



INFOTYPE OVERVIEW FOR EMPLOYEE

PA

JOB AID PER-17 | TRANSACTION PC00_M02_LINFO

The purpose of this job aid is to give step-by-step instructions for running the report, PC00_M02_LINFO.

There is often the need to have an overview of all the data that has been captured for an employee. Usually end users will use *PA10* (Personnel File) or *PA20* (Display Master Data) to meet this requirement. The report PC00_M02_LINFO displays all this information in one screen.

Standard security applies to this report. For example, if you do not have access to IT 0009 – Bank details, you will not see it in this report either.

The following roles will have access:

- HR Data Maintainer
- HR Director Display
- HR Data Approver
- Payroll Admin

The transaction code (**PC00_M02_LINFO**) for this report is **not on the standard SAP menu**. The best way to use this transaction code is to create a folder in your Favorites folder for reporting and insert the T-Code.

STEP-BY-STEP INSTRUCTIONS FOR RUNNING THE REPORT

1. Enter the Transaction Code **PC00_M02_LINFO** in the Command field and press or click Enter. The selection screen will display.

Infotype Overview for Employee

Selection			
Personnel number	<input type="text"/>		
Country	<input type="text"/>		
Validity period	<input type="text" value="01/01/1800"/>	to	<input type="text" value="12/31/9999"/>
Infotypes	<input type="text"/>	to	<input type="text"/>

NOTE:

- The report can be run for only one employee at a time.
- Other parameters include country (USA), validity period (if left open it will select the widest period as default – see screen above), and Infotypes (a selection can be made or leave open to select all).

2. Make the necessary selections. Usually the report will be run for one employee for all Infotypes as in the example below.

Infotype Overview for Employee

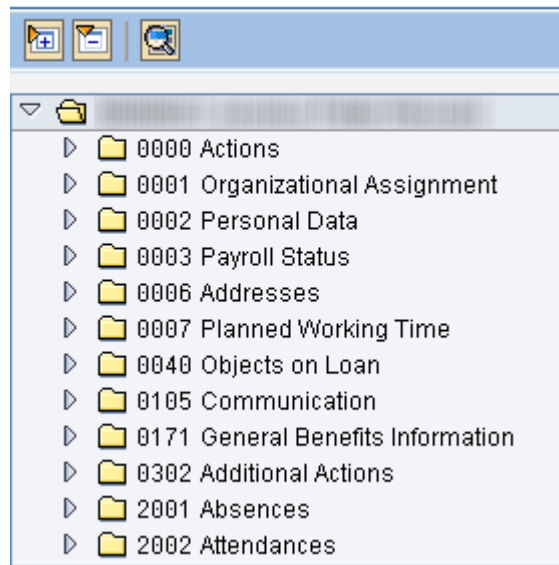
The screenshot shows a web-based selection interface. At the top, there are two icons: a green checkmark and a blue 'i'. Below this is a 'Selection' section with the following fields:

- Personnel number: 12345678
- Country: [empty]
- Validity period: [empty] to [calendar icon]
- Infotypes: [empty] to [empty]


There is a yellow arrow button on the right side of the form.

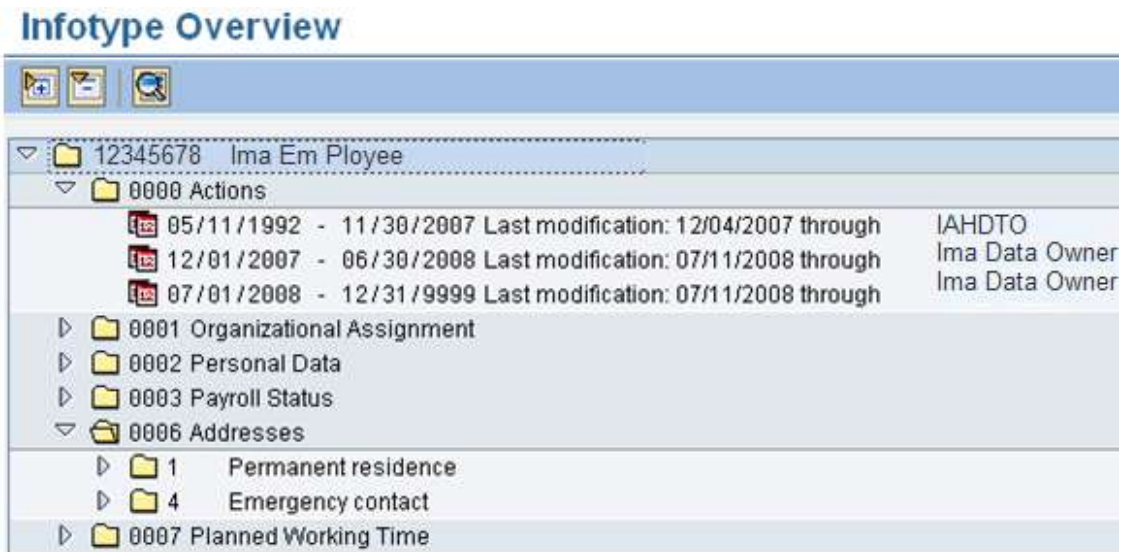
3. Click  (Execute). The Infotype Overview screen is displayed.

Infotype Overview



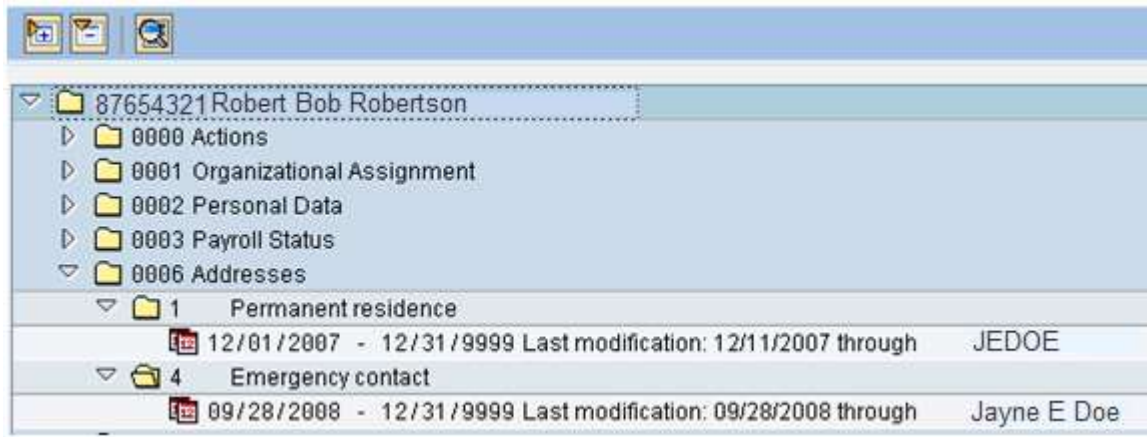
A complete list of Infotypes maintained for the employee is displayed, each presented in its own folder.



4. To look at individual Infotypes, expand the folder by clicking on  (noted) next to folder for the infotype.




NOTE:

- The individual records for this employee (Ima Em Ployee), their validity dates and who changed them (see IT 0000 Actions as example above) will show.
- When an infotype has subtypes, each subtype is displayed in its own folder (see IT 0006 above - two subtypes maintained, 1 & 4). Expand them further to see the actual records – see below.



- To look at the detail of each infotype, expand all by clicking on the “expand all” button  at the top of the screen or press Ctrl+Shift+F12) – as in example below. Use ‘collapse all’  Ctrl+Shift+F12) to do the opposite action.


NOTE: A user who does not have access to the employee selected will receive the following message when trying to open the line.

 No read authorization for Actions at Personnel number 87654321

Infotpe Overview

The screenshot displays a hierarchical tree view of an employee's data. The root node is '87654321 Ima State Employee'. It branches into several categories, each with a sub-tree of specific data points. Each data point includes a date range, a 'Last modification' date, and a user name.

Category	Sub-Category	Date Range	Last Modification	User
0000 Actions		05/11/1992 - 11/30/2007	12/04/2007 through	JEDOE
		12/01/2007 - 06/30/2008	07/11/2008 through	Jayne Doe
		07/01/2008 - 12/31/9999	07/11/2008 through	Jayne Doe
0001 Organizational Assignment		05/11/1992 - 11/30/2007	12/04/2007 through	JEDOE
		12/01/2007 - 06/30/2008	07/11/2008 through	Jayne Doe
		07/01/2008 - 12/31/9999	07/11/2008 through	Jayne Doe
0002 Personal Data		02/15/1961 - 12/31/9999	12/12/2007 through	JEDOE
0003 Payroll Status		01/01/1800 - 12/31/9999	04/27/2009 through	Mike Michaels
0006 Addresses	1 Permanent residence	12/01/2007 - 01/02/2008	12/05/2007 through	Ima Employee
		01/03/2008 - 12/31/9999	01/03/2008 through	Ima Employee
0007 Planned Working Time	4 Emergency contact	01/03/2008 - 12/31/9999	01/03/2008 through	Ima Employee
		05/11/1992 - 11/30/2007	12/04/2007 through	JEDOE
0008 Basic Pay	0 Basic contract	12/01/2007 - 06/30/2008	07/11/2008 through	Jayne Doe
		07/01/2008 - 12/31/9999	08/01/2008 through	Samantha Samuels
0009 Bank Details	0 Main bank	12/01/2007 - 12/31/9999	12/06/2007 through	JEDOE
0014 Recurring Payments/Deductions	1410 Temporary IRA/CPA	01/01/2008 - 12/31/2008	04/24/2008 through	Paula Paulssen
		2200 401K Loan	12/01/2007 - 12/31/9999	12/05/2007 through
0021 Family Member/Dependents	1 Spouse	12/01/2007 - 12/31/9999	12/12/2007 through	Marcus Marks
		2 Child		
	01	12/01/2007 - 12/31/9999	12/31/2007 through	Rich Richards

- To see the detail of a specific infotpe (e.g. IT0001), double-click the infotpe or select it and click  at the top of the screen. The system will display the detail screen (same as PA20 – Display Master Data). See below.

Display Organizational Assignment (0001)

Org Structure			
Personnel No	87654321	Name	Ima Em Ployee
EEGroup	A SPA Employees	PersA	1401 State Controller
EESubgroup	A1 FT N-FLSAOT Perm	Statu	Active
Start	05/11/1992	to	11/30/2007 Chng JEDOE
Enterprise structure			
CoCode	NC01 STATE OF NC	Subarea	NC01 7day Norm
Pers.area	1401 State Controller	Bus. Area	1400 Office of the State Controller
Cost Ctr		Fund	149999999 OSC-SUSPENCE A
Func. Area	600000000000000001	General Government	
Personnel structure			
EE group	A SPA Employees	Payr.area	99 Non-payroll-relevant
EE subgroup	A1 FT N-FLSAOT Perm	Contract	
Organizational plan			
Percentage	100.00		
Position	99999999	Integration: default posi	
Job key	00000000		
Org. Unit	00000000		
Org.key	1401		