**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**

1. Enter one of the infotypes for direct selection first:
   * 9020- Faculty Data
   * 9022 Education
   * 24-Skills (Licensure Information)

2. Always select Overview first to see what information is already stored in the specified infotype.

Helpful Hint: The green check indicates there is information in that particular infotype.
Step Two: Overview of specified infotype

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
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Creating an entry:

Deleting an entry: