The purpose of this job aid is to provide a list of Infotypes and Subtypes within the Integrated HR/Payroll System.

Infotype	Code		Description
Actions	0000		Employee life cycle events; provides an overview of employee history. Infotypes are grouped based on events that occur in an employee's lifecycle, such as New Hire, Separation, Promotion, Leaves of Absence, and so forth.
Additional Personal Data	0077		Military status, ethnic origin and disability status as required for EEO-1 and BETS-100 reporting.
Addresses	0006	STy: 1 4 5	Employee's permanent, emergency contact, and mailing address information • Permanent residence • Emergency contact • Mailing address
Adjustment Reasons (Benefits)	0378		Adjustment reasons that determine the changes employees can make to their benefits. During the validity period, the system produces an enrollment benefit offer valid for the life change event. During the validity period, the employee can make restricted changes to benefit elections.
Bank Details (Payroll)	0009		The bank or banks an employee's paycheck is to be direct deposited, and when applicable, the percentage or flat amount to be deposited into multiple banks.
Basic Pay	0008		Pay information based on the employee's position, such as annual salary, monthly salary, and hourly pay.
Certifications and Licenses	0795		Certificates and licenses attained by employees to fulfill the requirements of a particular position.

Infotype	Code		Description
Communications	0105	STy: 0001 0010 0020 0099	Identification regarding the various forms of employee communication. • System user • Email • First telephone number at work • Exclude Employee from Directory
Cost Distribution	0027		Record 1018 information for future payments if required after separation.
Date Specifications	0041	STy: 01 02 03 04 06 07 NR	The dates that are required by the State: • Original Hire Date • Agency Hire Date • Last Day Worked • Judicial Anniversary Date • Notification of RIF • Lottery Anniversary Date • 457 Catch-up Date
Education	0022		Educational establishments that an employee has attended, including dates of attendance and level completed; also contains certificates that are not required for a position.
Family Member/Dependents (Benefits)	0021	Sty: 1 2 3 4 5 6 8 10 11 12 15 16 91	Information about the employee's family members. This will be used in the Benefits Module for designation of dependents and or beneficiaries. • Spouse • Child • Legal dependent • Testator • Guardian • Stepchild • Related persons • Divorced spouse • Father • Mother • Foster child • Other • Court ordered dependent

Infotype	Code		Description
Federal Income Tax (Payroll)	0210		W4 and W5 withholding information from the employee's earnings for tax purposes.
Grievances	0102	Sty: 0001 0002 0003	This infotype is used to document both employee grievances and disciplinary warnings. Select the appropriate subtype as applicable to select either a grievance type or the disciplinary warning. • 3-step no mediation • 2-step no mediation • Disciplinary Warning
Hourly Rate per Assignment	0554		Dual Employment Salary
I-9 Residence Status	0094		Employee's citizenship information; documents used to verify compliance with Immigration Reform and Control Act (RAC)

Infotype	Code		Description
Monitoring of Tasks (also referred to as *date reminder*) **NOTE:** Depending on your roles, you may not see all subtypes.	0019	STy: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 19 20 21 22 23 24 25 26	Dates associated with specific requirements or activities. • End of Probation • End of Training Program • Employ Authorization • Acting Pay • Credential verification • Temp Appointment • Worker's Compensation (7 day) • Short term disability (60 day) • Military • 5 day • 10 day • 15 day • 30 day • 60 day • 90 day • 120 day • 18 months • End of contract • JB appointment ends • Elected appointment ends • RIF eligibility ends • Prove foster child • Est Leave Run Out • Est Return Date • Est End of Sal Cont

Infotype	Code	Description
Notifications (Payroll)	0128	Notifications on checks or check stubs.
Objects on Loan	0040	Items that the State has provided to an employee that need to be returned upon transfer, termination or retirement (keys, vehicle, etc.).
Organizational Assignment	0001	Data that incorporates the employee into the organizational structure and personnel structure. Stores data about the organizational unit to which the employee belongs, including the position assigned to the employee and the job from which the position was created.
Personal Data	0002	Employee identification data, such as name, birth date, marital status, and gender.
Planned Working Time (Time)	0007	The work schedule rule for employees. Details of this infotype are created in Time Management and include the employee's position, hours per day, weekly hours, and yearly hours.
Qualifications	0024	Performance Rating
Residence Status	0048	The foreign employee's type of official residence permit, the issue number, expiration date, issuing authority, date issued, and passport number.
Residence State Tax Area (Payroll)	0207	Employee's federal and state residence information for tax purposes used to derive the tax authorities which levy applicable taxes to residents.
Unemployment State (Payroll)	0209	State the employee would file for unemployment should the employee separate from the company
Wage Maintenance	0052	Maintain wage types. The two subtypes are: • Reallocation • Range Revision
Withholding Info W4/W5 US (Payroll)	0210	W4 and W5 withholding information from the employee's earnings for tax purposes
Work Tax Area (Payroll)	0208	Tax authority specifics required by Payroll for calculations of worked-in-state taxes.