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Overview

The purpose of this Job Aid is to provide guidelines for the creation of a Mini Master for Survivors and Beneficiaries. This process is specifically related to recipients of After Service Health Insurance under the UN Medical Insurance Plan (ASHI MIP).

Objectives

This Job Aid provides the steps necessary to create a Mini Master for Survivors and Beneficiaries participating in the After Service Health Insurance under the UN Medical Insurance Plan (ASHI MIP), and view the resulting Personnel Action.

Enterprise Roles

BN.03: Benefits Insurance Administrator LS PA.01: HR Partner All

Mini Master Requirements

- Valid index number
- Current mailing address
- Email address

Create a Mini Master for Survivors and Beneficiaries

- 1. Enter the T-code PA40 in the Command field
- 2. Enter the Personnel Number in the Personnel No. field
- 3. Enter the Start Date (effective date of ASHI) in the Start field
- 4. Select Enter Benefits Admin. Surv/Oth in the Personnel Actions pane



Berconnel Actions					
*					
Find by					
✓ ₽≗ Person	Personnel No. 10000048	Pers.Assgn 9999	9999 1000	0048(1)	
Collective search help	Name Mipashi SURVIVOR				Emp. Stat
Search Term	EE Group X Non Staff no Payroll	HT00 Port-au	-Prince		
	EE Subgrp XA Create Index Number				
	Start 01.12.2016				
	Personnel Actions				
	Action Type	Personn	EE group	EE subg	
	Separation Payments				-
	Separation Pre Reinstatement				-
	Change Org Unit				
	*** NON STAFF ***				
	Pre Boarding Non Staff				
	Enter Non-Staff no PY/External				
	Enter Military/Police Person				
	Enter Non-Staff on PY				
	Enter Separated s/m				
	Maintain All Non-Staff				
	MSA Rate Type				
	Exit All Non-Staff				
	Enter Benefits Admin. Retiree				
	Enter Benefits Admin. Surv/Otn				
	Fuit Deposite Admin. Pron				
	Exit Beriefits Aumin. Person				
					÷
				4 1	



icon to execute

The Copy Actions (0000) screen is displayed:

Copy Actions (00	000)
🗧 🗟 🗟 🛛 🕀 Execute	e info group 🖉 Change info group
Pers.No. 10000048 Name Mipashi SURVIVOR EE Group X Non Staff EE Subgrp XA Create Ind Start 01.12.20	Pers.Assgn 99999999 10000048 (1) Imactiv no Payroll HT00 Port-au-Prince lex Number Imactiv Imactiv Io 31.12.9999 Imactiv
Action Type Reason for Action Status	Enter Benefits Admin. Surv/Oth
Employment	Inactive
Organizational assignment	
Position Personnel area Employee group Employee subgroup	99999999 Integration: default posi HT00 Haiti X Non Staff no Payroll XA Create Index Number
Additional actions	
Start Date Act. Action	Type ActR Reason for action



6. In the **Personnel Actions** section, click on the match code icon for **Reason for Action** and select the **CQ** action to enter the **Benefits Admin Surv/Oth**

[✓	◪ѨѨ҉҄҉҂҄҄҄҂҄҄҄҄҄҄҄҄҄҄⊇҅	±		
	Act.	Name of Action Type	ActR	Name of reason for action	
	CQ	Enter Benefits Admin. Surv/Oth	01	Enter Benefits Admin. Survivor	

- 7. Select the icon to enter
- 8. In the **Organizational assignment** section, the **Employee group** and **Employee subgroup** fields must be changed

Organizational assignme	ıt	
Position	99999999 Integration: default posi	
Personnel area	HT00 Haiti	
Employee group	X Non Staff no Payroll	
Employee subgroup	XA Create Index Number	

The Organization assignment section review:

- The Position field defaults to 99999999
- The Personnel area is the country of residence
- The Employee group is **B** Benefits
- Employee subgroup is **BC** Local Survivor with UN Pay
- 9. Either select **B Benefits** option from the match code icon drop down list for the **Employee group** field, or type **B** and select the icon to continue



The **Employee subgroup** field must be changed to **BC** for the Local Survivor.



10. Either select the relevant option from the match code icon drop down list for the Employee subgroup field or type BC and select the icon to continue.

The **Employee subgroup** options are displayed:

🖙 Employee subgroup (1) 8 Entries found					
Restrictions					
			V		
	XAA				
EEGr	Name of EE group	ESgrp	Name of EE subgrp		
в	Benefits	B2	Int UNCS Retiree		
в	Benefits	B3	Int UN Survivor		
в	Benefits	B4	Int UNCS Staff		
в	Benefits	B5	Int UNCS Survivor		
в	Benefits	BB	Local UNCS Retiree		
В	Benefits	BC	Local UN Survivor		
В	Benefits	BD	Local UNCS Staff		
В	Benefits	BE	Local UNCS Survivor		

11. Select the 🗹 icon to enter

The following message is displayed:



12. Select the 🗹 icon to enter

The updated Copy Actions (0000) screen is displayed:



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Co py Ac	ctions (C	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,						
🗈 🖪 🕿	😵 Execu	te info group	Ch	ange info g	roup			
ers.No.	1000004	8 Pers.	Assgn	9999999	9 1000	0048(1) 👻	₽	
ame Mipash	1 SURVIVO	R		_		Emp.	Stat Inactiv	
E Group	Non Staf	f no Payroll	HTO	0 Port-	au-Princ	te		
E Subgrp 2	Create In		21 12	0000				
Larc	01.12.2		51.12.	9999				
Personnel ac	tion							
Action Type		Enter Ber	efits Admi	n. Surv/Ot	h 🔻	·		
Reason for A	ction	01 Ent	er Benefits	Admin. Su	irvivor			
Status								
Customer-sp	ecific	ASHI/ASL	I			-		
Employment		Inactive				•		
Organizationa	al assignmen	t						
Position		99999999	Integr	ation: defa	ult posi	i		
Personnel ar	ea	HT00 H	laiti					
Employee gr	oup	B	enefits					
Employee su	bgroup	BC	ocal UN Su	irvivor				
Additional ac	tions							
Start Date	Act. Actio	on Type			ActR	Reason for action		
							-	
< >							4 1	

A message is displayed at the bottom of the screen:







15. Select the 🗹 icon

A message is again displayed at the bottom of the screen:



16. Select the

icon to enter

The Create Date Specifications (0041) screen is displayed:

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Create Date Specific	ations (0041)		
💫 🕞 🕿			
Pers. No. 10000048	Pers.Assgn	99999999 10000048 (1)	▼
Name Mipashi SURVIVOR		E	Emp. Stat Inactiv
EE Group X Non Staff no Pay	yroll HT00 Por	t-au-Prince	
EE Subgrp XA Create Index Nu	mber		
Start 01.12.2016	to 31.12.9999		
Date Specifications			
Date type D	late	Date type	Date

17. Under **Date type**, select **U2** from the match code, and update the **Date** field with the deceased retiree's EOD UN Secretariat date – **this is a mandatory field**.



The **Date type** options are displayed:

	Date type (1) 12 Entries fo	ound
	Restrictions	
		N
 Image: A start of the start of		
DT	Date type	
U1	EOD UN Common System	
U2	EOD UN Secretariat	
U4	Seniority in Grade	
U5	Retirement Date	
U6	OVR EOD D/S	
U7	OVR Mobility Ef Date	
U8	Pension Particip Dt	
U9	OVR D/S Arvl-Rental	
UA	Declaration Date	
UB	Waiver Signed Date	
UD	ASHI - UNCS EOD	
UL	AL Accrual	

19. Under Date type UD (ASHI – UNCS EOD), update the Date field with the same date as the U2 EOD UN Secretariat Date field



20. Select the

18. Select the 🗹 icon

🤍 icon

A message is displayed at bottom of the screen.



21. Select the 🥙 icon and the **Display Personal Data (0002)** screen is displayed:



Display Personal Data (0002)
Pers. No.10000048Pers.Assgn999999999 10000048 (1)Image: Second
Name Title Mrs Last name SURVIVOR First name Mipashi Middle Name Image: Comparison of the second sec
HR Data
Date of Birth 13.05.1957 UN National Othr/Birth Since
Additional Fields
City of Birth Country of Birth Gender Female



22. Select the next record icon

The Copy Organizational Assignment (0001) screen is displayed:

Copy Organizational Assignment (0001)
💫 🕞 🙇 🛛 Org Structure	
Pers. No. 10000048 Pers.Assgn Name Mipashi SURVIVOR EOD UN 01.01.0 EE Group X Non Staff no Payroll HT00 Po EE Subgrp XA Create Index Number Start 01.12.2016 To 31.12.9999	99999999 10000048 (1) 1980 Emp. Stat Inactiv prt-au-Prince
Enterprise Structure	
CoCode 1000 United Nations	
Pers.area HT00 Haiti	Subarea HT00 Port-au-Prince
Cost Ctr	Bus. Area
Personnel Structure	
EE group B Benefits	Payr.area SB Staff Benefits Only
EE subgroup BC Local UN Survivor	Pos. Type 🔍
Organizational Plan	Person Responsible
Position 99999999 Integration: default p	Time
Job key	
Org. Unit	
Change Reason	



23. Select the icon and a message is displayed at the bottom of the screen:
24. Select the icon and a message is displayed
25. Select the icon to save the document

A message requesting a Valid Mailing Address is displayed:



26. Select the *local and the Create Addresses (0006*) screen is displayed:

Create Addresse	s (0006)		
🖡 🗟 െ Foreign ad	dress		
Pers. No. 10000048 Name Mipashi SURVIVOR EE Group B Benefits EE Subgrp BC Local UN S Start 01.12.2016	Pers.Assgr EOD UN 01. HT00 urvivor 01 to 31.12.9999	n 99999999 10000 01.1980 Port-au-Prince	0048 (1) View Constant Const
Address			
Address type	Mailing Address		•
Address line 1			
Address line 2			
City/county			
State/zip code			
Country Key	UN	-	
Communication			



- 27. Update the Mailing Address as follows:
 - a) Enter the street name in the Address line 1 field
 - b) Enter the apartment number (if applicable) in Address line 2 field
 - c) Enter the city in the City/county field
 - d) Enter the state and zipcode (if applicable) in the State/zip code fields
 - e) Select the country from the drop down list in the Country Key field



Fields with check marks must be completed or IT0006 will not be saved.

Create Addresse	s (0006)
👫 🕞 <table-cell-rows> 🛛 Foreign ad</table-cell-rows>	dress
Pers. No. 10000048 Name Mipashi SURVIVOR EE Group B Benefits EE Subgrp BC Local UN S Start 01.12.2016	Pers.Assgn 99999999 10000048 (1) Page EOD UN 01.01.1980 Emp. Stat Inactiv HIT00 Port-au-Prince Inactiv urvivor 01 01 to 31.12.9999 Inactiv
Address	
Address type	Mailing Address 🔹
Address line 1	9856 Saint Paul Avenue
Address line 2	
City/county	Port-Au-Prince
State/zip code	
Country Key	Haiti
Communications	
Communication	



A message is displayed at the bottom of the screen:

A Record valid from 30.11.2016 to 31.12.9999 delimited at end







con

31. If there are no other addresses to input, select the

The Copy Planned Working Time (0007) screen is displayed:



Copy Planned Working Time (0007)	
🖉 🚺 🔹 🕄 😪 😒 😓 🖞 👘 🖏 💭 💭 💭 🐨	
Copy Planned Working Time (0007)	
💫 🗟 📶 Work schedule	
Pers. No. 10000048 Pers.Assgn 99999999 10000048 (1) Image: Second	
Work schedule rule	
Work schedule rule NORM Haiti Normal 8hr	
Time Mgmt status 0 - No time evaluation	
Working time	
Weekly working hours 40.00	



A message is displayed at the bottom of the screen:





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Copy Basic Pay (0008)	
🖌 🛃 🚾 Eo Wage Type Eo Wage Type	
Pers. No. 10000048 Pers.Assg	n 99999999 10000048 (1) 🔻 😭
Name Mipashi SURVIVOR EOD UN 01	.01.1980 Emp. Stat Inactiv
EE Group B Benefits HT00	Port-au-Prince
EE Subgrp BC Local UN Survivor 01	01
Start 01.12.2016 To 31.12.9	999
	Object ID
	Next increase 31.12.9999
Pay scale	Further Information
Type ZB Benefits Only	Capacity Util. Level 100.00 % PER
Area HT Haiti	Work hours/period 174.00 Monthly
Group 01 Level 01	Ann.salary 0.00 USD
9010 Repetts Ebg	
Solo benencs hag	
	4 F
IV 01.12.2016 - 31.12.9999	0.00 HTG
Increment Information	
Withheld Increment	Accelerated Increment



35. Select the next record icon

The Create Date Specifications (0041) screen is displayed:



 Image: Second sec	•] « 🔚 🗟 🔇		🗅 🐺 🗷 🕜 💻
Conv Date Specific	rations (0041	()	
copy Date Specific	allons (0041		
la 🗟 🔊			
Pers No 10000048	Ders Asso	99999999 10000048 (1)	v
Name Minachi SUDUTVOD		01 1000	Emp Stat Inactiv
Name Mipashi Sokvivok	EOD ON OI	.01.1980	Emp. Stat Inactiv
EE Group B Benefits	HT00	Port-au-Prince	
EE Subgrp BC Local UN Surv	ivor 01	01	
Start 01.12.2016	to 31.12.9	999	
Date Specifications			
		D 1 1	
Date type	Date	Date type	Date
U2 EOD UN Secretariat	01.01.1980	UD ASHI - UNCS EOD	01.01.1980





The Create Cost Distribution (0027) screen is displayed:

🗟 🗟 Org. Mai	nagement info	on (0027)				
ers. No. 100 Iame Mipashi SUR E Group B Ben E Subgrp BC Loca Start 01.	00048 VIVOR efits al UN Survivor 12.2016 To	Pers.Assgn 999 EOD UN 01.01.1980 HT00 Port-au- 01 01 31.12.9999	99999 10000048 (1 Prince) Emp. Sta	▼ 😪 at Ina	ctiv
)istrib. 01 Naster cost center	Wage/salar	Y				
CoCd Cost ctr	Order	WBS element	Name		Pct.	Name of
						-



3

located on the top left corner of the screen.

The Subtypes for infotype "Communication" options are displayed:

37. Select the next record icon

🔄 Su	btypes for infotype "Communicat	ion" (1)	14 Entries fo	ound	×
	Restrictions				
_		∇			
	x m k 🏍 🔊 😑 🗸				
STyp	Name				
0001	System user name (SY-UNAME)				
0005	Fax				
0010	UN Email Address				
0020	UN Office Telephone				
CELL	Cell phone				
MAIL	Personal Email Address				
PAGR	Pager				
U003	Radio Call Sign				
U006	Data Line				
U007	Telex Line				
U008	Satellite Phone				
U009	Dect Phone				
U010	Trunking Radio				
U011	Pension system ID Num				
14	Entries found				

38. Select the MAIL option to create the Personal Email Address

ট Su	btypes for infotype "Communicat	ion" (1)	14 Entries found	×
	Restrictions			
		V		
	3 M K 🧞 🔊 😑 🖬			
STyp	Name			
0001	System user name (SY-UNAME)			
0005	Fax			
0010	UN Email Address			
0020	UN Office Telephone			
CELL	Cell phone	1		
MAIL	Personal Email Address			
PAGR	Pager Radio Call Sign			
0003	Data Lino			
10007	Telev Line			
0008	Satellite Phone			
U009	Dect Phone			
U010	Trunking Radio			
U011	Pension system ID Num			
14	Entries found			
14	Entries round			

The Create Communications (0105) screen is displayed:

icon to enter

39. Select the



Create Communication (0105) Image: Communicatio
Image: Superior of the second seco
Pers. No. 10000048 Pers.Assgn 99999999 10000048 (1) Name Mipashi SURVIVOR EOD UN 01.01.1980 Emp. Stat EE Group B Benefits HT00 Port-au-Prince
EE Subgrp BC Local UN Survivor 01 01 Start 01.12.2016 to 31.12.9999
Communication Type MAIL Personal Email Address
ID/number 🗹

40. Enter the email address of the participant in ID/number field

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Create Communication (0105)
la la 🕿
Pers. No.10000048Pers.Assgn99999999 10000048 (1)Name Mipashi SURVIVOREOD UN 01.01.1980Emp. StatInactivEE GroupB BenefitsHT00Port-au-PrinceEE SubgrpBC Local UN Survivor0101Start01.12.2016to31.12.9999
Communication
Type MAIL Personal Email Address ID/number mipashisurvivor@yahoo.com

41. Select the

icon to save

The Subtypes for infotype "Communication" options are displayed:



🕞 Su	btypes for infotype "Communicat	ion" (1)	14 Entries found	×
	Restrictions			1
		N		
ET C				
0001	System user pame (SV UNAME)			
0001	System user name (SY-UNAME)			
0005				
0010	UN Email Address			
0020	Call phone			
MAT	Cell phone			
MAIL	Personal Email Address			
PAGR	Pager			
0003	Radio Call Sign			
0006	Data Line			
0007	Telex Line			
0008	Satellite Phone			
0009	Dect Phone Truckie a De die			
0010	Trunking Radio			
0011	Pension system ID Num			
14	Entries found			



42. Select the icon as only one email address is required.

The Change Entitlement Monitoring Infotype (9003) screen is displayed:

Change Entitlement	Monitoring Infotype (9003)
💫 🕞 🕿	
Pers. No. 1000048 Name Mipashi SURVIVOR EE Group B Benefits EE Subgrp BC Local UN Survivor Start 01.12.2016 To	Pers.Assgn 99999999 10000048 (1) Imactiv EOD UN 01.01.1980 Emp. Stat Inactiv HT00 Port-au-Prince 01 01 01 01 01.12.2016 Chngd 12.12.2016 SLAWRENCE
Personnel Action Details	
Subtype	0302 Personnel action monitoring
Action / Reason	CQ01
Effective Date	01.12.2016
Action	CQ Enter Benefits Admin. Surv/Oth
Reason	01 Enter Benefits Admin. Survivor
Initiated / Last Update Date	12.12.2016
Initiated / Last Update By	SLAWRENCE
Action Completion Status	
Action Completed On	
Action Completed Flag	No
Remarks	



43. To update the Action Completion Status section, select YES from the drop down list in the Action Complete Flag field.

The Action Completed On field will automatically reflect the date of completion of the PA.

Action Completion Status		
Action Completed On	12.12.2016	
Action Completed Flag	Yes	



icon to save the document

The **Personnel Actions** screen is displayed:

 	2 😪 😪 🚔									
Personnel Actions										
<u>A</u>										
· · · · · · · · · · · · · · · · · · ·										
Find by										
✓ ₽ Person	Personnel No. 10000048 Pers.Assgn 99999999 10000048 (1)									
Collective search help	Name Mipashi SURVIVOR EOD UN 01.01.1980 Emp. Stat Inactiv									
Search Term	EE Group B Benefits HT00 Port-au-Prince									
	EE Subgrp BC Local UN Survivor 01 01									
	Start 01.12.2016									
	Personnel Actions									
	Action Type Personn EE group EE subg									
	Separation Payments									
	Separation Pre Reinstatement									
	Change Org Unit									
	*** NON STAFF ***									
	Pre Boarding Non Staff									
	Enter Non-Staff no PY/External									
	Enter Military/Police Person									
	Enter Non-Staff on PY									
	Enter Separated s/m									
	Maintain All Non-Staff									
	MSA Rate Type									
	Exit All Non-Staff									
	Enter Benefits Admin. Retiree									
	Enter Benefits Admin. Surv/Oth									
	Maintain Benefits Admin. PISh									
	Exit benefits Admin. Person									

The creation of mini master is complete.



View the Personnel Action

To view the Personnel Action:

- 1. Enter the T-code PA20 in the Command field
- 2. Enter the Personnel Number in the Personnel No. field
- 3. Highlight the the Actions option in the Basic Data tab
- 4. Select the **Overview** icon

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Display HR Master Data										
68° 🙍										
 I Solective search help M Search Term M Free search 	Personnel No. 10000048 Pers.Assgn 99999999 10000048 (1) Pers.Assgn Name Mipashi SURVIVOR EOD UN 01.01.1980 Emp. Stat Inactiv EE Group B Benefits HT00 Port-au-Prince EE Subgrp BC Local UN Survivor 01 01									
	Basic Data Contract Data Payroii Data Time Data Benefits Data S Image: Contract Data Image: Contract Data S Image: Contract Data Image: Con									

The **Overview Actions (0000)** screen is displayed:



•	🔗 😪 I 🗁 🕯) (§ \$) (C 🗘	1 🗐 🗐 🗐				
verview Actions (0000)								
Q								
I I	Pers. No. Name Mipashi EE Group B EE Subgrp BC I Choose	10000048 SURVIVOR Benefits Local UN Sur 01.01.1800	vivor	Pers.Assgn 9995 EOD UN 01.01.1980 HT00 Port-au-f 01 01 31.12.9999	Prince	10000048 (1) 🔹 🗸	₽ Ina	ctiv
	Start Date	End Date	Act.	Action Type	ActR	Reason for action	C	E 🛄
	01.12.2016	31.12.9999	CQ	Enter Benefits Admin. Su.	.01	Enter Benefits Admin. Su.	2	1 🔺
	30.11.2016	30.11.2016	04	Create Index Number	01	Create Index Number	:	
	Image: A the second						4	

This indicates that the Personnel Action (PA) is created.