PERSONNEL ADMINISTRATION QUICK REFERENCE GUIDE

JOB AID PER-31

PER

The purpose of this job aid is to provide a quick reference to infotypes and transaction codes related to personnel administration.

Personnel Administration Infotypes

0000	Actions	0094	I-9 Residence Status
0001	Organizational Assignment	0102	Grievances
0002	Personal Data	0105	Communication
0006	Addresses	0207	Residence Tax Area (PY)
0007	Planned Working Time (TM)	0208	Work Tax Area (PY)
0008	Basic Pay	0209	Unemployment State (PY)
0009	Bank Details (PY)	0210	Withholding Info - W4/W5 US (PY)
0019	Monitoring of Tasks	0416	Time Quota Compensation (TM)
0021	Family Members/Dependents	0552	Time Spec./Employ. Period (TM)
0022	Education	0554	Hourly Rate per Assignment
0024	Qualifications	0795	Certifications and Licenses
0027	Cost Distribution (FI)	2001	Absences (TM)
0040	Objects on Loan	2002	Attendances (TM)
0041	Date Specifications	2003	Substitutions (TM)
0048	Residence Status	2010	Employee Remuneration Info (TM)
0052	Wage Maintenance	9701	Affordable Care Act Info (BN)
0077	Additional Personal Data	9834	EE Grievance Data

Toolbar Buttons

Enter	[ENTER]
Save	[CTL + S]
Back	[F3]
Exit	[SHIFT + F3]
Cancel	[F12]
Execute	[F8]
New Session	
First Page	[CTL + Page UP]
Previous Page	[Page UP]
Next Page	[Page DOWN]
Last Page	[CTR + Page DOWN]
Display	[F7]
Overview	[SHIFT + F8]
Help	[F1]
Expand Node	
Collapse Node	
SAP Business Workplace	[CTRL + F12]
Services for Objects	
Print	[CTL + P]

CONTACT INFO

BEST SHARED SERVICES & OSC Training Team

Local: 919-707-0707   Statewide: 1-866-622-3784

Fax: 919-855-6861   Email: BEST@osc.nc.gov

Benefits Infotypes

0021	Family Members/Dependents
0167	Health Plans
0168	Insurance Plans
0169	Savings Plans
0170	FSA Plans
0171	General Benefits Info
0219	External Organizations
0376	Benefits Medical Info
0377	Miscellaneous Plans
0378	Adjustment Reasons
9701	Affordable Care Act Info

Payroll Infotypes

0009	Bank Details
0207	Residence Tax Area
0208	Work Tax Area
0209	Unemployment State
0210	Withholding Info - W4/W5 US

Financials Infotypes

0027	Cost Distribution

Time Infotypes

0416	Time Quota Compensation
0552	Time Spec./Employ. Period
9005	Overtime Compensation
9006	Holiday Payout Period
9007	Night Shift Premium
9008	Evening Shift Premium
9009	Weekend Shift Premium
9010	Holiday Premium Rate
9011	On-Call
9012	Callback
9015	Charge Object Assignment
9016	Extended Duty
9017	Gap Hours

Transaction Codes

PA10	Display Personnel File
PA20	Display HR Master Data
PA30	Maintain HR Master Data
PO13D	View Position
PC00_M02_LINF0	Display a range of infotypes for an employee
PPOSE	View Organization and Staffing
ZEMP	Employee HR Overview
ZPA0189	PA Workflow Report
ZPAA076	Employee Action Request (Initiate Workflow)
ZPACHGLOG	Logged Changes in Infotype Data
ZPAWFMON	Workflow Monitoring Report
ZSEV	Severance Pay Calculations

Depending on your security roles, you may not have access to all these Transaction codes

Additional Information

For Job Aids, Student Guides, & Business Process Procedures, and Videos, go to the Training HELP website:

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