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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Maintain	HR Master Data			
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Personnel No.	12345 Pe	rs.Assgn	∎ % 6	
	Personnel Number (1)			
	N: Last name - First name	Person ID C: Perso	onnel ID Number	
	Last name	Last Name		
Basic Per	First name	First Name		
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Actions				
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🕫 🗈 Maint	tain HR	Maste	r Data					
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Personnel No.	254159		Pers.Assgr	002541	159 Inte	egration:	default posit.	. 🗈 😽 🧔
Name Te	est	Employe	e	Position	Integ	ration: de	efault position	Terminat
EE group 5	Casual /	On Call		PersArea	UN12	A	cademic and E	Business Ce
EE subgroup 03	3 Salaried	Exmpt		PSubarea	U005	St	taff-Admin	
Basic Persona	l Data	Payroll	Time B	enefits	Organ	ization/Po	ositions P	h 📭
Infotype Text			<u>S</u>	Period				
Actions				Period				
Organizational	Assignmen	t		From		Т	0	
Personal Data				O Today		0	Curr.week	
Addresses			✓			0	Current mon	th
Family Member	r/Depender	nts		O From c	urr.date	0	Last week	
Education			×	⊖ To Curr	rent Dat	te 🔿	Last month	
Other/Previous	s Employer	5		Ourrent	: Period	0	Current Year	
SKIIIS				2	Choo	se		
	dII		✓					
Direct selection	/				-			
Infotype	9944			@s1y	<i>I</i>			

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.

Personnel No.	240949		Pers.Assgn	gn 00240949 Integration: default posit 🗈 😪 🚰								
Name	Test Employee				Integration	n: default po	sition -	Terminat				
EE group	5 Casual /	On Call	P	ersArea	UN12	Academic	and Busi	ness Ce				
EE subgroup	03 Salaried	Exmpt	P	Subarea	U015	Sr Staff-A	dmin					
Basic Perso Infotype Te Actions Organization Personal Da Addresses Family Memi Education	ext nal Assignment ta ber/Dependen	Payroll T	Fime Ber	eriod Period From Today All From cu To Curr	Organizatio urr.date ent Date	To Curr.w Current Last w Last m	eek t month eek onth					
Other/Previ	ous Employers			Current	Period	O Current	t Year					
Objects on	Loan		✓		Choose							
Direct selectio	n CTY A	Attributes	s for infotyn	STy	tributes" (1) 25 Entri	es found					
Restrictions												
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	ALDW Actual Last Day Worked											
		BIO Biol CHM Che	logy emistry ult CRR Date	7	2							
		CERT AU	and or it bate									

IV. STEP FOUR: Review, Add, Change and/or Delete information in IT9944

• Select Row you want to view in more detail

List CTY	Attributes	5 (994 4	4)						
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Pers. No.	254159		Pers.A	ssgn	00254	159 In	tegration: defau		
Name	Test	Employe	e		Position	Integ	ration: default p		
EE group	5 Casual /	On Call			PersArea	UN12	Academi		
EE subgroup	03 Salaried	Exmpt			PSubarea	U005	Staff-Ad		
to Choose	01/01/1800	То	12/31	/9999	9 S	ту.			
Start Date	End Date	STy. Y		Pay	ment				
06/21/2018	08/12/2018	ALD		0.0	0				
07/16/2018	09/30/2018	DRIV Y		0.0	D				
6/21/2018	12/31/9999	HUM E	BUD	0.0	0				
407/16/2018	09/30/2018	MDFP		0.0	0				
06/21/2018	08/15/2018	PYMT		3,5	00.00				
select <u>Maki</u> ı	: green arrow ng changes a	nd selec	back o ting sav	out of /e icc	f record. on will ov	If char erwrit	nges were ma e what was p	de select sa previously er	ve icon <u>ntered</u>
<u> </u>			<mark>P/C</mark>	0	😣 🗅 🛛	8 68	8008) 💥 🔁	2 🖪
Change C	TY Attribu	tes (9	944)						
6 6 2									
Pers. No.	254159	1	Pers.Ass	jn	0025415	9 Integ	gration: default p	oos🖹 🐶	
Name	Test I	Employee		P	osition Ir	ntegrati	ion: default posit	tion Termina	t
EE group	5 Casual / C	On Call		P	ersArea U	N12	Academic ar	nd Business Ce	ð
EE subgroup	03 Salaried E	xmpt		P	Subarea 🛛	005	Staff-Admin		
Start 0	6/21/2018	To 1:	2/31/99	99	Chngc 01	/23/20	019 CE01NKAME	IKI	
CTY Attributes	/								
Subtype	H	UM Huma	nities						
CTY Course Co	de EB	UD ENGA	GED BUI	DDHIS	M				
-									

• 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) / 🗅 🖬 🗗 0-0 00054150 Pers. No. Subtypes for infotype "CTY Attributes" (2) 25 Entries found Name Restrictions EE group ∇ EE subgrou 🛛 街 🛱 😹 3 📙 🗈 \checkmark 🚾 Choose STyp Name ALDW Actual Last Day Worked ۰ Start Da BIO Ŧ Biology 06/21/2 CHM Chemistry 07/16/2 CPR1 Adult CPR Date 06/21/2 CPR2 Adult / Child / Infant CPR Date 07/16/2 CSC Computer Science 06/21/2 DRIV Eligible to Drive? EMSA EMSA Preventive Health and Safety Train FAID First Aid Date FNIF Status Date FSC Field Science HUM Humanities 0 시 📙 🔇 😋 😧 I 🖨 🗄 🖧 I 🏝 🏝 🏝 🗶 I 🛒 🖉 📳 ۵ |

Create CTY Attributes (9944) 🖪 🖪 🧟 00254159 Integration: default pos... 🗈 😽 Pers. No. 254159 Pers.Assgn 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 0005 Staff-Admin 04/30/2020 05/01/2018 То Start CTY Attributes / Subtype FAID First Aid Date

• Delete the subtype value and select Enter key to see full list of entries again

List CTY Attributes (9944)											
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Pers. No.	2	54159			Pe	ers.Assgn		00254	159 I	ntegra	tion: default
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EE subgroup	03	Salaried	Ex	mpt			PS	ubarea	U005	5	Staff-Admir
🚾 Choose	01/	01/1800		То	12	2/31/9999	9	S	Гу. Н	TAID	
Start Date	End	Date	Y	СТҮ С	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					00254	159	Integ	ration: default	
Name	Test	Employee					Pos	osition Integ			on: default pos
EE group	5 Casual /	On Call					Per	ersArea UN12			Academic a
EE subgroup	03 Salaried	Exmpt	:				PSu	ubarea	UOO)5	Staff-Admir
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Start Date	End Date	STy.	СТҮ	CY	L	Payr	men	it			
06/21/2018	08/12/2018	ALD				0.00					
7/16/2018	09/30/2018	DRIV		Y		0.00)				
5/01/2018	04/30/2020	FAID				0.00	•				
06/21/2018	12/31/9999	ним	EBUD			0.00	•				
07/16/2018	09/30/2018	MDFP				0.00					
06/21/2018	08/15/2018	PYMT				3,50	0.0	0			