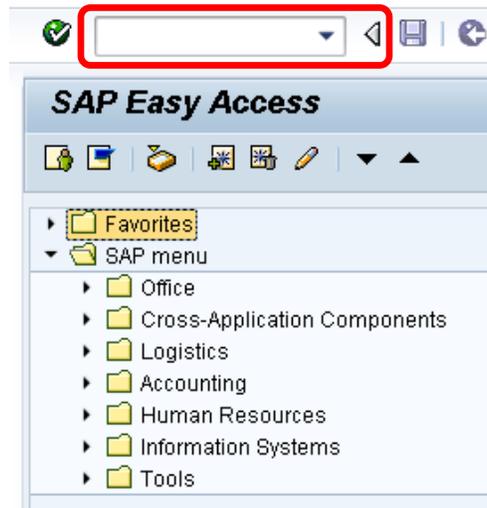




HOW TO LOCATE A PA PCR

There are several ways to locate a PA PCR. Below are examples.

Example 1 – Employee Action Request w/o PCR



1. Enter transaction code **ZPAA076** in the Command field; then click .

Employee Action Request			
Existing PCR No.	<input type="text"/>		
Personnel No.	<input type="text"/>		
Last 5 digits (SSN)	<input type="text"/>	First	<input type="text"/>
Effective on	<input type="text" value="01/15/2008"/>	Last	<input type="text"/>
Action Type	<input type="text"/>		
Reason	<input type="text"/>		

2. Click on your search matchbox . The information pulled is based on your Security and Roles.

Employee Action Request

Existing PCR No.

Personnel No.

Last 5 digits (SSN) First

Effective on 01/15/2008

Action Type

Reason

PCR ID (1) 500 Entries found

Restrictions

PA	Pers.No.	SSN(last5)	A	Ac	Start_date	Created	WF Stat	PCR ID
1501	1593	Z0 01	Z0	01	01/26/2008	00978865	N	1000000442
1501	1676	Z0 01	Z0	01	01/26/2008	00607524	N	1000000451
1501	2280	Z7 03	Z7	03	01/12/2008	01073422	A	1000000006
1501	3905	Z0 01	Z0	01	01/26/2008	00773080	N	1000000441
1501	5113	Z0 01	Z0	01	01/12/2008	01126056	C	1000000444
1501	11210	Z0 01	Z0	01	01/03/2008	00448622	A	1000000109
1501	12320	Z0 01	Z0	01	01/15/2008	00495592	R	1000000025
1501	23664	Z0 01	Z0	01	01/12/2008	00495592	N	1000000024
1501	32730	Z0 01	Z0	01	01/12/2008	00946460	A	1000000436
1501	32730	Z0 01	Z0	01	01/12/2008	00946460	C	1000000050
1501	41310	Z7 04	Z7	04	12/29/2007	01106943	A	1000000464
1501	44983	Z7 04	Z7	04	12/29/2007	00946460	C	1000000088
1501	46553	Z0 01	Z0	01	01/12/2008	01255202	N	1000000131
1501	56150	Z0 01	Z0	01	01/26/2008	00985283	A	1000000489
1501	56935	Z0 01	Z0	01	01/12/2008	00426851	A	1000000435
1501	62755	Z0 01	Z0	01	01/12/2008	01073422	A	1000000004
1501	68523	Z0 01	Z0	01	01/12/2008	00946460	A	1000000438
1501	69330	Z0 01	Z0	01	01/12/2008	00946460	C	1000000037
1501	70429	Z0 01	Z0	01	01/12/2008	00575625	A	1000000002
1501	70429	Z0 01	Z0	01	01/12/2008	00575625	C	1000000001
1501	73022	Z0 01	Z0	01	02/23/2008	00978865	N	1000000427
1501	81010	Z0 01	Z0	01	01/26/2008	01223570	N	1000000392
1501	82674	Z0 01	Z0	01	01/12/2008	00946460	C	1000000040

3. Click on the **upside-down triangle** in the center for selections below to narrow search.

PCR ID (1) 500 Entries found

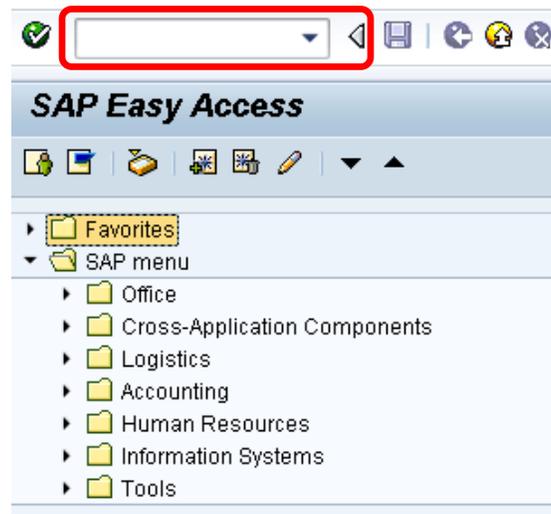
Restrictions

Personnel area	<input type="text"/>	
Personnel number	<input type="text"/>	
SSN(Last 5)	<input type="text"/>	
Action Type	<input type="text"/>	
Reason for Action	<input type="text"/>	
Start date	<input type="text"/>	
Created by	<input type="text"/>	
WF Status	<input type="text"/>	
PCR ID	<input type="text"/>	
Maximum No. of Hits	<input type="text" value="500"/>	

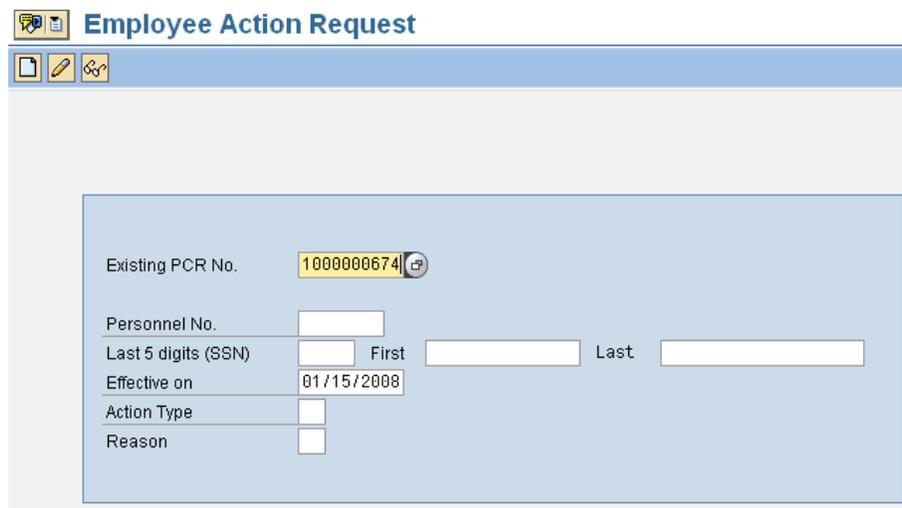
   

4. Enter your selection criteria and click .

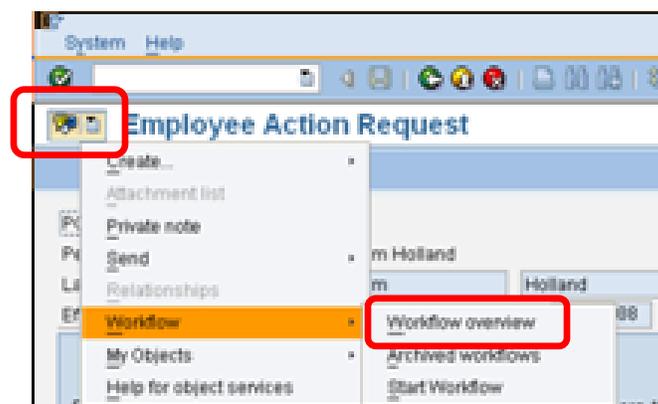
Example 2 – Employee Action Request w/PCR #



1. Enter transaction code **ZPAA076** in the Command field; then click .



2. Enter the **PCR number**; click the  for display.



- Click on the right side of the **Services for Object** button > **Workflow** > **Workflow Overview**.

Workflows for Object: PCR:1000000674

Title	Creation Da...	Creation ...	Status	Task
PA Action Approval WF for Sam Holland - PCR: 1000000674	01/15/2008	09:14:26	In Process	PA Action Approval WF

Current data for started workflow: PA Action Approval WF for Sam Holland - PCR: 1000000674

Steps in this process so far

Step name	Status	Result	Time stamp	Agent
Load approvers - Custom relations	Completed		01/15/2008 - 09:14:28	Angela Apple
1501 PA Action - New Hire (NC) for Sam Holland PCR: 1000000674	Completed	Approved	01/15/2008 - 09:14:45	ZWFAA1
Empty method - set deadline	Completed		01/15/2008 - 09:14:47	Workflow System

- Scroll down to the bottom of screen.

Workflows for Object: PCR:1000000674

Title	Creation Da...	Creation ...	Status	Task
PA Action Approval WF for Sam Holland - PCR: 1000000674	01/15/2008	09:14:26	In Process	PA Action Approval WF

Update Action 1000000674 - 200	Completed		01/15/2008 - 09:15:26	Workflow System
1501 Create New Hire (NC) Action for Sam Holland - PCR: 1000000674	Ready		01/15/2008 - 09:15:27	Information...

Information objects addressed so far

- PA_PCR_PCR-1000000674
- [PCR_List Workflow Tracker](#)
- PCR_Action 10000006740004

- You can view where PCR is by clicking on **Information...**, or **PCR List Workflow Tracker**.

Workflow actions

Heading

Request ID:	1000000674	Status:	Approved
Action type:	Z0	Reason:	New Hire (NC)
Agency:	1501	Org. Unit:	14200466 DOT DOH DIV 5 DISTRICT 3
Creator:	3224	Position:	54219352 TRANSPORTATION TECH IV
Employee:	0		

Seq	Role	Mand	Ptype	Atype	AgentID	Name / Description	Act	Desc	Cmnt	Actual	Name	ACT DATE	ACT TIME	CR DATE
1			P	P	00003224	Angela Betty Apple	P	Processed		00003224	Angela Betty Apple		00:00:00	
100	AA1	X	A	P	70232375	NO USERID	0	N/A				01/15/2008	09:14:45	01/15/2008
100	AA1	X	A	P	70231292	HELEN CARLSEN	A	Approved		70231292	HELEN CARLSEN	01/15/2008	09:14:45	01/15/2008
200	FA1	X	A	P	70235743	NATHANIAL FENNIWALD	0	N/A				01/15/2008	09:15:26	01/15/2008
200	FA1	X	A	P	70227020	RYAN SCHMELMER	A	Approved		70227020	RYAN SCHMELMER	01/15/2008	09:15:26	01/15/2008
200	FA1	X	A	P	70236898	DANIELLA ABERNETHY	0	N/A				01/15/2008	09:15:26	01/15/2008
2			P	P	00003224	Angela Betty Apple							00:00:00	01/15/2008



Example 3 – PA Workflow Report Current

ZPA0189 - PA WORKFLOW REPORT CURRENT

The screenshot shows the SAP PA Workflow Report Current interface. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is titled 'PA Workflow Report' and contains several sections:

- Selection:** A field for 'Personnel number' is highlighted with a red box. To its right is a yellow arrow icon.
- Additional data:** This section is also highlighted with a red box. It contains several rows of input fields, each followed by a 'to' label and another input field, and a yellow arrow icon on the right. The rows are: 'Created Date', 'Effective Date', 'Action Type', 'Personnel area', 'PCR ID', and 'PCR WF Approval Level'.
- Output options:** A field for 'ALV Layout variant' is present.

6. Enter transaction code ZPA0189 in the command field; then click 

If you know the employee eight digit personnel number (this includes 0's) enter under selection, if you don't know the employee personnel number, complete TWO fields in Additional data.

Example 4 – PA Workflow Process Monitoring

ZPAWFMON – PA WORKFLOW PROCESS MONITORING

The screenshot shows the 'PA WF Process Monitoring' interface. It features a title bar, a 'Select' section with a 'PCR ID' input field and a search button, and an 'Or' section (highlighted with a red box) containing a 'WF Processors' input field with a search button, and a 'Date Range' section with a date range input field and a search button.

1. Enter transaction code **ZPAWFMON** in the Command field; then click .
2. Enter the PCR number OR enter the end user's personnel number and a date range.