

ABC - SAP Project

User Manual Document- HR ABAP

Project	ABC - SAP Project
Document ID	User Manual Document- HR Personnel Administration

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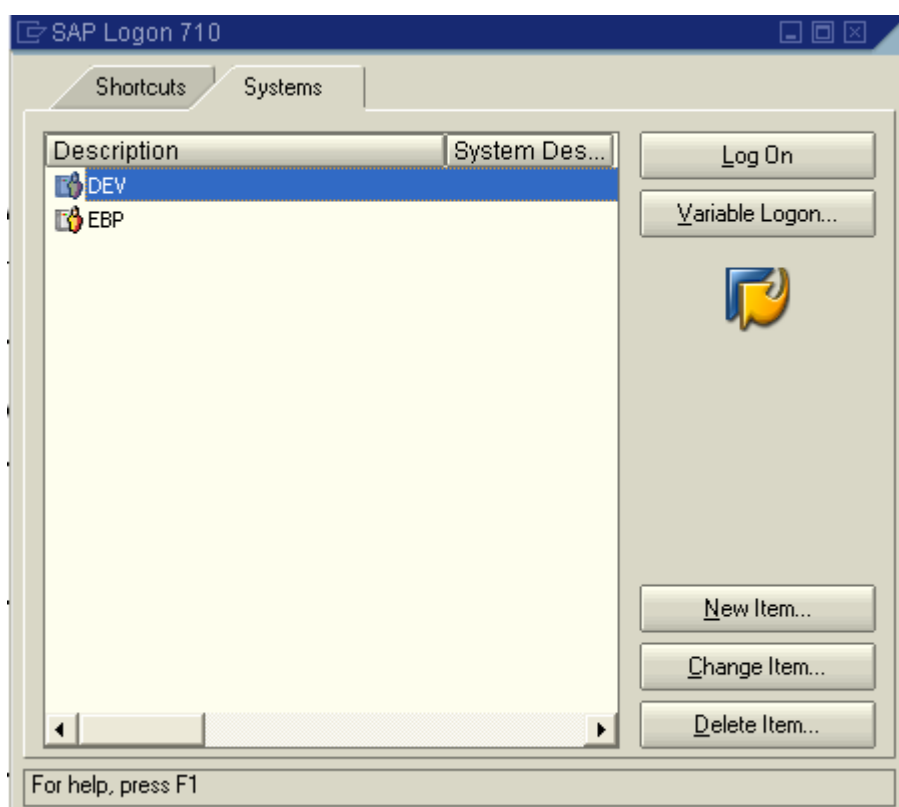
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1 Introduction

This Document is intended to explain the Process of creation and maintain Employee Data through Personnel Actions in Personnel Administration.

2 SAP Logon



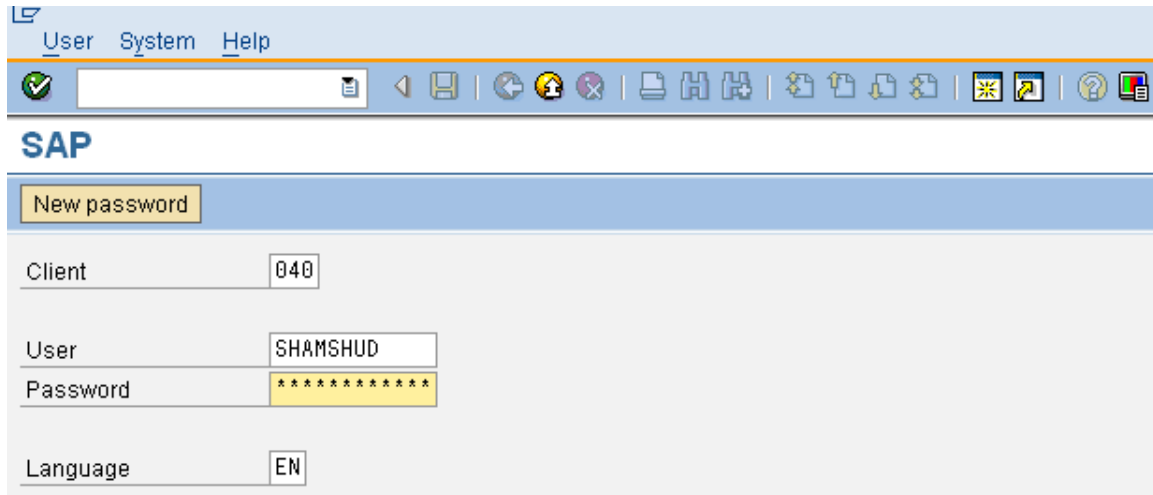
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Menu: User System Help

Client: 040

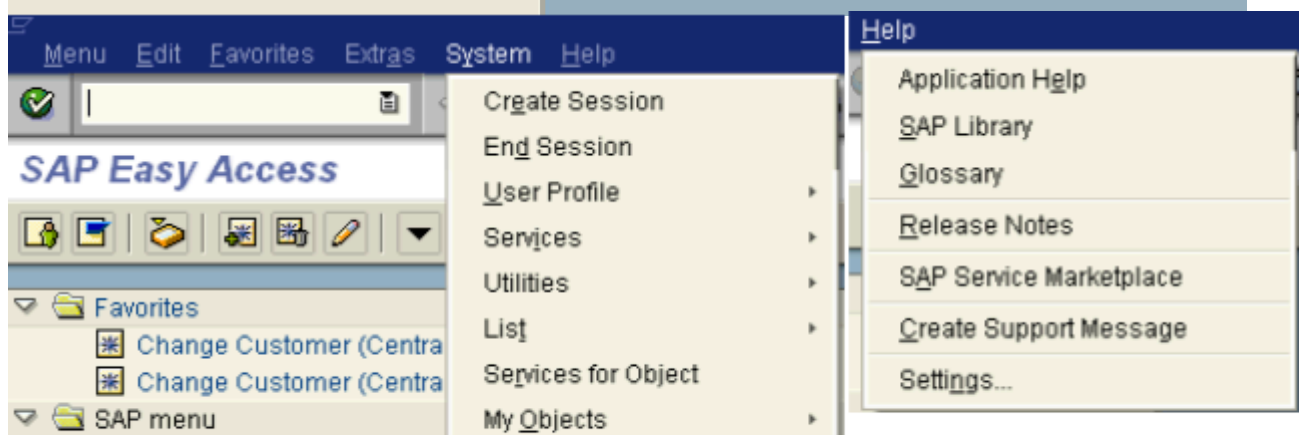
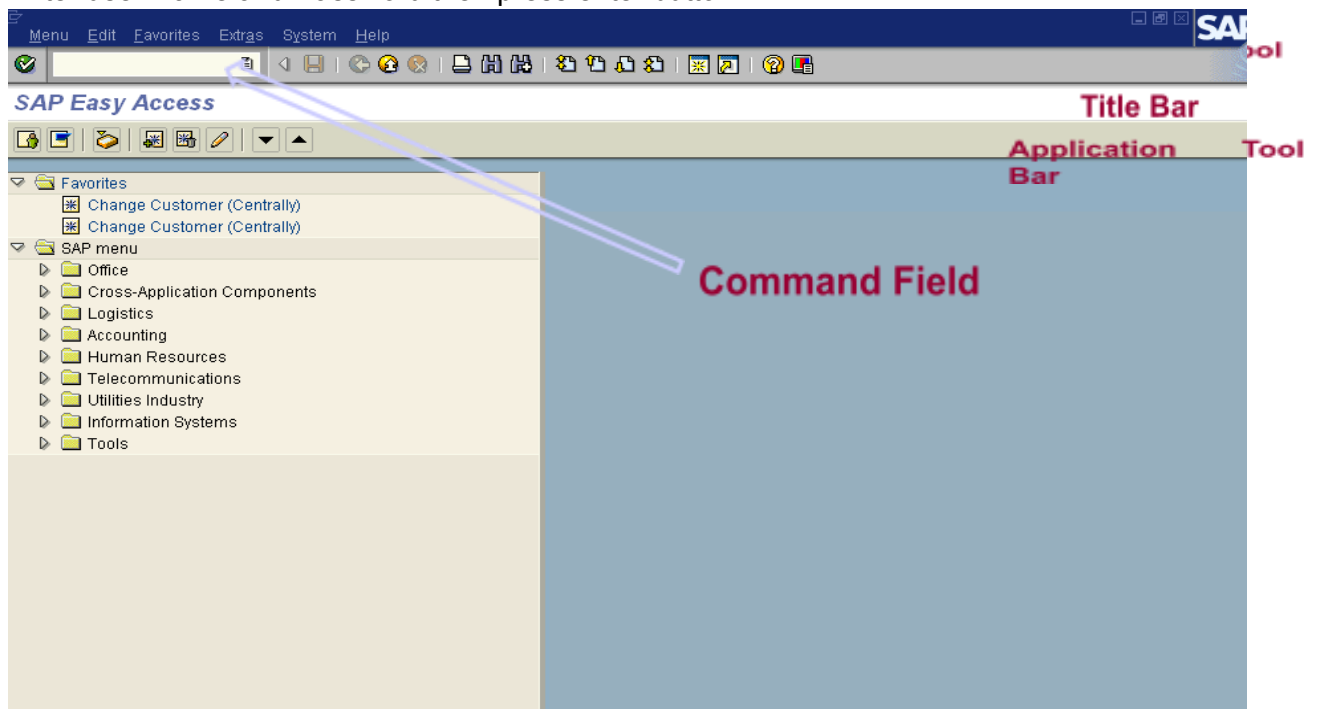
User: SHAMSHUD

Password: *****

Language: EN

Input Parameters	Values
Enter User Name	Login id of the user
Enter Password	*****

Enter user Name and Password then press enter button



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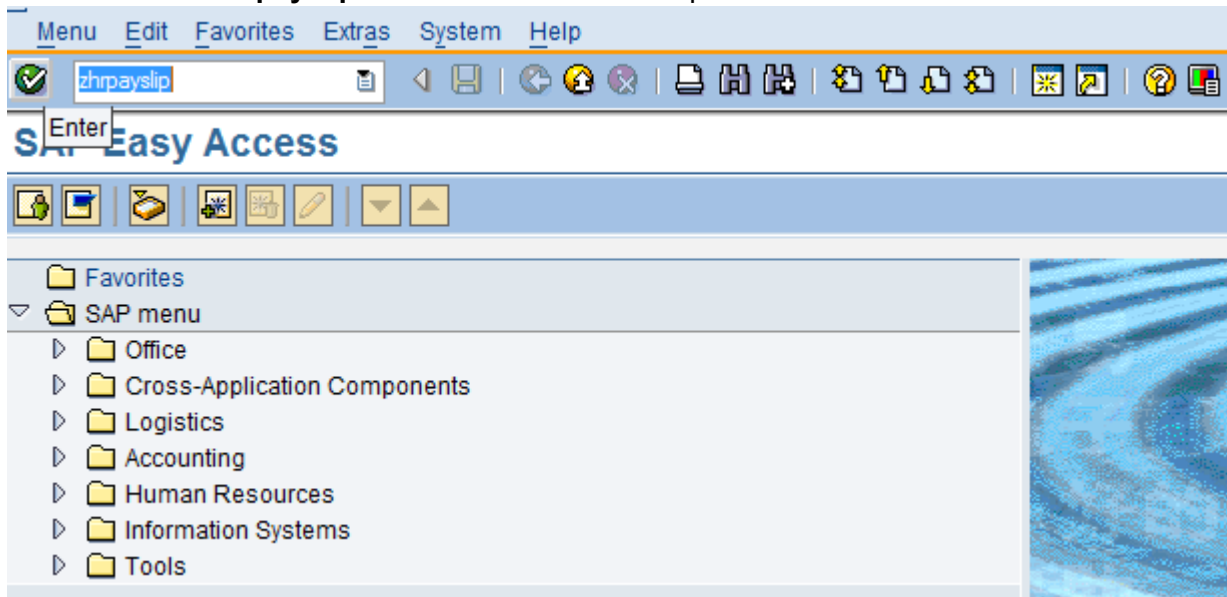
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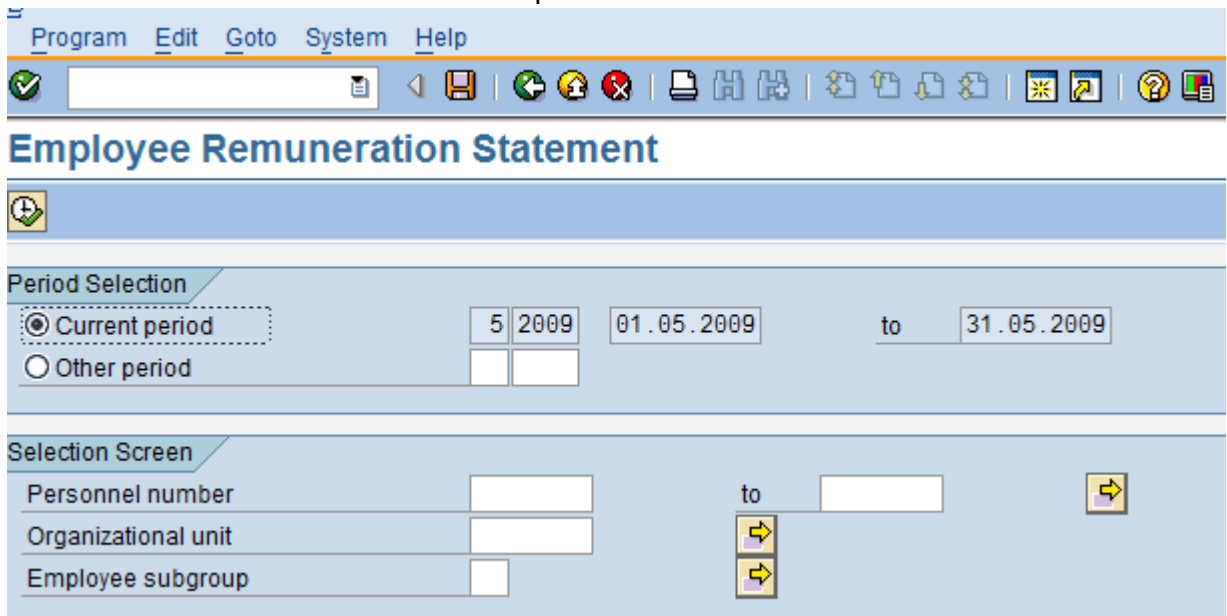
3 HR Reports

3.1 Payslip/ Remuneration statement

Enter T-code : **zhrpayslip** in the command bar and press enter



Select the one of the radio button for the period selection.



By default radio button will be on other periods. If you want to select your desired month then you can enter month in the other period and press enter. After that you have to enter the employee number single or multiple numbers at a time. As shown below

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The screenshot shows the SAP 'Employee Remuneration Statement' Selection Screen. At the top is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below it is a toolbar with various icons. The main area has a title bar 'Employee Remuneration Statement' and a sub-header 'Execute (F8)'. There are two radio buttons: 'Current period' (selected) and 'Other period'. The 'Current period' section has input fields for '5' and '2009', followed by a date range '01.05.2009 to 31.05.2009'. Below this is a 'Selection Screen' section with fields for 'Personnel number' (14), 'Organizational unit', and 'Employee subgroup'. There are also 'to' fields and navigation arrows.

And press execute or f8 you will get the following window.

The screenshot shows the 'Print' dialog box in SAP. It has a title bar 'Print' and a close button. The 'OutputDevice' is set to 'LP01'. There is a 'Page selection' field. Below this is the 'Spool Request' section with fields for 'Name' (SMART), 'Title' (LOKESH), and 'Authorization'. The 'Spool Control' section has checkboxes for 'Print immediately' (checked), 'Delete After Output', 'New Spool Request', and 'Close Spool Request'. It also has fields for 'Spool retention pd' (8 Day(s)) and 'Storage Mode' (Print only). The 'Number of Copies' section has a 'Number' field (1) and a 'Group' checkbox. The 'Cover Page Settings' section has a 'SAP cover page' dropdown (Do Not Print), 'Recipient', and 'Department' fields. At the bottom are buttons for 'Print', 'Print preview', and a close button.

Select the output device and press print preview for viewing the result or if you press print then you will get the printout with out viewing the result.

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 شركة اتحاد صناعة العلب المحدودة Consolidated Can Manufacturing Co. Ltd. CCMC Pay slip for the month of May 2009				Date :- 02.06.2009
Emp. Number: 00000014		Position: Govt. Relation Delegate		
Emp Name: Wagdi Ahmed Al -Tayb		Department: Human Resources		
Allowances	Deductions	Net Pay		
Basic Salary 2500.00	Housing Advance 2500.00-	Net Pay: 14928.15		
Housing Allowance(25% Bas 625.00				
Transport Allowance 120.00				
Other Allowance 50.00				
Food Allowance 175.00				
Gross Salary: 3548.15	Deduction: 2500-	Net Pay: 14928.15		

3.2 End of Service(Final Settlement)

Enter T.code : **ZHREOS** in the command bar and press enter

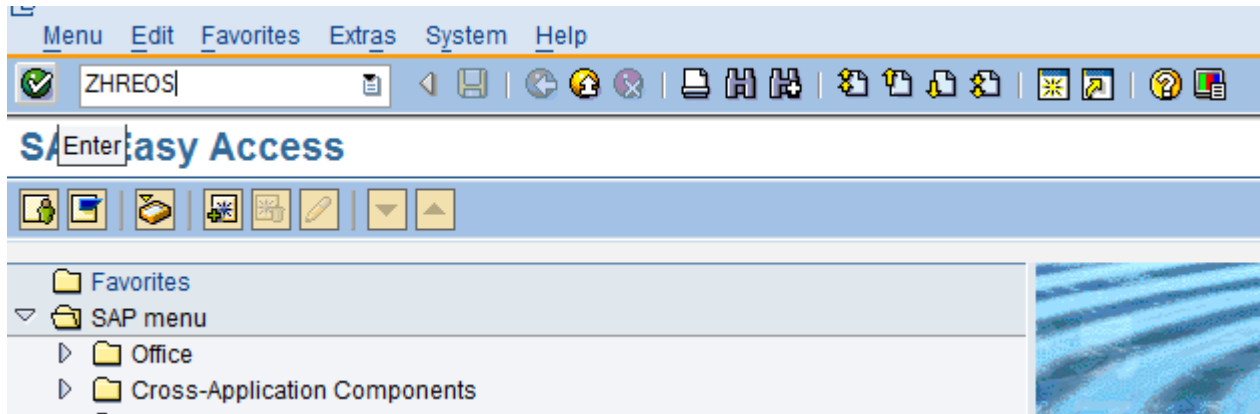
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Enter employee number and the mode of settlement

A screenshot of the SAP 'Execute (F8)' dialog box. The dialog has a title bar with 'Execute (F8)' and a button labeled 'ons'. Below the title bar is a 'Selection' section with three input fields: 'Personnel Number' (containing '14'), 'Personnel area', and 'Personnel subarea'. To the right of these fields are three arrow buttons. Below the 'Selection' section are four input fields: 'Bonus Allowance', 'OverTime', 'Other Allowance', and 'Other Payment Details'. At the bottom, there is a 'Mode of Settlement' field (containing '2'), an 'Other Payments Text' field, and an 'Amount' field.

The other values are optional. Above fields can be entered by the hr based on the employees requirement. Then Click Execute  (F8) then following window will display

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The screenshot shows the 'Print' dialog box in SAP. At the top, there's a title bar 'Print' with a close button. Below it, 'OutputDevice' is set to 'LP01'. 'Page selection' is empty. The 'Spool Request' section has 'Name' as 'SMART', 'LOKESH', and 'Title' as an empty field. 'Authorization' is also empty. The 'Spool Control' section has 'Print immediately' checked, 'Delete After Output', 'New Spool Request', and 'Close Spool Request' unchecked. 'Spool retention pd' is '8 Day(s)' and 'Storage Mode' is 'Print only'. The 'Number of Copies' section has 'Number' as '1' and 'Group' unchecked. The 'Cover Page Settings' section has 'SAP cover page' as 'Do Not Print', 'Recipient' as an empty field, and 'Department' as an empty field. At the bottom, there are buttons for 'Print', 'Print preview', and a close button. The status bar at the very bottom says 'Print preview (F8)'.

Print	
OutputDevice	LP01
Page selection	
Spool Request	
Name	SMART LOKESH
Title	
Authorization	
Spool Control	
☒ Print immediately	
☐ Delete After Output	
☐ New Spool Request	
☐ Close Spool Request	
Spool retention pd	8 Day(s)
Storage Mode	Print only
Number of Copies	
Number	1
☐ Group (1-1-1,2-2-2,3-3-3,...)	
Cover Page Settings	
SAP cover page	Do Not Print
Recipient	
Department	
Print Print preview	
Print preview (F8)	

Select the output device and press print preview for viewing the result or if you press print then you will get the printout with out viewing the result. The output is as follows

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Consolidated Can Manufacturing Company Ltd

Manufacturing 2 pc, Beverage & Juice cans

End of Service

Emp Number 00000014	Name Wagdi Ahmed Al -Tayb	Position Govt.Relation Delegate
Department Human Resources	Cost Center Human resource	Date of Joining Settelment Date Days Service 01.01.2009 02.06.2009 153 .41
Mode of Settlement		
Resignation ☐	Termination ☒	End of Contract ☐

Computation Details

1. Current Month Salary Details	Amount	Days	Total
Basic Salary	2500.00	22,00	
Housing Allowance(25% Bas	625.00	22,00	
Transport Allowance	120.00	22,00	
Other Allowance	50.00	22,00	
Food Allowance	175.00	22,00	
Total Salary			3548
2. Vacation Details (Total Salary/ 30 * No of Balance Days)			
Total Vacation Days Due for payment		0,00000	
3. Indemnity Details			
Compensation days Below 5 Years ==>			727

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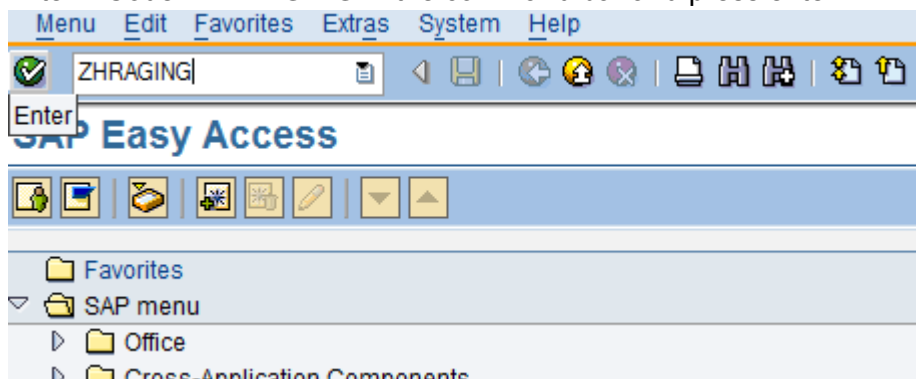
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Compensation days Above 5 Years ==>		
4. Other Payment Details		
Notice Period		3548
		0,00
GROSS TOTAL (1+2+3+4) ==>>>		7823.00
DEDUCTIONS		
Housing Advance		2500.00-
TOTAL DEDUCTION ==>>		2500.00
NET PAYABLE TO EMPLOYEE	SR	5323.00
TO BE COMPLETED BY HR DEPARTMENT		
Noted by HR Manager: _____		
Name	Signature	Date
FINANCE DEPARTMENT TO PROCESS		
Finance Manager _____		
Name	Signature	Date
GM APPROVAL		
Approved	☐ YES ☐ NO	Remarks _____
General Manager _____		
Name	Signature	Date

3.3 Aging Report

Enter T.Code : **ZHRAGING** in the command bar and press enter



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Then you will get the following screen. There you have to enter the details like period which is a mandatory field and the other details are optional.

Here there will be 2 radio buttons one is for Saudi national details and the other one is for non Saudi details. By default top one will be selected. You can select your options.

First if you select Saudi national id details and execute then the output will be as follows

Employee Number	Employee Name	Employee Iqama number	Place of issue of iqama	Issue Date(Hijri)	Issue Date
10	Errold Tadeo C. Santos				
12	Faisal Abdulaziz Al-Qahtani				
13	Sakhr Nasser Al-Qahtani				
14	Wagdi Ahmed Al -Tayb				
18	xxxx xxxxxxxx				
19	test test				

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Aging Details

[List](#)
[Edit](#)
[Goto](#)
[Views](#)
[Settings](#)
[System](#)
[Help](#)

Name of the porgram	ZHRAGING
Name Of the User	LOKESH
Date of Execution	02.06.2009
Time of Execution	10:51:39

Employee Number	Employee Name	Passport Number	Passport Issue Date	Passport Issue Place	Date of Expiry	Iqama Number	Issue Date(Hij
5	Youssef Ez-Zikhe						
9	Salman El Sayed						
11	Brian Fabri						
15	Mohd El Laboudi						
16	Aldine Mina						

13

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Then you will find the following screen.

Employees Who Completed Probationary period

Execute (F8)

☐ Current period
 to

☒ Other period

Selection Screen

Personnel number to

Organizational unit

Employee subgroup

By default other period will be selected. Enter the period and then if you execute then you will get all the employees details. Else you can select particular employee also. And then press execute

Employees Who Completed Probationary period

Employee Number	Employee Name	Date of Joining	Date of joining	Department	Position	Passport Num
5	Youssef Ez-Zikhe	01.01.2009	08.12.1971	GM Office	General Manager	
9	Salman El Sayed		16.01.1947	Quality Assurance	Quality Assurance Manager	
10	Errold Tadeo C. Santos		28.11.1963	Warehouse	Warehouse Supervisor	
11	Brian Fabri		28.11.1963	Production	Default position	
12	Faisal Abdulaziz Al-Qahtani	01.01.2007	14.08.1977	Human Resources	Human Resouce Manager	12345
13	Sakhr Nasser Al-Qahtani	01.01.2009	07.11.1980	Human Resources	Personal Relation Officer	
14	Wagdi Ahmed Al -Tayb	01.01.2009	28.11.1983	Human Resources	Govt.Relation Delegate	
15	Mohd El Laboudi		16.05.1945	Finance	Finance Manager	
16	Aldine Mina		14.05.1969	Information and Comm. Tec	IT Manager	
18	xxxx xxxxxxxx	01.01.2009	01.01.1982	Human Resources	Admin Supervisor	
19	test test		23.01.1960		Default position	

3.5 Employees who are using company accomidation

Enter T.Code: **ZHRCALIST** and press enter

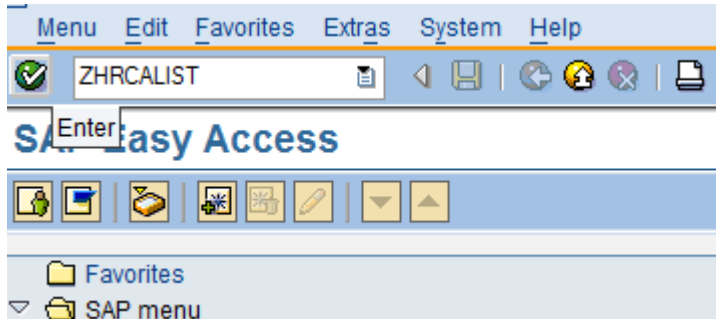
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You will find the following screen.

A screenshot of the SAP 'List of Employees Who are using Company Accommodation' selection screen. The screen has a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with icons for various SAP functions. The main area is titled 'List of Employees Who are using Company Accommodation'. Below the title is a 'Selection Screen' section. It includes a 'Period' section with radio buttons for 'Current period' and 'Other period'. The 'Current period' option is selected. The 'Other period' section has a date range from '01.05.2009' to '31.05.2009'. Below the 'Period' section is a 'Selection Screen' section with input fields for 'Personnel number', 'Organizational unit', and 'Employee subgroup'. There are also 'to' fields and a 'Go' button (represented by a right arrow icon) for each input field.

Select the period and presenter. If you want enter the employee number you can or if you want details of all the employees then don't enter any number in the personnel number place. Then press execute or press F8 button then the following screen will display.

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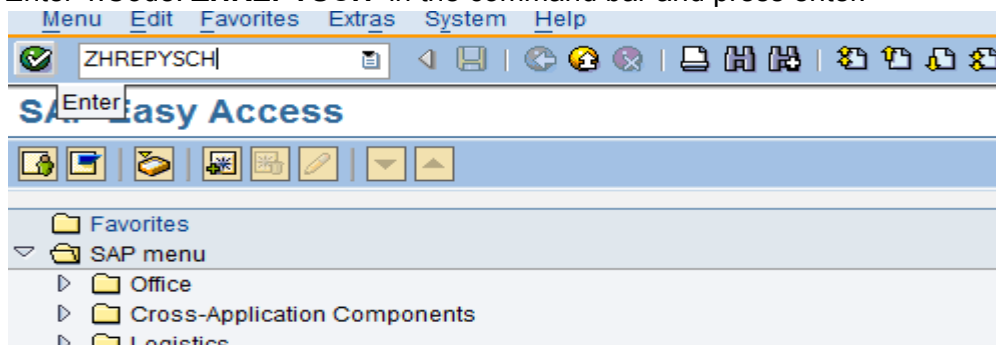
2/8/2017

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List of Employees Who are using Company Accomodation						
Employee Number	Employee Name	Date of Joining	Date of Birth	Department	Position	Passport Nun
5	Youssef Ez-Zikhe	01.01.2009	08.12.1971	GM Office	General Manager	
10	Errold Tadeo C. Santos		28.11.1963	Warehouse	Warehouse Supervisor	
11	Brian Fabri		28.11.1963	Production	Default position	
12	Faisal Abdulaziz Al-Qahtani	01.01.2007	14.08.1977	Human Resources	Human Resouce Manager	12345
13	Sakhr Nasser Al-Qahtani	01.01.2009	07.11.1980	Human Resources	Personal Relation Officer	
14	Wagdi Ahmed Al -Tayb	01.01.2009	28.11.1983	Human Resources	Govt.Relation Delegate	
15	Mohd El Laboudi		16.05.1945	Finance	Finance Manager	
16	Aldine Mina		14.05.1969	Information and Comm. Tec	IT Manager	
18	xxxx xxxxxxxx	01.01.2009	01.01.1982	Human Resources	Admin Supervisor	

3.6 Payroll Schedule Report

Enter T.Code: **ZHREPYSCH** in the command bar and press enter.



Enter the desired date in the period field and entering the employee number is optional.

Also there are 2 radio buttons one is for employee wise selection and the other one is department wise selection.

If you select the first option the screen will be as follows and press execute button or press F8

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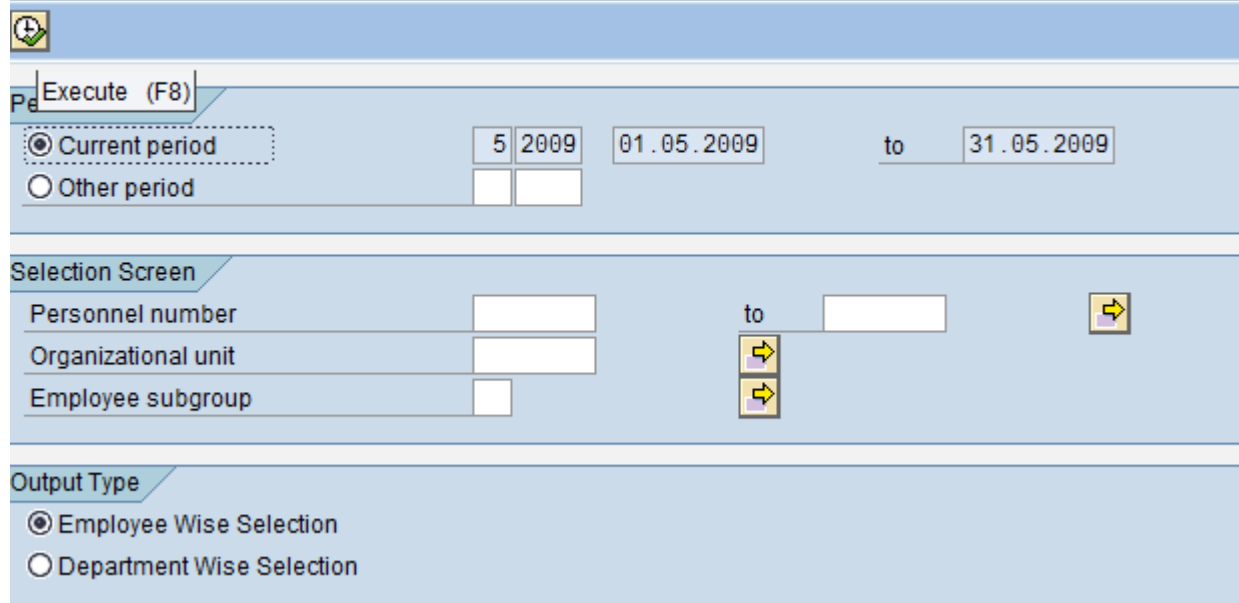
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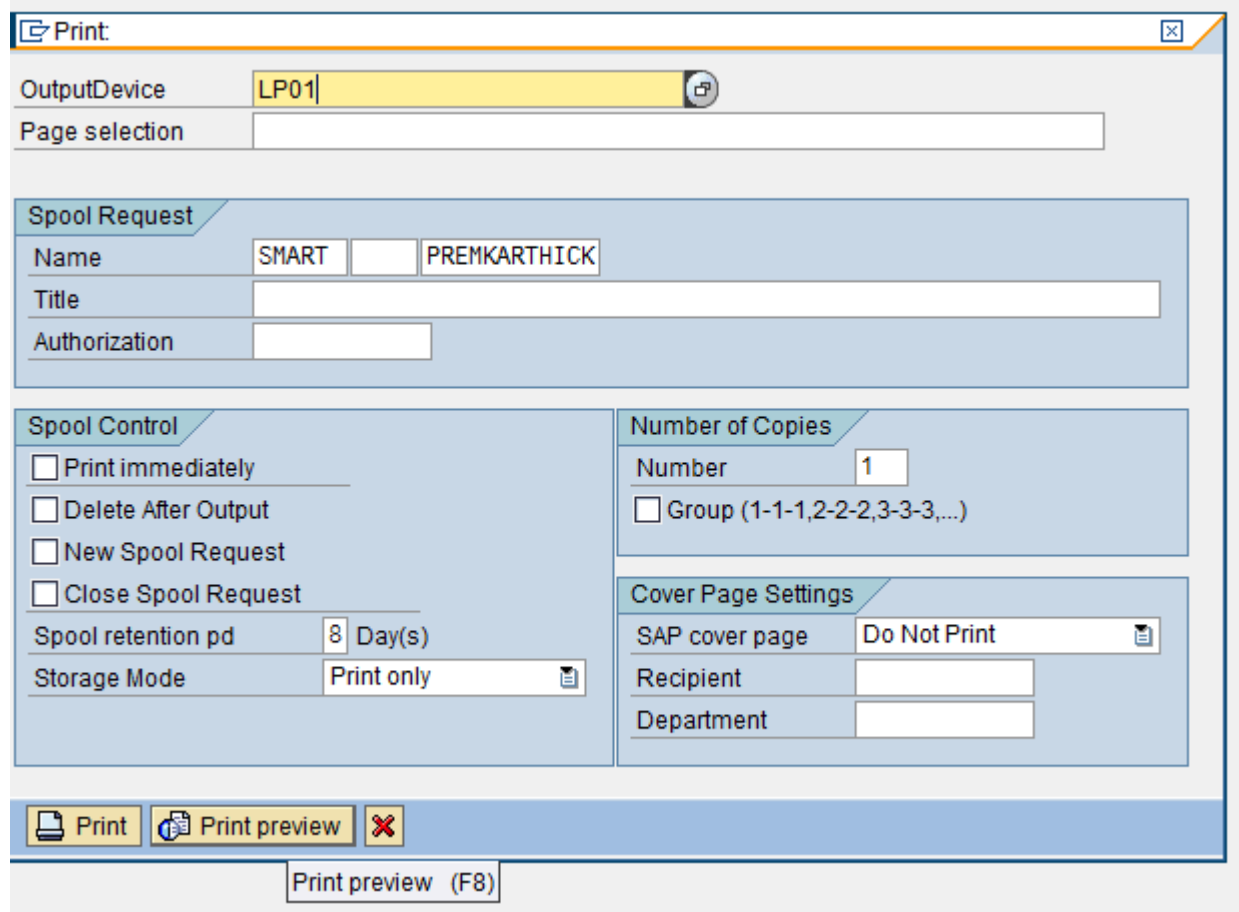
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Employee Payroll Schedule report



The screenshot shows the 'Employee Payroll Schedule report' Selection Screen. It includes a toolbar with a 'Print' icon and a 'Execute (F8)' button. Below the toolbar, there are radio buttons for 'Current period' (selected) and 'Other period'. The 'Current period' section has input fields for '5 2009', '01.05.2009', and '31.05.2009'. The 'Other period' section has empty input fields. Below this is the 'Selection Screen' section with input fields for 'Personnel number', 'Organizational unit', and 'Employee subgroup', each followed by a 'to' field and a 'Find' icon. The 'Output Type' section has radio buttons for 'Employee Wise Selection' (selected) and 'Department Wise Selection'.

Then you will get the following screen



The screenshot shows the 'Employee Payroll Schedule report' Spool Request and Spool Control screens. The 'Spool Request' section has input fields for 'Name' (SMART), 'Title' (PREMKARTHICK), and 'Authorization'. The 'Spool Control' section has checkboxes for 'Print immediately', 'Delete After Output', 'New Spool Request', and 'Close Spool Request'. It also has input fields for 'Spool retention pd' (8 Day(s)) and 'Storage Mode' (Print only). The 'Number of Copies' section has a 'Number' input field (1) and a checkbox for 'Group (1-1-1,2-2-2,3-3-3,...)'. The 'Cover Page Settings' section has input fields for 'SAP cover page' (Do Not Print), 'Recipient', and 'Department'. The bottom of the screen has a toolbar with 'Print', 'Print preview', and 'Print preview (F8)' buttons.

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Consolidated Can Manufacturing Co. Ltd
Monthly Payroll Schedule Report
For the Month of May - 2009
Employee Wise

SL	Emp#	Name	No. of Days	Position	Basic	Allowance			Gross Salary	Deductions				Total Deduction	Net Salary
						Housing	Trans	Others		Gosi	Advance	Telephone	Others		
001	00000005	Youss	022	General Manager	43000.00	10750.00	0.00	0.00	53750	0.00	0.00	0.00	2500.00	2500	51250
002	00000009	Salma	001	Quality Assurance Manager	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	0
003	00000010	Errol	000	Warehouse Supervisor	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	0
	00000011	Brian	000	Default position	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	

Execute (F8)

☒ Current period
 [5] [2009]
 [01 . 05 . 2009]
 to
 [31 . 05 . 2009]
☐ Other period
 [] []

Selection Screen

Personnel number	[]	to	[]	
Organizational unit	[]			
Employee subgroup	[]			

Output Type

☐ Employee Wise Selection
☒ Department Wise Selection

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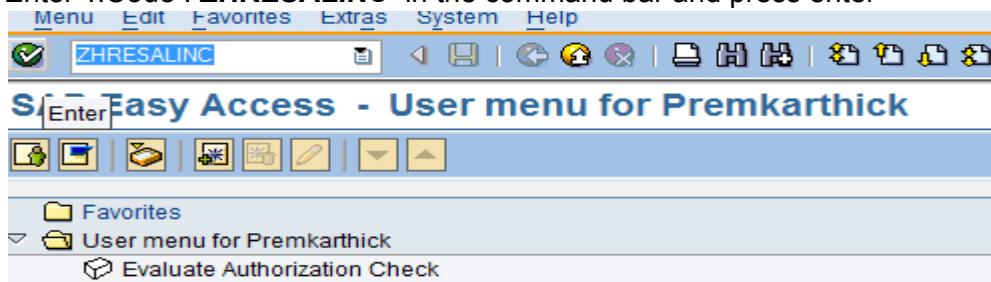
Created : 8-Feb-17
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Consolidated Can Manufacturing Co. Ltd Monthly Payroll Schedule Report For the Month of May - 2009 Department Wise

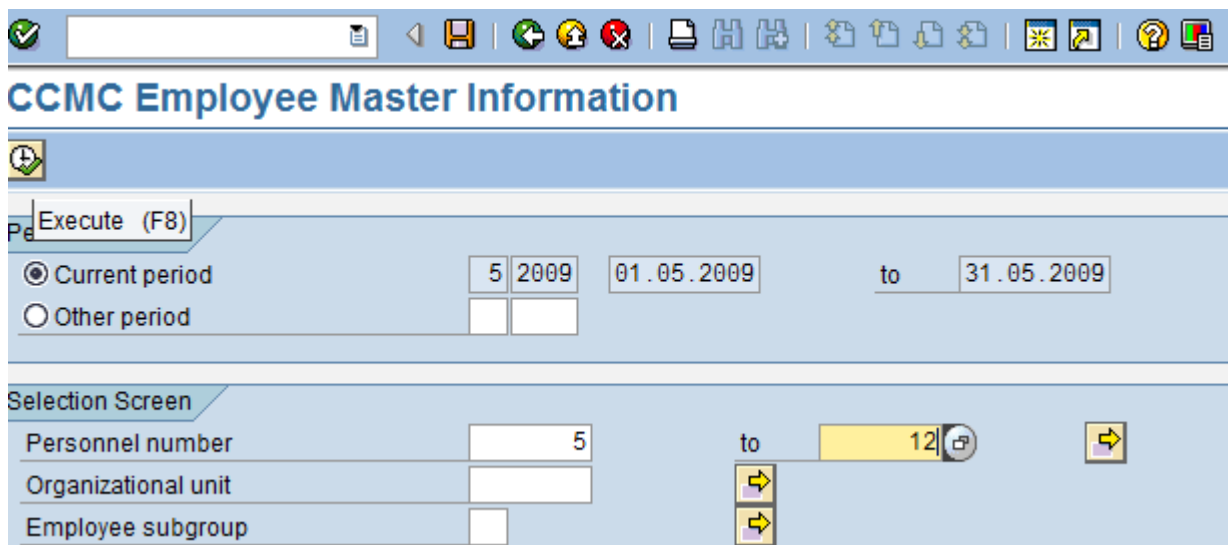
SL	Emp#	Name	No. of Days	Position	Basic	Allowance			Gross Salary	Deductions				Total Deduction	Net Salary
						Housing	Trans	Others		Gosi	Advance	Telephone	Others		
001	00000005	Yousa	022	General Manager	43000.00	10750.00	0.00	0.00	53750	0.00	0.00	0.00	2500.00	2500	51250
Department ==>> GM Office					43000	10750	0	0	53750	0	0	0	2500	2500	51250
001	00000009	Salma	001	Quality Assurance Manager	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	0
002	00000020	XXXXX	000	Default position	2500.00	625.00	120.00	50.00	3295	0.00	2500.00	0.00	0.00	2500	795
Department ==>> Quality Assurance					2500	625	120	50	3295	0	2500	0	0	2500	795
001	00000010	Enrol	000	Warehouse Supervisor	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	0
Department ==>> Warehouse					0	0	0	0	0	0	0	0	0	0	0
001	00000013	Sakhr	000	Personal Relation Officer	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0	0

3.7 Salary Increment History

Enter T.Code : **ZHRESALINC** in the command bar and press enter



Enter period and you can execute the report or you can enter the desired employee numbers in the selection screen. Which is as follows



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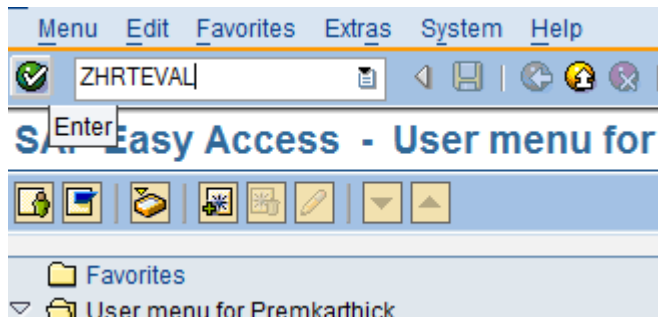
And the output will be as follows

CCMC Employee Master Information

CCMC Employee Master Information									
HISTORICAL REPORT OF EMPLOYEES INCREMENT									
Name of the program		ZHRESALINCR							
Name Of the User		PREMKARTHICK							
Date of Execution		02.06.2009							
Time of Execution		17:18:03							
Employee Number	Employee Name	Date of Joining	Nationality	Position	Grade	Department	Old Basic	inc.mt Date	Inc.mt Amt.
5	Youssef Ez-Zikhe	01.01.2009	MA	General Manager	GROUP1	GM Office	43,000.00	31.05.2009	7,000.00
9	Salman El Sayed		EG	Quality Assurance Manager	GROUP7	Quality Assurance	18,000.00	25.05.2009	0.00
10	Errold Tadeo C. Santos		SA	Warehouse Supervisor	GROUP5	Warehouse	4,000.00	31.05.2009	2,000.00
11	Brian Fabri		ZA	Default position	GROUP4	Production	20,000.00	25.05.2009	0.00
12	Faisal Abdulaziz Al-Qahtani	01.01.2007	SA	Human Resouce Manager	GROUP2	Human Resources	0.00	31.05.2009	18,000.00

3.8 Time Evaluation

Enter T.Code: **ZHRTEVAL** in the command bar and then press enter



Select the period from the dropdown list and enter the employee number in the selection screen

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Time Evaluation Report

Time Evaluation Report

OrgStructure Search Help

Period

Reporting Period: Current Month

Selection Criteria

Personnel Number	Today	
Employment Status	Key Date	
Personnel area	All	
Personnel subarea	Other Period	
Employee group	Current Month	
Employee subgroup	Current Year	
	Past (until today)	
	Future (as of today)	
	Current Payroll Period	
	Other Payroll Period	

Time Evaluation Report

Time Evaluation Report

OrgStructure Search Help

Execute (F8)

Reporting Period: Current Month

Selection Criteria

Personnel Number		
Employment Status		
Personnel area		
Personnel subarea		
Employee group		
Employee subgroup		

3.9 Rehire

4 Maintain Master Data – PA30

4.1 Family Member/Dependents – IT0021

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4.2 Internal Medical Service – IT0028

4.3 Communication – IT0105

4.4 Personal ID – IT0185

4.5 Date Specification – IT0041

4.6 Objects on Loan – IT0040

4.7 Education – IT0022

4.8 Other/Previous Employers – IT0023

4.9 Qualifications – IT0024

4.10 Appraisals – IT0025

4.11 Iqama Details – IT9001

4.12 Saudi National ID – IT9002

4.13 Passport Details – IT9003

4.14 GOSI – IT9004

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