### Action (PA40)

<table>
<thead>
<tr>
<th>Action Type:</th>
<th>New In-Training Appointment</th>
<th>Completion of In-Training Level or Series</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action Type:</td>
<td>Appointment Change (U3), Concurrent Employment (UM), New Hire (U0), or Rehire (U6)</td>
<td>Appointment Change (U3) or Change of Status (UJ)</td>
</tr>
<tr>
<td>Action Reason:</td>
<td>In-Training</td>
<td>In-Training Level - Complete or In-Training Series - Complete</td>
</tr>
</tbody>
</table>

#### Organizational Assignment (0001)

- **Position Title**: Position (working) title should reflect the goal class.
- **Job Key**: Job Key should be overwritten to match the job class of the current level of the in-training plan. (see Job to Person Relationship below)
- **Contract (Appt Status)**:
  - In Training (00)
  - InTrng/Prob (04)
  - InTrng/Trl Srv (05)
  - After completing an in-training step, but in-training plan is not complete:
    - In Training (00)
    - InTrng/Prob (04)
    - InTrng/Trl Srv (05)
  - After completing the in-training plan and goal class is reached:
    - Permanent (#)
    - Project (20)
    - Trial Service (03)

#### Basic Pay (0008)

- **Pay Scale Group**: Pay Scale Group should match the pay scale group of the job class the employee is assigned.

#### Monitoring of Tasks (0019) - Optional

**Use In-Training Complete or In-Training Step Com** task types on the Monitoring of Tasks infotype to track scheduled completion dates. View tasks using the Monitoring of Tasks report S_PH0_48000450.

#### Action (PO03)

<table>
<thead>
<tr>
<th>Action Type:</th>
<th>Job to Person Relationship - New In-Training Appointment</th>
<th>Job to Person Relationship - Completion of In-Training Level or Series</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action Type:</td>
<td>Maintain Job to establish the job to person relationship for the job class of the current level of the in-training plan.</td>
<td>Maintain Job to delimit (end date) the Job to Person Relationship established for the previous step.</td>
</tr>
<tr>
<td></td>
<td>If the in-training plan is not complete, Maintain Job to establish a Job to Person Relationship for the job class of the current level of the in-training plan.</td>
<td>If the goal class is reached, no new Job to Person Relationship is necessary. The Organizational Assignment (0001) will reflect the goal class assigned to the position.</td>
</tr>
</tbody>
</table>

#### Relationship (1001)

- **Job Is carried out by (A017)**: The employee appointed to the in-training plan.