

HRMS Coding Reference Guide

In-Training Appointments

Guidelines for coding in-training appointments in HRMS. Refer to HRMS Data Definitions Resource Guide for HRMS definitions. Refer to HRMS user procedures if needed.

Action (PA40)	New In-Training Appointment	Completion of In-Training Level or Series	
Action Type:	Appointment Change (U3), Concurrent Employment (UM), New Hire (U0), or Rehire (U6)	Appointment Change (U3) or Change of Status (UJ)	
Action Reason:	In-Training	In-Training Level - Complete or In-Training Series - Complete	
Organizational Assignment (0001)			
Position Title	Position (working) title should reflect the goal class	Position (working) title should reflect the goal class	
Job Key	Job Key should be overwritten to match the job class of the current level of the in-training plan. (see Job to Person Relationship below)	Job Key should change upon completion of each level and should match the current level of the in-training plan. (see Job to Person Relationship below)	
Contract (Appt Status)	In Training (00) InTrng/Prob (04) InTrng/Trl Srv (05)	After completing an in-training step, but in-training plan is not complete: In Training (00) InTrng/Prob (04) InTrng/Trl Srv (05)	After completing the in-training plan and goal class is reached: Permanent (#) Project (20) Trial Service (03)
Basic Pay (0008)			
Pay Scale Group	Pay Scale Group should match the pay scale group of the job class the employee is assigned.	Pay Scale Group should match the pay scale group of the job class the employee is assigned.	
Monitoring of Tasks (0019) - <i>Optional</i>			
Use In-Training Complete or In-Training Step Com task types on the Monitoring of Tasks infotype to track scheduled completion dates. View tasks using the Monitoring of Tasks report S_PH0_48000450.			
Action (PO03)	Job to Person Relationship - New In-Training Appointment	Job to Person Relationship - Completion of In-Training Level or Series	
Action Type:	Maintain Job to establish the job to person relationship for the job class of the current level of the in-training plan.	Maintain Job to delimit (end date) the Job to Person Relationship established for the previous step.	
		If the in-training plan is not complete, Maintain Job to establish a Job to Person Relationship for the job class of the current level of the in-training plan.	If the goal class is reached, no new Job to Person Relationship is necessary. The Organizational Assignment (0001) will reflect the goal class assigned to the position.
Relationship (1001)			
Job Is carried out by (A017)	The employee appointed to the in-training plan		