

PER-44 Related Experience (IT9822)

Purpose

The purpose of this job aid is to describe Infotype 9822/Related Experience, which tracks related work experience and related education.

PA infotype 9822/Related Experience was added to the Integrated HR/Payroll System on August 3, 2018. This new infotype allows the ability to track related work experience and related education.

Infotype 9822/Related Experience will present itself during the following actions

(Please see the associated BPPs):

- New Hire
- Promotion
- Transfer
- Reinstatement
- Non-Beacon to Beacon
- Reallocation
- Separation
- Separation Pay Continuation

CRITICAL! INFOTYPE 9822/RELATED EXPERIENCE IS NOT TO BE USED ON SUPPLEMENTAL STAFF

The new infotype contains the following pieces of information:

Image

Display Related Experience (9822)

Menu



Personnel No

80000030

Name

Elizabeth Watkins

EEGroup

A

SPA Employees

PersA

1601

Environmental Quality

EESubgroup

A1

FT N-FLSAOT Perm

Statu

Active

Start

08/19/2025

To

12/31/9999

Chngd

08/19/2025

INPAULM20

(Not to be used for Supplemental Staff)

Classification

Position

65002438

PRGM CRD 3

PROGRAM COORDINATOR III

Job

32001241

Prgm Crd 3

Program Coordinator III

Related Work Experience

Months

60

Calculated Months:

60

Related Education

Months

48

Position: This field will default in based on the employee's current Position from IT0001/Organizational Assignment.

Job: This field will default based on the employee's current Job from IT0001/Organizational Assignment.

Related Work Experience Months: This is a numerical field that will be input by the Agency representative. This field represents the number of months of related work experience that the employee had in qualifying for the position.

Calculated Months: This is a numerical field that updates automatically each month the employee is in the existing position/classification. For example, if the employee began the position on 04/01/2018 with 15 months of related work experience, they would have 18 months of related work experience on 07/01/2018.

Related Education Months: This is a numerical field that will be input by the Agency representative. This field represents the number of months of related education that the employee had in qualifying for the position. The start date of the record will match the date of the corresponding action. Every time an employee changes positions and/or classification, a new IT9822 should be created with the corresponding start date.

Updating a Record via PA30

To update an existing record by making changes to either the Related Work Experience months field or the Related Education months field, the user will use the Change icon.

Note: Changes to the Related Work Experience months field will update the Calculated months field automatically based on the start date of the record.

Delimiting a Record

Upon separation, the user will need to delimit the record when it presents itself during processing of the Separation or Separation Pay Continuation action.

To delimit the record, the user will highlight the record and press the Delimit icon:

Image

Delimit Related Experience (9822)

Menu

Personnel No	80000030	Name	Elizabeth Watkins
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EEGroup	A	SPA Employees	PersA	1601	Environmental Quality
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EESubgroup	A1	FT N-FLSAOT Perm	Statu	Active
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Choose 01/01/1800 To 12/31/9999 STy. Delimit.Date 08/19/2025

[illegible]

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Fri, 08/03/2018

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Tue, 02/03/2026

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