

April 17, 2020

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

TABLE OF CONTENTS

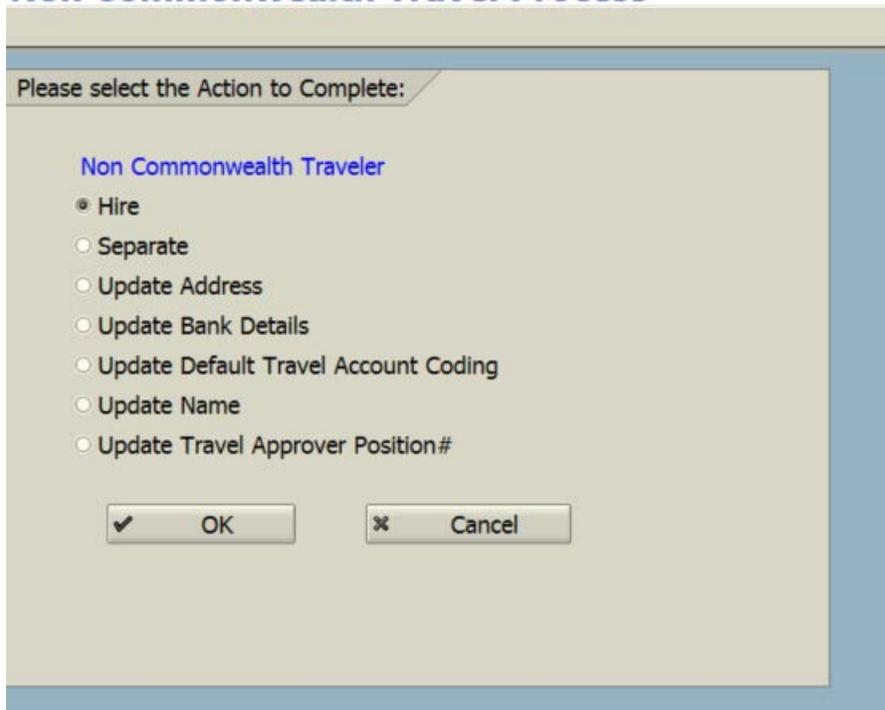
TRAVEL ARRANGER SAP ROLE AND FUNCTIONS	3
HOW TO HIRE A NEW NON-COMM TRAVELER IN SAP	4
HOW TO SEPARATE A NON-COMM TRAVELER IN SAP	7
HOW TO UPDATE A NON-COMM TRAVELER’S:	
Address	9
Bank Details	11
Default Travel Cost Coding	13
Name	15
Travel Approver	17
 HOW TO IDENTIFY AND MONITOR NON-COMMS AND BOARD MEMBERS IN YOUR AGENCY.....	 19
 CONTACT INFORMATION FOR QUESTIONS.....	 25

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

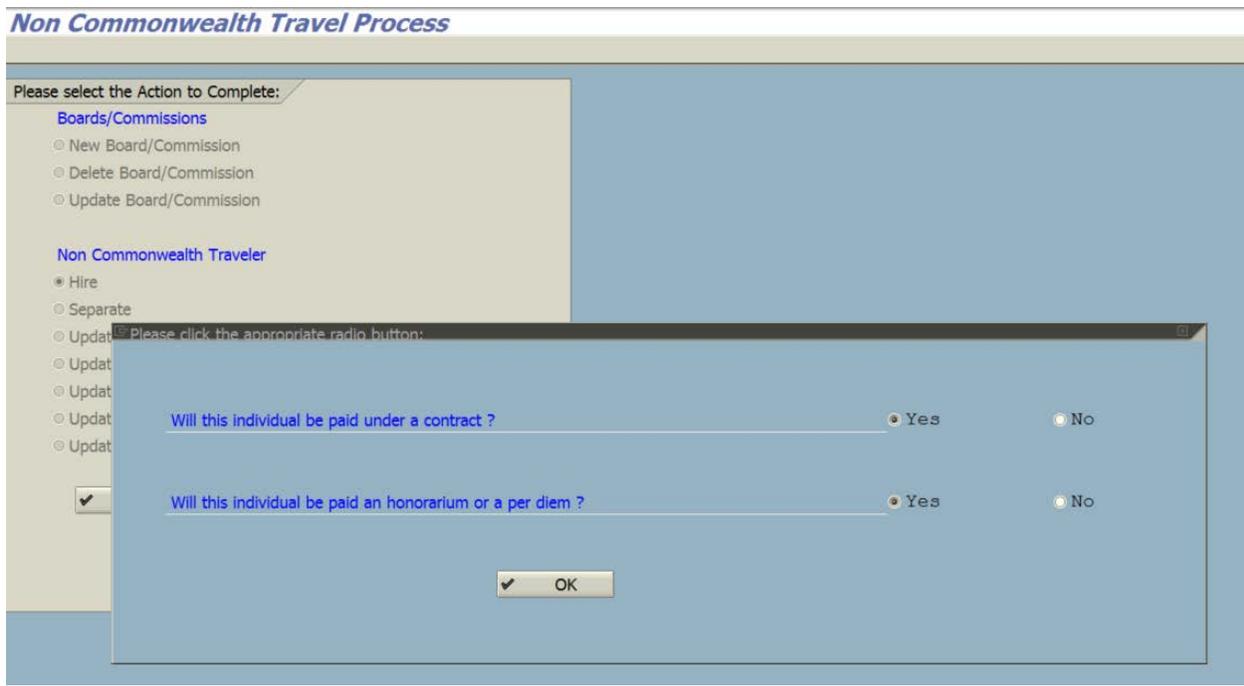


The screenshot shows a dialog box titled "Non Commonwealth Travel Process". At the top, it says "Please select the Action to Complete:". Below this, the text "Non Commonwealth Traveler" is displayed in blue. A list of actions follows, each with a radio button: "Hire" (selected), "Separate", "Update Address", "Update Bank Details", "Update Default Travel Account Coding", "Update Name", and "Update Travel Approver Position#". At the bottom, there are two buttons: "OK" with a checkmark icon and "Cancel" with an 'X' icon.

- **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:	<input type="text"/>
* Title:	<input type="text"/>
* Social Security Number:	<input type="text"/>
* First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
* Last Name:	<input type="text"/>
Suffix:	<input type="text"/>
* Date of Birth:	<input type="text"/>
* Gender:	<input type="radio"/> Female <input type="radio"/> Male <input checked="" type="radio"/> Undeclared
* Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
* City:	<input type="text"/>
* State:	<input type="text"/>
* ZIP:	<input type="text"/>
* Business Area:	<input type="text"/>
* Fund:	<input type="text"/>
* Cost Center:	<input type="text"/>
Internal Order:	<input type="text"/>
WBS Element:	<input type="text"/>
* Budget Period:	<input type="text"/>
Bank Routing Number(leave blank for check):	<input type="text"/>
Bank Account Number(leave blank for check):	<input type="text"/>
* Approver Position Number:	<input type="text"/> 0
Board Org Unit Number:	<input type="text"/>
* Was the board member appointed by the Governor?	<input type="radio"/> Yes <input checked="" type="radio"/> No
* Reason for Travel	<input checked="" type="radio"/> Board Member <input type="radio"/> Exception
Exception#:	<input type="text"/>

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

Please select the Action to Complete:

Boards/Commissions

- New Board/Commission
- Delete Board/Commission
- Update Board/Commission

Non Commonwealth Traveler

- Hire
- Separate
- Update Employee Number
- Update
- Update
- Update
- Update
- Update

Input Employee Number

Employee Number

OK Cancel

Enter Employee Number and select "OK" to continue.

Separate Non Commonwealth Traveler

Non Commonwealth Traveler Name:	JAMES DOE
Non Commonwealth Employee Number:	759872
Business Area:	35
Non Commonwealth Traveler Position Number:	77882338
Separation Date:	04/1/18 
Travel Approver's Position Number:	12345678
Travel Approver's Employee Number:	123456

 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 Separation has been reviewed and approved:

Name: JAMES DOE
Personnel Number: 00759872

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

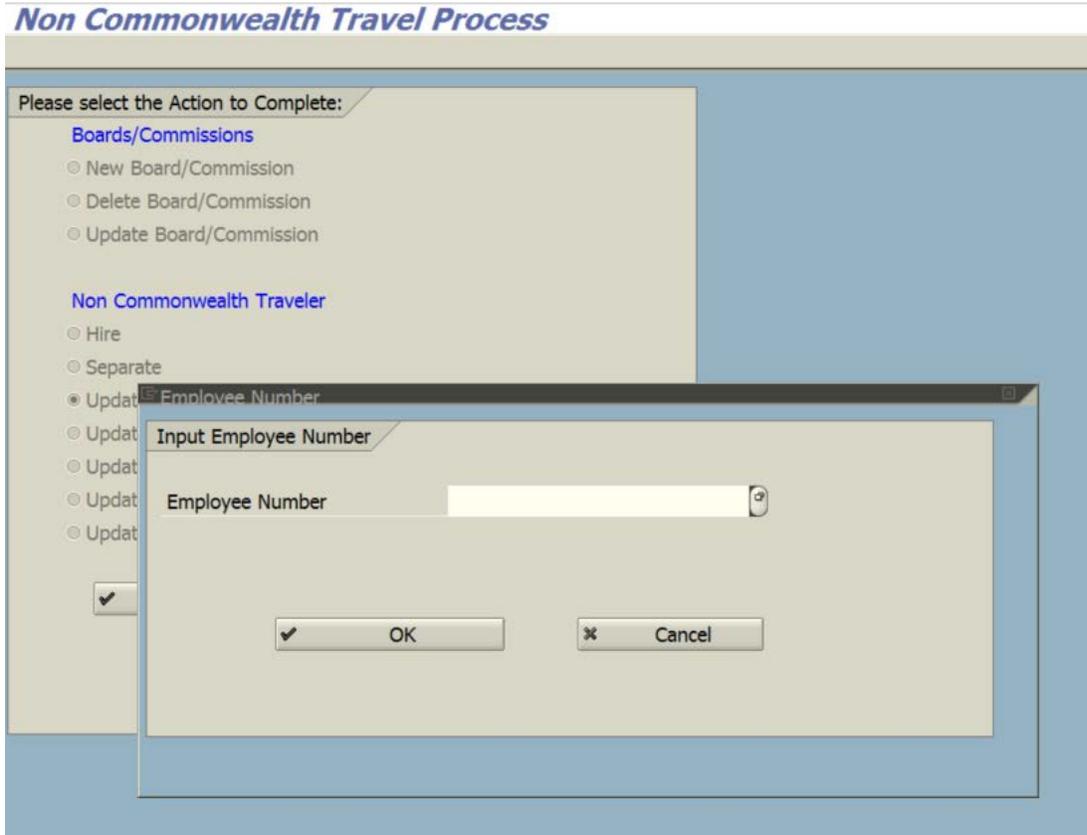
PLEASE DO NOT REPLY TO THIS EMAIL (it is system generated).

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

Name: JAMES DOE
Personnel Number: 00759872
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.

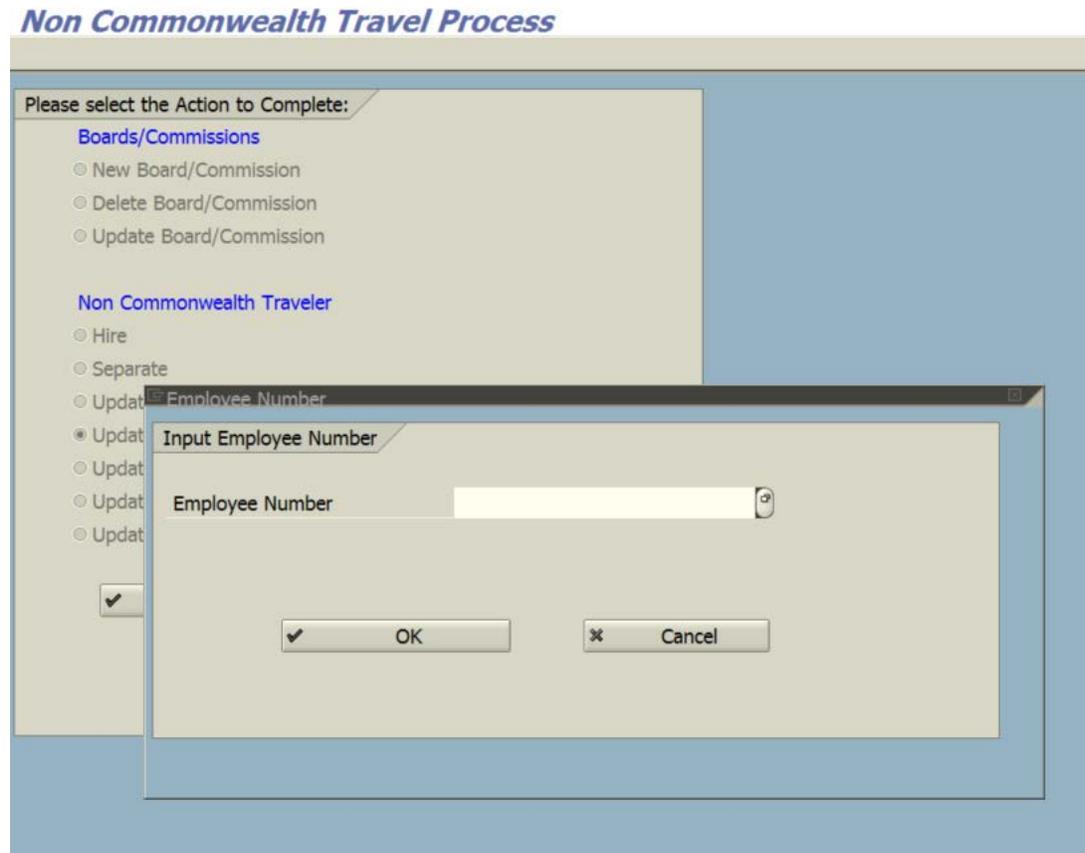
PLEASE DO NOT REPLY TO THIS EMAIL (it is system generated).

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.

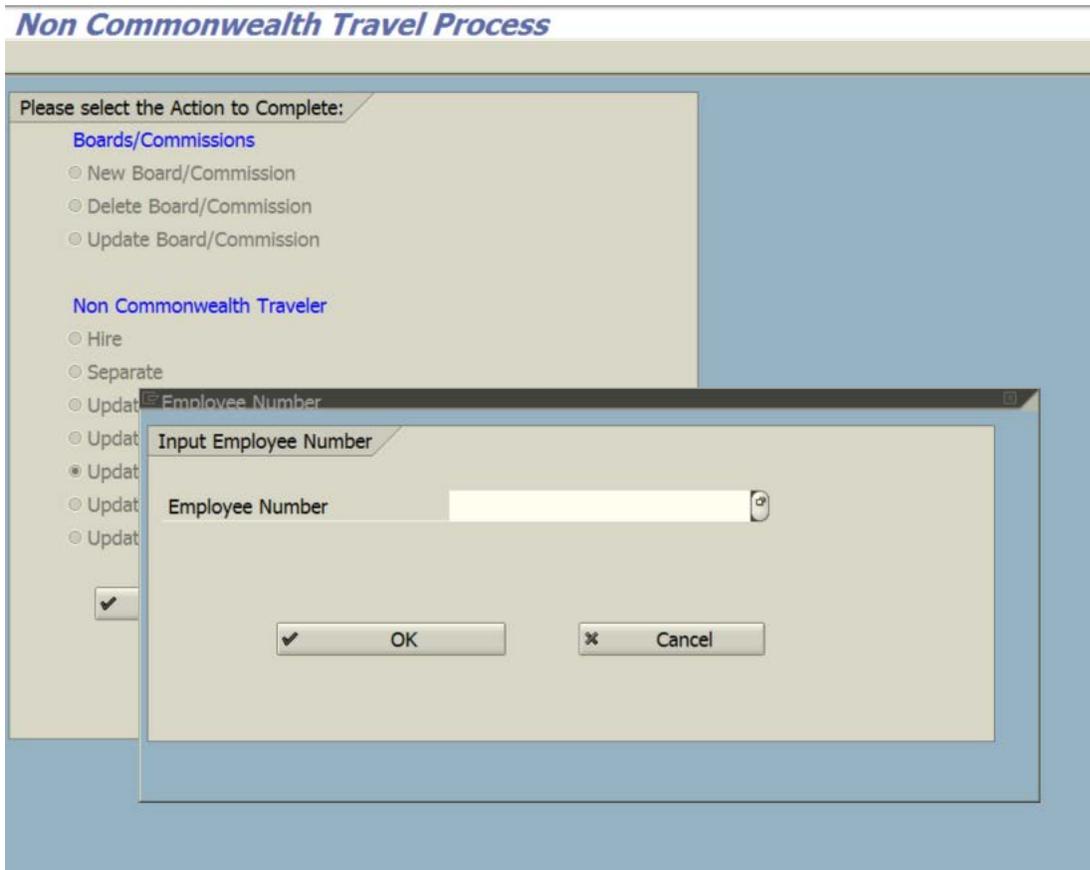
PLEASE DO NOT REPLY TO THIS EMAIL (it is system generated).

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.

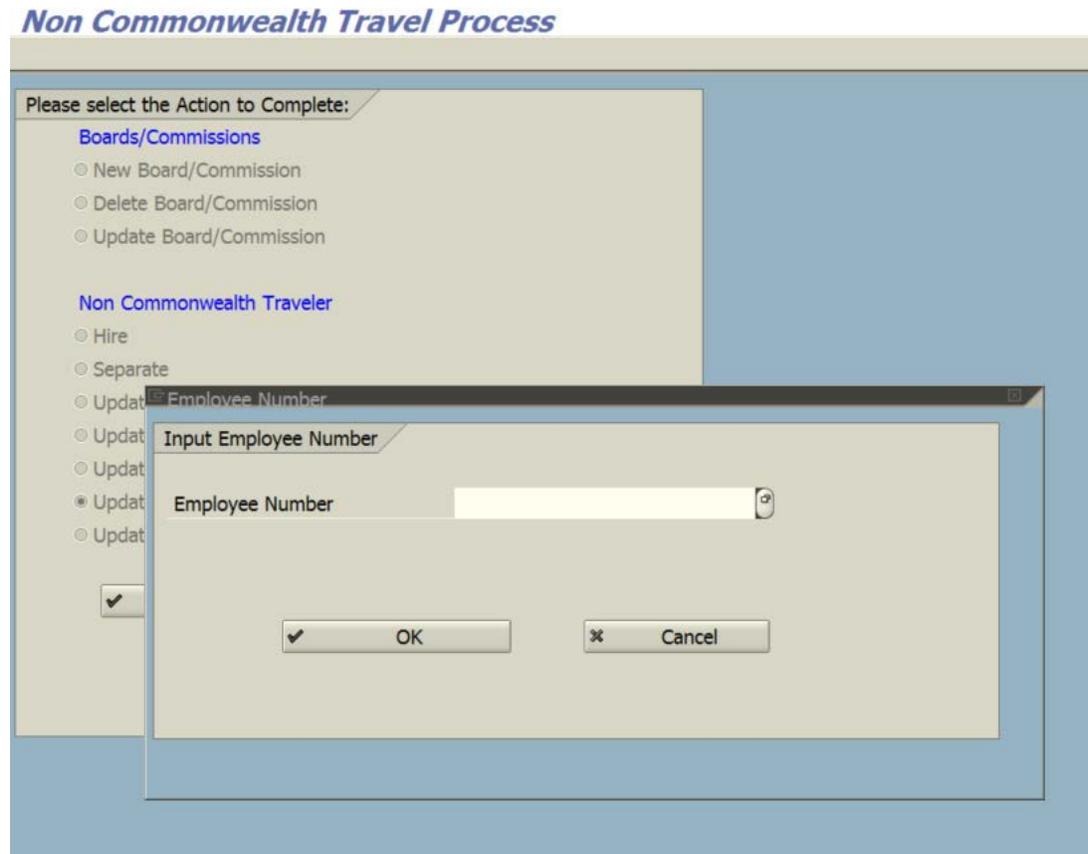
PLEASE DO NOT REPLY TO THIS EMAIL (it is system generated).

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:

First Name:

Middle Name:

Last Name:

Suffix:

Updated Name:

Title:

* First Name:

Middle Name:

* Last Name:

Suffix:

* Required Field

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: JAMES DOE
Personnel Number: 00744546

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

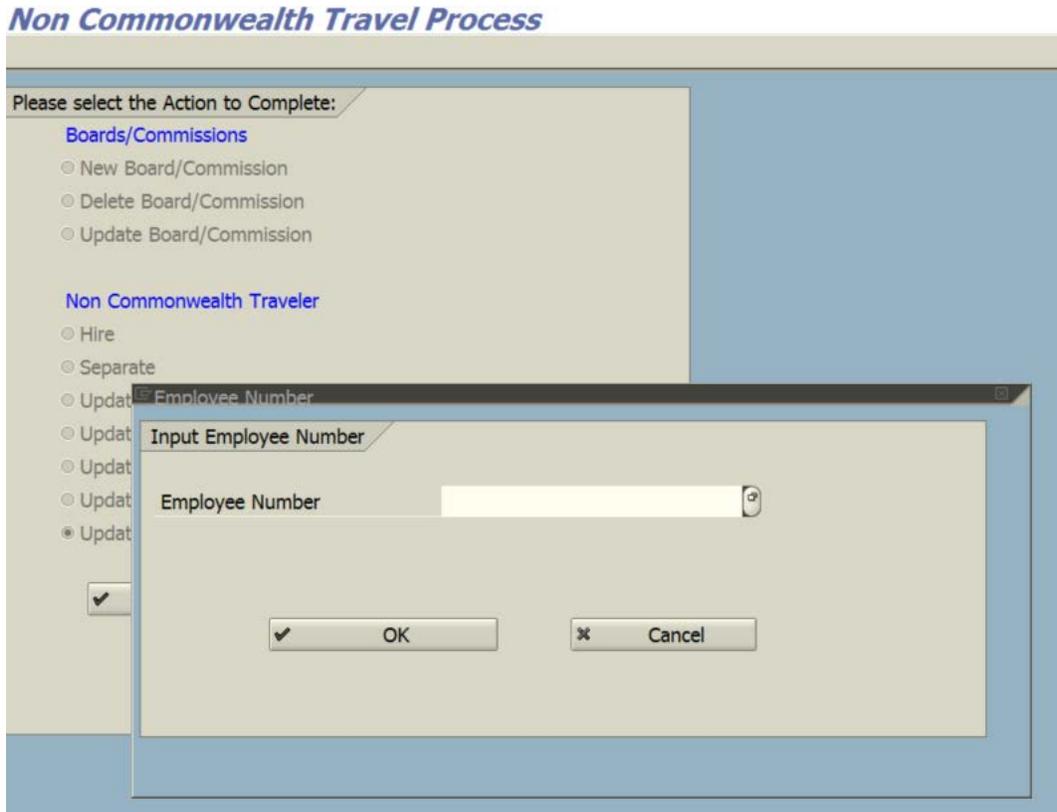
PLEASE DO NOT REPLY TO THIS EMAIL (it is system generated).

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

Name: JAMES DOE
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:	<input type="text"/>
First Name:	<input type="text" value="JAMES"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text" value="DOE"/>
Approver Position:	<input type="text" value="285973"/> <input type="text"/>

Update Approver Position	
New Approver Position:	<input type="text" value="12345678"/> <input type="text" value="0"/> <input type="text"/>

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: JAMES DOE
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: JAMES DOE
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

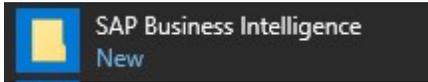
- Non Commonwealth Business Warehouse (BW) Report – This report may be used to review and maintain your Agency’s Non-Comms and Board Members that will travel more than one-time and request reimbursement for travel expenses. Refer to page 21 for instructions ‘How To Run the “Travel Complement – Non Commonwealth”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

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

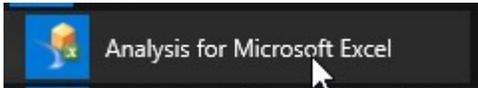
*Your position must have the ‘YMW>FI TVE’ SAP Role in order to run this Travel Report. If you do not currently have this SAP Role; contact your Agency HR and request the Role be added to your position.

1. To login, click .

2. Scroll and select



3. Select



An Excel (Book 1) spreadsheet will open

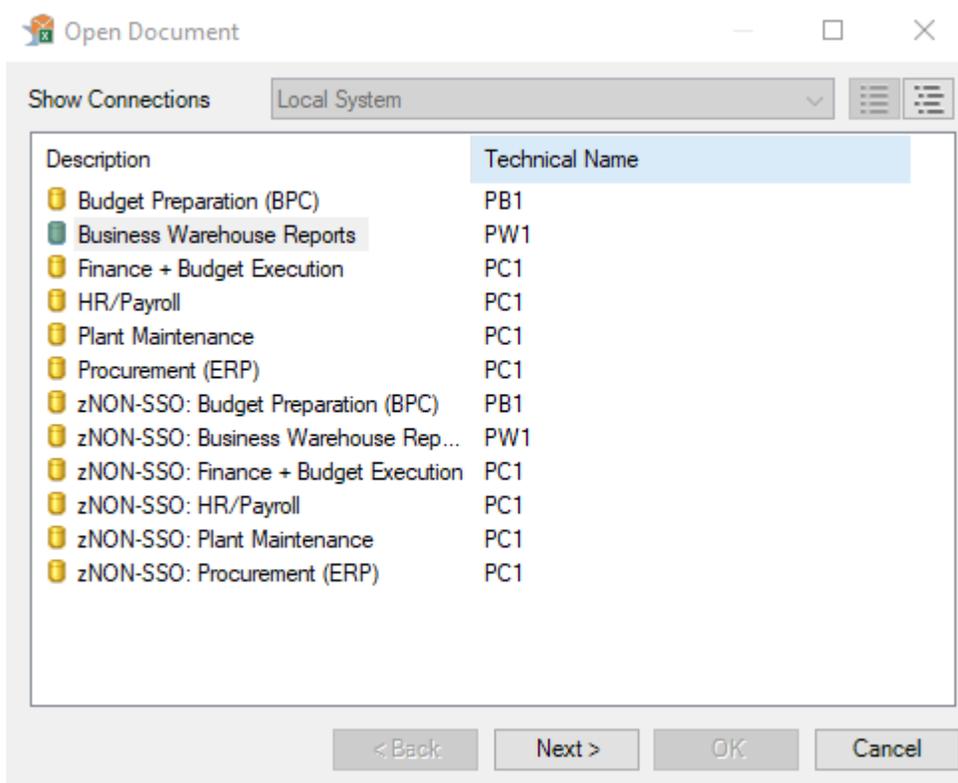
4. Select the File Tab button

5. Select Analysis list item

6. Select Open Workbook and select open a workbook from the SAP Business Warehouse Platform.

Note: you may need to click on Connections the first time before you have the option to select Business Warehouse reports.

7. Select Business Warehouse Reports and click next



8. Enter 110 as the client and ENG as the language and click ok. This screen only comes up the first time you log on.

Logon to System Business Warehouse Repo... X

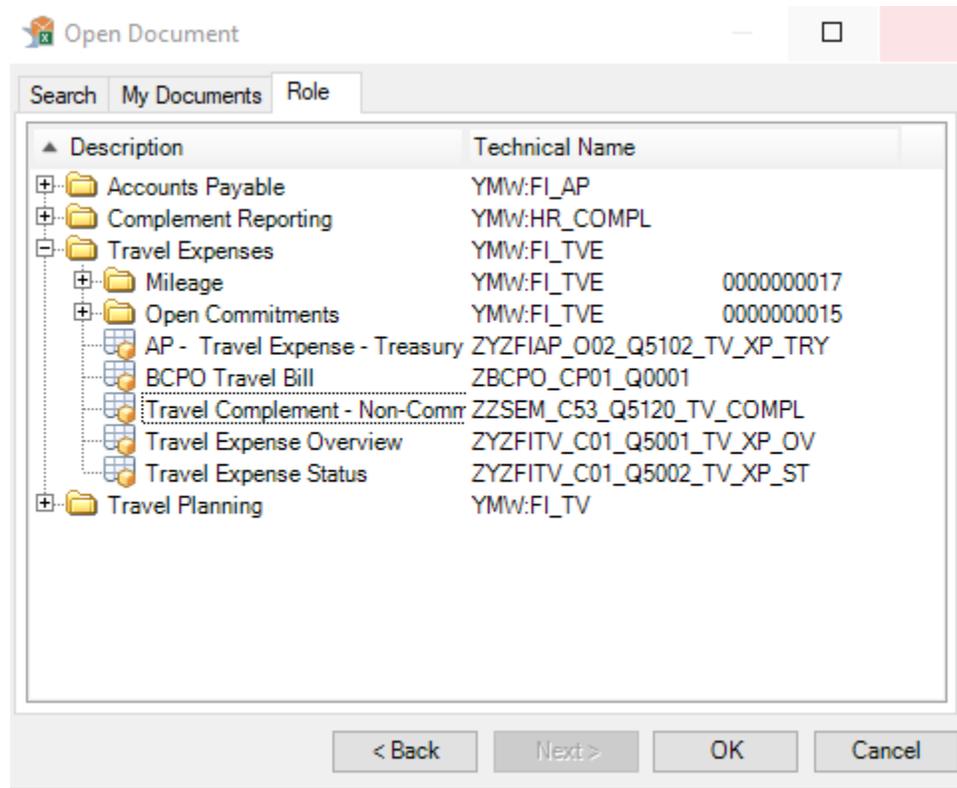
SAP Analysis for Microsoft Office

Client

Language

9. On the Role tab, click on the + next to Travel Expenses to expand.

10. Select Travel Complement – Non Comm and click ok to open the variant prompts box.



Prompts

Use Variant

Prompt Summary

Search variables...

- * Calendar Month / Year: 04/2020
- Calendar Date:
- Personnel area: Executive Offices
- Organizational Unit (Selection Option):
- Personnel Number (Selection Options, Optional):
- Position (Selection Option, Optional):

Specify Value for Prompts

* Calendar Month / Year = 04/2020

Calendar Date =

Personnel area = 81

Organizational Unit (Selection Option) =

Personnel Number (Selection Options, Optional) =

Position (Selection Option, Optional) =

Display

- 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.
- Click ok. Report will open.

Display information

Personnel area	Organizational Unit	Position	Pos Fil. Vac. New	Employee	Job	Calendar day	04/13/2020 Full-time Equivalent
35 Environmental Protection	77350000	EP Non Comm Traveler		764027 MARTEN EDWARDS	3025703	Non Cmwl Travlr/Bd Mbr	1.00
				50591011 F 417949 Thomas Simmons	3025703	Non Cmwl Travlr/Bd Mbr	1.00
	77350001	EP Climate Chng Adv Cmte		751185 LINDSAY A BAXTER	3025703	Non Cmwl Travlr/Bd Mbr	1.00
				50589554 F 481640 Luke Floyd Brubaker	3025703	Non Cmwl Travlr/Bd Mbr	1.00
	77350002	Citzens Advry Cncl		482639 DONALD WELSH	3002701	Mbr Bd Comm	1.00
				50577121 F 602243 THADDEUS K STEVENS	3002701	Mbr Bd Comm	1.00
				50577325 F 612481 TERRY L DAYTON	3002701	Mbr Bd Comm	1.00
				50577327 F 625563 JOHN J WALLISER	3002701	Mbr Bd Comm	1.00
				50577331 F 695775 WALTER N HEINE	3002701	Mbr Bd Comm	1.00
				50577334 F 695859 WILLIAM C. FINK	3002701	Mbr Bd Comm	1.00
				50577335 F 717426 MARK D. CASKEY	3002701	Mbr Bd Comm	1.00
				50577336 F 732055 JAMES SANDOE	3002701	Mbr Bd Comm	1.00
				50577337 F 742925 JOHN J ST. CLAIR	3002701	Mbr Bd Comm	1.00
				50577338 F 744594 JEROME SHABAZZ	3002701	Mbr Bd Comm	1.00
				50577339 F 744595 JAMES SCHMID	3002701	Mbr Bd Comm	1.00
				50577340 F 745945 DUANE E MOWERY	3002701	Mbr Bd Comm	1.00
				50577342 F 602854 CYNTHIA CARROW	3002701	Mbr Bd Comm	1.00
				50577356 F 100380 JOHN R OVER JR	3002701	Mbr Bd Comm	1.00
	77350003	EP Wtr Res Advry Cmte		50570746 F 754962 JENIFER D CHRISTMAN	3025703	Non Cmwl Travlr/Bd Mbr	1.00
				50577326 F 612995 ROBERT TRAVER	3002701	Mbr Bd Comm	1.00
				50577328 F 637477 JOHN K JACKSON	3002701	Mbr Bd Comm	1.00
				50577333 F 684269 EMIL Charles WUNZ	3002701	Mbr Bd Comm	1.00
				50577341 F 414038 SHERENE HESS	3002701	Mbr Bd Comm	1.00
				50593099 F 765301 MATTHEW GENCHUR	3025703	Non Cmwl Travlr/Bd Mbr	1.00
	77350004	Lw Lvl Wste Advry Cmte		50577344 F 602935 CHARLOTTE GLAUSER	3002701	Mbr Bd Comm	1.00
				50577351 F 654737 JO Ellen LITZ	3002701	Mbr Bd Comm	1.00
				50577354 F 715976 CAROLE RUBLEY	3002701	Mbr Bd Comm	1.00
	77350005	EP St Bd Cert Wtr Wstewtr Sys Oprs		50577615 F 443943 MARK Allan SMITH	3025703	Non Cmwl Travlr/Bd Mbr	1.00
				50577619 F 651243 RONALD D. NEUFELD	3002701	Mbr Bd Comm	1.00
				50577655 F 757396 Mary Roland	3002701	Mbr Bd Comm	1.00
	77350006	EP Mng Rclm Advry Bd		50577601 F 289271 DARREL K. LEWIS	3025703	Non Cmwl Travlr/Bd Mbr	1.00

Table

All Org Unit #s begin with 77XXXXXXX.

The 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 with Members who 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.