# Maintaining Licensure Information
## Infotype 0024

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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

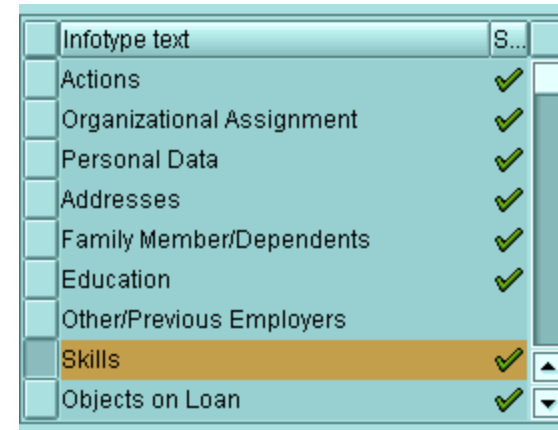# PA30- Maintain HR Master Data Screen

# 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
- Its important to do an overview  of the Skills infotype to make sure you are not adding duplicate information

| Infotype text | S... |
|---|---|
| Actions | ✔ |
| Organizational Assignment | ✔ |
| Personal Data | ✔ |
| Addresses | ✔ |
| Family Member/Dependents | ✔ |
| Education | ✔ |
| Other/Previous Employers | |
| Skills | ✔ |
| Objects on Loan | ✔ |

# 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

# 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

# Questions/Comments??