# 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

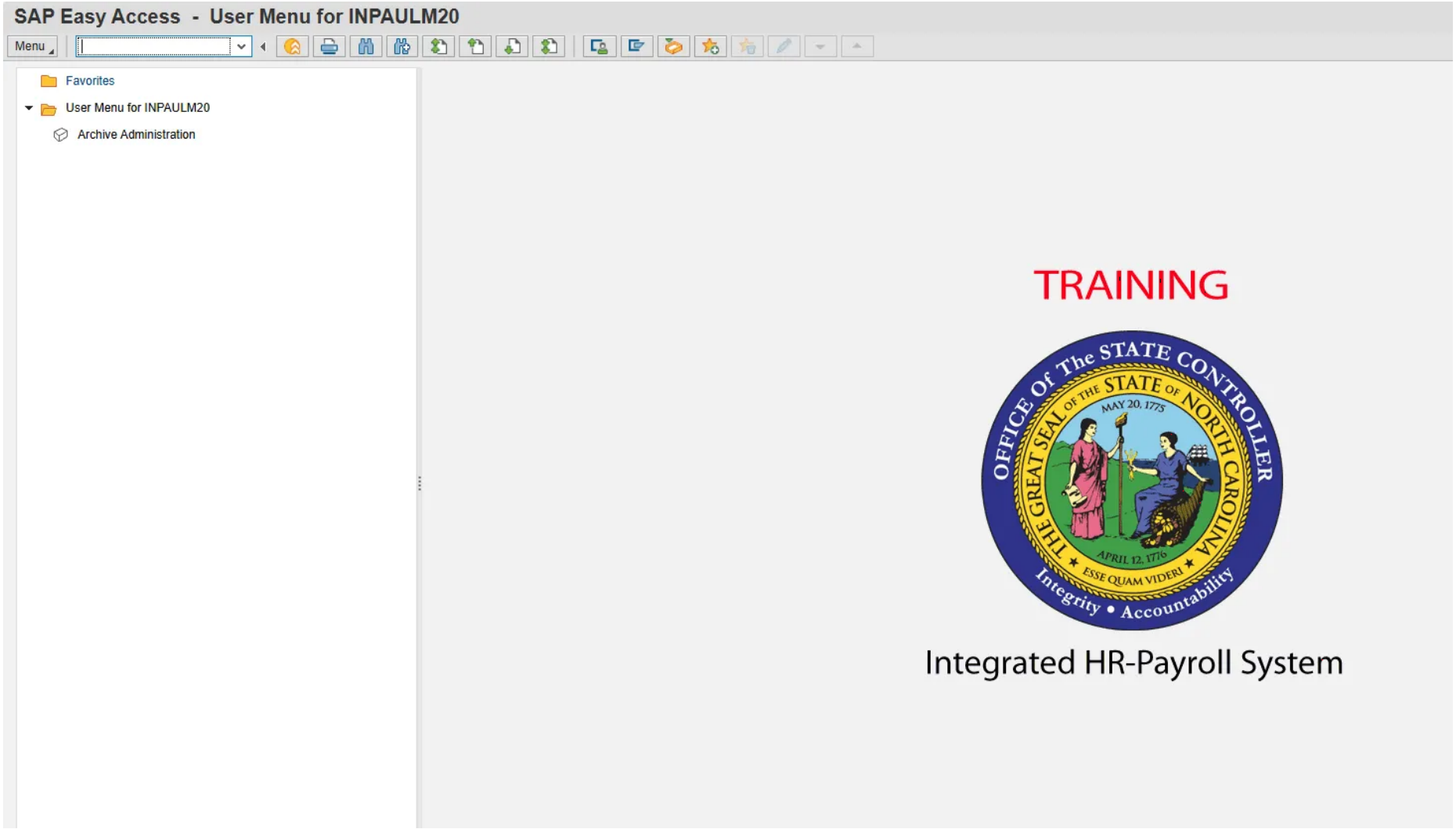
**Via Menu Path**: Your menu path may contain this custom transaction code depending on your security roles.

**Via Transaction Code**: PA30

## Procedure

There are 8 steps to complete this process.

Image




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.<br><br>Example:  PA30 |

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**.

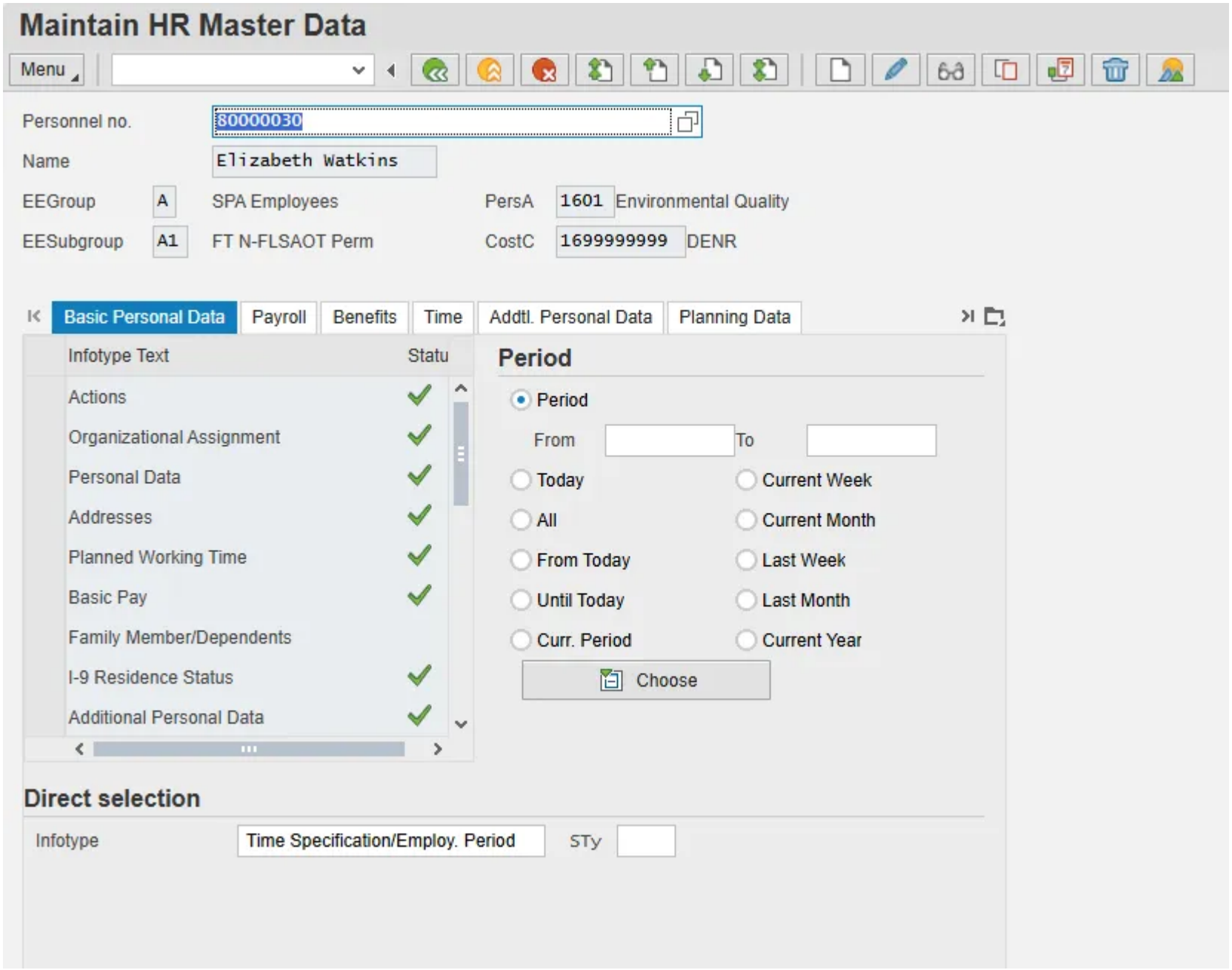
**Critical**! Agencies should create only for employees who are New Hire or Non-Beacon to Beacon Actions with prior state service.

Step 3: Update the following fields:

| Field Name | Description | Values |
|---|---|---|

| | | |
|---|---|---|
| Personnel No. | Unique employee identifier | Enter value in Personnel No.<br><br>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<br><br>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 | 80000030 | Name | Elizabeth Watkins | | |
| EEGroup | A | SPA Employees | PersA | 1601 | Environmental Quality |
| EESubgroup | A1 | FT N-FLSAOT Perm | Statu | Active | |
| Start | 10/01/2023 | To | 08/01/2025 | | |

## Time specifications/employment period

Time spec. 0547 *Public Health

☐ Do not evaluate

## Duration of validity period

| | |
|---|---|
| Years | 0 |
| Months | 22 |
| Days | 0 |

## Imputable period

| | |
|---|---|
| Years | |
| Months | |
| Days | |

## Comments

Worked at Johnston County Environmental Health

## 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.<br><br>Example: 10/01/2023 |
| To | End date of employment | Enter the value in the To field.<br><br>Example: 08/01/2025 |
| Comments | Place of Employment | Comments Place of Employment Enter the appropriate comments in the Comments field.<br><br>Example: Worked at Johnston County Environmental Health |
| Additional fields | Creditable Service Conditions Link | View OSHR List of Creditable Service Conditions List with additional information. |

## First Published

Mon, 09/14/2015

## Last Updated

Wed, 02/04/2026

Printable PDF