



LaGov HCM
Quick Tips

July 28, 2014

No. 73

What LaGov HCM entry is required upon the appointment or reappointment of an employee to a WAE position for a new 12-month period?

CLASSIFIED WAE – SAME JOB TITLE

For an employee in a classified WAE position who worked within the 1245-hour limit for the previous 12-month appointment period or received SCS Commission approval and is reappointed for a new 12-month period in the same job title, agencies are advised to enter the following:

1. LaGov HCM Entry:

Same Job Title / Same Position Number:

Using PA40, select Position Characteristic Change (Paid or Non-Paid) and use action reason #70 - "Resignation/Other Temp Appt." Upon reappointment, an agency may choose to compensate the employee at any point in the range up to range maximum for the job title. In addition, HR personnel must ensure that a new Contract Elements screen (Infotype 0016) is saved which reflects the date range of the new 12-month appointment period.

Same Job Title / Different Position Number:

Using PA40, select Organizational Assignment (Paid or Non-Paid) and use action reason #70 - "Resignation/Other Temp Appt." Upon reappointment, an agency may choose to compensate the employee at any point in the range up to range maximum for the job title. In addition, HR personnel must ensure that a new Contract Elements screen (Infotype 0016) is saved which reflects the date range of the new 12-month appointment period.

2. Attendance Quotas:

(For LaGov HCM Paid Agencies Only) - Create a new Attendance Quota (Infotype 2007 – Subtype 30 “WAE”) entry for 1245 hours for the new 12-month appointment period.

(For LaGov HCM Non-Paid Agencies Only) – Begin internal tracking for a new 1245-hour period for the new 12-month appointment period.

Please see the [Required Documentation for Classified WAE Appointments](#) Job Aid for SCS Accountability information.

CLASSIFIED WAE – DIFFERENT JOB TITLE

For an employee who worked in a classified WAE position for a previous 12-month appointment period and is appointed for a new 12-month period in a different job title, agencies are advised to enter the following:

1. LaGov HCM Entry:

Different Job Title / Different Position Number:

Using PA40, select Organizational Assignment (Paid or Non-Paid) and use action reason #70 - “Resignation/Other Temp Appt.” Since this is treated as a new appointment, an agency may choose to compensate the employee at any point in the range up to range maximum for the job title. In addition, HR personnel must ensure that a new Contract Elements screen (Infotype 0016) is saved which reflects the date range of the new 12-month appointment period.

2. Attendance Quotas:

(For LaGov HCM Paid Agencies Only) - Create a new Attendance Quota (Infotype 2007 – Subtype 30 “WAE”) entry for 1245 hours for the new 12-month appointment period.

(For LaGov HCM Non-Paid Agencies Only) – Begin internal tracking for a new 1245-hour period for the new 12-month appointment period.

Please see the [Required Documentation for Classified WAE Appointments](#) Job Aid for SCS Accountability information.

UNCLASSIFIED 4.1(D)1 WAE POSITIONS

Upon expiration, all 4.1(d)1 unclassified WAE positions with appointment authority granted under the 7/1/2013 rule changes must receive prior SCS approval from the Compensation Division prior to any action being taken on the employee.

For an employee in a unclassified 4.1(d)1 WAE position who worked within the 1245-hour limit for the previous 12-month appointment period or received SCS Commission approval and is appointed to an unclassified 4.1(d)1 WAE position number for a new 12-month period, agencies are advised to enter the following:

1. LaGov HCM Entry:

If appointed to the same position number:

Using PA40, select Position Characteristic Change (Paid or Non-Paid) and use the action reason #70 - "*Resignation/Other Temp Appt.*" Choose the correct pay authority from the options listed in the SCS Entry Guidelines for unclassified 4.1(d)1 appointments. In addition, HR personnel must ensure that a new Contract Elements screen (Infotype 0016) is saved which reflects the date range of the new 12-month appointment period.

If appointed to a different position number:

Using PA40, select Organizational Assignment (Paid or Non-Paid) and use the action reason #70 - "*Resignation/Other Temp Appt.*" Choose the correct pay authority from the options listed in the SCS Entry Guidelines for unclassified 4.1(d)1 appointments. In addition, HR personnel must ensure that a new Contract Elements screen (Infotype 0016) is saved which reflects the date range of the new 12-month appointment period.

2. Attendance Quotas:

(For LaGov HCM Paid Agencies Only) - Create a new Attendance Quota (Infotype 2007 - Subtype 30 "WAE") entry for 1245 hours for the new 12-month appointment period.

(For LaGov HCM Non-Paid Agencies Only) - Begin internal tracking for a new 1245-hour period for the new 12-month appointment period.

Questions? Call Data Quality Management at (225) 342-8294