

Administration of Interns in Umoja

1 — Last update: 4 September 2023

United Nations - DOS

Table of Contents

| | |
|--|-----------|
| 1. What's New! | 3 |
| 2. About this Manual | 4 |
| 2.1. Scope..... | 5 |
| 3. Process | 6 |
| 3.1. Preparing to Enter a New Intern | 7 |
| 3.2. Preparing to Maintain an Intern Contract Information..... | 8 |
| 3.3. Preparing to Exit an Intern..... | 9 |
| 4. Procedures | 10 |
| 4.1. Enter a New Intern in Umoja | 11 |
| 4.2. Extend Intern Contract | 24 |
| 4.3. Exit an Intern..... | 28 |

1. What's New!

The topics listed below provide an overview of what's new in the online version of the Administration of Interns in Umoja since its original publication.

| | |
|------------|-----------------|
| 15.10.2021 | Initial Release |
|------------|-----------------|

[COPYRIGHT](#)[FRAUD ALERT](#)[PRIVACY NOTICE](#)[TERMS OF USE](#)

Last modified: 13 October 2021

2. About this Manual

This is a living document. It reflects the required processes and recommended best practices to implement the current administration of interns in Umoja using the tools available within the Secretariat. Its contents are subject to change in response to revisions of the Administrative Instruction on the Internship Programme, lessons learnt from surveys and evaluations and reporting requirements.

[COPYRIGHT](#)[FRAUD ALERT](#)[PRIVACY NOTICE](#)[TERMS OF USE](#)

Last modified: 12 August 2021

2.1. Scope

This document is intended to provide Umoja operating procedures. From time to time changes in the system may occur which warrant to this document. Please refer to this online document to ensure you are working with the latest instructions. See [What's New](#) for a list of changes to this manual.

This manual specifically addresses requirements for the administration of interns derived from best practice and reporting requirements. Entities are encouraged to complete all steps to avoid the need for manual reporting. Further notes and information will be provided at important steps that should not be skipped, ensuring complete reporting.

[COPYRIGHT](#)[FRAUD ALERT](#)[PRIVACY NOTICE](#)[TERMS OF USE](#)

Last modified: 12 August 2021

3. Process

Intern Opportunities are published via Inspira as Temporary Job Openings. The recruitment process ends with the selection in Inspira of the most suitable candidate. Interns are not part of the Offer Management Module in Inspira, and so their onboarding is completed offline via email exchange. Accordingly, no direct link between Inspira and Umoja exists to feed the Umoja process.

[COPYRIGHT](#)[FRAUD ALERT](#)[PRIVACY NOTICE](#)[TERMS OF USE](#)

Last modified: 12 August 2021

3.1. Preparing to Enter a New Intern

Before Entering an Intern into Umoja, HR Partners must;

1. Check if the candidate already has an Index Number. (see the [Process section in the Global Index Requestor and Administrator in Umoja Job Aid](#))
2. If not, an Index Number must be created.
(see the [Global Index Requestor Role section in the Global Index Requestor and Administrator in Umoja Job Aid](#))

[COPYRIGHT](#)[FRAUD ALERT](#)[PRIVACY NOTICE](#)[TERMS OF USE](#)

Last modified: 5 October 2021

3.2. Preparing to Maintain an Intern Contract Information

It is important to adjust the *Contract End Date* if an Intern is extended to ensure proper reporting.

This date will also be used to calculate whether an Intern has reached the maximum internship period of 6 months.

[COPYRIGHT](#)[FRAUD ALERT](#)[PRIVACY NOTICE](#)[TERMS OF USE](#)

Last modified: 5 October 2021

3.3. Preparing to Exit an Intern

It is important to enter the correct *End Date* of the contract for reporting purposes.

When exiting the Intern, the focal point should also;

1. Send out the Intern exit survey,
2. Issue the Internship certificate.

[COPYRIGHT](#)[FRAUD ALERT](#)[PRIVACY NOTICE](#)[TERMS OF USE](#)

Last modified: 5 October 2021

4. Procedures

The following procedures illustrate the steps for processing Personnel Actions to:

- [Enter a New Intern in Umoja](#)
- [Extend Intern Contract](#)
- [Exit an Intern](#)

[COPYRIGHT](#)[FRAUD ALERT](#)[PRIVACY NOTICE](#)[TERMS OF USE](#)

Last modified: 5 October 2021

4.1. Enter a New Intern in Umoja



Rose Frappe is a new Intern who will be working for ESOG in New York from 01.05.2021 to 30.09.2021.

Procedure


1. Start the transaction using the menu path or transaction code, **PA40**.



2. Enter the first day of the internship as the Start Date.



The date defaults to the date on which the action is created, so it is important to ensure this date is correct as it will be used for reporting.

In the Personnel Action list, scroll to locate then select the Enter Non-Staff no PY/ External PA. Click  to continue.

Personnel Actions

Find by: Person

Pers.No. 29162838 Pers.Assign 99999999 29162838 (1)

Name Rose FRAPPE Emp. Stat Inactiv..

EE Group X Non Staff no Payroll US00 New York

EE Subgroup XA Create Index Number

Start 01.05.2021 to 31.12.9999

Personnel Actions

| Action Type | Person... | EE group | EE subg... |
|---------------------------------------|-----------|----------|------------|
| Separation Of Retired s/m | | | |
| Separation / Termination | | | |
| Separation / Misconduct | | | |
| Special Separation w/o break | | | |
| Separation Payments | | | |
| Separation Pre Reinstatement | | | |
| Change Org Unit | | | |
| *** NON STAFF *** | | | |
| Pre Boarding Non Staff | | | |
| Enter Non-Staff no PY/External | | | |
| Enter Military/Police Person | | | |

3. Enter or select
 - a. 02, Not On Payroll EG=X, as the Reason for Action,
 - b. X4 Intern for Employee Subgroup,

then click  to continue.

Copy Actions (0000)

Execute info group Change info group

Pers.No. 29162838 Pers.Assign 99999999 29162838 (1)

Name Rose FRAPPE Emp. Stat Inactiv..

EE Group X Non Staff no Payroll US00 New York

EE Subgroup XA Create Index Number

Start 01.05.2021 to 31.12.9999

Personnel action

Action Type Enter Non-Staff no PY/External

Reason for Action 02 Not On Payroll EG=X

Status

Customer-specific

Employment Inactive

Organizational assignment

Position 99999999 Integration: default posi

Personnel area US00 United States of America

Employee group X Non Staff no Payroll


Employee subgroup X4 Create Index Number


Additional actions

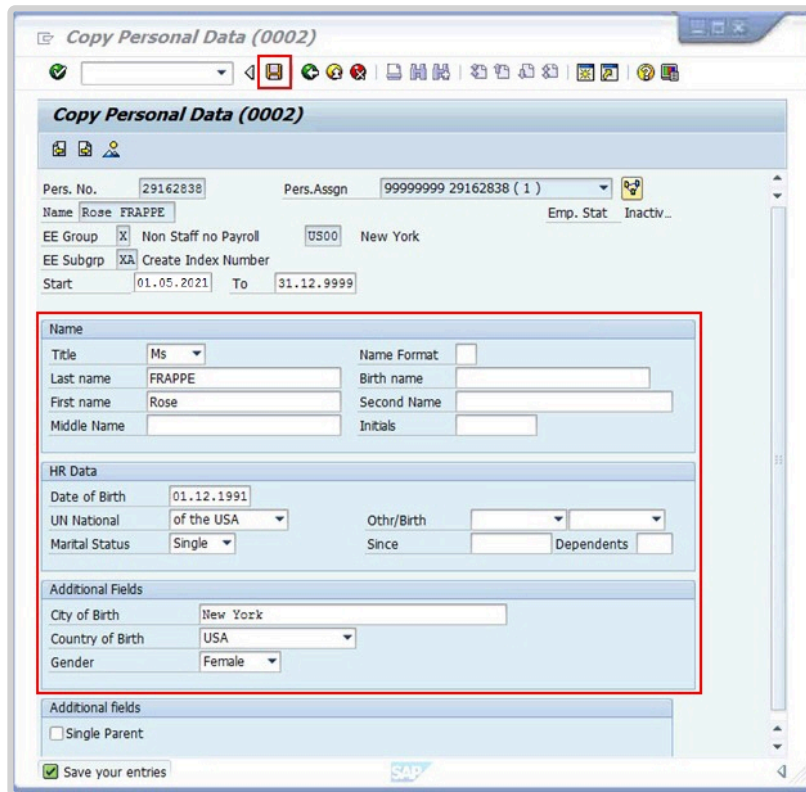
| Start Date | Act. | Action Type | ActR | Reason for action |
|------------|------|-------------|------|-------------------|
| | | | | |
| | | | | |
| | | | | |

Save your entries

4. Review and correct any Personal Data as needed.

If any information is changed or added, click  to Save.

If no changes are made, click  to skip.



Copy Personal Data (0002)

Pers. No. 29162838 Pers. Assgn 99999999 29162838 (1) Emp. Stat Inactiv...

Name Rose FRAPPE EE Group X Non Staff no Payroll US00 New York EE Subgrp XA Create Index Number Start 01.05.2021 To 31.12.9999

Name

Title Ms Name Format Birth name Last name FRAPPE First name Rose Second Name Middle Name Initials

HR Data

Date of Birth 01.12.1991 UN National of the USA Othr/Birth Since Dependents Marital Status Single

Additional Fields

City of Birth New York Country of Birth USA Gender Female

Additional fields

☐ Single Parent

☒ Save your entries

5. Click Assignment.

6. Select the Organizational Unit radio button, then enter or search for and select the appropriate Org Unit.



For reporting purposes, it is important to enter only the highest category, for example, if the intern is in DOS/HRSD/OSAS/NSCU, DOS should be selected.

Click *Continue*.

Copy Organizational Assignment (0001)

Org Structure

Pers. No. 29162838 Pers. Assign 99999999 29162838 (1)

Name Rose FRAPPE NAT of the USA Emp. Stat Inactiv...

EE Copy Organizational Assignment (0001)

Position assignments

Future assignment Current assignment

| Position | Name | Perc... | Start Date | End Date | Operation |
|----------|------|---------|------------|----------|-----------|
| | | | | | |

Assign Delimit

No assignment 99999999 Integration: default position

Organizational unit 20001858

Continue Cancel assignment

Org. Unit 00000000

SAP

7. Click  to save and continue

Copy Organizational Assignment (0001)

Org Structure

Pers. No. 29162838 Pers. Assign 99999999 29162838 (1)

Name Rose FRAPPE NAT of the USA Emp. Stat Inactiv...

EE Group X Non Staff no Payroll US00 New York

EE Subgrp XA Create Index Number

Start 01.05.2021 To 31.12.9999

Enterprise Structure

CoCode 1000 United Nations

Pers.area US00 United States of America Subarea US00 New York

Cost Ctr Bus. Area

Personnel Structure

EE group X Non Staff no Payroll Payr.area 99 Not Payroll Relevant

EE subgroup X4 Intern Pos. Type

Organizational Plan

Percentage 0.00 Assignment

Position 99999999 Integration: default p...

Job key 00000000


Org. Unit 20001858 EOSG

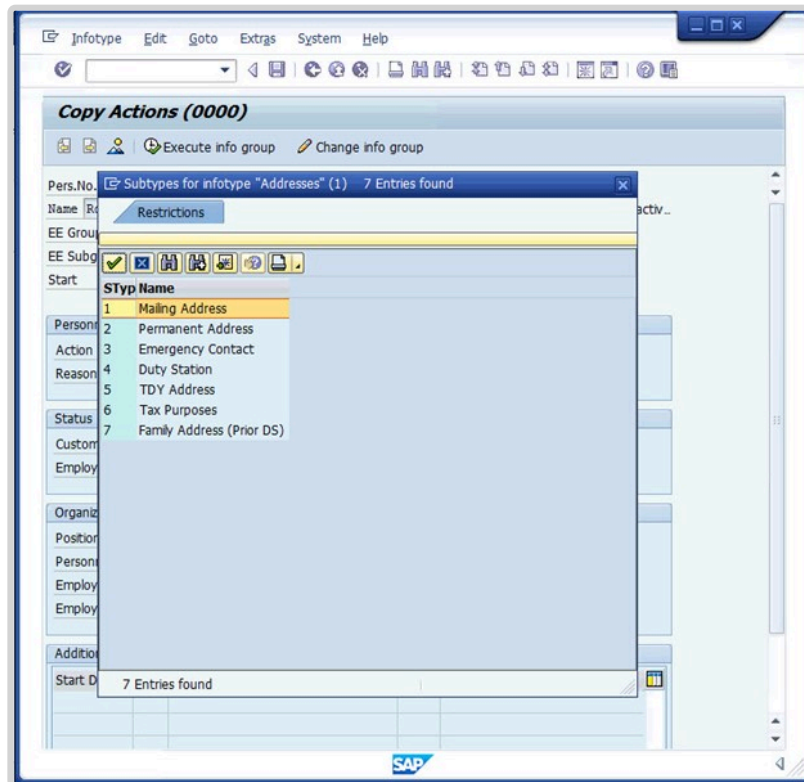
Person Responsible


Save your entries

SAP

8. It is important to enter both a Mailing Address and an Emergency Contact.

Select Mailing Address and then click  to continue.



9. Enter the primary mailing address info including a phone number, then click  to continue.

Create Addresses (0006)

Foreign address

Pers. No. 29162838 Pers. Assign 99999999 29162838 (1)

Name Rose FRAPPE NAT of the USA Emp. Stat Inactiv...

EE Group X Non Staff no Payroll US00 New York Org EOSG

EE Subgrp X4 Intern

Start 01.05.2021 to 31.12.9999

Address

Address type Mailing Address

Address line 1 333 e 33rd street

Address line 2 apt 4A

City/country new york

State/zip code NY New York 10016

Country Key USA

Communications

Communication CELL 212-232-4040

Save your entries

10. Select Emergency Contact then click to continue.

It is important to enter an emergency contact on file to ensure duty-of-care.

Copy Actions (0000)

Subtypes for infotype "Addresses" (1) 7 Entries found

Pers.No. Restrictions

Name Rose FR

EE Group X

EE Subgrp X4

Start

Personnel act

Action Type

Reason for Ac

Status

Customer-spe

Employment

Organizational

Position

Personnel are

Employee gro

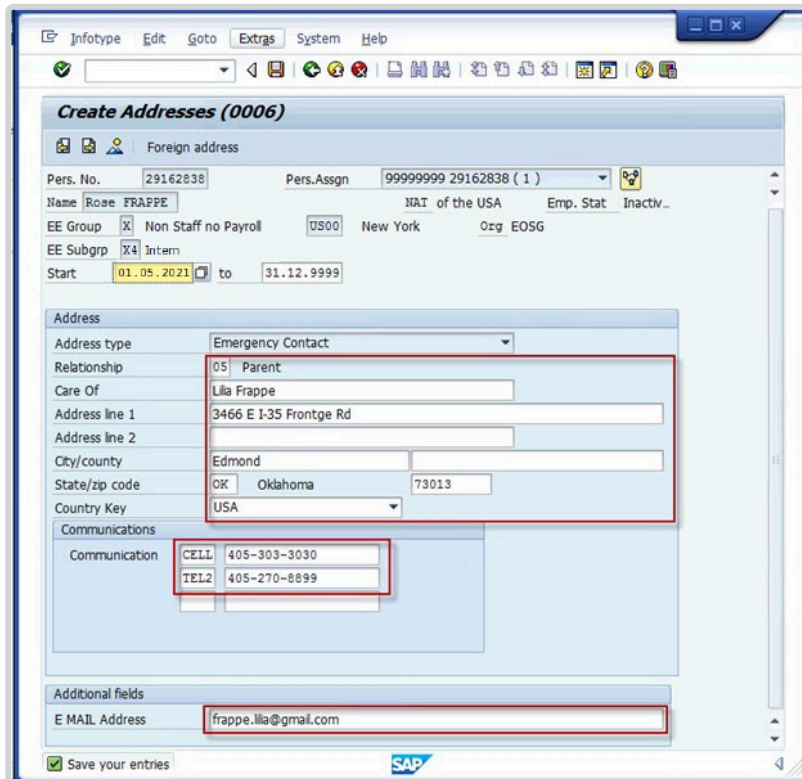
Employee sub

Additional acti

7 Entries found

Start Date Act. Action Type ActR Reason for action

11. Enter the contact information, then click  to save.



12. Enter the date for the last day of the internship as the Valid Until date.



In remarks, enter the organizational unit and the name of the intern's supervisor.

Click  to save.

Create Contract Elements (0016)

Maintain activities

Pers. No. 29162838 Pers. Assign 99999999 29162838 (1)

Name Rose FRAPPE NAT of the USA Emp. Stat Inactiv..

EE Group X Non Staff no Payroll US00 New York Org EOSG

EE Subgrp X4 Intern

Start 01.05.2021 To 31.12.9999

Contractual Regulations

Contract Type Non-staff Others Valid Until 30.09.2021

Additional fields

Rules Series ID

Status ID

Recruitment Indicator No

Contract Status

Contract Term

Contractual Payment Status Order Prorated

Remarks

Org Unit - EOSG

Supervisor - John Ricardo

Save your entries

13. Select Passport1 then click  to continue.

Copy Actions (0000)

Subtypes for infotype "Personal IDs" (1) 24 Entries found

Restrictions

Pers.No. 29162838

Name Rose FRAPPE

EE Group IC Description

EE Sub 01 G4 Visa

Start 07 G5 Visa

10 Perm Resident

13 B1 Visa

16 B2 Visa

19 U.S. Work Permit

20 Non U.S Official d/s Visa

22 DtyStation Residency Card

25 Carte de Legitimation

28 Passport1

31 Passport2

34 Drivers Licence

36 LP1

37 LP2

38 LP3

39 LP4

43 Birth Certificate

46 Marriage Certificate

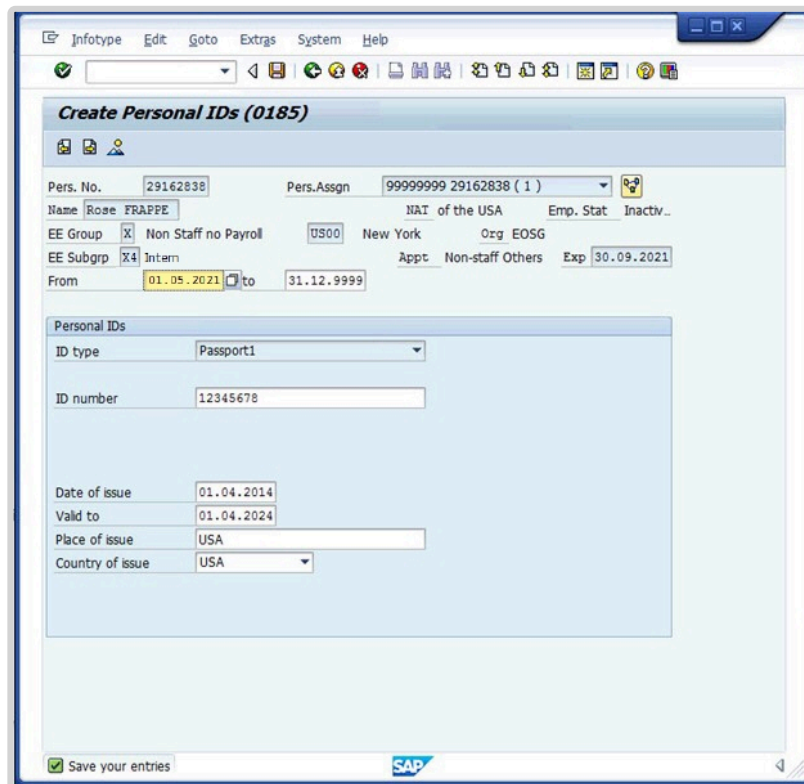
24 Entries found

Additional actions


| Start Date | Act | Action Type | ActR | Reason for action |
|------------|-----|-------------|------|-------------------|
| | | | | |

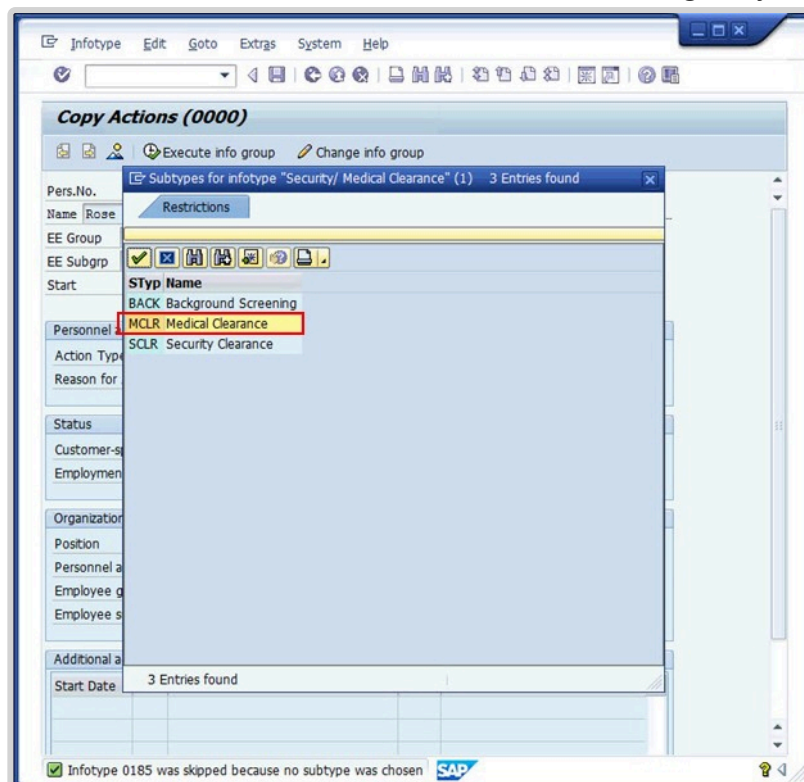
Record created

14. Enter the passport information then click  to save.



The screenshot shows the SAP 'Create Personal IDs (0185)' form. The form is titled 'Create Personal IDs (0185)' and has a menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The form contains several input fields and dropdown menus. The 'Pers. No.' field is set to '29162838'. The 'Pers. Assgn' field is set to '99999999 29162838 (1)'. The 'Name' field is set to 'Rose FRAPPE'. The 'NAT' field is set to 'of the USA'. The 'Emp. Stat' field is set to 'Inactiv...'. The 'EE Group' field is set to 'Non Staff no Payroll'. The 'US00' field is set to 'New York'. The 'Org' field is set to 'EOSG'. The 'EE Subgrp' field is set to 'Intern'. The 'Appt' field is set to 'Non-staff Others'. The 'Exp' field is set to '30.09.2021'. The 'From' field is set to '01.05.2021' and the 'to' field is set to '31.12.9999'. The 'Personal IDs' section has a dropdown for 'ID type' set to 'Passport1' and an input field for 'ID number' set to '12345678'. The 'Date of issue' field is set to '01.04.2014' and the 'Valid to' field is set to '01.04.2024'. The 'Place of issue' field is set to 'USA' and the 'Country of issue' field is set to 'USA'. At the bottom of the form, there is a 'Save your entries' button and the SAP logo.

15. Select Medical Clearance information including duty station. Click  to continue.



The screenshot shows the SAP 'Copy Actions (0000)' form. The form is titled 'Copy Actions (0000)' and has a menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The form contains several input fields and dropdown menus. The 'Pers. No.' field is set to '29162838'. The 'Name' field is set to 'Rose FRAPPE'. The 'EE Group' field is set to 'Non Staff no Payroll'. The 'US00' field is set to 'New York'. The 'Org' field is set to 'EOSG'. The 'EE Subgrp' field is set to 'Intern'. The 'Appt' field is set to 'Non-staff Others'. The 'Exp' field is set to '30.09.2021'. The 'From' field is set to '01.05.2021' and the 'to' field is set to '31.12.9999'. The 'Personal IDs' section has a dropdown for 'ID type' set to 'Passport1' and an input field for 'ID number' set to '12345678'. The 'Date of issue' field is set to '01.04.2014' and the 'Valid to' field is set to '01.04.2024'. The 'Place of issue' field is set to 'USA' and the 'Country of issue' field is set to 'USA'. At the bottom of the form, there is a 'Save your entries' button and the SAP logo. A message at the bottom of the form states: 'Infotype 0185 was skipped because no subtype was chosen'.

16. Enter clearance information.



In remarks, enter a note confirming that proof of insurance and medical certificate of good health or self-certification have been received.

Click  to continue.

Create Security/ Medical Clearance (0487)

Pers. No. 29162838 Pers. Assign 99999999 29162838 (1)

Name Rose FRAPPE NAT of the USA Emp. Stat Inactiv..

EE Group X Non Staff no Payroll US00 New York Org EOSG

EE Subgrp X4 Intern Appt Non-staff Others Exp 30.09.2021

Start 01.05.2021 to 31.12.9999

Clearance Type MCLR Medical Clearance

Clearance Information

Clearance Category 02 Initial Appointment

Application Status M2 Medical: Fit

Reference Number

Remarks

Proof of insurance received

Additional fields

Duty Station US00 New York

Sequence No. 0

Save your entries

17. At a minimum, enter the Intern's personal email address. Select Personal Email, then click to continue.

Copy Actions (0000)

Pers.No. 10000414 Pers.Assign 99999999 10000414 (1)

Name Jack UNH01-71 NAT Saint Lucian Emp. Stat Inactiv...

EE Group X Non Staff no Payroll US00 New York

EE Subgrp X4 Inter...

Start 01

Subtypes for infotype "Communication" (1) 14 Entries found

Restrictions

Personnel action

Action Type

Reason for Action

Status

Customer-specific

Employment

Organizational assignment

Position

Personnel area

Employee group

Employee subgroup

Additional actions

Start Date Act.

STYP Name

0001 System user name (SY-UNAME)

0005 Fax

0010 UN Email Address

0020 UN Office Telephone

CELL Cell phone

MAIL Personal Email Address

PAGR Pager

U003 Radio Call Sign

U006 Data Line

U007 Telex Line

U008 Satellite Phone




U009 Dect Phone


U010 Trunking Radio

U011 Pension system ID Num

18. Enter a personal email address, then click to continue.

Create Communication (0105)

Pers. No.
 Pers. Assign 

Name
 NAI of the USA

EE Group ☒ Non Staff no Payroll
 New York


EE Subgrp ☒ Intern

Start ☐ To
 Chngd

Communication

Type Personal Email Address

ID/number

19. Select yes for Action Completed Flag. The Action Completed Date will be filled in for you with the current date. Click  to continue.

Infotype Edit Goto Extras System Help

Change Entitlement Monitoring Infotype (9003)

Pers. No. 29162838 Pers. Assign 99999999 29162838 (1)

Name Rose FRAPPE NAT of the USA Emp. Stat Inactiv...

EE Group X Non Staff no Payroll US00 New York Org EOSG

EE Subgrp X4 Intern Appt Non-staff Others Exp 30.09.2021

Start 01.05.2021 To 01.04.2021 Chngd 06.07.2021 INSTRUCTOR01

Personnel Action Details

Subtype 0302 Personnel action monitoring

Action / Reason CA02

Effective Date 01.04.2021

Action CA Enter Non-Staff no PY/External

Reason 02 Not On Payroll EG=X

Initiated / Last Update Date 06.07.2021

Initiated / Last Update By INSTRUCTOR01

Action Completion Status

Action Completed On 14.07.2021

Action Completed Flag Yes

Remarks

✓ Data hidden by screen modifications

SAP

[COPYRIGHT](#)
[FRAUD ALERT](#)
[PRIVACY NOTICE](#)
[TERMS OF USE](#)

Last modified: 5 October 2021

4.2. Extend Intern Contract



Rose Frappe's internship was originally expected to run from 01.05.2021 to 30.09.2021. To allow for completion of a project, her internship will be extended one month, now ending on 31.10.2021

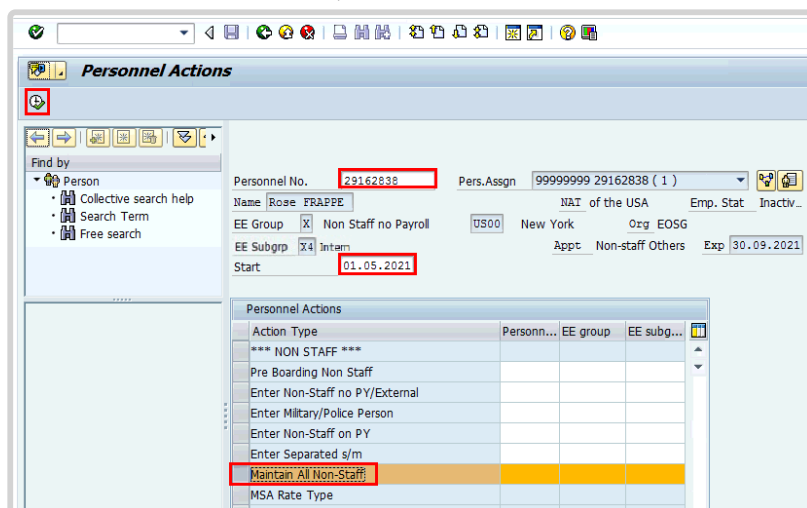
Procedure

1. Start the transaction using the menu path or transaction code, **PA40**.

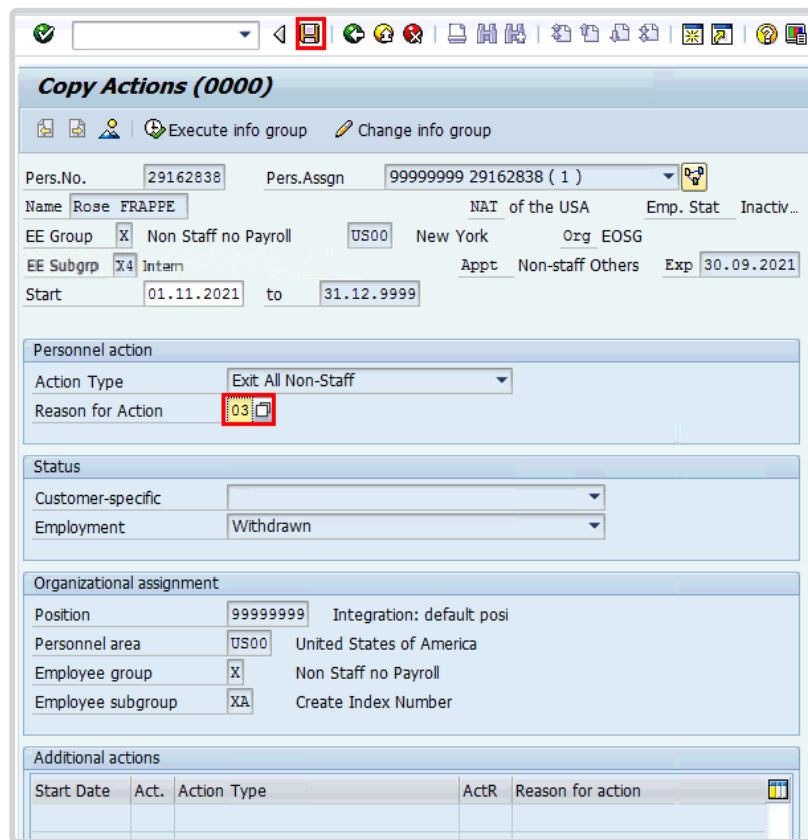


2. Enter the Personnel No., the first day of the extension period as the Start Date, and scroll to locate and select the Maintain All Non-Staff PA.

Click the Execute icon, , to continue.



3. Enter or select 03, EG=M Extend Tour of Duty, as the Reason for Action, then click  to continue.



Copy Actions (0000)

Execute info group Change info group

Pers.No. 29162838 Pers.Assgn 99999999 29162838 (1)

Name Rose FRAPPE NAI of the USA Emp. Stat Inactiv...

EE Group ☒ Non Staff no Payroll US00 New York Org EOSG

EE Subgrp ☒ Intern Appt Non-staff Others Exp 30.09.2021

Start 01.11.2021 to 31.12.9999

Personnel action

Action Type Exit All Non-Staff

Reason for Action 03

Status

Customer-specific

Employment Withdrawn

Organizational assignment

Position 99999999 Integration: default posi

Personnel area US00 United States of America

Employee group ☒ Non Staff no Payroll

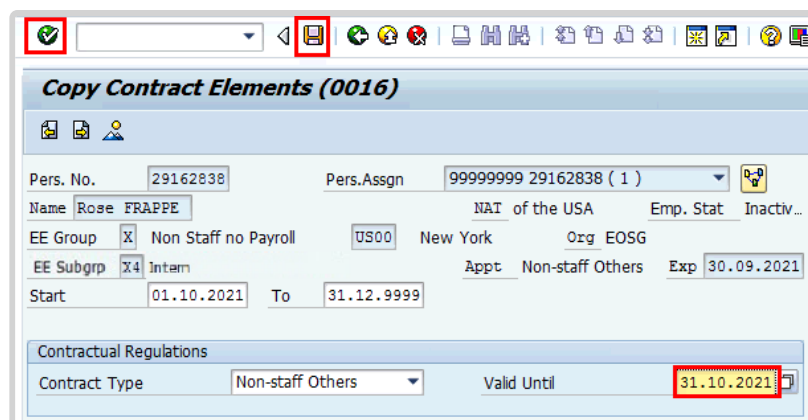
Employee subgroup ☒ Create Index Number

Additional actions

| Start Date | Act. | Action Type | ActR | Reason for action |
|------------|------|-------------|------|-------------------|
| | | | | |

4. Enter the new date for the last day of the internship as the Valid Until date.

Click  to save.



Copy Contract Elements (0016)

Pers.No. 29162838 Pers.Assgn 99999999 29162838 (1)

Name Rose FRAPPE NAI of the USA Emp. Stat Inactiv...

EE Group ☒ Non Staff no Payroll US00 New York Org EOSG

EE Subgrp ☒ Intern Appt Non-staff Others Exp 30.09.2021

Start 01.10.2021 To 31.12.9999

Contractual Regulations

Contract Type Non-staff Others Valid Until 31.10.2021

5. On the Copy Organizational Assignment infotype click  to continue.

Copy Organizational Assignment (0001)

Org Structure

Pers. No. 29162838 Pers. Assgn 99999999 29162838 (1)

Name Rose FRAPPE NAT of the USA Emp. Stat Inactiv...

EE Group X Non Staff no Payroll US00 New York Org EOSG

EE Subgrp X4 Intern Appt Non-staff Others Exp 30.09.2021

Start 01.10.2021 To 31.12.9999

Enterprise Structure

CoCode 1000 United Nations

Pers.area US00 United States of America Subarea US00 New York

Cost Ctr Bus. Area

Personnel Structure

EE group X Non Staff no Payroll Payr.area 99 Not Payroll Relevant

EE subgroup XA Create Index Number Pos. Type


Organizational Plan

Percentage 100.00 Assignment

Position 99999999 Integration: default p...

Job key 00000000

Org. Unit 00000000

6. Select yes for Action Completed Flag. The Action Completed Date will be filled in for you with the current date. Click  to continue.

Change Entitlement Monitoring Infotype (9003)

Pers. No. 29162838 Pers. Assgn 99999999 29162838 (1)

Name Rose FRAPPE NAT of the USA Emp. Stat Inactiv...

EE Group X Non Staff no Payroll US00 New York Org EOSG

EE Subgrp X4 Intern Appt Non-staff Others Exp 30.09.2021

Start 01.10.2021 To 01.10.2021 Chngd 03.09.2021 INSTRUCTOR03

Personnel Action Details

Subtype 0302 Personnel action monitoring

Action / Reason CI03

Effective Date 01.10.2021

Action CI Maintain All Non-Staff

Reason 03 EG=M Extend Tour of Duty

Initiated / Last Update Date 03.09.2021

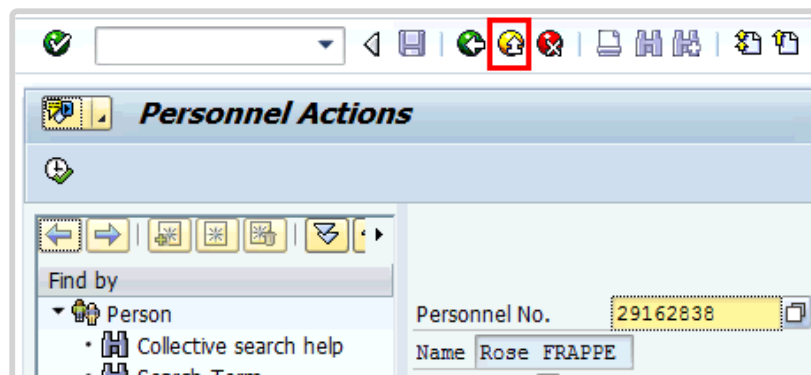
Initiated / Last Update By INSTRUCTOR03

Action Completion Status

Action Completed On 03.09.2021

Action Completed Flag Yes

7. Click  to return to the SAP Easy Access screen.

[COPYRIGHT](#)[FRAUD ALERT](#)[PRIVACY NOTICE](#)[TERMS OF USE](#)

Last modified: 5 October 2021

4.3. Exit an Intern




Rose Frappe's internship has ended. The Exit All Non-Staff PA must be run to formally end her internship.

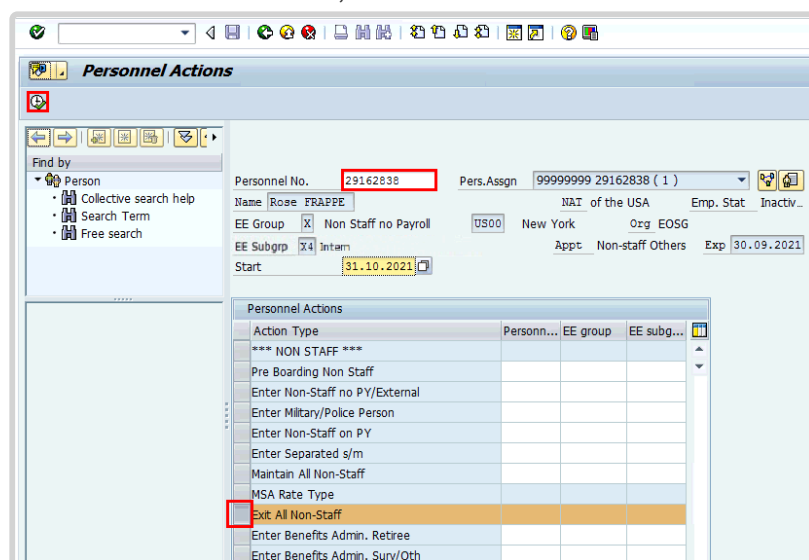
Procedure


1. Start the transaction using the menu path or transaction code, **PA40**.

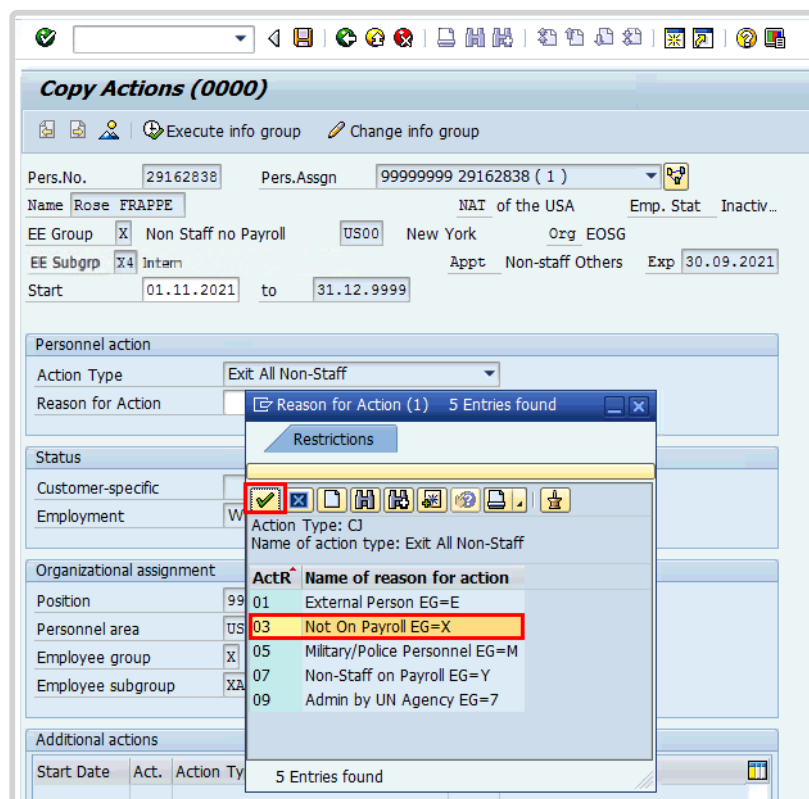


2. Enter the Personnel No., and the last day of the internship as the Start Date, and scroll to locate and select the Exit All Non-Staff PA.

Click the Execute icon,  to continue.



3. Enter or select 03, Not On Payroll EG=X, as the Reason for Action, then click  to continue.



Copy Actions (0000)

Execute info group Change info group

Pers.No. 29162838 Pers.Assgn 99999999 29162838 (1)

Name Rose FRAPPE NAT of the USA Emp. Stat Inactiv...

EE Group X Non Staff no Payroll US00 New York Org EOSG

EE Subgrp X4 Intern Appt Non-staff Others Exp 30.09.2021

Start 01.11.2021 to 31.12.9999

Personnel action

Action Type Exit All Non-Staff

Reason for Action Reason for Action (1) 5 Entries found

Restrictions

Action Type: C3
Name of action type: Exit All Non-Staff

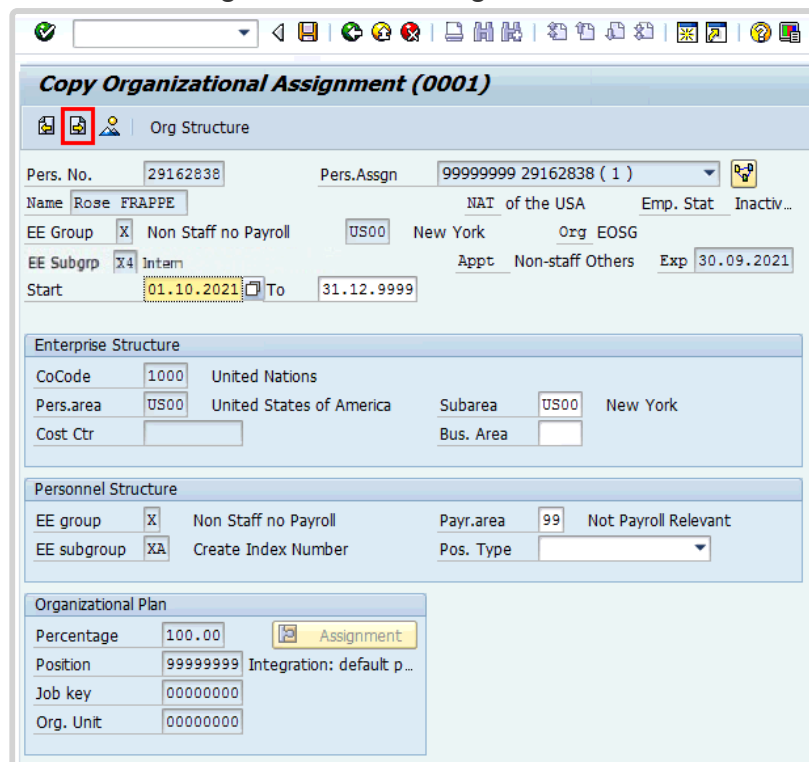
ActR Name of reason for action

| | |
|----|--------------------------------|
| 01 | External Person EG=E |
| 03 | Not On Payroll EG=X |
| 05 | Military/Police Personnel EG=M |
| 07 | Non-Staff on Payroll EG=Y |
| 09 | Admin by UN Agency EG=7 |

Additional actions

Start Date Act. Action Ty 5 Entries found

4. Review the Organizational Assignment record. Click  to continue.



Copy Organizational Assignment (0001)

Org Structure

Pers. No. 29162838 Pers.Assgn 99999999 29162838 (1)

Name Rose FRAPPE NAT of the USA Emp. Stat Inactiv...

EE Group X Non Staff no Payroll US00 New York Org EOSG

EE Subgrp X4 Intern Appt Non-staff Others Exp 30.09.2021

Start 01.10.2021 To 31.12.9999

Enterprise Structure

CoCode 1000 United Nations

Pers.area US00 United States of America Subarea US00 New York

Cost Ctr Bus. Area

Personnel Structure

EE group X Non Staff no Payroll Payr.area 99 Not Payroll Relevant

EE subgroup XA Create Index Number Pos. Type

Organizational Plan

Percentage 100.00 Assignment

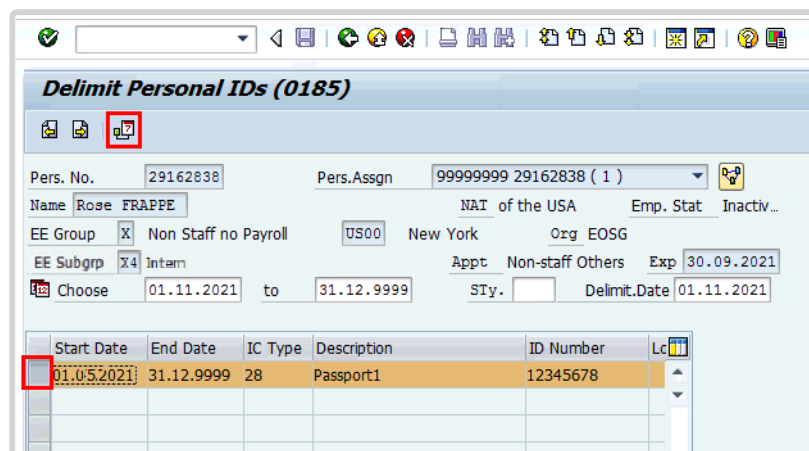
Position 99999999 Integration: default p...

Job key 00000000


Org. Unit 00000000

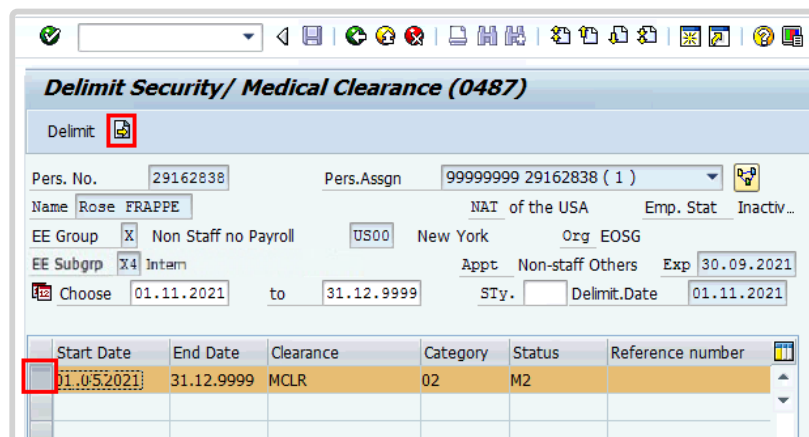
5. You must now delimit Personal ID records. First select the Passport record.

Click  to delimit.




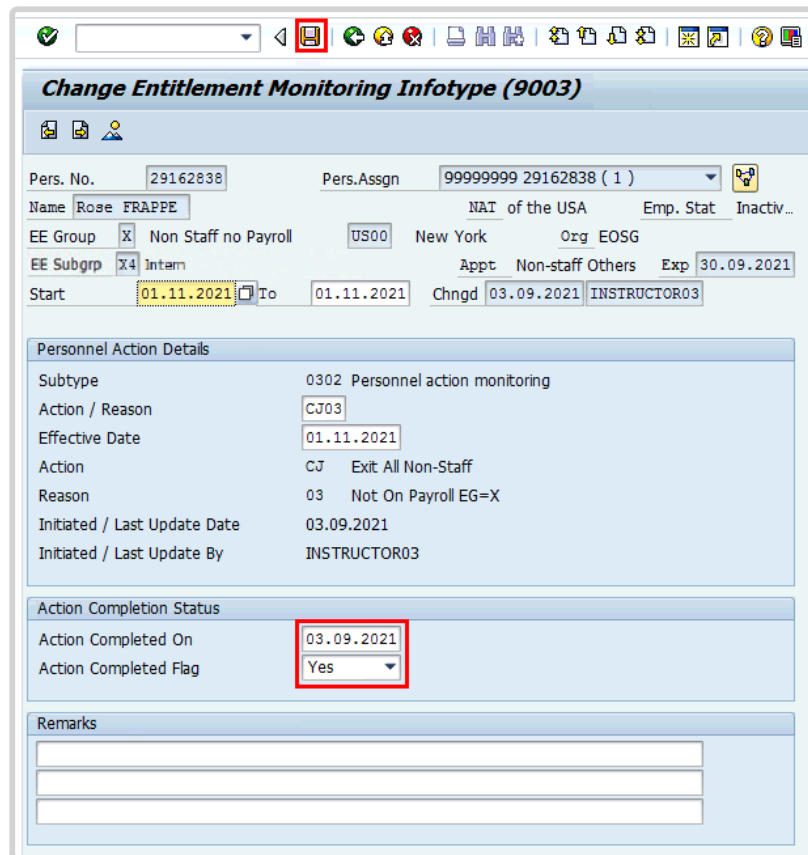
| Start Date | End Date | IC Type | Description | ID Number | Lc |
|------------|------------|---------|-------------|-----------|----|
| 01.05.2021 | 31.12.9999 | 28 | Passport1 | 12345678 | |

6. You must next delimit the Medical Clearance. Select the record, then click  to continue.



| Start Date | End Date | Clearance | Category | Status | Reference number |
|------------|------------|-----------|----------|--------|------------------|
| 01.05.2021 | 31.12.9999 | MCLR | 02 | M2 | |

7. On the Change Entitlement Monitoring infotype, select yes for Action Completed Flag. The Action Completed Date will be filled in for you with the current date. Click  to continue.



Change Entitlement Monitoring Infotype (9003)

Pers. No. 29162838 Pers. Assign 99999999 29162838 (1)

Name Rose FRAPPE NAI of the USA Emp. Stat Inactiv...

EE Group X Non Staff no Payroll US00 New York Org EOSG

EE Subgrp X4 Intern Appt Non-staff Others Exp 30.09.2021

Start 01.11.2021 To 01.11.2021 Chngd 03.09.2021 INSTRUCTOR03

Personnel Action Details

Subtype 0302 Personnel action monitoring

Action / Reason CJ03

Effective Date 01.11.2021

Action CJ Exit All Non-Staff

Reason 03 Not On Payroll EG=X

Initiated / Last Update Date 03.09.2021

Initiated / Last Update By INSTRUCTOR03

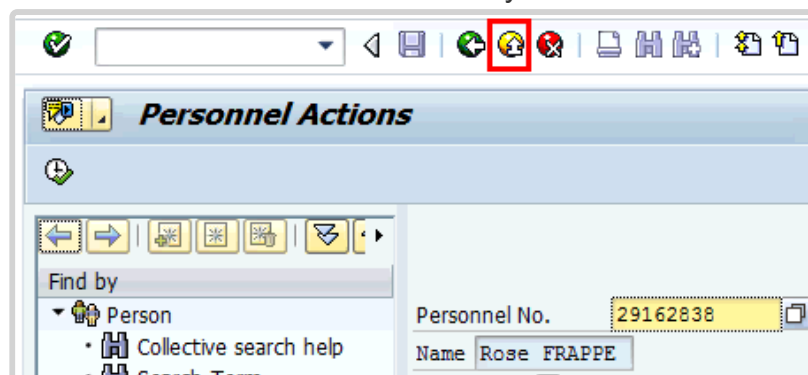
Action Completion Status

Action Completed On 03.09.2021

Action Completed Flag Yes

Remarks

8. Click  to return to the SAP Easy Access screen.



Personnel Actions

Find by

Personnel No. 29162838

Name Rose FRAPPE

[COPYRIGHT](#)
[FRAUD ALERT](#)
[PRIVACY NOTICE](#)
[TERMS OF USE](#)

Last modified: 5 October 2021