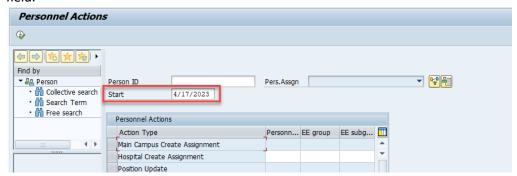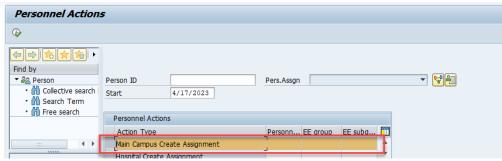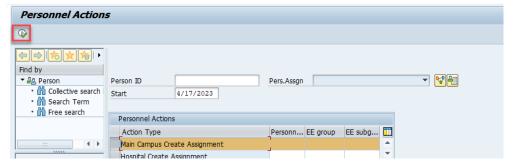# Student Additional Assignment Action

1. Confirm the student has applied for a position in IES, been marked as Accepted Offer-Initiate PES. Confirm that the student has a current assignment in SAP already.
2. Gather the information to use for the student employee: the position number, the start date, and the pay rate.
3. Using PA40 in SAP, enter the start date for the student. Do not enter anything in the Person ID field.
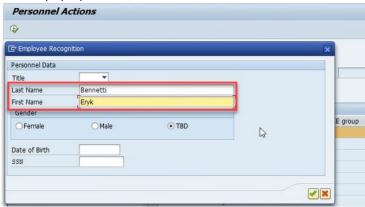

4. Choose Main Campus Create Assignment by clicking on the gray box at the beginning of the line for that Action Type. The line will turn orange.
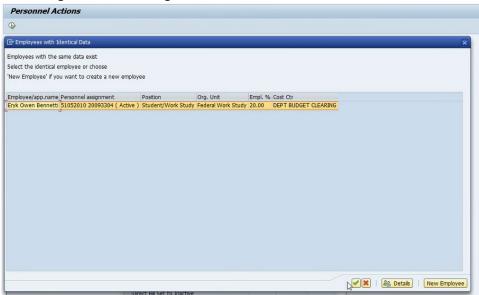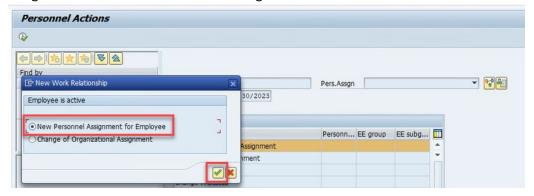

5. Click on the execute icon.

6. On the pop up screen, enter the first and last name and click the green check.
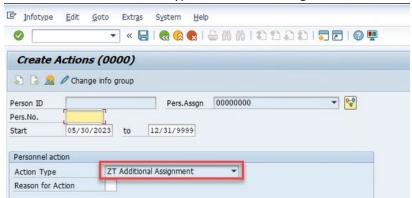

7. A list of possible matches will pop up. You'll click on the person you want to hire & their line will turn orange. Then click the green check.
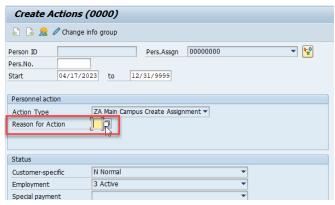

8. Since the student is already employed elsewhere on campus, we do NOT want to CHANGE their current assignment. Instead, we will create a NEW assignment. So choose the New Personnel Assignment radio button & then click the green check.
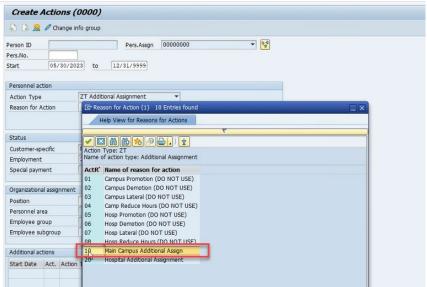
9. You can see that the action type is Additional Assignment, which means we chose correctly.
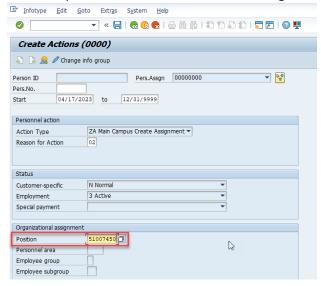

10. Then next screen is the Create Action screen. This tells SAP why you are hiring this person & into what position you are hiring them. Only two fields need to be populated.
    a. Enter the Reason for Action by clicking in the empty box and then clicking the search icon.
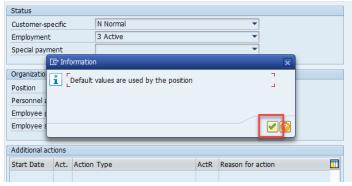

    b. Since this hire action is to hire a student into an additional assignment & it is on campus and not part of the hospital, we will choose Main Campus Additional Assignment. Double click on this option or choose the option & click the green check.
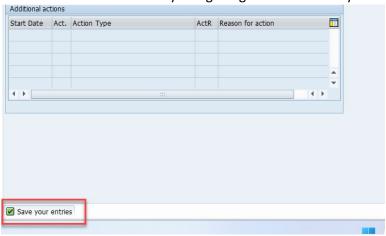
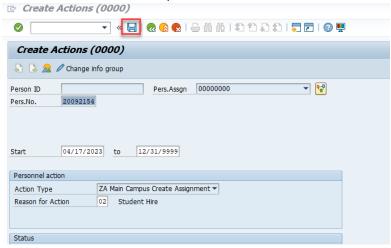c. Enter the position number the student is being hired into.

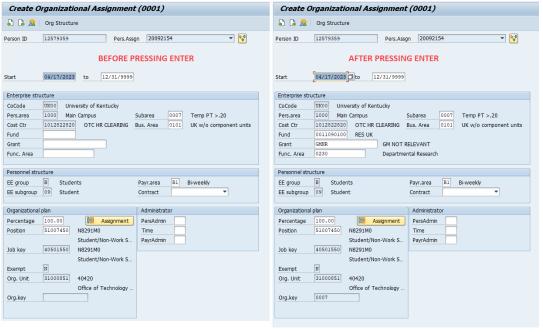d. Press Enter. On the pop up window, click on the green check to continue.

e. At the bottom of the screen you'll get a green icon that says Save your entries.
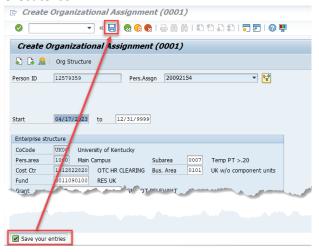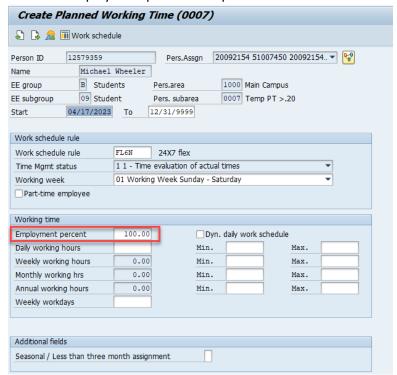
f. Click the Save icon at the top of the screen.

11. The next screen is Create Organizational Assignment. This screen has information about the position and department. Nothing needs to be entered, so just press Enter. Some blank fields will populate when you hit enter.
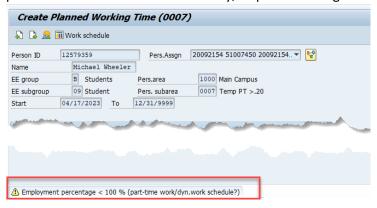
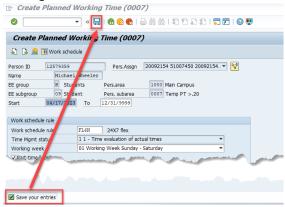a. You'll get the green Save your entries icon at the bottom of the screen again. Click the execute icon.

12. Create Planned Working Time- this screen is populated based on the position information. You'll need to enter/confirm the employment percentage this student will work. The Pers. Subarea will determine the employment percentages available to use. This one shows Temp PT>.20, so the employment percent field must be 20% through 99.99%. Less than 20% or greater than 99.99 will create an error & require that you use a different position number.

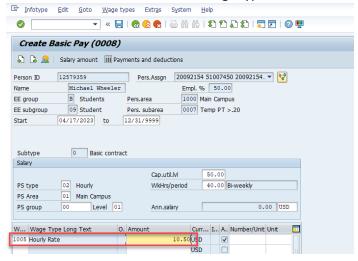a. Enter the employment percent and press enter.

b. A yellow icon will appear at the bottom of the screen letting you know the employment percent is less that 100%. That is okay, so press Enter again.
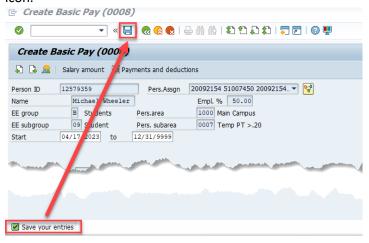

c. The blank fields will populate based on your entry. You'll get the green Save your entries icon again. Then click the execute icon.
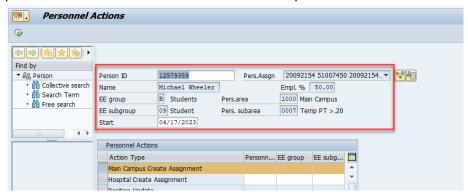

13. Create Basic Pay is the screen where you'll enter the pay rate. On the hourly rate line, enter the hourly rate the student employee will be paid.
    a. The line should have 1005 as the wage type and state Hourly Rate.

b. Press Enter. You'll get the green Save your entries icon again. Then click the execute icon.

14. You'll be taken to the main PA40 screen and you will see your student's Person ID, Per Nr, position number and other information at the top of the screen.

15. Since this is an additional assignment, it will go through workflow. A PAR is not needed.
   a. When submitting in workflow, attachments are not required.