

CTY Attributes- Infotype 9944

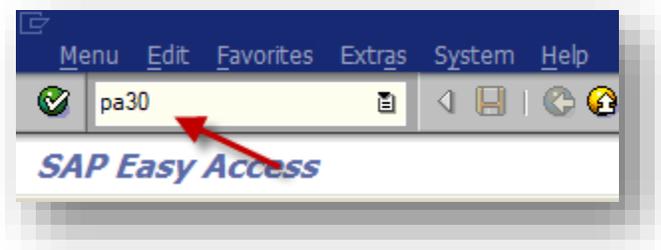
Transaction Name: PA30- Maintain HR Master Data / Infotype 9944- CTY Attributes

Purpose: To directly update CTY Summer Employees CTY specific data.

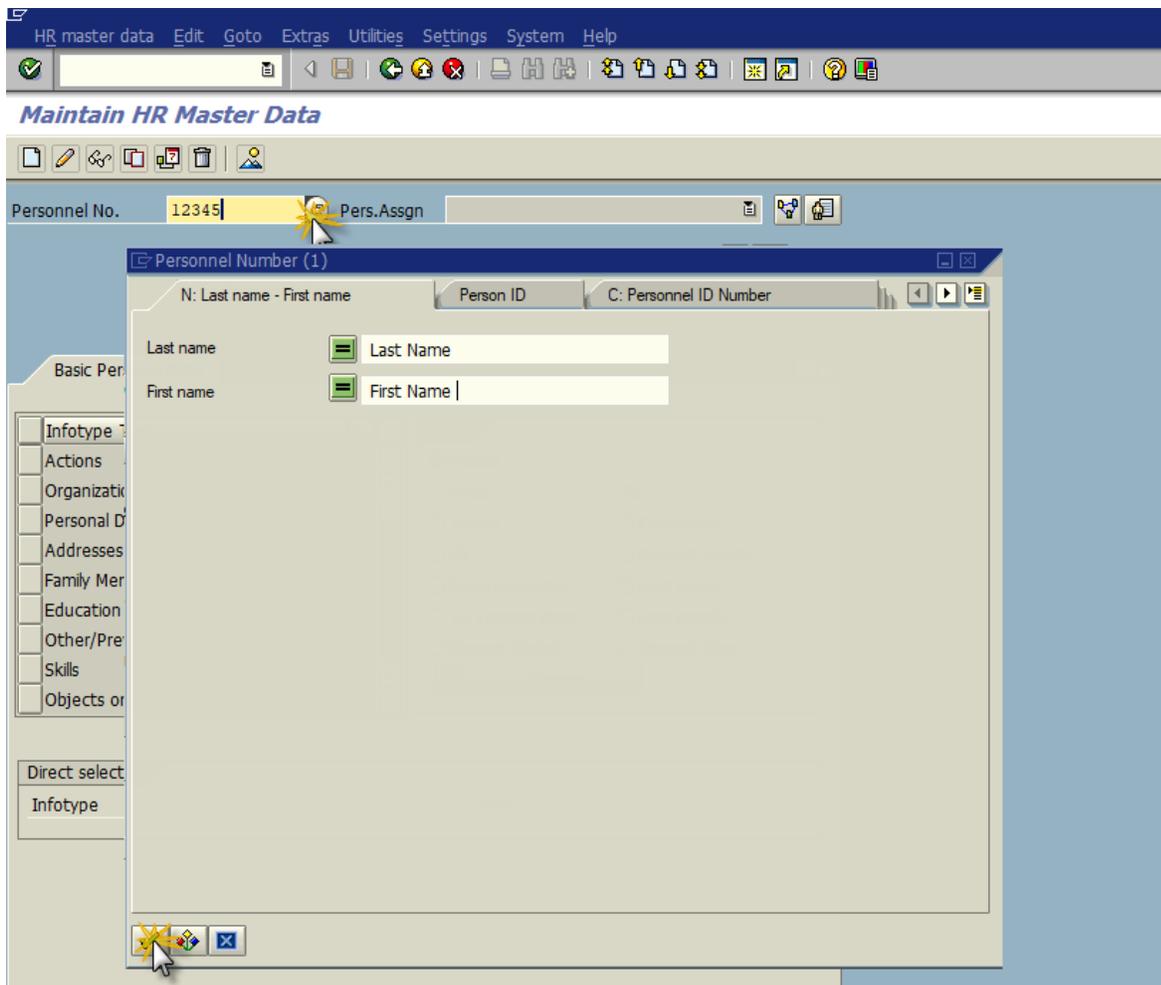
Role Needed: ZRHR_PA_CTY_ADMIN_ALL

((Role should only be added to CE non-employee positions with access to org unit 50000278))

I. [STEP ONE: Type in PA30 in SAP transaction window and select Enter Key](#)

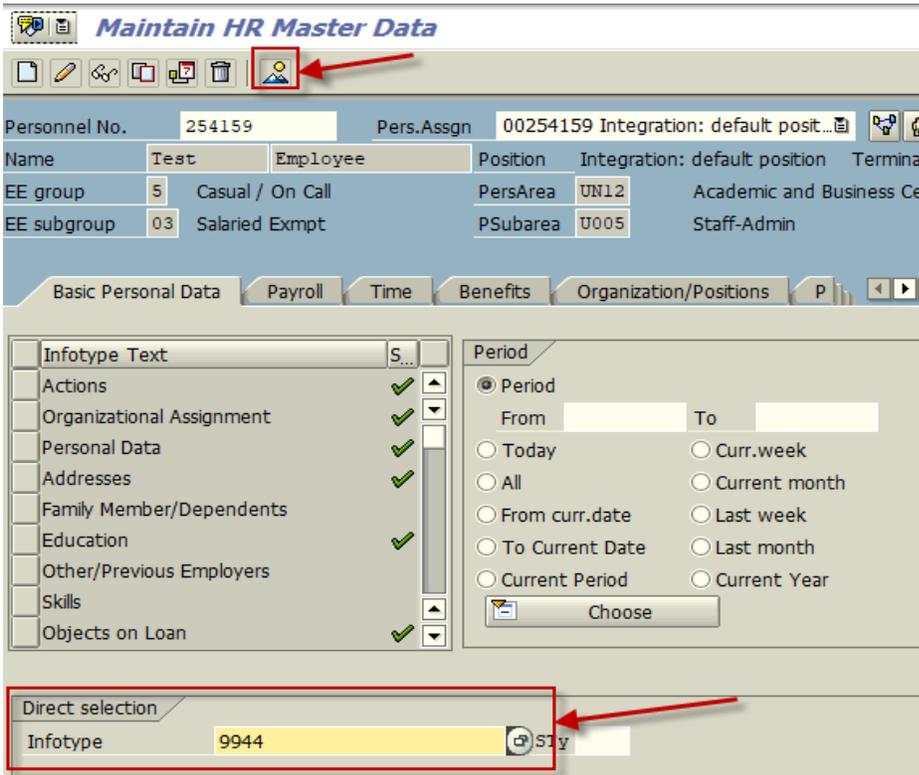


II. [STEP TWO: Enter in your Employees Personnel Number or Search for Employees Name](#)

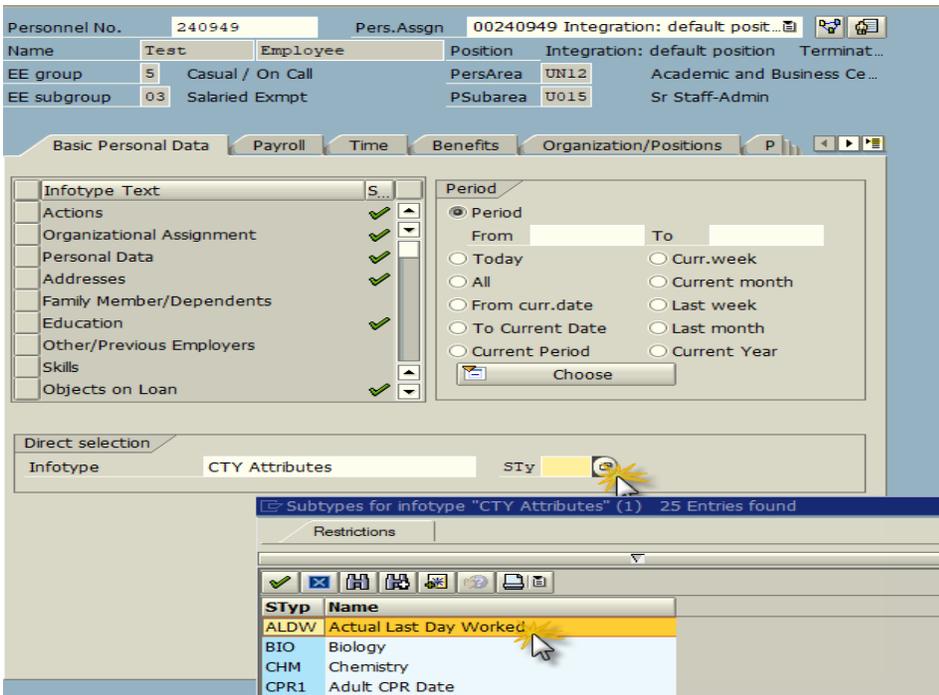


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III. STEP THREE: Type in Infotype 9944 and Select Overview Icon



- Utilize the subtype (Sty) field if you only want to view one specific subtype in IT9944. Select the overview icon (which will show you if there is more than one) or the glasses icon  which will show you the most recent record created.



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IV. [STEP FOUR: Review, Add, Change and/or Delete information in IT9944](#)

- Select Row you want to view in more detail

List CTY Attributes (9944)

Icons:

Pers. No. 254159 Pers.Assgn 00254159 Integration: default

Name Test Employee Position Integration: default p

EE group 5 Casual / On Call PersArea UN12 Academi

EE subgroup 03 Salaried Exmpt PSubarea U005 Staff-Ad

Choose 01/01/1800 To 12/31/9999 STy.

Start Date	End Date	STy.	Y	CTY C	L..	Payment
06/21/2018	08/12/2018	ALD...				0.00
07/16/2018	09/30/2018	DRIV Y				0.00
06/21/2018	12/31/9999	HUM		EBUD		0.00
07/16/2018	09/30/2018	MDFP				0.00
06/21/2018	08/15/2018	PYMT				3,500.00

- Select Change Icon to view and/or make changes if necessary. If not making any changes select green arrow to back out of record. If changes were made select save icon . **Making changes and selecting save icon will overwrite what was previously entered.**

Icons:

Change CTY Attributes (9944)

Icons:

Pers. No. 254159 Pers.Assgn 00254159 Integration: default pos...

Name Test Employee Position Integration: default position Terminat...

EE group 5 Casual / On Call PersArea UN12 Academic and Business Ce ...

EE subgroup 03 Salaried Exmpt PSubarea U005 Staff-Admin

Start 06/21/2018 To 12/31/9999 Chngd 01/23/2019 CE01NKAMEIK1

CTY Attributes

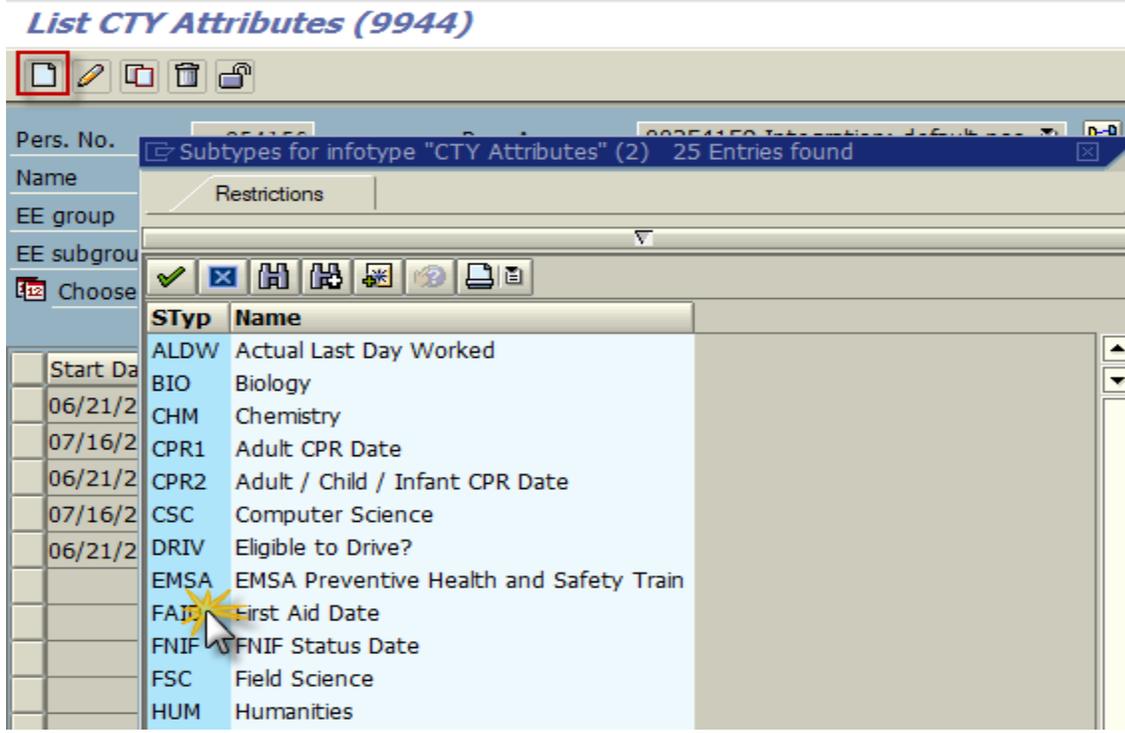
Subtype HUM Humanities

CTY Course Code EBUD ENGAGED BUDDHISM

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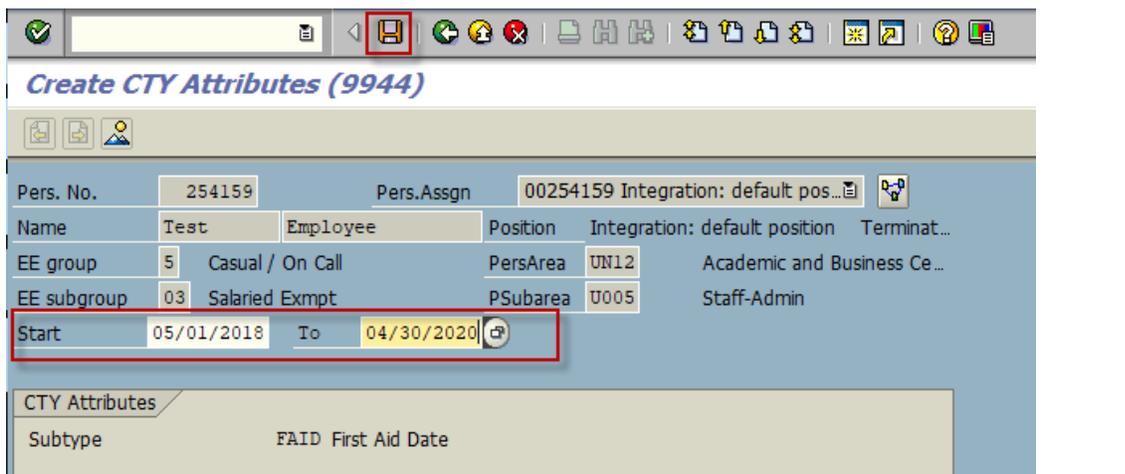
- Select Create icon  if you would like to create a brand new entry and preserve all history on employees IT9944 record. After selecting create, select the subtype you would like to create. Update the "start" and "to" dates and select save. You will then see your entry added to the Infotype.

List CTY Attributes (9944)



STyp	Name
ALDW	Actual Last Day Worked
BIO	Biology
CHM	Chemistry
CPR1	Adult CPR Date
CPR2	Adult / Child / Infant CPR Date
CSC	Computer Science
DRIV	Eligible to Drive?
EMSA	EMSA Preventive Health and Safety Train
FAID	First Aid Date
FNIF	FNIF Status Date
FSC	Field Science
HUM	Humanities

Create CTY Attributes (9944)



Pers. No.	254159	Pers.Assgn	00254159 Integration: default pos...
Name	Test	Employee	Position Integration: default position Terminat...
EE group	5 Casual / On Call	PersArea	UN12 Academic and Business Ce...
EE subgroup	03 Salaried Exmpt	PSubarea	U005 Staff-Admin
Start	05/01/2018	To	04/30/2020

CTY Attributes

Subtype	FAID First Aid Date
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- Delete the subtype value and select Enter key to see full list of entries again

List CTY Attributes (9944)

Pers. No.	254159	Pers.Assgn	00254159 Integration: default p		
Name	Test	Employee	Position	Integration: default posi	
EE group	5 Casual / On Call	PersArea	UN12	Academic a	
EE subgroup	03 Salaried Exmpt	PSubarea	U005	Staff-Admin	
Choose	01/01/1800	To	12/31/9999	STy.	FAID

Start Date	End Date	Y	CTY	C	L...	Payment	STy.
05/01/2018	04/30/2020					0.00	FAID

- If any entry was created that should not be on the employee's record. Highlight the row and select the delete icon . This will remove the entry from the employees' record and cannot be retrieved after it has been deleted. If needed again you will need to recreate the entry.

Pers. No.	254159	Pers.Assgn	00254159 Integration: default		
Name	Test	Employee	Position	Integration: default posi	
EE group	5 Casual / On Call	PersArea	UN12	Academic a	
EE subgroup	03 Salaried Exmpt	PSubarea	U005	Staff-Admin	
Choose	01/01/1800	To	12/31/9999	STy.	

Start Date	End Date	STy.	CTY	C	Y	L...	Payment
06/21/2018	08/12/2018	ALD...					0.00
07/16/2018	09/30/2018	DRIV			Y		0.00
05/01/2018	04/30/2020	FAID					0.00
06/21/2018	12/31/9999	HUM	EBUD				0.00
07/16/2018	09/30/2018	MDFP					0.00
06/21/2018	08/15/2018	PYMT					3,500.00