

## HR-78 – Objects on Loan Entry Instructions (February 2023)

1. Start the procedure by logging into LaGOV
2. Use Transaction Code **PA30**
3. As required, complete/review the following fields:
  - [Personnel No.](#)
4. In the **Direct selection Infotype** field enter **0040**.
5. Use the table below to determine your next action:

If an Object on Loan record needs to be...	Go To...
Created.	Step 6
Maintained (changed) or delimited (ended).	Step 14

6. The **Start** date should be completed with the effective date the employee has received the object on loan.
7. Click  to advance. The **Create Objects on Loan** screen appears.

### [Create Objects on Loan](#)

Personnel No	<input type="text" value="123456"/>	Name	<input type="text" value="JOHN"/>	Status	Active
EE group	<input type="text" value="A"/> Full Time Salary	Personnel ar	<input type="text" value="0307"/>	LDH-Office of Secretary	
EE subgroup	<input type="text" value="01"/> Class Ex				
Start	<input type="text" value="1/1/2020"/>	to	<input type="text" value="12/31/9999"/>		

  

Objects on Loan	
Object on loan	<input type="text" value="0063"/> ID/Access Card
Number/unit	<input type="text" value="1"/> Pieces
Asset number	<input type="text"/> <input type="text"/>
Company code	<input type="text" value="0010"/>

  

Comments	
Line 1	<input type="text" value="Bienville Building Access Card"/>
Line 2	<input type="text"/>
Line 3	<input type="text"/>

8. The **To** date should be completed with the anticipated return date of the object on loan or enter 12/31/9999.
9. Enter or select from the drop-down the code that identifies the **Object on loan**.
10. As required, complete/review the following fields:
- [Object on Loan](#)
  - [Number / unit \(objects\)](#)
  - [Asset Number \(objects\)](#)
    - i. [If unable to enter put asset number into comment section](#)
  - [Comments](#)
11. Click  to verify data. Change, if necessary. The information message “**Save your entries**” appears.
-  When comments are added and data has been validated, the **Text**  icon appears. Click  to maintain text (comments).
12. Click . The **Maintain HR Master Data** screen appears with the message “**Record created.**”
13. Perform **one** of the following:

<b>If Object on Loan record...</b>	<b>Go To</b>
needs to be created for the employee	Step 6
exists and needs to be maintained (changed) or delimited (ended) for the employee,	Step 14
for the employee is complete,	Step 24

14. Click . The **List Objects on Loan** screen appears.

 [List Objects on Loan](#)

15. Click the box to the left of the object to be maintained or delimited. Perform one of the following:

<b>If you are...</b>	<b>Then...</b>	<b>Go To</b>
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<p><b>Adding information</b> to the object with the same effective date and do not need to retain the current view for history.</p>	<p>Click  to make changes to the selected object on loan record</p>	<p>Step 16</p>
<p><b>Making a change</b> to the object with a different effective date or want to maintain a view of the object for history.</p>	<p>Click  to copy the selected object on loan record,</p>	<p>Step 16</p>
<p><b>Delimiting (ending)</b> the object on loan record because it is no longer in the employees possession,</p>	<p>Click  to delimit the current object on loan record</p>	<p>Step 18</p>

16. The Change or Copy Objects on Loan screen appears.

 [Change Objects on Loan](#)

17. The **Start** date will reflect the date of the record being changed or copied. If you are **making a change** to the object with a different effective date or want to maintain a view of the object on loan for history the **new effective date** must be entered.

18. Perform one of the following to complete the To date:

If Object on Loan record is being...	Then...	Go To
maintained or changed	Verify that the date reflects the anticipated return date or 12/31/1999	Step 19
delimited (ending)	Enter the date the object on loan was returned.	Step 21

19. The **Object on Loan** field should be reviewed and, if applicable, a **new** code should be entered or selected from the drop-down.

20. As required, complete/review the following fields:

- [Object on Loan](#)
- [Number / unit \(objects\)](#)
- [Asset Number \(objects\)](#)
- [Comments](#)

21. Click  to verify data. Change, if necessary. The information message “**Save your entries**” appears.

 When comments are added and data has been validated, the Text  icon appears. Click  to maintain text (comments).

22. Click . The message “**Record created**” or “**Record changed**” appears in the status bar.

23. Perform **one** of the following:

If the Object on Loan record...	Go To
Needs to be <b>created</b> for the employee,	Step 6
Exists and needs to be <b>maintained</b> (changed) or <b>delimited</b> (ended) for the employee,	Step 14
For the employee is complete	Step 24

24. Click  until the SAP Easy Access screen appears.