

# PA30 Create Long Distance Access



**Process:** Use transaction PA30 to create a **Long Distance Access (9020)** infotype record for an employee so s/he can use their 8-digit Person ID number to place domestic, long distance calls.

This infotype is automatically created by the system for faculty and staff during the new hire action (PA40). However, it is not created automatically for temporary employees or students. Also, if an employee transfers from one department to another and the previous department delimits this infotype but the access is still needed in the new department, then this record can be manually created to re-active the access.

**Role:** Authorized Users

**Frequency:** When Needed

## Beginning

Enter the transaction code

PA30



## Maintain HR Master Data

**Person ID**

Enter the employee's **Person ID** or use the **Possible Entries** icon  to search

Person ID  

Press **Enter** to populate the fields below the **Person ID** and **Pers.Assgn** line

Person ID	<input type="text" value="10001766"/>		Pers.Assgn	<input type="text" value="00000245 50128809 0000024..."/>	
Name	<input type="text" value="Jonsey T. Smith"/>		Empl. %	<input type="text" value="100.00"/>	
EE group	<input type="text" value="A Staff"/>	Pers.area	<input type="text" value="1000"/>	<input type="text" value="Main Campus"/>	
EE subgroup	<input type="text" value="05 Non-Exempt 4..."/>	Pers. subarea	<input type="text" value="0001"/>	<input type="text" value="Reg FT"/>	

**Infotype**

Enter **"9020"** in the **Infotype** field in the **Direct selection** section

Direct selection

Infotype

Press **Enter** – The full name of the **Infotype** will be displayed:

Direct selection

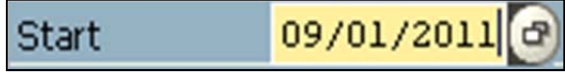
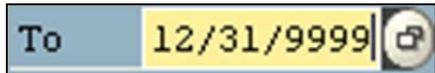
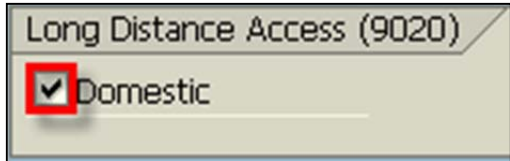

Infotype

Click on the **Create** icon in the Application Toolbar



# PA30 Create Long Distance Access



<b>Create Long Distance Access (9020)</b>	
<b>Start</b>	Enter the date in which the access should be put in effect; for example: 
<b>To</b>	Always enter "12/31/9999" 
<b>Domestic</b>	Click in the checkbox next to <b>Domestic</b> 
Click on the <b>Save</b> icon	
<b>Maintain HR Master Data</b>	
Click on the <b>Exit</b> icon to exit the transaction	