Answerthink Enabling World-Class Performance

BUSINESS PROCESS PROCEDURE

Solution: E

EzAIO

Title: Functional Area:

PA40-Personnel Actions Personnel Administration

SAP Release: 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</hire>
Personnel no.	Internal number (system generates the Personnel no within range.)
Position	
Personnel Area	1000 <your area="" personnel=""></your>
Employee Group	1 (Active)
Employee Sub Group	Y1 (Salaried Employee)
Cost Center	<any center="" cost=""></any>
Personnel Sub area	1010 <your area="" personnel="" sub=""></your>
Payroll Area	Y B <service provider)<="" td=""></service>
Title	<enter a="" title=""></enter>
Last Name	<enter a="" last="" name=""></enter>
First Name	<enter a="" first="" name=""></enter>
Birth Date	<enter a="" birth="" date=""></enter>
Language	<enter a="" language=""></enter>
Nationality	<enter a="" nationality=""></enter>
Work Schedule	YB00
Activity Type	<any activity="" type=""> for example <8> Consulting</any>

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

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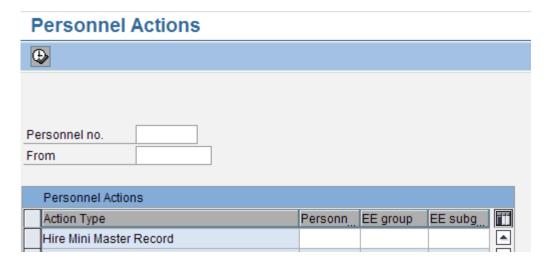
Tips and Tricks

Procedural Steps

1.1. Access transaction by:

SAP ECC menu	Human Resources \rightarrow Personnel Management \rightarrow Administration \rightarrow HR Master Data \rightarrow Personnel Actions
Transaction code	PA40

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



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

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Personnel no.	<any 100000="" 999999="" between="" number="" to=""></any>	for example, 999001 - external no. range set up from 100000 to 999999
Action	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. 100001 01/01/2011 12/31/9999 Start to Personnel action YB Hire Mini Master Record ₫ Action Type Reason for Action Reference Pers. Nos. Status / Customer-specific ₫ 3 Active Ĭ Employment Special payment 1 Standard wage type Organizational assignment Position Personnel area Employee group Employee subgroup

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

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

1.5. Choose Enter

1.6. Choose Save

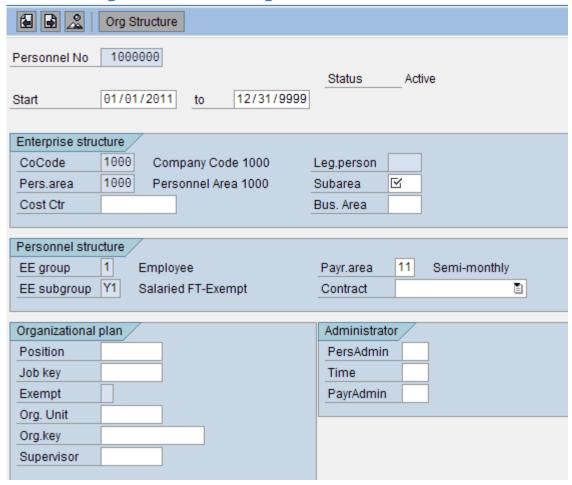
1.7. On the Create Organizational Assignment screen, enter the following data:

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

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Create Organizational Assignment



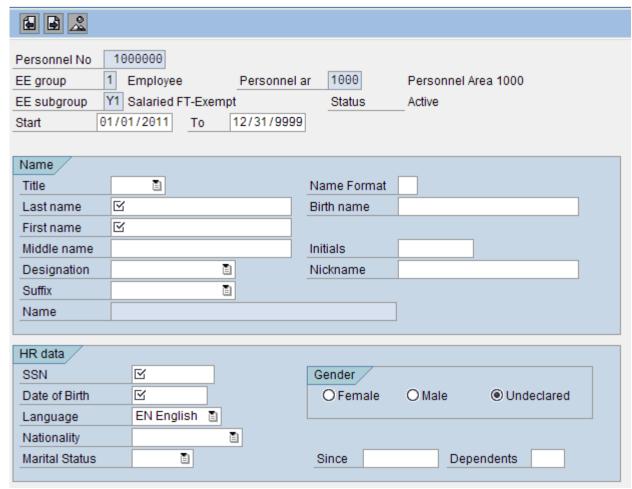
- 1.8. Choose Enter.
- 1.9. Choose Save.

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

Create Personal Data



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Field name	User action and values	Description	Comment
Title	<enter a="" title=""></enter>		
Last Name	<enter a="" last="" name=""></enter>		
First Name	<enter a="" first="" name=""></enter>		
SSN No.	<enter no.="" ssn=""></enter>		
Birth Date	<enter a="" birth="" date=""></enter>		
Language	<enter a="" language=""></enter>		
Nationality	<enter a="" nationality=""></enter>		

- 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		1	20
EE group 1 Employee		Personnel ar	1000	Pe	rsonnel Area 100	00
EE subgroup Y1 Salaried F	T-Exempt		Status	Act	ive	
Start 01/01/2011	То	12/31/9999				
Work schedule rule						
Work schedule rule	YB00	Flextime				
Time Mgmt status	9 9 - Time	e evaluation of pl	anned tin	nes		
Working week	01 Workir	ng week Monday				
Part-time employee						
Working time						
Employment percent	100.00	9 -	Dyn. dai	ily work s	chedule	
Daily working hours	8.00) M	in.		Max.	
Weekly working hours 40.00) M	in.		Max.	
Monthly working hrs 174.00		M	in.		Max.	
Annual working hours 2088.00) M	in.		Max.	
Weekly workdays 5.00)				

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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 EE group 1 Employee Personnel ar EE subgroup Y1 Salaried FT-Exempt Valid from 01/01/2011 to 12/31/9999	script test 1000 Personnel Area 1000 Status Active
RGrp M/A Statutory RGrp M/A Enterprise EE Grp Expense Type EE Group Travel Mgt All Employees Group 1 All Employees All Employees	Employee Has Trips Trips Assigned
Travel Costs RGrp Travel Costs Vehicle Type Vehicle Class License Plate Number All Employees Car All Vehicle Classes	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
Cost Center	<any center="" cost=""></any>	Default	Default value derived from organizational assignment for example, 1101
Activity Type	<any activity="" type=""></any>		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 Sender Cost Center 1101 Controlling Area 1000 Financials & Admin
Activity Type Business Process
Supplementary information Plant Master activity type
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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