Maintaining Licensure Information

Infotype 0024

HR/Payroll Shared Services
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Overview

- Role Access
- PA 30 Review
- How to Create Licensing Information
- Adding Multiple Licenses
- Changing License Information
- Deletion of Licensing Information
- Questions/Comments
Role Access for Updating Licensing Information

- To obtain update access (PA 30 – maintain master data), you will need the ZRHR_PA_SKILLS_ALL role.

- For view access only (Display Master Data – PA 20), the ZRHR_PA_VIEW_ALL role will be required.
PA 30 Overview

• In your SAP Easy Access Screen
  ▫ Under HRPA-Maintenance
  ▫ PA30- Maintain HR Master Data

• You can also access PA30 Maintain HR Master Data in your transaction code box.
  ▫ Type PA30
PA30- Maintain HR Master Data Screen
PA30- Skills

• The infotype you will be using is located in the Basic Personal Data Tab

• The infotype is 0024
  ▫ You can also type this into the Direct Selection infotype box
PA30- Skills Infotype
How to Create Licensing Information

• If you see a green check next to the Skills box you know that there is information already housed in this infotype
• It's important to do an overview of the Skills infotype to make sure you are not adding duplicate information
To Create or Add Licensing Information

- From the PA30 Screen
  - Select Skills
  - Select the Create Button
  - Enter in the dates for the Licensing information
    - Start- is the begin date of the license
    - To- when the license expires, if it doesn’t expire use 12/31/9999
    - Then select the license in the drop down menu under Qualification
    - If applicable you can enter in the License Number and Region under Additional Fields
    - Then select the green check (or enter key) then select save
    - Repeat steps above to add additional Licensing Information
Finished License Information

Create Skills (0024)

- Pers. No.: [Redacted]
- Name: [Redacted]
- EE group: 01 Full Time
- EE subgroup: 03 Salaried Exempt
- Start: 01/01/2011 to 06/30/2011
- Qualification: CPR - Basic CPR

List Skills (0024)

- Pers. No.: [Redacted]
- Name: [Redacted]
- EE group: 01 Full Time
- EE subgroup: 03 Salaried Exempt
- Start: 01/01/2011 to 12/31/9999
- Qualification: CPR - Basic CPR

<table>
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<th>Start Date</th>
<th>End Date</th>
<th>Qualification</th>
<th>Proficiency</th>
<th>Qualification Text</th>
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<td>06/30/2011</td>
<td>100000160</td>
<td></td>
<td>CPR - Basic CPR</td>
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Changing an Existing License

- First do an overview of the Skills Infotype
- Select the license you want to edit/change
- Select the pencil Icon
- Change/Edit the information
- Then select green check (or enter key) and then save icon
Changing/Editing a License
To Remove/Delete a License

- **PA 30**
- Select Skills
- Do an overview of the Skills Infotype
- Select the license you want deleted
- Then select the trash can icon twice
Deletion of License

Delete Skills (0024)

List Skills (0024)
Questions/Comments??