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Exercise 5 Record a 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 cente	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	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

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2. Find Icon

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

The screenshot shows the SAP 'Planning and Budget B6 - Worksheet' interface. At the top, there is a toolbar with 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 and unchecked. A 'Total Records' indicator shows 263 records. The main area is a table 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 table lists personnel records with their respective identifiers and salary information.

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	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. Enter: [99000155] via the keyboard.

Enter: [99000155] via the keyboard.

The screenshot shows the SAP 'Planning and Budget B6 - Worksheet' interface. A search overlay is active with the text 'Find: 99000155'. The table below displays salary data for various employees, with the search results highlighted in yellow.

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	11125	801050	2000	99000146	OWENS	PAUL	55,000.00	55,000.00	55,000.00	100.00	100.00
100413	11125	801050	2000	99000146	OWENS	PAUL	0.00	120,000.00	100,000.00	0.00	100.00
100413	11125	801050	2000	99000146	OWENS	PAUL	70,000.00	70,000.00	70,000.00	0.00	0.00
100413	11125	801050	2000	99000146	OWENS	PAUL	70,000.00	70,000.00	70,000.00	100.00	100.00
100413	11125	801050	2000	99000146	OWENS	PAUL	70,000.00	70,000.00	70,000.00	100.00	100.00
100413	11125	801050	2000	99000146	OWENS	PAUL	75,000.00	70,000.00	70,833.00	100.00	100.00
100413	11125	801050	2000	99000146	OWENS	PAUL	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 navigation icons and a 'SAP' logo. Below that, there are options for 'Sort ascending', 'Sort descending', 'Salary Edit Form', 'Download', 'PNo', and 'Billed Salaries'. The 'Funds Center selected' and 'Cost Center Selected' are both set to 'ALL'. A checkbox for 'Include subordinate Funds Centers' is present. The 'Total Records' are 263.

Funds cent	Cost cente	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

A search dialog box is open over the table, showing 'Find: 99000155'. A green checkmark icon is highlighted in the dialog box. The status bar at the bottom shows 'QNA (1) (010) db02 OVR'.

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, there are filters for 'Funds Center selected: ALL' and 'Cost Center Selected: ALL'. A checkbox for 'Include subordinate Funds Centers' is present. 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 first row is highlighted in orange.

Funds cent	Cost center	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	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.

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** **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

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

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:

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:					

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

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

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	

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

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

Display only

Notes:

Position changes: initial download

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	
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

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

Notes:	
Position changes:	initial download

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. Green Back Arrow

Use the "Green Back Arrow" to go to your worksheet.

Personnel # 99000155 **Surname** CAMPBELL **First Name** IRENE **Start Date:UOFT** 15.03.1971 **Date of Birth** 28.05.1941 **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: K1 **FTE** **FTE %**
CFC Center: 102661 CRC:SESSLE:DENT **Total U of T** 0.00
Cost Center: 13978 CRC:SESSLE:DENTIS... **Position** 0.00
Internal Order #: **Funding** 0.00
General Ledger: 801010 PAY:ACADEMIC **Current Year** 16.66
Hospital Code: **Display only**
EAF: **CRC:** **New hire:** **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	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

Position changes: retire
initial download

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

15. Exit Tutorial

To learn how to Retire an Employee and Add the Replacement, proceed to Exercise 6.

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	GL 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	99000058	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	99000098	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

QNA (1) (010) db02 OVR

