

Exercise 4 Delete a Position.....	2
1. Select the Record	2
2. Find John Black.....	3
3. Filter on Personnel Number	4
4. Pick one record line at a time.....	5
5. Click on "Salary Edit Form"	6
6. Click on "Button".	7
7. Click on "Trash Can".	8
8. Delete Position Mode.....	9
9. Delete Current Position?	10
10. Delete Current Position?	11
11. Message regarding Deletion.....	12
12. Do not have Filter Personnel # on.....	13
13. Return to the Worksheet	14
14. Exit Tutorial.....	15

Exercise 4 Delete a Position

1. Select the Record

Select the employee whose position you wish to delete from your budgeting process.

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	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	99000236	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 John Black

From the surname column find the name Black and highlight that record by clicking on the row.

The screenshot shows the SAP Planning and Budget B6 - Worksheet interface. The table displays employee data with columns for Funds cent, Cost center, GL Account, P. Sub., Pers. No., Surname, First Name, Annual Salary, Fiscal Salary, Fund FT., and Fund FT. The row for John Black is highlighted in blue.

Funds cent	Cost center	GL Account	P. Sub.	Pers. No.	Surname	First Name	Annual Salary	Annual Salary	Fiscal Salary	Fund FT.	Fund FT.
100412	11125	801050	2000	99000140	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	99000236	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

3. Filter on Personnel Number

Filter on the Personnel Number to delete all record lines. Click on the filter "P #" from your toolbar.

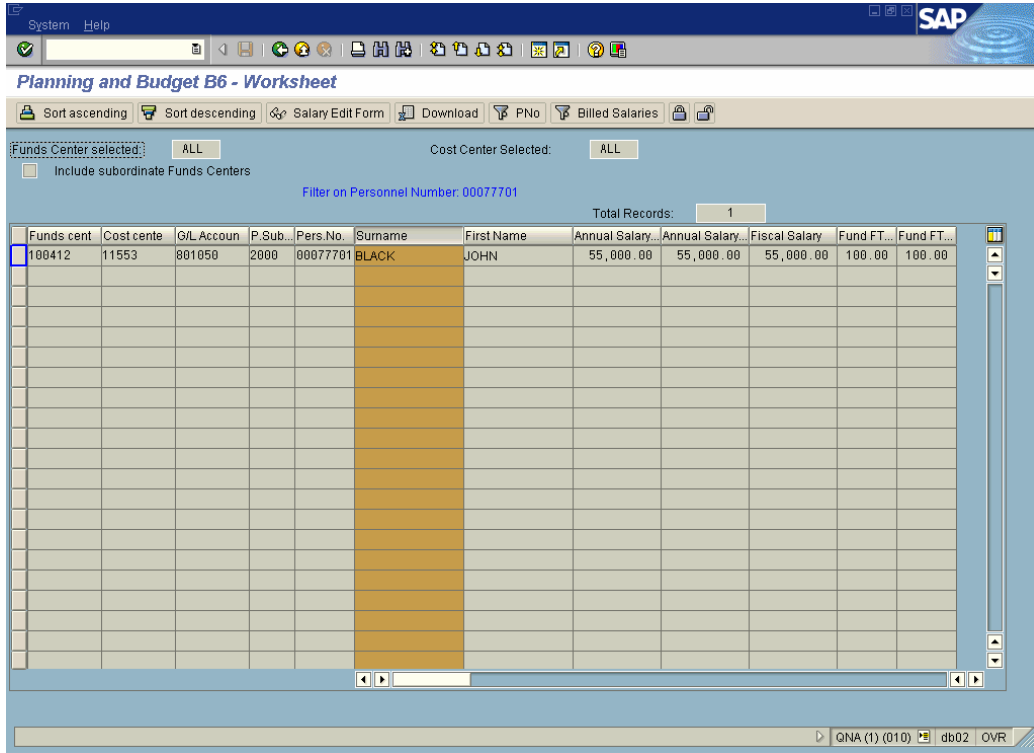
The screenshot shows the SAP Planning and Budget B6 - Worksheet interface. The toolbar at the top includes buttons for 'Sort ascending', 'Sort descending', 'Salary Edit Form', 'Download', 'PNo' (highlighted), and 'Billed Salaries'. Below the toolbar, the 'Funds Center selected' and 'Cost Center Selected' are both set to 'ALL'. A checkbox for 'Include subordinate Funds Centers' is unchecked. The main area displays a table with 263 total records. The table columns are: Funds cent, Cost center, GL Account, P. Sub., Pers. No., Surname, First Name, Annual Salary, Annual Salary, Fiscal Salary, Fund FT., and Fund FT. The data rows list various personnel records with their respective identifiers and salaries.

Funds cent	Cost center	GL 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	99000236	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

Filter Personnel Number (Shift+F6) QNA (1) (010) db02 OVR

4. Pick one record line at a time

Select the record line you wish to delete. Each line must be deleted one at a time.



The screenshot shows the SAP Planning and Budget B6 - Worksheet interface. The window title is "System Help" and the SAP logo is visible in the top right corner. The main title is "Planning and Budget B6 - Worksheet". Below the title, there are several buttons: "Sort ascending", "Sort descending", "Salary Edit Form", "Download", "PNo", and "Billed Salaries". There are also two dropdown menus for "Funds Center selected:" and "Cost Center Selected:", both set to "ALL". A checkbox labeled "Include subordinate Funds Centers" is unchecked. A filter is applied: "Filter on Personnel Number: 00077701". The "Total Records:" is displayed as "1".

Funds cent.	Cost cente	G/L Accoun	P.Sub...	Pers.No.	Surname	First Name	Annual Salary...	Annual Salary...	Fiscal Salary	Fund FT...	Fund FT...
100412	11553	801050	2000	00077701	BLACK	JOHN	55,000.00	55,000.00	55,000.00	100.00	100.00

At the bottom right of the interface, there is a status bar showing "QNA (1) (010) db02 OVR".

5. Click on "Salary Edit Form"

Click on "Salary Edit Form"

The screenshot shows the SAP Planning and Budget B6 - Worksheet interface. The window title is "System Help" and the SAP logo is visible in the top right corner. The main title is "Planning and Budget B6 - Worksheet". Below the title, there are several buttons: "Sort ascending", "Sort descending", "Salary Edit Form" (highlighted with a blue box), "Download", "PNo", and "Billed Salaries". There are also "Funds Center selected: ALL" and "Cost Center Selected: ALL" buttons. A checkbox for "Include subordinate Funds Centers" is present. A filter is applied: "Filter on Personnel Number: 00077701". The "Total Records" is 1. The table below has the following columns: Funds cent, Cost cente, G/L Accoun, P.Sub..., Pers.No., Surname, First Name, Annual Salary..., Annual Salary..., Fiscal Salary, Fund FT..., and Fund FT... The first row contains the following data: 100412, 11553, 801050, 2000, 00077701, BLACK, JOHN, 55,000.00, 55,000.00, 55,000.00, 100.00, 100.00. The status bar at the bottom shows "QNA (1) (010) db02 OVR".

Funds cent	Cost cente	G/L Accoun	P.Sub...	Pers.No.	Surname	First Name	Annual Salary...	Annual Salary...	Fiscal Salary	Fund FT...	Fund FT...
100412	11553	801050	2000	00077701	BLACK	JOHN	55,000.00	55,000.00	55,000.00	100.00	100.00

6. Click on "Button".

From the Salary Edit Form, remove the filter by clicking on the "Filter P #" button on the toolbar.

The screenshot shows the SAP 'Planning and Budget B6 - Phase 1 Salary Edit - Display' form. The top toolbar includes buttons for 'PNo', 'Bill Sal', 'Fund', 'Recov', 'Retire', 'GoLOA', 'RetLOA', and 'ADMonL'. The main form area displays the following data:

Filter on Personnel Number: 00077701

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
00077701	BLACK	JOHN	01.05.2003	27.01.1970	21.02.2003	B6TRAINING1

Personnel-Sub Area: 2000 USWA
Contract Type: 01 CONTINUING
Rank-Code/Desc:
Pay Scale Group: 078
Tenure:
Pay Scale Level: Librarians only
Wage Type: 0110 T4 APPT STAFF-SAL PD
USWA Grid Step: HR
Work contract: K1
CFC Center: 100412 DENTISTRY
Cost Center: 11553 DENT:CLINICS
FTE: Total U of T: 100.00, Position: 100.00, Funding: 100.00, Current Year: 0.00
General Ledger: 001050 PAY:UNION
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
100.00	01.05.2003	30.06.2003	55,000.00	4,583.33	
100.00	01.07.2003	30.04.2004	55,000.00	4,583.33	55,000.00

Notes: John Black hired before May 1

Position changes: add position

Bottom status bar: QNA (1) (010) db02 OVR

7. Click on "Trash Can".

Click on the "Trash Can" icon to delete the record line.

System Help

Planning and Budget B6 - Phase 1 Salary Edit - Display

Retire GoLOA RetLOA ADMonL

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
00077701	BLACK	JOHN	01.05.2003	27.01.1970	21.02.2003	B6TRAINING1

Personnel-Sub Area: 2000 USWA Contract Type: 01 CONTINUING
Rank-Code/Desc: Pay Scale Group: 07B
Tenure: Pay Scale Level: Librarians only
Wage Type: 0110 T4 APPT STAFF-SAL PD USWA Grid Step: HR
Work contract: K1
CFC Center: 100412 DENTISTRY
Cost Center: 11553 DENT:CLINICS
Internal Order #: General Ledger: 801050 PAY:UNION
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	55,000.00	4,583.33	
100.00	01.07.2003	30.04.2004	55,000.00	4,583.33	55,000.00

Notes: John Black hired before May 1

Position changes: add position

Delete Position (Ctrl+F4) QNA (1) (010) db02 OVR

8. Delete Position Mode

To delete the record line for this position, click on the "Trash Can Delete Position" button on your toolbar.

System Help SAP

Planning and Budget B6 - Delete Position

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
00077701	BLACK	JOHN	01.05.2003	27.01.1970	21.02.2003	B6TRAINING1

Personnel-Sub Area:	2000	USWA	Contract Type:	01	CONTINUING										
Rank-Code/Desc:			Pay Scale Group:	078											
Tenure:			Pay Scale Level:		Librarians only										
Wage Type:	0110	T4 APPT STAFF-SAL PD	USWA Grid Step:	HR											
Work contract:	K1		<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														
CFC Center:	100412	DENTISTRY													
Cost Center:	11553	DENT:CLINICS													
Internal Order #:															
General Ledger:	001050	PAY:UNION													
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
100.00	01.05.2003	30.06.2003	55,000.00	4,583.33	
100.00	01.07.2003	30.04.2004	55,000.00	4,583.33	55,000.00

Notes: John Black hired before May 1

Position changes:

QNA (1) (010) db02 OVR

9. Delete Current Position?

The system will ask you to confirm whether or not you wish to proceed with the deletion. Deleted records are permanently deleted. If you need this information restored, it must be retype d. Select "Cancel" if you do not want to delete this position.

Planning and Budget B6 - Delete Position

Delete Position

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
00077701	BLACK	JOHN	01.05.2003	27.01.1970	21.02.2003	B6TRAINING1

Personnel-Sub Area: 2000 USWA Contract Type: 01 CONTINUING

Rank-Code/Desc: 7B Librarians only

Tenure: R

Wage Type: 0116 ? Data deleted will not be recovered. Continue to delete this position ?

Work contract: K1

CFC Center: 1004

Cost Center: 1155

Internal Order #:

General Ledger: 901050 PAY-UNION

Hospital Code:

Position: 100.00

Funding: 100.00

Current Year: 0.00

FTE %

100.00

100.00

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	55,000.00	4,583.33	
100.00	01.07.2003	30.04.2004	55,000.00	4,583.33	55,000.00

Notes: John Black hired before May 1

Position changes: add position

QNA (1) (010) db02 OVR

10. Delete Current Position?

If you do wish to delete the record, click on the "Green checkmark Continue" button.

The screenshot shows the SAP 'Delete Position' dialog box. A confirmation message asks: 'Data deleted will not be recovered. Continue to delete this position?'. There are two buttons: 'Continue' (with a green checkmark) and 'Cancel' (with a red X). The background shows the main data entry screen for personnel record 00077701 (John Black).

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
00077701	BLACK	JOHN	01.05.2003	27.01.1970	21.02.2003	B6TRAINING1

Personnel-Sub Area:	USWA	Contract Type:	01	CONTINUING
Rank-Code/Desc:			7B	
Tenure:				Librarians only
Wage Type:	0110			
Work contract:	K1			
CFC Center:	1004			
Cost Center:	1155			
Internal Order #:				
General Ledger:	801050	PAY:UNION		
Hospital Code:				

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary:	Fiscal Salary:
100.00	01.05.2003	30.06.2003	55,000.00	4,583.33	
100.00	01.07.2003	30.04.2004	55,000.00	4,583.33	55,000.00

Notes: John Black hired before May 1

Position changes: add position

11. Message regarding Deletion

The record you deleted will disappear, and a message in the bottom left of your screen will confirm the deletion.

The screenshot shows the SAP 'Planning and Budget B6 - Phase 1 Salary Edit - Display' interface. At the bottom left, a green checkmark icon is next to the text 'Record has been deleted', which is highlighted with a red rectangular box. The main area of the screen displays various fields for a personnel record, including:

- Personnel #: 01112501, Surname: TBA, First Name: [blank], Start Date: 01.07.2003, Date of Birth: [blank], Last Action Date: 26.02.2003, Last Action User: B6TRAINING61
- Personnel-Sub Area: 0100, ACADEMIC, Contract Type: 01, CONTINUING
- Rank-Code/Desc: 10, PROFESSOR, Pay Scale Group: [blank]
- Tenure: 01, TENURED, Pay Scale Level: [blank], Librarians only
- Wage Type: 0110, T4 APPT STAFF-SAL PD, USWA Grid Step: [blank]
- Work contract: [blank]
- CFC Center: 100413, DENT:DEAN - OTHER, FTE: 100.00, FTE %: 100.00
- Cost Center: 11125, DENT:DEAN'S OTHER, Total U of T: 100.00, Position: 100.00, Funding: 100.00, Current Year: 0.00
- Internal Order #: [blank]
- General Ledger: 001010, PAY:ACADEMIC
- Hospital Code: [blank]

Below these fields are several checkboxes: EAF, CRC, New hire, Recovery, and Self funded. A table at the bottom shows funding and payment details:

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	69,314.00	5,776.17	57,762.00

At the bottom, there are 'Notes' (New Hire for Dean's Development) and 'Position changes' (edit salary increase form, add position).

12. Do not have Filter Personnel # on

Do not have the "Filter P #" on. You will not be able to return to your worksheet.

System Help SAP

Planning and Budget B6 - Phase 1 Salary Edit - Display

Filter P#
 Bill Sal
 Fund
 Recov
 Retire
 GoLOA
 RetLOA
 ADMonL

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
01112501	TBA		01.07.2003		26.02.2003	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:
CFC Center: 100413 DENT:DEAN - OTHER **FTE** **FTE %**
Cost Center: 11125 DENT:DEAN'S OTHER **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: CRC: New hire: **Display only**
 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	69,314.00	5,776.17	57,762.00

Notes: New Hire for Dean's Development
Position changes: edit salary increase form
 add position

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

13. Return to the Worksheet

Use the "Green back Arrow" to return to the worksheet.

Personnel # 01112501 **Surname** TBA **First Name** **Start Date:UOFT** 01.07.2003 **Date of Birth** **Last Action Date** 26.02.2003 **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:
CFC Center: 100413 DENT:DEAN - OTHER **FTE** **FTE %**
Cost Center: 11125 DENT:DEAN'S OTHER **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: **CRC:** **New hire:** **Display only**
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	69,314.00	5,776.17	57,762.00

Notes: New Hire for Dean's Development **Position changes:** edit salary increase form
add position

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

14. Exit Tutorial

You have deleted your position. Move on to Exercise 5: Record a Retirement.

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: 264

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
100413	11125	801010	0100	01112501	TBA 1		0.00	69,314.00	57,762.00	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	99000236	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
101095	11553	801040	0510	99000104	FORBES	IRENE	70,000.00	70,000.00	70,000.00	100.00	100.00

QNA (1) (010) db02 OVR

