

Human Capital Management SAP Implementation at IESCO

Training Document HCM Master Data

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Master Data

1 Purpose

Document

Maintaining the HR Master Data function allow to maintain employee data tasks like entering the data, update, etc.

Data related to an employee is entered in various Infotypes. For example, Infotype 0002 contains personal information of an employee like name, date of birth, marital status, etc. Infotypes are used to group similar data and makes it easier to process.

Performing a Personnel action in HR system like hiring an employee, involves entering huge data in the system. Enter series of Infotype information related to an employee.

1.1 Process Steps

In this document, employee master data will be created, maintained and displayed.

1.1.1 Change Organizational Assignment infotype (0001)

Use

Following steps are followed during the Organizational Assignment creation.

Procedure

1. Open "Maintain HR Master Data" App. from Fiori Launchpad.

The screenshot shows the SAP HR Master Data Fiori application interface. At the top, there is a navigation bar with the SAP logo and a 'Home' button. Below the navigation bar, there is a menu with several options: 'Personnel Administration', 'PayRoll', 'Personnel Development', 'Time Management', and 'Training & Event Management'. The 'Personnel Administration' menu is highlighted with a blue box. Below the menu, there is a grid of tiles representing different HR functions. The 'Maintain Employee Master Data' tile (PA30) is highlighted with a blue box. Other tiles include 'Personnel File' (PA10), 'Display Employee Master Data' (PA20), 'Actions' (PA40), 'Fast Data Entry' (PA70), 'EEs Entered and Left' (S_PH9_46000223), 'Headcount Changes' (S_L9C_94000095), 'Ad hoc Query' (S_PH0_48000513), 'Time Spent in Each Pay Scale' (S_AHR_61016356), 'Family Members' (S_PH9_46000222), 'Flexible Employee Data' (S_AHR_61016362), 'Employee List' (S_AHR_61016369), 'Date Monitoring' (S_PH0_48000450), 'Birthday List' (S_PH9_46000221), 'HR Master Data Sheet' (S_AHR_61016360), 'Promotion Report' (ZHR_PROMOTION), and 'HR Seniority for Training' (HRSNR).

2. On the next HR Master Data Screen, enter Personnel number.

Field name	Description	User action and values	Comments
Personnel No.	Personnel Number of employee	01012805	Enter Personnel Number of employee

3. Selectinfo type0001 (Organizational assignment) in the Basic Personnel Data Tab.

Field name	Description	User action and values	Comments
Info type	Organizational Assignment	0001	Select Organizational Assignment infotype

 Maintain HR Master Data

Create **Change** Display Copy Delimit Delete Overview Services for Object ▾ More ▾ Exit

Personnel no.:

EE group: IESCO Contract Pers.area: IESCO HO /CEO

EE subgroup: BPS 17

Find by
 ▾ Person
 🔍 Collective search help
 🔍 Search Term

Basic personal data Planning data Salary data Leaves data Customized Info types

Infotype text	Status
☐ Actions	✓
☒ Organizational assignment	✓
☐ Personal data	
☐ Addresses	
☐ Bank Details	
☐ Family Member/Dependents	
☐ Planned Working Time	
☐ Internal Data	

Period

☒ Period

From: To:

☐ Today ☐ Curr.week

☐ All ☐ Current month

☐ From curr.date ☐ Last week

☐ To Current Date ☐ Last month

☐ Current Period ☐ Current Year

- Click the *Change* button.
- On the *Change Organizational assignment* screen enter the start date.

Field name	Description	User action and values	Comments
Start Date	Start date of record creation	11.08.2018	Enter Start Date

End Date	End Date of Record Creation	31.12.9999	
----------	-----------------------------	------------	--

Change Organizational assignment

Exit

Personnel No: 1012805

EE group: C IESCO Contract

Pers.area: 1000 IESCO HO /CEO

EE subgroup: 17 BPS 17

* Start: 11.08.2018

* to: 31.12.9999

Chng: 11.08.2018

HR-03

Enterprise structure

CoCode: 1000 IESCO

Pers.area: 1000 IESCO HO /CEO

Cost Ctr:

Leg.person:

Subarea: 1002 IESCO – HO

Bus. Area:

Personnel structure

EE group: C IESCO Contract

EE subgroup: 17 BPS 17

* Payr.area: Z1 IESCO Monthly PR*

Contract:

Organizational plan

Administrator

Percentage: 100.00

Group: 1000

Save Cancel

6. On this screen, Change personnel Subarea.

Field name	Description	User action and values	Comments
Sub Area	Chairman Board	1002	Change Personnel Sub Area

7. Click Save button.
8. Your data has been changed.

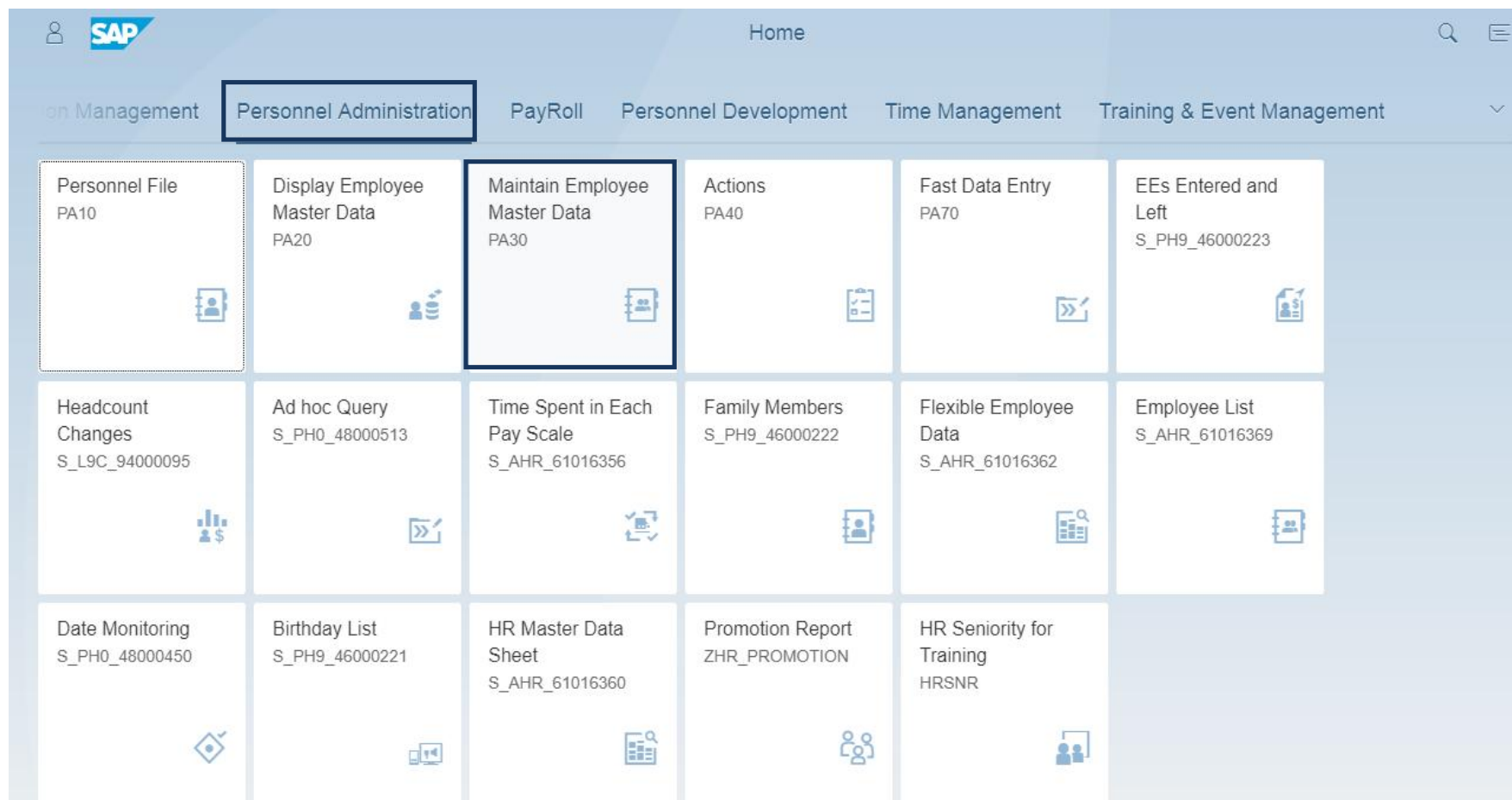
1.1.2 Overview Organizational Assignment infotype (0001)

Use

Following steps are followed to Overview Organizational Assignment Infotype data.

Procedure

1. Open “Maintain HR Master Data” App. from Fiori Launchpad.



- On the next HR Master Data Screen, enter Personnel number.

Field name	Description	User action and values	Comments
Personnel No		01012805	

3. Select infotype 0001 (Organizational assignment) in the Basic Personnel Data Tab.
4. On the list organizational assignment screen enter the selection date or Select All.
5. Click the Overview button.

SAP Maintain HR Master Data

Create Change Display Copy Delimit Delete **Overview** Services for Object ▾ More ▾ Exit

Personnel no.: 1012805

EE group: C IESCO Contract Pers. area: 1000 IESCO HO /CEO
EE subgroup: 17 BPS 17

Find by
 ▾ Person
 🔍 Collective search help
 🔍 Search Term

Basic personal data Planning data Salary data Leaves data Customized Info types

Infotype text	Status
☐ Actions	✓
☒ Organizational assignment	✓
☐ Personal data	
☐ Addresses	
☐ Bank Details	
☐ Family Member/Dependents	
☐ Planned Working Time	
☐ Internal Data	

Period

☐ Period
 From: 01.01.1800 To: 31.12.9999

☐ Today ☐ Curr. week
☒ All ☐ Current month
☐ From curr.date ☐ Last week
☐ To Current Date ☐ Last month
☐ Current Period ☐ Current Year

Choose

6. On next List Organizational Assignment screen overview the following entries.

Field name	Description	User action and values	Comments
Personnel Area	IESCO H.O/ CEO	1000	
Employee Group	IESCO Contract	C	
Employee Sub Group	BPS 17	17	
Pay Roll Area	IESCO Monthly PR	Z1	

List Organizational assignment

Personnel No:

EE group: IESCO Contract Pers.area: IESCO HO /CEO

EE subgroup: BPS 17

Selection: to:

	Start Date	CoCd	PA	EEGrp	ESgrp	Cost Center	Cost center...	Org. Unit	Position	Job key
☐	11.08.2018	1000	1000	C	17			Jhelum I	JUNIOR ...	
☐										
☐										
☐										
☐										
☐										

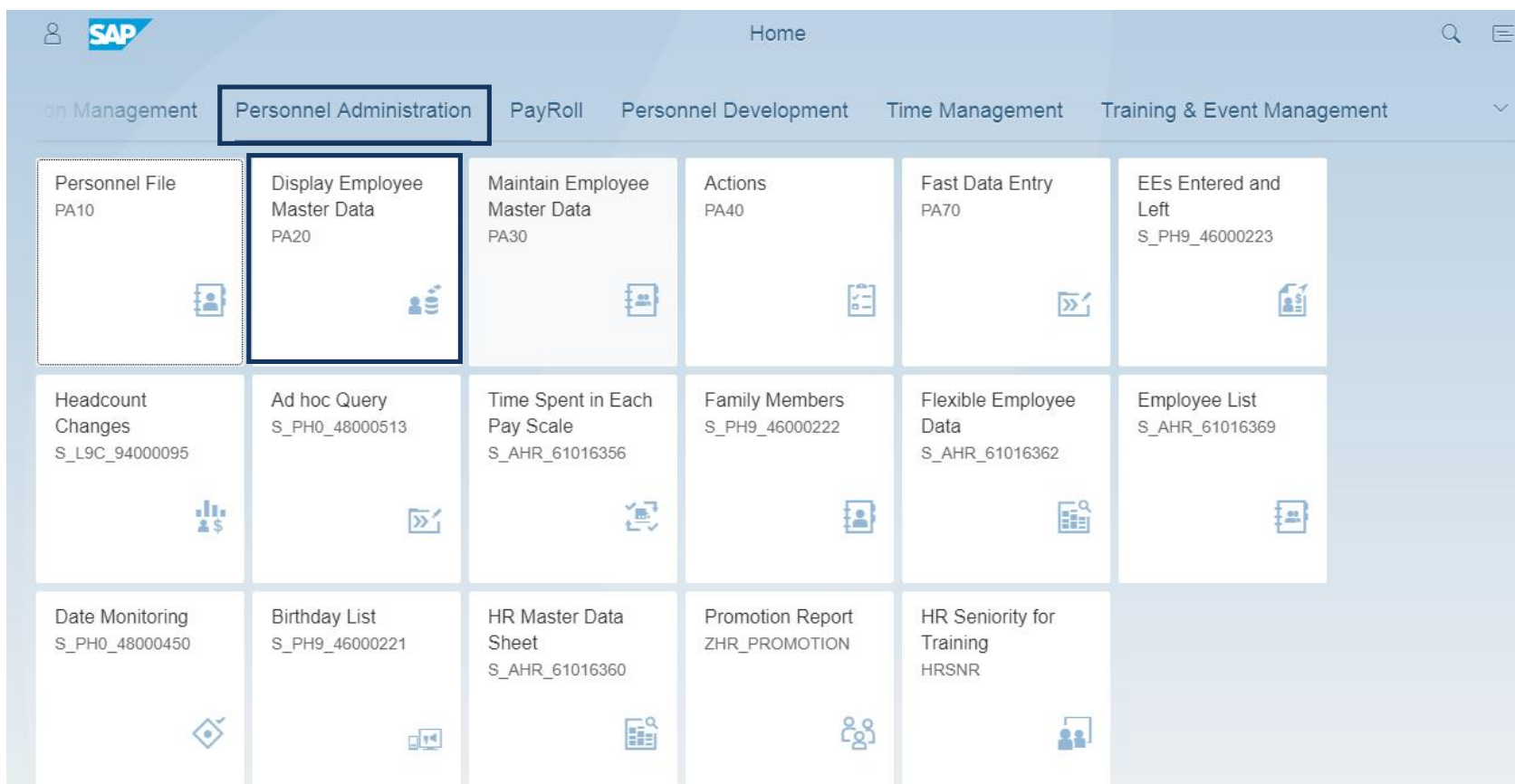
1.1.3 Display Organizational Assignment infotype (0001)

Use

Following steps are followed during the Organizational Assignment display.

Procedure

1. Open "Display HR Master Data" App. from Fiori Launchpad.



2. On the next Display HR Master Data Screen, enter Personnel number.

Field name	Description	User action and values	Comments
Personnel No		01018305	

7. Select infotype 0001 (Organizational assignment) in the Basic Personnel Data Tab.

Field name	Description	User action and values	Comments
Infotype	Organizational Assignment	0001	

3. Click the Display button.

SAP Display HR Master Data

Display Overview Refresh Data Services for Object More

Personnel no. 1012805

EE group: C IESCO Contract Pers. area: 1000 IESCO HO /CEO
EE subgroup: 17 BPS 17

Basic personal data Planning data Salary data Leaves data Customized Info types

Infotype text Status

Actions

Organizational assignment

Personal data

Addresses

Bank Details

Family Member/Dependents

Planned Working Time

Internal Data

Period

Period

From: To:

Today Curr. week

All Current month

From curr. date Last week

To Current Date Last month

Current Period Current Year

Choose

- On the Display organizational assignment screen the following field's data will be displayed.

Display Organizational assignment



Exit

Personnel No:

EE group: IESCO Contract

Pers.area: IESCO HO /CEO

EE subgroup: BPS 17

Start:

to:

Chng:

Enterprise structure

CoCode: IESCO

Leg.person:

Pers.area: IESCO HO /CEO

Subarea: CHAIRMAN BOD

Cost Ctr:

Bus. Area:

Personnel structure

EE group: IESCO Contract

Payr.area: IESCO Monthly PR

EE subgroup: BPS 17

Contract:

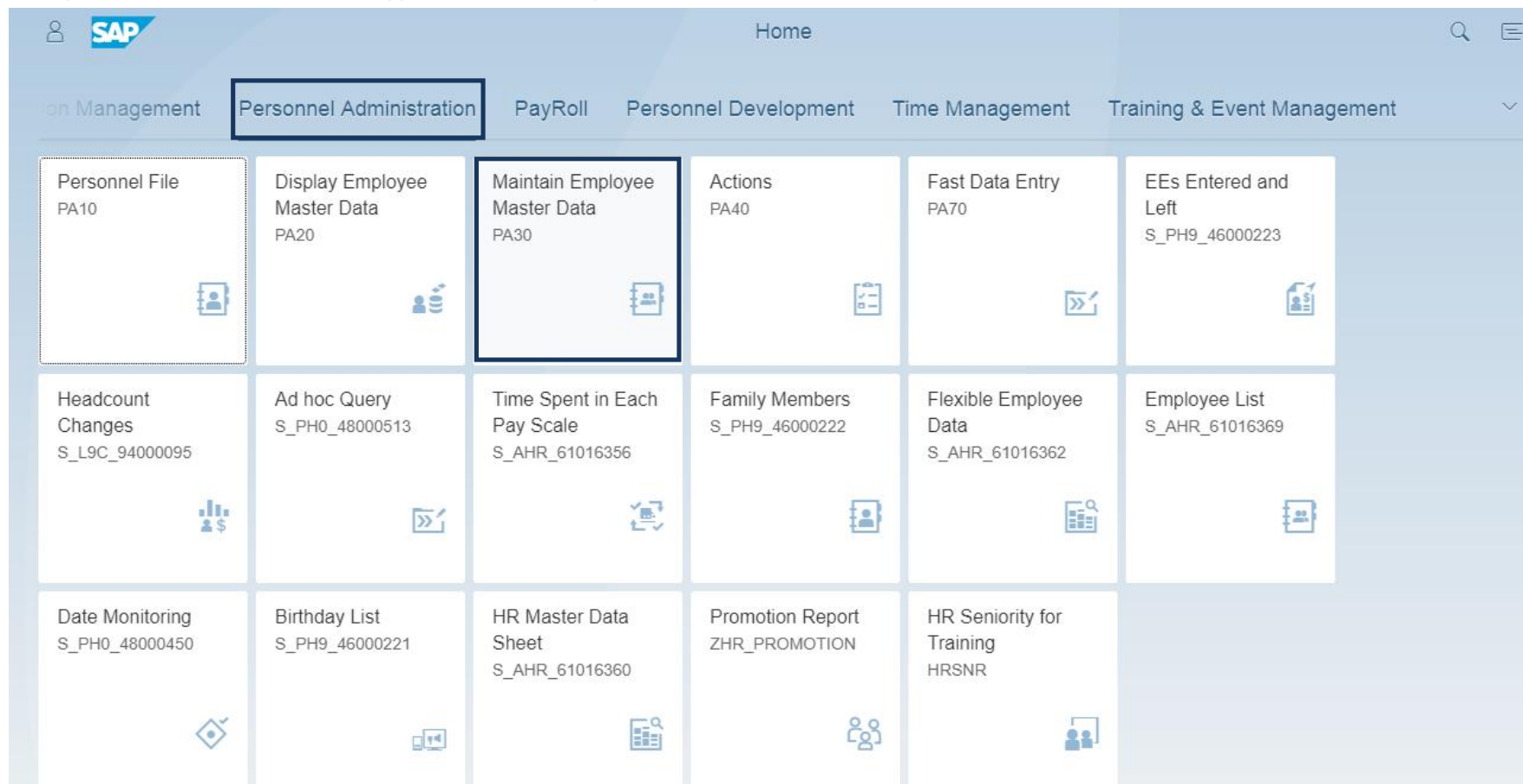
Organizational plan		Administrator	
Percentage:	100.00	Group:	1000
Position:	33008683	PersAdmin:	
	JUNIOR ENG	Time:	
	Junior Engineer	PayrAdmin:	
Job key:	00000000	Supervisor:	
Org. Unit:	32001781		
	Jhelum I		
	Jhelum1		
Org.key:	1001		
Additional fields			
Officer/Official:	Officer	Promotion/induction	Induction Quota

5. Click back button.

1.1.4 Create Personnel Data infotype (0002)

Procedure

1. Open "Maintain HR Master Data" App. from Fiori Launchpad.



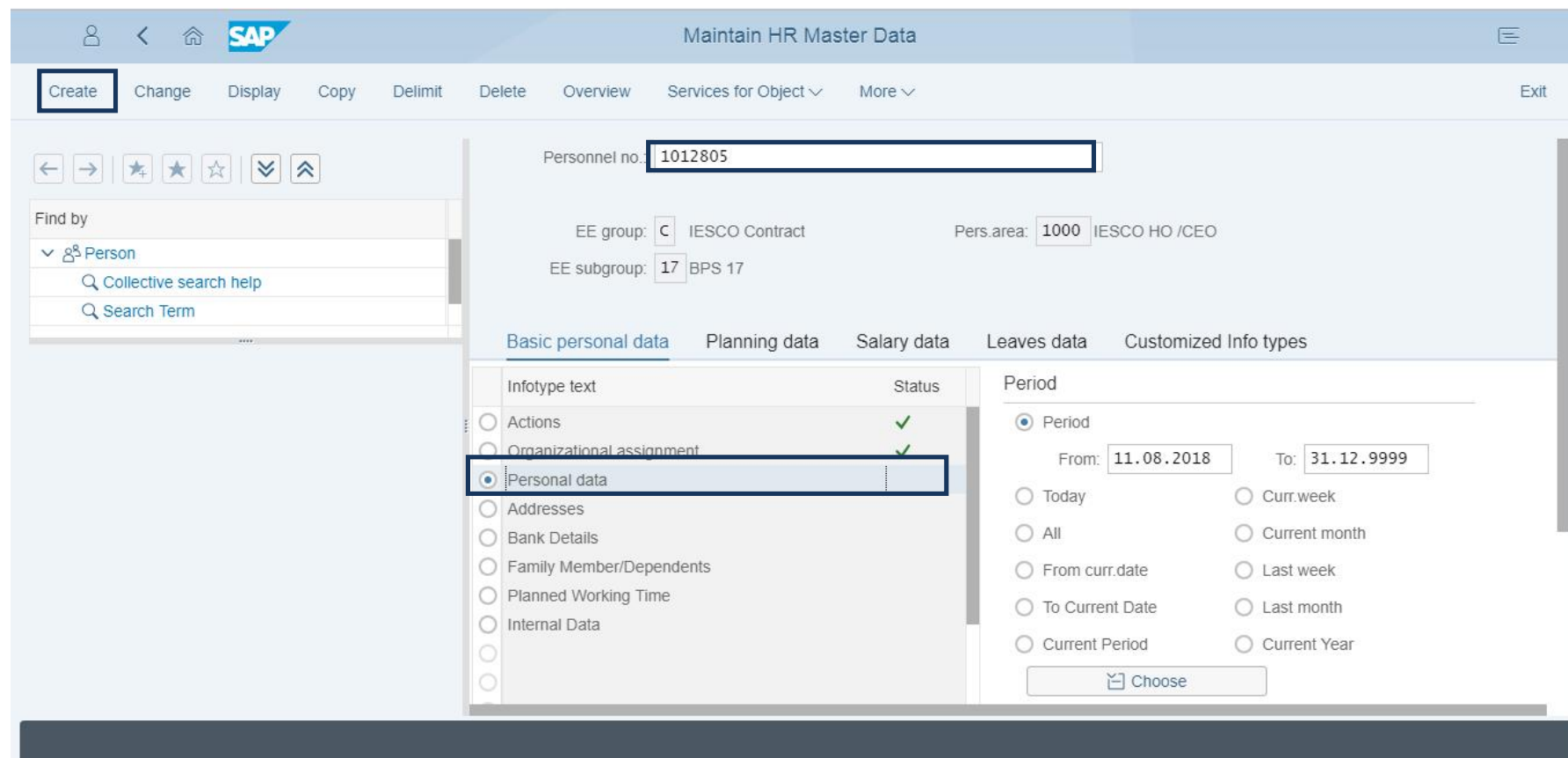
2. On the next Maintain HR Master Data Screen, enter Personnel number.

Field name	Description	User action and values	Comments
Personnel No	Personnel Number of employee	01012805	Enter personnel number

3. Select infotype number 0002(Personnel Data) in the Basic Personnel Data Tab.

Field name	Description	User action and values	Comments
Info type	Personnel Data	0002	Select Personnel Data infotype

4. Click Create button.



The screenshot shows the SAP 'Maintain HR Master Data' interface. The 'Create' button is highlighted in the top navigation bar. The 'Personnel no.' field is populated with '1012805'. The 'EE group' is 'C' (IESCO Contract) and the 'EE subgroup' is '17' (BPS 17). The 'Pers.area' is '1000' (IESCO HO /CEO). The 'Basic personal data' tab is selected, and the 'Personal data' infotype is chosen from the list. The 'Period' section shows the date range from '11.08.2018' to '31.12.9999'.

5. On the Create Personnel Data screen enter the start date.

Field name	Description	User action and values	Comments
Start Date	Start date of record creation	01.07.2017	Enter start date of infotype creation
End Date	End date to which the record will be valid	31.12.9999	

6. On this screen, also make the following entries:

Field name	Description	User action and values	Comments
Title	Mr.		Select title
Last Name	Khan		Last name of employee
First Name	Ayaz		Enter the First Name
Birth date	24.04.1993		Enter the Birth date
Birthplace	Dir Lower		Enter the Birth place
Nationality	Pakistani		Enter the Nationality
Language	English		Enter the Language
Mar.status	Married		Enter the Martial Status
No.child	2		Enter the No of Children
Religion	Muslim		Enter the Religion

Create Personal data



Exit

Personnel No: 1012805

EE group: C IESCO Contract

Pers.area: 1000 IESCO HO /CEO

EE subgroup: 17 BPS 17

* Start: 11.08.2018

* to: 31.12.9999

Name

* Title: Mr

* Last name: Khan

* First name: Ayaz

* Father: Malak Khan

Additional data

* Birth date: 24.04.1993

* Domicile: Dir Lower

Ctry o. birth: Pakistan

* Nationality: Pakistani

2nd/3rdNat:

* Language: English

Mar. status: Marr.

Since:

No. child: 2

Religion:

Save

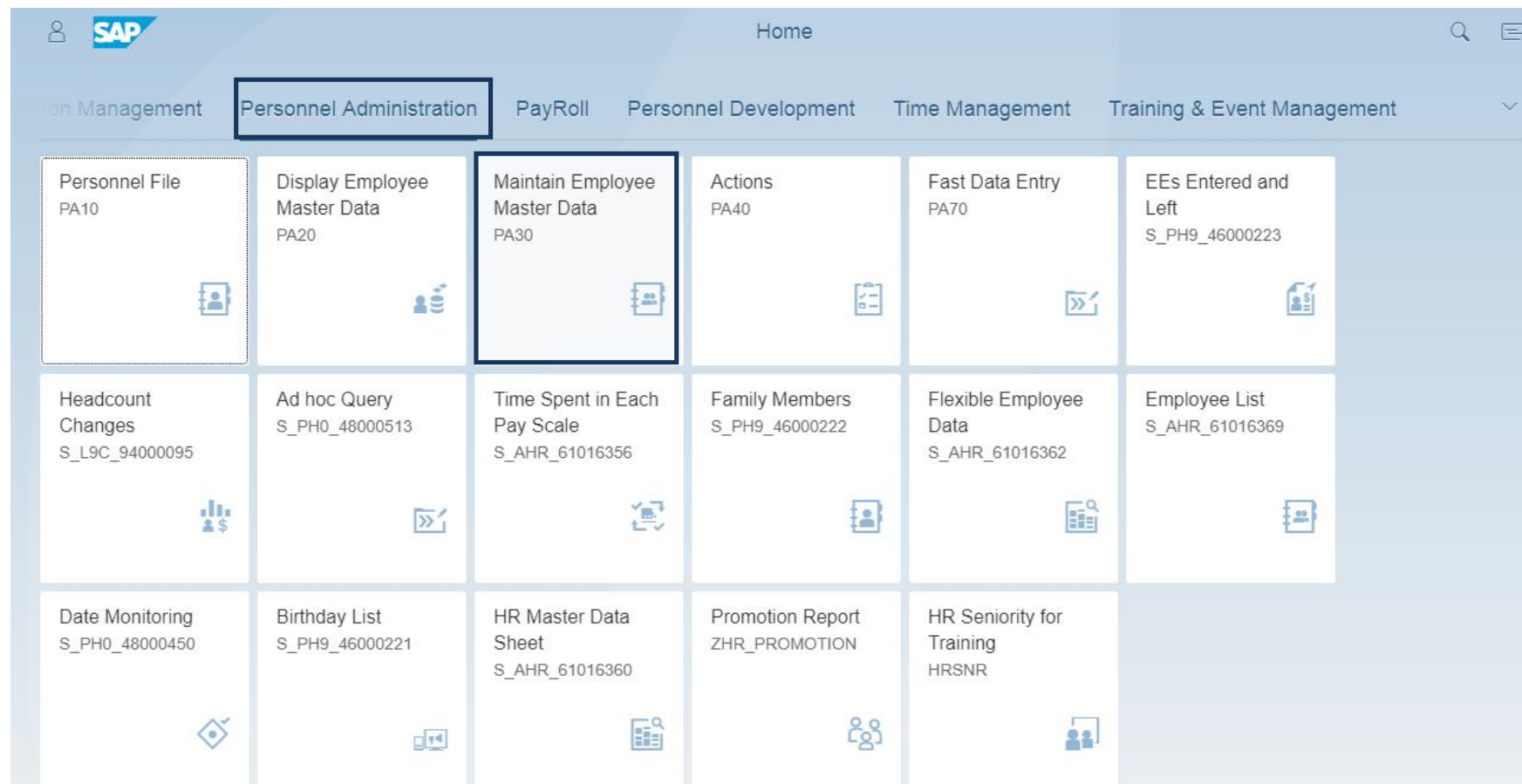
Cancel

7. Click the Save button.

1.1.5 Change Personnel Data infotype (0002)

Procedure

1. Open “Maintain HR Master Data” App. from Fiori Launchpad.



8. On the next Maintain HR Master Data Screen, enter Personnel number.

Field name	Description	User action and values	Comments
Personnel No	Personnel Number of employee	01012805	Enter personnel number

9. Select info type number 0002(Personnel Data) in the Basic Personnel Data Tab.

Field name	Description	User action and values	Comments
Info type	Personnel Data	0002	Select Personnel Data infotype

10. Click Change button.

Maintain HR Master Data

Create **Change** Display Copy Delimit Delete Overview Services for Object More Exit

Personnel no.: 1012805

Name: Ayaz Khan

EE group: C IESCO Contract Pers.area: 1000 IESCO HO /CEO

EE subgroup: 17 BPS 17

Basic personal data Planning data Salary data Leaves data Customized Info types

Infotype text Status

☐ Actions ✓

☐ Organizational assignment ✓

☒ Personal data ✓

☐ Addresses

☐ Bank Details

☐ Family Member/Dependents

☐ Planned Working Time

☐ Internal Data

Period

☒ Period

From: To:

☐ Today ☐ Curr.week

☐ All ☐ Current month

☐ From curr.date ☐ Last week

☐ To Current Date ☐ Last month

☐ Current Period ☐ Current Year

Choose

2. On the change Personnel data screen enter the start and End date.

Field name	Description	User action and values	Comments
Start Date	Start date of record creation	11.08.2018	Enter start date
End Date	End Date to which the record is valid	31.12.9999	

3. On this screen, also change the Title and Last name:

Field name	Description	User action and values	Comments
Last Name	Last Name of employee	Khan Malik	Enter Last name of employee
Domicile	Domicile of employee	Islamabad	Enter Domicile District of employee

Change Personal data

Exit

Personnel No: 1012805
 EE group: C IESCO Contract Pers.area: 1000 IESCO HO /CEO
 EE subgroup: 17 BPS 17
 * Start: 11.08.2018 * to: 31.12.9999 Chng: 11.08.2018 HR-03

Name

* Title: Mr
 * Last name: Khan Malik
 * First name: Ayaz
 * Father: Malak Khan

Additional data

* Birth date: 24.04.1993 * Language: English
 * Domicile: Islamabad Mar.status: Marr.
 Ctry o.birth: Pakistan Since:
 No. child.: 2

Save

Cancel

4. Click Save Button.

1.1.6 Overview Personnel Data infotype (0002)

Procedure

1. Open "Maintain HR Master Data" App. from Fiori Launchpad.

The screenshot displays the SAP Fiori Launchpad interface. At the top, there is a navigation bar with the SAP logo, a 'Home' button, and a search icon. Below the navigation bar, there is a horizontal menu with several app categories: 'Person Management', 'Personnel Administration', 'PayRoll', 'Personnel Development', 'Time Management', and 'Training & Event Management'. The 'Personnel Administration' category is currently selected and highlighted with a blue border. Below this menu, there is a grid of app tiles. The 'Maintain Employee Master Data' app (PA30) is highlighted with a blue border. Other visible tiles include 'Personnel File' (PA10), 'Display Employee Master Data' (PA20), 'Actions' (PA40), 'Fast Data Entry' (PA70), 'EEs Entered and Left' (S_PH9_46000223), 'Headcount Changes' (S_L9C_94000095), 'Ad hoc Query' (S_PH0_48000513), 'Time Spent in Each Pay Scale' (S_AHR_61016356), 'Family Members' (S_PH9_46000222), 'Flexible Employee Data' (S_AHR_61016362), 'Employee List' (S_AHR_61016369), 'Date Monitoring' (S_PH0_48000450), 'Birthday List' (S_PH9_46000221), 'HR Master Data Sheet' (S_AHR_61016360), 'Promotion Report' (ZHR_PROMOTION), and 'HR Seniority for Training' (HRSNR).

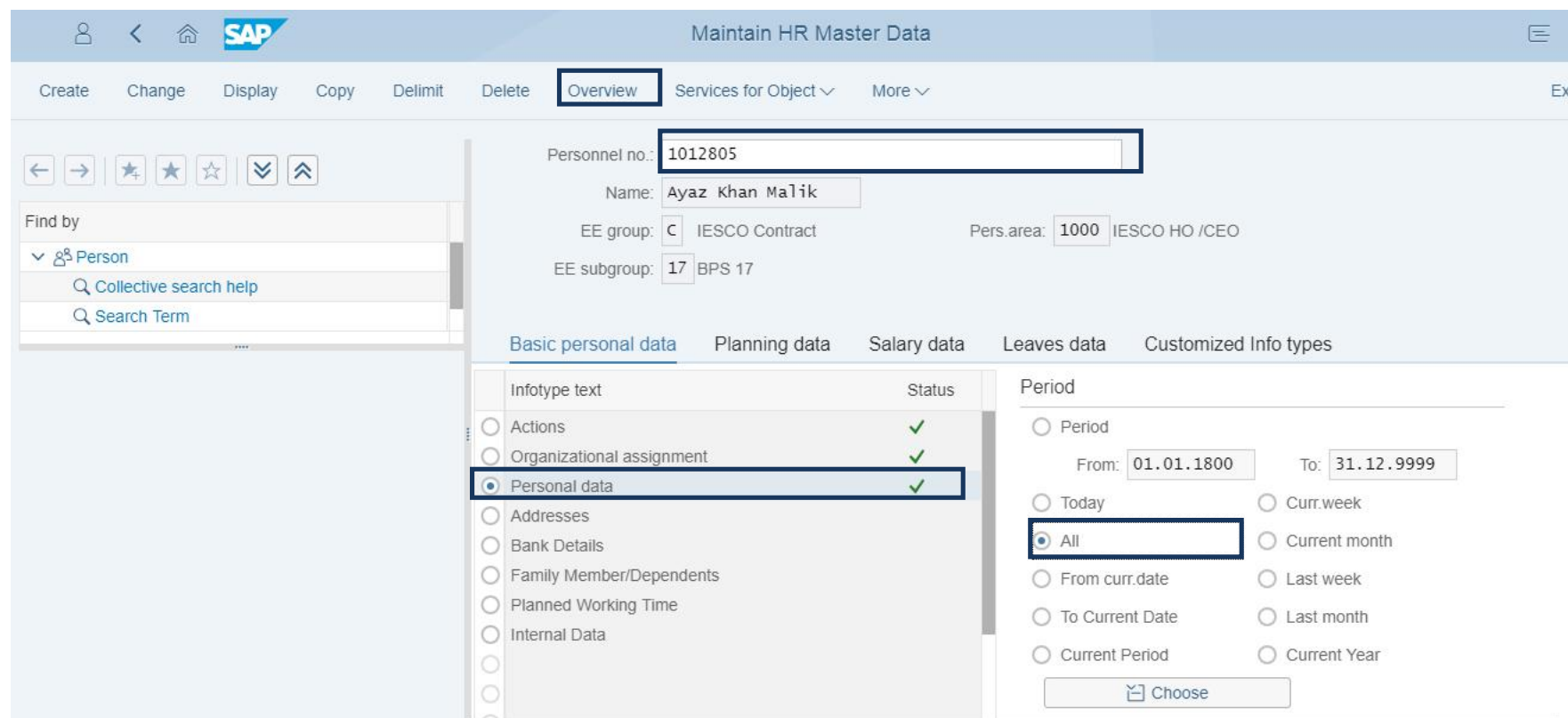
2. On the next Maintain HR Master Data Screen, enter Personnel number.

Field name	Description	User action and values	Comments
Personnel No	Personnel Number of employee	01012805	Enter personnel Number

3. Select infotype 0002(Personnel Data) in the Personal Data Tab.

Field name	Description	User action and values	Comments
Info type	Personnel Data	0002	Select Infotype Personnel Data

4. Select All in Period Section.



The screenshot shows the SAP 'Maintain HR Master Data' interface. The 'Overview' tab is selected. The 'Personnel no.' field is set to 1012805. The 'Name' is Ayaz Khan Malik. The 'EE group' is C (IESCO Contract) and the 'Pers.area' is 1000 (IESCO HO /CEO). The 'EE subgroup' is 17 (BPS 17). The 'Basic personal data' tab is selected. In the 'Period' section, the 'All' radio button is selected. The 'From' date is 01.01.1800 and the 'To' date is 31.12.9999. The 'Choose' button is visible at the bottom of the period selection area.

5. Click Overview button.

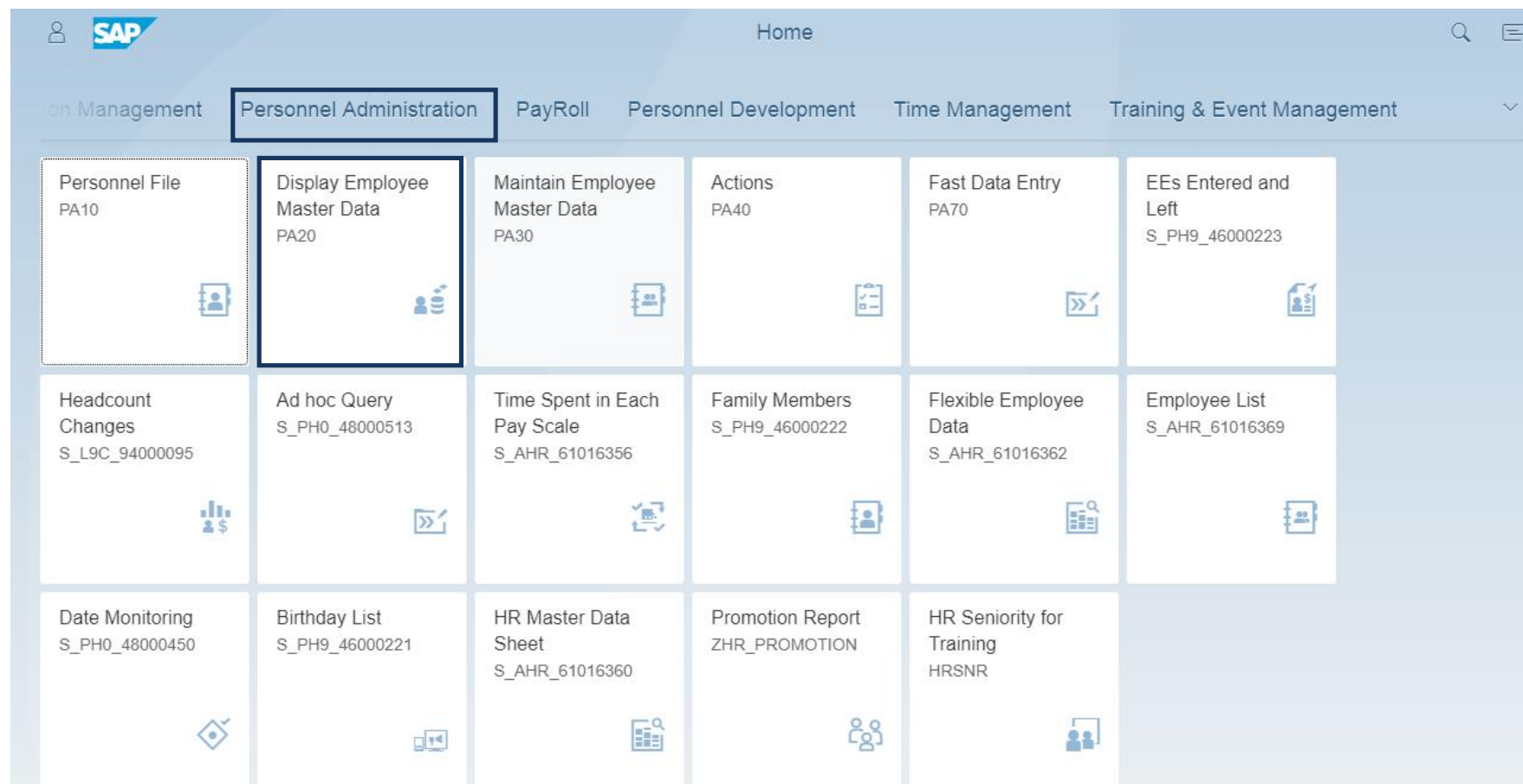
[illegible]

6. Click Back Button.

1.1.7 Display Personnel Data infotype (0002)

Procedure

1. Open “Display HR Master Data” App. from Fiori Launchpad.



2. On the next Display HR Master Data Screen, enter Personnel number.

Field name	Description	User action and values	Comments
Personnel No	Personnel Number of employee	01012805	Enter personnel Number

3. Select infotype 0002(Personnel Data) in the Basic Personal Data Tab.
4. Click Display button.

Display HR Master Data

Display Overview Refresh Data Services for Object More Exit

Personnel no.: 1012805

Name: Ayaz Khan Malik

EE group: C IESCO Contract Pers. area: 1000 IESCO HO /CEO

EE subgroup: 17 BPS 17

Basic personal data Planning data Salary data Leaves data Customized Info types

Infotype text Status

☐ Actions ☒

☐ Organizational assignment ☒

☒ Personal data ☒

☐ Addresses

☐ Bank Details

☐ Family Member/Dependents

☐ Planned Working Time

☐ Internal Data

Period

☒ Period

From: To:

☐ Today ☐ Curr.week

☐ All ☐ Current month

☐ From curr.date ☐ Last week

☐ To Current Date ☐ Last month

☐ Current Period ☐ Current Year

Choose

5. On this screen, data in the following fields will be displayed.

Field name	Description	User action and values	Comments
Title	Mr.		Select title
Last Name	Khan Malik		Last name of employee
First Name	Ayaz		Enter the First Name
Birth date	24.04.1993		Enter the Birth date
Birthplace	Islamabad		Enter the Birth place

Nationality	Pakistani		Enter the Nationality
Language	English		Enter the Language
Mar.status	Married		Enter the Martial Status
No.child	2		Enter the No of Children
Religion	Muslim		Enter the Religion

Display Personal data
☰

Exit

Personnel No:

EE group: IESCO Contract Pers.area: IESCO HO /CEO

EE subgroup: BPS 17

Start: to: Chng:

Name

Title: ▾

Last name:

First name:

Father:

Additional data

Birth date: Language: ▾

Domicile: Mar.status: ▾

Ctry o.birth: ▾ Since:

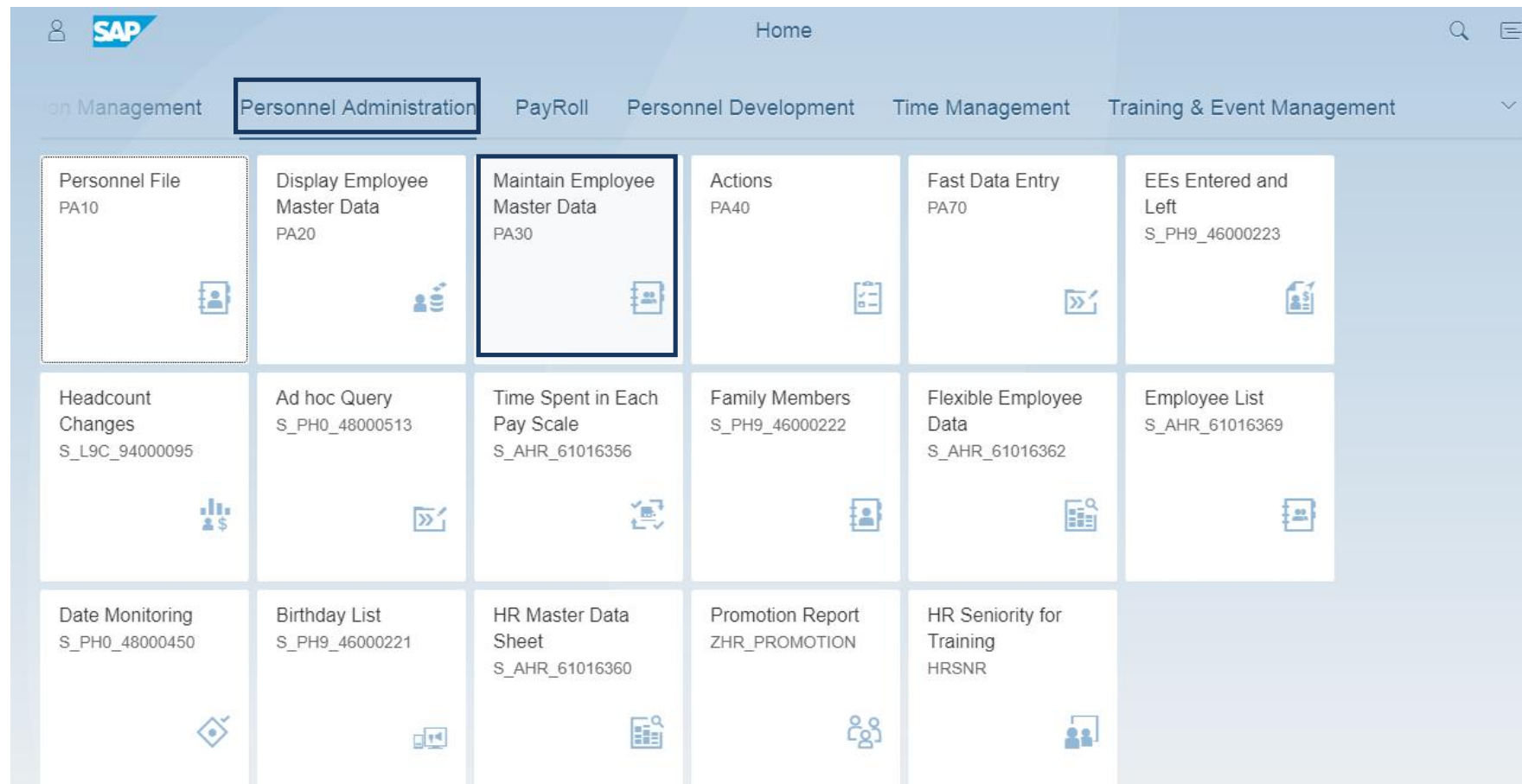
No child:

6. Click back button.

1.1.8 Create Addresses infotype (0006)

Procedure

1. Open “Maintain HR Master Data” App. from Fiori Launchpad.



2. On the next HR Master Data Screen, enter Personnel number.

Field name	Description	User action and values	Comments
Personnel No	Personnel number of employee	01012805	Enter personnel number

3. Select infotype number 0006(Addresses) in the Basic Personal Data Tab.

Field name	Description	User action and values	Comments
Start Date	Start date of record creation	11.08.2018	Enter start date
End Date		31.12.9999	

4. Click Create button.

SAP Maintain HR Master Data

Create Change Display Copy Delimit Delete Overview More ▾

Personnel no.: 1012805

Find by
 ▾ Person
 🔍 Collective search help
 🔍 Search Term

Basic personal data Planning data Salary data Leaves data Customized Info types

Infotype text Status

☐ Actions
☐ Organizational assignment
☐ Personal data
☒ **Addresses**
☐ Bank Details
☐ Family Member/Dependents
☐ Planned Working Time
☐ Internal Data

Period

☒ Period
 From: To:

☐ Today ☐ Curr.week
☐ All ☐ Current month
☐ From curr.date ☐ Last week
☐ To Current Date ☐ Last month
☐ Current Period ☐ Current Year

Choose

5. On the Create Addresses screen enter the start date.
6. On this screen, also make the following entries:

Field name	Description	User action and values	Comments
Address type	Permanent Residence		Select permanent residence
Street and House No.	Street40, House No1		Enter street and house number
Postal Code/City	44000/ Islamabad		Enter postal code and City
District	Islamabad		Enter District
Country Key	Pakistan		Enter the Country

Telephone Number	0334-5427627	Enter the Telephone Number
------------------	--------------	----------------------------

Create Addresses

[Exit](#)

Personnel No: Name:

EE group: IESCO Contract Pers.area: IESCO HO /CEO

EE subgroup: BPS 17

* Start: * to:

Address

Address type:

Care Of:

Street and House No.: / /

2nd Address Line:

Postal code / city:

District:

Region:

* Country Key:

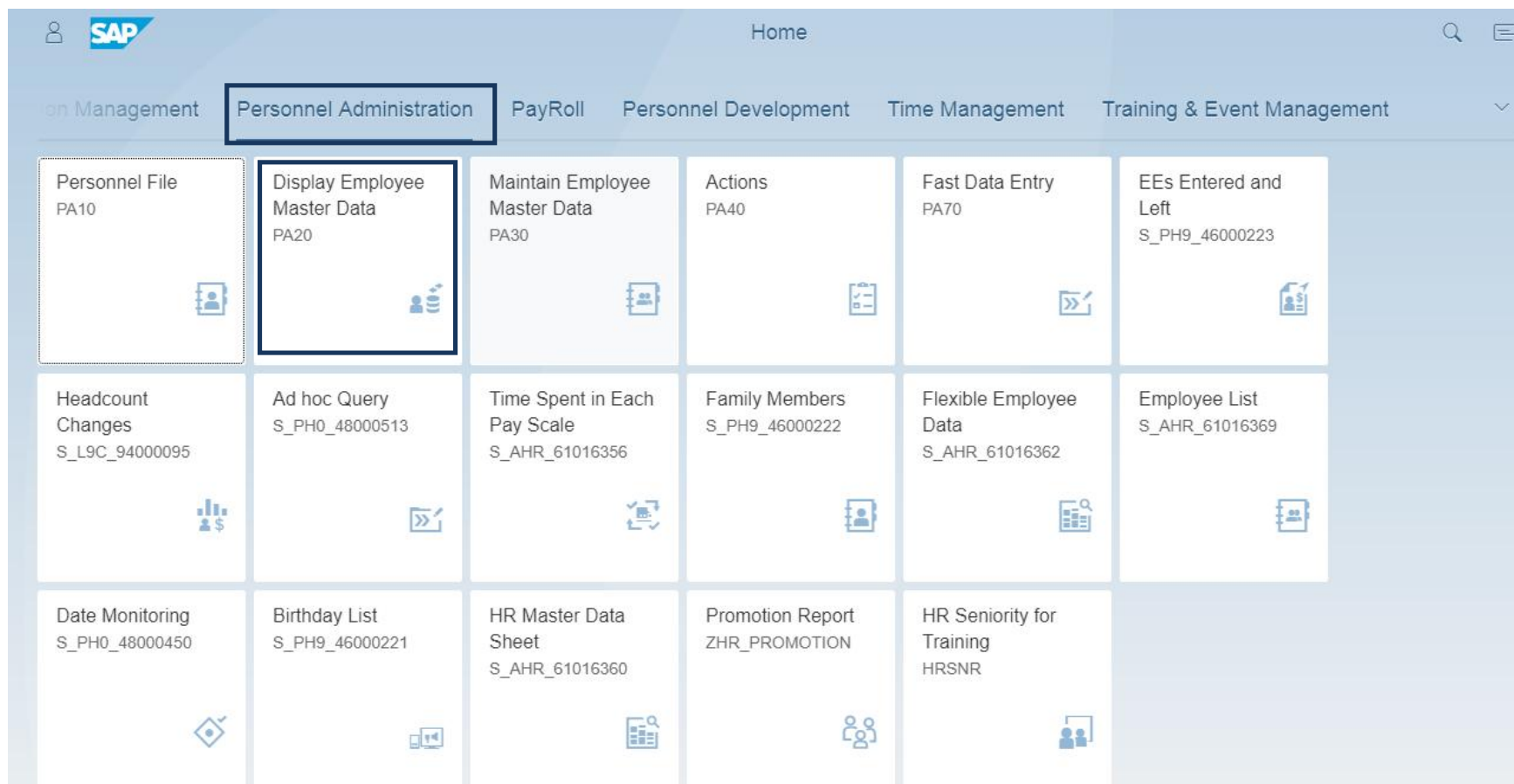
Telephone Number:

7. Click Save button

1.1.9 Display Addresses infotype (0006)

Procedure

1. Open "Display HR Master Data" App. from Fiori Launchpad.



2. On the next Display HR Master Data Screen, enter Personnel number.

Field name	Description	User action and values	Comments
Personnel No		01012805	

3. Select infotype(Addresses) in the Basic Personal Data Tab.

4. Click Display button.

Display HR Master Data

Display Overview Refresh Data Services for Object More Exit

Personnel no.: 01012805

Name: Ayaz Khan Malik

EE group: C IESCO Contract Pers.area: 1000 IESCO HO /CEO

EE subgroup: 17 BPS 17

Basic personal data Planning data Salary data Leaves data Customized Info types

Infotype text Status

☐ Actions ☒
☐ Organizational assignment ☒
☐ Personal data ☒
☒ Addresses ☒
☐ Bank Details

☐ Family Member/Dependents
 ☐ Planned Working Time
 ☐ Internal Data

Period

☒ Period
 From: To:

☐ Today ☐ Curr.week
 ☐ All ☐ Current month

☐ From curr.date ☐ Last week
 ☐ To Current Date ☐ Last month

☐ Current Period ☐ Current Year

Choose

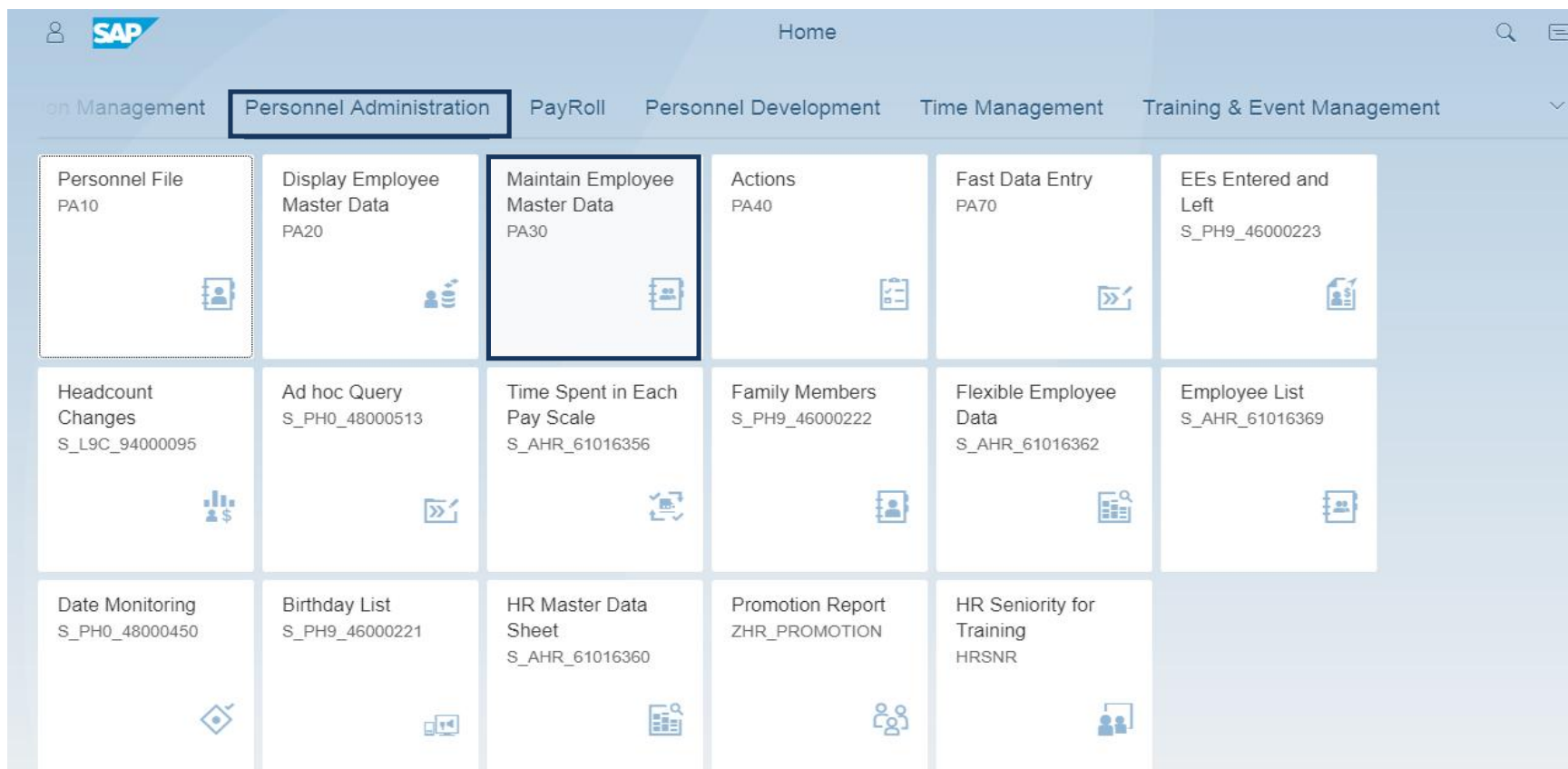
5. On the Display Addresses screen, Data will be displayed.

Display Addresses			
Personnel No:	1012805	Name:	Ayaz Khan Malik
EE group:	C IESCO Contract	Pers.area:	1000 IESCO HO /CEO
EE subgroup:	17 BPS 17		
Start:	11.08.2018	to:	31.12.9999
		Chng:	12.08.2018 HR-03
Address			
Address type:	Permanent residence		
Care Of:			
Street and House No.:	Street40, House Number1 / /		
2nd Address Line:			
Postal code / city:	44000	Islamabad	
District:	Islamabad		
Region:			
Country Key:	Pakistan		
Telephone Number:	0334-5427627		

1.1.10 Create Planned Working Time infotype (0007)

Procedure

1. Open “Maintain HR Master Data” App. from Fiori Launchpad.



2. On the next HR Master Data Screen, enter Personnel number.

Field name	Description	User action and values	Comments
Personnel No	Personnel number of employee	10000010	Enter personnel number

3. Enter Start and End Dates.

Field name	Description	User action and values	Comments
Start Date	Start date of infotype record creation	12.08.2018	Enter start date
End Date	Date to which the record is valid	31.12.9999	Enter End Date

4. Select *Planned Working Time* Infotype From the Basic Personal Data Tab

5. Click Create button.

Maintain HR Master Data

Create Change Display Copy Delimit Delete Overview Services for Object More

Personnel no.: 1012805

Name: Ayaz Khan Malik

EE group: C IESCO Contract Pers.area: 1000 IESCO HO /CEO

EE subgroup: 17 BPS 17

Find by

Person

Collective search help

Search Term

Basic personal data Planning data Salary data Leaves data Customized Info types

Infotype text Status

Actions ✓

Organizational assignment ✓

Personal data ✓

Addresses ✓

Bank Details

Family Member/Dependents

Planned Working Time

Internal Data

Period

Period

From 12.08.2018 To 31.12.9999

Today Curr.week

All Current month

From curr.date Last week

To Current Date Last month

Current Period Current Year

Choose

6. On the Create planned working time screen select Work Schedule.

Field name	Description	User action and values	Comments
Work Schedule rule	GENERAL	Select Work Schedule GENERAL	Select Work Schedule.

Create Planned Working Time

Exit

Personnel No: Name:

EE group: IESCO Contract Pers.area: IESCO HO /CEO

EE subgroup: BPS 17

* Start: * To:

Work schedule rule

* Work schedule rule: GENERAL IESCO EMPLOYEES*

Working time

Employment percent:	100.00
Daily working hours:	8.00
Weekly working hours:	40.00
Monthly working hrs:	160.00
Annual working hours:	1920.00
Weekly workdays:	5.00

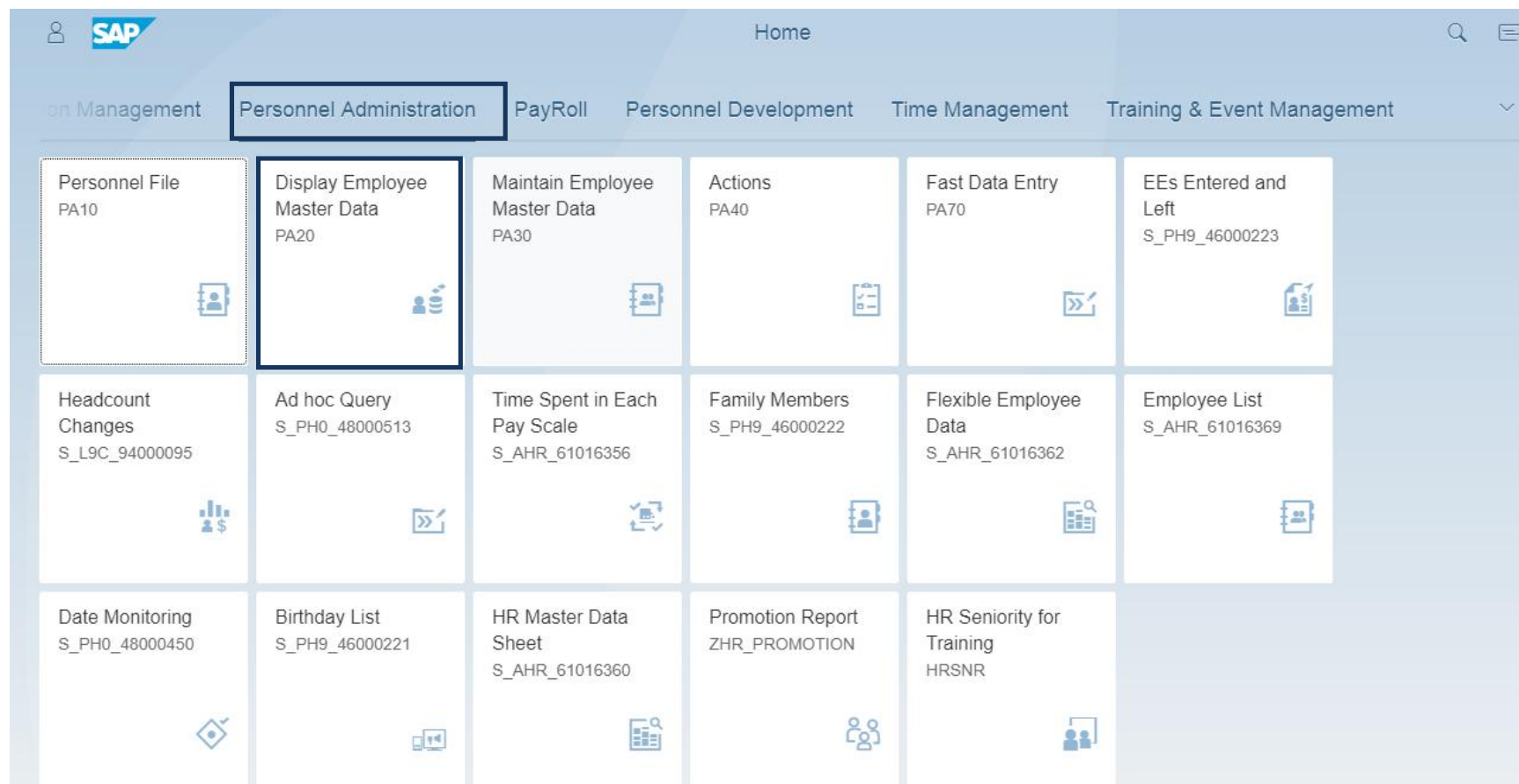
Save
Cancel

7. Click Save button.

1.1.11 Display Planned Working Time info type (0007)

Procedure

1. Open "Display HR Master Data" App. from Fiori Launchpad.



2. Select Infotype (Planned Working Time) in the Basic Personal Data Tab.

3. Click Display button.

Display HR Master Data

Display Overview Refresh Data Services for Object More

Personnel no.: 1012805

Name: Ayaz Khan Malik

EE group: C IESCO Contract Pers.area: 1000 IESCO HO /CEO

EE subgroup: 17 BPS 17

Find by

Person

Collective search help

Search Term

Basic personal data Planning data Salary data Leaves data Customized Info types

Infotype text	Status
Actions	✓
Organizational assignment	✓
Personal data	✓
Addresses	✓
Bank Details	
Family Member/Dependents	
Planned Working Time	✓
Internal Data	

Period

Period

From: To:

Today Curr.week

All Current month

From curr.date Last week

To Current Date Last month

Current Period Current Year

Choose

4. On the Display Planned Working Time screen, Data will be displayed:

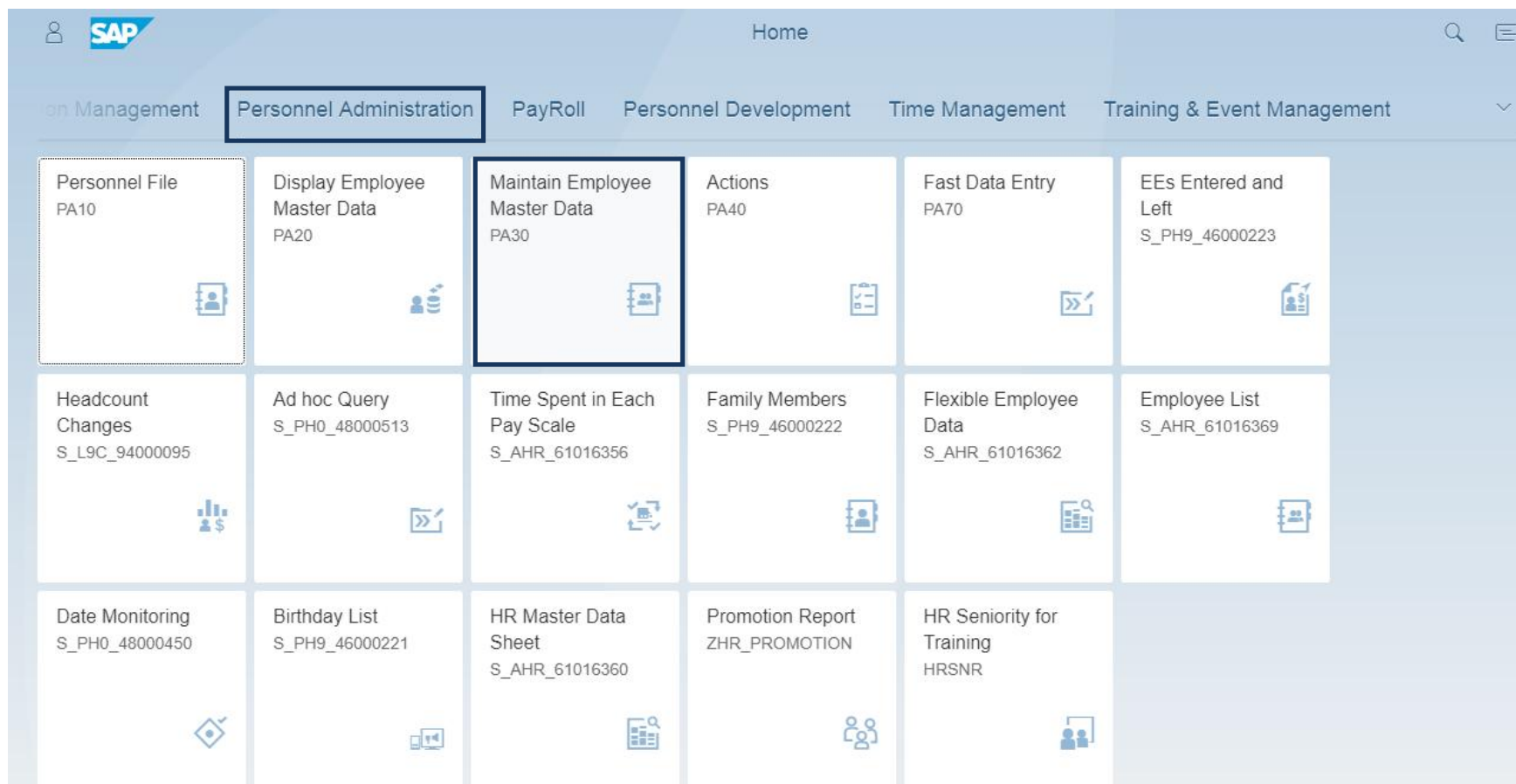
Display Planned Working Time			
Personnel No:	1012805	Name:	Ayaz Khan Malik
EE group:	C IESCO Contract	Pers.area:	1000 IESCO HO /CEO
EE subgroup:	17 BPS 17		
Start:	12.08.2018	To:	31.12.9999
		Chg. :	12.08.2018 HR-03
Work schedule rule			
Work schedule rule:	GENERAL	IESCO EMPLOYEES	
Working time			
Employment percent:	100.00		
Daily working hours:	8.00		
Weekly working hours:	40.00		
Monthly working hrs:	160.00		
Annual working hours:	1920.00		
Weekly workdays:	5.00		

5. Click back button.

1.1.12 Create Basic Pay infotype (0008)

Procedure

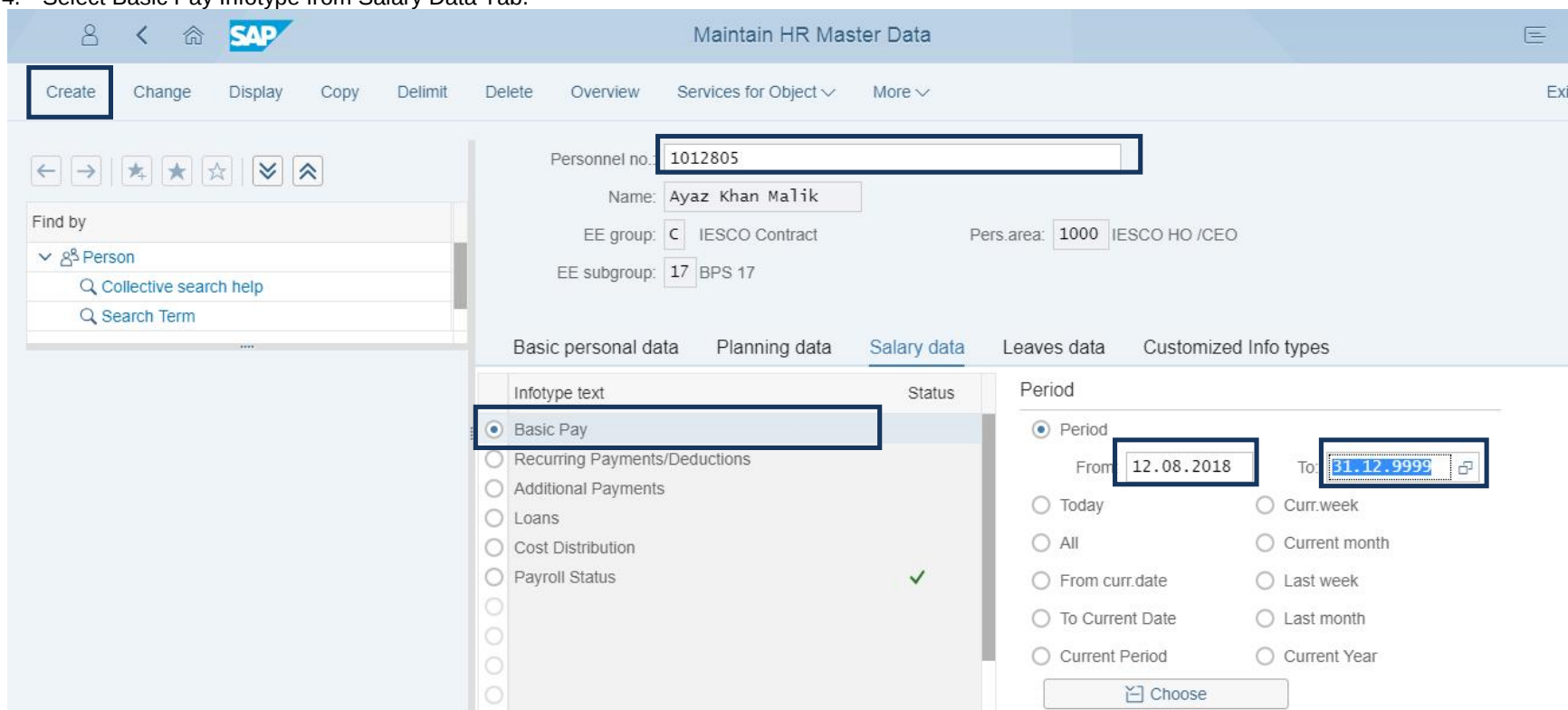
1. Open “Maintain HR Master Data” App. from Fiori Launchpad.



2. Enter Personnel Number,

Field name	Description	User action and values	Comments
Personnel Number	Personnel Number of Employee	01012805	Enter Personnel Number

- Enter start and end dates.
- Select Basic Pay Infotype from Salary Data Tab.



The screenshot shows the SAP 'Maintain HR Master Data' interface. The 'Create' button is highlighted. The 'Personnel no.' field contains '1012805'. The 'Name' field contains 'Ayaz Khan Malik'. The 'EE group' is 'C' (IESCO Contract) and the 'Pers.area' is '1000' (IESCO HO /CEO). The 'EE subgroup' is '17' (BPS 17). The 'Salary data' tab is selected. In the 'Infotype text' list, 'Basic Pay' is selected. The 'Period' section shows 'From' as '12.08.2018' and 'To' as '31.12.9999'. A green checkmark is visible next to the 'Payroll Status' field.

- On the *Create Basic Pay* screen make the following entries.

Field name	Description	User action and values	Comments
Type		99	
Area		M	
Group		17	
Level		00	

Create Basic Pay

Exit

ts and deductions

More

Personnel No: 1012805

Name: Ayaz Khan Malik

EE group: C IESCO Contract

Pers.area: 1000 IESCO HO /CEO

EE subgroup: 17 BPS 17

* Start: 12.08.2018 * to: 31.12.9999

Payment type: 0 Basic Salary

Reason:

Next increase:

Pay scale

Further Information

* Type 99 IESCO Employee*

* Area M Officers (17-22)*

* Group 17 Level: 00

Capacity Util. Level: 100.00 %

Work hours/period: 160.00 Monthly

Wa...	Wage Type Long Text	...	Amount	Curr...	I...	A...	Number/Unit	Unit
0001	Basic Pay		30,370.00	PKR	I	☒		
1003	Adhoc Relief 2016		3,037.00	PKR	I	☒		
1006	House Rent 45%		4,433.00	PKR	I	☒		
1007	Conveyance Allowance		5,000.00	PKR	I	☒		
1017	Adhor Relief 2017		3,037.00	PKR	I	☒		
				PKR		☐		
				PKR		☐		
				PKR		☐		
				PKR		☐		

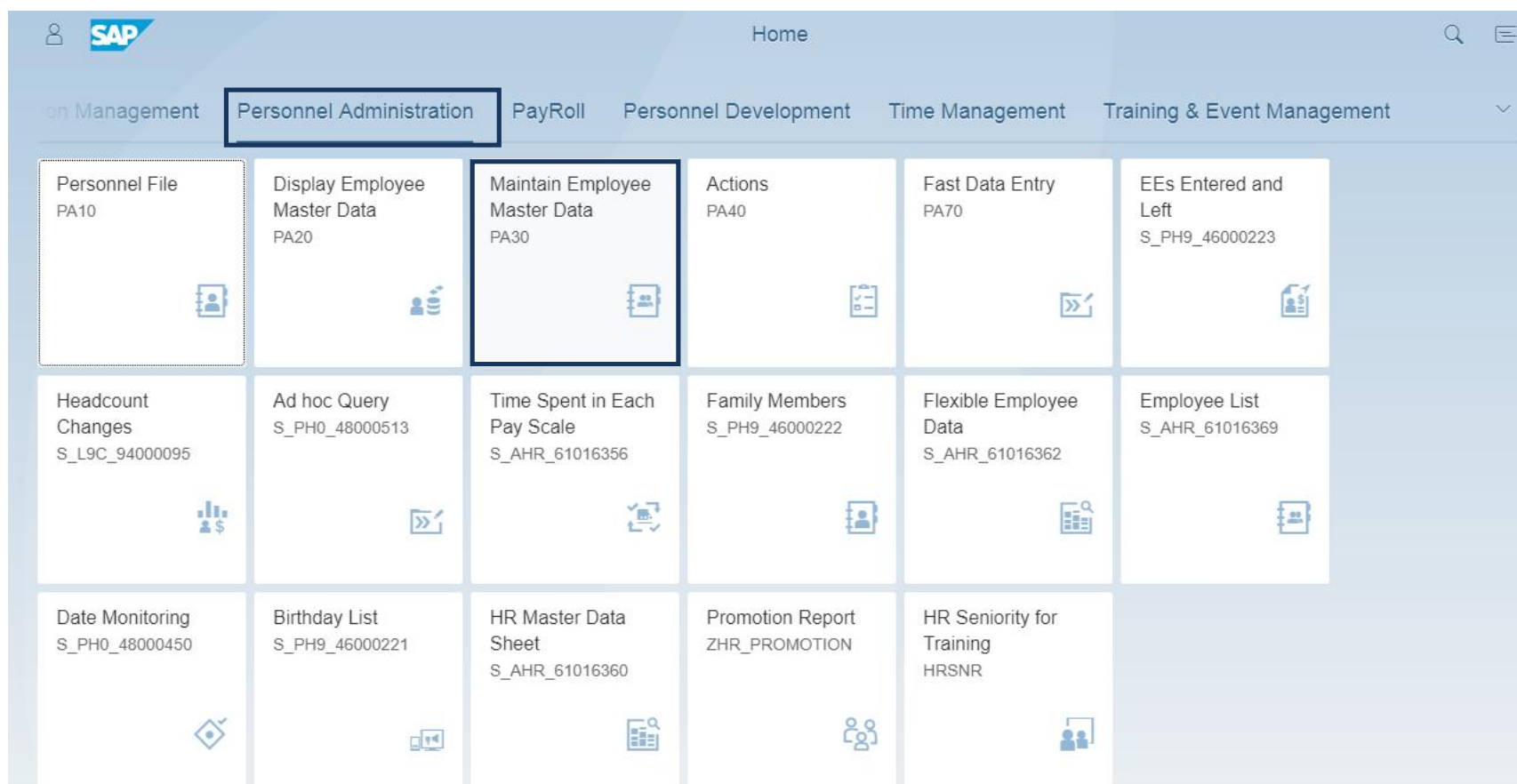
... : 12.08.2018 - 31.12.9999 < > 45,877.00 PKR

6. Click Save button.

1.1.13 Create Bank Details infotype (0009)

Procedure

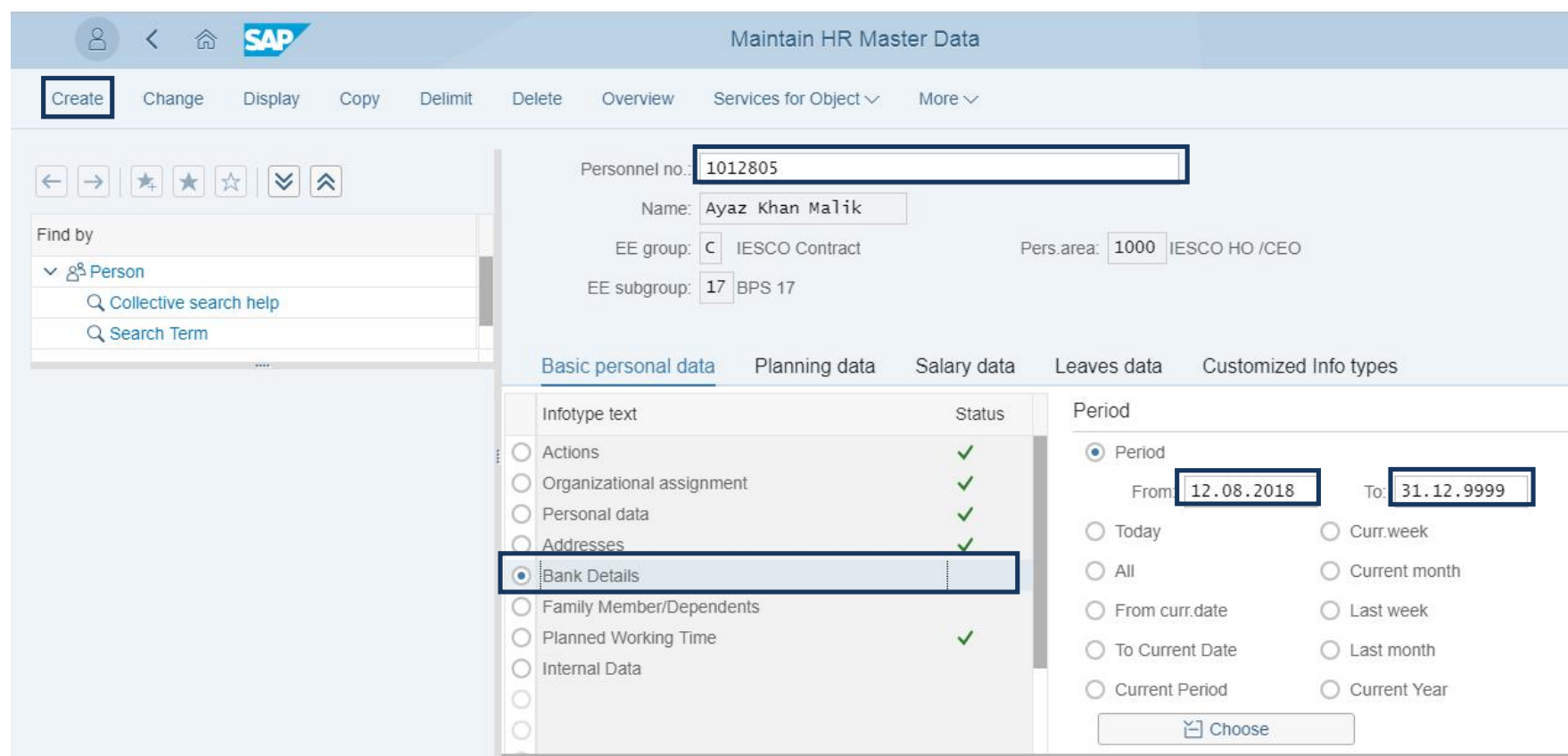
1. Open “Maintain HR Master Data” App. from Fiori Launchpad.



2. Enter Personal Number.

Field name	Description	User action and values	Comments
Personnel Number	Personnel Number	01012805	

3. Select Infotype Bank Details in Basic Personal Data Tab.
4. Enter Period: Start and end dates.
5. Click Create button.



The screenshot shows the SAP 'Maintain HR Master Data' interface. The 'Create' button is highlighted in the top toolbar. The 'Personnel no.' field is set to '1012805'. The 'Name' field is 'Ayaz Khan Malik'. The 'EE group' is 'C' (IESCO Contract) and the 'Pers.area' is '1000' (IESCO HO /CEO). The 'EE subgroup' is '17' (BPS 17). The 'Basic personal data' tab is selected, and the 'Bank Details' infotype is highlighted in the list. The 'Period' section shows the 'From' date as '12.08.2018' and the 'To' date as '31.12.9999'. The 'Choose' button is visible at the bottom right of the period selection area.

6. Make the following entries on the Create Bank Details Screen.

Field name	Description	User action and values	Comments
Bank Details type	IESCO Main bank		Enter the main Bank
Payee	Ayaz Khan Malik		Enter the Payee Name
Postal Code/City	Islamabad		Enter the Postal Code
Bank Country	Pakistan		Enter the Bank Country
Bank Key	ABPA0058		Enter the Bank Key
Bank Account	12345678		Enter the Bank Account
Payment Method	B		Enter the Payment Method
Purpose	Salary		Enter Purpose
Payment Currency	PKR		Enter the Currency

Create Bank Details
☰

[Exit](#)

Personnel No:

EE group: IESCO Contract

EE subgroup: BPS 17

* Start: * to:

Name:

Pers.area: IESCO HO /CEO

Bank details

* Bank details type:

Payee:

Postal code / city:

Bank Country:

Bank Key: ALLIED BANK OF PAKISTAN

Bank Account:

Payment Method: Bank Transfer

Purpose:

Payment currency: Pakistani Rupee

Save

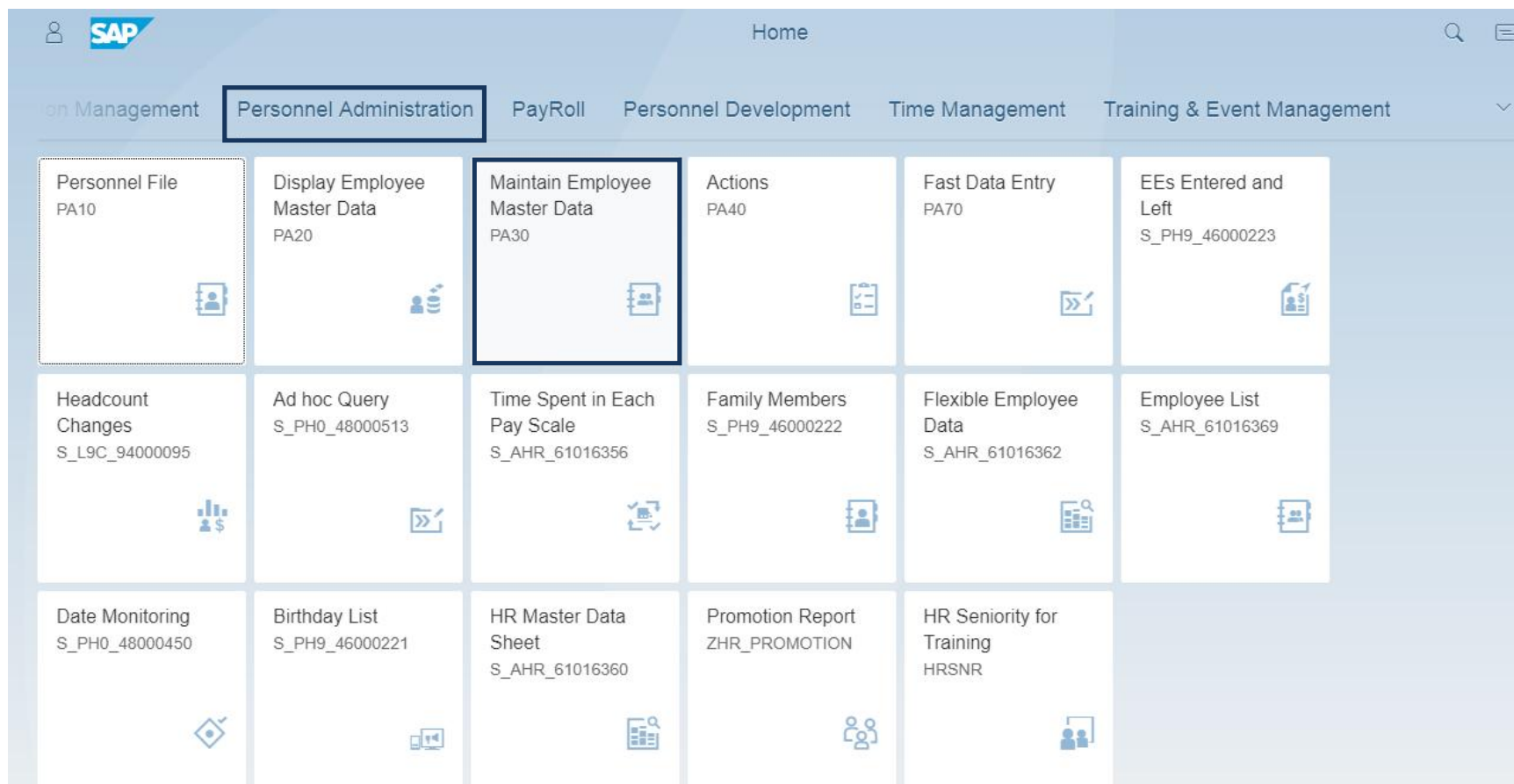
Cancel

7. Click Save button.

1.1.14 Create Recurring Payments and Deductions infotype (0014)

Procedure

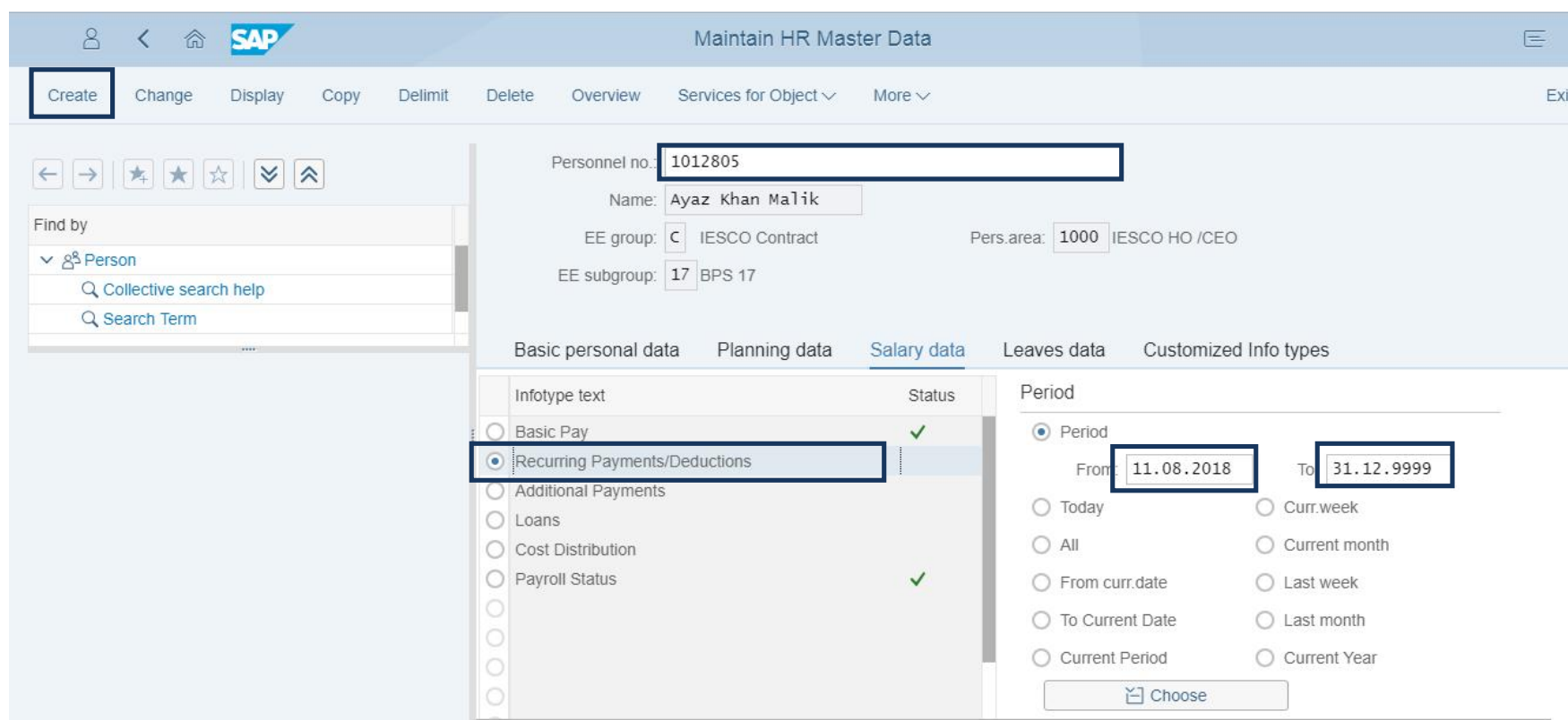
1. Open “Maintain HR Master Data” App. from Fiori Launchpad.



2. Enter Personal Number.

Field name	Description	User action and values	Comments
Personnel Number	Personnel Number	01012805	

3. Select Infotype Recurring Payments and Deductions in the Salary Data Tab.
4. Enter Period: Start and end dates.
5. Click Create button.



The screenshot shows the SAP 'Maintain HR Master Data' interface. The 'Create' button is highlighted in the top navigation bar. The 'Personnel no.' field contains '1012805'. The 'Name' field contains 'Ayaz Khan Malik'. The 'EE group' is 'C IESCO Contract' and the 'Pers.area' is '1000 IESCO HO /CEO'. The 'EE subgroup' is '17 BPS 17'. The 'Salary data' tab is selected, and the 'Recurring Payments/Deductions' infotype is chosen. The 'Period' section shows the start date '11.08.2018' and the end date '31.12.9999'.

6. On the Create Recurring Payments/Deductions screen make the following entries.

Field name	Description	User action and values	Comments
Wage Type		2017	
Amount		8000	

Create Recurring Payments/Deductions

Exit

Personnel No: 1012805

Name: Ayaz Khan Malik

EE group: C IESCO Contract

Pers.area: 1000 IESCO HO /CEO

EE subgroup: 17 BPS 17

* Start: 11.08.2018

* to: 31.12.9999

Recurring Payments/Deductions

* Wage Type: 2017 PhD. Allowance*

Amount: 8,000.00 PKR Ind. Val.

Number/unit:

Assignment Number:

Reason for Change:

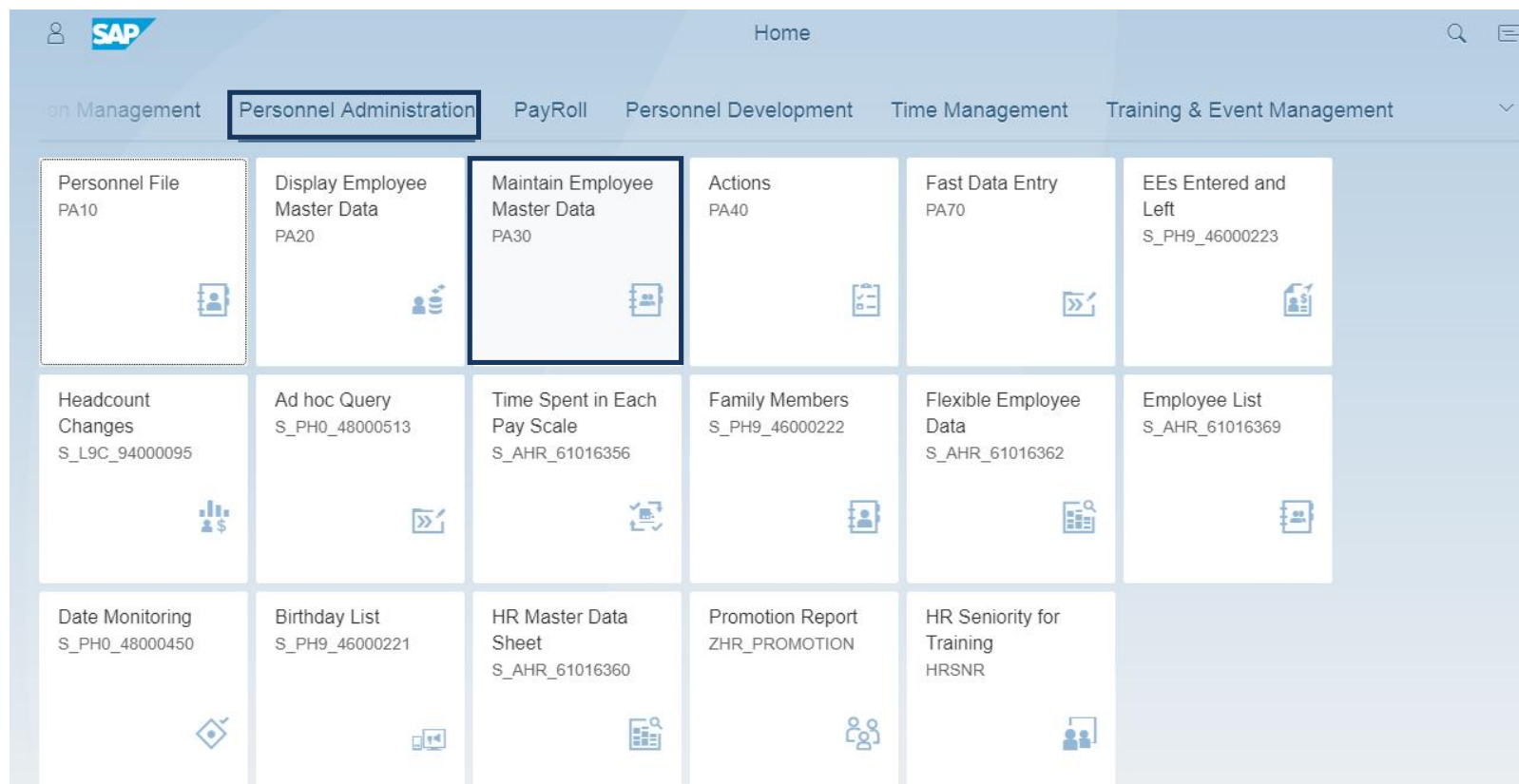
Save Cancel

7. Click Save button.

1.1.15 Create Additional Payments infotype (0015)

Procedure

1. Open “Maintain HR Master Data” App. from Fiori Launchpad.

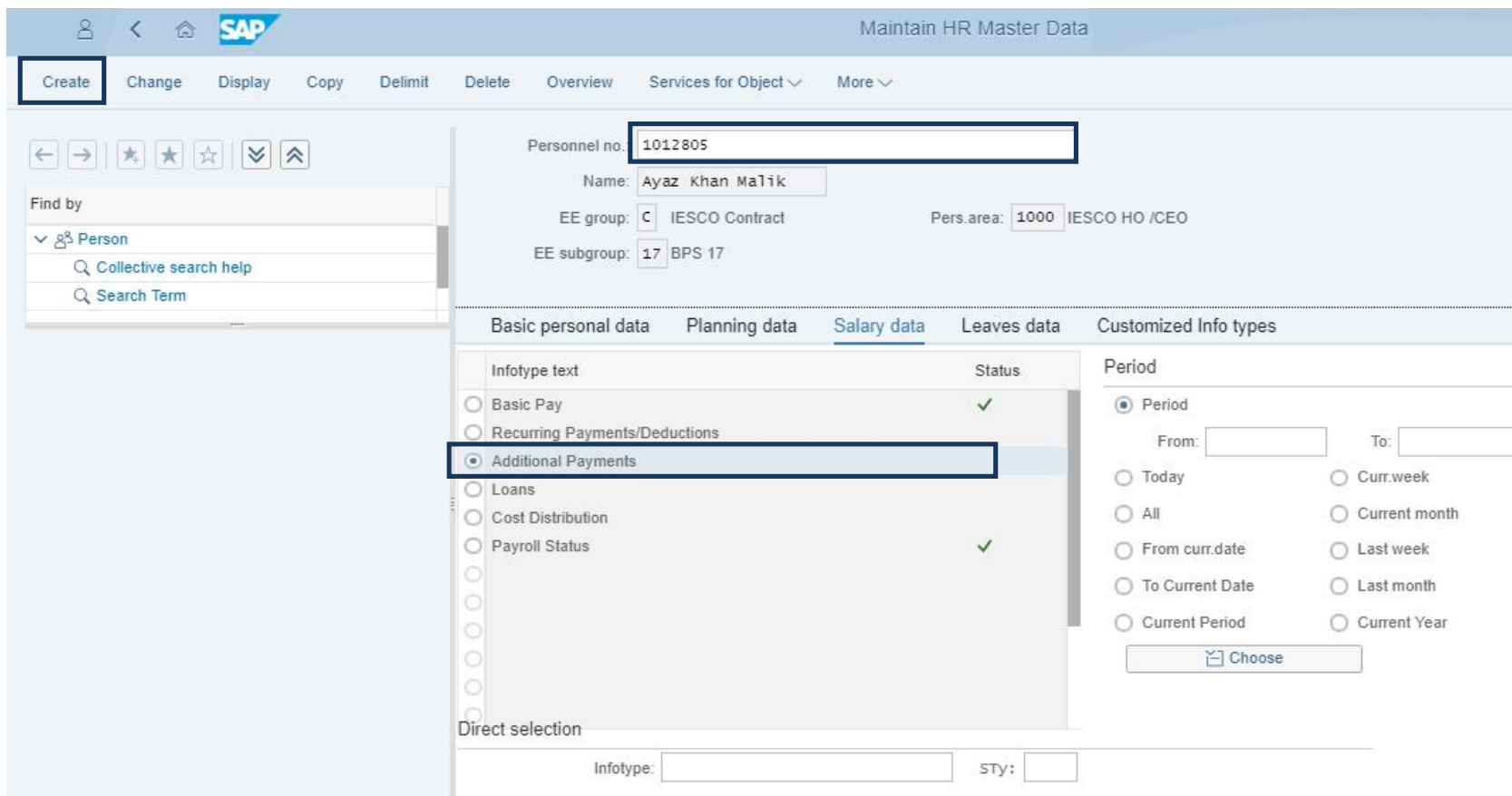


8. Enter Personal Number.

Field name	Description	User action and values	Comments
Personnel Number	Personnel Number	01012805	

9. Select Infotype Additional Payments in the Salary Data Tab.

10. Click Create button.



The screenshot shows the SAP 'Maintain HR Master Data' interface. The 'Create' button is highlighted in the top navigation bar. The 'Personnel no.' field is populated with '1012805'. The 'Name' field shows 'Ayaz Khan Malik'. The 'EE group' is 'C IESCO Contract' and 'Pers.area' is '1000 IESCO HO /CEO'. The 'EE subgroup' is '17 BPS 17'. The 'Salary data' tab is selected, and the 'Additional Payments' infotype is highlighted in the list. The 'Period' section on the right shows 'Period' selected, with 'From' and 'To' fields. The 'Choose' button is visible at the bottom right of the 'Period' section.

2. Click Create button.

3. In the Create Additional Payments screen make the following entries.

Field name	Description	User action and values	Comments
Wage Type	Bonus	3004	
Amount	Bonus Amount	10000	
Date of Origin		11.08.2018	

Create Additional Payments

Exit

Personnel No: 1012805 Name: Ayaz Khan Malik

EE group: C IESCO Contract Pers.area: 1000 IESCO HO /CEO

EE subgroup: 17 BPS 17

Additional Payments

* Wage Type: 3004 Bonus*

Amount: 10,000.00 PKR Ind.val.

Number/unit:

* Date of origin: 30.09.2018

Default Date:

Assignment Number:

Reason for Change:

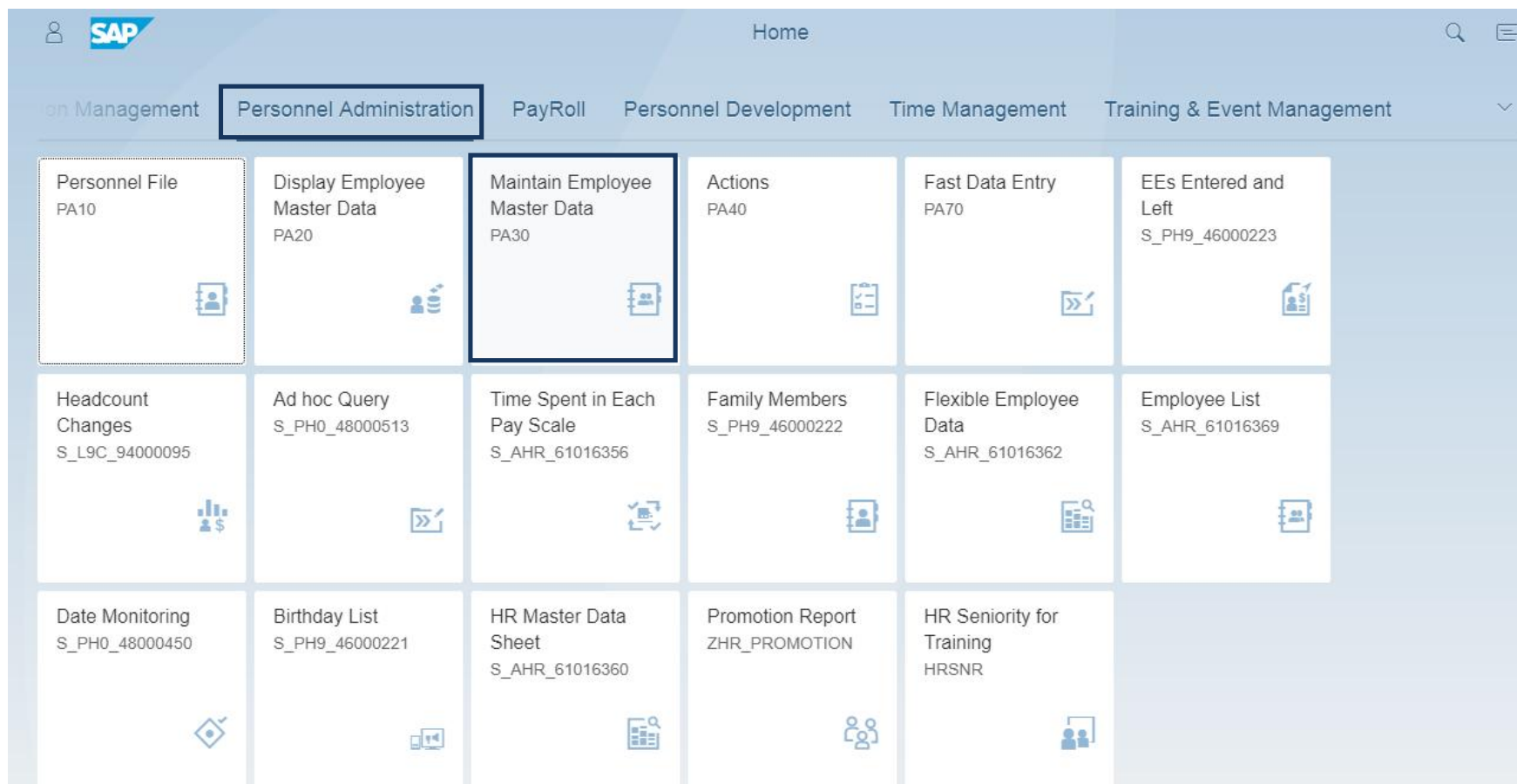
Save Cancel

4. Click Save button.

1.1.16 Create Internal Data infotype (0032)

Procedure

1. Open “Maintain HR Master Data” App. from Fiori Launchpad.



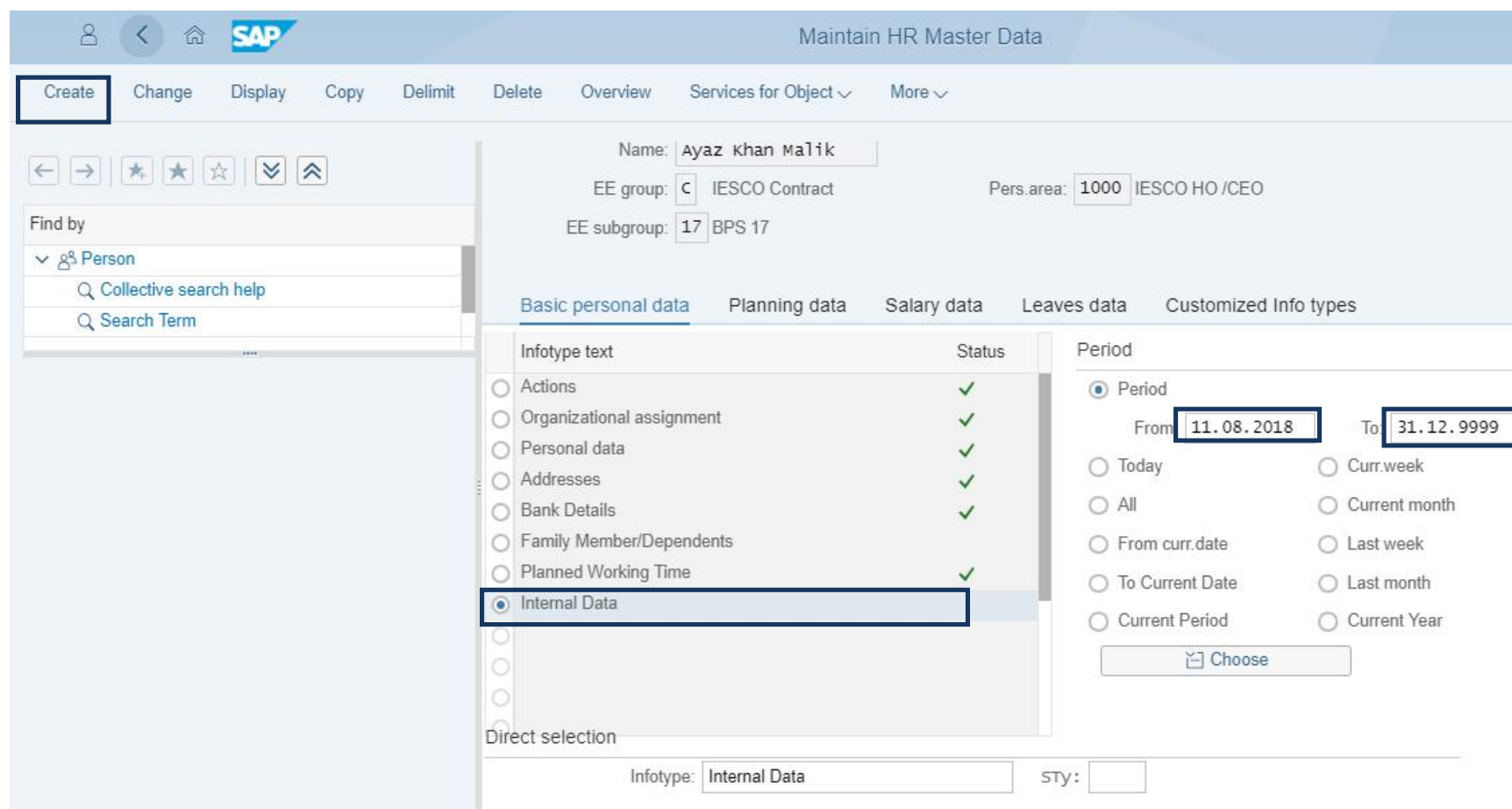
11. Enter Personal Number.

Field name	Description	User action and values	Comments
Personnel Number	Personnel Number	01012805	

12. Select Infotype Internal Data in the Basic Personnel Data Tab.

13. Enter Period: From and To.

14. Click Create button.



The screenshot shows the SAP 'Maintain HR Master Data' interface. The 'Create' button is highlighted in the top toolbar. The 'Basic personal data' tab is selected. In the 'Infotype text' list, 'Internal Data' is selected and highlighted with a blue box. The 'Period' section on the right shows the 'From' date as '11.08.2018' and the 'To' date as '31.12.9999', both highlighted with blue boxes. The 'Infotype' field at the bottom is set to 'Internal Data'.

- On the Create Internal Data screen enter the previous employee ID of IESCO.

Field name	Description	User action and values	Comments
Previous Personnel Number	IESCO Employee ID	12345	Enter Previous Personnel Number

Create Internal Data

Exit

Personnel No: 1012805

Name: Ayaz Khan Malik

EE group: C IESCO Contract

Pers.area: 1000 IESCO HO /CEO

EE subgroup: 17 BPS 17

* Start: 11.08.2018 * to: 31.12.9999

Employee identification

Prev. Personnel No. 12345

Company ID:

Save

Cancel

- Click Save button.