



Subject: New HR/Payroll BPP: Use PA30 Transaction to Maintain Date Specifications on IT0041
Audience: HR Directors, Agency Training Coordinators

The SCEIS Team is pleased to announce publication of a new HR/Payroll Business Process Procedure (BPP) that provides step-by-step instructions for using the PA30 transaction to update employee date specification data stored on Infotype 0041. Infotype 0041 houses information on the following important dates: Class Date, State Hire, Agency Hire, Annual Leave Accrual, FMLA Eligibility Date, Continuous State Service Date, Internal Pay Level Date, Agency Service Date, Agency Specific Assignment Date, Academic State Date and Academic End Date. Specifically, this BPP highlights the changing of the annual leave accrual dates and addresses the process to follow when a quota correction is necessary to correct an employee's annual leave balance.

The new BPP is available on the SCEIS uPerform website at the following link:
<https://uperform.sc.gov/gm/folder-1.11.20080?originalContext=1.11.8912>.

To navigate to this BPP from the SCEIS homepage (www.sceis.sc.gov):

1. Point your mouse to "Training" in the left-hand navigation bar, then select "SCEIS uPerform" from the menu that appears.
2. Once you reach the uPerform site, select "Human Resources (HR) / Payroll (PY)" from the Areas list.
3. From the Human Resources (HR) / Payroll (PY) page, select "Personnel Management and Administration (PA)."
4. When you reach the Personnel Management and Administration (PA) page, scroll down choose the BPP you need: "PA30 Maintain Infotype 0041 Date Specifications (Retroactive Accrual Corrections)."

If you have any questions about this message, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link:
<http://www.sceis.sc.gov/requests/>.