

Updated: March 25, 2019

User Guide for (Travel Exception) Non-Comm Travelers
in SAP

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Travel Arranger SAP Role and Functions:

For those assigned the **Travel Arranger role** (YPC:TRAVEL_ARRNGR_W4_EX14), begin by executing transaction **Y_DC6_NCOMM_ARRANGER**.

***The Travel Arranger may hire, separate, update traveler information for Non-Comms that will travel (more than one-time and receive travel reimbursement) under an Approved Travel Exception and Board Members.**

Non Commonwealth Travel Process

Please select the Action to Complete:

Non Commonwealth Traveler

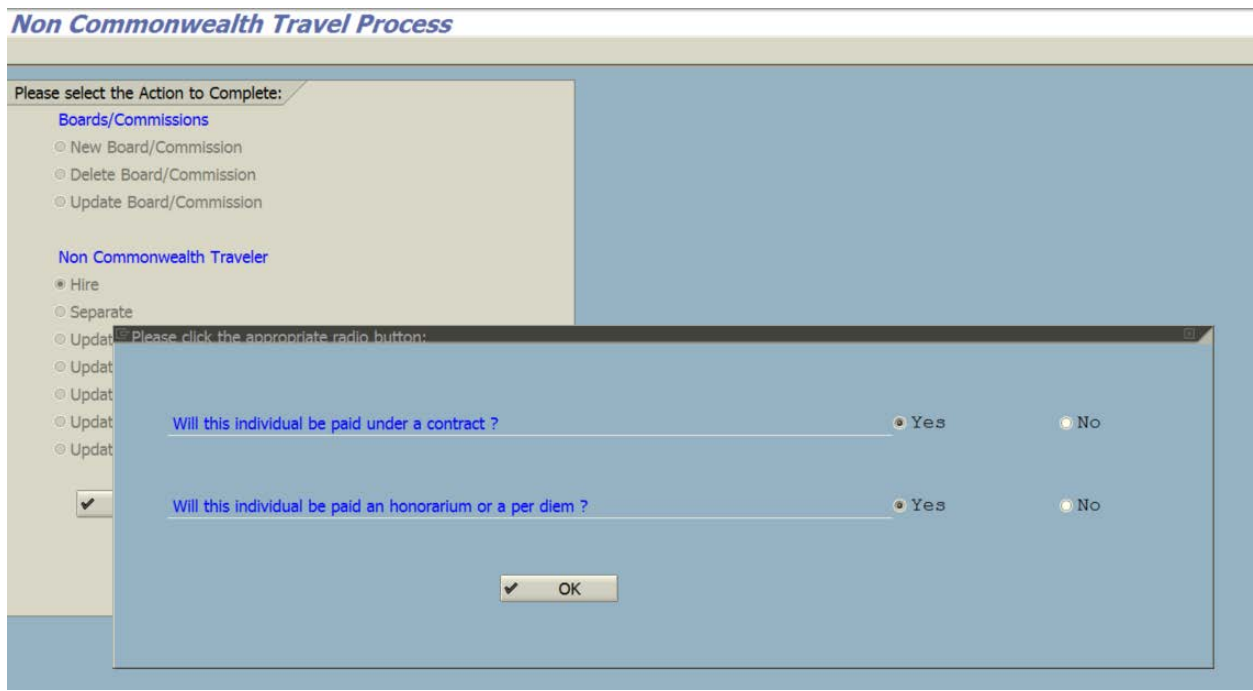
- Hire
- Separate
- Update Address
- Update Bank Details
- Update Default Travel Account Coding
- Update Name
- Update Travel Approver Position#

✓ OK ✕ Cancel

- **Hire New Non-Comm Traveler**

This option is to be used to hire a Non-Comm Traveler or Board Member (an SAP ID# will be assigned for travel expense entry in SAP).

Note: Only those Non-Comms who will travel more than one-time and receive travel reimbursement may be assigned an SAP ID#. For one-time Non-Comm travel, submit travel expenses on an STD-191 Travel Expense Voucher Form.



If the answer to either of these questions is “yes” then the individual cannot be hired as a Non-Comm Traveler.

- If the Non-Comm Traveler has a contract for services with the commonwealth – all travel expenses must be paid through the contract via a General Invoice.
- If the Non-Comm Traveler will be paid an honorarium or a per diem – your Agency must submit an EPAR to HR to hire the individual (BCPO does not hire Per Diem Employees).

Select 'OK' to continue.

Hire Non Comm Traveler

* Hire Date:

* Title:

* Social Security Number:

* First Name:

Middle Name:

* Last Name:

Suffix:

* Date of Birth:

* Gender: Female Male Undeclared

* Address Line 1:

Address Line 2:

* City:

* State:

* ZIP:

* Business Area:

* Fund:

* Cost Center:

Internal Order:

WBS Element:

* Budget Period:

Bank Routing Number(leave blank for check):

Bank Account Number(leave blank for check):

* Approver Position Number:

Board Org Unit Number:

* Was the board member appointed by the Governor? Yes No

* Reason for Travel Board Member Exception

Exception#:

Note: If you need to enter split cost coding to more than one Fund/Internal Order, you will need to send an email request including the Employee#, Employee Name, Board Org#, and the Cost Coding information to OB, BCPO Board and Commissions Resource Account.

Select the 'Reason for Travel' – Board Member or Exception. Enter the Exception Number.

Once completed, select the Submit button. This will send the request to BCPO for review and action.

If approved, submitter will receive an email notification of the approval along with the new SAP ID# created for the Non-Comm traveler.

Sample Email

PLEASE DO NOT REPLY TO THIS EMAIL (it is system generated).

The following Non-Commonwealth Traveler Hire has been reviewed and approved:

 Name: NON-COMM TRAVELER
 Personnel Number: 00744549

If disapproved, submitter will receive an email notification of the disapproval along with the reason for disapproval.

PLEASE DO NOT REPLY TO THIS EMAIL (it is system generated).

The following Non-Commonwealth Traveler Hire has been reviewed and rejected:

Name: NON-COMM TRAVELER

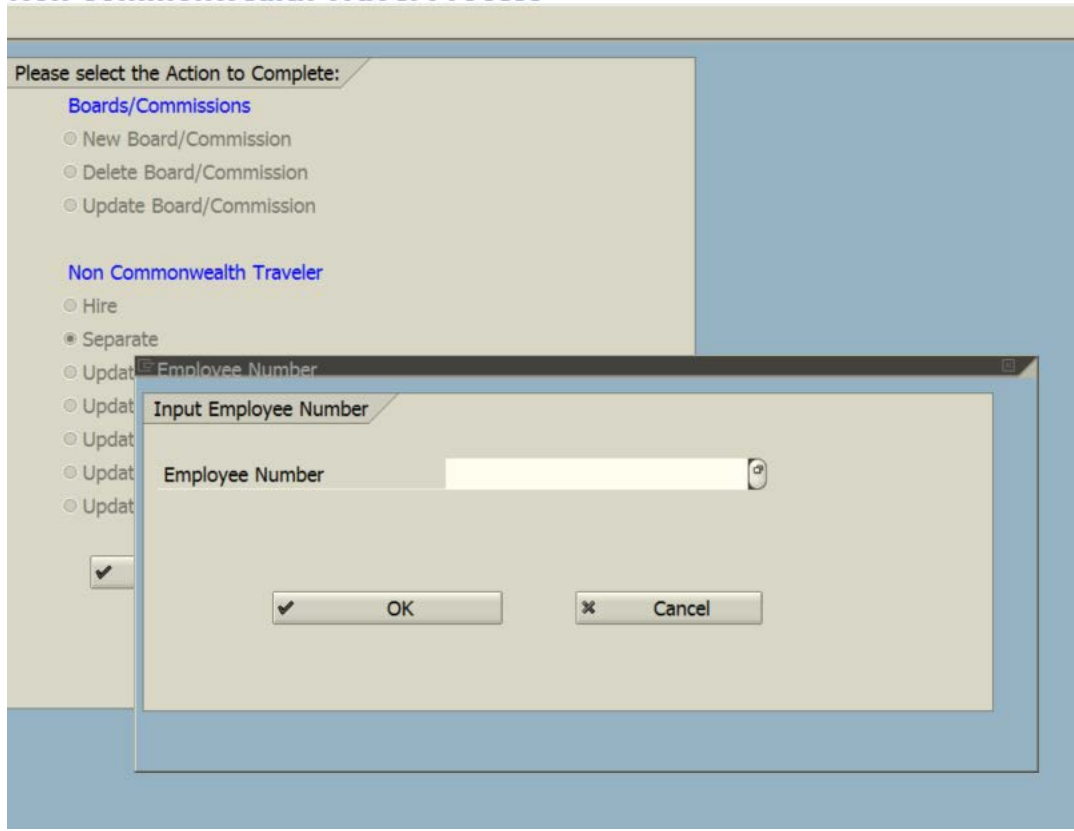
Rejection Reason: SAMPLE REJECTION EMAIL

- **Separate Non-Comm Traveler**

Use this option to separate inactive Exception Non-Comm travelers and Board Members.

Note: Before submitting the separation request, please verify the Non-Comm does not have any pending or unsubmitted travel expense reimbursement requests.

Non Commonwealth Travel Process



Enter Employee Number and select "OK" to continue.

Separate Non Commonwealth Traveler

Non Commonwealth Traveler Name:	LEONARD MCCOY
Non Commonwealth Employee Number:	744347
Business Area:	81
Non Commonwealth Traveler Position Number:	50538925
Separation Date:	4/1/18
Approver's Position Number:	12345678
Approver's Employee Number:	123456

Once completed, select the Submit button. This will send the request to BCPO for review and action.

If approved, submitter will receive an email notification of the approval.

PLEASE DO NOT REPLY TO THIS EMAIL (it is system generated).

The following Non-Commonwealth Traveler Separation has been reviewed and approved:

Name: LEONARD MCCOY
Personnel Number: 00744533

If disapproved, submitter will receive an email notification of the disapproval along with the disapproval reason.

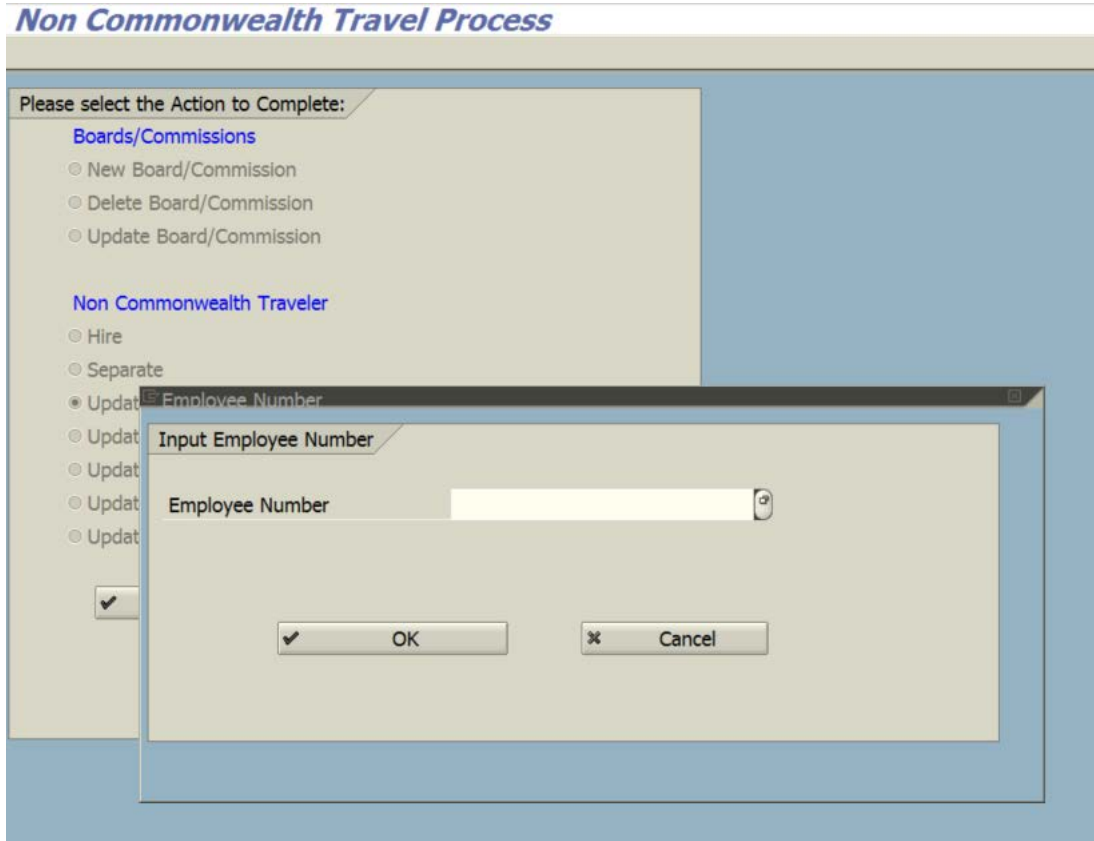
PLEASE DO NOT REPLY TO THIS EMAIL (it is system generated).

The following Non-Commonwealth Traveler Separation has been reviewed and rejected:

Name: LEONARD MCCOY
Personnel Number: 00045441
Rejection Reason: SAMPLE REJECTION EMAIL

- **Update Non-Comm Traveler - Address**

Use this option to update an address for a Non-Comm traveler or a Board Member in SAP.



Enter Employee Number and select "OK" to continue.

Update Non Commonwealth Traveler - Address

Non Commonwealth Traveler Name:	NON TRAVELER
Current Address	
Street 1:	555 WALNUT STREET
Street 2:	
City:	HARRISBURG
State:	PA
ZIP:	17111
New Address:	
* Street 1:	555 Walnut Street
Street 2:	7th floor
* City:	harrisburg
* State:	Pennsylvania
* ZIP:	17111
* Required Field	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

Once completed, select the Submit button. This will send the request to BCPO for review and action.

If approved, submitter will receive an email notification of the approval.

PLEASE DO NOT REPLY TO THIS EMAIL (it is system generated).

The following Non-Commonwealth Traveler Address update has been reviewed and approved:

Name: NON-COMM TRAVELER
Personnel Number: 00744531

If disapproved, submitter will receive an email notification of the disapproval along with the disapproval reason.

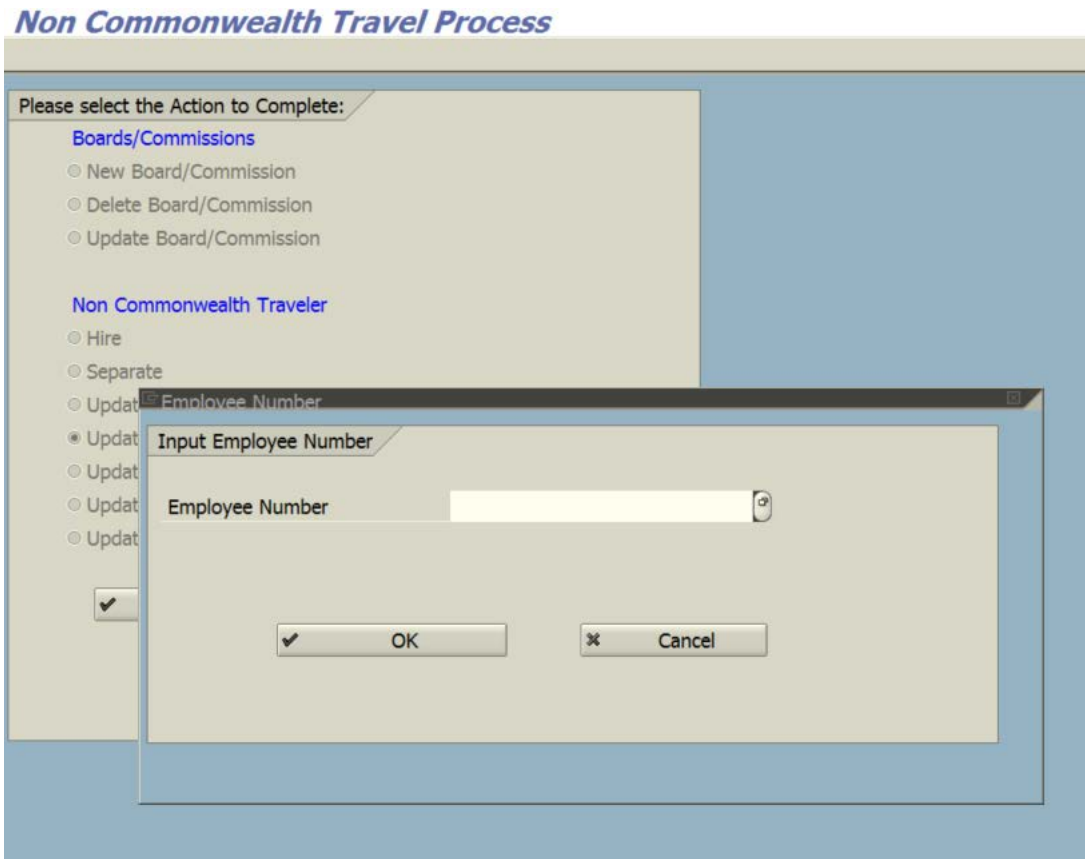
PLEASE DO NOT REPLY TO THIS EMAIL (it is system generated).

The following Non-Commonwealth Traveler Address update has been reviewed and rejected:

Name: NON-COMM TRAVELER
Personnel Number: 00744531
Rejection Reason: SAMPLE REJECTION EMAIL

- **Update Non-Comm Traveler - Bank Details**

Use this option to update bank details for a Non-Comm traveler or Board Member in SAP.



Enter Employee Number and select “OK” to continue.

Update Non Commonwealth Traveler - Bank Details

Non Commonwealth Traveler Name:

New Bank Details

Bank Name

Bank Routing Number

Bank Account Number

For reimbursement by Check, leave fields blank and select Submit Button.

Note: if the Non-Comm traveler is requesting reimbursement by check, leave ‘New Bank Details’ blank.

Once completed, select the Submit button. This will send the request to BCPO for review and action.

If approved, submitter will receive an email notification of the approval.

PLEASE DO NOT REPLY TO THIS EMAIL (it is system generated).

The following Non-Commonwealth Traveler Bank Details update has been reviewed and approved:

Name: NON-COMM TRAVELER
Personnel Number: 00744546

If disapproved, submitter will receive an email notification of the disapproval along with the disapproval reason.

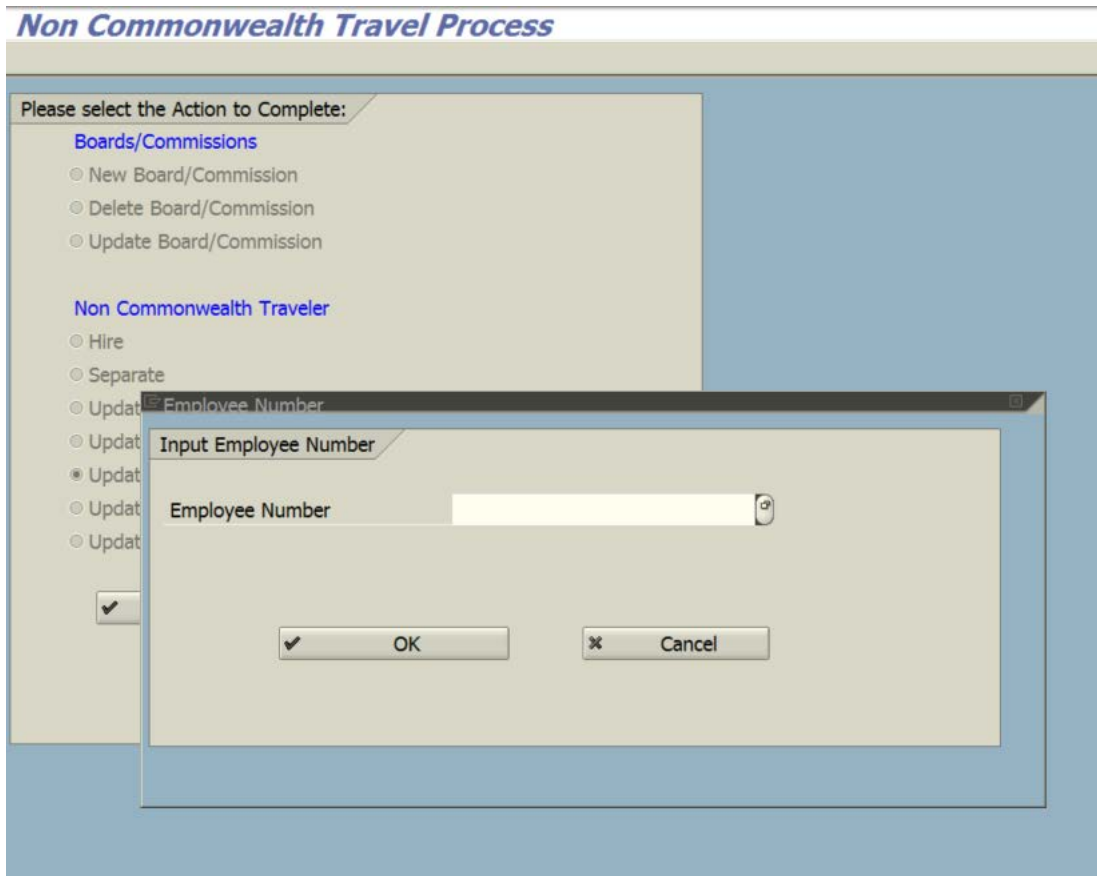
PLEASE DO NOT REPLY TO THIS EMAIL (it is system generated).

The following Non-Commonwealth Traveler Bank Details update has been reviewed and rejected:

Name: NON-COMM TRAVELER
Personnel Number: 00744531
Rejection Reason: SAMPLE REJECTION EMAIL

- **Update Non-Comm Traveler - Default Travel Account Coding**

Use this option to update default travel account cost coding for a Non-Comm traveler or Board Member in SAP.



Enter Employee Number and select "OK" to continue.

Update Non Commonwealth Traveler (Account Code)

Non Commonwealth Traveler Name:

Current Account Code

Fund	Cost Center	Internal Order	WBS Element
<input type="text" value="1060500400"/>	<input type="text" value="8168610100"/>	<input type="text"/>	<input type="text" value="0"/>

New Account Code

* Fund

* Cost Center

Internal Order

WBS Element

* Budget Period

* Business Area

* Required Field

Note: If you need to enter split cost coding to more than one Fund/Internal Order, you will need to send an email request including the Employee#, Employee Name, Board Org#, and the Cost Coding information to OB, BCPO Board and Commissions Resource Account.

Once completed, select the Submit button. This will send the request to BCPO for review and action.

If approved, submitter will receive an email notification of the approval.

PLEASE DO NOT REPLY TO THIS EMAIL (it is system generated).

The following Non-Commonwealth Traveler Account Coding update has been reviewed and approved:

Name: NON-COMM TRAVELER
Personnel Number: 00744531

If disapproved, submitter will receive an email notification of the disapproval along with the disapproval reason.

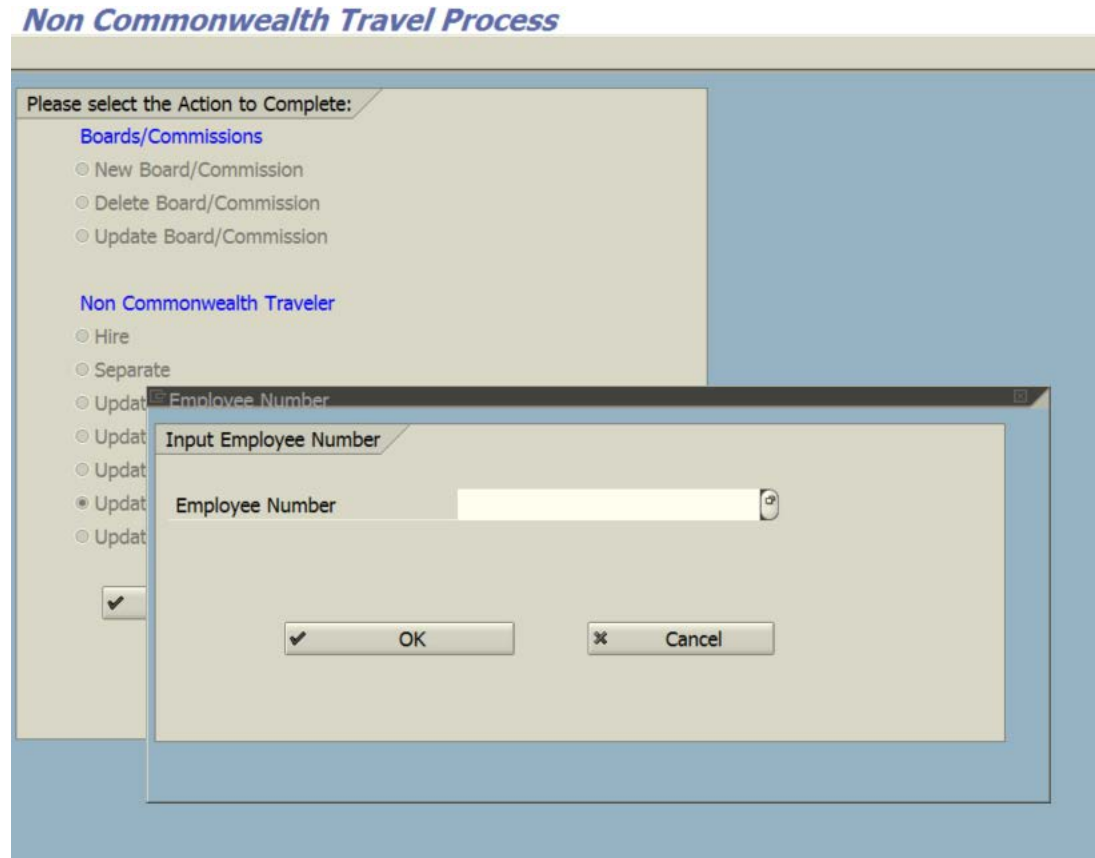
PLEASE DO NOT REPLY TO THIS EMAIL (it is system generated).

The following Non-Commonwealth Traveler Account Coding update has been reviewed and rejected:

Name: NON-COMM TRAVELER
Personnel Number: 00744531
Rejection Reason: SAMPLE REJECTION EMAIL

- **Update Non-Comm Traveler - Name**

Use this option to update a Non-Comm traveler or Board Member's name in SAP.



Enter Employee Number and select "OK" to continue.

Update Non Commonwealth Traveler (Name)

Non Commonwealth Traveler Name:	
Title:	Dr
First Name:	NON
Middle Name:	COMMONWEALTH
Last Name:	TRAVELER
Suffix:	

Updated Name:	
* Title:	Dr
* First Name:	Leonard
Middle Name:	Bones
* Last Name:	McCoy
Suffix:	

* Required Field

Submit Cancel

Once completed, select the Submit button. This will send the request to BCPO for review and action.

If approved, submitter will receive an email notification of the approval.

PLEASE DO NOT REPLY TO THIS EMAIL (it is system generated).

The following Non-Commonwealth Traveler Name update has been reviewed and approved:

Name: LEONARD MCCOY
Personnel Number: 00744546

If disapproved, submitter will receive an email notification of the disapproval along with the disapproval reason.

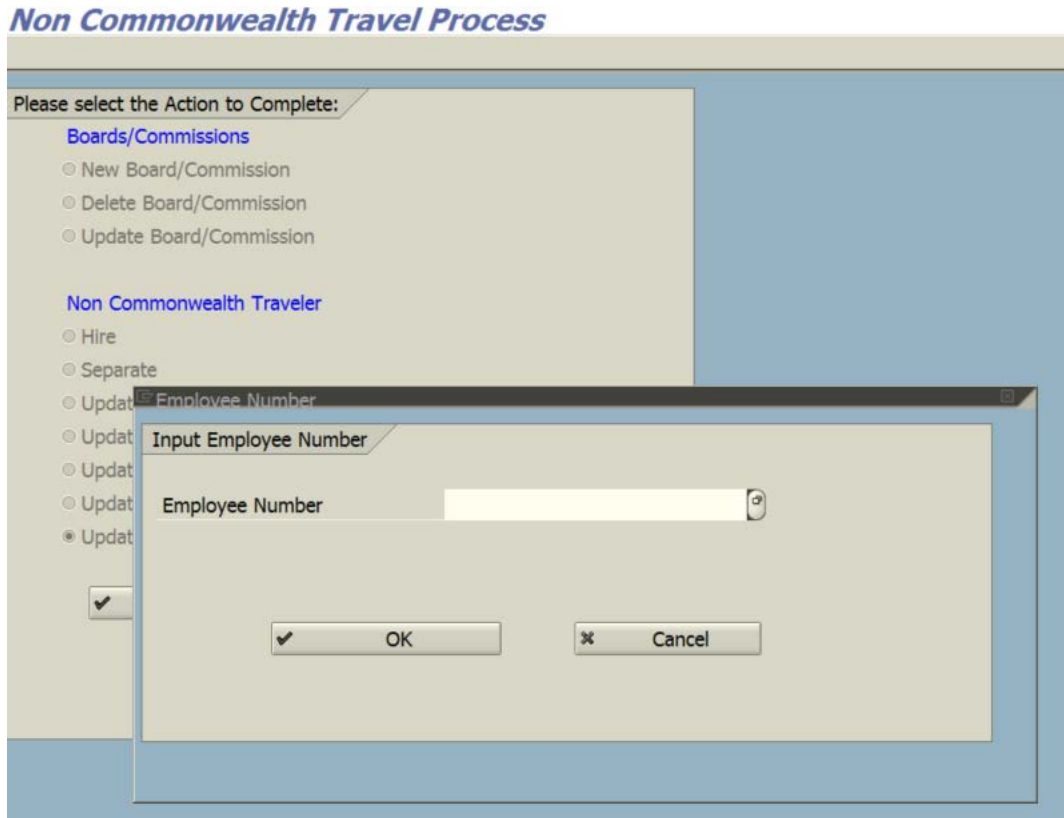
PLEASE DO NOT REPLY TO THIS EMAIL (it is system generated).

The following Non-Commonwealth Traveler Name update has been reviewed and rejected:

Name: LEONARD MCCOY
Personnel Number: 00744531
Rejection Reason: SAMPLE REJECTION EMAIL

- **Update Non-Comm Traveler - Travel Approver**

Use this option to update the Travel Approver for a Non-Comm traveler or a Board Member in SAP.



Enter Employee Number and select "OK" to continue.

Update Travel Approver Position#

Non Commonwealth Traveler Name:

Title:

First Name: Leonard

Middle Name:

Last Name: Mccoy

Approver Position: 151156 0

Update Approver Position

New Approver Position: 12345678 0

Submit Cancel

Once completed, select the Submit button. This will send the request to BCPO for review and action.

If approved, submitter will receive an email notification of the approval.

PLEASE DO NOT REPLY TO THIS EMAIL (it is system generated).

The following Non-Commonwealth Traveler Approver update has been reviewed and approved:

Name: LEONARD MCCOY
Personnel Number: 00744531

If disapproved, submitter will receive an email notification of the disapproval along with the disapproval reason.

PLEASE DO NOT REPLY TO THIS EMAIL (it is system generated).

The following Non-Commonwealth Traveler Approver update has been reviewed and rejected:

Name: LEONARD MCCOY
Personnel Number: 00744546
Rejection Reason: SAMPLE REJECTION EMAIL

How to identify and monitor Non-Comms and Board Members within your Agency

There are multiple ways for a Board Administrator or Agency Travel Arranger to track and identify Non Comms hired under a Travel Exception Request or Board Members:

- Statewide Organization Charts – If you have access to these charts, you may use them to view current Boards and members, and Non-Comms covered by a Travel Exception. All Non-Comms and Board Members names and SAP ID#s will appear on the Organization Charts under the person designated in SAP as the ‘Travel Approver’. For Board Members the Chart should also provide the name of the Board and the Board Org Unit # (which you will need when submitting a hire, separate, or update SAP record transaction for a Board Member). The old BCPO Board Numbers (ex: 081-1111) are no longer being used, and the new Board Org Unit# replaces it. All Board Org Unit#s begin with 77 (ex: 77XXXXXX) and are unique to each Board.

Each Agency has only one ‘default’ Org Unit# for all Travel Exception Non-Comms within that Agency (see below listing):





BUSINESS AREA	DEFAULT ORG NUMBER
10	77100000
11	77110000
12	77120000
13	77130000
15	77150000
16	77160000
17	77170000
18	77180000
19	77190000
20	77200000
21	77210000
22	77220000
23	77230000
24	77240000
25	77250000
26	77260000
27	77270000
28	77280000
30	77300000
31	77310000
32	77320000

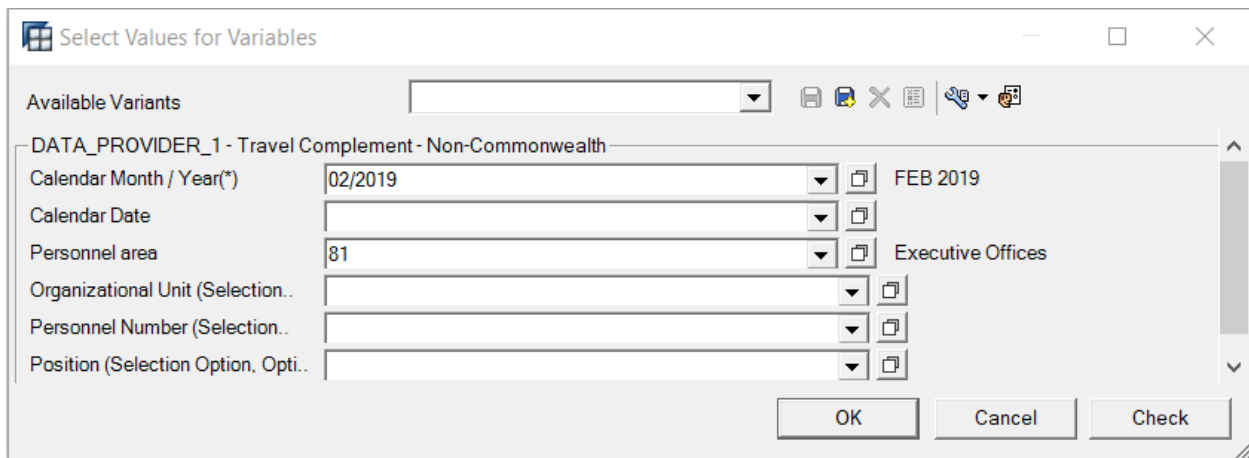
33	77330000
35	77350000
37	77370000
38	77380000
40	77400000
65	77650000
67	77670000
68	77680000
70	77700000
71	77710000
72	77720000
74	77740000
75	77750000
78	77780000
79	77790000
81	77810000
88	77880000
99	77990000

- Non Commonwealth Business Warehouse (BW) Report – This report may be used to review and maintain your Agency’s Non-Comms and Board Members that will travel more than one-time and request reimbursement for travel expenses. Refer to page 21 for instructions ‘How To Run the “Travel Complement – Non Commonwealth” BW Report’.

HOW TO RUN THE “TRAVEL COMPLEMENT – NON COMMONWEALTH” BW REPORT

***Your position must have the ‘YMW>FI TVE’ SAP Role in order to run this Travel Report. If you do not currently have this SAP Role; contact your Agency HR and request the Role be added to your position.**

1. Click your Windows Icon at the bottom left of your screen  and click on ‘Business Explorer’ and then click ‘Analyzer’.
2. On the empty excel sheet, Click on the ‘Add-Ins’ Tab (menu tabs at top of screen).
3. Click on the ‘Connect’ Icon  and wait for connection. *SAP Logon box *may* pop up – select ‘Business Warehouse Reports’ and click ‘Ok’. *If* a second SAP Logon box appears showing your User P00# - click ‘Ok’ again.
4. Click on the ‘Toolbox’ Icon  and then click ‘Open Workbook’.
5. Click on the ‘Roles’ box  , click on ‘Travel Expenses’, click ‘Open’.
6. Click on ‘Travel Complement – Non-Commonwealth’ Report, click ‘Open’. *Note: you can add the report to your favorites, by right clicking and select “Add to Favorites”.
7. The below ‘Select Values for Variables’ box will appear:



Variable	Value
Calendar Month / Year(*)	02/2019
Calendar Date	
Personnel area	81
Organizational Unit (Selection..)	
Personnel Number (Selection..)	
Position (Selection Option, Opti..)	

- The Calendar Month/Year is a required field.
- A Monday date must be used if you enter a date in the calendar date (Information refreshes on Mondays).
- Enter the Personnel Area to bring up ALL Non-Commonwealth Org Units within the Personnel Area.
- If you want to see a specific Non-Commonwealth Org Unit – enter the Org Unit# and only that Org Unit will appear on the report.

The Travel Complement – Non-Commonwealth Report appears as below:

Travel Complement - Non-Commonwealth														
Status of Data 2/25/2019 00:12:27 Last Refreshed 2/25/2019 10:45:09														
Author M00021671 Last Refreshed 2/25/2019 10:45:09 Current User P00332015 Key Date 2/25/2019 Last Changed M00021671 Changed At 2/24/2019 09:49:18 Info Provider ZSEM_C53 Status of Data 2/25/2019 00:12:27 Query Technic ZSEM_C53_Q05100 Relevance of Data (Date) 2/25/2019 Query Descrip Travel Complement - Non-Commonw Relevance of Data (Time) 00:12:27														
Agency and Board Information														
Calendar Mont	02/2019													
Personnel area	81													
Personnel Nur Empty Selection														
Position (Select Empty Selection)														
Calendar Date Empty Selection														
Organizational Empty Selection														
Job	U0271, U2573													
Agency and Board Information														
Act 534 / 632 Ind														
Age 50 Indicator														
App Ldgr(N)														
Approp Fiscal Yr														
Appropriation(N)														
Bargaining Unit														
BargUnit Grp - Actual														
Budget Impasse Ind														
Budget Version	Not assigned													
Business Area for F														
Business area	Personnel area	Organizational Unit	Position	Pos Fil, Vac, Ne	Employee#	Employee Name	Job	Calendar day	2/1/2019	2/1/20	2/1/20	2/25/2019		
Cal. year / month	81	Executive Offi	77810000	EX Non Comm Traveler	5056935	F	653715	XXXXXXXXXX	3025703	Non Cmwl TravInBd	1.00	1.00	1.00	1.00
Calendar day			77810001	EX Dep Shrf Ed Trng Bd	5057772	F	375747	XXXXXXXXXX	3002701	Mbr Bd Comm	1.00	1.00	1.00	1.00
Comp Flpt(N)					5057774	F	639923	XXXXXXXXXX	3002701	Mbr Bd Comm	1.00	1.00	1.00	1.00
Commitment item					5057774	F	640054	XXXXXXXXXX	3002701	Mbr Bd Comm	1.00	1.00	1.00	1.00
Contract Type					5057774	F	640060	XXXXXXXXXX	3002701	Mbr Bd Comm	1.00	1.00	1.00	1.00
Country Grouping					5057774	F	640064	XXXXXXXXXX	3002701	Mbr Bd Comm	1.00	1.00	1.00	1.00
Country					5057775	F	640904	XXXXXXXXXX	3002701	Mbr Bd Comm	1.00	1.00	1.00	1.00
Country Code					5057775	F	83468	XXXXXXXXXX	3002701	Mbr Bd Comm	1.00	1.00	1.00	1.00
Date of Pos Vac					5057776	F	170216	XXXXXXXXXX	3002701	Mbr Bd Comm	1.00	1.00	1.00	1.00
Deput or Sec Lvl(N)					5057776	F	654879	XXXXXXXXXX	3002701	Mbr Bd Comm	1.00	1.00	1.00	1.00
Emp Lv Stat					5057777	F	696485	XXXXXXXXXX	3002701	Mbr Bd Comm	1.00	1.00	1.00	1.00
Employee group					5057777	F	701255	XXXXXXXXXX	3002701	Mbr Bd Comm	1.00	1.00	1.00	1.00
Employee subgroup					5057777	F	701258	XXXXXXXXXX	3002701	Mbr Bd Comm	1.00	1.00	1.00	1.00
Employee					5057778	F	749005	XXXXXXXXXX	3002701	Mbr Bd Comm	1.00	1.00	1.00	1.00
Employment status					5057780	F	648480	XXXXXXXXXX	3002701	Mbr Bd Comm	1.00	1.00	1.00	1.00
ES grouping for CA					5057806	F	750820	XXXXXXXXXX	3002701	Mbr Bd Comm	1.00	1.00	1.00	1.00
Fiscal year			77810002	EX Chld Advcy Ctr Adv Cmn	50571234	F	754555	XXXXXXXXXX	3025703	Non Cmwl TravInBd	1.00	1.00	1.00	1.00
Fund Source for Fur					5057777	F	714114	XXXXXXXXXX	3002701	Mbr Bd Comm	1.00	1.00	1.00	1.00
Fund Type					5057778	F	743302	XXXXXXXXXX	3002701	Mbr Bd Comm	1.00	1.00	1.00	1.00

All Org Unit#'s begin with 77XXXXXXXX.

The first Org Unit# on the report ending in 0 is the Agency's 'Default' Non-Comm Org Unit. Non-Comms that are traveling more than one time and receiving reimbursement per an approved Travel Exception (i.e. not members of a Board) should appear under this Default Org Unit.

The remaining Org Unit#s ending in a number other than 0 represent the Org Unit#s established for each Board within the Agency having Members that are reimbursed for travel expenses.

This report should be used to review and maintain your Agency's Non-Comms and Board Members that will request travel more than one-time and receive reimbursement for travel expenses. Travelers who serve on multiple boards will have a different employee # for each board.

If your report does not reflect Non-Comms and Board Members that are active in your Agency and will request reimbursement for travel expenses or if the listing reflects Non-Comms and Board Members that are no longer active, please refer to the User Guides which provide step-by-step instructions to Hire, Maintain, or Separate Non-Comm or Board Members.

QUESTIONS?

Send your questions via email to OB, BCPO Board and Commissions Resource Account. We will respond to your email as quickly as possible.