

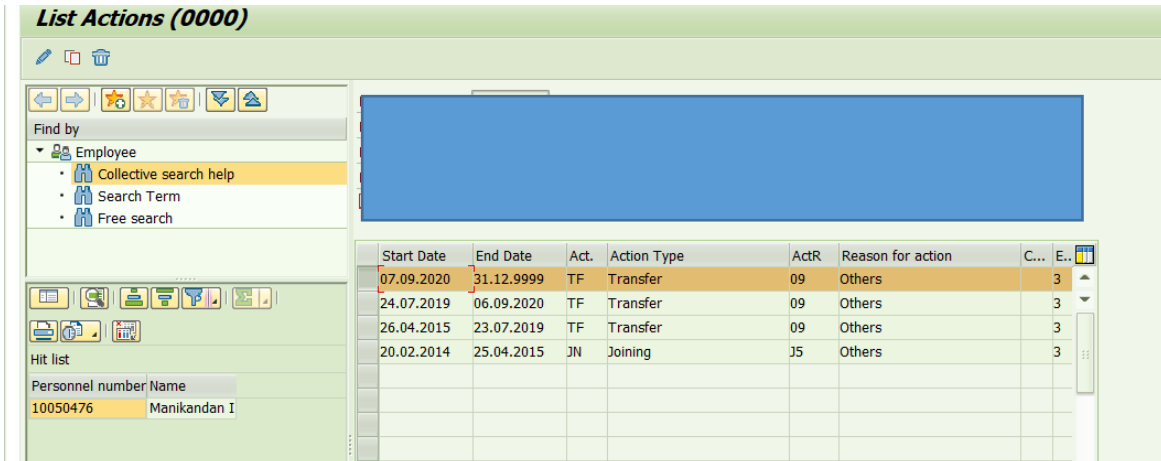
Procedure to effect transfer action without affecting trial balance

Go to PA30

Info type: 0000 (Actions)

Click on overview

Select the latest action entry



List Actions (0000)

Find by: Employee

- Collective search help
- Search Term
- Free search

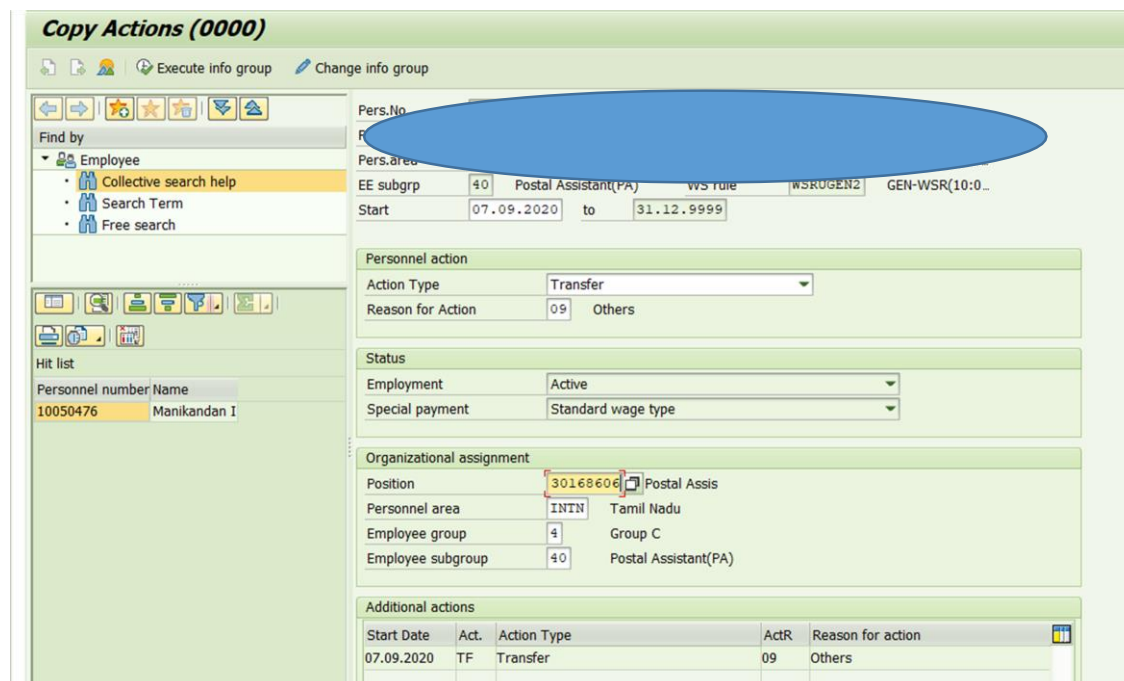
Start Date	End Date	Act.	Action Type	ActR	Reason for action	C...	E..
07.09.2020	31.12.9999	TF	Transfer	09	Others		3
24.07.2019	06.09.2020	TF	Transfer	09	Others		3
26.04.2015	23.07.2019	TF	Transfer	09	Others		3
20.02.2014	25.04.2015	JN	Joining	J5	Others		3

Hit list

Personnel number	Name
10050476	Manikandan I

Click on copy

Enter start date as date of joining, relevant type of action, relevant reason for action and vacant position ID where the official has to be placed.



Copy Actions (0000)

Execute info group | Change info group

Find by: Employee

- Collective search help
- Search Term
- Free search

Hit list

Personnel number	Name
10050476	Manikandan I

Pers.No: [Redacted]

Pers.area: [Redacted]

EE subgrp: 40 Postal Assistant(PA) WS Rule: WSRUGEN2 GEN-WSR(10:0...

Start: 07.09.2020 to 31.12.9999

Personnel action

Action Type: Transfer

Reason for Action: 09 Others

Status

Employment: Active

Special payment: Standard wage type

Organizational assignment

Position: 30168606 Postal Assis

Personnel area: INTN Tamil Nadu

Employee group: 4 Group C

Employee subgroup: 40 Postal Assistant(PA)

Additional actions

Start Date	Act.	Action Type	ActR	Reason for action
07.09.2020	TF	Transfer	09	Others

Press enter twice, then click on save

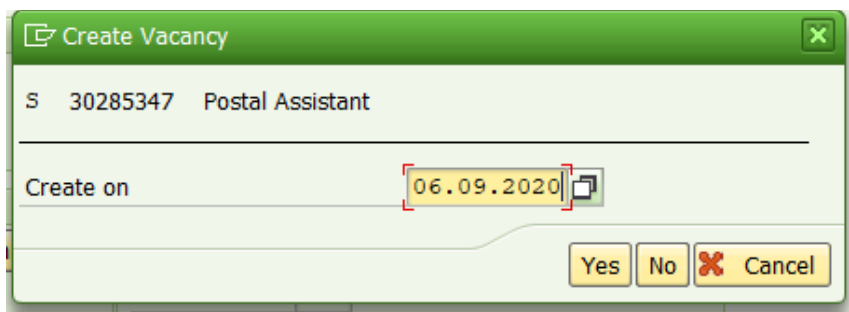
Change start date in the next screen as start date of the current month. For example, if transfer is effected on 21.09.2020, the start date in organization assignment i.e. IT001 should be 01.09.2020 irrespective of transfer date.



The screenshot shows a dialog box titled "Copy Organizational Assignment". It has a header bar with "Org Structure" and a search icon. Below the header, there are fields for "Personnel No", "EE group", and "EE subgroup", all of which are redacted with a blue box. The "Start" field is set to "01.09.2020" and the "to" field is set to "31.12.9999".

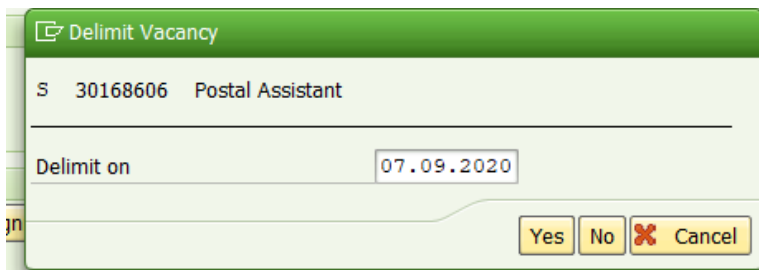
Press enter twice and click on save.

Then enter create vacancy date for previous post ID as relieved date.



The screenshot shows a dialog box titled "Create Vacancy". It displays "S 30285347 Postal Assistant". The "Create on" field is set to "06.09.2020". At the bottom, there are three buttons: "Yes", "No", and "Cancel".

Enter delimit vacancy date as date of joining in the current position



The screenshot shows a dialog box titled "Delimit Vacancy". It displays "S 30168606 Postal Assistant". The "Delimit on" field is set to "07.09.2020". At the bottom, there are three buttons: "Yes", "No", and "Cancel".