

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

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel No. Pers.Assgn

Basic Personal Data Payroll Time Benefits Organization/Positions

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

Period
 Period
From To
 Today Curr.week
 All Current month
 From curr.date Last week
 To Current Date Last month
 Current Period Current Year
Choose

Direct selection
Infotype STy


PA30- Skills

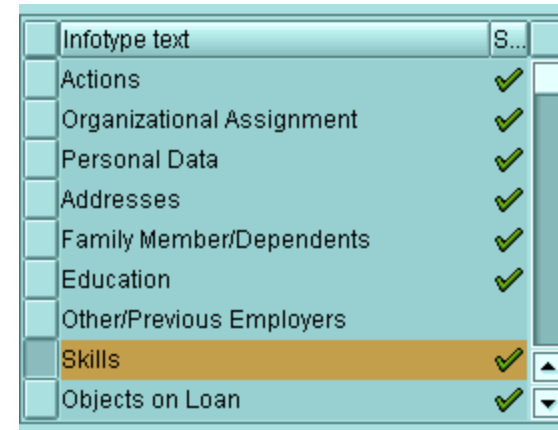
- The infotype you will be using is located in the Basic Personal Data Tab
- The infotype is 0024
 - You can also type this into the Direct Selection infotype box

PA30- Skills Infotype

The screenshot shows the SAP PA30 'Maintain HR Master Data' interface. At the top, there is a toolbar with various icons. Below it, the title 'Maintain HR Master Data' is displayed. The main area contains a form with several fields: 'Personnel' (blacked out), 'Name' (blacked out), 'EE group' (1 Full Time), and 'EE subgroup' (03 Salaried Exmpt). Below the form are tabs for 'Basic Personal Data', 'Payroll', 'Time', 'Benefits', and 'Organization/Positions'. The 'Skills' infotype is selected in a list on the left, which also includes 'Infotype text', 'Actions', 'Organizational Assignment', 'Personal Data', 'Addresses', 'Family Member/Dependents', 'Education', 'Other/Previous Employers', and 'Objects on Loan'. To the right of the list is a 'Period' section with radio buttons for 'Period', 'Today', 'All', 'From curr.date', 'To Current Date', 'Current Period', 'Curr.week', 'Current month', 'Last week', 'Last month', and 'Current Year'. A 'Choose' button is located below these options. At the bottom, a 'Direct selection' section shows 'Infotype' set to 'Skills' and 'STy' set to 'STy'.




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

Create Skills (0024)

Create Skills (0024)

Pers. No. [Redacted] Position [Redacted]

Name [Redacted]

EE group 1 Full Time

EE subgroup 03 Salaried Exmpt PSubarea U005 Staff-Admin

Start 01/01/2011 to 06/01/2011

Qualification CPR - Basic CPR

Additional fields

License Number [Redacted]

Region [Redacted]

List Skills (0024)

Pers. No. [Redacted] Position [Redacted]

Name [Redacted]




EE group 1 Full Time

EE subgroup 03 Salaried Exmpt PSubarea U005 Staff-Admin

Choose 01/01/1800 to 12/31/9999

Start Date	End Date	Qualifica...	Proficny	Qualification Text
01/01/2011	06/01/2011	100000160		CPR - Basic CPR

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

Change Skills (0024)

Pers. No. [Redacted] sgn [Redacted]
 Name [Redacted] Pos [Redacted]
 EE group 1 Full Time
 EE subgroup 03 Salaried Exmpt PSubarea U005 Staff Admin
 Start 01/01/2011 to 02/01/2011 Chng 01/21/2011 [Redacted]

Qualification

Additional fields
 License Number
 Region

List Skills (0024)


Pers. No. [Redacted]
 Name [Redacted]
 EE group 1 Full Time
 EE subgroup 03 Salaried Exmpt PSubarea U005 Staff-Admin
 Choose 01/01/1800 to 12/31/9999

Start Date	End Date	Qualifica...	Proficny	Qualification Text
01/01/2011	02/01/2011	100000370		CPA - Certified Public Accountant

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

List Skills (0024)







Pers. No. [REDACTED] [REDACTED]
 Name [REDACTED] Po [REDACTED]
 EE group 1 Full Time Pe [REDACTED]
 EE subgroup 03 Salaried Exmpt PSubarea U005 Staff-Admin
 Choose 01/01/1800 to 12/31/9999


Start Date	End Date	Qualifica...	Proficny	Qualification Text
01/01/2011	12/31/9999	100001350		MD Pharmacy Registration
01/01/2011	12/31/9999	100000680		RN - Registered Nurse
01/01/2011	06/01/2011	100000160		CPR - Basic CPR

Deletion of License






Delete Skills (0024)

Pers. No. [Redacted] n [Redacted]
 Name [Redacted] Po [Redacted]
 EE group 1 Full Time Pe [Redacted]
 EE subgroup 03 Salaried Exmpt PSubarea U005 Staff-Admin
 Start 01/01/2011 to 12/31/9999 Chng 01/21/2011 [Redacted]

Qualification MD Pharmacy Registration 

List Skills (0024)

Pers. No. [Redacted] [Redacted]
 Name [Redacted] Po [Redacted]
 EE group 1 Full Time Pe [Redacted]
 EE subgroup 03 Salaried Exmpt PSubarea U005 Staff-Admin
 Choose 01/01/1800 to 12/31/9999

Start Date	End Date	Qualifica...	Proficny	Qualification Text
01/01/2011	12/31/9999	100000680		RN - Registered Nurse
01/01/2011	06/01/2011	100000160		CPR - Basic CPR

Questions/Comments??

