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Exercise 6 Add the Replacement for the Retirement

1. Select the Employee to Retire

Select the employee whose position you wish to retire.

System Help | SAP

Planning and Budget B6 - Worksheet

Sort ascending | Sort descending | Salary Edit Form | Download | PNo | Billed Salaries

Funds Center selected: ALL | Cost Center Selected: ALL

Include subordinate Funds Centers

Total Records: 263

Funds cent	Cost cent	G/L Account	P.Sub.	Pers.No.	Surname	First Name	Annual Salary...	Annual Salary...	Fiscal Salary	Fund FT...	Fund FT...
100412	11125	801050	2000	99000148	OWENS	PAUL	28,000.00	28,000.00	28,000.00	40.00	40.00
100412	11553	801050	2000	00077701	BLACK	JOHN	55,000.00	55,000.00	55,000.00	100.00	100.00
100413	11125	801010	0100	01112501	TBA 1		0.00	120,000.00	100,000.00	0.00	100.00
100413	11125	801015	0100	99000163	LANG	PAUL	70,000.00	70,000.00	70,000.00	0.00	0.00
100413	11125	801020	0400	99000117	CAMPBELL	KAREN	70,000.00	70,000.00	70,000.00	100.00	100.00
100413	11125	801050	2000	99000001	BATES	MICHAEL	70,000.00	70,000.00	70,000.00	100.00	100.00
100413	11125	801050	2000	99000129	DOE	PAUL	75,000.00	70,000.00	70,833.00	100.00	100.00
100413	11125	801050	2000	99000142	FORBES	PATRICK	70,000.00	70,000.00	70,000.00	100.00	100.00
100413	11125	801050	2000	99000095	JACOBS	PAUL	70,000.00	70,000.00	70,000.00	100.00	100.00
100414	11125	801040	0510	99000131	NOLAN	DAVID	70,000.00	70,000.00	70,000.00	50.00	50.00
100414	11125	801050	2000	99000077	BATES	RUTH	70,000.00	70,000.00	70,000.00	100.00	100.00
100414	11125	801050	2000	99000091	DOE	PATRICK	70,000.00	70,000.00	70,000.00	100.00	100.00
100414	11125	801050	2000	99000238	SMITH	KAREN	70,000.00	70,000.00	70,000.00	100.00	100.00
100415	11127	801050	2000	99000015	DOE	KAREN	70,000.00	70,000.00	70,000.00	15.00	15.00
100415	11127	801050	2000	99000127	OWENS	GEORGE	70,000.00	70,000.00	70,000.00	23.00	23.00
100415	11127	801050	2000	99000198	SMITH	MARIA	70,000.00	70,000.00	70,000.00	25.00	25.00
100415	11127	801050	2000	99000027	SMITH	PAUL	70,000.00	70,000.00	70,000.00	41.00	41.00
101095	11553	801010	0100	99000092	JONES	CATHY	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	11553	801015	0100	99000092	JONES	CATHY	70,000.00	70,000.00	70,000.00	0.00	0.00
101095	11553	801040	0510	99000058	BATES	CATHY	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	11553	801040	0510	99000224	DOE	PATRICIA	70,000.00	70,000.00	70,000.00	100.00	100.00

QNA (1) (010) | db02 | OVR

2. Find Icon

Click on the binoculars "Find" icon from the SAP toolbar to find a personnel number.

The screenshot displays the SAP 'Planning and Budget B6 - Worksheet' interface. The top toolbar contains various icons, including a binoculars icon for finding data. Below the toolbar, there are filters for 'Funds Center selected' (set to ALL) and 'Cost Center Selected' (set to ALL). A checkbox for 'Include subordinate Funds Centers' is present. The main area shows a table with 263 total records. The table columns are: Funds cent, Cost center, G/L Account, P.Sub., Pers.No., Surname, First Name, Annual Salary, Annual Salary, Fiscal Salary, Fund FT., and Fund FT. The status bar at the bottom indicates 'QNA (1) (010) db02 OVR'.

Funds cent	Cost center	G/L Account	P.Sub.	Pers.No.	Surname	First Name	Annual Salary	Annual Salary	Fiscal Salary	Fund FT.	Fund FT.
100412	11125	801050	2000	99000146	OWENS	PAUL	28,000.00	28,000.00	28,000.00	40.00	40.00
100412	11553	801050	2000	00077701	BLACK	JOHN	55,000.00	55,000.00	55,000.00	100.00	100.00
100413	11125	801010	0100	01112501	TBA 1		0.00	120,000.00	100,000.00	0.00	100.00
100413	11125	801015	0100	99000163	LANG	PAUL	70,000.00	70,000.00	70,000.00	0.00	0.00
100413	11125	801020	0400	99000117	CAMPBELL	KAREN	70,000.00	70,000.00	70,000.00	100.00	100.00
100413	11125	801050	2000	99000001	BATES	MICHAEL	70,000.00	70,000.00	70,000.00	100.00	100.00
100413	11125	801050	2000	99000129	DOE	PAUL	75,000.00	70,000.00	70,833.00	100.00	100.00
100413	11125	801050	2000	99000142	FORBES	PATRICK	70,000.00	70,000.00	70,000.00	100.00	100.00
100413	11125	801050	2000	99000095	JACOBS	PAUL	70,000.00	70,000.00	70,000.00	100.00	100.00
100414	11125	801040	0510	99000131	NOLAN	DAVID	70,000.00	70,000.00	70,000.00	50.00	50.00
100414	11125	801050	2000	99000077	BATES	RUTH	70,000.00	70,000.00	70,000.00	100.00	100.00
100414	11125	801050	2000	99000091	DOE	PATRICK	70,000.00	70,000.00	70,000.00	100.00	100.00
100414	11125	801050	2000	99000238	SMITH	KAREN	70,000.00	70,000.00	70,000.00	100.00	100.00
100415	11127	801050	2000	99000015	DOE	KAREN	70,000.00	70,000.00	70,000.00	15.00	15.00
100415	11127	801050	2000	99000127	OWENS	GEORGE	70,000.00	70,000.00	70,000.00	23.00	23.00
100415	11127	801050	2000	99000198	SMITH	MARIA	70,000.00	70,000.00	70,000.00	25.00	25.00
100415	11127	801050	2000	99000027	SMITH	PAUL	70,000.00	70,000.00	70,000.00	41.00	41.00
101095	11553	801010	0100	99000092	JONES	CATHY	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	11553	801015	0100	99000092	JONES	CATHY	70,000.00	70,000.00	70,000.00	0.00	0.00
101095	11553	801040	0510	99000059	BATES	CATHY	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	11553	801040	0510	99000224	DOE	PATRICIA	70,000.00	70,000.00	70,000.00	100.00	100.00

3. Enter: [99000155] via the keyboard.

Enter: [99000155] via the keyboard.

The screenshot shows the SAP 'Planning and Budget B6 - Worksheet' interface. At the top, there are menu options like 'System' and 'Help', and a toolbar with icons for sorting, downloading, and other functions. Below the toolbar, there are filters for 'Funds Center selected' (set to ALL) and 'Cost Center Selected' (set to ALL). A checkbox for 'Include subordinate Funds Centers' is present. A 'Total Records' indicator shows 263 records.

The main data table has the following columns: Funds cent, Cost cent, G/L Account, P.Sub., Pers.No., Surname, First Name, Annual Salary, Annual Salary, Fiscal Salary, Fund FT..., and Fund FT... The table lists various employees with their respective salaries and fund allocations. A search overlay is visible, showing a search box with the text 'Find: 99000155' and a list of search results.

Funds cent	Cost cent	G/L Account	P.Sub.	Pers.No.	Surname	First Name	Annual Salary	Annual Salary	Fiscal Salary	Fund FT...	Fund FT...
100412	11125	801050	2000	99000146	OWENS	PAUL	28,000.00	28,000.00	28,000.00	40.00	40.00
100412							55,000.00	55,000.00	55,000.00	100.00	100.00
100413							0.00	120,000.00	100,000.00	0.00	100.00
100413							70,000.00	70,000.00	70,000.00	0.00	0.00
100413							70,000.00	70,000.00	70,000.00	100.00	100.00
100413							70,000.00	70,000.00	70,000.00	100.00	100.00
100413							75,000.00	70,000.00	70,833.00	100.00	100.00
100413							70,000.00	70,000.00	70,000.00	100.00	100.00
100413	11125	801050	2000	99000095	JACOBS	PAUL	70,000.00	70,000.00	70,000.00	100.00	100.00
100414	11125	801040	0510	99000131	NOLAN	DAVID	70,000.00	70,000.00	70,000.00	50.00	50.00
100414	11125	801050	2000	99000077	BATES	RUTH	70,000.00	70,000.00	70,000.00	100.00	100.00
100414	11125	801050	2000	99000091	DOE	PATRICK	70,000.00	70,000.00	70,000.00	100.00	100.00
100414	11125	801050	2000	99000238	SMITH	KAREN	70,000.00	70,000.00	70,000.00	100.00	100.00
100415	11127	801050	2000	99000015	DOE	KAREN	70,000.00	70,000.00	70,000.00	15.00	15.00
100415	11127	801050	2000	99000127	OWENS	GEORGE	70,000.00	70,000.00	70,000.00	23.00	23.00
100415	11127	801050	2000	99000198	SMITH	MARIA	70,000.00	70,000.00	70,000.00	25.00	25.00
100415	11127	801050	2000	99000027	SMITH	PAUL	70,000.00	70,000.00	70,000.00	41.00	41.00
101095	11553	801010	0100	99000092	JONES	CATHY	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	11553	801015	0100	99000092	JONES	CATHY	70,000.00	70,000.00	70,000.00	0.00	0.00
101095	11553	801040	0510	99000059	BATES	CATHY	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	11553	801040	0510	99000224	DOE	PATRICIA	70,000.00	70,000.00	70,000.00	100.00	100.00

4. Click on the Green Checkmark

Click on "Green Checkmark" icon to find your personnel number.

The screenshot shows the SAP 'Planning and Budget B6 - Worksheet' interface. At the top, there are menu options like 'System' and 'Help', and a toolbar with various icons. Below the title bar, there are filters for 'Funds Center selected: ALL' and 'Cost Center Selected: ALL'. A 'Total Records: 263' indicator is present. The main area contains a table with columns: Funds cent, Cost cent, G/L Account, P.Sub., Pers.No., Surname, First Name, Annual Salary, Fiscal Salary, Fund FT., and Fund FT... A search dialog box is open over the table, with 'Find: 99000155' entered. A green checkmark icon is highlighted in the dialog box. The table data includes personnel records such as OWENS PAUL, JACOBS PAUL, NOLAN DAVID, BATES RUTH, etc.

Funds cent	Cost cent	G/L Account	P.Sub.	Pers.No.	Surname	First Name	Annual Salary	Fiscal Salary	Fund FT.	Fund FT...
100412	11125	801050	2000	99000146	OWENS	PAUL	28,000.00	28,000.00	40.00	40.00
100412	11125	801050	2000	99000146	OWENS	PAUL	55,000.00	55,000.00	100.00	100.00
100413	11125	801050	2000	99000155			0.00	120,000.00	0.00	100.00
100413	11125	801050	2000	99000155			70,000.00	70,000.00	0.00	0.00
100413	11125	801050	2000	99000155			70,000.00	70,000.00	100.00	100.00
100413	11125	801050	2000	99000155			70,000.00	70,000.00	100.00	100.00
100413	11125	801050	2000	99000155			75,000.00	70,000.00	100.00	100.00
100413	11125	801050	2000	99000155			70,000.00	70,000.00	100.00	100.00
100413	11125	801050	2000	99000095	JACOBS	PAUL	70,000.00	70,000.00	100.00	100.00
100414	11125	801040	0510	99000131	NOLAN	DAVID	70,000.00	70,000.00	50.00	50.00
100414	11125	801050	2000	99000077	BATES	RUTH	70,000.00	70,000.00	100.00	100.00
100414	11125	801050	2000	99000091	DOE	PATRICK	70,000.00	70,000.00	100.00	100.00
100414	11125	801050	2000	99000236	SMITH	KAREN	70,000.00	70,000.00	100.00	100.00
100415	11127	801050	2000	99000015	DOE	KAREN	70,000.00	70,000.00	15.00	15.00
100415	11127	801050	2000	99000127	OWENS	GEORGE	70,000.00	70,000.00	23.00	23.00
100415	11127	801050	2000	99000198	SMITH	MARIA	70,000.00	70,000.00	25.00	25.00
100415	11127	801050	2000	99000027	SMITH	PAUL	70,000.00	70,000.00	41.00	41.00
101095	11553	801010	0100	99000092	JONES	CATHY	70,000.00	70,000.00	100.00	100.00
101095	11553	801015	0100	99000092	JONES	CATHY	70,000.00	70,000.00	0.00	0.00
101095	11553	801040	0510	99000059	BATES	CATHY	70,000.00	70,000.00	100.00	100.00
101095	11553	801040	0510	99000224	DOE	PATRICIA	70,000.00	70,000.00	100.00	100.00

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.

System Help SAP

Planning and Budget B6 - Worksheet

Sort ascending Sort descending Salary Edit Form Download PNo Billed Salaries

Funds Center selected: ALL Cost Center Selected: ALL

Include subordinate Funds Centers

Total Records: 263

Funds cent	Cost cent	GL Account	P.Sub...	Pers No.	Surname	First Name	Annual Salary...	Annual Salary...	Fiscal Salary	Fund FT...	Fund FT...
102661	13978	801010	0100	99000155	CAMPBELL	IRENE	70,000.00	70,000.00	70,000.00	100.00	100.00
102662	13979	801010	0100	99000177	AMES	CATHY	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	790100	0100	99000158	AMES	HELEN	28,000.00-	28,000.00-	28,000.00-	40.00-	40.00-
102949	14457	801010	0100	99000063	AMES	DAVID	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000025	AMES	GEORGE	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000158	AMES	HELEN	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000120	AMES	MICHAEL	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000039	BATES	HELEN	70,000.00	70,000.00	70,000.00	40.00	40.00
102949	14457	801010	0100	99000172	BATES	IRENE	70,000.00	70,000.00	70,000.00	50.00	50.00
102949	14457	801010	0100	99000134	BATES	KAREN	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000022	CAMPBELL	HELEN	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000136	CAMPBELL	HENRY	70,000.00	70,000.00	70,000.00	21.05	21.05
102949	14457	801010	0100	99000079	CAMPBELL	MARIA	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000231	CAMPBELL	PAUL	70,000.00	70,000.00	70,000.00	26.47	26.47
102949	14457	801010	0100	99000175	DAWSON	HELEN	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000156	DAWSON	PATRICIA	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000023	DAWSON	PATRICK	70,000.00	70,000.00	70,000.00	50.00	50.00
102949	14457	801010	0100	99000148	DOE	DAVID	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000186	DOE	LUCY	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000081	ELLIS	CAROL	70,000.00	70,000.00	70,000.00	31.01	31.01
102949	14457	801010	0100	99000138	ELLIS	IRENE	70,000.00	70,000.00	70,000.00	100.00	100.00

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6. Click on "Salary Edit Form".

Click on "Salary Edit Form" from your toolbar.

The screenshot shows the SAP 'Planning and Budget B6 - Worksheet' interface. The toolbar includes buttons for 'Sort ascending', 'Sort descending', 'Salary Edit Form' (highlighted), 'Download', 'PNo', and 'Billed Salaries'. Below the toolbar, filters for 'Funds Center selected: ALL' and 'Cost Center Selected: ALL' are visible. A table of 263 records is displayed with the following columns: Funds cent, Cost center, G/L Account, P.Sub., Pers.No., Surname, First Name, Annual Salary, Annual Salary, Fiscal Salary, Fund FT., and Fund FT. The first row is highlighted in orange.

Funds cent	Cost center	G/L Account	P.Sub.	Pers.No.	Surname	First Name	Annual Salary	Annual Salary	Fiscal Salary	Fund FT.	Fund FT.
102661	13978	801010	0100	99000155	CAMPBELL	IRENE	70,000.00	70,000.00	70,000.00	100.00	100.00
102662	13979	801010	0100	99000177	AMES	CATHY	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	790100	0100	99000158	AMES	HELEN	28,000.00	28,000.00	28,000.00	40.00	40.00
102949	14457	801010	0100	99000063	AMES	DAVID	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000025	AMES	GEORGE	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000158	AMES	HELEN	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000120	AMES	MICHAEL	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000039	BATES	HELEN	70,000.00	70,000.00	70,000.00	40.00	40.00
102949	14457	801010	0100	99000172	BATES	IRENE	70,000.00	70,000.00	70,000.00	50.00	50.00
102949	14457	801010	0100	99000134	BATES	KAREN	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000022	CAMPBELL	HELEN	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000136	CAMPBELL	HENRY	70,000.00	70,000.00	70,000.00	21.05	21.05
102949	14457	801010	0100	99000079	CAMPBELL	MARIA	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000231	CAMPBELL	PAUL	70,000.00	70,000.00	70,000.00	26.47	26.47
102949	14457	801010	0100	99000175	DAWSON	HELEN	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000156	DAWSON	PATRICIA	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000023	DAWSON	PATRICK	70,000.00	70,000.00	70,000.00	50.00	50.00
102949	14457	801010	0100	99000148	DOE	DAVID	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000186	DOE	LUCY	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000001	ELLIS	CAROL	70,000.00	70,000.00	70,000.00	31.01	31.01
102949	14457	801010	0100	99000138	ELLIS	IRENE	70,000.00	70,000.00	70,000.00	100.00	100.00

7. Retire Button

From the detail form Click on the "Retire" button.

Planning and Budget B6 - Phase 1 Salary Edit - Display

GoLOA RetLOA ADMonL

Personnel # 99000155 Surname CAMPBELL First Name IRENE Start Date:UOFT 15.03.1971 Date of Birth 28.05.1941 Last Action Date 17.02.2003 Last Action User RBURBANK

Personnel-Sub Area: 0100 ACADEMIC Contract Type: 01 CONTINUING
 Rank-Code/Desc: 10 PROFESSOR Pay Scale Group:
 Tenure: 01 TENURED Pay Scale Level: Librarians only
 Wage Type: 0110 T4 APPT STAFF-SAL PD USWA Grid Step:
 Work contract: K1
 CFC Center: 102661 CRC:SESSLE:DENT FTE Total U of T 100.00
 Cost Center: 13978 CRC:SESSLE:DENTIS... Position 100.00
 Internal Order #: Funding 100.00 Current Year 0.00
 General Ledger: 801010 PAY:ACADEMIC
 Hospital Code:

EAF: CRC: New hire: Display only
 Recovery: Self funded:

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary	Fiscal Salary
100.00	01.05.2003	30.06.2003	70,000.00	5,833.33	
100.00	01.07.2003	30.04.2004	70,000.00	5,833.33	70,000.00

Notes:

Position changes: initial download

Retire (Ctrl+F5) QNA (1) (010) db02 OVR

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.

System Help SAP

Planning and Budget B6 - Retire

Personnel #	Surname	First Name	Start Date/UOFT	Date of Birth	Last Action Date	Last Action User
99000155	CAMPBELL	IRENE	15.03.1971	28.05.1941	17.02.2003	RBURBANK

Personnel-Sub Area:	0100	ACADEMIC	Contract Type:	01	CONTINUING
Rank-Code/Desc:	10	PROFESSOR	Pay Scale Group:		
Tenure:	01	TENURED	Pay Scale Level:		Librarians only
Wage Type:	0110	T4 APPT STAFF-SAL PD	USWA Grid Step:		
Work contract:	K1		FTE		FTE %
CFC Center:	102661	CRC:SESSLE:DENT	Total U of T		
Cost Center:	13978	CRC:SESSLE:DENTIS...	Position		
Internal Order #:			Funding	0.00	
General Ledger:	801010	PAY:ACADEMIC	Current Year	0.00	
Hospital Code:					

EAF: CRC: New hire: Display only: Recovery: Self funded:

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary	Fiscal Salary
100.00	01.05.2003	30.06.2003	70,000.00	5,833.33	
				0.00	11,666.67

Month	Salary \$	FTE %	Mth %
May	5,833.33	0.33	100.00
June	5,833.33	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
Jan	0.00	0.00	0.00
Feb	0.00	0.00	0.00
Mar	0.00	0.00	0.00
Apr	0.00	0.00	0.00

Current Year: 11,666.66 16.66

Notes:

Position changes: initial download

QNA (1) (010) db02 OVR

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.

System Help SAP

Planning and Budget B6 - Retire

Personnel #	Surname	First Name	Start Date/UOFT	Date of Birth	Last Action Date	Last Action User
99000155	CAMPBELL	IRENE	15.03.1971	28.05.1941	17.02.2003	RBURBANK

Personnel-Sub Area:	0100	ACADEMIC	Contract Type:	01	CONTINUING
Rank-Code/Desc:	10	PROFESSOR	Pay Scale Group:		
Tenure:	01	TENURED	Pay Scale Level:		Librarians only
Wage Type:	0110	T4 APPT STAFF-SAL PD	USWA Grid Step:		
Work contract:	K1		FTE		FTE %
CFC Center:	102661	CRC:SESSLE:DENT	Total U of T		
Cost Center:	13978	CRC:SESSLE:DENTIS...	Position		
Internal Order #:			Funding	0.00	
General Ledger:	801010	PAY:ACADEMIC	Current Year	16.66	
Hospital Code:			Display only		
EAF:	<input type="checkbox"/>	CRC:	<input type="checkbox"/>	New hire:	<input type="checkbox"/>
Recovery:	<input type="checkbox"/>	Self funded:	<input type="checkbox"/>		

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary	Fiscal Salary
100.00	01.05.2003	30.06.2003	70,000.00	5,833.33	
				0.00	11,666.67

Month	Salary \$	FTE %	Mth %
May	5,833.33	0.33	100.00
June	5,833.33	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
Jan	0.00	0.00	0.00
Feb	0.00	0.00	0.00
Mar	0.00	0.00	0.00
Apr	0.00	0.00	0.00
Current Year:	11,666.66	16.66	

Notes:

Position changes:

QNA (1) (010) db02 OVR

10. FTE Total

Type in the Total U of T FTE %. Enter: [100] via the keyboard.

System Help SAP

Planning and Budget B6 - Retire

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000155	CAMPBELL	IRENE	15.03.1971	28.05.1941	17.02.2003	RBURBANK

Personnel-Sub Area:	0100	ACADEMIC	Contract Type:	01	CONTINUING
Rank-Code/Desc:	10	PROFESSOR	Pay Scale Group:		
Tenure:	01	TENURED	Pay Scale Level:		Librarians only
Wage Type:	0110	T4 APPT STAFF-SAL PD	USWA Grid Step:		
Work contract:	K1				
CFC Center:	102661	CRC:SESSLE:DENT	FTE		FTE %
Cost Center:	13978	CRC:SESSLE:DENTIS...	Total U of T		
Internal Order #:			Position		
General Ledger:	801010	PAY:ACADEMIC	Funding	0.00	
Hospital Code:			Current Year	0.00	

EAF:	<input type="checkbox"/>	CRC:	<input type="checkbox"/>	New hire:	<input type="checkbox"/>
Display only:					
Recovery:	<input type="checkbox"/>	Self funded:	<input type="checkbox"/>		

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary	Fiscal Salary
100.00	01.05.2003	30.06.2003	70,000.00	5,833.33	
				0.00	11,666.67

Month	Salary \$	FTE %	Mth %
May	5,833.33	0.33	100.00
June	5,833.33	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
Jan	0.00	0.00	0.00
Feb	0.00	0.00	0.00
Mar	0.00	0.00	0.00
Apr	0.00	0.00	0.00

Current Year:	11,666.66	16.66
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Notes:

Position changes:

QNA (1) (010) db02 OVR

11. Enter: [100] via the keyboard.

Proceed to the Total FTE Position %. Enter: [100] via the keyboard.

System Help SAP

Planning and Budget B6 - Retire

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000155	CAMPBELL	IRENE	15.03.1971	28.05.1941	17.02.2003	RBURBANK

Personnel-Sub Area:	0100	ACADEMIC	Contract Type:	01	CONTINUING
Rank-Code/Desc:	10	PROFESSOR	Pay Scale Group:		
Tenure:	01	TENURED	Pay Scale Level:		Librarians only
Wage Type:	0110	T4 APPT STAFF-SAL PD	USWA Grid Step:		
Work contract:	K1				
CFC Center:	102661	CRC:SESSLE:DENT	FTE		FTE %
Cost Center:	13978	CRC:SESSLE:DENTIS...	Total U of T	100.00	100.00
Internal Order #:			Position	100	
General Ledger:	801010	PAY:ACADEMIC	Funding	0.00	
Hospital Code:			Current Year	16.66	

Month	Salary \$	FTE %	Mth %
May	5,833.33	8.33	100.00
June	5,833.33	8.33	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
Jan	0.00	0.00	0.00
Feb	0.00	0.00	0.00
Mar	0.00	0.00	0.00
Apr	0.00	0.00	0.00

Current Year:	11,666.66	16.66
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Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary	Fiscal Salary
100.00	01.05.2003	30.06.2003	70,000.00	5,833.33	
				0.00	11,666.67

Notes:

Position changes:

QNA (1) (010) db02 OVR

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.

System Help SAP

Planning and Budget B6 - Retire

Personnel #	Surname	First Name	Start Date/UOFT	Date of Birth	Last Action Date	Last Action User
99000155	CAMPBELL	IRENE	15.03.1971	28.05.1941	17.02.2003	RBURBANK

Personnel-Sub Area:	0100	ACADEMIC	Contract Type:	01	CONTINUING
Rank-Code/Desc:	10	PROFESSOR	Pay Scale Group:		
Tenure:	01	TENURED	Pay Scale Level:		Librarians only
Wage Type:	0110	T4 APPT STAFF-SAL PD	USWA Grid Step:		
Work contract:	K1				
CFC Center:	102661	CRC:SESSL:DENT	FTE		FTE %
Cost Center:	13978	CRC:SESSL:DENTIS...	Total U of T		100.00
Internal Order #:			Position		100.00
General Ledger:	801010	PAY:ACADEMIC	Funding		0.00
Hospital Code:			Current Year		16.66

Month	Salary \$	FTE %	Mth %
May	5,833.33	0.33	100.00
June	5,833.33	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
Jan	0.00	0.00	0.00
Feb	0.00	0.00	0.00
Mar	0.00	0.00	0.00
Apr	0.00	0.00	0.00
Current Year:	11,666.66	16.66	

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary	Fiscal Salary
100.00	01.05.2003	30.06.2003	70,000.00	5,833.33	0.00
					11,666.67

Notes:

Position changes:

QNA (1) (010) db02 OVR

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.

System Help SAP

Planning and Budget B6 - Phase 1 Salary Edit - Display

PNo Bill Sal Fund Recov Retire GoLOA RetLOA ADMonL

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000155	CAMPBELL	IRENE	15.03.1971	28.05.1941	23.02.2003	BBTRAINING1

Personnel-Sub Area: 0100 ACADEMIC Contract Type: 01 CONTINUING
 Rank-Code/Desc: 10 PROFESSOR Pay Scale Group:
 Tenure: 01 TENURED Pay Scale Level: Librarians only
 Wage Type: 0110 T4 APPT STAFF-SAL PD USWA Grid Step:
 Work contract: K1
 CFC Center: 102661 CRC.SESSLE.DENT FTE FTE %
 Cost Center: 13978 CRC.SESSLE.DENTIS... Total U of T 100.00
 Internal Order #: Position 100.00
 General Ledger: 801010 PAY:ACADEMIC Funding 0.00
 Hospital Code: Current Year 16.66

Display only Recovery: Self funded:

Month	Salary \$	FTE %	Mth %
May	5,833.33	0.33	100.00
June	5,833.33	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
Jan	0.00	0.00	0.00
Feb	0.00	0.00	0.00
Mar	0.00	0.00	0.00
Apr	0.00	0.00	0.00

Current Year: 11,666.66 16.66

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary	Fiscal Salary
100.00	01.05.2003	30.06.2003	70,000.00	5,833.33	
0.00			0.00	0.00	11,667.00

Notes: Position changes: Retire
Initial download

Record has been saved QNA (1) (010) db02 OVR

14. Copy Record to Replace Retirement

To replace the employee you retired, remain in the record you retired.

The screenshot shows the SAP HR Planning and Budget B6 - Phase 1 Salary Edit - Display screen for employee IRENE CAMPBELL (Personnel # 99000155). The interface includes a top navigation bar with icons for PNo, Bill Sal, Fund, Recov, Retire, GoLOA, RetLOA, and ADMonL. The main area is divided into several sections:

- Employee Data:** Personnel # 99000155, Surname CAMPBELL, First Name IRENE, Start Date:UOFT 15.03.1971, Date of Birth 28.05.1941, Last Action Date 23.02.2003, Last Action User B6TRAINING1.
- Contract and Pay Scale:** Personnel-Sub Area: 0100 ACADEMIC, Contract Type: 01 CONTINUING, Rank-Code/Desc: 10 PROFESSOR, Tenure: 01 TENURED, Wage Type: 0110 T4 APPT STAFF-SAL PD, Pay Scale Group: (empty), Pay Scale Level: (empty) Librarians only, USWA Grid Step: (empty).
- Work and Cost Centers:** Work contract: K1, CFC Center: 102661 CRC:SESSLE:DENT, Cost Center: 13978 CRC:SESSLE:DENTIS..., Internal Order #: (empty), General Ledger: 801010 PAY:ACADEMIC, Hospital Code: (empty).
- FTE and Salary Summary:** FTE Total U of T: 100.00, Position: 100.00, Funding: 0.00, Current Year: 16.66. Monthly Salary: 5,833.33, Fiscal Salary: 11,667.00.
- Monthly Salary Breakdown:**

Month	Salary \$	FTE %	Mth %
May	5,833.33	0.33	100.00
June	5,833.33	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
Jan	0.00	0.00	0.00
Feb	0.00	0.00	0.00
Mar	0.00	0.00	0.00
Apr	0.00	0.00	0.00
- Funding and Payment Schedule:**

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary	Fiscal Salary
100.00	01.05.2003	30.06.2003	70,000.00	5,833.33	
0.00			0.00	0.00	11,667.00
- Notes and Position Changes:** A box highlights "Position changes: retire" and "initial download".

15. Click on Copy Position Button

Beside the "Retire" button select the "Copy Position" icon.

Planning and Budget B6 - Phase 1 Salary Edit - Display

Personnel # 99000155 Surname CAMPBELL First Name IRENE Start Date:UOFT 15.03.1971 Date of Birth 28.05.1941 Last Action Date 23.02.2003 Last Action User B6TRAINING1

Personnel-Sub Area: 0100 ACADEMIC Contract Type: 01 CONTINUING
 Rank-Code/Desc: 10 PROFESSOR Pay Scale Group:
 Tenure: 01 TENURED Pay Scale Level: Librarians only
 Wage Type: 0110 T4 APPT STAFF-SAL PD USWA Grid Step:
 Work contract: K1
 CFC Center: 102661 CRC:SESSLE:DENT
 Cost Center: 13978 CRC:SESSLE:DENTIS...
 Internal Order #:
 General Ledger: 801010 PAY:ACADEMIC
 Hospital Code:
 EAF: CRC: New hire: Display only Recovery: Self funded:

Month	Salary \$	FTE %	Mth %
May	5,833.33	0.33	100.00
June	5,833.33	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
Jan	0.00	0.00	0.00
Feb	0.00	0.00	0.00
Mar	0.00	0.00	0.00
Apr	0.00	0.00	0.00

Funding	Payment	Payment	Annual	Monthly	Fiscal
Percent	Effective Date	End Date	Salary	Salary:	Salary:
100.00	01.05.2003	30.06.2003	70,000.00	5,833.33	
0.00			0.00	0.00	11,667.00

Current Year: 11,666.66 16.66

Position changes: retire
initial download

Notes:

QNA (1) (010) db02 OVR

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.

System Help

Planning and Budget B6 - Copy Position

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
			01.07.2003			

Personnel-Sub Area: 0100 ACADEMIC Contract Type: 01 CONTINUING
 Rank-Code/Desc: 10 PROFESSOR Pay Scale Group:
 Tenure: 01 TENURED Pay Scale Level: Librarians only
 Wage Type: 0110 T4 APPT STAFF-SAL PD USWA Grid Step:
 Work contract: K1
 CFC Center: 102661 CRC:SESSLE:DENT
 Cost Center: 13978 CRC:SESSLE:DENTIS...
 Internal Order #:
 General Ledger:
 Hospital Code:

FTE	FTE %
Total U of T	100.00
Position	100.00
Funding	100.00
Current Year	0.00

EAF: CRC: New hire: Display only: Recovery: Self funded:

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary	Fiscal Salary
	01.05.2003	30.06.2003		0.00	
100.00	01.07.2003	30.04.2004		0.00	0.00

Notes: Position changes:

QNA (1) (010) db02 OVR

17. Enter: Surname

Enter: [TBA] via the keyboard in the Surname field.

System Help | SAP


Planning and Budget B6 - Copy Position

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
1397801	TBA		01.07.2003			

Personnel-Sub Area: 0100 ACADEMIC **Contract Type:** 01 CONTINUING
Rank-Code/Desc: 10 PROFESSOR **Pay Scale Group:**
Tenure: 01 TENURED **Pay Scale Level:** Librarians only
Wage Type: 0110 T4 APPT STAFF-SAL PD **USWA Grid Step:**
Work contract: K1
CFC Center: 102661 CRC:SESSLE:DENT **FTE** **FTE %**
Cost Center: 13978 CRC:SESSLE:DENTIS... **Total U of T** 100.00
Internal Order #: **Position** 100.00
General Ledger: **Funding** 100.00
Hospital Code: **Current Year** 0.00

EAF: CRC: New hire: **Display only**
 Recovery: Self funded:

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary:	Fiscal Salary:
	01.05.2003	30.06.2003		0.00	
100.00	01.07.2003	30.04.2004		0.00	0.00

Notes: 

Position changes:

QNA (1) (010) | db02 | OVR

18. Annual Salary Amount

Move to Salary Line 2 to enter the new employee's annual salary amount.

The screenshot shows the SAP 'Planning and Budget B6 - Copy Position' interface. At the top, there is a header bar with 'System Help' and the SAP logo. Below the header, the title 'Planning and Budget B6 - Copy Position' is displayed. The main area contains several data fields and tables.

Personnel Data:

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
1397801	TBA		01.07.2003			

Personnel-Sub Area: 0100 ACADEMIC
Rank-Code/Desc: 10 PROFESSOR
Tenure: 01 TENURED
Wage Type: 0110 T4 APPT STAFF-SAL PD
Contract Type: 01 CONTINUING
Pay Scale Group:
Pay Scale Level: Librarians only
USWA Grid Step:
Work contract: K1
CFC Center: 102661 CRC:SESSLE:DENT
Cost Center: 13978 CRC:SESSLE:DENTIS...
Internal Order #:
General Ledger:
Hospital Code:
FTE: FTE %
 Total U of T: 100.00
 Position: 100.00
 Funding: 100.00
 Current Year: 0.00

Checkboxes: EAF: CRC: New hire: Display only: Recovery: Self funded:

Salary Table:

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary	Fiscal Salary
100.00	01.05.2003	30.06.2003		0.00	
	01.07.2003	30.04.2004		0.00	0.00

Notes:
Position changes:
 QNA (1) (010) db02 OVR

19. Enter: [60000] via the keyboard.

Enter: [60000] via the keyboard.

System Help

Planning and Budget B6 - Copy Position

Personnel # Surname First Name Start Date:UOFT Date of Birth Last Action Date Last Action User

1397801 TBA

Personnel-Sub Area: 0100 ACADEMIC Contract Type: 01 CONTINUING

Rank-Code/Desc: 10 PROFESSOR Pay Scale Group:

Tenure: 01 TENURED Pay Scale Level: Librarians only

Wage Type: 0110 T4 APPT STAFF-SAL PD USWA Grid Step:

Work contract: K1

CFC Center: 102661 CRC:SESSLE:DENT

Cost Center: 13978 CRC:SESSLE:DENTIS..

Internal Order #:

General Ledger:

Hospital Code:

FTE	FTE %
Total U of T	100.00
Position	100.00
Funding	100.00
Current Year	0.00

EAF: CRC: New hire: Display only

Recovery: Self funded:

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary	Fiscal Salary
100.00	01.05.2003	30.06.2003		0.00	
100.00	01.07.2003	30.04.2004	60000	0.00	0.00

Notes:

Position changes:

QNA (1) (010) db02 OVR

20. General Ledger

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

System Help SAP

Planning and Budget B6 - Copy Position

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
1397801	TBA		01.07.2003			

Personnel-Sub Area:	0100	ACADEMIC	Contract Type:	01	CONTINUING
Rank-Code/Desc:	10	PROFESSOR	Pay Scale Group:		
Tenure:	01	TENURED	Pay Scale Level:		Librarians only
Wage Type:	0110	T4 APPT STAFF-SAL PD	USWA Grid Step:		
Work contract:	K1				
CFC Center:	102661	CRC:SESSLE:DENT	FTE		FTE %
Cost Center:	13978	CRC:SESSLE:DENTIS..	Total U of T	100.00	
Internal Order #:			Position	100.00	
General Ledger:			Funding	100.00	
Hospital Code:			Current Year	0.00	

EAF: CRC: New hire: Display only: Recovery: Self funded:

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary:	Fiscal Salary:
100.00	01.05.2003	30.06.2003		0.00	
	01.07.2003	30.04.2004	60000	0.00	0.00

Notes:

Position changes:

QNA (1) (010) db02 OVR

21. GL Accounts

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

System Help SAP

Planning and Budget B6 - Copy Position

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
1397801	TBA		01.07.2003			

Personnel-Sub Area:	0100	ACADEMIC	Contract Type:	01	CONTINUING
Rank-Code/Desc:	10	PROFESSOR	Pay Scale Group:		
Tenure:	01	TENURED	Pay Scale Level:		Librarians only
Wage Type:	0110	T4 APPT STAFF-SAL PD	USWA Grid Step:		
Work contract:	K1				
CFC Center:	102661	CRC:SESSL: DENT	FTE		FTE %
Cost Center:	13978	CRC:SESSL: DENTIS...	Total U of T	100.00	
Internal Order #:			Position	100.00	
General Ledger:			Funding	100.00	
Hospital Code:			Current Year	0.00	

EAF:	<input type="checkbox"/>	CRC:	<input type="checkbox"/>	New hire:	<input type="checkbox"/>	
Display only			Recovery:	<input type="checkbox"/>	Self funded:	<input type="checkbox"/>

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary:	Fiscal Salary:
	01.05.2003	30.06.2003		0.00	
100.00	01.07.2003	30.04.2004	60,000.00	0.00	0.00

Notes:	
Position changes:	

Please select a GL from Drop-down QNA (1) (010) db02 OVR

22. GL List

From the GL list select the appropriate account.

System Help SAP

Planning and Budget B6 - Copy Position

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
1397801	TBA		01.07.2003			

Personnel-Sub Area:	0100	ACADEMIC	Contract Type:	01	CONTINUING
Rank-Code/Desc:	10	PROFESSOR	Pay Scale Group:		
Tenure:	01	TENURED	Pay Scale Level:		Librarians only
Wage Type:	0110	T4 APPT STAFF-SAL PD	USWA Grid Step:		
Work contract:	K1				
CFC Center:	102661	CRC:SESSL: DENT	FTE		FTE %
Cost Center:	13978	CRC:SESSL: DENTIS...	Total U of T	100.00	
Internal Order #:			Position	100.00	
General Ledger:			Funding	100.00	
Hospital Code:			Current Year	0.00	

Cost elem.	Short text	Subarea
800107	COMP: AC: PT EXT PAYRL	0100
800113	COMP: AC: FT EXT PAYRL	0100
801010	PAY: ACADEMIC	0100

Funding Percent	Payment Effective Date
100.00	01.05.2003
	01.07.2003

EAF: CRC: If funded: Fiscal Salary: 0.00

Notes: _____

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23. Double click on Pay Academic

Double click on GL 801010 Pay Academic.

The screenshot shows the SAP 'Planning and Budget B6 - Copy Position' screen. The main data area includes:

- Personnel #:** 1397801
- Surname:** TBA
- Start Date:UOFT:** 01.07.2003
- Contract Type:** 01 CONTINUING
- Rank-Code/Desc:** 10 PROFESSOR
- Tenure:** 01 TENURED
- Wage Type:** 0110 T4 APPT STAFF-SAL PD
- CFC Center:** 102661 CRC:SESSLE:DENT
- Cost Center:** 13978 CRC:SESSLE:DENTIS...

A dialog box titled 'GL for Pers. Subarea' is open, displaying a table of cost elements:

Cost elem.	Short text	Subarea
800107	COMP: AC: PT EXT PAYRL	0100
800113	COMP: AC: FT EXT PAYRL	0100
801010	PAY: ACADEMIC	0100

The '801010' row is highlighted in blue. The dialog also includes a 'Funded:' checkbox and a 'Fiscal Salary:' field with a value of 0.00.

24. Confirm all required data is complete.

Once you have confirmed all the data in the record, go to the notes field if necessary.

System Help SAP

Planning and Budget B6 - Copy Position

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
1397801	TBA		01.07.2003			

Personnel-Sub Area:	0100	ACADEMIC	Contract Type:	01	CONTINUING										
Rank-Code/Desc:	10	PROFESSOR	Pay Scale Group:												
Tenure:	01	TENURED	Pay Scale Level:		Librarians only										
Wage Type:	0110	T4 APPT STAFF-SAL PD	USWA Grid Step:												
Work contract:	K1														
CFC Center:	102661	CRC:SESSLE:DENT	<table border="1"> <thead> <tr> <th>FTE</th> <th>FTE %</th> </tr> </thead> <tbody> <tr> <td>Total U of T</td> <td>100.00</td> </tr> <tr> <td>Position</td> <td>100.00</td> </tr> <tr> <td>Funding</td> <td>100.00</td> </tr> <tr> <td>Current Year</td> <td>0.00</td> </tr> </tbody> </table>			FTE	FTE %	Total U of T	100.00	Position	100.00	Funding	100.00	Current Year	0.00
FTE	FTE %														
Total U of T	100.00														
Position	100.00														
Funding	100.00														
Current Year	0.00														
Cost Center:	13978	CRC:SESSLE:DENTIS..													
Internal Order #:															
General Ledger:	801010	PAY:ACADEMIC													
Hospital Code:															

EAF:	<input type="checkbox"/>	CRC:	<input type="checkbox"/>	New hire:	<input type="checkbox"/>	
Display only			Recovery:	<input type="checkbox"/>	Self funded:	<input type="checkbox"/>

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary:	Fiscal Salary:
	01.05.2003	30.06.2003		0.00	
100.00	01.07.2003	30.04.2004	60,000.00	0.00	0.00

Notes:	<input type="text"/>
Position changes:	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

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25. Enter: [Replacement for Irene Campbell] via the keyboard.

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

System Help SAP

Planning and Budget B6 - Copy Position

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
01397801	TBA		01.07.2003			

Personnel-Sub Area:	0100	ACADEMIC	Contract Type:	01	CONTINUING
Rank-Code/Desc:	10	PROFESSOR	Pay Scale Group:		
Tenure:	01	TENURED	Pay Scale Level:		Librarians only
Wage Type:	0110	T4 APPT STAFF-SAL PD	USWA Grid Step:		
Work contract:	K1				
CFC Center:	102661	CRC:SESSLE.DENT	FTE		FTE %
Cost Center:	13978	CRC:SESSLE.DENTIS...	Total U of T	100.00	
Internal Order #:			Position	100.00	
General Ledger:	801010	PAY:ACADEMIC	Funding	100.00	
Hospital Code:			Current Year	0.00	

EAF:	<input type="checkbox"/>	CRC:	<input type="checkbox"/>	New hire:	<input type="checkbox"/>	
Display only			Recovery:	<input type="checkbox"/>	Self funded:	<input type="checkbox"/>

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary:	Fiscal Salary:
100.00	01.07.2003	30.04.2004	60,000.00	5,000.00	50,000.00

Notes:

Position changes:

QNA (1) (010) db02 OVR

26. Save position

Click on the "Save" icon to save the position.

System Help SAP

Planning and Budget B6 - Copy Position


Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
11397801	TBA		01.07.2003			

Personnel-Sub Area: 0100 ACADEMIC Contract Type: 01 CONTINUING
 Rank-Code/Desc: 10 PROFESSOR Pay Scale Group:
 Tenure: 01 TENURED Pay Scale Level: Librarians only
 Wage Type: 0110 T4 APPT STAFF-SAL PD USWA Grid Step:
 Work contract: K1
 CFC Center: 102661 CRC:SESSLE:DENT
 Cost Center: 13978 CRC:SESSLE:DENTIS...
 Internal Order #:
 General Ledger: 801010 PAY:ACADEMIC
 Hospital Code:

FTE	FTE %
Total U of T	100.00
Position	100.00
Funding	100.00
Current Year	0.00

EAF CRC New hire Recovery Self funded

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary	Fiscal Salary
100.00	01.07.2003	30.04.2004	60,000.00	5,000.00	50,000.00

Notes: Replacement for Irene Campbell 

Position changes:

QNA (1) (010) db02 OVR

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.

System Help

Planning and Budget B6 - Phase 1 Salary Edit - Display

Personnel # Surname First Name Start Date:UOFT Date of Birth Last Action Date Last Action User

01397801	TBA		01.07.2003		23.02.2003	BBTRAINING1
----------	-----	--	------------	--	------------	-------------

Personnel-Sub Area: 0100 ACADEMIC Contract Type: 01 CONTINUING

Rank-Code/Desc: 10 PROFESSOR Pay Scale Group:

Tenure: 01 TENURED Pay Scale Level: Librarians only

Wage Type: 0110 T4 APPT STAFF-SAL PD USWA Grid Step:

Work contract: K1

CFC Center: 102661 CRC.SESSLE.DENT FTE FTE %

Cost Center: 13978 CRC.SESSLE.DENTIS... Total U of T 100.00

Internal Order #:

Position 100.00

Funding 100.00

Current Year 0.00

General Ledger: 801010 PAY:ACADEMIC

Hospital Code:

Display only

EAF: CRC: New hire: Recovery: Self funded:

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary	Fiscal Salary
0.00			0.00	0.00	
100.00	01.07.2003	30.04.2004	60,000.00	5,000.00	50,000.00

Notes: Replacement for Irene Campbell

Position changes: copy position

Record has been saved

QNA (1) (010) db02 OVR

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.

System Help

Planning and Budget B6 - Phase 1 Salary Edit - Display

Personnel # Surname First Name Start Date:UOFT Date of Birth Last Action Date Last Action User

01397801	TBA		01.07.2003		23.02.2003	B6TRAINING1
----------	-----	--	------------	--	------------	-------------

Personnel-Sub Area: 0100 ACADEMIC Contract Type: 01 CONTINUING

Rank-Code/Desc: 10 PROFESSOR Pay Scale Group:

Tenure: 01 TENURED Pay Scale Level: Librarians only

Wage Type: 0110 T4 APPT STAFF-SAL PD USWA Grid Step:

Work contract: K1

CFC Center: 102661 CRC:SESSLE.DENT FTE FTE %

Cost Center: 13978 CRC:SESSLE.DENTIS... Total U of T 100.00

Internal Order #:

General Ledger: 001010 PAY.ACADEMIC Position 100.00

Hospital Code:

Funding Percent Annual Salary Monthly Salary Fiscal Salary

0.00			0.00	0.00	
100.00	01.07.2003	30.04.2004	60,000.00	5,000.00	50,000.00

EAF: CRC: New hire: Display only

Recovery: Self funded:

Notes: Replacement for Irene Campbell

Position changes: copy position

Record has been saved

QNA (1) (010) db02 OVR

29. Exit Tutorial

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

The screenshot shows the SAP 'Planning and Budget B6 - Worksheet' interface. At the top, there are navigation buttons for 'Sort ascending', 'Sort descending', 'Salary Edit Form', 'Download', 'PNo', and 'Billed Salaries'. Below these, filters for 'Funds Center selected: ALL' and 'Cost Center Selected: ALL' are visible, along with an unchecked checkbox for 'Include subordinate Funds Centers'. A 'Total Records: 264' indicator is present above the data table.

Funds cent	Cost cente	G/L Account	P.Sub...	Pers.No.	Surname	First Name	Annual Salary...	Annual Salary...	Fiscal Salary	Fund FT...	Fund FT...
101095	13996	801050	2000	99000229	BATES	GEORGE	70,000.00	70,000.00	70,000.00	100.00	100.00
100413	11125	801050	2000	99000001	BATES	MICHAEL	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801050	2000	99000115	BATES	CAROL	70,000.00	70,000.00	70,000.00	100.00	100.00
100414	11125	801050	2000	99000077	BATES	RUTH	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	11553	801040	0510	99000059	BATES	CATHY	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801040	0510	99000003	CAMPBELL	PATRICIA	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801050	2000	99000060	CAMPBELL	RUTH	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801050	2000	99000041	CAMPBELL	CATHY	70,000.00	70,000.00	70,000.00	70.00	70.00
102949	14457	801050	2000	99000099	CAMPBELL	CAROL	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	13990	801050	2000	99000212	CAMPBELL	GEORGE	70,000.00	70,000.00	70,000.00	60.00	60.00
100413	11125	801020	0400	99000117	CAMPBELL	KAREN	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000231	CAMPBELL	PAUL	70,000.00	70,000.00	70,000.00	26.47	26.47
102525	13799	801030	0600	99000193	CAMPBELL	PATRICK	70,000.00	70,000.00	70,000.00	100.00	100.00
102661	13978	801010	0100	99000155	CAMPBELL	IRENE	70,000.00	0.00	11,667.00	100.00	0.00
101095	11553	801050	2000	99000174	CAMPBELL	ROBERT	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000022	CAMPBELL	HELEN	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000136	CAMPBELL	HENRY	70,000.00	70,000.00	70,000.00	21.05	21.05
102949	14457	801010	0100	99000079	CAMPBELL	MARIA	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801050	2000	99000099	DAWSON	DAN	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000175	DAWSON	HELEN	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000156	DAWSON	PATRICIA	70,000.00	70,000.00	70,000.00	100.00	100.00

At the bottom right of the interface, the text 'QNA (1) (010) db02 OVR' is visible.