	Basic Life	LIFE	Life Insurance
03/08/2012	12/31/2012	BLIF	Basic Life	LIFE	Life Insurance

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INFOTYPE 0169
If the employee is not already
enrolled in SERS you will need to
go back to HRBEN0001 and enroll

Start Date	End Date	Type	Text	Plan	Text
12/12/2011	12/31/9999	SERS	State Emp Ret	S310	CLS A3 COV 1 CAT 0

References

[Management Directive 530.11](#)