SUSPENSION ACTION

PER-83 | TRANSACTION CODES ZPAA076, SWBP, PA40

PA

The purpose of this Business Process Procedure is to explain how to process a suspension in the Integrated HR-Payroll System.

Trigger: There is a need to process a Suspension for one of the reasons listed in the Business Process Procedure Overview section.

Business Process Procedure Overview:

Suspension - the removal of an employee from work for disciplinary reasons without paying the employee.

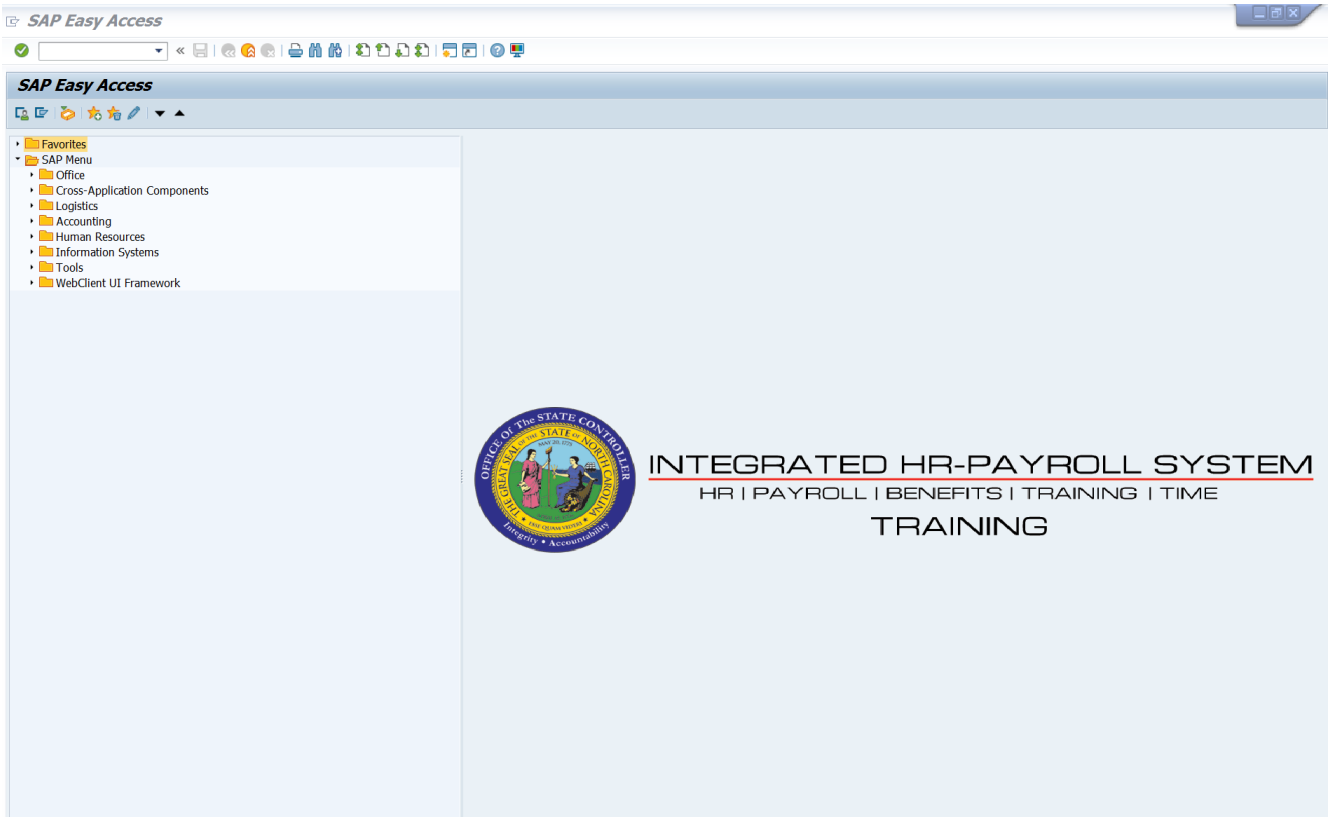
Reasons:

- **01 – Conduct** - an act that is:
    - conduct for which no reasonable person should expect to receive prior warning; or
    - job-related conduct which constitutes a violation of State or federal law; or
    - conviction of a felony or an offense involving moral turpitude that is detrimental to or impacts the employee's service to the State; or
    - the willful violation of known or written work rules; or
    - conduct unbecoming a State employee that is detrimental to State service; or the abuse of client(s), patient(s), student(s) or person(s) over whom the employee has charge or to whom the employee has a responsibility, or of an animal owned by the State; or
    - absence from work after all authorized leave credits and benefits have been exhausted; or
    - falsification of a State application or in other employment documentation.
- **02 - Unsatisfactory Performance** - work-related performance that fails to satisfactorily meet job requirements as set out in the relevant job description, work plan, or as directed by the management of the work unit or agency.
- **03 – Gross inefficiency** - Failure to satisfactorily perform job requirements as set out in the job description, work plan, or as directed by the management of the work unit or agency; and, the act or failure to act causes or results in:
    - death or serious bodily injury or creates conditions that increase the chance for death or serious bodily injury to an employee(s) or to members of the public or to a person(s) for whom the employee has responsibility; or,
    - the loss of or damage to state property or funds that results in a serious adverse impact on the State and/or work unit.
- 40 **– 115C Pre-Disciplinary** - Suspension without pay during period of pending disciplinary action of a teacher or school administrator who was hired in a position subject to the G.S. 115C public education human resources system
- 41 - **115C Disciplinary** - Final decision to suspend a teacher or school administrator without pay for no more than 60 days under G.S. 115C 325(f)(2).

Access Transaction:

Via Menu Path: Your menu path may contain this custom transaction code depending on your security roles.

Via Transaction Code: ZPAA076; SWBP; PA40



Procedure

1. Update the following field:

Field Name	Description	Values
Command	White alphanumeric box in upper left corner used to input transaction codes	Enter value in Command. **Example**: ZPAA076

2. Click the **Enter** button.

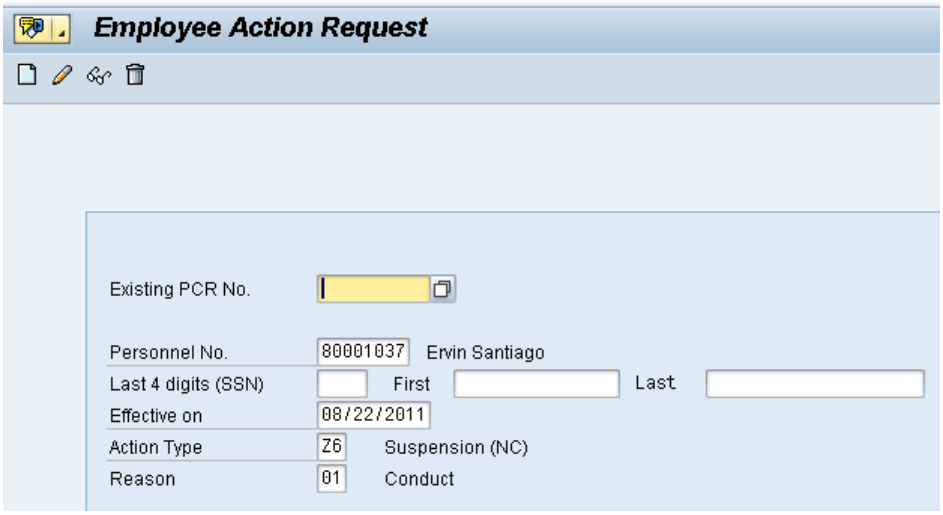
Information

You may want to enter this transaction code in your Favorites folder.

- From the menu at the top of the screen, choose **Favorites > Insert Transaction**.
- Type in **ZPAA076**.
- Click **Enter**.

To see the transaction code displayed in front of the link in your favorites, from the menu at the top of the screen:

- Choose **Extras > Settings**.
- Place a check next to **Display Technical Names**.
- Click **Enter**.



3. Update the following fields:

Field Name	Description	Values
Personnel No.	Unique employee identifier	Enter value in Personnel No. **Example**: 80001037
Effective on	The date on which the action will be effective	Enter value in Effective on. **Example**: 08/22/2011
Action Type	An action is a grouping of activities to perform a specific task. The action will prompt you for the Infotypes required to complete the task.	Enter value in Action Type. **Example**: Z6
Reason	Reason for the action, such as Conduct	Enter value in Reason. **Example**: 01

Enter the Personnel Number of the individual to be separated. Click Enter to retrieve the name of the individual and verify you have the correct Personnel Number.

NOTE: Enter the SSN and name for New Hire Actions only.

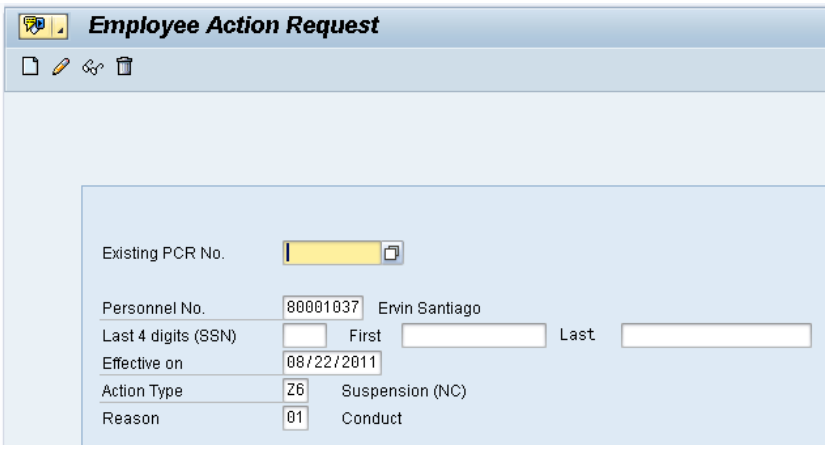
If you need to look up the personnel number, click your cursor in the field and click on the matchcode search button to the right of the field for search options.

4. Click the **Enter** button.

The system defaults to the current date, but you can change the date to a day in the past or in the future. Use the first day the employee is on suspension as the effective date.

There are several available **Reasons** from which to choose. For specific information on each reason, view the business process procedure overview section at the beginning of these instructions.

Click **Enter** and verify the information is correct before proceeding.

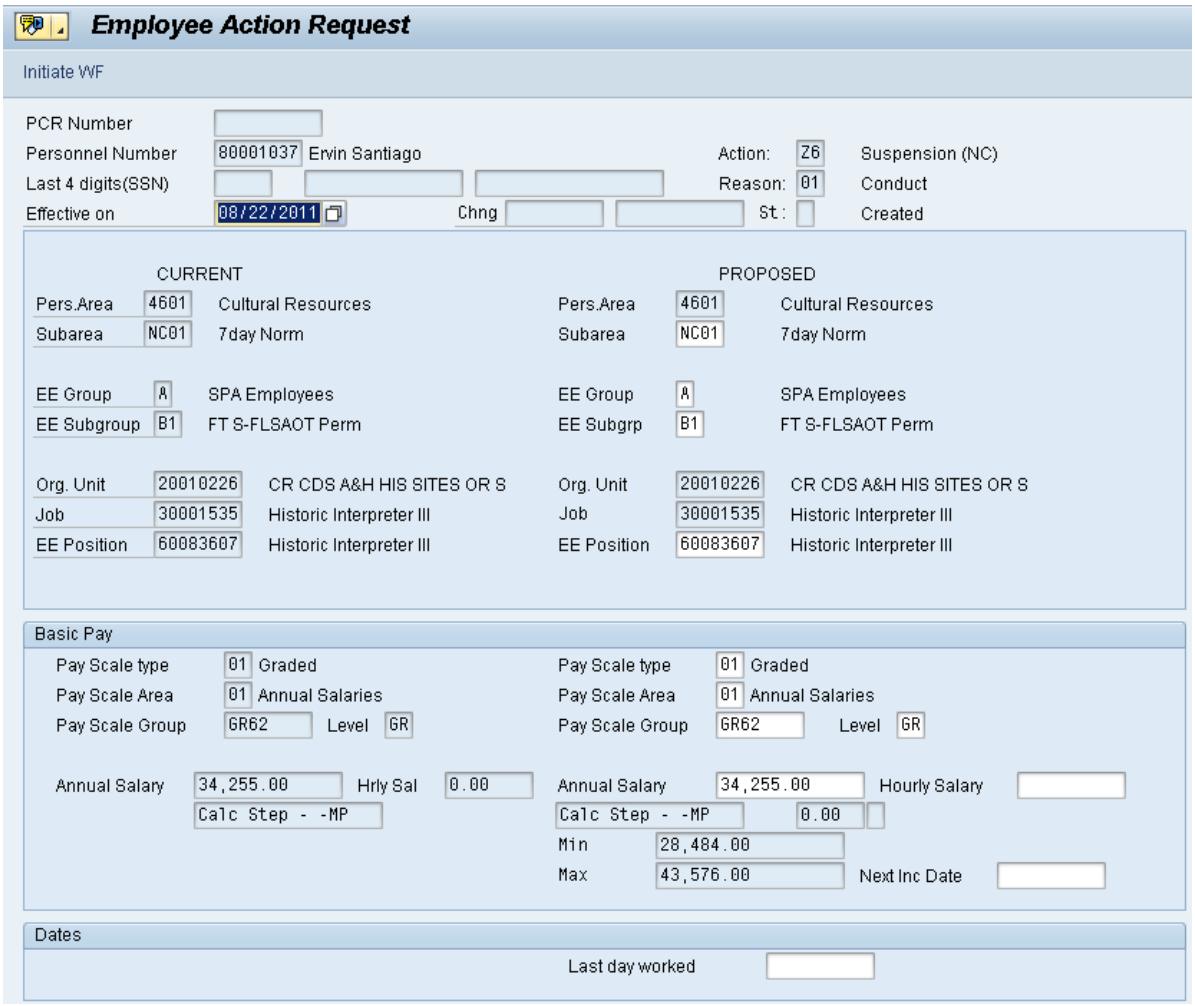


5. Click the **Create** button.

If the information is correct, click **Create** to begin the process.

Leave the **Existing PCR No.** field blank if you are creating a new PCR.

Several fields on this screen are mandatory. The system will not let you continue if you have not provided data for the mandatory fields. If you are unsure which fields are mandatory, click Enter, and the system will prompt you for information in the mandatory fields.



6. Update the following field:

Field Name	Description	Values
Annual Salary	Employee's annual basic pay	Enter value in Annual Salary **Example:** 34,255

Enter the salary/hourly information in the Annual Salary or Hourly Salary field. If you complete the hourly salary field, leave the annual salary blank. Click Enter to validate the data. No Basic Pay record is created for Suspension Action, but you must enter the salary on the PCR.

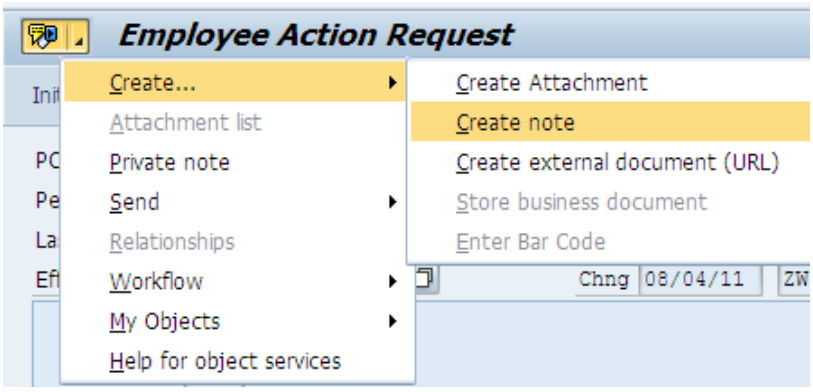
7. Click the **Enter** button.

8. Click the **Save (Ctrl+S)** button.

Click Save to save the data and receive a PCR number. The PCR has not been submitted to workflow yet.

9. Click the **(Enter)** button.

You can save this information as many times as you like. Each time you will receive a confirmation of the save. You will not be able to create a note attachment until you have saved it at least once. If you have submitted the PCR to workflow already, you will not be able to change the details, nor save any new information, only display the existing details.



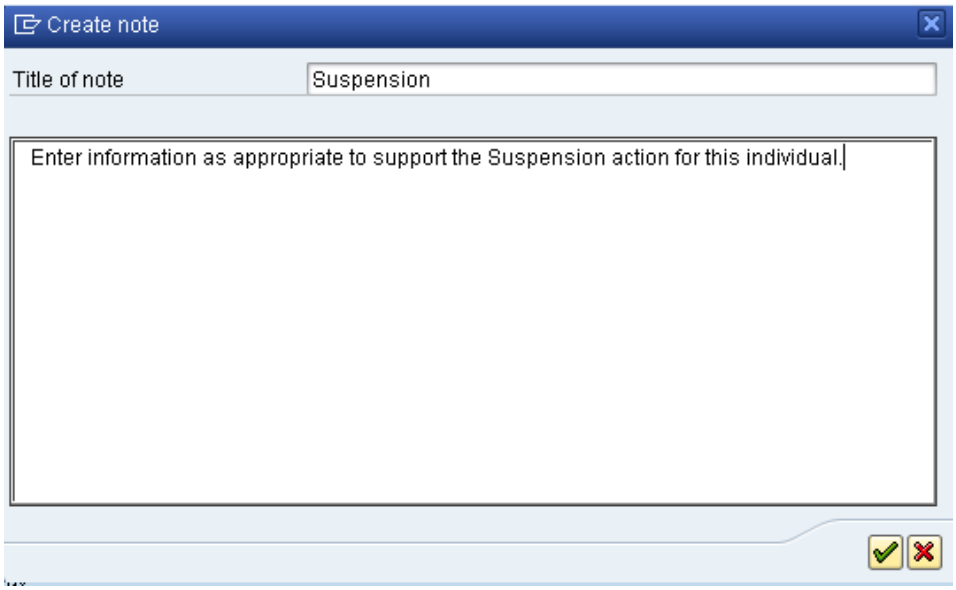
10. Click the **Services for Objects** button.

11. Click **Create... >> Create note**.

You can enter any information that would be useful to the approvers downstream using the notes area or attachment area. If you just need to type some information in, or copy and paste from an email, create a note. If you want to add a document as an attachment, use the attachment area.

This note and attachment area gets attached to this specific PCR only. It will follow the PCR through the approval/rejection process and live with the PCR into the future. When the PCR has been approved, and you are processing the Action (such as a New Hire action), you will need to recreate any notes or attachments if they need to be attached to the Action record as well.

Notes entered during PA Workflow must follow OSHR's Action Notes Template:
https://www.osc.nc.gov/documents/action-notes-template

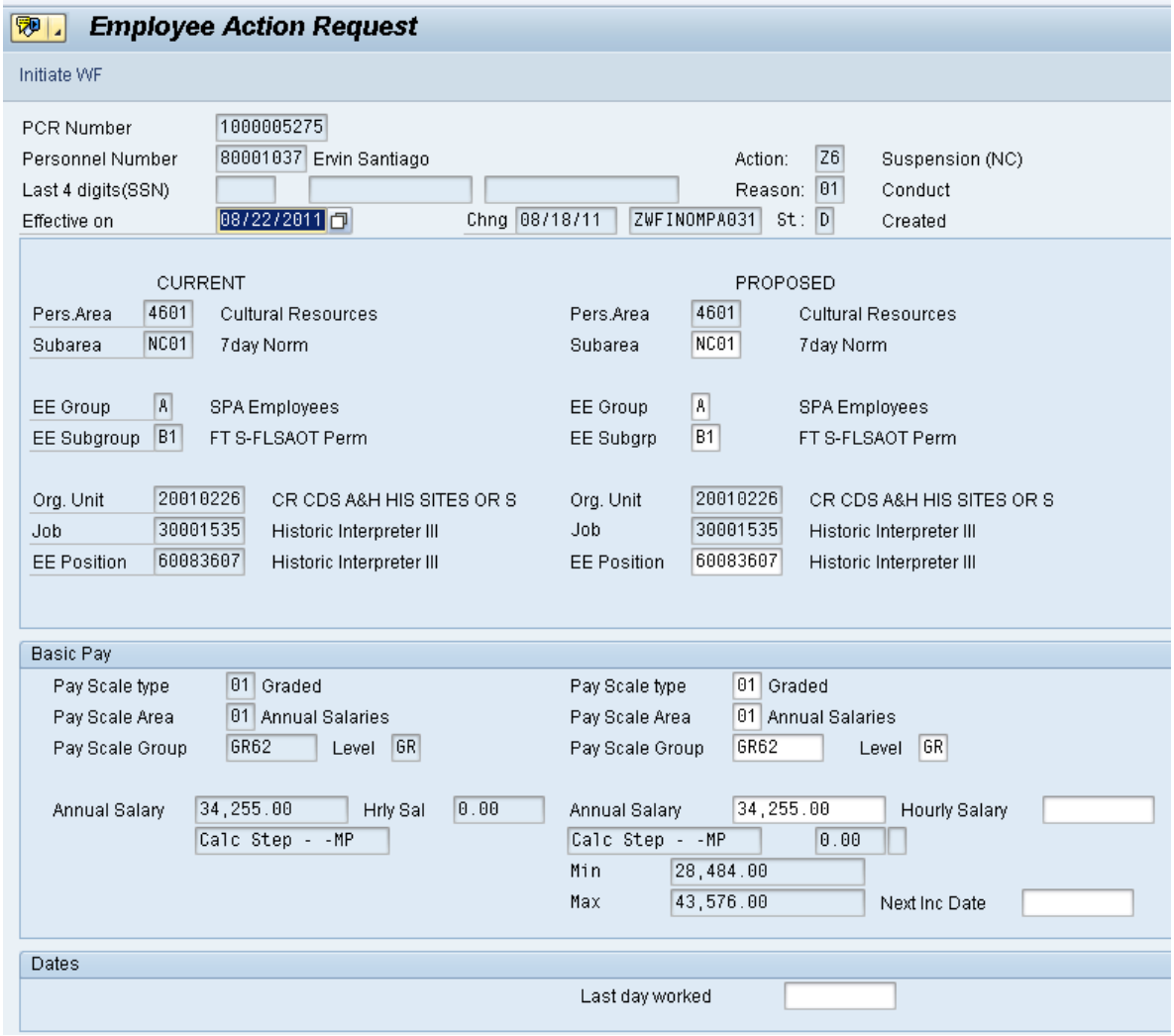


12. Update the following fields:

Field Name	Description	Values
Title of note	The short text to act as the title of the attachment	Enter value in Title of note. **Example**: reason for suspension note
Long text	An open text field	Enter value in Long text. **Example**: the appropriate note

13. Click the **(Enter)** button.

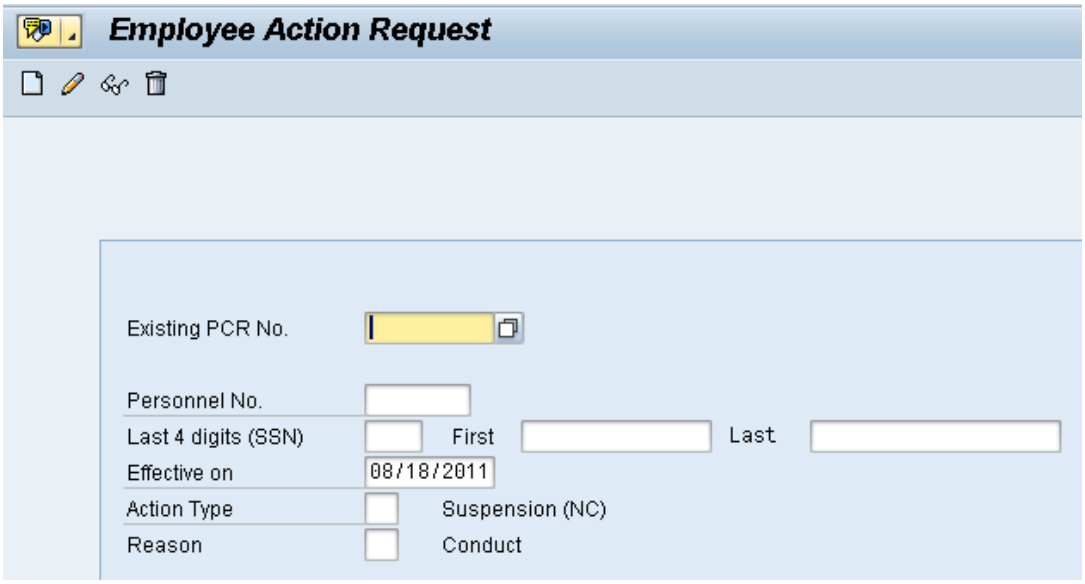
14. Click the **Save (Ctrl+S)** button.



15. Click the **Initiate WF** Initiate WF button.

Select the **Initiate Workflow** button to send the Suspension Action through the approval process. No changes can be made after the PCR has been submitted for approval, unless the PCR is rejected at any stage and sent back to you (the initiator/requestor).

16. Click the **Enter** button.



17. Click the **Back (F3)** button.

18. The Initiate Suspension Action is complete.

After Workflow Approvals have been received, proceed with the Complete Suspension Action process.

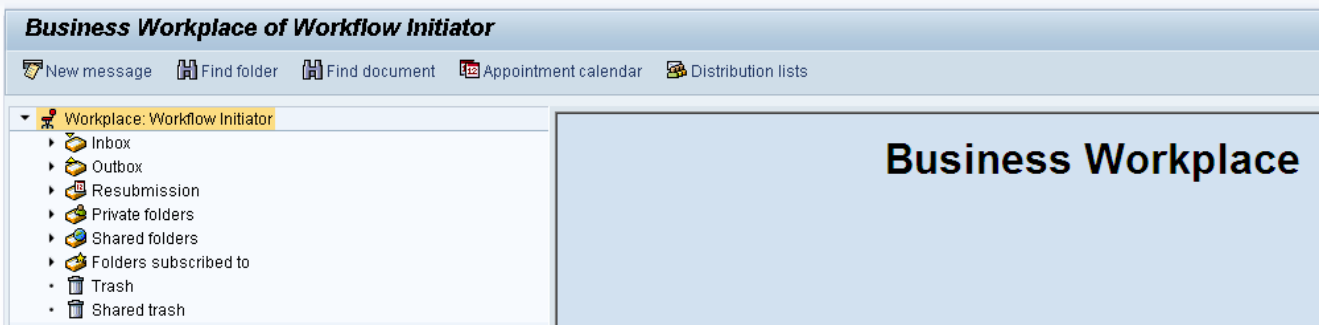
Instructions for Completing the Action

Access Transaction:

Via Menu Path:	SAP menu >>Office >> SBWP – Workplace
Via Transaction Code:	SBWP, PA40

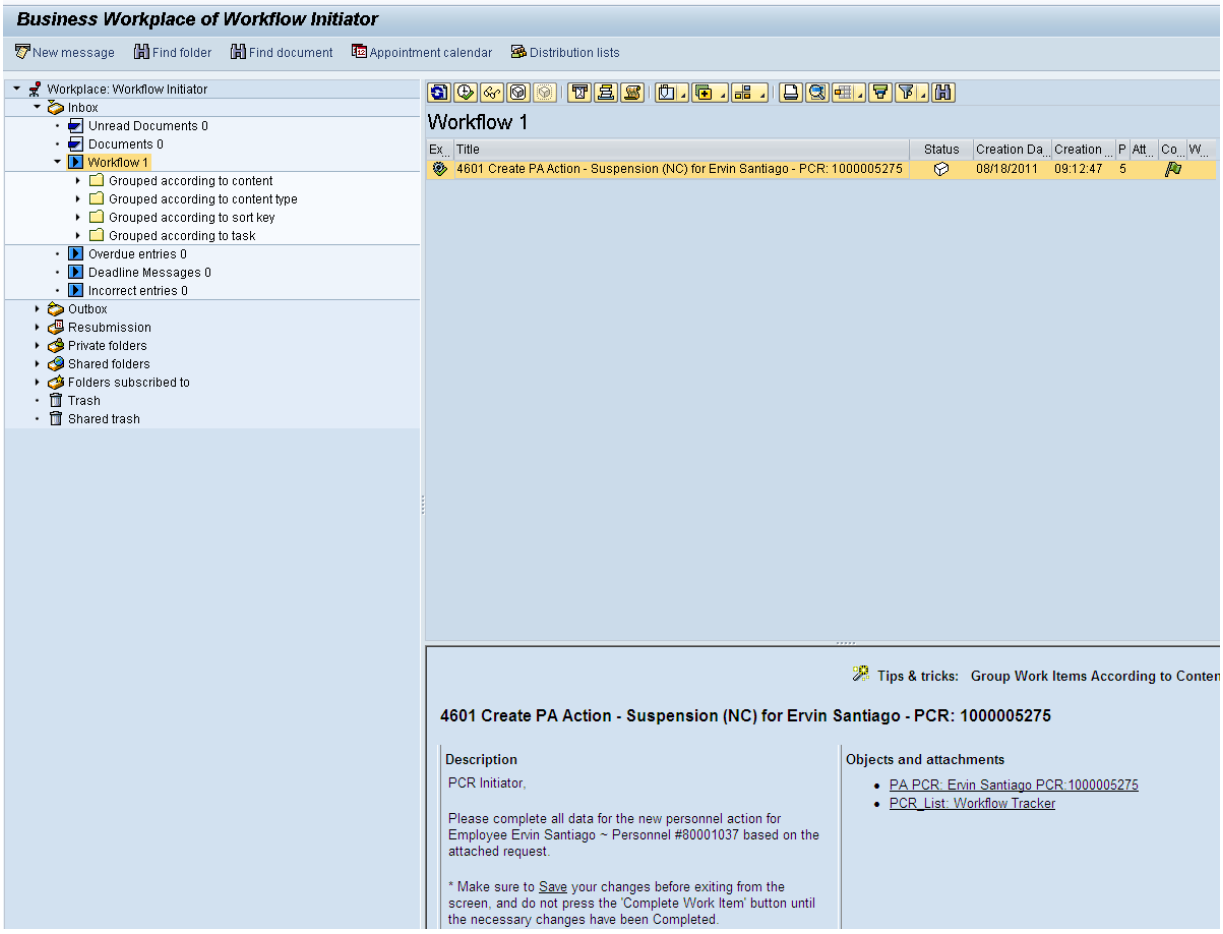
19. Click the **SAP Business Workplace (Ctrl+F12)** button.

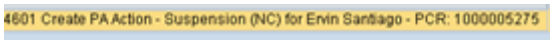
These instructions assume you have initiated the Suspension Personnel Change Request (PCR) in workflow already, and you have an approved PCR ready to be processed as a Suspension in the system.



20. Select **Inbox >> Workflow**.

Process using step 21 or step 22.

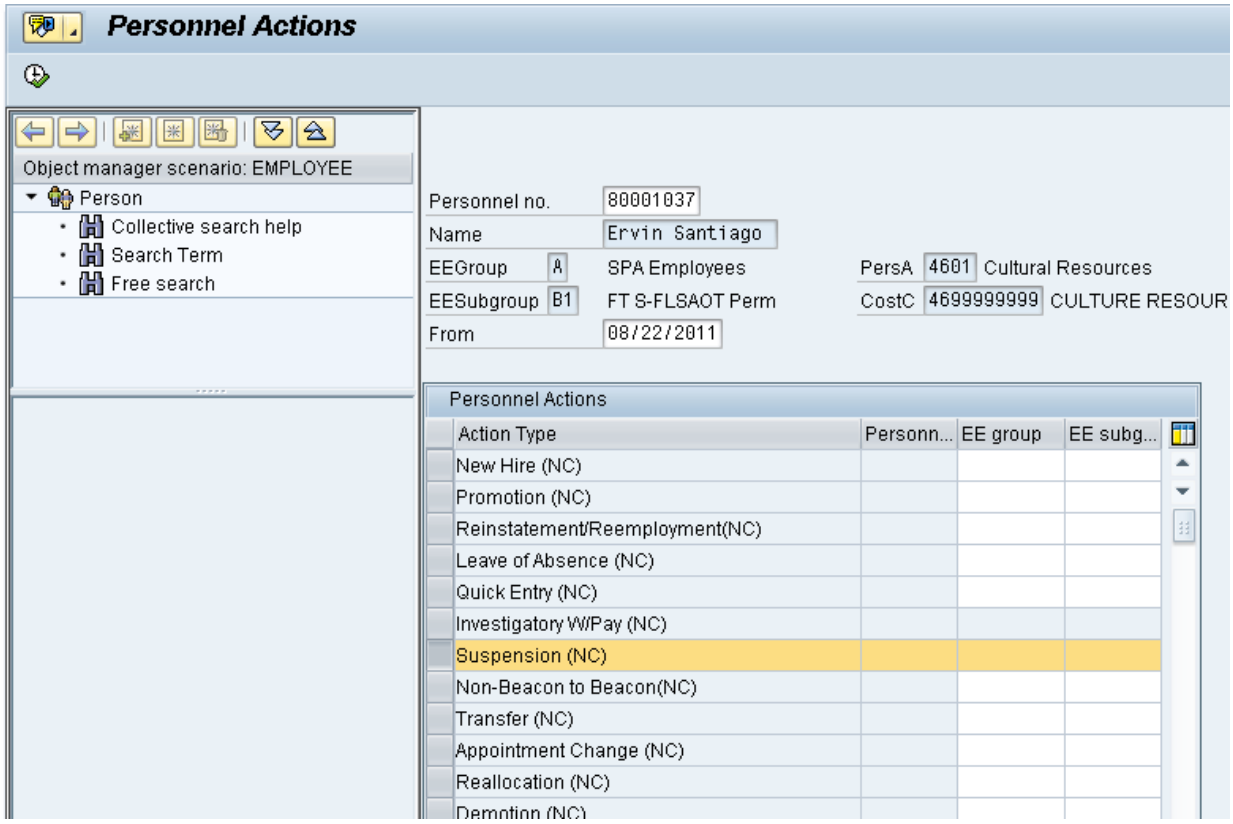


21. Select the **PCR** 

row. Double-click on the row.

A list of your approved (or rejected) PCRs are listed on the right side of the screen. Select the PCR to be processed and click Execute (or double-click the PCR). You can view the PCR details and/or Workflow Tracker details prior to executing the PCR if desired. Once the PCR is executed the Suspension action will be launched.

22. Click the **Execute (F8)** button.



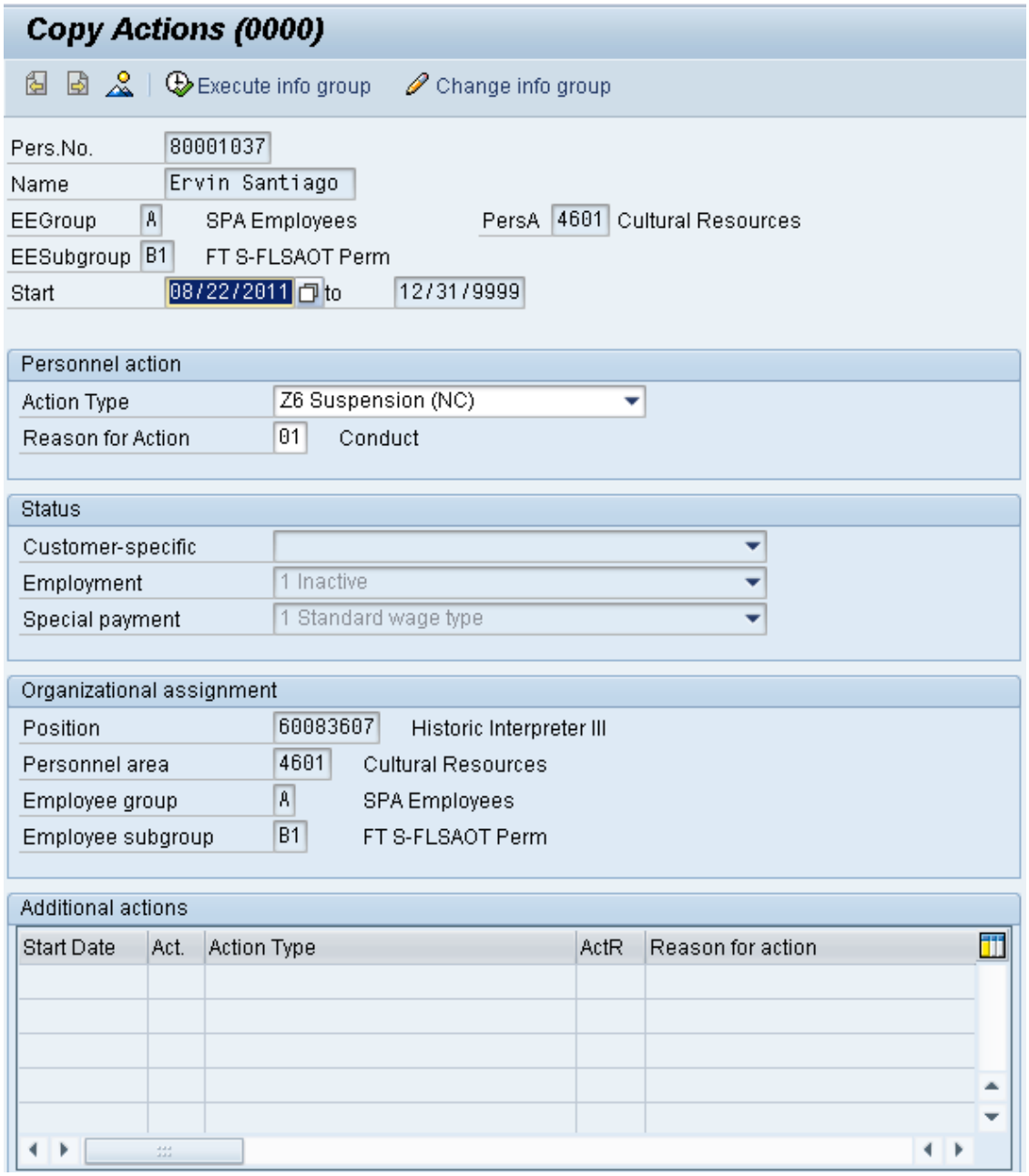
23. Update the following field:

Field Name	Description	Values
From	Effective date of the personnel action	Enter value in From. **Example**: 08/22/2011

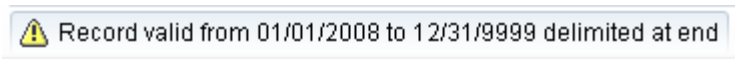
24. Highlight the **Suspension (NC)** action type.

25. Click the **Execute (F8)** button.

The effective date is the date the Suspension will go into effect. This date must match the date on the approved PCR.



26. Click the **Enter** button.



The system will provide a yellow warning message informing you the existing record will be delimited. Click Enter past this warning message.

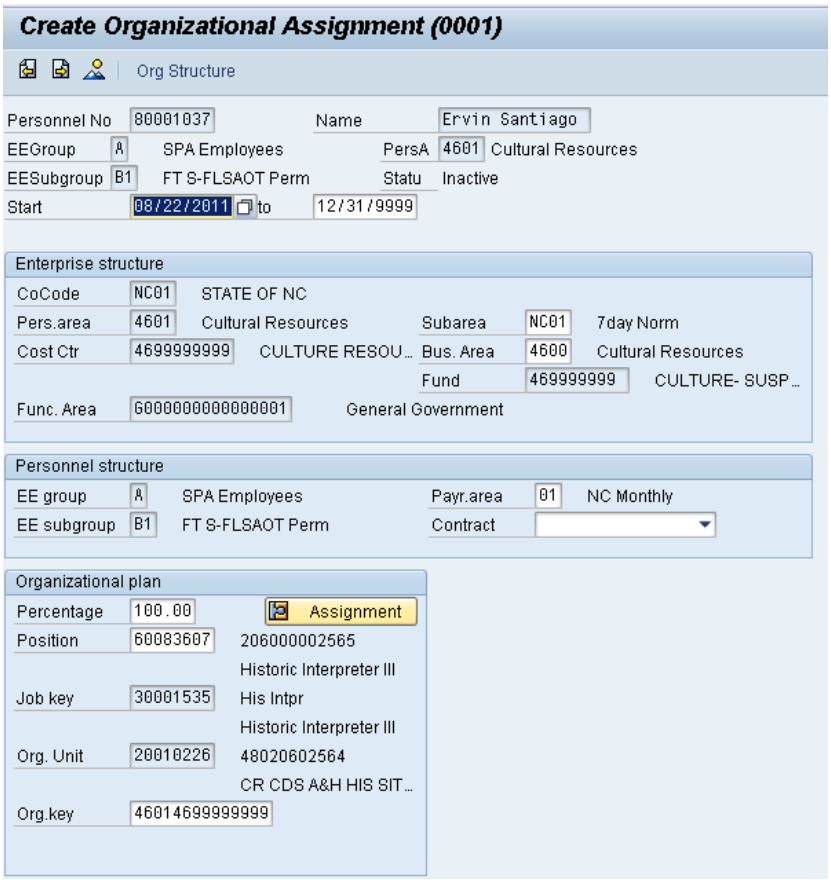
Notice at the top of this screen the title includes the word “Copy.” This action takes the original action and makes a copy of it, delimiting the previous record and saving the new record. The word “Create” in the title indicates that this infotype is being created on this person's record for the first time.

When the employee subgroup is different from the position employee subgroup you will receive a warning message. Click Enter to continue.

Best practice is to review all data and click Enter to allow the system to validate the data.

27. Click **Edit, >> Maintain** text to add your comment based on agency or OSHR Policy/Guidelines.

28. Click the **Save (Ctrl+S)** button.



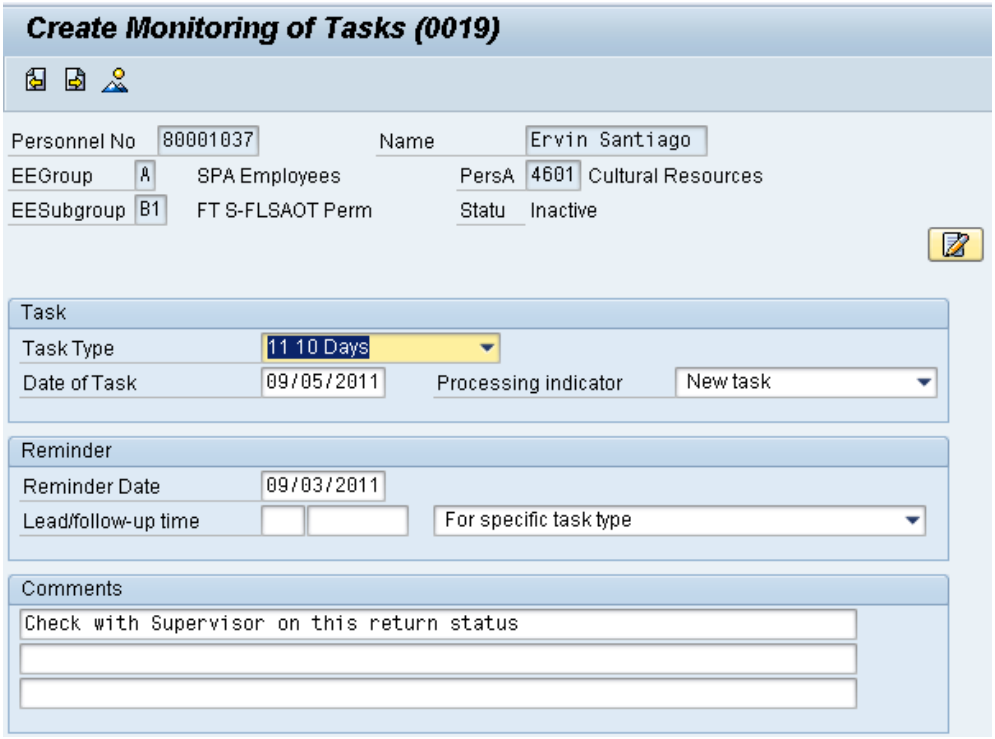
29. Click the **Enter** button.

Enter the Contract if required. The Contract key identifies eligibility for Medicare, less than 5 yrs for STD, and the Rehire of Retiree statuses.

CRITICAL!	If the Contract field is completed on the previous IT0001, it will copy to the new IT0001.

30. Click the **Save (Ctrl+S)** button.

The system will provide a yellow warning message informing you the existing record will be delimited. Click **Save** to go past this warning message.



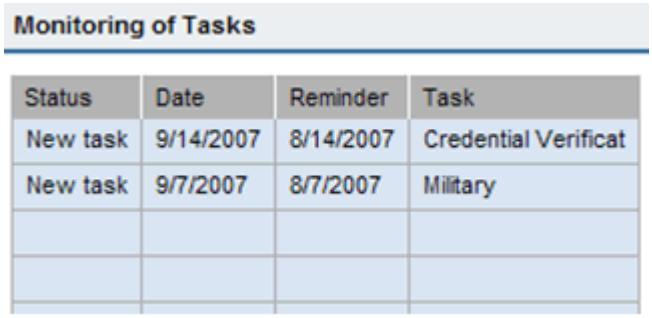
31. Update the following fields:

Field Name	Description	Values
Task Type	Select appropriate task type from list	Select Task Type **Example:** 10 Days
Date of Task	Date on which the task occurs	Enter value in Date of Task. **Example**: 09/05/2011

Comments	Additional information about an item	Enter value in Comments. **Example**: Check with Supervisor on this return status

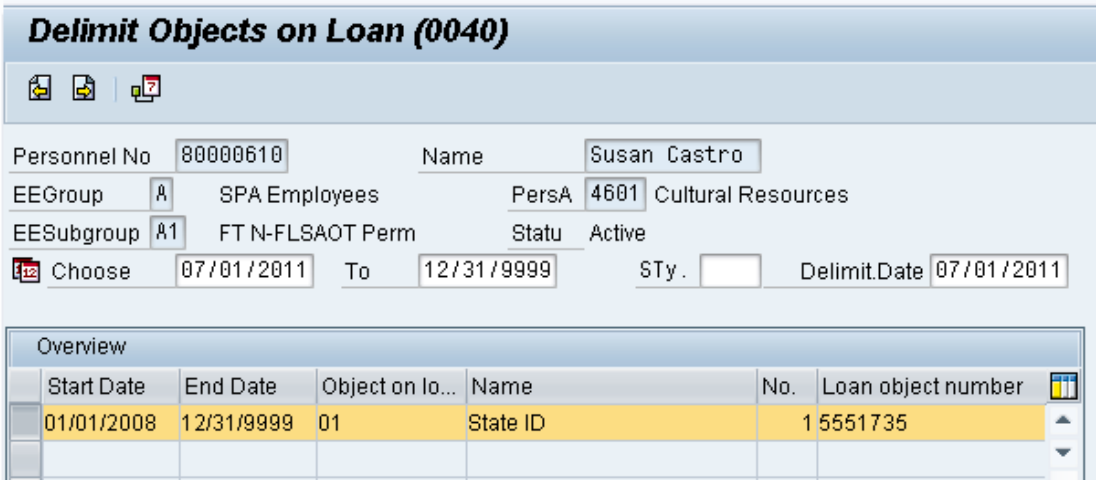
NOTE: You may need to create additional IT0019s via PA30. You can run either the Date Monitoring report S_PH0_48000450 **or** BI Report – B0099 – Employee Deadline Dates. Managers can view for their employees via MSS.

(Example Only)



35. Click the **Enter** button.

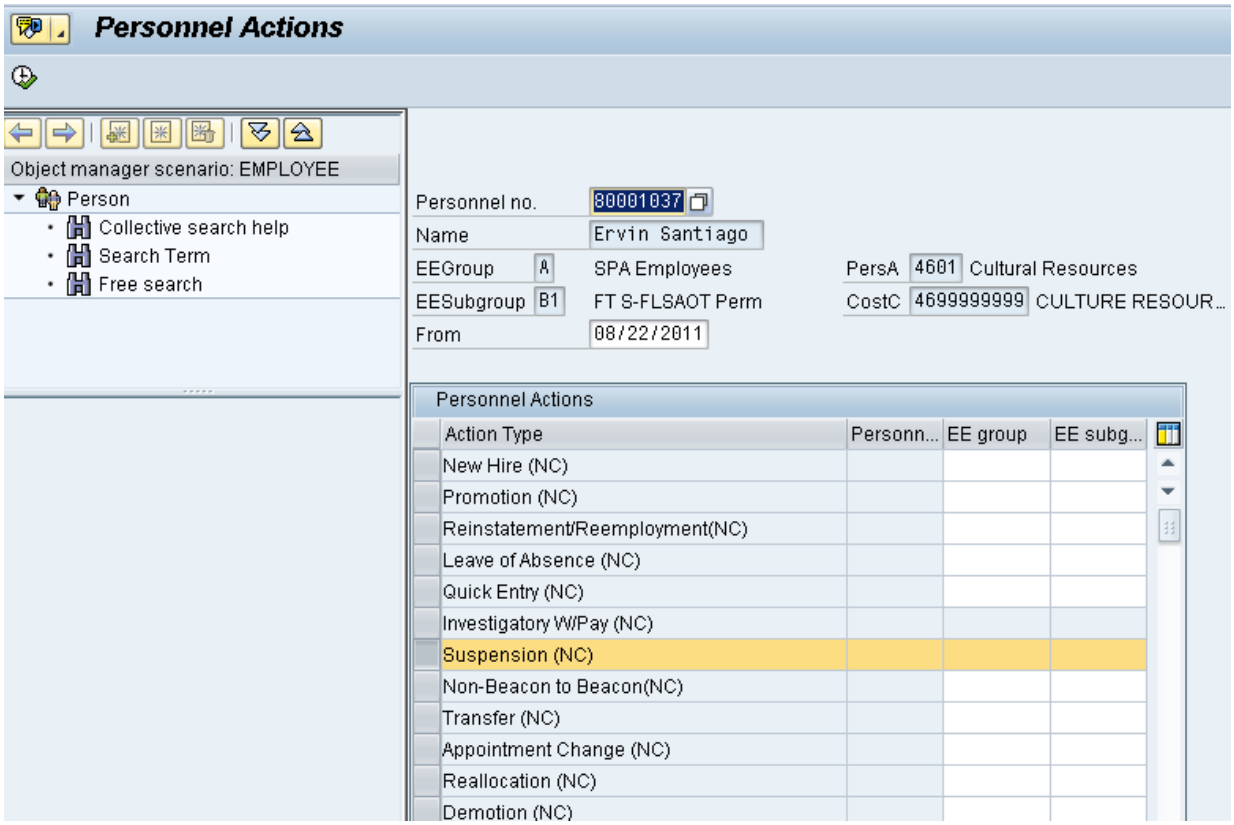
36. Click the **Save (Ctrl+S)** button.



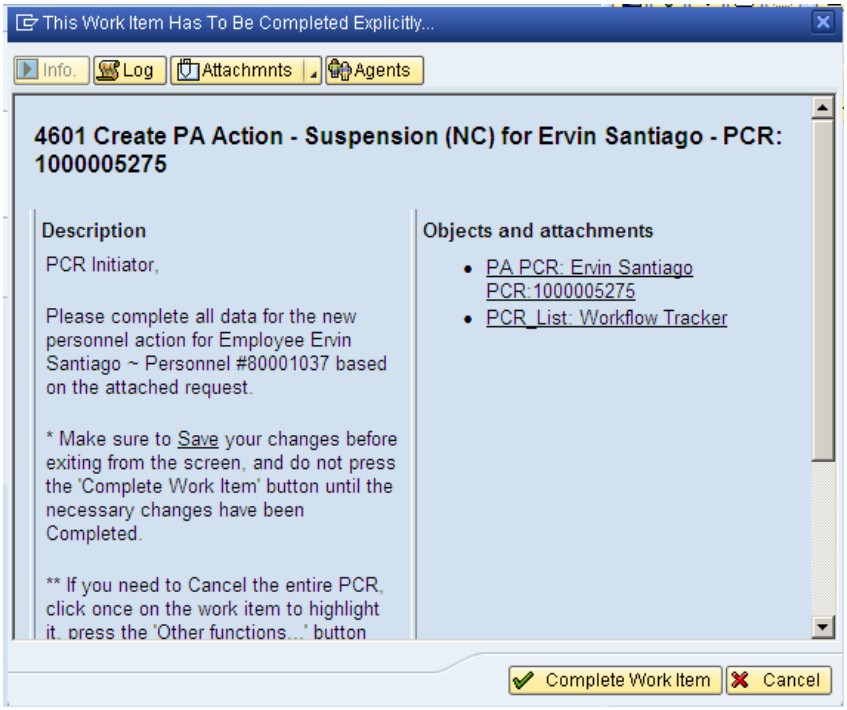
37. Highlight and click the **01/01/2008** row.

38. Click the **Delimit (Shift+F1)** button.

Either skip or delimit depending upon whether or not (1) your agency uses this infotype, (2) your agency requires employees to return items while out on leave, or (3) the employee returned items if required to do so.

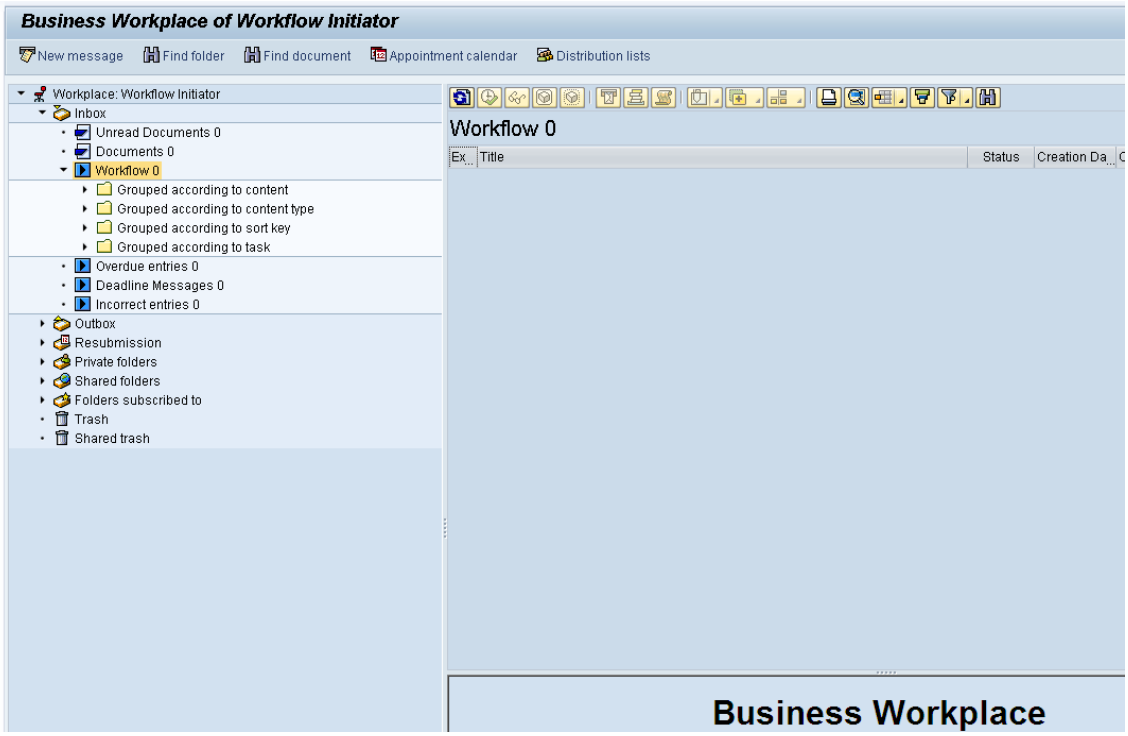


39. Click the **Back (F3)** button.



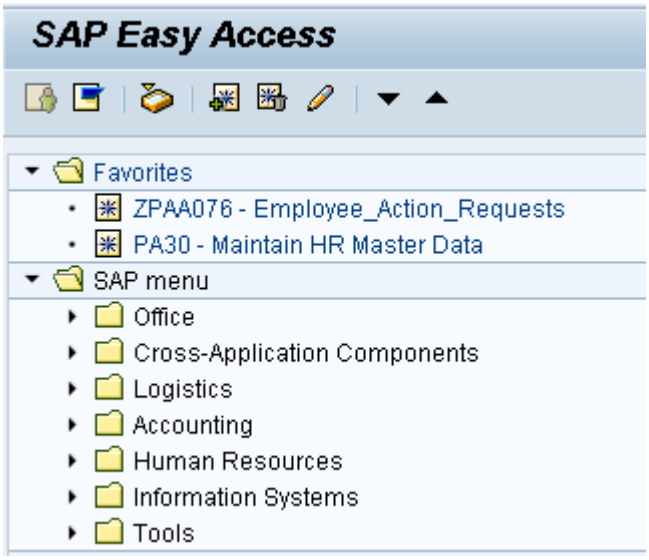
40. Click the **Complete Item** button.

Only once all of the infotypes screens within the action have been processed and the system has returned you to the main screen will this Complete button be visible. Now you can complete the PCR in workflow.



41. Click the **Back (F3)** button.

You can remain in this SAP Business Workplace and process additional PCRs or click **Back** to return to the main SAP screen.



42. The Suspension action is complete, but we recommend reviewing via PA20 all infotypes that have been processed.

Information	Depending on the time of the month the Suspension Action is entered in the system, the employee may or may not receive LOS accrual or longevity. IT2012 will be on the employee's record with the dates of the Suspension. You will need to verify.

Additional Resources

Training HELP website: https://www.osc.nc.gov/state-agency-resources/training/training_help_documents

Change Record

Change Date: 5/4/2020 – Changed by C. Ennis
Changes: Updated format, assigned reference number, and made accessible