

Brief Overview of Updating Employees Master Data

Transaction Name: PA30- Maintain HR Master Data

Purpose: Directly updating Faculty Data, Education and Licensure Information on employees' record w/out having to process an ISR action.

Role(s) Needed:

Faculty Data- ZRHR_PA_FACULTY_ALL

Licensure Information- ZRHR_PA_SKILLS_ALL

Education- ZRHR_PA_UNTPREDMNT_ALL

Step One: Enter necessary criteria


The screenshot shows the SAP 'Maintain HR Master Data' interface. At the top, the title bar reads 'Maintain HR Master Data'. Below the title bar is a toolbar with various icons. A red arrow points to a person icon in the toolbar, with a callout box containing the text: '#2: Always select Overview first to see what information is already stored in the specified infotype'. Below the toolbar, there are input fields for 'Personnel No.', 'Pers. Assgn', 'Name', 'EE group' (5), 'Casual / On Call', 'PersArea', 'EE subgroup' (25), and 'S1 Hrly Non-Exmpt', 'PSubarea'. Below these fields are tabs for 'Basic Personal Data', 'Payroll', 'Time', 'Benefits', 'Organization/Positions', and 'P'. The 'Basic Personal Data' tab is active, showing a list of infotypes with checkboxes. A green circle highlights the checkboxes for 'Residence Tax Area', 'Work Tax Area', 'Unemployment State', and 'Withholding Info W4/W5 US'. A callout box next to these checkboxes says: 'Helpful Hint: The green check indicates there is information in that particular infotype'. Below the infotype list is a 'Direct selection' section with an 'Infotype' input field and an '\$Ty' field. A red arrow points to this section, with a callout box containing the text: '#1 Enter one of the infotypes for direct selection first: *9020- Faculty Data *9022 Education *24-Skills (Licensure Information)'. The 'Period' section on the right has radio buttons for 'Period', 'Today', 'All', 'Curr. week', and 'Current month'.

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Step Two: Overview of specified infotype

List Education (9022) Overview of Employees Education Infotype (9022)

Pers. No. [REDACTED] UNDERGRAD ASSISTANT 001102...
Name [REDACTED] Position UNDERGRAD ASSISTANT Active
EE group 7 Student PersArea [REDACTED]
EE subgroup 25 S1 Hrly Non-Exmpt PSubarea [REDACTED]
Choose 01/01/1800 To 12/31/9999 STy. [REDACTED]


Degree Code	Institut	Yea	Branc	Branc	Degr	
NO DEGREE		HS	0	0		

CREATE- use to create new entries
CHANGE- use to update existing entry
DELETE- use to remove entry

Changing an entry:

To change an existing entry:
*First highlight specified row
*Select change icon
*Clear out incorrect information and fill in new information
*Enter and Save

Pers. No. [REDACTED]
Name [REDACTED]
EE group [REDACTED]
EE subgroup [REDACTED]
Choose [REDACTED]






Degree Code	Institut	Yea	Branc	Branc	Degr
NO DEGREE		HS	0	0	

Education
Degree A. A. Associates of Arts
Degree Year [REDACTED] Terminal
Years of Education [REDACTED]

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Creating an entry:

List Education (9022)


    

Pers. No.

Name

EE group

EE subgroup

 Choose

Adding a new entry:
*Select Create Icon
*Fill in new information
*Enter and Save

Degree Code	Institut	Yea	Branc	Branc	Degr
NO DEGREE					

Education

Degree Bachelor of Music

Degree Year Terminal






Years of Education

Institution JOHNS HOPKINS UNIVERSITY

Country Code

Deleting an entry:

List Education (9022)


    

Pers. No.

Name

EE group





EE subgroup

 Choose

Deleting an Entry
*Highlight specified row
*Select Delete Icon

Degree Code	Institut	Yea	Branc
NO DEGREE		HS	0

Delete Education (9022)

Pers. No.

Name

EE group

EE subgroup

*Select Delete Icon a second time.
*Then entry has been permanently removed

Chngd 12/27/2010