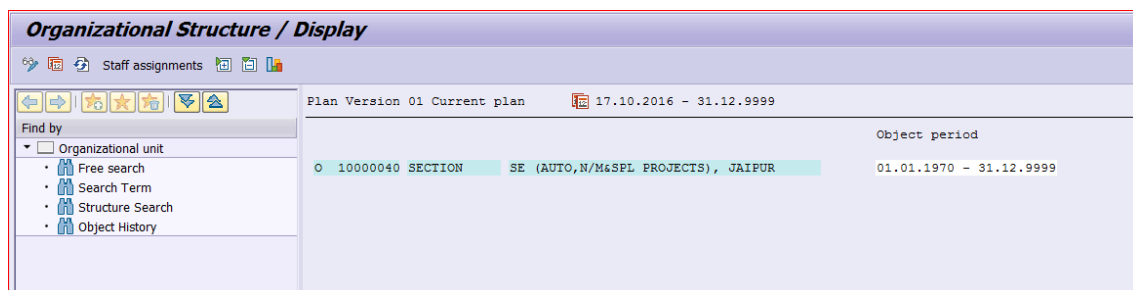
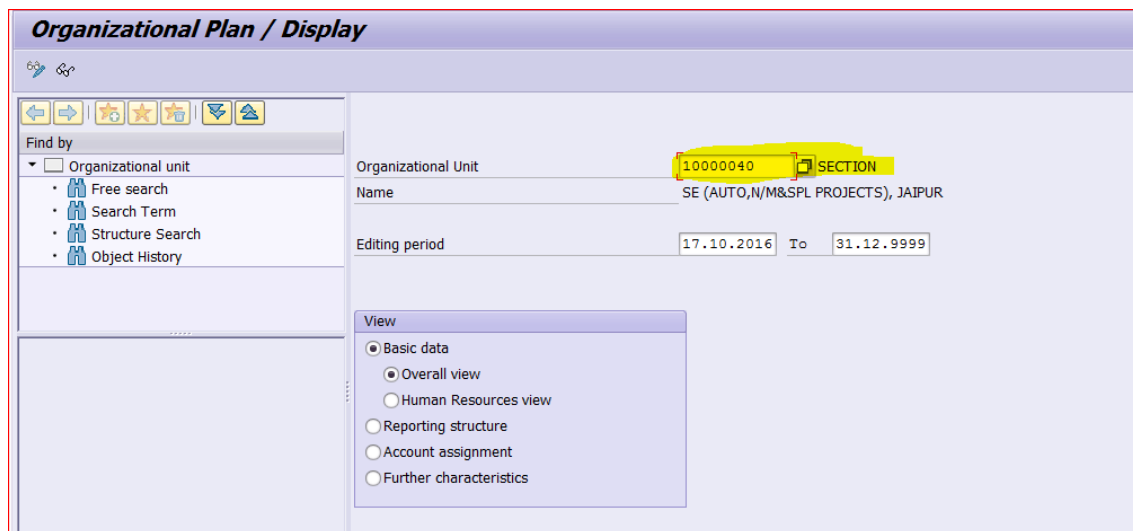
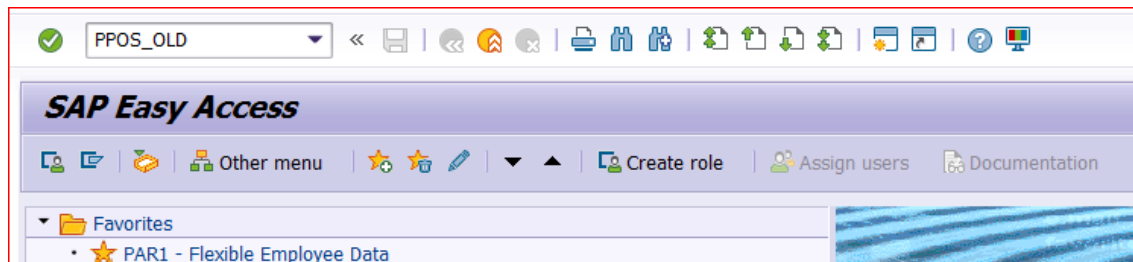


## PROCEDURE FOR RELIEVING OF EMPLOYEE AFTER TRANSFER / POSTING

EXAMPLE : Transfer orders release for Employee ID: 2105727. As per order, employee got transferred to SE (AUTO,N/M&SPL PROJECTS), JAIPUR-(New Position code 20000491).

**STEP 1 : CHECK FOR VACANT POSITION CODE** -(Search for New Position code 20000491).

Before making entry for Transfer relieving, Payroll administrator need to check whether vacant position exists at new location or not through PPOS\_OLD Transaction code.



Check Staff assignments

**Staff Assignments / Display**

Task profile

Plan Version 01 Current plan 17.10.2016 - 31.12.9999

Find by

- Organizational unit
  - Free search
  - Search Term
  - Structure Search
  - Object History

			Object period
O	10000040	SECTION SE (AUTO,N/M&SPL PROJECTS), JAIPUR	01.01.1970 - 31.12.9999
S	20000478	SE SUPERINTENDING ENGINEER	01.01.1970 - 31.12.9999
S	20000479	XEN EXECUTIVE ENGINEER	01.01.1970 - 31.12.9999
S	20000480	XEN EXECUTIVE ENGINEER	01.01.1970 - 31.12.9999
S	20000481	AEN ASSISTANT ENGINEER	01.01.1970 - 31.12.9999
S	20000482	AEN ASSISTANT ENGINEER	01.01.1970 - 31.12.9999
S	20000483	AEN ASSISTANT ENGINEER	01.01.1970 - 31.12.9999
S	20000484	AEN ASSISTANT ENGINEER	01.01.1970 - 31.12.9999
S	20000485	AEN ASSISTANT ENGINEER	01.01.1970 - 31.12.9999
S	20000486	AEN ASSISTANT ENGINEER	01.01.1970 - 31.12.9999
S	20000487	PER-ST PER-STAFF	01.01.1970 - 31.12.9999
S	20000488	MIN-ST MIN-STAFF	01.01.1970 - 31.12.9999
S	20000489	MIN-ST MIN-STAFF	01.01.1970 - 31.12.9999
S	20000490	MIN-ST MIN-STAFF	01.01.1970 - 31.12.9999
S	20000491	MIN-ST MIN-STAFF	01.01.1970 - 31.12.9999
S	20000492	CLASS4 CLASS-IV	01.01.1970 - 31.12.9999
S	20000493	CLASS4 CLASS-IV	01.01.1970 - 31.12.9999

Please note this Position code: 20000491 is vacant and no employee is assigned.

STEP 2 : EXECUTE RELIEVING ACTION THROUGH Transaction Code: PA40

The screenshot shows the SAP Easy Access interface. At the top, the transaction code 'PA40' is entered in the search field. Below the header, there is a navigation bar with icons for 'Other menu', 'Create role', 'Assign users', and 'Documentation'. A 'Favorites' list is visible on the left side, containing three items: 'PAR1 - Flexible Employee Data', 'S\_AC0\_52000888 - Payables: Profit Center', and 'S AC0 52000887 - Receivables: Profit Center'.

The screenshot displays the SAP Personnel Actions (PA40) screen. The employee details are as follows:




- Personnel no.: 2105727
- Name: CHANDRA PRAKASH DHAKAR
- EE group: R REGULAR
- Payr. are: 35
- EA-CASH-CORP.-AD-NC Org. Unit: 10000857
- AS (ESTT-III), JAIPUR
- Job: 051 UPPER DIVISION CLERK
- Position: 20010268
- MIN-STAFF
- From: 10.10.2016

Below the details is a table titled 'Personnel Actions' with the following columns: Action Type, Personn..., EE group, and EE subgr... The 'Transfer Relieving' row is highlighted in yellow.

Action Type	Personn...	EE group	EE subgr...
Migration - Hiring			
Hiring - Payroll			
Re-Appointment			
Probation Clearance			
Probation Extension			
Transfer Order details			
Transfer Relieving			
Transfer Joining			
Transfer Cancellation			
Deployment Order Details			
Deployment Relieving			

STEP 3 : ACTION SCREEN - Simply Save this screen – (Don't change anything here)

### Copy Actions

  Execute info group  Change info group

Pers.No.

Name  EE group  REGULAR

Payr. are  EA-CASH-CORP.-AD-NC Org. Unit  AS (ESTT-III), JAIPUR

Job  UPPER DIVISION CLERK Position  MIN-STAFF

Start  to

---

**Personnel action**

Action Type

Reason for Action  Transfer Relieving Details

---

**Status**

Customer-specific

Employment

---

**Organizational assignment**

Position  MIN-STAFF

Personnel area  JAIPUR

Employee group  REGULAR

Employee subgroup  MINIS-ADMN-NGNT

---

**Additional actions**

Start Date	Act.	Action Type	ActR	Reason for action

STEP-4 -ORG ASSIGNMENT SCREEN – At this screen, only check payroll area and change as per new location with start date as first date of the month eg. 1.10.2016.

### Copy Organizational Assignment

Org Structure

Name: CHANDRA PRAKASH DHAKAR  
 Personnel no.: 2105727

Start: 12.10.2016 to 31.12.9999

**Enterprise structure**

CoCode: 1000 RVPN  
 Pers.area: 1016 JAIPUR Subarea: 2001 ADMIN&HRD  
 Cost Ctr: 990126 AS (ESTT.-III)

**Personnel structure**

EE group: R REGULAR Payr.area: 36 EA-CASH-CORPORATE-AC  
 EE subgroup: P1 MINIS-ADMN-NGNT Contract: 9

**Organizational plan**

Percentage: 100.00 Assignment  
 Position: 20010268 MIN-ST  
 Job key: 30000051 UDC  
 Org. Unit: 10000857 SECTION  
 Org.key: 10000857 AS (ESTT.-III), JAIPUR

**Administrator**

Group: H036  
 PersAdmin:   
 Time:   
 PayrAdmin:

! Payroll area 36 is locked for master data maintenance SAP

Note : If this error occurs it means payroll area is locked then Go To PA03 and Release Payroll Area for corrections.

STEP 5: RELIEVING ORDER DETAILS SCREEN – Enter Relieving Date and details

<b>Create Order Details</b>			
Name	CHANDRA PRAKASH DHAKAR	EE group	R REGULAR
Payr. are	36	EA-CASH-CORPORATE- Org. Unit	10000040 SE (AUTO,N/M&SPL PROJECT:
		Position	20000491 MIN-STAFF
Start	12.10.2016	To	31.12.9999
Title			
Transfer Order			
Order Details			
Transfer Order Number	097098		
Transfer Order Date	10.10.2016		
New Posting Location	10000040 SE (AUTO,N/M&SPL PROJECTS), JAIPUR		
Ground of Transfer	B Nigam Interest		
Issuing Authority	SECRETARY		
Comments			
Relieving Order Details			
Relieving Order Number	76887		
Relieving Order Date	12.10.2016		
Relieved On	Afternoon		

**STEP 6 : ORG ASSIGNMENT SCREEN – ENTER RELIEVING DATE (IF RELIEVED IN FORENOON THEN SAME DATE, ELSE IF AFTERNOON THEN NEXT DATE) AND CHANGE POSITION CODE AT THIS SCREEN, WHICH YOU HAVE NOTED AT STEP 1.**

The screenshot shows the SAP 'Copy Organizational Assignment' screen. The main form contains the following data:

- Name: CHANDRA PRAKASH DHAKAR
- Personnel no.: 2105727
- Start: 12.10.2016 to 31.12.9999
- Enterprise structure: CoCode 1000 RVPN, Pers.area 1016 JAIPUR, Subarea 2014 PP&D, Cost Ctr 990304 SE (AUTO,N/M,SPPROJ)
- Personnel structure: EE group R REGULAR, EE subgroup P1 MINIS-ADMN-NGNT
- Organizational plan: Percentage 100.00, Position 20000491 MIN-ST, Job key 00000000, Org. Unit 10000040 SECTION, Org.key 10000040
- Employee Branch: 01 Admin

A 'Create Vacancy' dialog box is open over the 'Create on' field, showing:

- S 20010268 MIN-STAFF
- Create on: 12.10.2016
- Buttons: Yes, No, Cancel

Change Position and save it.