

 Answerthink Enabling World-Class Performance	BUSINESS PROCESS PROCEDURE
Solution: Title: Functional Area: SAP Release:	EzAIO PA40-Personnel Actions Personnel Administration ECC 6.0 EhP4

OVERVIEW

Trigger:

Create Employee Master Data

Business Process Description Overview
This document describes the procedure for Employee Master Data Creation
Employee Master Data Created

Input – Required Fields	Field Value / Comments
From	<Hire date> for example, first day of year, 01.01.xxxx
Personnel no.	Internal number (system generates the Personnel no within range.)
Position	<blank> (system updates with default no.99999999, if no Org.structure exists)
Personnel Area	1000 <your personnel area>
Employee Group	1 (Active)
Employee Sub Group	Y1 (Salaried Employee)
Cost Center	<any cost center>
Personnel Sub area	1010 <your personnel sub area>
Payroll Area	Y B <Service Provider>
Title	<Enter a Title>
Last Name	<Enter a Last Name>
First Name	<Enter a First Name>
Birth Date	<Enter a Birth Date>
Language	<Enter a Language>
Nationality	<Enter a Nationality>
Work Schedule	YB00
Activity Type	<Any Activity Type> for example <8> Consulting

Output - Results	Comments
Employee Master Record	Successfully created Employee Master Record

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Tips and Tricks

Procedural Steps

1.1. Access transaction by:

SAP ECC menu	<i>Human Resources → Personnel Management → Administration → HR Master Data → Personnel Actions</i>
Transaction code	PA40

1.2. On the Personnel Actions Screen, make the following entries:

Personnel Actions

Personnel no.

From

Personnel Actions

Action Type	Personn...	EE group	EE subg...
Hire Mini Master Record			

Field name	User action and values	Description	Comment
<i>From</i>	<any date>		for example, first day of year, 01.01.xxxx

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<i>Personnel no.</i>	<any number between 100000 to 999999>		for example, 999001 - external no. range set up from 100000 to 999999
<i>Action</i>	Select Hire Mini Master		

1.3. Choose Execute

1.4. On the Create Actions screen, enter the following data:

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Create Actions

    Change info group

Pers.No.

Start to

Personnel action

Action Type 

Reason for Action

Reference Pers. Nos.

Status

Customer-specific 

Employment 

Special payment 

Organizational assignment

Position

Personnel area

Employee group

Employee subgroup

Field name	User action and values	Description	Comment
<i>Position</i>	<blank>		If you have set up a HCM Organizational structure, choose a valid position, to assign the employee to this position

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<i>Personnel Area</i>	1000		<your personnel area>
<i>Employee Group</i>	1	Active	
<i>Employee Subgroup</i>	Y1	Salaried employees	

1.5. Choose Enter

1.6. Choose Save

1.7. On the Create Organizational Assignment screen, enter the following data:

Field name	User action and values	Description	Comment
<i>Cost Ctr</i>	<any cost center>		for example, 1101
<i>Personnel Subarea</i>	1010		<your personnel sub area>
<i>Payroll Area</i>	YB	Service Provider	

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Create Organizational Assignment

Org Structure			
Personnel No		1000000	
Start		01/01/2011	to 12/31/9999
Status		Active	
Enterprise structure			
CoCode	1000	Company Code 1000	Leg.person ☐
Pers.area	1000	Personnel Area 1000	Subarea ☒
Cost Ctr			Bus. Area ☐
Personnel structure			
EE group	1	Employee	Payr.area 11 Semi-monthly
EE subgroup	Y1	Salaried FT-Exempt	Contract
Organizational plan		Administrator	
Position		PersAdmin	☐
Job key		Time	☐
Exempt	☐	PayrAdmin	☐
Org. Unit			
Org.key			
Supervisor			

1.8. Choose Enter.

1.9. Choose Save.

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1.10. On the Create Personnel Data screen, enter the following data:

Create Personal Data





Personnel No	1000000		
EE group	1 Employee	Personnel ar	1000 Personnel Area 1000
EE subgroup	Y1 Salaried FT-Exempt	Status	Active
Start	01/01/2011	To	12/31/9999

Name

Title		Name Format	
Last name	☒	Birth name	
First name	☒	Initials	
Middle name		Nickname	
Designation			
Suffix			
Name			

HR data

SSN	☒	Gender ☐ Female ☐ Male ☒ Undeclared	
Date of Birth	☒		
Language	EN English		
Nationality			
Marital Status			
Since		Dependents	

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Field name	User action and values	Description	Comment
<i>Title</i>	<Enter a Title>		
<i>Last Name</i>	<Enter a Last Name>		
<i>First Name</i>	<Enter a First Name>		
<i>SSN No.</i>	<Enter SSN No.>		
<i>Birth Date</i>	<Enter a Birth Date>		
<i>Language</i>	<Enter a Language>		
<i>Nationality</i>	<Enter a Nationality>		

1.11. Choose Enter.

1.12. Choose Save.

1.13. On Create Planned Work time screen, enter Work schedule rule YB00.

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Create Planned Working Time

Work schedule			
Personnel No	1000000	Name	script test
EE group	1 Employee	Personnel ar	1000 Personnel Area 1000
EE subgroup	Y1 Salaried FT-Exempt	Status	Active
Start	01/01/2011	To	12/31/9999

Work schedule rule	
Work schedule rule	YB00 Flextime
Time Mgmt status	9 9 - Time evaluation of planned times
Working week	01 Working week Monday
☐ Part-time employee	

Working time	
Employment percent	100.00
Daily working hours	8.00
Weekly working hours	40.00
Monthly working hrs	174.00
Annual working hours	2088.00
Weekly workdays	5.00

Dyn. daily work schedule	
Min.	Max.
Min.	Max.
Min.	Max.
Min.	Max.

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1.14. Choose Enter.

1.15. Choose Save.

1.16. On Create Travel Privileges screen, set Flag Changes Permitted to Trip in area Company Code Changes.

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Create Travel Privileges

  				
Personnel No	1000000	Name	script test	
EE group	1 Employee	Personnel ar	1000	Personnel Area 1000
EE subgroup	Y1 Salaried FT-Exempt	Status	Active	
Valid from	01/01/2011	to	12/31/9999	

Groupings RGrp M/A Statutory ☐ All Employees RGrp M/A Enterprise ☐ All Employees EE Grp Expense Type ☐ 1 Group 1 EE Group Travel Mgt ☐ All Employees	Employee Has Trips ☐ Trips Assigned
---	--

Travel Costs RGrp Travel Costs ☐ All Employees Vehicle Type ☐ Car Vehicle Class ☐ All Vehicle Classes License Plate Number	Company Code Changes ☐ Change Permitted in Trip
---	--

Assignments Company Code Business Area Cost Center

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1.17. Choose Enter.

1.18. Choose Save.

1.19. On the Create Time Sheet Defaults maintain screen, enter the following data:

Field name	User action and values	Description	Comment
<i>Cost Center</i>	<any cost center>	Default	Default value derived from organizational assignment for example, 1101
<i>Activity Type</i>	<any Activity Type>		for example, <8> Consulting

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Create Time Sheet Defaults

Personnel No		1000000		Name		script test	
EE group	1	Employee	Personnel ar	1000	Personnel Area 1000		
EE subgroup	Y1	Salaried FT-Exempt	Status	Active			
Start	01/01/2011	to	12/31/9999				

Sender information	
Controlling Area	1000 Controlling Area 1000
Sender Cost Center	1101 Financials & Admin
Activity Type	
Business Process	

Supplementary information	
Plant	
Master activity type	

External employee	
Vendor	
Sending purch. order	
Sending PO item	
Activity Number	

☐ Required to record times in time sheet

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1.20. Choose Enter.

1.21. Choose Save.

Result

You have created an Employee.

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