Exercise 6 Add the Replacement for the Retirement

1. Select the Employee to Retire
2. Find Icon
3. Enter: [99000155] via the keyboard.
4. Click on the Green Checkmark
5. Found Record Selection
6. Click on “Salary Edit Form”
7. Retire Button
8. Fields to be edited in Retire mode
9. Change in Retirement date
10. FTE Total
11. Enter: [100] via the keyboard.
12. Save Retirement information
13. Salary for Retiree
14. Copy Record to Replace Retirement
15. Click on Copy Position Button
16. Enter: [1397801] via the keyboard.
17. Enter: Surname
18. Annual Salary Amount
19. Enter: [60000] via the keyboard.
20. General Ledger
21. GL Accounts
22. GL List
23. Double click on Pay Academic
24. Confirm all required data is complete
25. Enter: [Replacement for Irene Campbell] via the keyboard
26. Save position
27. Confirmation of Position
28. Green Back Arrow to Worksheet
29. Exit Tutorial
Exercise 6 Add the Replacement for the Retirement

1. Select the Employee to Retire

Select the employee whose position you wish to retire.
2. Find Icon

Click on the binoculars "Find" icon from the SAP toolbar to find a personnel number.
3. Enter: [99000155] via the keyboard.

Enter: [99000155] via the keyboard.
4. Click on the Green Checkmark

Click on "Green Checkmark" icon to find your personnel number.
5. Found Record Selection

Your record will be moved to the top of the worksheet. Click on the row to highlight the record for Irene Campbell.
6. Click on "Salary Edit Form".

Click on "Salary Edit Form" from your toolbar.
7. Retire Button
From the detail form Click on the "Retire" button.
8. Fields to be edited in Retire mode

The B6 Titlebar confirms that you are in Retire mode. There is no Toolbar. All fields that can be edited are in white.
9. Change in Retirement date

If the employee does not plan to retire on June 30, you must enter data on Salary Line 2 for the effective date period.
10. FTE Total
Type in the Total U of T FTE %. Enter: [100] via the keyboard.

<table>
<thead>
<tr>
<th>Personnel #</th>
<th>Surname</th>
<th>First Name</th>
<th>Start Date</th>
<th>Date of Birth</th>
<th>Contract Type</th>
<th>Contract Type</th>
<th>Total U of T</th>
<th>FTE %</th>
<th>Salary</th>
<th>FTE %</th>
</tr>
</thead>
<tbody>
<tr>
<td>96601890</td>
<td>CAMPBELL</td>
<td>IRENE</td>
<td>15.02.1971</td>
<td>20.05.1941</td>
<td>01</td>
<td>CONTINUING</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Monthly Salary: 5,033.33, 0.33, 100.00
- June: 5,033.33, 0.33, 100.00
- July: 0.00, 0.00, 0.00
- Aug: 0.00, 0.00, 0.00
- Sept: 0.00, 0.00, 0.00
- Oct: 0.00, 0.00, 0.00
- Nov: 0.00, 0.00, 0.00
- Dec: 0.00, 0.00, 0.00
- Mar: 0.00, 0.00, 0.00
- Apr: 0.00, 0.00, 0.00

- FTE Total: 0.00
11. Enter: [100] via the keyboard.

Proceed to the Total FTE Position %. Enter: [100] via the keyboard.
12. Save Retirement information

When you are finished, click on the "Save" icon. Make sure that you retire all record lines for this personnel number.
13. Salary for Retiree

You have budgeted to pay this employee for two months in the new fiscal period with the last day of work recorded as June 30. In the "Position changes:" box the system notes that you retired this record.
14. Copy Record to Replace Retirement

To replace the employee you retired, remain in the record you retired.
15. Click on Copy Position Button
Beside the "Retire" button select the "Copy Position" icon.
16. Enter: [1397801] via the keyboard.

A new record will appear with all the details from the current position copied. The Start Date will automatically be filled in based on the Payment End Date of the retiree. Edit this screen by entering the Personnel #. Enter: [1397801] via the keyboard.
17. Enter: Surname

Enter: [TBA] via the keyboard in the Surname field.
18. Annual Salary Amount

Move to Salary Line 2 to enter the new employee's annual salary amount.
19. Enter: [60000] via the keyboard.

Enter: [60000] via the keyboard.
20. General Ledger

Ensure that all mandatory fields are complete. Go to the General Ledger field.
21. GL Accounts

Click on the drop down box to view a list of GLs.
22. GL List

From the GL list select the appropriate account.
23. Double click on Pay Academic

Double click on GL 801010 Pay Academic.
24. Confirm all required data is complete.
Once you have confirmed all the data in the record, go to the notes field if necessary.
25. Enter: [Replacement for Irene Campbell] via the keyboard.

Enter: [Replacement for Irene Campbell] via the keyboard in the Notes.
26. Save position

Click on the "Save" icon to save the position.
27. Confirmation of Position

You have saved a position to replace the retiree at an annual salary of $60,000 (for 2003 please use $69,314.00, the current academic replacement salary) beginning July 1 to April 30.
28. Green Back Arrow to Worksheet

If you made a mistake go to the Change/Display icon to make your corrections. Use the "Green back Arrow" to return to the worksheet.
29. Exit Tutorial

Move on to Exercise 7: Put an Employee on Leave.