

PER-58 Create Time Specification Employ Period

Purpose

The purpose of this Business Process Procedure is to explain how to create time specification/employ periods in the Integrated HR-Payroll System.

Trigger

Agencies should create only for employees who are New Hire or Non-Beacon to Beacon Actions with prior state service. For corrections, submit a ticket to BEST.

Business Process Procedure Overview

A new employee is hired with prior creditable state service.

- Agency HR verifies prior state service.
- Agency HR creates IT0552 Time Specification/Employ Period
 - Create a separate IT0552 for each service record.

For corrections, contact BEST.

Tips and Tricks

If you do not know if a previous employer is a State government agency or university, you can check the List of Credible Service Employers for Longevity State Service which can be viewed using the following link: [List of Creditable State Service Employers](#)

This document is located on the OSHR website in the State Personnel Manual-Salary Administration Section on the Longevity Policy Resources page. The Longevity State Service list includes a column that identifies the category of each employer.

- Employers with categories of State Agency or State University System would not be treated as new hires.
- Employers with categories of Local SPA, Community College, or Public School System would be treated as new hires.

If the specific employer in question is not listed on the creditable service list but you think it is a State agency or University, you should contact your assigned OSHR HR Consultant with the Recruitment, Selection and Salary Administration Division to confirm the State government employer status.

Access Transaction

Via Menu Path: Your menu path may contain this custom transaction code depending on your security roles.

Via Transaction Code: PA30

Procedure

There are 8 steps to complete this process.

Image

- Folder Favorites
- ▼ User Menu for INPAULM20
 - Archive Administration

TRAINING



Integrated HR-Payroll System

Step 1: Update the following field:

**Field
Name**

Description

Values

Command	White alphanumeric box in upper left corner used to input transaction codes	Enter value in Command. Example: PA30
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Step 2: Click the **Enter** button.

Information: You may want to enter this transaction code in your Favorites folder.

- From the menu button at the top of the screen, choose **Favorites > Insert Transaction**.
- Type in **PA30**.
- Click **Enter**.

To see the transaction code displayed in front of the link in your favorites, from the menu at the top of the screen:

- Choose Menu > Extras > Settings.
- Place a check next to **Display Technical Names**.
- Click **Enter**.

Critical! Agencies should create only for employees who are New Hire or Non-Beacon to Beacon Actions with prior state service.

Step 3: Update the following fields:

Field Name	Description	Values
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Personnel
No.

Unique employee identifier

Enter value in Personnel
No.

Example: 80000030

Period

The start and end dates respectively of the person and data selection
period.

Click **All**.

Image

Maintain HR Master Data

Menu



Personnel no.

80000030

Name

Elizabeth Watkins

EEGroup

A

SPA 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

Statu

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

Time Specification/Employ. Period

STy

Step 4: Update the following fields:

Field Name	Description	Values
Infotype	Unique number identifying the type of data to be displayed	Enter value in Infotype Example: 552

Step 5: Click the **Create** button.

Image

Subtypes for infotype "Time Specification/Employ. Period" (1)



Restrictions





TSpC

Name

0001	Alamance-Caswell Area MH/MR/SA
0003	Albemarle Area MH/MR/SA
0005	Alcohol Prog-Forsyth Cty Winston-Salem
0007	Amelia-Bauer-Kahn Psychiatric, Franklin
0009	Blue Ridge Area MH/MR/SA Program
0011	Child Guidance Clinic Forsyth Cntr, Inc
0013	Cossroads Behavioral Healthcare
0015	Drug EducationCenter, Charlotte
0017	Duplin-Sampson Area MH/MR/SA Program
0019	Edgecombe-Nash Area MH/MR/SA Program
0021	Family Counsel & Ed Ctr Hillsborough
0023	Foothills Area MH/MR/SA Program
0025	Forsyth-Stokes Area MH/MR/SA Program
0027	Gaston-Lincoln Area MH/MR/SA Program
0029	Henry Wiseman Kendall Ctr, Greensboro
0033	Jerry Hedrick MH Clinic, Oxford
0035	Lee-Harnett Area MH/MR/SA Program
0037	Neuse Area MH/MR/SA Program
0039	New River Area MH/MR/SA Program
0043	Open House, Inc., Charlotte



285 Entries found

Step 6: Select the appropriate subtype.

Step 7: Click the **Enter** button.

Image

Create Time Specification/Employ. Period (0552)

Menu



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

Time specifications/employment period

Time spec. *Public Health

☐ Do not evaluate

Duration of validity period

Years
Months
Days

Imputable period

Years
Months
Days

Comments

Additional fields

Creditable Service Conditions Link

Step 8: Update the following fields:

Field Name	Description	Values
Start	Begin date of employment	Enter the value in the Start field. Example: 10/01/2023
To	End date of employment	Enter the value in the To field. Example: 08/01/2025
Comments	Place of Employment	Comments Place of Employment Enter the appropriate comments in the Comments field. Example: Worked at Johnston County Environmental Health
Additional fields	Creditable Service Conditions Link	View OSHR List of Creditable Service Conditions List with additional information.

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