

# Personnel Administration

## EXERCISE DATA SHEET - A

### Lesson 1 – Personnel Administration Overview

#### Exercise 1.1: Display Master Data

**Scenario:**

You want to view the employee’s personnel file. Use the employee number shown below and review the infotypes associated with that employee. Use the information displayed to answer the questions.

Use the following to complete the exercise:

KHRIS T-Code	PA20
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Data needed to complete the transaction:

Task	Data
<i>Display HR Master Data</i>	
Personnel Number	48
Click Enter  .	
Select the <input checked="" type="radio"/> All radio button.	
Click <input type="checkbox"/> 0000 Actions.	
Click Overview  .	
<i>Display 0000 Actions</i>	
<b>Answer the following question:</b>	
Is there more than one action for this employee?	
Click Back  .	



**Display HR Master Data**

**Answer the following questions: and list the infotype used to obtain the information.**

Click  to highlight the infotypes.

Click **Display**  to view the information found in the infotypes to find the answers to the questions. Be sure to write down the infotype where you found the answer.

1. What is the organizational unit for the employee?
2. True or False? The employee's personnel number is the same as the social security number.
3. What is the employee work address?
4. What is the shift premium indicator?
5. What is the employee's salary?
6. Are any dates being monitored? If yes, what are they?
7. What is the increment date?
8. What is the employee's ethnic origin?
9. Is the employee a veteran?
10. Is this employee a citizen?



## Lesson 2 – Forms and Personnel Actions

### Exercise 2.1: Execute Change in Pay

**Scenario:**

An employee has completed their GED and is eligible for a 5% increase in pay. Complete the Execute Change in Pay form.

**Use the following to complete the exercise:**

Self-Service Center

Execute Change in Pay

**Data needed to complete the transaction:**

Task	Data
------	------

Access the KHRIS Self-Service Center from the link provided.  
Follow the menu path: HR Generalist > KHRIS Processes > Start Benefits/Employee Process

**Start Processes**

Personnel Number	ID		Data
	ID	Data	
	Instructor	3	
	Instructor	5	
	Instructor	6	
	Student 01	7	
	Student 02	9	
	Student 03	10	
	Student 04	14	
	Student 05	18	
	Student 06	20	
	Student 07	21	
	Student 08	22	
	Student 09	23	
	Student 10	25	
	Student 11	26	
	Student 12	28	
	Student 13	30	
	Student 14	31	
	Student 15	32	
	Student 16	34	
	Student 17	35	



	Student 18	36
	Student 19	37
	Student 20	38
	Student 21	39
	Student 22	40
	Student 23	41
	Student 24	42
	Student 25	43

Click **Start** .

Click  beside your employee to highlight the row.

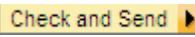
Click **Select Process** .

Click  to highlight the **Change in Pay** row.

Click **Edit** .

**Personnel Cabinet Change in Pay (form)**

Action Reason	Education Increase
Effective Date	16th of next month
TO: Pay Amount	Should change automatically
Remarks:	Employee completed GED

Click **Check and Send** .

Click **Send** .

**Record the Reference Number:**

**Maintain HR Master Data**

Click **Back**  to exit the transaction.



## Exercise 2.2: Execute Return from Leave w/o Pay and Adjust Increment Date

### Scenario:

An employee has been on leave without pay for two months. We need to return them from Leave w/o Pay and adjust their increment date to reflect the time they were off without pay.

### Use the following to complete the exercise:

<b>KHRIS T-Code</b>	<b>PA20</b>
Self-Service Center	Execute Return from Leave Without Pay Execute Miscellaneous Actions

### Data needed to complete the transaction:

Task	Data																																										
<i>Display Master Data</i>																																											
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Student 18	394
Student 19	396
Student 20	397
Student 21	312
Student 22	399
Student 23	400
Student 24	401
Student 25	403

Click to enter.

Select the **All** radio button **All**.

Click  **Date Specifications – IT 0041**.

**Answer the following question:**

1. What is the increment date?

Click to go back.

Access the KHRIS Self-Service Center from the link provided.  
Follow the menu path: HR Generalist > KHRIS Processes > Start Benefits/Employee Processes

**Start Processes**

Enter your employee’s PERNR from above.

Click **Start**

Click  beside your employee to highlight the row.

Click **Select Process**

Click  to highlight the **Return from Leave Without Pay** row.

Click **Edit**

**Personnel Cabinet Return from Leave Without Pay (form)**

<b>Action Reason</b>	Other
<b>Effective Date</b>	01/18/2011
<b>Remarks</b>	Enter a short remark.

Click **Check and Send**

Click **Send**

*You have returned the employee from Leave Without Pay. We will now adjust the increment date for the employee.*

Click **Start Further Process** to return to the Employee Selection step. Your employee should be displayed and selected.

Click **Select Process**

Click  to highlight the **Miscellaneous Actions** row.

Click <b>Edit</b> <input type="button" value="Edit"/> .	
<b><i>Personnel Cabinet Miscellaneous Actions (form)</i></b>	
Action Reason	Increment date change
Effective Date	01/18/2011
New Increment Date	Add two months to the original increment date.
Remarks:	Add a short remark.
Click <b>Check and Send</b> <input type="button" value="Check and Send"/> .	
Click <b>Send</b> <input type="button" value="Send"/> .	
<b><i>Record the Reference Number:</i></b>	



## Exercise 2.3: Position Number Change - Internal

### Scenario:

An employee is voluntarily transferring within their agency. You will verify critical position information prior to executing the Position Number Change – Internal.

### Use the following to complete the exercise:

<b>KHRIS T-Code</b>	<b>PO13D</b>
Self-Service Center	Execute Position Number Change - Internal

### Data needed to complete the transaction:

Task	Data																																																								
<i>Display Position</i>																																																									
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Click  to enter.
Select the <b>All</b> radio button  <b>All</b> .
Click <input type="checkbox"/> <b>Relationships - IT 1001.</b>
Click <b>Overview</b>  .
<b>Answer the following questions:</b>
1. What position number does this position report to?
2. What is the position's cost center?
3. What job describes the position?
4. Is there a holder for this position?
Click  to go back.
Click <input type="checkbox"/> <b>Planned Comp - IT 1005.</b>
Click <b>Display infotype</b>  .
<b>Answer the following questions:</b>
1. What is the Pay grade type?
2. What is the Pay grade area?
3. What is the Pay grade?
4. What is the Pay grade (minimum salary)?
Click  to go back.
Click <input type="checkbox"/> <b>Acct. Assignment - IT 1008.</b>
Click <b>Display infotype</b>  .
<b>Answer the following questions:</b>
1. What is the Personnel area?
2. What is the Pers. subarea?
Click  to go back.
Click <input type="checkbox"/> <b>Emp Group/Subgrp - IT 1013.</b>
Click <b>Display infotype</b>  .
<b>Answer the following questions:</b>
1. What is the Employee Group?
2. What is the Employee Subgroup?
Click  to go back.
Click <input type="checkbox"/> <b>Adl Position Info - IT 9101.</b>
Click <b>Display infotype</b>  .
<b>Answer the following questions:</b>

1. What is the Function Group?

2. What is the Work County?

Click  to go back.

Click .

Click **Display infotype** .

Click  to go back.

Click  to go back.

Access the KHRIS Self-Service Center from the link provided.  
Follow the menu path: HR Generalist > KHRIS Processes > Start Benefits/Employee Processes

### Start Processes

Personnel Number	ID	
	ID	Data
	Instructor	482
	Instructor	483
	Instructor	491
	Student01	497
	Student02	498
	Student03	500
	Student04	484
	Student05	485
	Student06	486
	Student07	487
	Student08	503
	Student09	505
	Student10	508
	Student11	510
	Student12	512
	Student13	514
	Student14	516
	Student15	518
	Student16	520
	Student17	522
	Student18	523
	Student19	524
	Student20	525
	Student21	526
	Student22	527
	Student23	528
	Student24	529
	Student25	531



Click <b>Start</b> <input type="button" value="Start"/> .	
Click <input type="checkbox"/> beside your employee to highlight the row.	
Click <b>Select Process</b> <input type="button" value="Select Process"/> .	
Click <input type="checkbox"/> to highlight the <b>Position Number Change - Internal</b> row.	
Click <b>Edit</b> <input type="button" value="Edit"/> .	
<b>Personnel Cabinet Position Number Change – Internal (form)</b>	
Action Reason	TWI Vol (Transfer Within – Voluntary)
Effective Date	The first of the next pay period
New Position	Use the position number you validated in PO13D.
Click <b>Initialize</b> <input type="button" value="Initialize"/> .	
COS Requisition #	N/A
Address Line 1	Enter a street number and name.
City	Enter your city.
State	KY
Zip Code	Enter your city zip code.
Overtime Status	P
Work Area Tax	KY
Check Distribution Code	10000854
Retirement Code	KERS
Remarks	Enter a short remark.
Click <b>Check and Send</b> <input type="button" value="Check and Send"/> .	
Click <b>Send</b> <input type="button" value="Send"/> .	
<b>Record the Reference Number:</b>	



## Exercise 2.4: Execute Appointment – New Employee

### Scenario:

Perform this procedure when filling a vacant position with a new hire. COS feeds this procedure by validating the background check and exemptions to the hiring freeze form.

### Use the following to complete the exercise:

Self-Service Center

Execute Appointment – New Employee

### Data needed to complete the transaction:

Task	Data
------	------

Access the KHRIS Self-Service Center from the link provided.  
Follow the menu path: HR Generalist > KHRIS Processes > Start Hiring Processes

#### Start Hiring Processes

Click  to highlight the **Appointment** row.

Click **Edit**  .

#### Personnel Cabinet Appointment – New Employee (form)

Action Reason	Appointment	
Effective Date	First day of the next pay period	
Position Number	<b>ID</b>	<b>Data</b>
	Instructor	31000375
	Instructor	31000376
	Instructor	31000377
	Student01	31000378
	Student02	31000379
	Student03	31000380
	Student04	31000381
	Student05	31000382
	Student06	31000383
	Student07	31000384
	Student08	31000385
	Student09	31000386
	Student10	31000387
	Student11	31000388
	Student12	31000389
Student13	31000390	
Student14	31000391	
Student15	31000392	





	Student16	31000393
	Student17	31000394
	Student18	31000395
	Student19	31000396
	Student20	31000397
	Student21	31000398
	Student22	31000399
	Student23	31000400
	Student24	31000401
	Student25	31000402

Click **Initialize**  .

**Record the Personnel Number:**

First Name	Enter a male first name.
Middle Name	Enter a middle name.
Last Name	Enter a last name.
SSN	Enter a social security number XXXXXXXXX. (Replace X's with numbers, no dashes. DO NOT USE 123456789).
Gender	Male
Date of Birth	04/09/1957
COS Requisition #	12345BR

**HOME ADDRESS**

Address Line 1	Enter a street number and name.
City	Mount Olivet
County	Robertson
State	KY
Zip Code	41064

**WORK ADDRESS**

Address Line 1	Enter your office street number and name.
City	Mount Olivet
State	KY
Zip Code	41064
Overtime Status	P
Residence Tax Area	KY5M
Work Tax Area	KY5M
Ethnic Origin	Unknown
Retirement Code	KERS
Remarks	Enter a short remark.

Click **Check and Send**  .

Click **Send**  .

# Lesson 4 – Maintain Master Data

## Exercise 4.1: PA30 Maintain Master Data

### Scenario:

Maintain master data to change status due to receipt of I-9 documentation and an address change.

### Use the following to complete the exercise:

KHRIS T-Code	PA30
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### Data needed to complete the transaction:

Task	Data																																												
<i>Maintain HR Master Data</i>																																													
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Student 19	396
Student 20	397
Student 21	312
Student 22	399
Student 23	400
Student 24	401
Student 25	403

Click **Enter** .

Select the  **All** radio button.

Click  beside **0077 Additional Personal Data**.

**Click Change** .

**Change 0077 Additional Personal Data**

Ethnic Origin Two or more races

Click **Enter** .

Click **Save** .

Click **Enter** .

**Maintain HR Master Data**

Click  beside **0006 Addresses**.

Click **Overview** .

**List 0006 Addresses**

Click  beside home address.

Click **Copy** .

**Copy 0006 Addresses**

Start One week from today's date.

Address line 1 Enter a new street address.

Click **Enter** .

**Review the warning message displayed. What does this mean?**

Click **Enter** .

Click **Save** .



# Lesson 5 – Reporting

## Exercise 5.1: Navigate a Report

**Scenario:**

You want a current list of all full-time exempt female employees.

Use the following to complete the exercise:

KHRIS T-Code	S_AHR_61016369
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Data needed to complete the transaction:

Task	Data
<i>Employee List</i>	
Select <b>Today</b> .	
Personnel area	0001
Personnel subarea	1000
Select <b>Only Female</b> .	
Click <b>Execute</b>  .	
Click <b>Back</b>  to exit the list.	
Click <b>Back</b>  to exit the transaction.	

