



# USER MANUAL PERSONAL ADMINISTRATION



**Jharkhand Bijli Vitran Nigam Limited**

**HCM**

**PERSONAL ADMINISTRATION**

**USER MANUAL**





# USER MANUAL PERSONAL ADMINISTRATION



## Introduction to SAP:

### How to logon to SAP R/3

Switch on your computer →you can see SAP Icon on your Desk top→Double click on SAP logon



You will get a mini screen which contains servers” names

**SAP**

New password

Client

User

Password

Logon Language

Enter User I.D. Which was provided to you by Basis team, enter password, enter language “EN” and press on enter button.



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Logging on (2/3)

## SAP Logon screen

The screenshot shows the SAP Logon screen with the following fields and labels:

- Client:** A text box containing the value '100'. An arrow points from this field to the label 'Client'.
- User:** A text box with a checkmark icon. An arrow points from this field to the label 'User'.
- Password:** A text box with asterisks. An arrow points from this field to the label 'Password'.
- Language:** A dropdown menu with a small square icon. An arrow points from this field to the label 'Language (will be default on your system)'.

Passwords (1/2)

## First time log on

The first time that you log on, you will be prompted to change your password (the New Password dialogue box will be displayed).

The screenshot shows the 'New Password' dialogue box with the following fields and labels:

- New Password:** A text box with asterisks. An arrow points from this field to the label 'Enter your new password in the **New Password** field.'
- Repeat Password:** A text box with asterisks. An arrow points from this field to the label 'Repeat your password in the **Repeat Password** field.'

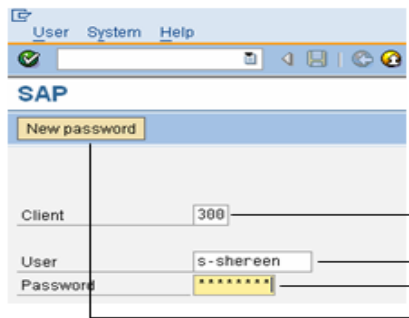


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**Passwords (2/2)**

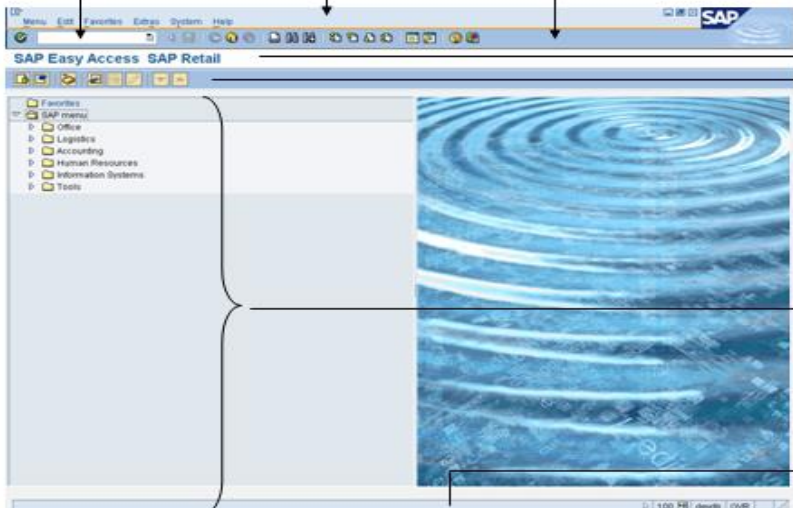
**To Change Password at anytime**



The screenshot shows the 'New password' dialog box in SAP. It has a title bar 'New password' and a 'Client' field with the value '300'. Below it are 'User' and 'Password' fields. The 'User' field contains 's-shereen' and the 'Password' field contains masked characters. A 'New Password' icon is visible in the top right corner of the dialog box.

- Client number is usually automatically filled in
- Fill in **User Name**
- Fill in your current **Password**
- Click on **New Password** icon for the *New Password* dialogue box to appear

**SAP Window Components**



The screenshot shows the SAP window interface with various components labeled. The window title is 'SAP Easy Access - SAP Retail'. The interface includes a menu bar, a command field, a standard tool bar, a title bar, an application tool bar, a screen body, a status bar, and a client field.

- Command Field
- Menu Bar
- Standard Tool Bar
- Title Bar
- Application Tool Bar
- Screen Body
- Status Bar
- Client that is in use

### Using the Navigation Area

To expand and collapse menus in the navigation area choose the dropdown arrows to the left of the menu items

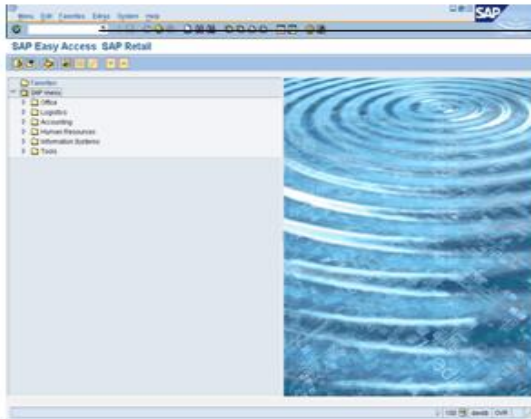
To open an application in the navigation area double-click its node

### Starting a Transaction

To start a transaction in SAP, there are 4 options:

1. **Position** the cursor on the required transaction in the tree structure and press **enter**
2. **Double-click** on the required transaction in the tree structure
3. **Position** the cursor on the required transaction in the tree structure and press **F2**
4. In the **command field** enter the **transaction code**

## Transaction Code (1/2)



A transaction code (xxxx) can be entered in the Command field.

To call a transaction in -

- the same session (window)

**Enter: /nxxxx**

- an additional session

**Enter: /oxxxx**

To end the current transaction

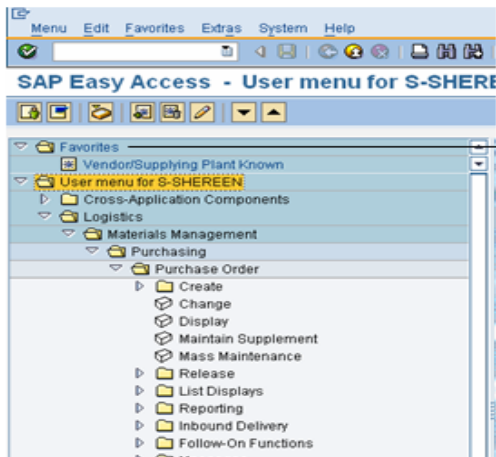
**Enter: /n.**

(Caution: Unsaved changes are lost without warning)

To delete the current session

**Enter: /i.**

## Favourites (1/2)



Frequently used transactions can be stored under 'Favourites' for easy access.



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## Icons & Functions

Button	Keyboard Shortcut	Description	Button	Keyboard Shortcut	Description
	Enter Key	Enter/Continue		Ctrl + Page Up	First page
	Ctrl + S	Save to database		Page Up	Previous page
	F3	Back		Page Down	Next page
	Shift + F3	Exit System Task		Ctrl + Page Down	Last page
	F12	Cancel		None	Create New session (a maximum of 6 sessions can be created at one time)
	Ctrl + P	Print		None	Create shortcut on Desktop
	Ctrl + F	Find		F1	F1 Help
	Ctrl + G	Find next		Alt + F12	Customize Local Layout

## Messages

Messages appear either in the status bar or in a pop-up window, depending on user settings.

Messages starting with:



“E” indicates an **Error message**



“W” indicates a **Warning message**



Messages not beginning with an “E” or a “W” are simply information messages

Click on the message to get more details.



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## **What is transaction code and what are the important transactions codes are there in HCM?**

Sequence of characters that identifies a transaction in the SAP System A transaction code can contain up to 20 characters and should always begin with a letter. Permitted characters are letters from A to Z, numbers from 0 to 9, and the underscore. To call a transaction, you enter the transaction code in the command field and choose Enter.

### **Infotypes:**

Info types are one of the most important constructs within SAP ERP Human Capital Management (SAP ERP HCM). SAP describes info types as “units of information in the Human Resource Management system.” Put another way, info types allow us to store, access, and view HR information for employees, positions, jobs, organizational units, or other “objects” defined within the system. It’s SAP’s way of describing the important data elements within the HR system (standard or otherwise). Without info types, we couldn’t log employee actions on the employee, pay/compensate employees, or report against employees; we couldn’t maintain information against the organizational structure, process a mass reorganization, or report against any organizational data.

Info types are organized by module: Personnel Administration (PA) or Organizational Management (OM), which is also called Personnel Development (PD). Other modules such as Time Management (PT) and Payroll (PY) are supported by info types. It is one of the most common constructs that spans modules within SAP ERP HCM.

### **Displaying Info types**

For end users of SAP, Transaction PA20 (Display HR Master Data) is available to display these PA info types. Info types are listed by tab but can also be directly accessed by entering the info type number in the Info type dropdown within the direct selection area of the screen. From this screen, the information can be displayed one record at a time (by highlighting the glasses icon) or viewed in an overview (by using the mountain and moon icon).

### **Using Subtypes**

An info type can have one or more subtypes, which subdivide info type records. Two subtypes within one info type can have differing time constraints. Subtypes also form an important part of the security design because authorizations can also be distinguished (and provisioned) by subtype within an info type.



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## **Important Info Types in Personnel Administration**

- 0000 – Personnel Actions
- 0001 – Organisational Assignment
- 0002 - Personal Data
- 0004 - Challenge
- 0006 – Addresses
- 0009 – Bank Details
- 0021 – Family Details
- 0022 – Education
- 0023 – Previous Employee Details
- 0027 – Cost Distribution
- 0028 - Internal Medical Service
- 0040 - Objects on Loan
- 0041 – Date Specifications
- 0105 – Communication
- 0185 – Personal ID's

## **Important Organisation Management info types**

- 1000 - Objects
- 1001- Relationship
- 1002 – Descriptions
- 1007 - Vacancy
- 1008 - Account Assignment Features



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1013 – Employee Group/Sub group

1018 – Cost Distribution

1028 – Address

1032 – Mail Address

## **Important Info types in Time Management**

0007-Planned Working Time

2001- Absence Type

2002 – Attendance Type

2006 – Leave Quota

2007 – Attendance Quota

2011 – Time Events

2013 – Quota Corrections

## **Important Info types for Payroll India**

0008 – Basic Pay

0014 – Recurring Payments and Deductions

0015 – Additional Payments

0267- Additional Off cycle Payment

0581- Housing, (COA/CLA,HRA)

0582- Exemptions

0585- Section 80 Deductions

0586- Section 80C Deductions

0587- EPF (Provident Fund)

0591- Nominee Details



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## Infotype 0000 - Personnel Actions

### Transaction Code – PA40

Personnel Action is one of the key infotypes in all of SAP ERP HCM because it logs employees' lifecycle events (sometimes called "hire to retire"). Without this key infotype, the system would not know the employee's status and current standing with the company.

**Personnel Actions**

Find by  
Personnel no.   
From

Action Type	Personn...	EE group	EE subg...
Hiring			
Additional Hiring			
Reposting Orders			
Relief Orders			
Extension of Probation			
Completion of Probation			
Extension of contract			
Promotion			
Transfer			
Appointment by Transfer			
Conversion			
Relinquishment			
Repatriation			

Hit list

Personnel number	Name
00000001	Robin Tirki
00000002	Lalit Yadav
00000003	Sanjay Kumar
00000004	Biren Kumar

Drill down to view the other personnel actions that are to be performed in JBVNL.



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Personnel Actions			
Action Type	Personn...	EE group	EE subg...
Suspension of Pending Enquiry			
Revocation of Suspension			
Suspension of Punishment			
Demotion			
Deputation out			
Deputation in			
Extension of Deputation			
Retirement(GPF)			
Separation(EPF)			
Employee Death			
Revoke Additional Charge			
Go-Live Action			
Re-Hiring			

Select **Hiring** from the list for newly hire an employee like that for other type of Actions also chooses the respective actions from the list.

Give the start date of Action and Reason for Action

Don't give any personnel number because Personnel number will come automatically

Then Fill all Required Fields Like Position No, Personal Area, Employee Group, and Employee Grade, and then save the entry it will take you to another Screen.



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**Create Actions**

Change info group

Pers.No.   
Start  to

**Personnel action**

Action Type   
Reason for Action  Direct Recruittee  
Reference Pers. Nos.

**Status**

Customer-specific   
Employment   
Special payment

**Organizational assignment**

Position  Dozer Operator  
Personnel area  Ranchi Head Quarter  
Employee group  Regular  
Employee subgroup  GM

Select Reasons for Action from the Given list

Maintain appropriate position, PA, E Group and Grade details and save it

Once you Save System will automatically take to you to Next screen

**Info type - 0001 (Organisational Assignment)**



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## Create Organizational Assignment

Org Structure

Personnel No   
Start  to

Maintain Personal Sub area and Payroll Area

### Enterprise structure

CoCode	<input type="text" value="1000"/>	JBVNL, Ranchi	Leg.person	<input type="text"/>
Pers.area	<input type="text" value="1100"/>	Ranchi Head Quarter	Subarea	<input type="text" value="1101"/> Finance Dept.
Cost Ctr	<input type="text"/>		Bus. Area	<input type="text"/>

### Personnel structure

EE group	<input type="text" value="A"/>	Regular	Payr.area	<input type="text" value="01"/> Monthly
EE subgroup	<input type="text" value="A4"/>	GM	Contract	<input type="text"/>

### Organizational plan

Percentage	<input type="text" value="100,00"/>	Assignment
Position	<input type="text" value="20000022"/>	OPRTR Dozer Operator
Job key	<input type="text" value="00000000"/>	
Org. Unit	<input type="text" value="10000000"/>	JBVNL Jharkhan Bijli Vitaran ...
Org.key	<input type="text" value="1100"/>	

### Administrator

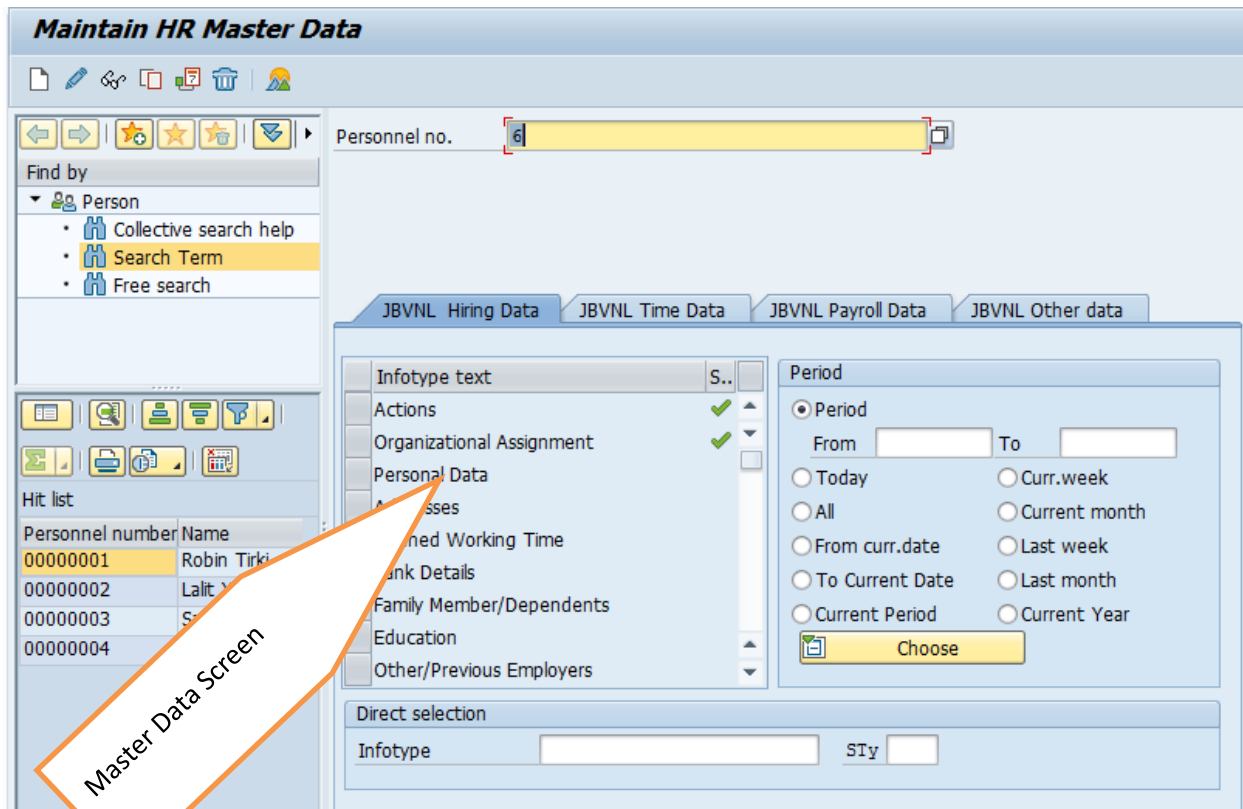
Group	<input type="text" value="1100"/>
PersAdmin	<input type="text"/>
Time	<input type="text"/>
PayrAdmin	<input type="text"/>
Supervisor	<input type="text"/>



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## TRANSACTION CODE – PA30



### Info type 0001—Organizational Assignment

You use info type 0001 to maintain the enterprise structure, personnel structure, and organizational plan of the employee. This info type has The data in the fields of the Enterprise structure area (Company Code, Personnel Area,) and the Personnel structure (EE group, EE subgroup) are prefilled from info type 0000 (Actions). You can maintain or edit these values by running a personnel action. The value in the field Personal Sub Area has to maintain here and then Payroll Area, can be overwritten, as well.

This the Info type where Integration between Personnel Administration and Organizational Management will happen through Position and Org Unit Key.

Also this info type will link with FICO Module when we will maintain Cost Centre of the employee.



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### Create Organizational Assignment

Org Structure

Personnel No   
Start  to

**Enterprise structure**

CoCode	<input type="text" value="1000"/>	JBVNL, Ranchi	Leg.person	<input type="text"/>
Pers.area	<input type="text" value="1100"/>	Ranchi Head Quarter	Subarea	<input type="text" value="1101"/> Finance Dept.
Cost Ctr	<input type="text"/>		Bus. Area	<input type="text"/>

**Personnel structure**

EE group	<input type="text" value="A"/>	Regular	Payr.area	<input type="text" value="01"/> Monthly
EE subgroup	<input type="text" value="A4"/>	GM	Contract	<input type="text"/>

<b>Organizational plan</b>	<b>Administrator</b>
Percentage <input type="text" value="100,00"/> <input type="button" value="Assignment"/>	Group <input type="text" value="1100"/>
Position <input type="text" value="20000022"/> OPRTR Dozer Operator	PersAdmin <input type="text"/>
Job key <input type="text" value="00000000"/>	Time <input type="text"/>
Org. Unit <input type="text" value="10000000"/> JBVNL Jharkhan Bijli Vitaran ...	PayrAdmin <input type="text"/>
Org.key <input type="text" value="1100"/>	Supervisor <input type="text"/>

As Per JBVNL Requirement, vacant position will derive from the Position drop down when the position is being maintained with the respective Personnel Area. Hence user is requested to update Personnel Area first then the vacant positions will be shown in the position drop down.



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## INFOTYPE – 0002 (PERSONNEL DATA)

**Create Personal Data**

Pers.No.

Pers.area  Ranchi Head Quarter

EE subgrp  GM

Start  to

**Name**

Form Addr.  Name Format

Last name  Birth name

First name  Initials

Name prefix  N.prefix 2

Title  Second title

Other title  Nickname

**Additional Data**

Gender  Language

Birth date  Mar.status

Birthplace  Since

Ctry o.birth  No. child.

State  Religion

Nationality  Occupational code

2nd/3rdNat

**Additional fields**

Employee Region

Caste

Gender and Date of Birth are Required Fields which need to be maintain

Give Employees Marriage and Religion Details

You use info type 0002 to store data related to an employee's Personal Details. This info type also has a time constraint 1, meaning this info type must exist in the system at all times, from the date the employee is hired.



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In this Info type Other than employee's Name you have to maintain His / Her Date of Birth, Place of Birth, Gender, Marital Status, Country, State/Region, Child Details, Religion, Nationality, Title etc.

As per the JBVNL requirement, the fields: Caste, Sub caste, Region, Native District, fields can be maintained.

## INFOTYPE – 0006 (Employee Address)

This info type is used to store and maintain the address of the employee, it has different Sub type each subtype will have a start date and end date validity period. This helps you delimit address types based on your requirements. For example, for subtype 1 (Permanent Residence), you can set the end date as 31-12-9999 (SAP-delivered perpetual end date).

This info type has entry screens corresponding to the country version. Which country screen is displayed to you depends on the data in the Country field, maintained in the Organizational Assignment info type (0001).

**Change Addresses**

Pers.No. 6 Name Manis Pandey

Pers.area 1100 Ranchi Head Quarter

EE subgrp A4 GM

Start 01.01.2018 to 31.12.9999 Chng 01.02.2018 YASHHCM1

**Address**

Address type 1 Permanent residence

Care Of Manis Pandey

Street and House No. Kamaleswari Colony / 23 /

2nd Address Line Mint Road

Postal code / city 835009 Dumka

District

Region 34 Jharkhand

Country Key IN India

Telephone Number

Distance in km. /

Company housing

Bus route

Maintain Employee Permanent Address



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Here Postal Code is Six Digit and do not forget to give the City detail these two fields are required fields so compulsory you have to fill these fields otherwise system will through an error.

Other than the Address here some options are there like your Country Key and Land Line phone Number etc. to get some detail information.

## **INFOTYPE – 0007 (Planned Working Time)**

You use this info type to assign *work schedule rules* to the employees. As shown in Figure in the Work schedule rule area, you maintain the daily working times of the employees in your organization. The assignment of the work schedule rule in this info type determines the planned working time of the individual employee. The planned working times of the employee can be individually modified (i.e., applicable only to this employee) in this info type.

In the data entry screen of this info type, you can maintain the following primary fields:

Work schedule rule You assign the work schedule rule to the employee.

Time Mgmt. status If the employee time data is calculated using Time Evaluation, then you must enter a value in the field. If the field is blank, then the employee won't be included in the Time Evaluation calculation.

**Create Planned Working Time**

Work schedule

Pers.No. 6 Name Manis Pandey

Pers.area 1100 Ranchi Head Quarter

EE subgrp A4 GM

Start 01.01.2018 To 31.12.9999

Work schedule rule

Work schedule rule HFRI

Time Mgmt status 99 - Time evaluation of planned times

Working time

Daily working hours	
Weekly working hours	0,00
Monthly working hrs	0,00
Annual working hours	0,00
Weekly workdays	

Select the Shift rule from the list and Enter / save



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In this info type, you determine on which day of the week and at what time the workweek begins for the employee. The duration of the workweek is also maintained in this info type.

This is the Info type where integration between PA and Time Management will happen.

## **INFOTYPE – 0008 (BASIC PAY)**

This info type is used to store and maintain an employee's basic pay. **The info type has the following subtypes:**

**Basic Contract**

**Increase Basic Contract**

**Create Basic Pay**

Wage Type Wage Type Payments and deductions

Pers.No. 6 Name Manis Pandey

Pers.area 1100 Ranchi Head Quarter

EE subgrp A4 GM WS rule HFRI 10.30-17.30 FRIDAY OFF

Start 01.01.2018 To 31.12.9999

Payment type 0 Basic contract Object ID

Reason Next increase

Pay scale Further information

Type 01 Capacity Util. Level 100,00 %

Area 01 Work hours/period 240,00 Monthly

Group  Level  Ann.salary INR

W...	Wage Type Long Text	O. Amn	Curr...	I...	A.	Number/Unit	Unit
			INR		<input type="checkbox"/>		
			INR		<input type="checkbox"/>		
			INR		<input type="checkbox"/>		
			INR		<input type="checkbox"/>		
			INR		<input type="checkbox"/>		
			INR		<input type="checkbox"/>		

IV 01.02.2018 - 31.12.9999 0,00 INR

Select Groups and level then provide the fixed Salary details



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When you create an info type record, the system automatically suggests the pay scale type and pay scale area. You can overwrite the system-suggested values. During the info type creation, the system will also suggest wage types. Some of the system-suggested wage types can't be overwritten or deleted.

Note that when an employee is terminated from the company, info type 0008 (Basic Pay) records aren't delimited. This will ensure that retroactive accounting runs can be performed, where required.

Basic Pay Info type is the Main Source of the integration between PA module and Payroll module, in this we will maintain Payroll Structure which includes following details

1. Pay Scale Type
2. Pay Scale Area
3. Pay Scale Grade
4. Pay Scale Levels

Then you have to maintain Employees Basic Salary details/Fixed salary Components of the CTC,

This Info type will read time from Info type 0007 and accordingly prepare the salary for the employee.

## **INFOTYPE – 0009 (BANK DETAILS)**

This info type is used to store and maintain bank details of the employee, where the net pay will be deposited.

When you create a new record, the employees name is automatically prefilled from info type 0002 (Personal Data). The postal code and city is prefilled from info type 0006 (Address).

Here compulsory you have to give Ban Key details Click on F4 you will get the list of Bank keys select the appropriate bank key from the list and then give the Bank Account number of employee



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### Create Bank Details

Pers.No.  Name

Pers.area  Ranchi Head Quarter

EE subgrp  GM WS rule  10.30-17.30 FRIDAY OFF

Start  to

#### Bank details

Bank details type

Payee

Postal code / city

Bank Country

Bank Key  ALLA0212171 BANK

Bank Account  Bank control key

Payment Method  Bank Transfer

Purpose

Payment currency  Indian Rupee

Select Bank Key No and Provide Employees Bank Account Number

The payment method should be T for bank transfer if you want to see how to fill other type of payments click F4, you will get the list of other method of payments. IFSC code will be defaulted automatically.

## INFOTYPE – 0014 (Recurring payments and Deductions)

In this info type, can be used to update with the payments which are not part of regular Salary and need to be paid for certain period, Example: Allowances which are eligible for only few employees who are working in hill stations

### Screen Pending

Select your Wage type which you want give and the Period from and to date.



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## Info type 0015—Additional Payments

You can use this info type to enter an amount and/or a value (with corresponding unit of measurement) that are *paid or deducted in a certain period* during payroll. The different subtypes for this info type are the different wage types that can be used to set up the additional payments.

**Screen shot Pending**

## INFOTYPE – 0267 (Additional Off-Cycle Payments)

Some payments are to be processed mid of the month (Not in a regular payroll Run) such as EL encashment

Here you select the date of payment and then select the Particular Wage type which are going to pay and then Amount to be paid.

**Screen shot Pending**

## INFOTYPE – 0021(Family Member Details)

This info type is used to record an employee's family members, dependents, and other related persons in the SAP system.

When you create a record using the employees' data, SAP will default values for the following fields: Last name, Gender, Name prefix (where available), and Nationality.

The following are common subtypes associated with this info type:

Subtypes:

- 1 Spouse
- 11 Father
- 12 Mother
- 2 Child
- 20 Father in law
- 21 Mother-in-law
- 22 Daughter-in-law
- 23 Grand Daughter

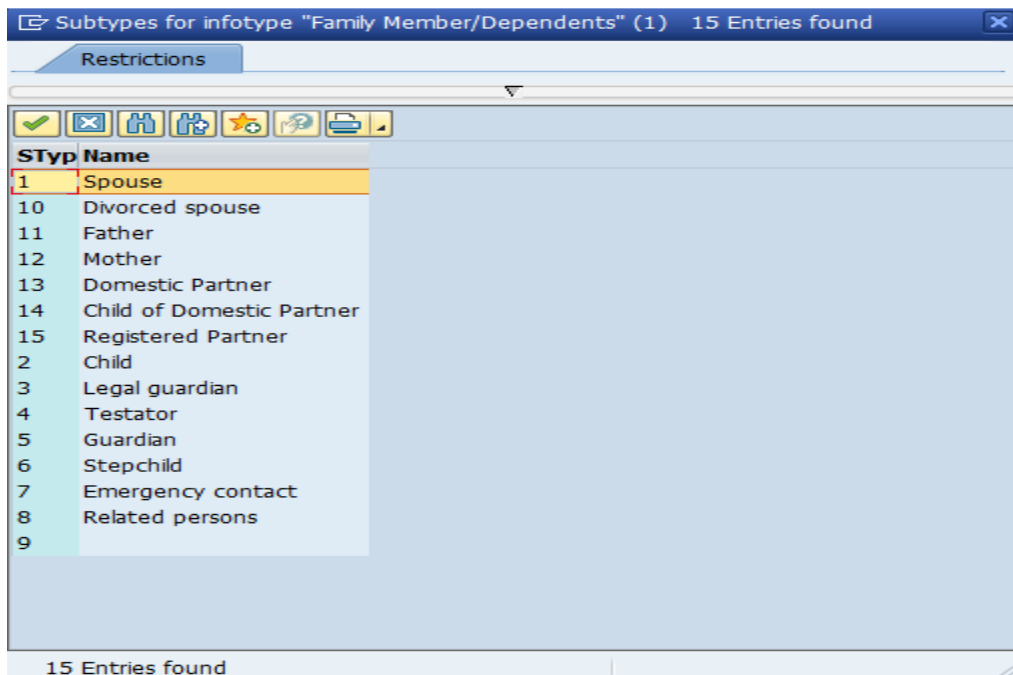


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- 24 WIDOWED DAUGHTER
- 25 GRAND SON
- 26 STEP-DAUGHTER
- 27 STEP-SON
- 28 SISTER
- 29 UN MARRIED SISTER
- 30 WIDOW SISTER
- 31 YOUNGER BROTHER
- 32 GRAND MOTHER
- 33 UNCLE
- 34 AUNTY
- 35 YOUNGER SISTER

Here give the dependents details of the employee if married give his spouses details or can give Father's, children's detail etc click on subtype you will get the list and fill all the Required Fields like Date of Birth, Gender place of Birth Etc.





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### Create Family Member/Dependents

Pers.No.  Name

Pers.area  Ranchi Head Quarter

EE subgrp  GM WS rule  10.30-17.30 FRIDAY OFF

Start  to

Family Member/Dependents	
Family Member	1 Spouse <input type="text" value="Number"/>
Last name	<input type="text" value="Pandey"/>
First name	<input type="text" value="Kamla"/>
Other title	<input type="text"/>
Name prefix	<input type="text"/>
Gender	<input checked="" type="radio"/> Female <input type="radio"/> Male
Date of birth	<input type="text" value="01.01.1989"/>
Birthplace	<input type="text"/>
Ctry o.birth	<input type="text"/>
Nationality	<input type="text" value="IN Indian"/>
2nd/3rd na	<input type="text"/>

Here Last Name will come automatically just give first name and Date of birth of dependents

## Info type 0022—Education

This info type is used to record and maintain the employee's educational details. When you create a new record, you can enter details of the educational establishment (e.g., a primary school, college, university, etc.), as well as the name and location of the educational institution. While creating the info type record, you can also maintain the field native district with appropriate input.

Create Education Details for an Employee



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### Create Education

Pers.No.  Name

Pers.area  Ranchi Head Quarter

EE subgrp  GM WS rule

Start  to

Educational est.  University

Education/training

E&T categories  Natural scientist

Institute/location

Country Key

Certificate  Master's degree

Duration of course

Final Grade

Branch of Study 1

Branch of Study 2

Select one option from list of education details

Maintain the Subject and Institution/Location Name and the Select one option from Certificate field

### Info type 0023—Previous Employer Details

This Is the Info type where you need to maintain Employees Past Experience details.

JBVNL Hiring Data | JBVNL Time Data | JBVNL Payroll Data | JBVNL Other data

Infotype text S..

- Actions ✓
- Organizational Assignment ✓
- Personal Data ✓
- Addresses ✓
- Planned Working Time ✓
- Bank Details ✓
- Family Member/Dependents ✓
- Education ✓
- Other/Previous Employers ✓

Period

Period

From  To

Today  Curr.week

All  Current month

From curr.date  Last week

To Current Date  Last month

Current Period  Current Year

Direct selection

Infotype  STy



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Pers.No.	6	Name	Manis Pandey
Pers.area	1100 Ranchi Head Quarter		
EE subgrp	A4 GM	WS rule	HFRI 10.30-17.30 FRIDAY OFF
Start	01012011	to	31122014

Other/previous employers	
Employer	Bihar Electricity Board
City	Patna
Country Key	IN India
Industry	0001 Industry 0001
Job	6 Systems analyst
Work contract	

Provide Employer Name and Location

## Info type 0027—Cost Distribution

This info type is used to determine how the costs for an employee are distributed to the different cost centres. At any point in time, costs related to an employee can be distributed to up to 25 different cost centers.

These two subtypes are delivered: 01 – Wage/Salary

Personnel no.	6
Name	Manis Pandey
Personnel ar	1100
Subarea	1101

JBVNL Hiring Data	
JBVNL Time D	
Infotype text	
Actions	
Organizational Assignment	
Personal Data	
Addresses	
Planned Working Time	
Bank Details	
Family Member/Dependents	
Education	
Other/Previous Employers	

Direct selection	
Infotype	Cost Distribution

Subtypes for infotype "Cost Distribution" (1) 6 Entries	
Restrictions	
[Icons]	
STyp Name	
01	Wage/Salary
02	Travel expenses
10	Planned Cost Distribution
11	Planned Effort
12	Proposed Cost Distribution
13	Proposed Effort



# USER MANUAL PERSONAL ADMINISTRATION



Pers.No.  Name   
 Pers.area  Ranchi Head Quarter  
 EE subgrp  GM WS rule  10.30-17.  
 Start  To

Select the purpose of Cost Distribution

Distrib.  Wage/Sal  
 Master cost center

CoCd	Cost ctr	Order	WBS element	Name	Pct.	Name of
1000	10000001			HO Ranchi	100,00	

How you want to distribute the Cost just give the Per cent here

*Note that prior to creating data in this info type, company codes, controlling areas, and cost centres should be set up and exist in the SAP system.*

### Info type 0028—Physical Fitness Details

In this info type you can maintain data and results related to the employee’s medical examination. The overall examination findings in the info type are maintained in the field Result. The different examination types are available as subtypes. Some of the delivered subtypes are general data (used to maintain the annual medical check-up), dermatological examination and so on.

Restrictions

STyp Name

- 0001 General data
- 0002 Habits
- 0003 Dermatological exam
- 0004 Reproductive organs and urinalysis
- 0005 Endocrinological exam
- 0006 Digestive tract

Infotype  STy



# USER MANUAL PERSONAL ADMINISTRATION



## Create Internal Medical Service

Pers.No.  Name

Pers.area  Ranchi Head Quarter

EE subgrp  GM WS rule  10.30-17.30 FRIDAY OFF

**Examination result**

Subtype  General data

Examination date  Give Examination Date

Last examination

Result  Fit for work

Diagnosis

**Examination data**

Ex	Examination area	Y	Value	Specific.	Specification	Date
01	Height	<input type="checkbox"/>	5,07			
02	Weight	<input type="checkbox"/>	78,00			
03	Thoracic circum.inh.	<input type="checkbox"/>				
04	Thoracic circum.exh.	<input type="checkbox"/>				
05	Waist	<input type="checkbox"/>				
06	Phys.constitution	<input type="checkbox"/>	0,00			

Maintain Employees Physical details like Height, weight, blood group etc

### Info type 0040—Objects on Loan

In this info type, you can record what company assets are loaned to the employee. While recording the details in the info type, you can maintain data, such as number of units that were loaned, asset number, and so on. You can also enter comments that might serve as a reference for future use.

The following subtypes are delivered as per JBVNL requirement and can be used to enter details about the object types:

01 – Laptop, 02 – Mobile Handset, 03 – Book, 04 – SIM, 05 – Company ID



# USER MANUAL PERSONAL ADMINISTRATION



### Maintain HR Master Data

Personnel no.   
Name   
Personnel ar   
Subarea   
EE group   
EE

JBVNL Hiring Data | JBVNL Time Data | JBVNL Pa

Infotype text	S..
Actions	✓
Organizational Assignment	✓
Personal Data	✓
Addresses	✓
Planned Working Time	✓
Bank Details	✓
Family Member/Dependents	✓
Education	✓
Other/Previous Employers	✓

Direct selection  
Infotype

Subtypes for infotype "Objects on Loan" (1) 5 Entries found

STyp Name
01 Key(s)
02 Clothing
03 Books
04 Tool(s)
05 Company ID

Select the Object from given list and maintain the number then details about the object

### Create Objects on Loan

Pers.No.  Name   
Pers.area  Ranchi Head Quarter  
EE subgrp  GM WS rule  10.30-17.30 FRIDAY OFF  
Start  to

Objects on Loan

Object on loan  Books  
Number/unit  Pieces  
Loan object no.

Comments

Line 1	<input type="text" value="2 No Books issued to Mr Manis Pandey"/>
Line 2	<input type="text"/>
Line 3	<input type="text"/>



# USER MANUAL PERSONAL ADMINISTRATION



## Info type 0041—Date Specifications

In this info type you store information related to important dates concerning an employee. In the field Date type, you choose the type of information that you want to store. For every date type, you're required to enter data in the Date field. Some of the date types that can be maintained are Date of Joining, Date Of Commencement of Probation, Date of Completion of Probation and so on.

Date type	Date	Date type	Date
42 Last working day	28.02.2044	U1 Hire Date	01.03.2014

Select the Date Type from the list which you want to maintain and Give the Specific Date in the Date Field

As per JBVNL requirement, the below date types are provided.

NH - Hiring Date

N0 – Retirement Date

N1 – Commencement Date

N2 – Probation completion date

ND – Date of Death

Retirement date is auto populated based on the Date of Birth from IT0002 (Personal Data).



# USER MANUAL PERSONAL ADMINISTRATION



## INFOTYPE – 0105 (Communication Details)

This info type is used to store and maintain the communication details of the employee.

Maintain employee Communication details like User ID, Cell Number and Email ID etc

**Maintain HR Master Data**

Personnel no. 6  
 Name Manis Pandey  
 Personnel ar 1100  
 Subarea 1101

EE gro  
 EE sub

JBVNL Hiring Data | JBVNL Time Data | JBVNL Payroll

Infotype text S..

Actions ✓  
 Organizational Assignment ✓  
 Personal Data ✓  
 Addresses ✓  
 Planned Working Time ✓  
 Bank Details ✓  
 Family Member/Dependents ✓  
 Education ✓  
 Other/Previous Employers ✓

Period  
 Period  
 Today  
 All  
 From cu  
 To Curre  
 Current

Direct selection  
 Infotype Communication STy

Subtypes for infotype "Communication" (1)  
 Restrictions

STyp	Name
0001	System user name (SY-UNAME)
0002	SAP2
0003	Netpass
0004	TSO1
0005	Fax
0006	Voice mail
0010	E-mail
0011	Credit card number(s)
0020	First telephone number at work
0030	Private E-Mail Address
BLOG	Blog
CELL	Cell Phone
ECUS	
FB	Facebook
FR01	Health Insurance Organization
FRMA	E-Mail for Dematerialized Communication
LKND	Linkedin
MAIL	E-Mail

**Change Communication**

Pers.No. 6 Name Manis Pandey  
 Pers.area 1100 Ranchi Head Quarter  
 EE subgrp A4 GM WS rule HFRI 10.30-17.30 FRIDAY OFF  
 Start 01.01.2018 to 31.12.9999 Chng 01.02.2018 YASHHCM1

Communication

Type MAIL E-Mail  
 System ID MANIS@GMAIL.COM



# USER MANUAL PERSONAL ADMINISTRATION



## INFOTYPE – 0185 (PERSONNEL ID'S)

Different type of ID's we have to maintain for an employee like

PAN Number, TAN Number, Aadhar ID, UAN Number, PPO Number, Passport Number and so on.

Select Info type 0185 in PA30 and then select subtype what type of ID details you want to maintain

Give ID Type and ID Number in the appropriate field

**Maintain HR Master Data**

Personnel no. 6

Name Manis Pandey

Personnel ar 1100 EE group A

Subarea 1101 EE subgrp A4

JBVNL Hiring Data | JBVNL Time Data | JBVNL Payroll Data | JBVNL Other data

Infotype text S..

Actions ✓

Organizational Assignment ✓

Personal Data ✓

Addresses ✓

Planned Working Time ✓

Bank Details ✓

Family Member/Dependents ✓

Education ✓

Other/Previous Employers

Period

Period

From

Today

All

From curr.

To Current

Current Pe

Subtypes for infotype "Personal IDs"

Restrictions

IC	Description
01	Superannuation for India
02	PAN Number
03	Gratuity for India
04	Resident Status
05	TAN Number
06	Aadhaar ID
07	PRAN Number
08	Universal Account Number

Direct selection

Infotype Personal IDs STy



# USER MANUAL PERSONAL ADMINISTRATION



### Create Personal IDs

Pers.No.  Name

Pers.area  Ranchi Head Quarter

EE subgrp  GM WS rule  10.30-17.30 FRIDAY OFF

From  to

Personal IDs

ID type

ID number

## TRANSACTION CODE – PAR2 (EMPLOYEE LIST)

To see the details of employee their name date of entry and exist etc this T Code are used



# USER MANUAL PERSONAL ADMINISTRATION



## Employee List



Further selections



Search helps



Sort order



Org. structure

### Period

- Today       Current month       Current year  
 Up to today       From today  
 Other period

Data Selection Period  To   
Person selection period  To

### Selection

Personnel Number

Employment status

Personnel area

Personnel subarea

Employee group

Employee subgroup

### Report-specific selections

Last name

Name at birth

First name

Nationality

New employees in period  to

### Gender

- Both genders       Only male       Only female



# USER MANUAL PERSONAL ADMINISTRATION



## Flexible Employee Data



### Flexible Employee Data

Key date: 20.02.2018

Age of employee	Caste	Company Code	Date of Birth	Employee Group	Entry Date	First Name	Last Name	Personnel Area
38		JBVNL, Ranchi	01.01.1980	Regular	01.04.2017	Robin	Tirki	Ranchi Head Quarter
38		JBVNL, Ranchi	01.01.1980	Regular	01.04.2017	Lalit	Yadav	Ranchi Head Quarter
41		JBVNL, Ranchi	01.01.1977	Regular	01.04.2017	Sanjay	Kumar	Ranchi Head Quarter
41		JBVNL, Ranchi	01.01.1977	Regular	01.01.2018	Biren	Kumar	Ranchi ESA
41		JBVNL, Ranchi	01.01.1977	Regular	01.01.2018	Manis	Pandey	Ranchi Head Quarter

## TRANSACTION CODE – PAR1 (Flexible Employee Details)

### Flexible Employee Data



Further selections

Search helps

Sort order

Org. structure

Key date

Today

Other keydate

Key Date

Selection

Personnel Number





# USER MANUAL PERSONAL ADMINISTRATION



NED(1)/333 HR field selection

Selectable fields

- Selectable fields
- Administrator for HR Master Data
- Administrator for Time Recording
- Administrator Group
- Age of employee
- Assignment Number
- Building (number or code)
- Business Area
- City
- Company Code
- Complete Name
- Controlling Area
- Cost Center
- Cost center text

Selected fields

Selection: 0 / 20

As per your Selection from the list system will display details like below

**Flexible Employee Data**

Flexible Employee Data

Key date: 20.02.2018

Age of employee	Caste	Company Code	Date of Birth	Employee Group	Entry Date	First Name	Last Name	Personnel Area
38		JBVNL, Ranchi	01.01.1980	Regular	01.04.2017	Robin	Tirki	Ranchi Head Quarter
38		JBVNL, Ranchi	01.01.1980	Regular	01.04.2017	Lalit	Yadav	Ranchi Head Quarter
41		JBVNL, Ranchi	01.01.1977	Regular	01.04.2017	Sanjay	Kumar	Ranchi Head Quarter
41		JBVNL, Ranchi	01.01.1977	Regular	01.01.2018	Biren	Kumar	Ranchi ESA
41		JBVNL, Ranchi	01.01.1977	Regular	01.01.2018	Manis	Pandey	Ranchi Head Quarter



# USER MANUAL PERSONAL ADMINISTRATION



## Standard Report Transactions

- S\_AHR\_61016491 - Existing Organizational Units
- S\_AHR\_61016493 - Organizational Structure
- S\_AHR\_61016494 - Organizational Structure with Positions
- S\_AHR\_61016495 - Organizational Structure with Persons
- S\_AHR\_61016497 - Existing Jobs
- S\_AHR\_61016499 - Job Description
- S\_AHR\_61016502 - Existing Positions
- S\_AHR\_61016527 - Existing Objects
- S\_PH0\_48000450 - Date Monitoring
- S\_PH9\_46000216 - Service Anniversaries
- S\_PH9\_46000223 - EEs Entered and Left
- S\_PH9\_46000222 - Family Members
- S\_PH9\_46000221 - Birthday List
- S\_AHR\_61016354 - Telephone Directory
- S\_AHR\_61015609 - Bank Details
- S\_AHR\_61016362 - Flexible Employee Data
- S\_AHR\_61016369 - Employee List
- S\_AHR\_61016370 - List of Maternity Data
- S\_PH9\_46000217 - Statistics: Gender Sorted by Seniority