



MAINTAIN HR MASTER DATA

PER-60 | TRANSACTION PA30

PA

The purpose of this Business Process Procedure is to explain how to maintain HR master data to correct a mistake on an employee's master record in the Integrated HR-Payroll System.

Trigger: Perform this procedure when you are told an error has been made or you realize you made a mistake on an employee's master record.

Business Process Procedure Overview:

PA30 is a Maintain transaction type used to update employee Master Data.

Best Practice: Re-execute the action when a mistake is made.

These are the infotypes that can be displayed through this process:

- 0001 - Organizational Assignment
- 0006 - Addresses - Permanent Residence subtype
- 0006 - Addresses - Emergency Contact subtype
- 0006 - Addresses - Mailing Address subtype
- 0007 - Planned Working Time
- 0009 - Bank Details
- 0019 - Monitoring of Tasks
- 0021 - Family Member/Dependents
- 0022 - Education
- 0040 - Objects on Loan
- 0041 - Date Specification
- 0048 - Alien Residence Status
- 0077 - Additional Personal Data
- 0094 - I-9 Residence Status
- 0105 - Communications - System User-name subtype
- 0105 - Communications - Email subtype only
- 0105 - Communications - Work Phone Number subtype
- 0128 - Notifications
- 0171 - General Benefits Information
- 0207 - Residence Tax Area
- 0208 - Work Tax Area
- 0209 - Unemployment State

0210 - Withholding Information W4/W5 US - Federal subtype

0210 - Withholding Information W4/W5 US - State subtype

0315 - Time Sheet Defaults

0378 - Adjustment Reasons

0416 - Time Quota Compensation

0795 - Certifications and Licenses

2001 - Absences

2003 - Substitutions

2006 - Absence Quotas - Vacation subtype

2006 - Absence Quotas - Sick subtype

2012 - Time Transfer Specifications

IMPORTANT: Copy or create to keep a history of the changes made. The change button is rarely used, more for initial spelling errors made when typing. Pay close attention to the dates.

Tips and Tricks:

- If you do not know an employee's personnel number, search for the employee using the Last Name - First Name fields. For example:
 - Last Name = Abberly, search technique options:
 - Enter Abb* to view Last Names that "begin with" the characters preceding the asterisk.
 - Enter *eel* to view Last Names that "include" the characters within the asterisks.
 - Enter *ly to view Last Names that "end with" the characters following the asterisk.
 - You can look up the personnel number by the employee's last and first name. If you do not know the right spelling of the name, you can work with asterisks to get possible entries displayed.
 - First name - if needed, also search by First Name when many employees share the same Last Name.

Access Transaction:

Via Menu Path: SAP menu >> Human Resources >> Personnel Management >> Administration >> HR Master Data >> PA30 – Maintain



Via Transaction Code: PA30

Procedure

1. Update the following fields:

Field Name	Description	Values
Personnel no.	Unique employee identifier	Enter value in Personnel no. Example: 80000030

2. Click the **Enter**  button.

3. Click the **Addresses**  button to access the Addresses infotype.
4. Click the **Display (F7)**  button.

Display Addresses (0006)

Personnel No Name

EGroup SPA Employees PersA Environment Natural Resources

ESubgroup FT N-FLSAOT Perm Statu Active

Start to Changed on

Address

Address type

Care Of

Address line 1

Address line 2

City/county

State/zip code North Carolina


Country Key

Telephone Number


Communications



Type <input type="text"/>	Number <input type="text" value="0"/>	<input type="text"/>
Type <input type="text"/>	Number <input type="text" value="0"/>	<input type="text"/>
Type <input type="text"/>	Number <input type="text" value="0"/>	<input type="text"/>
Type <input type="text"/>	Number <input type="text" value="0"/>	<input type="text"/>

5. Verify if the data has been updated.





Information BEST PRACTICE: Review data before correcting by choosing the infotype, then clicking on the Overview button. Then choose Copy from the Maintain HR Master Data screen.

6. Click the **Back (F3)**  button to return to the Maintain HR Master Data screen.

7. Click the **Addresses**  button to access the Addresses infotype.
8. Click the **Copy (F7)**  button. The Subtypes for infotype "Addresses" box is displayed.

ST...	Name
1	Permanent residence
4	Emergency contact
5	Mailing address

9. Select the **Permanent residence** address subtype.
10. Click the **Copy (Enter)**  button.



Information This type of window will display only when the Infotype to be changed has more than one sub-infotype, which requires a choice to be made.

11. Update the following fields:

Field Name	Description	Values
Start	Beginning date of the specified date range	Enter value in Start. Example: 04/20/11
Address line 1		Enter value in Address line 1. Example: 1234 Big Rock Rd
City/County		Enter value in City/county field. Example: Clayton
State/zip code		Enter value in State/zip code fields. Example: NC / 27520
Telephone Number		Enter value in Telephone Number field. Example: 919-555-1414

**Information**


There should always be an active Permanent address. You do not need to complete a Mailing address if it is the same as your Permanent address. If you do have both Permanent and mailing addresses, be sure to update both as needed.


**CRITICAL!**

Employee Address Lines 1 and 2 should only contain up to 30 characters in both ESS and the core systems. The fields will allow entry of more than 30 characters, but only 30 will print. This is also consistent with the Federal Post Office standards and will reduce the amount of mail being returned from the post office due to incorrect address.


12. Click the **Enter**  button.

An info message will display at the bottom of the screen indicating that the current record will be delimited when the new record is created (saved).

 This entry deletes a record

13. Click the **Enter**  button to bypass the info/warning message.

An info message will display at the bottom of the screen reminding you to save the record.

14. Click the **Save (Ctrl+S)**  button.

15. Click the **Back (F3)**  button.

16. The system task is complete.

Additional Resources

Training HELP website: https://www.osc.nc.gov/state-agency-resources/training/training_help_documents

Change Record

Change Date: 3/18/20 – C. Ennis

Changes: Changes: Updated format, assigned reference number, and made accessible