

University of Nebraska Medical Center

PAF Coordinators

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Search for Person Before Entering New Hire Action.

Before entering a University Hire action please check SAP and make sure that the employee is not already on the system due to a previous regular, faculty, temporary, volunteer or student appointment with UNMC, UNL, UNO, or UNK. The most reliable search to use in this situation would be the Social Security number search.

While you are in HR-Display just type in "=c.10." into the "Personnel no." field followed by the employee's social security number (you do not need to enter any dashes/hyphens between the social security numbers). If you get a message that says "No Value for this selection" then you know that this will truly be a University Hire and not a Rehire. This will prevent creating a new personnel number for someone who is already on the SAP system.

Reminder for Separations.

When executing a Separation action please remember that on the first screen, Actions IT0000, you need to change the "Employee Group" from "A" to "S" for separated. If you don't, then once you have completed the separation action SAP will still show the word active under the employee's name instead of separated, unless you are using a future date. Once the future date is reached this SAP will change the word active to separated.

Reminder for Organization Changes.

When executing an Org Change action please remember that when you get to the Organizational Assignment IT0001, you will need to remove all of the 9's in the position number field and re-enter the position number; otherwise it will default your position number to all 9's on the Action and Organizational Assignment screen. Then you will temporarily lose access to the employee's record until Human Resources is contacted.

Then when you come to Basic Pay IT0008 you will need to re-enter the employee's hourly or monthly rate of pay in the "Amount" field because this field will be pre-populated with a default rate of pay.

Funding Change EPAF Update.

When doing an EPAF Funding change where Grant Accounts are involved, you no longer have to explicitly name all the Sponsored Programs Accountants in the Parallel Approvers list. They will receive an automatic Workflow notice.

Notary Public Maintained on HR Qualifications Infotype.

The Qualifications infotype (IT0024) can now be used to denote a Notary Public appointment pertaining to an employee. The *Start* and *to* dates can be used to note the validity period.

In addition to the Notary Public qualification, this infotype can be used to document licenses like CPA and medical licenses or computer certifications that an employee holds, plus skills like knowing a foreign language.

Should you have any questions, comments, or concerns, please call Kris Hammond at 559-5908, or Tony Huerta at 559-4391