

PER-06 Create Maintain Disciplinary Actions

Purpose

The purpose of this job aid is to document the disciplinary warning the employee has received. Disciplinary information should be entered as instances occur so that the system is current.

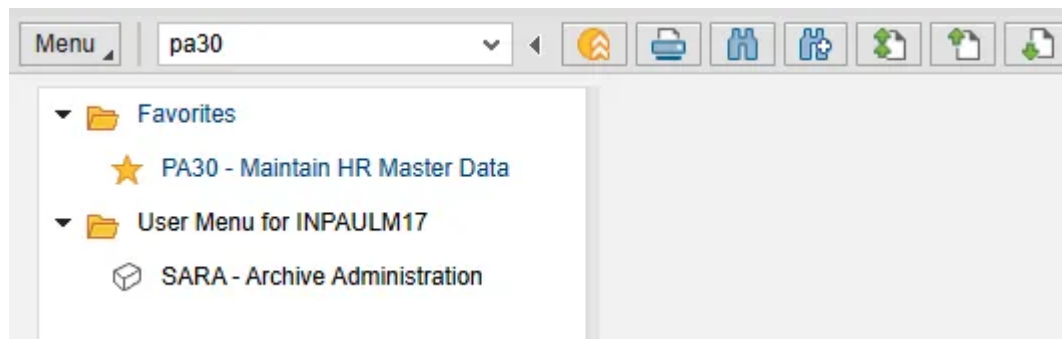
Infotypes that currently exist for the employee accessed are identified by green check marks to the right of the infotype descriptions.

- An overview of the process contains some or all of the following steps:
The Employee violates Policy/Procedure
- The Supervisor/Warnings Maintainer – In conjunction with (approval from) an Agency Official, the disciplinary warning is created
- The Supervisor issues the Warning to the Employee
- The Warnings Maintainer enters the Warning and related tasks into the Integrated HR/Payroll System.
- The Supervisor monitors MSS for Warning-related Tasks
- When warning tasks come due, the supervisor reviews them with the Employee
- The Warnings Maintainer – As appropriate updates the Employee record in the Integrated HR/Payroll System.

There are 12 steps to complete this process.

Step 1: Use transaction code PA30.

Image



Step 2: Enter the Personnel number in the Personnel no. field and choose Enter on the keyboard.

Image

Maintain HR Master Data

Menu



Personnel no.

80000030

Name

Elizabeth Watkins

EEGroup

A

SHRA Employees

PersA

1601

Environmental Quality

EESubgroup

A1

FT N-FLSAOT Perm

CostC

1699999999

DENR



Basic Personal Data

Payroll

Benefits

Time

Addtl. Personal Data

Planning Data



Infotype Text

Status

Actions



Organizational Assignment



Personal Data



Addresses



Planned Working Time



Basic Pay



Family Member/Dependents



I-9 Residence Status



Additional Personal Data



Period

☒ Period

From

To

☐ Today

☐ Current Week

☐ All

☐ Current Month

☐ From Today

☐ Last Week

☐ Until Today

☐ Last Month

☐ Curr. Period

☐ Current Year



Choose

Direct selection

Infotype

STy

Step 3: In the Direct selection area, type 0102 (the code for Grievances infotype) in the Infotype field. Type 3 in the STy (subtype) field. Choose Enter on the keyboard.

Image

Maintain HR Master Data

Menu                     

Personnel no.	80000030
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Name	Elizabeth Watkins
------	-------------------

EEGroup	A	SHRA Employees	PersA	1601	Environmental Quality
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EESubgroup	A1	FT N-FLSAOT Perm	CostC	1699999999	DENR
------------	----	------------------	-------	------------	------

K Basic Personal Data Payroll Benefits Time Addtl. Personal Data Planning Data »

Infotype Text	Status
Actions	✓
Organizational Assignment	✓
Personal Data	✓
Addresses	✓
Planned Working Time	✓
Basic Pay	✓
Family Member/Dependents	
I-9 Residence Status	✓
Additional Personal Data	✓

Period

☒ Period
 From To

☐ Today
 ☐ Current Week

☐ All
 ☐ Current Month

☐ From Today
 ☐ Last Week

☐ Until Today
 ☐ Last Month

☐ Curr. Period
 ☐ Current Year

Direct selection

Infotype	Grievances NA	STy	3	Disciplinary Action
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Step 4: Select Create.

Image

Maintain HR Master Data

Menu 

Personnel no.

Name

EEGroup SHRA Employees PersA Environmental Quality

EESubgroup FT N-FLSAOT Perm CostC DENR

Basic Personal Data Payroll Benefits Time Addtl. Personal Data Planning Data

Infotype Text	Status
Actions	✓
Organizational Assignment	✓
Personal Data	✓
Addresses	✓
Planned Working Time	✓
Basic Pay	✓
Family Member/Dependents	✓
I-9 Residence Status	✓
Additional Personal Data	✓

Period

☒ Period

From To

☐ Today ☐ Current Week

☐ All ☐ Current Month

☐ From Today ☐ Last Week

☐ Until Today ☐ Last Month

☐ Curr. Period ☐ Current Year

 Choose

Direct selection

Infotype STy Disciplinary Action

Step 5: Complete the Start and to fields.

The start date is when the warning process began. When records are created, they are assigned a “Start Date.” Because the end dates are not typically known, SAP automatically applies an end date of 12/31/9999. Change the end date to account for 18 months from the effective date. The Warning is only in effect for 18 months. If approved to delimit earlier, the end date can be changed at that time.

Image

Create Grievances NA (0102)

Menu | [Dropdown] | [Icons]

Personnel No: 80000030 Name: Elizabeth Watkins

EEGroup: A SHRA Employees PersA: 1601 Environmental Quality

EESubgroup: A1 FT N-FLSAOT Perm Statu: Active

Start: 12/02/2025 to 04/02/2026

Step 6: Select the matchcode in the Reason field and choose the appropriate reason from the list.

Image

Create Grievances NA (0102)

Menu ▾ ▾       

Personnel No Name
EEGroup SHRA Employees PersA Environmental Quality
EESubgroup FT N-FLSAOT Perm Statu Active
Start to

Grievance data

Subtype Disciplina
Reason
Grievance number
Date entered
Supervisor

Status

Grievance status
Stage
Result
Estimated costs

Grievance reason (1)



Restrictions

	Subtype	Reas.	Description
	3	01	DA-Writ WarnJob Perf
	3	02	DA-Demotion-Job Perf
	3	03	DA-Suspens-Job Perf
	3	04	DA-DismissalJob Perf
	3	05	DA-WritWarnPersCond
	3	06	DA-Demotion PersCond
	3	07	DA-Suspens Pers Cond
	3	08	DA-DismissalPersCond
	3	09	DA-WritWarnGrossInef
	3	10	DA-DemotionGrossInef
	3	11	DA-Suspens GrossInef
	3	12	DA-DismisalGrossInef
	3	15	DA-PIP-Job Perf

13 Entries found

Step 7: Complete the Date entered and Supervisor fields. Then, choose Enter on the keyboard.

Image

Create Grievances NA (0102)

Menu

Personnel No Name

EEGroup SHRA Employees PersA Environmental Quality

EESubgroup FT N-FLSAOT Perm Statu Active

Start to Chng

Grievance data

Subtype Disciplinary Action

Reason DA-Writ WarnJob Perf

Grievance number

Date entered

Supervisor Nicole Milam

Status

Grievance status ☐

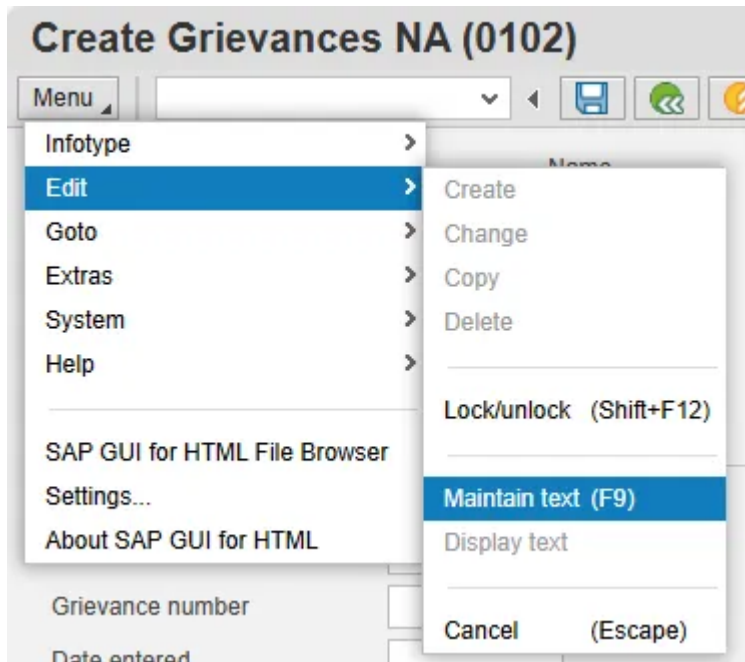
Stage ☐

Result ☐ Date settled

Estimated costs

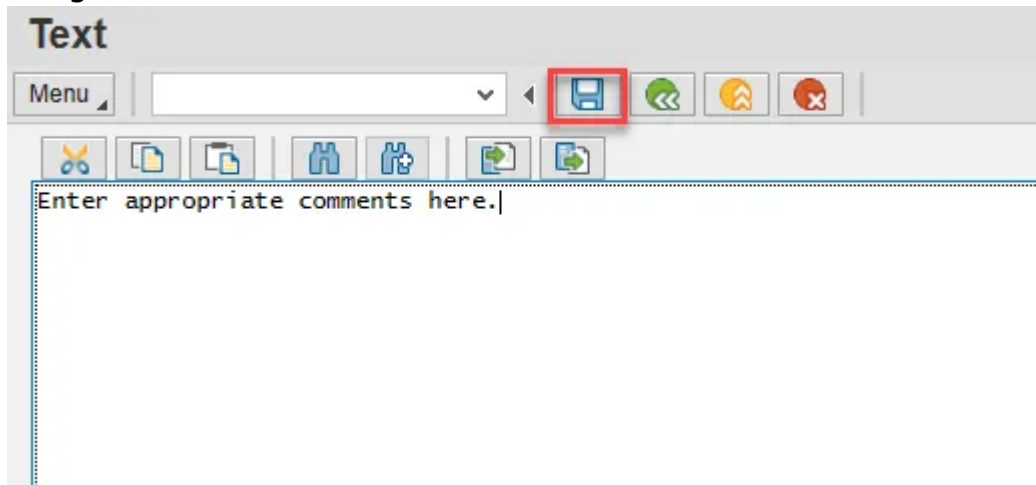
Step 8: Select the Menu button in the upper left, hover over Edit, and choose Maintain text.

Image



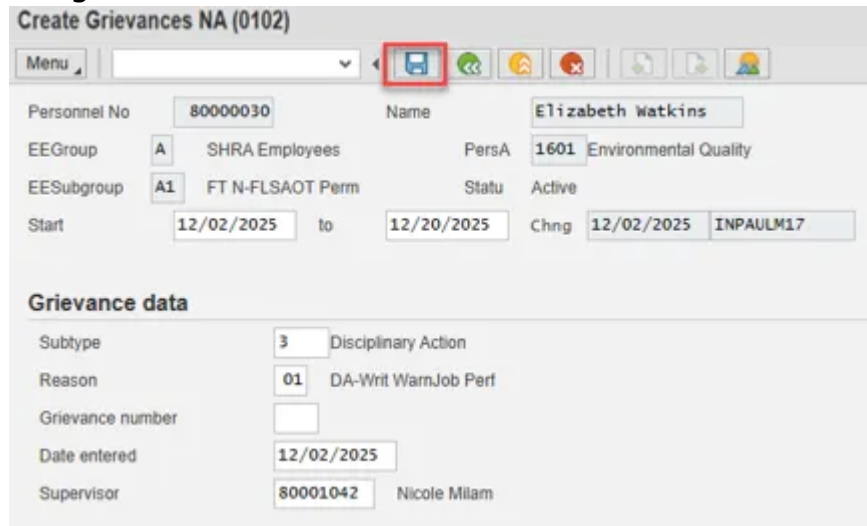
Step 9: Enter appropriate text in the Infotype Text box that is displayed. (Don't forget to Save your comments.)

Image



Step 10: Save the infotype.

Image



Create Grievances NA (0102)

Menu | [Save] [Cancel] [Back] [Forward] [Delete] [Print] [Help]

Personnel No: 80000030 Name: Elizabeth Watkins

EEGroup: A SHRA Employees PersA: 1601 Environmental Quality

EESubgroup: A1 FT N-FLSAOT Perm Statu: Active

Start: 12/02/2025 to: 12/20/2025 Chng: 12/02/2025 INPAULM17

Grievance data

Subtype: 3 Disciplinary Action

Reason: 01 DA-Writ WarnJob Perf

Grievance number: []

Date entered: 12/02/2025

Supervisor: 80001042 Nicole Milam

Step 11: Monitoring of Tasks (0019) will appear. This is an optional infotype. You can choose to use it to create a reminder of the 90-day ending date or choose Save to skip this infotype.

Image

Create Monitoring of Tasks (0019)

Menu

Personnel No

80000030

Name

Elizabeth Watkins

EEGroup

A

SHRA Employees

PersA

1601

Environmental Quality

EESubgroup

A1

FT N-FLSAOT Perm

Statu

Active

Task

Task Type

*

Date of Task

*

Processing indicator

New task

Reminder

Reminder Date

Lead/follow-up time

For specific task type

Comments

Step 12: Choose Display to view infotype 0102.

Image

Maintain HR Master Data

Menu

Personnel no.
Name
EEGroup SHRA Employees PersA Environmental Quality
EESubgroup FT N-FLSAOT Perm CostC DENR

K
Basic Personal Data
Payroll
Benefits
Time
Addtl. Personal Data
Planning Data

Infotype Text
Status

Actions	✓
Organizational Assignment	✓
Personal Data	✓
Addresses	✓
Planned Working Time	✓
Basic Pay	✓
Family Member/Dependents	
I-9 Residence Status	✓
Additional Personal Data	✓

Period

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☐ Current Year

Choose

Direct selection

Infotype STy Disciplinary Action

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Thu, 01/22/2026

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