**What is IMG Guide?**

Implementation Management guide (IMG) is a project support tool.  It contains documentation on each and every activity that can be carried out directly.

**What are the customizing step specific attributes?**

**Mandatory activities.**

These are activities for which SAP cannot deliver default settings (for example Organizational Structure). We must store our own customer-specific requirements for activities that are classified as mandatory.

**Optional  activities.**

SAP delivers default settings for these activities.  We can use these settings if they meet our requirements.

**Non-required activities**

SAP delivers complete default settings for these activities.  Only in exceptional cases, do you  need to adapt these settings (for example, if you need country specific settings)

**Critical activities**

We must proceed with great care when carrying out critical activities as any errors made here can have far-reaching consequences.

**Non-critical activities**

We must also proceed with care when carrying out these activities, but the consequences of any errors are less far-reaching.

**Describe the points of integration with other SAP Components.**

Personnel Dev plan and carry out training and job-related activities, which provide individual professional development for your employees.

Training and Event Management: organize and schedule training events and conventions.

Workflow: automates business processes, tasks are given to the right person at the right time.

Compensation Management: necessary for the administration of compensation (carrying out payroll, for example).

Personnel Cost Planning: used to project personnel costs on the basis of existing and planned organizational units.

Shift Planning: used to schedule the optimum number of appropriately qualified personnel on the basis of job requirements.

Capacity Planning: Logistics component used to schedule persons on the basis of their availability and qualifications to complete work for specific work centres.

HIS: perform simplified reporting for employee data in the organizational plan.

Manager's Desktop: supports managers in their administrative as well as strategic daily tasks.

**Define Personnel area?**

It is a Personnel Administration specific unit and is the subunit of the company code.  It has four-digit alphanumeric identifiers.

**What are the primary functions of Personnel Area?**

To generate default values for data entry – for payroll accounting area.
It is a selection criteria for reporting..
It constitutes a unit in authorization checks.

**What is the default value for personnel area? BUKRS,.**

It is based on the organizational unit concerned or the Account Assignment Features info-type 1008 , if it has been maintained for the position.

**Define Personnel Sub-area? WERKS.**

It represents a further sub-division of the personnel area. The principal organizational aspects of human resources are controlled at this level namely pay scale and wage type structures and planning of work schedules and are stored according to country.  Like personnel area, it does also have four-digit alphanumeric identifier.

**What is the default value for personnel sub-area and business area?**

Default values for these areas come from account assignment features infotype (number 1008??) for the position or organizational unit concerned.

**Where do you find divisions of an organization?**

Personnel sub-area is generally used to identify divisions.

**What the organizational functions of the personnel sub-area?**

To specify the country grouping. Master data entry and the setting up and processing of wage types and pay scale groups in payroll depend on the country grouping MOLGA. The grouping must be unique within a company code.

To assign a legal person which differentiates between companies in legal terms.

To set groupings for Time Management so that work schedules and substitution, absence and leave types can be set up for individual personnel sub-areas.

To generate a default pay scale type and area for an employee's basic pay.

To define a public holiday calendar.

To define sub-area-specific wage types for each personnel area.

**Which control features are influenced using personnel sub-area?**

**What is an external personnel area and personnel sub-area?**

This relevant only for personnel areas that are outside an enterprise and contain such as address of the receiving personnel area.  For example, a guy is sent to subsidiary which is a self-administering company located abroad.

**What is country re-assignment?**

If an employee is transferred out to another country, then we have to run a personnel action to set the status 0 for the existing country and hire the same person in the new country.

**Define employee group?**

Defines the relationship between an employee and a company in that the employee makes a certain contribution to the company in terms of work. Active employees, pensioners and early retirees make up the main employee groups in Personnel Administration.

It is identified by a two digit alpha numeric.

**Primary functions of employee group?**

Default values can be generated for payroll accounting area and basic pay, for example, according to employee group.

The employee group is used as a selection criterion for reporting.

The employee group is one unit of the authorization check.

It can be used to generate default values for data entry, for example, for the payroll area or an employee's basic pay.

It is used as a selection criterion for reporting.

It is used as an entity for authorization checks.

As a rule, you can use the standard entries in the system for setting up employee groups. If necessary, you can also add to these entries so that they meet your requirements

**Define employee sub-group?**

The employee subgroup is a fine division of employee groups according to the **status of employees and identified by two-digit alphanumeric**. An employee group is comprised of a number of employee subgroups. The following employee subgroups make up the "active" employee group, for example:

Hourly wage earners
Monthly wage earners
Pay scale employees
Non-pay scale employees

**Primary functions of employee sub-group?**

The employee subgroup grouping for the personnel calculation rule controls how an employee's payroll is processed, for example, whether an employee is to be paid on an hourly or monthly basis.

The employee subgroup grouping for primary wage types controls the validity of wage types at the employee subgroup level.

The grouping for collective agreement provision restricts the validity of pay scale groups to specific employee subgroups.

The employee subgroup grouping for the work schedule allows you to define which work schedules are valid for which employees.

The employee subgroup grouping for time quotas allows you to specific which attendance and absence quota types are valid for which employee subgroups.

The employee subgroup grouping for appraisals allows you to define appraisal criteria for each employee subgroup.

Assign employee characteristics, such as the activity status, employment status, and level of education/training, for statistical purposes.

The employee subgroup allows you to define default values for data entry, for example, for the payroll area or basic pay.

**What elements make up the enterprise structure?  What components are authorization objects in enterprise structure?**

Personnel area and personnel sub-area.

**What elements determine the enterprise structure for personnel administration?**

Client, Company Code, Personnel area and Personnel sub-area

**What elements make up the personnel structure?**

Employee group and employee sub-group

**What elements make up the organizational structure?**

Position, Job Key, Organizational Unit and Organizational key

**What are the views in Personnel Structure?**

There are two different views in the personnel structure:
**Administrative view**

    *Employee group*
    *Employee subgroup*
    *Payroll group*
    *Organizational key*

**Organizational view**

    *Position*
    *Job*
    *Organizational unit*

These levels are subject to authorization checks, to define remuneration levels or different work schedules, for example.

**What is a payroll accounting area?  Is payroll area same?**

It is an organizational unit defined for the purposes of payroll accounting. All employees who are accounted together are assigned to the same payroll accounting area.

It provides the payroll driver with two pieces of information: number of employees to be accounted as per OA assignment IT & dates of the payroll period. An employee may only change payroll accounting areas at the end of a period. If an employee changes status from wage earner to salaried employee in the middle of the month, and the payroll accounting area is different for both, you should not enter the new payroll accounting area until the start of the following month.

## Where is payroll area assigned to?
Personnel area or personnel sub-area. ABKRS feature  Please find out.

**What is an organizational key used for?**

We use all the fields of Organizational Assignment, edit and sort names to create an organizational key **(14 characters field)**.  It is the part of the authorization check in HR module and we revise the authorization check by using organizational key.

**How do you create organizational key?**
**Where do you start the configuration in HR module?**

Organizational structure

**What are user group and reference user group?**

Reference user group is 00 and is the default user group for accessing.  We create different numbers for each module to be created under HR so that access is barred for users other than current module.

**What is the concept of Organizational Management?**

Organizational Management is based on the concept that each element of the organization constitutes a unique object with individual attributes.

**2.  What is purpose of Organizational Management?**

OM forms the base for personal planning and development and allows us to analyze and adjust an organizational plan as well as structure data.

**Why do we need an organizational management?**

To create a complete model of the organizational and reporting structures of an enterprise for a specific period.
To obtain an overview of the current status of an organizational and reporting structures at any time using a number of methods.
Plan and simulate future scenarios using Organizational Management
It provides a basis for other HR components, as well as cross application components

**Which status can be assigned to the info-types in Organizational Management?**

**What is an organizational Plan?**

Organizational plan is the comprehensive and dynamic model of the structural and personnel environment in an enterprise, which can be evaluated at any time.

**How do you create organisational plan?**

Organizational plans are defined in organizational management.  This can be done in organisational and staffing or the Expert mode.

**What are the steps for creating an organisational Plan?**

Create root organizational units
Create sub-ordinate organizational units
Create jobs and positions
Assign tasks and Cost center
Assign persons
Add other attributes

**What is the use of organizational Plan?**

It gives a flexible basis for personnel planning, previewing and reporting.

**What is the basis for creating an organisational plan?**

Organizational Structure

**How many structures does an organizational plan have?**

1.  Organizational structure    2.  Reporting Structure

**Organizational Structure**

It depicts the assignment of the organizational units to one another.  We create an organizational structure by creating and maintaining organizational units, which we then relate to each other. It is based on

Tasks and functions of the company
Financial or geographical
Reporting

**Reporting Structure**

If the actual reporting structure of an enterprise differs from the organizational structure, and the relationships between positions are one-dimensional and hierarchical, you can depict them in a reporting structure.

**List the interfaces with which you can maintain your organizational plan in Organisational Management.**

The Organizational Management component includes various **user group-specific modes and views** with which to edit organizational plans:

The **Organization and Staffing** view provides an intuitive interface for creating and editing organizational plans.

The **General Structures** view allows you to edit organizational plans with any structure including object types which you have defined yourself (Teams, for example).

The **Matrix view** is for creating and editing matrix structures.

**Infotype Maintenance** allows you to edit the characteristics of various objects and their relationships via info-types.

**Structural Graphics** enables you to view objects and structures, and perform a variety of maintenance activities for the objects in graphical format.

**Simple Maintenance** provides an overview of object and structure editing.

**How do you create staff assignments?**

By creating positions based on the jobs, assigning them to an organizational unit and allocating them a position holder.

**What is an organigram?**

It is the name for a reporting structure or matrix management structure associated with an organizational plan to represent the chain of command or authority structure.

**What is a Plan Version?**

It is used to store different organizational plan scenarios such as restructuring, expanding, downsizing etc in plans such as Current plan, business plan, perspective plan etc.  One of the plan versions represents a current or actual organizational plan and is flagged as the active **integration** plan version.

**Can we create duplicate copy of plan version?**

Yes, it is possible to create multiple copies of the original plan version and change the duplicates as required. The original remains unaffected by any such changes.

**How do you set up a plan version?**

We set up the plan versions, which a company requires, in the personnel management IMG.  We enter the plan version in         the **PLOGI** parameter group.

**How many plan versions may be integrated with other SAP Modules?**

Only one plan version may be integrated with other SAP modules.

**Can we use or delete plan version ".:"?**

The plan version ".:" **must not be used** or **deleted** since it is used for the transport, indexing and general control of all plan versions.

**How do you assign an employee to company structure?**

**Hiring action** assigns an employee to the company structure. The data is saved in info-type Organizational Assignment ( IT 0001)

**What are the methodologies used in OM**

*Methodology:  Multiple Structures*

    Structural model of the organization based on the tasks, responsibilities and functions of company
    Structural model of the organization based upon financial accountability or geography
    Model of the reporting structure
    Model of alternate reporting structure

*Methodology :  Object-Oriented Design*

Organizational Management is based on the concept that each element in an organization represents a stand-alone object with individual characteristics. These objects are created and maintained separately, then linked together through relationships, such as those indicated above, to form a network which has the flexibility to handle human resource forecasting, and reporting.

You can also create additional characteristics for objects. This provides additional information for other components, evaluations and so on.  All object characteristics (existence/relationships /characteristics) are maintained in info-types.

*Methodology :  Planning*

Organisational Management enables you to depict the structure of your organization in the past, present and future.  Using this information, you can prepare for and react to future resources requirements and changes.

*Methodology :  Plan Versions*

Same as mentioned above.

### Object Types

**What is an object ?**

It represents each information class in an organizational plan.

**How do you identify an Object?**

Object type is identified by a combination of plan version, object type, and object ID

**What are the components of an object?**

1. ID #, a short and long text defining the existence of the object
2. Structural relationships between the object and other objects
3. Third component is represented by the object characteristics.

All these components are created as info-types.  You can define particular characteristics for an object in each info-type.

**Where do you maintain object characteristics?**

Info-types

**Where do you maintain relationships between objects?**

Info-types           or organizational plan

**When can we assign additional characteristics to the objects?**

Once we have created the structure using objects and relationships, you can assign additional characteristics to the objects.  For example, we can assign additional characteristics such as vacancy, work schedule and expected salary to **Object Person**.

**What is object ID?**

When an object is created, an object ID must be assigned.    Internal number assignment is by the system, indicated by IN and external number assignment is by the administrator is indicated by EX.  Object id is identified by an **eight-digit numeric**. SAP recommends the use of the internal number assignment.

**How many planning statuses are there? (Object status cycle)**

Five.  They are

> Active
> Planned
> Submitted
> Approved
> Rejected

**What is the purpose of Relationship Validity Period/date?**

Each info-type record uses a start and end date to identify the validity of the info-type data. Relationships between objects may only exist during the time when both objects are valid. If an object is delimited, all the object's relationships and characteristics are also automatically delimited. Related objects are unaffected.

For example, consider organizational assignment info-type for a particular individual who was assigned to three different departments in the last five years.  Three different records for the relevant period of assignment in each department will be created.

**What is the use of validity period or validity dates?**

Allow you to define the life span of an object or info-type record
Identify changes to your organization while retaining historical data
Allow you to evaluate the organizational structure on key dates past, present and future

**What are the mandatory characteristics of an object?**

Object ID
Object name and abbreviation
Object type
Planning status
Plan version
Relationship validity period

**List the most common object types used in Org Mgmt?**

| Object Type | Object Type | Keys |
|---|---|---|
| Organizational Unit | | O |
| Job | | C |
| Position | | S |
| Cost Center | | K |
| Person | | P |
| Qualification | | Q |
| Tasks | | T |
| Work Center | | A |
| Budget | | BU |

**What is an organisational unit (O)?**

It describes the different business units that exist in an enterprise that are usually structured according to tasks and functions. These are used to model structures in Personnel Administration or Payroll Accounting, for example. Organizational units are related to cost centers from Controlling.

**What is a Job (C)**

Job represents a unique classification of responsibilities in an organization. When we create jobs, we should consider what specific tasks and requirements are associated with the individual jobs.

**Which are the application components where jobs are used?**

Job and Position Description
Shift Planning
Personnel Cost Planning
Career and Succession Planning

**What is the difference between Job Requirement and Job Qualification?**

Job requirement represents list of **skills and experience** required in order to be suitable in a position, job, task or work center, whereas job qualification represents only **list of skills.**

**What is a Position (S).**

Position is held by employees. A position inherits a job's tasks but we can also define additional tasks related to duties performed specifically by that position.

If characteristics of a job are changed, this has an effect on the position as position inherits characteristics from Job. Positions can be 100% filled, partially filled, or vacant. One position may also be shared by a number of employees, each working less than full time. For example, two employees can hold 60% and 40% of a position.

**What is automatic object inheritance?**

When we create a new position then that must be related to the corresponding job. Through this relationship, an object automatically inherits the attributes of another object if the two are related in certain ways.

**What is the advantage of object inheritance?**

Automatic inheritance can be used to advantage when creating large number of similar objects. This significantly reduces data entry time, as tasks and characteristics do not have to be assigned to each position separately.

**What is the difference between job and position?**

Job is single and position is multiple.  We can define multiple positions against a single job not vice versa.

**Where do you create organisational units, jobs, position and task?**

These are defined in organizational management.  This can be done in organisational and staffing or the Expert mode under create mode.

**Person (P)**

Person (employee) hold positions in the organizational structure, which is governed by Organizational Management. Person characteristics are maintained in Personnel Administration and are linked to an organizational plan through their position assignment.

A person can fill a position 100% or partially. This depends on the number of working hours assigned to the position and on the person's work schedule.

**What is staffing percentage?**

The staffing percentage refers to the work capacity of the person assigned to the position.  If the staffing percentage of the person is greater than the requirements of the position, the position is overstaffed. If one or more holders do not fulfil the requirements of the position, the position is understaffed.

**What is cost center (K)?**
It is maintained in Financial Accounting and can be linked to either **organizational units or positions**. Cost center assignments are inherited along the organizational structure

**Why do we always attach cost centre to organizational units?  What will happen if cost centre is assigned against positions?**
**What is a Task (T) and how do you assign it a position?**
It describes the duties and responsibilities performed in a job and position. Tasks can be classified under the following aspects:
    As workflow components to monitor cross-application processes
    As personnel management tools, to describe jobs and positions
All tasks are contained in a task catalog. The task catalog lists all tasks that exist in a particular period. The catalog also shows the relationships that exist between tasks if task groups have been defined.

If you plan to relate tasks to positions, you should first relate the tasks that all positions have in common to the corresponding job. When you create a position based on a job, the tasks will then automatically be transferred to the position. If you assign the same tasks to different jobs, you can use different weightings, which gives you more information when analyzing job descriptions.

**Task Group**  is a collection of conveniently associated tasks, perhaps, because they are usually performed by the same person.  A task group can be used to quickly relate many tasks to a job or to a position.

**Task Profile** is a list of the individual tasks that have been assigned to a specific object.  It collectively defines an object's purpose, role or action in the R/3 system.

**Phase**  is a category in the Character info-type that can be used to classify how tasks fit into a business process.

**Purpose** is the category of the Character type that can be used to differentiate between tasks that contribute directly to the goods and services produced by your company and tasks regarded as administrative.

**Work Centre (A)**

A work centre can represent anything as general as a geographical location, such as the Philadelphia branch office, or they can be very precisely defined, such as a particular workstation with specific equipment in a specific building (this may make sense in a factory, or plant, for example).

When you have created work centres, you describe their attributes, such as certain health requirements or physical restrictions limiting the group of employees that may work there. You may define restrictions or you might specify certain examinations that have to be completed at regular intervals.

**Budget (BU) -** Its role comes in compensation management where budget for personnel are defined and is assigned to organizational units.

**Qualification (Q) -** Its role comes in personnel development and is assigned to persons, jobs and positions.

Some object types are not applicable in Organizational Management though they are defined in the same tables as the Organizational Management objects.  For example: Object types D, E, F & G are similar in nature to Organizational Management object types, but are only applicable to Training and Events Management

**What is the difference between organizational unit and work center?**


**Relationship identification**


The relationships between basic object types are defined in the SAP Standard System and should not be changed. Each standard relationship has a **three-digit code and standard syntax is A/B 000.**

You can define your own relationships. The range **AAA to ZZZ is reserved** for relationships created by the customer.

**Relationships are reciprocal.** If a job describes a position, then the position, in turn, will be described by the job. These relationships are distinguished by the identification A or B.  It is therefore, only necessary to create a relationship in one direction. The inverse relationship will automatically be created by the system.

**A relationship may also be one-sided**. Relationships to objects of an external object type (cost centre` in Controlling, for example), are one-sided, that is, they only go in one direction.

**What are the important relationships?**

1. **A/B 002 is about supervision**

**Object relationship : Organizational units**

An organisational unit reports to another organizational unit.

A/B 003 is about ownership

**Object relationship :  Org. Units and positions.**
A/B 007 is about description

**Object relationship :  Job and Positions**

A/B 008 is about holding

**Object relationship :  Position and persons.**

A/B 041 is about lateral or flat relationship

**Organization staffing and interface**

**Explain organization and staffing interface?**

During implementation and in production, the structure of a company will change and the organizational plan will need to be maintained.  The organization and staffing interface is used to perform the tasks associated with this maintenance.

**What are the functions of organization and staffing interface?**

The functions in Organization and Staffing let you create organizational units, positions, jobs, and tasks quickly and easily. You only specify the most important details for these objects. Organization and Staffing 'knows' what relationships to create and does so automatically

**What are the main areas of organization and staffing interface?**


**What all we can do with Organization and staffing?**

Create and maintain the basic data for your organizational plan

Create and maintain the reporting structure (hierarchy of positions) that exists between the positions in your organizational plan

Create and maintain cost centre assignments and the default settings for cost centres

Create and maintain certain info-types.

To minimize the number of processes, not all functions are available in Simple Maintenance.

All objects you create in Organization and Staffing automatically get 'active' status and an object ID.

**Recommendation**:

Create most of the objects and relationships in your organizational plan in Organization and Staffing. Use expert mode to maintain individual objects at a detailed level, especially when you want to maintain info-types for a specific object.

**How many search tools available in the search area of Organization and staffing?**

Three.  They are
Search using a search term
Structural search
Query search

# What is key date?
Every time when we log on, the **current date is set as the key date.**  We can change the key date and data valid on the date you have selected is displayed.

# What is preview period?
When we logon initially, **a preview period of 3 months is set,** that is, all changes to data that happen in this period are displayed. We can change this preview period. Next time we log on, the preview period, which has been selected, is set.

**Explain ways to create organisational units and assign cost centers?**

Organizational units can be created from Organizational plan, organization & staffing,  expert mode or simple maintenance.

**On the organization and staffing change screen,** be sure to enter the validity date and preview period. Use the search area to find the XYZ Corporation and double-click. **Staff assignments structure** for the organisational unit will appear.

Choose create icon.  We will be asked what kind of object we wish to create (org unit/Position), select organisational unit and enter a new name and abbreviation.  The relationship between organisational units is created automatically.

Relate the new organizational unit to a cost center on the account assignment (1008) tab page. Select the master cost center field and search for a cost center using the search help.

To create sub-ordinate organisational unit, select parent organisational unit, and choose create icon as we did for the parent one and **save the organizational structure.**
**Explain ways to create and assign positions defined by jobs?**

Ensure we are in the staff assignments (structure) view. Select the benefits organizational unit in the overview area.

Choose create, select position, and name it. The relationship to the organizational unit will be created automatically. To search for an existing job, enter 00* directly in the job field, this will access a list from which we can choose a job. If we want to create a new job, select create jobs from the edit menu, ensure that we enter the correct validity period and save the entries.

**Explain ways to associate tasks to position**

Select the **Task Assignment view** in the overview area. Select the position to which you want to assign tasks.

If we want to create our own tasks, choose the create icon and the task. If we want to use tasks which already exist, use the search area to populate the selection area with tasks. Existing tasks will be prefixed with 00*. Once the selection area contains tasks, you can drag and drop them to the relevant position in the overview area.

Alternatively, we can also assign tasks in the **staff assignments (structure) view.** To do this, select relevant position, and then the tasks tab page. Use search area to search for tasks. Once they appear in the selection area, we can drag them to the task list.

## Expert Mode:  Infotype Maintenance

**What is the use of Expert Mode?**

We have a complete picture of an organization, but now want to add more information on the individual objects – give a description, certain positions to be flagged as vacant and some departments to be characterized as administrative departments etc., we take the help of expert mode

**What is an info-type?**

1. Logical or business related characteristics of an object.

Data fields are grouped into data group or information units according to their content.

Info-types are accessed directly from info-type maintenance.  Objects with various statuses can be maintained.

**Which table is containing Info-type characteristics?**

## V_t528a

**What are the different number ranges for info-types?**
0000-0999 Master data info types
1000-1999 Planning data Info types
2000-2999 Time data Info types
4000-4999  Applicant data info types
9000-9999   Customer specified info types

**How do you enhance a standard info-type?**

**Do you need an access key if you have to do an enhancement to a standard info-type?**

**How do you create a new info-type?**

Transaction code PM01 takes you to the screen to create new info-type.  We can create three type of info-tyes

    For personnel administration
    For Recruitment
    For both

Info-types number between 9000-9999 are reserved for customer created info-type.

**What is info-type menus and how to create it?**

PM → PA → Customize procedure → Infotype menus

**Is it mandatory to configure info groups?  Can we do without them?**

**How do you maintain info-types in the relevant expert mode?**



**Plan version:** Ensure you work in the correct plan version at all times.

**Organizational unit:** The object ID is displayed. This enables the user to carry out a search for the object in question.

**Abbreviation:** The abbreviation is displayed so that the user can ensure that the right object is being edited.

**Validity period:** Start and end dates specify the period during which the object exists in the plan version and selected.

**Info-type:** You select the info-type you want to maintain.

**Status:** You must select the status of the info-type you want to maintain using the tab pages.

**Display available info-types:** It is easy to tell at first glance which info-type records exist for the object selected. Depending on the period, they are marked by a green check mark.

## Functions

**SAP**

**CREATE:**
1) Object
2) Infotype record

**CHANGE:**
Correct or change infotype record data

**DISPLAY:**
Display a single infotype record

**OVERVIEW:**
Display all records for each infotype

**COPY:**
Copy existing Infotype record data

**DELETE:**
Delete an infotype record

**DELIMIT:**
Delimit an infotype record

**ACTIVATE:**
Change the status of an infotype to *Active*

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## Delimit and Delete

**SAP**

**Delimit**

When the information is no longer relevant for the stated period.

**History is maintained!**

**Examples:**

- A department is dismantled.
- A position is dissolved.

**Delete**

Incorrect entries were made, either inadvertently or during experimentation with plan versions.

**History is not maintained!**

**Examples:**

- Too many positions are created under one job.
- A new department was planned but then canceled.

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What is an action? What are the info-types used for standard action for creating position?

We create objects using actions.  An action is a series of info-types that are presented for editing in a specific order or sequence.  We determine the info-types and the sequence in customizing.  Each action can only be defined for one object type.

When defining an action, make sure that we are assigning info-types in a logical order.  **The object info-type should always be edited first and have 01 as its line number.**

Info-types for creating position

      Object info-type
      Relationship to organizational unit
      Relationship to describing job
      Description info-type
      Department/Staff info-type

**What is the use of cost distribution info-type (1018)?**

It allows organizational units and positions to be assigned to both a master cost centre and additional cost centres. You must enter a cost centre and a percentage. The assignment to the master cost centre is based on the difference (to 100%). An employee will inherit the master cost centre assigned to their position or organizational unit.

Personnel Cost Planning uses the Master Data Cost Distribution info type (0027) for cost planning for basic pay and payroll results. If this has not been maintained, it uses the Cost Distribution info type (1018) in Organizational Management. The Organizational Management Cost Distribution info type is always used for cost planning for planned compensation.

If it is available, the Master Data Cost Distribution info type (0027) is used to determine and assign personnel costs in Payroll Accounting. If this info type has not been maintained, however, the system, where possible, accesses the Organizational Management Cost Distribution info type (1018).

### Simple Maintenance

**Explain the uses of the simple maintenance interface?**

Simple Maintenance is used when Staff assignments and reporting structure are to be changed.  There are three main areas in Simple Maintenance.  Each area contains particular maintenance functions, depending on whether you want to **edit organizational structure, staff assignments or task profiles.**

For Organizational Management users, Simple Maintenance is best used to establish the basic framework in organizational plan development.

For complete, detailed editing of individual organizational objects in your organizational plan (editing particular positions or organizational units, for example), we recommend that you switch to Info-type Maintenance.

Simple maintenance uses a tree structure, which allows you to create a basic framework for organizational plans, using streamlined procedures.  In this way, we can create an organizational and reporting structures step by step.

**How many main areas are in simple maintenance?\\**

There are three main areas in Simple Maintenance.  Each area contains particular maintenance functions, depending on whether you want to edit organizational structures, staff assignments or task profiles.

**Change Organizational Structure**

      Foundation screen in Simple Maintenance. Your activities always begin there and then switch to the other screens in Simple Maintenance, as appropriate.

      This screen allows you to build up and maintain the organizational structure for your organizational plan.

**Change Staff Assignments**

      The Change Staff Assignments screen allows you to identify the staff assignments required for an organizational plan.

When you create positions on the Change Staff Assignments screen, you also automatically create the relationships records that link positions with organizational units. If you create positions by copying jobs, the system creates the relationship records that link positions and jobs.

**Change Task Profile**

The Change Task Profile screen allows you to create, maintain, and view task profiles for organizational units, jobs, positions and users

The types of tasks you can work with in the Change Task Profile screen depend on the view you have chosen.

**Name and explain the two views under simple maintenance**

1. Overall View                                    2. HR View

The difference between the overall and HR views hinges on tasks and task profiles.

In overall view, you can work with tasks, standard tasks, workflow tasks, work flow templates and roles.
In the HR view, you can only work with tasks and standard tasks.

**In general structure maintenance, it is possible to represent the legal entity of organizational units?**

**What is the difference between general structure and matrix organization?**

General structure is used to depict teams of an organization in the system.  Matrix structure is used when a company's holding company must also be represented in the organizational plan.

**What is the difference between hierarchical organization and matrix organization?**

A matrix organization is distinguished from a hierarchical organization because the matrix contains at least one position that reports to more than one superior.  Matrix types must be defined before you can access matrix processing by choosing matrix types.

A matrix organization is a two-dimensional chain of command, in which positions, for example, report to more than one superior. A feature of the matrix organization is that more than one manager can overlap on the same level: there can be managers responsible for objects (Finance, Manufacturing, Human Resources and so on) and managers responsible for performance; in the same way, you could also have managers responsible for projects, or regional managers.

**Can you use the organizational structure to form a matrix organization?**

**What is an evaluation path?**

Evaluation paths are chains of relationships that exist between certain object types.

Example O-S-P – Staff assignments along organizational structure.

**What is the use of an evaluation path?**

Evaluation paths define how a tree structure will be created.  As objects may have multiple relationships, not all will be applicable or even possible in a single view.  The search parameters for the evaluation path allow you to identify objects in the path you wish to find.

**How do you create an evaluation path?**

Evaluation paths are created in organizational management Customizing under **basic settings.** One or more relationships form the navigation paths for an evaluation. These enable us to report on and display structural information, for example, organizational structure or the reporting structure.

We can create alphanumeric evaluation paths with a maximum of 8 characters starting with Z.

**Which situations require new evaluation paths?**

**Is it possible to create new evaluation paths in customizing?**

| | |
|---|---|
| **From:** | "Rajni" <rajni@abaloneindia.org>  Add to Address Book |
| **To:** | cpkumar2005@yahoo.co.in |
| **Subject:** | Opening in HR with SAP-HR expertise |
| **Date:** | Thu, 6 Apr 2006 18:01:25 +0530 |

Hello   Praveen ,

Greetings! It was nice talking to you. As discussed please find below the details of the company. Please do send  your CV as soon as possible.

Company URL: www.shell.com

About Company and position:
Shell is a Multinational Company of Holland.

They are the largest Oil Explorer of World.
The company is divided in two Parts as

Shell Up STREAM - All the business of Shell related to Oil Exploration and Drilling Oil from Ground and Water is Shells Up stream Business it not available in India as there is no oil exploration possibility in and around India.) &

Shell Down Stream - All the business of shell after oil is drilled out and goes for Refining and then selling Oil and Oil by products come under Shell down stream Business this is available in India in various forms like

Bharat Shell ( JV Between Royal Dutch Shell Down Stream with Bharat Petroleum) - Lubricant Business.
Shell Gas  - LPG Gas Business
Shell Renewable Energies
Shell Bitumen Ltd
Shell Retail India Pvt Ltd ( Shells Petrol and Diesel Retailing Business.)

This Position in SAP HR is for Shell Projects This is an offshoot of Shell and its the Centralised HR facility in India for Eastern part of the Globe i.e this particular department will take care of all the HR Facility and functions of HR for Shell companies on the eastern Side of the Globe.

Hence the HR Module will be implemented in the Company with the co ordination of all the shell companies ( All The Downstream Businesses)

Thanks & Regards

Rajni/Asheesh
*Rajni@abaloneindia.org*

**Responsibilities as Functional Consultant:**

**Role :** Functional Consultant .

**Implemented Areas:**

**PA (Personnel Administration)**

Base-line Configuration and Customization – Enterprise Structure: ----→   In the sense preparation of the company's enterprise structure by getting information about the company from the time of establishment. To make the settings of entp strc  as Comp code, personnel areas and personnel sub areas and do the changes as required to the client and configure them in customization. Customization is entp's capacity of all aspects and customizes them  as required in IMG.

**Personnel Structure :** -

**Creation of employee groups ( persg)** :-  Allows us to divide employees into groups and their relationships with company in aspects of active employees,  early retirees & Pensioners. and they r useful for generating values for Payroll accounting areas,general units for authorization checks .

**Employee  sub groups ( persk)  : -**  Represent a sub division of the employee group and these Persk are specified for Validity of Primary wage types , specification of validity of work schedules, specification of validity of Pay scales groups, specification of time quota types and account determination.

**Employee  sub group grouping for collective agreement provisions** : **f**or defining groupings for PCR's & CAP's for all  Persk's and pergs's. the  employee sub group grouping is reqd  In pcr's for Payroll accounting   and in cap's for Indirect validation of wage types in Basic Pay info type 0008.

**Payroll accounting areas :** Grouping of  employees or personnel numbers who receive their salaries on exact payroll period and determines the period parameter. Ex : pay roll for salaries emps one and one for hourly paid employees related to the entp strc.

**Info types Menus** : - In this step, you define the infotype menus for maintaining and displaying Human Resources master                                                                                                                                                              data.
These menus can be defined so that they are dependent on the user group (user parameter **UGR**). If there are no entries for an infotype menu for the user's user group or if the user has not maintained his/her user group, then the infotype menu is determined using the reference user group.

**Personnel Actions (PA40)**:- Running a personnel action means maintaining a predefined sequence of infotypes for a particular employee. The system creates a relevant record in infotype *Actions* (0000) for most personnel actions. In this infotype, you enter the personnel action type, the reason for the action, and the employee's employment status. This information is important for managing employee data. All infotypes that belong to this personnel action's infotype group are called up.

**Info- groups**: - An **infotype group**, or **info group**, is a sequence of related infotypes that are displayed one after the other for maintenance purposes when a personnel action is performed.The infogroup guarantees that during the personnel action, all information needed for the business processes is stored.An infogroup exists in the standard system for every personnel action type in the Personnel Actions section.In Customizing for *Personnel Administration,* you can modify the relationship between individual infogroups and define the infogroups as user-dependent.The infogroup is processed when Running a Personnel Action.

**Dynamic Actions, : -**  Dynamic actions trigger automatic  processing when info types are maintained. If u make a change to the personnel data of an infotype that then has as effect on the data of a second infotype, the automatically displays the  infotype. The PA component guarantees a consistent data retention at all times. These dynamic actions  r started automatically by the system unlike the PA which u start by  yourself. Dynamic actions assist you with many human resource processes which lead onto further activities. In personnel administration customizing u can set up user defined processing chains which are suited to ur companies conditions.

**Screen Modifications** : -  The screen modification  in customizing for IS –H lets u stipulate whether the system is tom show r hide procedure fields in relation to the transaction.

**Integration with Recruitment Module etc :** - In recruitment mode of a SAP process goes like one by one as 1, vacant position, **PBAY.** 2 create advertisement , **PBAW** 3. Record Applicant data, **PB10** 4. Create Qualification profile, **PPPM** 5.Carry Selection procedure, **PEPM** 6.Interview Applicant **PB60** 7. Assign applicant to Position **PA40** and 8. Transfer applicant **PA40 & PA42** details to personnel Mgmt. The ability to meet personnel requirements is key for enterprises. The success of an enterprise depends on such factors as the quality and availability of personnel. It is particularly important for the development and success of expanding enterprises that they have quick access to adequate personnel.If you implement the *Recruitment* component, you can recruit personnel based on your requirements. You can increase the number of applicants available to your enterprise, and include them in the selection procedure for vacancies, by advertising for personnel (e.g. job advertisements) or by receiving unsolicited applications. You can store applicants that you have not deemed suitable for a particular vacancy in the Applicant Pool, where they can be considered for other or future vacancies. This component enables you to define a recruitment procedure that suits the needs of your enterprise. You can distribute tasks and responsibilities to different people involved in the recruitment process. *Recruitment* supports you in dividing and assigning administrative and decision-making task areas. Many tasks can be processed via mass processing. Indeed, the *Recruitment* component allows you to automate many processes. They are executed in dynamic actions. For example, when you first enter applicant data, the system creates a confirmation of receipt in the form of an applicant activity and a letter confirming receipt of application. This relieves the HR Department of administrative tasks in the area of applicant correspondence.This component has all the functions you need for working through the entire recruitment procedure, from creating applicant data to filling vacant positions. The *Recruitment* component contains an entire range of powerful, flexible functions that you can use to implement an effective – and largely automated – recruitment strategy.

**Worked on features** : Features are objects in the system, which by querying different enterprise personnel or data structure fields, determine a specific value known as a "back value" or "result". The back value is used to determine default values and to control certain system processes. Features serve to enhance system flexibility. Features contain rules that are primarily used for programming in the HR component and that are, for the most part, used for specifying default values **PINCH** : - assignment of administration groups for the related entp strc, and assignment of personnel officer for the related company. **ABKRS** is used for assignment of Payroll area for the related Emp grps and employee sub grps .**LGMST** : This is planned remuneration specification for all the wage types as per Pay scale structures. **TARIFF** : Assignment of pay scale type and Pay scale area for related emp grps and emps grps.

Basic pay Configuration : Assignment of wage types created for pay scale groups and levels.

Mail alerts on infotype changes : can assign alerts for the new infotypes created by the request of the client.

Info type audit trails and standard text : Standardize the customer specified info types and assign them a standard mean for maintenance.

**OM (Organizational Management) :** Used the interfaces as Simple maintenance , details maintenance and structural maintenance for creating org units, jobs, positions and their tasks. Assigned relationships between objects org units to org units , positions to org structure , jobs to position, job to person and by relating them for reporting structure by assigning personnel officer authorized for that and with the line manger for controlling. Relationships r nothing but integration between all the objects as **'O'** org units, **'P'** person, **'S'** positions, **'c'** Jobs , **'T'** Task centers, **'A'** work center. Org units may be departments or indirectly personnel sub areas. Jobs are the task assigned to the position to which emp is going to assign as Position. Job is invisible in the structure and position is visible and position may be divided r assigned in parts for persons , but not job. Reporting structure assigned.

- Created the Organizational Structures using the interfaces as Simple maintenance , Detail maintenance , Structural Maintenance.
- Created the Organizational Units, Jobs, Positions and Tasks.
- Assigning Relationships between different objects like Organization units to organizational units,
- Positions to organization units,
- Jobs to position
- Job to Person and configured Reporting structures.

**TM ( Time Management ) :**
**Created Public Holidays** : It's a combination of annual calendar and list of all public holidays in a year. The public holiday gives an overview of all working days , days off of a calendar year. It can be created to cover a validity period of several years. It is defined for various countries & regions separately because of changes in their approach to the public relations.
**Holidays calendar :** By creating the Pubic holidays a list of holidays can be assigned to the company by defining them into Holiday calendar ID.
**Factory Calendar :** Calendar is which working days are numbered sequentially. The factory calendar is defined on the basis of a public holiday calendar. The validity period of a factory calendar must be within the validity period of the public holiday calendar. The weekdays that are working days must also be specified in this calendar.

**Mapped Time Management** – created PH calendar : - Customizing the present situation of the company for proceedings at Time Management and specifying them in SAP after customizing with related groupings for the personnel structures.

**Work schedule** : - Description of the duration and composition of employee working time for any given workday. The work schedule defines working time models such as shifts, continuous working times, or flex time for scheduling working time provisions for workforce or work processes.

**Daily work Schedules** : - A daily work schedule is an employee-based description of the duration and amount of working time on a workday.

**break schedules : -** You define the break rules in the work schedule for any particular working day and assign them to a personnel sub area grouping for work schedules. This grouping enables you to assign a break schedule to as many of the grouping's daily work schedules as you want, achieving maximum flexibility in combining all elements of the daily work schedule. The following three types of break schedules are available  : **Fixed breaks.** Breaks are defined for a certain time period and can only be used by employees during this period of time. Breakfast break — 9:00 a.m. to 9:15 a.m.   Lunch break — 12:00 noon to 1:00 p.m.    Coffee break — 15:30 to 15:45

**Period work schedules** : -A period work schedule defines the duration and composition of employee working time for any given period (a week, for example).A period work schedule exists for each day of the period.

**Grouping, Grouping of PS grouping   ES grouping** :

**work schedules rule** :  It is an Assignment feature used to specify a reference date for a period work schedule. **Example** A period work schedule contains a sequence of work schedules that determine when employees are assigned to work. The period work schedule is based on business-specific considerations, and not on the specific date or day of the week. The work schedule rule assigns a certain reference date to the work schedule, and thus specifies the start date and the weekday, aswell as the pattern for the period work schedule.

**Availability** : Used for having the work time regularities of an employee for certain period. The employee who are all available for duty for a specific time interval or with a certain  period of the planned working time.

**Substitution :**   the change record to an employee planned work time that occurs at short notice and involve a full day. These changes to working time might involve following as  work pattern  in work schedule , 2 employees working according to a particular  DWS variant substitutions on public holidays.

**Absence :**   An employee's entitlement to a certain absence. The quota has a limited validity period, and is reduced by each recorded absence. Each employee has an entitlement to a certain number of days of various absence types. Holidays are the most common example, for which there are usually a fixed number of days per year. This often depends on the length of service the employee has. In the GB Model Company, there are a couple of absence types for which quotas can be set. These absence quota types are as follows:      01 Paid time-off in lieu , 99 Holiday. These absence types are grouped according to the personnel subarea grouping for time quota types, which is always 08 for the GB Model Company, and the employee subgroup grouping for time quota types, which is 1 for the GB Model Company.  Table T556A contains the absence quota types. Absence quota type 99 (Holiday), for example, sets the number of days that are available per employee for vacation and is automatically updated each year. Features LVTYP, LVNUM, UABEG; and UAEND are used to default leave entitlement.   Breakdown of employee time in lieu entitlements (according to reason for entitlement)

**Examples** Annual leave ,Leave for challenged persons, Tim in lieu for overtime.

**Attendance quota :** The entry screen for general absences is used for attendances that are not deducted from a quota, such as business trips. You can check the accounting days and hours calculated for an attendance directly from the entry screen. Attendances with quota deduction are attendances that are deducted from an employee's attendance approval. You can only record these attendances for employees who have sufficient attendance quota in the *Attendance Quotas* infotype (2007). You can use a special entry screen to record attendances with quota deduction. Once you have saved the attendance is saved, the employee's available entitlement is automatically reduced.

**Shift planning :** Assignment of employees to shifts to cover workforce requirements defined to complete business-related tasks. This application component allows you to accurately determine and schedule the appropriate number and type of human resources required for your enterprise to carry out business requirements. **Implementation Considerations**  Unlike other types of resource planning for materials, machines and vehicles, human resources planning involves a unique set of requirements. Personnel administrators face problems and issues that are extremely time consuming and cost intensive to deal with without computer support.   The *Shift Planning* component allows you to distribute your human resources quickly and efficiently, and ensures that an enterprise's capacity is used to the full extent. You can assign shift time, shift location, selection and number of required employees so that your personnel capacity is utilized to its maximum effect.

You can schedule and create working hours for your employees in a flexible manner to cover requirements. You can also create time data for any number of employees at the same time, as well as for one or more days, weeks or even months

**Specification of shift groups :** Describes the grouping together of all required shifts for a group for the purpose of shift planning.    In a shift group, you can define the shifts required exclusively for various organizational units. With this function you define the data and information in the IMG for *Shift Planning* that must be defined before using this component.  You can make the following settings:    Which requirements groups with shift abbreviations and requirements types are available for shift planning

The link between a shift group and an organizational unit that is to be used in shift planning

Which time types or time evaluation results are to be printed in the shift plan using Microsoft Excel

**Integration** To implement *Shift Planning*, you need the following *SAP Time Management* components:

*Personnel Administration* A personnel master record must be created for each employee to be scheduled in a shift plan in this component. In addition, the *Target Working Time* infotype (0007) must also be maintained for each employee available in shift planning.

*Time Data Recording* Substitutions, attendances/absences and availabilities are maintained in this component, and are transferred by the system to shift planning. Furthermore, changes to this time data made in shift planning are automatically sent back to time recording to be used in time evaluation.

*Organizational Management* Organizational structures are created and maintained in this component. An organizational structure consists of all of the existing organizational units that can be used as entry object types in shift planning. The entry object type defines the human resources required for shift planning by using the evaluation path of the entry profile

**Recruitment:**   The ability to meet personnel requirements is key for enterprises. The success of an enterprise depends on such factors as the quality and availability of personnel. It is particularly important for the development and success of expanding enterprises that they have quick access to adequate personnel.

If you implement the *Recruitment* component, you can recruit personnel based on your requirements. You can increase the number of applicants available to your enterprise, and include them in the selection procedure for vacancies, by advertising for personnel (e.g. job advertisements) or by receiving unsolicited applications. You can store applicants that you have not deemed suitable for a particular vacancy in the Applicant Pool, where they can be considered for other or future vacancies.

This component enables you to define a recruitment procedure that suits the needs of your enterprise. You can distribute tasks and responsibilities to different people involved in the recruitment process. *Recruitment* supports you in dividing and assigning administrative and decision-making task areas. Many tasks can be processed via mass processing.

Indeed, the *Recruitment* component allows you to automate many processes. They are executed in dynamic actions. For example, when you first enter applicant data, the system creates a confirmation of receipt in the form of an applicant activity and a letter confirming receipt of application. This relieves the HR Department of administrative tasks in the area of applicant correspondence.

This component has all the functions you need for working through the entire recruitment procedure, from creating applicant data to filling vacant positions.

The *Recruitment* component contains an entire range of powerful, flexible functions that you can use to implement an effective – and largely automated – recruitment

Fully involved in this Module's Implementation

**Good Knowledge of Recruitment Instrument :** Concrete medium used to publish a job advertisement. Recruitment instruments include, for example, newspaper ABC or the employment office in city XYZ. You would like to know which of the recruitment instruments used by your company have resulted in the most applications. The report *Evaluate Recruitment Instruments* enables you to display the number of applications per recruitment instrument.

**Media :** Media is the medium which serves two purposes of recruitment 1) it  is used to classify all recruitment instruments nd 2) it also used to indicate the medium through which an unsolicited applicant came into contact with the company. Ex : pres, employment agency and personnel consultancies.

**Advertisements:** Adv is an announcement of one r more vacancies published in a recruitment with the aim of recruiting suitable candidates.

**Personnel Officer (Administrator):** Personnel officer is nothing but administrator in SAP Language. As administrator can be assigned separately for recruitment, pay roll and Time management. Concerned to the grievances with the employees. He may be used for communication and information's.

**Applicant Groups:** Applicant groups are divided in perspective of the employment tenure of the employee to the company. Ex – permanent tenure, temporary, or trainee , or Apprentice or a free lancers.

**Applicant range :** These applicant ranges are used to classify the employees according to their hierarchical criteria.  Ex – functional area, executive or  s salaried employee in sales and production.

**Unsolicited Application groups :**  Freely definable criterion for classifying unsolicited applications. For example, you might group unsolicited applications according to the activity within the company which is being applied for (such as salaried employee in Sales and Distribution, salaried employee in Personnel Department).

Both internal and external applicants can submit **unsolicited applications**, or apply in response to an **advertisement**. You assign applicants who file an *unsolicited* application to an **unsolicited application group** during  initial  data  entry.  An  unsolicited  application  group  is  a  user-definable  criterion  for  use  in  structuring unsolicited applications. You might, for example, want to structure unsolicited applicants by the activity for which they  have  applied  (salaried  employee  in  Sales  and  Distribution,  for  example,  or  salaried  employee  in  Human Resources.

**Applicant status:** In accordance with the two types of selection procedure, there are also two applicant statuses, the  *overall  status*  and  the  *vacancy  assignment  status*.  These  two  statuses  are  normally  maintained  in  different ways.In some cases the overall status can affect the vacancy assignment status. For example, if an applicant has the overall status *rejected,* then each vacancy assignment status must also be *rejected*. In other words, if you reject an applicant in the overall procedure, he or she can no longer be included in the selection procedure for a specific vacancy.

**Linking Vacancy Assignment status with overall status :**

**Applicant actions :** A preset activity in the Recruitment system which changes the applicant's overall status.An applicant action can be assigned a sequence of infotypes which are processed as part of the action. The most important piece of information contained in the *Applicant Actions* (4000) infotype is the applicant's overall status (e.g. *Processing*, *On hold*, *Rejected* ). The overall status depends on the last applicant action type performed for the applicant. If, for example, the applicant action type *Put applicant on hold* is performed, the applicant is assigned the overall status *On hold.* In the standard SAP system, a new record is created in the *Applicant Actions* infotype (4000) for every applic      ant action type performed for an applicant.

In addition to data on the applicant action type that was performed, the *Applicant Actions* info type (4000) contains information on whether or not an applicant can produce a reference. If this is the case, you can store the name of the  employee  providing  the  reference  for  the  applicant  in  a  text  not  used  in  evaluations.    The  applicant's organizational assignment data is already entered as default values in this info type. You can overwrite these values.  The time constraint for this info type is 1.

**Info groups** : A sequence of info types displayed by the system for processing when an action (such as a personnel action or applicant action) is performed. An **info type group**, or **info group**, is a sequence of related infotypes that are displayed one after the other for maintenance purposes when a personnel action is performed. The infogroup guarantees that during the personnel action, all information needed for the business processes is stored.    An infogroup exists in the standard system for every personnel action type in the Personnel Actions section.   In Customizing for *Personnel Administration,* you can modify the relationship between individual infogroups  and  define  the  info  groups  as  user-dependent.    The  info  group  is  processed  when  Running  a Personnel Action.

 **Info type menu :** info type menus are set up to be dependent upon the user group. The user groups correspond the country groupings. Ex –  In HR master data all the related data of an employee to company  is maintained from Organizational assignment to Payroll.

**Applicant Menu :** Applicant data is evaluated by means of reports. Reports are able to read and analyse data that is stored in the system. When you perform the **PB 10** *Initial Entry of Basic Data* action, the system classifies applicants by:

- Personnel area/subarea

- *Overall Status*

- *Unsolicited application group/Advertisement*

- Applicant Groups

- Applicant range

- *Personnel officer*       This structure enables you to carry out the available evaluations only on certain groups of applicants. For example, you can carry out an evaluation only on applicants who have applied in response to a particular advertisement and whose overall status is *processing*. **Features** The standard evaluations for *Recruitment* can be split into two categories:

- Analysis reports These reports enable you to generate lists of applicants and applicant data (for example, *Applicants by Name*, *Applications*, *Applicants by Action*).    Statistics reports. These reports enable you to carry out statistical evaluations of applicant data (for example, *Applicant Statistics*, *Job Advertisements*). You can control the length of each list or the amount of data included in the statistics by specifying selection criteria on the report selection screen

**Applicant Activities :**   Concrete administrative stage through which an applicant passes in the course of the application procedure. If it has not yet been carried out, the activity has the status "planned", and if it is already finished, "completed.

You use the Applicant Activities infotype (4003) to enter the activities that have been created for an applicant. Activities carried out for an applicant within a selection procedure are entered, logged and planned in the Recruitment system by means of **applicant activities**. In other words, applicant activities are administrative stages through which an applicant passes during the course of the application procedure. Correspondence with applicants is also handled by means of applicant activities. You can only display applicant activities in applicant master data (you cannot edit them here). To create or change applicant activities, choose *Applicant activity Maintain.* The time constraint for this infotype is 3.

**Reference Activity:**   Cross-reference from an activity module to an external reference or deliverable.    Test modules are called within test procedures and are passed data via parameters.         Occasionally, data from a second applicant activity is needed for use in a letter, mail, or for data transfer to *Personnel Administration*. The system includes this data automatically in the text if there is a reference between the activity requiring the additional data and that from which the data is to be accessed.    You want to include data from the activity *Appointment for interview* in the letter for the activity *Invite for interview.* In this case, you define the activity *Appointment for interview* as the reference activity of *Invitation to interview.* This will mean that data such as the date and time of the interview will be imported automatically into the letter for the activity *Invitation to interview* Please note that only one reference activity may be assigned to each applicant activity.      Reference activities can be created in the following ways: You can define a reference activity between two existing applicant activities. For more information, see <u>Create/change/delete reference activity for an applicant activity</u>.

- You can also create a reference activity when you are creating follow-on activities for an existing applicant activity. This option is normally preferable since it only involves one additional step. For more information, see <u>Create follow-up activities for an applicant activity</u>.

 **Features for automatic Creation of Applicant Activity:**   There are four activation types. You can specify the activation type by stating the feature to be activated.  The originals of the sub features are called up and activated. Complete activation then takes place. A complete activation of all features always takes place. You are not permitted to enter a feature for the selection option *Feature(s).*

**Activation of selected features**    All selected features are activated whether or not activation is necessary for each of them. It is always the last saved version of the relevant feature that is activated.

**Activation of changed features**    Only the modified features that are selected are activated. These must be activated before they can be used. If you save or temporarily store these features without checking, this does not count as a change.

**Internal activation** Only for internal SAP use.

**Applicant correspondence :**     The *Recruitment* system can automatically create all letters and documents required for correspondence with an applicant (such as confirmations of receipt, interview invitations, contract offers) using either SAPscript or Microsoft Word. Having the system create correspondence automatically means that:        you do not have to create standard applicant letters; instead, you simply assign the letters to applicants and print them out.

- you can create individual letters for applicants by simply editing the standard letter.    You can also send letters in the form of faxes and e-mails directly from the R/3 System. See <u>Sending Correspondence to Applicants via Fax or E-mail (SAPconnect)</u>. **Integration :** Applicant correspondence is created using applicant activities. When the system is customized, one or more company-specific standard letters/documents (standard texts) containing variables for including applicant data are created for *every* applicant activity that involves sending a letter/document to the applicant (e.g. *Send confirmation of receipt*). These letters are created using either SAPscript or Microsoft Word. If the applicant is to receive a standard letter, you must assign him or her an applicant activity. You can call up the relevant applicant

correspondence via this activity. You can then display or print the letter directly. The system inserts the applicant's personal data automatically into the standard letter.

If the applicant is to receive an individual letter, you must assign a suitable applicant activity to him or her using the *Create planned activity* function. You call up a standard text from the applicant activity screen. The applicant's personal data are automatically inserted into the letter. To create an individual letter, change the standard letter in SAPscript or Microsoft Word. If you want to change a letter using Microsoft Word, you can use all the variables available in the system for applicant data. These variables are replaced with the appropriate applicant data. Each individual letter is then saved with the data on the applicant. You can display or print out this letter at any time. It is also important to note that you can reverse the changes you have made to the standard letter at any time. **Features** Letters or documents for applicants can either be printed out individually via the connected activity, or together with other letters using bulk processing. A letter is dealt with in bulk processing if you have set the indicator for **Recurring tasks** in the connected activity. You can adjust the system settings so that when an applicant action (such as *Initial entry of basic data* ) is performed, the system automatically creates a corresponding activity (e.g. *Mail receipt of application*) and sets the indicator for *Recurring tasks*. This speeds up and simplifies correspondence with applicants.

### Screen Modifications.

### Payroll Administration :

**Define employee Attributes :** Assignment of relationship status of the employee to the company as employee groups and employee sub groups are assigned in Enterprise personnel structures, here Activity status of the employee, Employment status and education & training status are to be assigned. Activity status is for determining that emp is related to comp as Temporary , active, retirees or others. Employment status comes under salaried , hourly paid or others. Training activity comes under is he trained or to be trained , or apprentice.These attributes are used nationally and internationally for reporting selection or grouping of employee data in national plausibility's.

**Payroll Accounting Area :** Grouping of employees or personnel numbers who receive their salaries on exact payroll period and determines the period parameter. Ex : pay roll for salaries emps one and one for hourly paid employees.

### Pay Structures ( CAP & PCR) :

**Create & Check Wage Type Catalog :** In this step, you create your own wage types for the infotype *Basic Pay* (0008) by copying the model wage types in the standard system. These copies are the wage types you will use in further processing. You can also modify the copies to suit your requirements. Only wage types for use in infotype *Basic Pay* (0008) are proposed in this step. **Note** For information on setting up customer wage types either by using prototypes or by copying the wage type catalogs delivered by SAP, see the steps " **Create wage types using wage type catalogs** " and " **Creating wage types using prototypes**". Please note that any copies you make of model wage types have the same characteristics as the models, both for processing in dialog and in payroll. The following steps enable you to check and, if necessary, change the dialog characteristics of your wage types.

**Caution** Only use the name range reserved for your customer wage types (wage types that begin with a number). Never copy wage types to the area reserved for SAP model wage types (those that begin with a letter or a symbol). **Activities** Create your copy wage types for the infotype *Basic Pay* (0008) using the steps.

**Wage type Valuations :** This section allows you to define the date on which wage types may be entered. **Example** The "special bonus" wage type may only be entered up to 12/31/1995.

**Requirements** You have set up your wage type catalog. You have decided which wage types can be entered in which info type.

**Activities** Define the validity period for entries

**Characteristics :** In this step, you define the wage type characteristics. These characteristics describe entering of wage types and not how they behave in payroll.

**Example** You want to define a maximum wage type amount of $1000 and a minimum of $10. The maximum wage type number may be 100, the minimum 1. The wage type amount should not be included in the totals line of basic pay. You must enter a wage type amount. You should only be able to enter the number for a wage type. You want to set certain units of time and measurement for the number. You want to set certain units of time and measurement for the number. Wage types should be valuated indirectly. **Requirements :** You have set up the wage type catalog and pay scales in the previous step. You have defined your wage type catalog and compiled a list of wage type characteristics.

**Standard Settings :** The standard system contains model wage types which you can copy to your wage type area. Copied wage types have the same characteristics as the model ones. **Recommendation** If you intend to use payroll, familiarize yourself with its functionality. You may be setting up wage types which already exist.

**Activities :** 1. Define the validity period for wage type characteristics. 2. Define the operation indicator. 3. Define the maximum and minimum wage type amount. 4. If you want to edit a wage type for entry in the **Basic Pay** infotype (0008), determine whether the amount should be included in the total basic pay. 5. Define the default units of time/measurement and the minimum and maximum number. 6. Define the number/amount input combinations. 7. Define indirect valuation characteristics. Indirect valuation is possible in the following infotypes: **Basic Pay** (0008) **Recurring Payments/Deductions** (0014) **Additional Payments** (0015) **Wage Maintenance** (0052) 8. If you want to use Time Management, define whether the wage type is a bonus or basic hourly pay. 9. Delete any unnecessary wage types. **Further Notes** Only define wage types which can be entered in above infotypes; wage types which are generated in payroll do not need to be defined.

**Pay Structure to Enterprise Structure. :** here we indirectly default employee to the enterprise structure. Ie we assign Collective agreement types and areas to personnel areas. For each personnel area we have to determine pay scale types and areas.

**Creation of Control record :** Summary of administrative functions in Payroll for a payroll area. The payroll control record performs the following tasks:

- It defines the current payroll period and payroll past for retroactive accounting recognition.

- It locks the master and time data against changes during the payroll run.

The lock applies for the payroll past and payroll present. However, changes that affect the future are still possible.

- Payroll is locked whilst changes relevant for payroll are made in the master or time data.

- The payroll control record defines the greatest earliest retroactive accounting period.

- It also records the payroll status.

- This is for having control for payroll record as it determines the current payroll period for the exact data , it determines the payroll past for retroactive payroll accounting recognition , and it locks the HR master data while running the payroll process. For each and every month of payroll we should have to create a control record with the period for running the payroll.

**Client 2: Heritage Foods (I) Limited,**
Heritage Foods (P) limited a leading Milk & Milk Products Company in South India with Manufacturing, Chilling, and Marketing divisions.
**Responsibilities as Quality Controller:**
- Looking after Quality of Incoming & Dispatches of Milk from Producers. Online testing of Packaging Milk.
- Reporting to Plant Manager, GM Quality control.
- Maintaining Logs of collection, dispatches & Production.

**Academic Background:**
**P.G:** Masters degree in Business Administration in Human Resources Management from Madhurai Kamaraj University.

**Academic Project 1: Isoft Pvt Limited Company.**

Evaluating the Human Resources Function for Business Development in Perspective with **Isoft Pvt Limited Company.**

Graduation: Bachelor of Science from Sri Venkateswara University, Tirupathi.

**Technical information :** Bukrs – company code , werks- personnel area , Btrtl : personnel subarea , Persg- employee group, Persk – employee sub group, Molga- country grouping , Numkr – Employee Number ranges, Numap- Applicant number ranges. Orgeh-Organizational Unit, ABKRS- default payroll area, Tarif-default pay scale structures, LGMST-planned remuneration specification, PINCH-assignment of administrative groups, PLOGi is for assigning Plan version maintenance.

Objects :

O-organizational unit or units, S- position, p-person, T –tasks, A-Work centers. And jobs –c.

**Master Data**
PA10   Personnel File
PA20   Display HR Master Data
PA30   Maintain HR Master Data
PA40   Personnel Events
PA41   Change entry  Hiring (Leaving)Data
PA42   Fast Data Entry for Events
PRMD  Maintain HR Master Data
PRMF  Travel Expenses: Feature TRVFD
PRML  Set Country Grouping via Popup
PRMM Personnel Events
PRMO Travel Expenses: Feature TRVCO
PRMP  Travel Expenses: Feature TRVPA
PRMS  Display HR Master Data
PRMT Update Match code
PSO3   Info type overview
PSO4   Individual maintenance of infotypes

**Time Management**
PA51   Display Time Data
PA53   Display Time Data
PA61   Maintain Time Data
PA62   List Entry of Additional Data
PA63   Maintain Time Data
PA64   Calendar Entry
PA70   Fast Data Entry
PA71   Fast Entry of Time Data
PBAB   Maintain vacancy assignments
PT01   Create Work Schedule
PT02   Change Work Schedule
PT03   Display Work Schedules

3 ) Execute the program **RPDTRA00** to list all HR Transactions.

The followings are some useful SAP HR Tcodes:

PC00      Run Payroll
PC10      Payroll menu USA
PE00      Starts Transactions PE01,PE02,PE03
PE01      Schemas
PE02      Calculation Rules
PE03      Features
PE04      Create functions and operations
PE51      HR form editor
PRCA      Payroll calendar
PRCT      Current Settings
PRCU      Printing Checks USA
PRD1      Create DME
SM31      Maintain Tables
SM12      Locked Secessions
TSTC      Table lookup
SPR0      IMG
SE16      Data Browser (Table reports)
PP03      PD Tables
PP0M      Change Org Unit
P013      Maintain Positions
PO03      Maintain Jobs.
Pp01      Detail Maintenance
PP65      simple Maintenance
PEPM      Profile Match up.
PBA1      Applicant bulk processing
PBA2      Applications
PBA4      Application reception.
PBAC      Vacancy Assignment.
PBAB      Maintain vacancy assignments
PBA7      Transfer Applicant Assignments.

PBAE        Applicant Pool List.
PA61        Maintain time data.
PT60        Time evaluation.
PT62      Attendance checks.
PT01      create work schedule.
PT02      change work schedule
PT64        Absence data overview.
PPMDT Mangers desktop.
PBAW  ADVERTISEMENTS.
PBAY  MAINTAIN VACANY
PBAV  RECRUITMENT INSTRUMEN DISPLAY
PPEM  PLANNING FOR ORGANIZATIONAL PLAN.
PPPE  PROFILE.
PP70  ORGANIZATIONAL PLAN.
PIMN  INFORMATION SYSTEM
SQ01  SAP QUERY.
PU03  CHANGE PAYROLL STATUS.
CAT3  DISPLAY WORKING TIMES
CAT2  RECORD WORKING TIMES
CAT6  TRANSFER TIME DATA TO HR TIME MANGEMENT.
PPOM  CHANGE ORGANIZATIONAL UNIT.

| PA Personnel Administration Tables | |
|---|---|
| **TABLE** | **DESCRIPTION** |
| PA0000 | HR Master Record: Infotype 0000 (Actions) |
| PA0001 | HR Master Record: Infotype 0001 (Org. Assignment) |
| PA0002 | HR Master Record: Infotype 0002 (Personal Data) |
| PA0003 | HR Master Record: Infotype 0003 (Payroll Status) |
| PA0004 | HR Master Record: Infotype 0004 (Challenge) |
| PA0005 | HR Master Record: Infotype 0005 (Leave Entitlement) |
| PA0006 | HR Master Record: Infotype 0006 (Addresses) |
| PA0007 | HR Master Record: Infotype 0007 (Planned Working Time) |
| PA0008 | HR Master Record: Infotype 0008 (Basic Pay) |
| PA0009 | HR Master Record: Infotype 0009 (Bank Details) |
| PA0010 | HR Master Record: Infotype 0010 (Capital Formation) |
| PA0011 | HR Master Record: Infotype 0011 (Ext.Bank Transfers) |
| PA0012 | HR Master Record: Infotype 0012 (Fiscal Data - Germany) |
| PA0013 | Infotype Social Insurance - Germany |
| PA0014 | HR Master Record: Infotype 0014 (Recurr. Bens/Deducs) |
| PA0015 | HR Master Record: Infotype 0015 (Additional Payments) |
| PA0016 | HR Master Record: Infotype 0016 (Contract Elements) |
| PA0017 | HR master record: Infotype 0017 (Travel Privileges) |
| PA0021 | HR Master Record: Infotype 0021 (Family) |
| PA0022 | HR Master Record: Infotype 0022 (Education) |
| PA0023 | HR Master Record: Infotype 0023 (Previous Employment) |
| PA0024 | HR Master Record: Infotype 0024 (Qualifications) |
| PA0025 | HR Master Record: Infotype 0025 (Personal Appraisals) |

| PA0026 | HR Master Record: Infotype 0026 (Company Pension Plan) |
|--------|--------------------------------------------------------|
| PA0027 | HR Master Record: Infotype 0027 (Cost Distribution) |
| PA0028 | HR Master Record: Infotype 0028 (Int. Medical Service) |
| PA0029 | HR Master Record: Infotype 0029 (Workers' Compensation) |
| PA0030 | HR Master Record: Infotype 0030 (Powers of Attorney) |
| PA0031 | HR Master Record: Infotype 0031 (Reference Pers.Nos.) |
| PA0032 | HR Master Record: Infotype 0032 (Internal Control) |
| PA0033 | International Infotype 0033: Statistics Exceptions |
| PA0034 | HR Master Record: Infotype 0034 (Corporate Functions) |
| PA0035 | HR Master Record: Infotype 0035 (Comp.Instr.) |
| PA0036 | HR Master Record: Infotype 0036 (Social Insurance CH) |
| PA0037 | HR Master Record: Infotype 0037 (Insurance) |
| PA0038 | HR Master Record: Infotype 0038 (Tax - CH) |
| PA0039 | HR Master Record: Infotype 0039 (Add. Org. Assign. CH) |
| PA0040 | HR Master Record: Infotype 0040 (Objects on Loan) |
| PA0041 | HR Master Record: Infotype 0041 (Date Specifications) |
| PA0042 | HR Master Record: Infotype 0042 (Tax - Austria) |
| PA0043 | HR Master Record: Infotype 0043 (Family Allowance - A) |
| PA0044 | HR Master Record: Infotype 0044 (Social Insurance - A) |
| PA0045 | HR Master Record: Infotype 0045 (Company Loans) |
| PA0046 | HR Master Record: Infotype 0046 (Pension Fund - CH) |
| PA0048 | HR Master Record: Infotype 0048 (Residence Status - CH) |
| PA0049 | HR Master Record: Infotype 0049 (Red.Hrs./Bad Weather) |
| PA0050 | HR Master Record: Infotype 0050 (Time Recording) |
| PA0051 | HR Master Record: Infotype 0051 (ASB/SPI Data) |
| PA0052 | HR Master Record: Infotype 0052 (Wage Maintenance) |
| PA0053 | HR Master Record: Infotype 0053 (Pension Reserves) |
| PA0054 | HR Master Record: Infotype 0054 (Works Council Pay) |
| PA0055 | HR Master Record: Infotype 0055 (Previous Employer - A) |
| PA0056 | HR Master Record: Infotype 0056 (Sick Certificates-A) |
| PA0057 | HR Master Record: Infotype 0057 (Membership Fees) |
| PA0058 | HR Master Record: Infotype 0058 (Commuter Lump Sum A) |
| PA0059 | HR Master Record: Infotype 0059 (Social Insurance - NL) |
| PA0060 | HR Master Record: Infotype 0060 (Fiscal Data - Netherlands) |
| PA0061 | HR Master Record: Infotype 0061 (Social Insurance - E) |
| PA0062 | HR Master Record: Infotype 0062 (Tax - E) |
| PA0063 | HR Master Record: Infotype 0063 (Social Ins. Funds NL) |
| PA0064 | HR Master Record: Infotype 0064 (Social Insurance - F) |
| PA0065 | HR Master Record: Infotype 0065 (Tax - GB) |
| PA0066 | HR Master data infotype 0066 - Canadian garnishment: order |
| PA0067 | HR master data infotype 0067 - Canadian garnishment: debt |
| PA0068 | HR master data infotype 0068 - Canadian garnishment: adjust |
| PA0069 | HR Master Record: Infotype 0069 (Nat. Insurance - GB) |
| PA0070 | HR Master Record: Infotype 0070 (Court Orders - GB) |
| PA0071 | HR Master Record: Infotype 0071 (Pension Funds - GB) |
| PA0072 | HR Master Record: Infotype 0072 (Tax - DK) |
| PA0073 | HR Master Record: Infotype 0073 (Private Pensions - DK) |

| PA0074 | HR Master Record: Infotype 0074 (Vacation/SH DK) |
|--------|---------------------------------------------------|
| PA0075 | HR Master Record: Infotype 0075 (ATP Pension - DK) |
| PA0076 | HR Master Record: Infotype 0076 (Workers Compensation NA) |
| PA0077 | HR Master Record: Infotype 0077 (Additional Personal Data) |
| PA0078 | HR Master Record: Infotype 0078 (Loan Payments) |
| PA0079 | Infotype SI Additional Insurance - D |
| PA0080 | HR Master Record: Infotype 0080 (Maternity Protection) |
| PA0081 | HR Master Record: Infotype 0081 (Military Service) |
| PA0082 | HR Master Record: Infotype 0082 (Additional Absence Data) |
| PA0083 | HR Master Record: Infotype 0083 (Leave Compensation) |
| PA0084 | HR Master Record: Infotype 0084 (Sickness Pay Control - GB) |
| PA0085 | HR Master Record: Infotpye 0085 (Work Incapacity Periods GB) |
| PA0086 | HR Master Record: Infotype 0086 (SSP/SMP Exclusions GB) |
| PA0088 | HR Master Record: Infotype 0088 (SMP Record - GB) |
| PA0090 | HR Master Record: Infotype 0090 (Various Payee Keys) |
| PA0092 | HR Master Record: Infotype 0092 (Seniority - E) |
| PA0093 | HR Master Record: Infotype 0093 (Previous Employer - D) |
| PA0094 | HR Master Record: Infotype 0094 (Residence Status - NA) |
| PA0095 | HR Master Record: Infotype 0095 (Tax Canada) |
| PA0096 | HR Master Record: Infotype 0096 (Tax - USA) |
| PA0097 | No longer used - will be deleted |
| PA0098 | HR Master Record: Infotype 0098 (Profit Sharing - F) |
| PA0099 | No longer used - will be deleted |
| PA0100 | HR Master Record: Infotype 0100 (SI B) |
| PA0101 | HR Master Record: Infotype 0101 (Tax B) |
| PA0102 | HR Master Record: Infotype 0102 (Grievances NA) |
| PA0103 | HR Master Record: Infotype 0103 (Bond Purchases NA) |
| PA0104 | HR Master Record: Infotype 0104 (Bond Denominations NA) |
| PA0105 | HR Master Record: Infotype 0105 (Communications) |
| PA0106 | HR Master Record: Infotype 0106 (Related Persons NA) |
| PA0107 | HR Master Record: Infotype 0107 (Work Schedule B) |
| PA0108 | HR Master Record: Infotype 0108 (Personal Data B) |
| PA0109 | HR Master Record: Infotype 0109 (Contract Elements B) |
| PA0110 | HR Master Record: Infotype 0110 (Pensions NL) |
| PA0111 | HR Master Record: Infotype 0111 (Garnishment Admin. D) |
| PA0112 | HR Master Record: Infotype 0112 (Garn.Repaym. D) |
| PA0113 | HR Master Record: Infotype 0113 (Garnishment Int. D) |
| PA0114 | HR Master Record: Infotype 0114 (Garnishable Amount D) |
| PA0115 | HR Master Record: Infotpye 0115 (Garnishment Wages D ) |
| PA0116 | HR Master Record: Infotpye 0116 (Garn.Transfer D) |
| PA0117 | HR Master Record: Infotype 0117 (Garnishment Comp.) |
| PA0118 | HR Master Record: Infotype 0118 (Child Allowance D) |
| PA0119 | HR Master Record: Infotype 0119 (Annual Income CA D) |
| PA0120 | HR Master Record: Infotype 0120 (Pension Fund Trans. CH) |
| PA0121 | HR Master Record: Infotype 0121 (RefPerNo Priority) |
| PA0122 | HR Master Record: Infotype 0122 (Child Allowance Bonus D) |
| PA0123 | No longer used - will be deleted |

| PA0124 | No longer used - will be deleted |
|--------|----------------------------------|
| PA0125 | HR Master Record: Infotype 0125 (Garnishment B) |
| PA0126 | Infotype: Supplementary Pension Germany |
| PA0127 | HR Master Record: Infotype 0127 (Commuting NL) |
| PA0128 | HR Master Record: Infotype 0128 (Notifications) |
| PA0129 | HR Master Record: Infotype 0129 (Text Number Assign.) |
| PA0130 | HR Master Record: Infotpye 0130 (Checking Procedures) |
| PA0131 | HR Master Record: Infotype 0131 (Garn.Mgmt.Data A) |
| PA0132 | HR Master Record: Infotpye 0132 (Garnishment A) |
| PA0133 | HR Master Record: Infotype 0133 (Garnsh.Interest A) |
| PA0134 | HR Master Record: Infotype 0134 (Garnishable Amount A) |
| PA0135 | HR Master Record: Infotpye 0135 (Garn.Spec.Cond. A) |
| PA0136 | HR Master Record: Infotype 0136 (Garnish.Trans A) |
| PA0137 | HR Master Record: Infotype 0137 (Garnish.Comp. A) |
| PA0138 | HR Master Record: Infotype 0138 (Family/Ref.Pers B) |
| PA0139 | HR Master Record: Infotype 0139 (Employees Appl.No) |
| PA0140 | HR Master Record: Infotype 0140 (SI Basic Data JP) |
| PA0141 | HR Master Record: Infotype 0141 (SI Premium Data JP) |
| PA0142 | HR Master Record: Infotype 0142 (Residence Tax JP) |
| PA0143 | HR Master Record: Infotype 0143 (Life Insurance JP) |
| PA0144 | HR Master Record: Infotype 0144 (Property Accum. JP) |
| PA0145 | HR Master Record: Infotype 0145 (Personnel Tax Status JP) |
| PA0146 | HR Master Record: Infotype 0146 (Y.E.A. Data JP) |
| PA0147 | HR Master Record: Infotype 0147 |
| PA0148 | HR Master Record: Infotype 0148 (Family JP) |
| PA0149 | HR Master Record Infotype 0149 (Tax Data South Africa) |
| PA0150 | HR Master Record Infotype 0150 (Social Insurance SA) |
| PA0151 | HR Master Record Infotype 0151 (Ext.Insurance South Africa) |
| PA0161 | HR Master Record: Infotype 0161 (Limits IRS) |
| PA0162 | HR Master Record: Infotype 0162 (Ins. Y.E.T.A Data JP) |
| PA0165 | HR Master Record: Infotype 0165 (Limits Deductions) |
| PA0167 | HR Master Record: Infotype 0167 (Health Care Plans) |
| PA0168 | HR Master Record: Infotype 0168 (Insurance Plans) |
| PA0169 | HR Master Record: Infotype 0169 (Savings Plans) |
| PA0170 | HR Master Record: Infotype 0170 (Spending Accounts) |
| PA0171 | HR Master Record: Infotype 0171 (General Benefits Data) |
| PA0172 | HR Master Record: Infotype 0172 (Pension Insurance) |
| PA0177 | HR Master Record: Infotype 0177 [Wet Allochtonenreg.] (NL) |
| PA0179 | HR Master Record: Infotype 0179 (Tax SG) |
| PA0181 | HR Master Record: Infotype 0181 [Add. Funds] (SG) |
| PA0182 | HR Master Record: Infotype 0182 [Alternative Names] (SG) |
| PA0183 | HR Master Record: Infotype 0183 [Awards] (SG) |
| PA0184 | HR Master Record: Infotype 0184 [Resume text] (SG) |
| PA0185 | HR Master Record: Infotype 0185 [Identification] (SG) |
| PA0186 | HR Master Record: Infotype 0186 [Social Insurance] (SG) |
| PA0188 | Tax (Australia) |
| PA0189 | HR Master Record Infotype 0189 (Construction Industry Wages) |

| PA0190 | HR Master Data Record Infotype 0190 (BuildingTradePrevERDat) |
| PA0191 | HR Master Record Infotype 0191 (BuildingTradeReimbursExpens) |
| PA0192 | Personnel Master Record Infotype 0192 (BuildingTrade Attrib) |
| PA0194 | HR Master Record Infotype 0194 (Garnishment Document) |
| PA0195 | HR Master Record Infotype 0195 (Garnishment Order) |
| PA0196 | HR Master Record:Infotype 0196 (Employee Provident Fund MY) |
| PA0197 | HR Master Record:Infotype 0197 (SOCSO Contributions MY) |
| PA0198 | Sheduled Tax Deductuion Malaysia |
| PA0199 | Tax deduction CP38 / Additional amt / Bonus - Malaysia |
| PA0200 | HR Master Record, Infotype 0200 (Garnishments DK) |
| PA0201 | Personnel master record infotype 0201 (basic pension amnts) |
| PA0204 | HR Master Record, Infotype 0204 (DA/DS Statistics DK) |
| PA0207 | HR Master Record: Infotype 0207 (Residence Tax Area) |
| PA0208 | HR Master Record: Infotype 0208 (Work Tax Area - USA) |
| PA0209 | HR Master Record: Infotype 0209 (Unemployment Insurance USA) |
| PA0210 | HR Master Record: Infotype 0210 (W4 USA) |
| PA0211 | HR Master Record: Infotype 0211 (COBRA Qual. Beneficiaries) |
| PA0212 | HR Master Record: Infotpye 0212 (COBRA Health Plans) |
| PA0213 | Additional family information - Malaysia |
| PA0215 | Building Trade Transaction Data |
| PA0216 | Garnishment Adjustment |
| PA0217 | Infotype 0217 (INSEE code) |
| PA0218 | Infotype 0218 (number of pension fund) |
| PA0219 | HR Master Record: Infotype 0219 (External organisations) |
| PA0220 | Superannuation (Australia) |
| PA0221 | HR Master Record: Infotype 0221 (Manual Checks) |
| PA0222 | HR Master Record for Infotype 0222 (Company Cars GB) |
| PA0224 | Tax information - inf. 0224 - Canada |
| PA0225 | HR Master Record for Infotype 0225 (Company Cars GB 2) |
| PA0227 | Tax file number (Australia) |
| PA0230 | HR Master Record: Infotype 0230 / View 0008 (PSG) |
| PA0231 | HR Master Record: Infotype 0231 / View 0001 (PSG) |
| PA0232 | Personal-master record infotype 0232 (Child Allowance) (D) |
| PA0233 | HR-F master record infotype 0233 ('Bilan Social') |
| PA0234 | HR Master Record Infotype 0234 (Add. Withh. Inform. - USA) |
| PA0235 | HR Master Record: Infotype 0235 (Other Taxes - USA) |
| PA0236 | HR Master Record: Infotype 0236 (Credit Plans) |
| PA0237 | HR Master Record: Infotype 0237 / View for 0052 (PSG) |
| PA0241 | Indonesian Tax Data |
| PA0242 | JAMSOSTEK Details, Indonesia |
| PA0261 | Leave Accrual Australia |
| PA0265 | HR Master Record: Infotype 0265 / Special Regulations (PSG) |
| PA0266 | HR Master Record: Infotype 0266 / View 0027 (PSG) |
| PA0267 | HR Master Record: Infotype 0267 (One time Payment off-cycle) |
| PA0268 | HR Master Record Info type view 0045 and 0268 (Loan JPN) |
| PA0269 | HR Master Record: Infotype 0269 (ADP Information USA) |
| PA0270 | HR Master Data Record: Infotype 0270 (COBRA Payments) |

| PA0272 | HR master record - infotype 0272 (Garnishment F) |
|--------|--------------------------------------------------|
| PA0273 | HR Master Record: Infotype 0273 (Tax - SE) |
| PA0274 | HR Master Record: Infotype 0274 (Insurance - SE) |
| PA0275 | HR Master Record: Infotype 0275 (Garnishment - SE) |
| PA0276 | HR Master Record: Infotype 0276 (OPIS - SE) |
| PA0277 | HR Master Record: Infotype 0277 (Exceptions - SE) |
| PA0278 | HR master record infotype 0278 (PF basic data [CH]) |
| PA0279 | HR master record infotype 0279 (Indiv.values for PF [CH]) |
| PA0280 | HR Master Record Infotype 0280/View for 0016 |
| PA0281 | HR Master Record Infotype 0281/View for 0045 |
| PA0283 | HR Master Record for Infotype 0283 (Archiving) |
| PA0288 | HR CH: HR Master Record Infotype 0021 (Suppl. Switzerland) |
| PA0302 | HR Master Record: Infotype 0302 (Additional Actions) |
| PA0304 | Basic pay - additional information |
| PA0309 | IRD Number Infotype NZ |
| PA0310 | Superannuation NZ |
| PA0311 | Leave Adjustments - NZ |
| PA0312 | Leave History Adjustments NZ |
| PA0313 | Employee Taxation Detail Infotype NZ |
| PA0314 | I0314: Days for Vacation Allow. and Sal.Deducs (DK/N) |
| PA0315 | CATS: Sender Information |
| PA0318 | HR Master Record: Infotype Family data for Indonesia (0318) |
| PA0319 | Indonesia Private Insurances |
| PA0341 | HR - master record infotype 341 (DUEVO start) |
| PA0352 | NHI for Family member (TW) |
| PA0353 | Income Tax Taiwan |
| PA0354 | Labor Insurance Taiwan |
| PA0355 | National Health Insurance Taiwan |
| PA0356 | Employment Stabilization Fund (TW) |
| PA0357 | Saving Plan (TW) |
| PA0358 | Employee Welfare Fund (TW) |
| PA0362 | HR Master Record: Infotype Membership for Indonesia (0362) |
| PA0367 | HR Master Record: Infotype 0367 (SI-Addit.Notif.Data A) |
| PA0371 | HR Master Record: Infotype 0371 (Previous Job Tax) |
| PA0373 | HR loan repayment plan JP(P0268) |
| PA0374 | Infortype 0374: General Eligibility |
| PA0375 | HR Master Data Record: Infotype 0375 (Add. Benefits Data) |
| PA0376 | HR Master Data Record: Infotype 0376 (Medical Benefits Data) |
| PA0377 | HR Master Data Record: Infotype 0377 (Misc. Plans) |
| PA0378 | HR Master Data Record: Infotype 0378 (Benefits Events) |
| PA0380 | Compensation History |
| PA0381 | HR Master Record Infotype 0381 |
| PA0382 | HR Master Data Record Infotype 0382 |
| PA0388 | HR Master Record: Infotype 0388 (Union JP) |
| PA0395 | HR Master Record: Infotype 0395 (External Org.Assignment) |
| PA0396 | HR Master Record: Infotype 0396 (Expatriate Attributes) |
| PA0402 | Accounting infotype |

| PA0403 | HR Master Record for Infotype 0403 |
|--------|-------------------------------------|
| PA0404 | HR Master Record: Infotype 0404 (Military Service Taiwan) |
| PA0405 | Personnel master record infotype 0405 (absence events) |
| PA0467 | Personnel master data Infotype 0467 (SI addit.notif. pl.c.A) |
| PA0900 | HR Master Record: Infotype 0900 (Sales Data) |
| PA0901 | HR master record info category 0901 (purch. data) |
| PA2001 | HR Time Record: Infotype 2001 (Absences) |
| PA2002 | HR Time Record: Infotype 2002 (Attendances) |
| PA2003 | HR Time Record: Infotype 2003 (Substitutions) |
| PA2004 | HR Time Record: Infotype 2004 (Availability) |
| PA2005 | HR Time Record: Infotype 2005 (Overtime) |
| PA2006 | HR Time Record: Infotype 2006 (Absence Quotas) |
| PA2007 | HR Time Record: Infotype 2007 (Attendance Quotas) |
| PA2010 | HR Time Record: Infotype 2010 (Employee Remuneration Info.) |
| PA2012 | HR Time Record: Infotype 2012 (Time Transfer Specifications) |
| PA2013 | HR Time Record: Infotype 2013 (Quota Corrections) |
| PAHI | History of system, DB and SAP parameter |
| PANNNN | HR Master Record: Infotype NNNN |
| PAPL | Applicant master data |
| PARAMVALUE | Run-time variables for platform-independent file names |
| PARCT | Receipt log table (Japan) |
| PAT00 | Patch steps |
| PAT01 | Patch status |
| PAT03 | Patch directory |
| PAT04 | Patch add-on ID (PAOID) |
| PAT05 | SAP Patch Manager settings |
| PAT06 | Component-specific patches |
| PATH | Definition of physical file paths for each syntax |
| PATHTEXT | Logical file path names |
| PATN | Partner number/organizational unit |
| PAYR | Payment transfer medium file |
| PAYRQ | Payment Requests |
| PA_SSTRCV1 | Generated table for view PA_SSTRCV1 |
| PA_SSTRCV2 | Generated table for view PA_SSTRCV2 |
| PA_SSTRCV3 | Generated table for view PA_SSTRCV3 |

**What are the infotypes used for time management?**
2001 absenses
2002 attendances
2003 substitutes
2004 availability
2005 overtime
2006 absence quota
2007 attendance quota
2010 employee remuneration information
2011 time events
2012 time transfer specification

2013 quota correction
2050 annual calender
2051 monthly calender
2500 pesonnel work schedule time
2501 employee time and labour data       *-- Somasekhar*

**How do you create an evaluation path?**
Evaluation paths are created in organizational management Customizing under basic settings. One or more relationships form the navigation paths for an evaluation. These enable us to report on and display structural information, for example, organizational structure or the reporting structure.  We can create alphanumeric evaluation paths with a maximum of 8 characters starting with Z.

**What is an infotype?**
Well an infotype in short is a "type of information". It is a set  of logical data grouped according to subject matter, eg. Addresses  (organization assignment, personal data, addresses, planned working  time, basic pay, bank details, etc.) infotype, contains name, first  name, Address for correspondance, Permanant address, city ......so on.  There are over 5000 infotypes exists.  The infotypes can be created, changed, copy, delimit, deleted..

We can create infotypes useing the following path:
  Org Mgt->expert mode->(Object) The Maintain(object) screen appears
  In plan version and object fields enter data as required
  In the infotype field , select the infotype you want to create
  Using the tab pages select the status the new infotype record
  Choose Edit->create infotype
  Enter appropriate fields and save....       *-- Souji*

**Explain the uses of the simple maintenance interface?**

Simple Maintenance is used when Staff assignments and reporting structure are to be changed.  There are three main areas in Simple Maintenance.  Each area contains particular maintenance functions, depending on whether you want to edit organizational structure, staff assignments or task profiles.    For Organizational Management users, Simple Maintenance is best used to establish the basic framework in organizational plan development. For complete, detailed editing of individual organizational objects in your organizational plan (editing particular positions or organizational units, for example), we recommend that you switch to Info-type Maintenance.    Simple maintenance uses a tree structure, which allows you to create a basic framework for organizational plans, using streamlined procedures.  In this way, we can create an organizational and reporting structures step by step.

**What is the use of INFOGROUPS?**
The infotype group (commonly known as infogroup) guarantees that during the personnel action, all information needed for the business processes is stored.   The infogroup is processed when you perform a personnel action.
-  An infogroup exists in the standard system for every personnel action type.
-  In Customizing for Personnel Administration, you can tailor the make-up of the various infogroups to the requirements of your company.
-  You can define infogroups as user-group dependent.   *-- Debjani Paul*

Infogroups are used in Personnel Actions to define a set of sequential infotypes that you would be using while performing an action. For example, when you hire, you would want to use IT0000,0001,0002,0006,0007,0008 etc in a sequence- in a particular order. So define an Infogroup for this purpose which contains all these infotypes, their order of execution and the user groups it is applicable for. Then you assign this infogroup to the action that you had defined. *--  Krish*

**What is PROCESSING CLASS, where we do them and why?**
Wage type characteristic that determines how processing is conducted during the payroll run.

**What is EVALUTION PATH, where do we do it and why?**
A chain of relationships between objects in a hierarchical structure.
for eg. O-S-P(Organization->Position->Person).

**What is INTERNAL PAYROLL PROCESS?**
Payroll process(program) is run at a specific point in time, not only to calculate an  employee's basic remuneration but also any special payments, overtime payments or bonuses that must be effected for the period in question.   *-- Souji*

# Finding the list of HR module Tables

**Is anybody is having a complete list of HR module tables?**

All personnel administration tables start with PA and the infotype number behind it.
All personnel development/OM tables start with HRP and infotype (e.g. 1000) behind it.
All recruitment tables start with PB and infotype number behind it.

There also are HR tables that start with HRA, HPD, HRT, etc. The easy way to get a list is to use SAP's 'Application Hierarchy', transaction SE81 (select all HR modes in the tree that you are want a list of tables for, click on the 'Information System' button, under Abap Dictionary --> Basic Objs, double click on 'database tables', increase your 'maximun no. of hits' and execute).

Use transaction se11...type in PA* do dropdown and enter, do the same for HRP* and you will have most of the HR transaparent Tables. To access them look for RP_read_* and RP_provide* in Table TRMAC to read a infotype or use the 'select' statement to access the Transparent table.

Transaction SE16 (data browser) is also useful.  As mentioned above, the PA infotype tables all begin with PA and are followed by the infotype number e.g. PA0001 for the Org Man infotype.

PA* - PA infotype tables
PCL* - HR clusters
PB* - recruitment tables
PCERT - payroll posting runs

Another useful table is CATSDB for CATS, and PTEX2000 for the CATS transfer table for infotype 2001/2002.

The rest of the HR Tables are as follows:
DD01L Domains
DD02L SAP tables
DD03L Table Fields
DD03T DD: Texts for fields (language dependent)
DD04L Data elements
DD04T R/3 DD: Data element texts
DD05S Foreign key fields
DD06L Pool/cluster structures
DD20L Matchcode Ids
DD24S Fields of a matchcode ID
T000   Clients
T001   Company Codes
T001E  Company code-dependent address data
T001P  Personnel Areas/Subareas
T012   House banks
T012K House bank accounts
T012T House bank account names
T500L Personnel Country Grouping

T500P Personnel Areas
T500T Personnel Country Groupings
T501    Employee Group
T501T Employee Group Names
T502T Marital Status Designators
T503    Employee Groups / Subgroups
T503K Employee subgroup
T503T Employee Subgroup Names
T504A Benefits - Default Values (NA)
T504B Benefit Option Texts (North America)
T504C Benefit Type (NA)
T504D Benefit Credit Group Amount
T504E Benefit Amount
T504F Benefit Costs
T508A Work Schedule Rules
T508T Texts for Employee Subgroup Groupings for Work Schedules
T510   Pay Scale Groups
T510A Pay Scale Types
T510F Assign Pay Scale > Time Unit, Currency
T510G Pay Scale Areas
T510H Payroll Constants with Regard to Time Unit
T510I Standard Working Hours
T510J Constant Valuations
T510L Levels
T510M Valuation of pay scale groups acc. to hiring date
T510N Pay Scales for Annual Salaries (NA)
T510S Time Wage Type Selection Rule
T510U Pay Scale Groups
T510Y Special Rules for Wage Type Generation
T511    Wage Types
T512R Cumulation Wage Types in Forms
T512S Texts for Cumulation Wage Types in Forms
T512T Wage Type Texts
T512W Wage Type Valuation
T512Z   Permissibility of Wage Types per Infotype
T513    Jobs
T514S Table Name Texts
T514T Field Name Texts
T51D2 Wage Type Classes
T51D3 Reduction Rules
T51D4 Cumulation Rules
T527X Organizational Units
T528B Positions - Work Centers
T528C Wage Type Catalog
T528T Position Texts
T529A Personnel Event
T529F Fast Data Entry for Events
T529T Personnel Event Texts
T52BT Texts For HR Objects
T52C0 Payroll Schemas
T52C1 Payroll Schemas

T52C2 Texts for Personnel Calculation Schemas
T52C3 Texts for Personnel Calculation Schemas
T52C5 Personnel Calculation Rules
T52CC Schema Directory
T52CD Schema Directory
T52CE Directory of Personnel Calculation Rules
T52CT Text Elements
T52CX Cross References via Generated Schemas
T52D1 Valid Processing Classes
T52D2 Valid Values for Processing Classes
T52D3 Valid Evaluation Classes
T52D4 Permitted Values for Evaluation Classes
T52D5 Wage Type Groups
T52D6 Wage Type Group Texts
T52D7 Assign Wage Types to Wage Type Groups
T52D8 Valid Processing Classes - Texts
T52D9 Valid Values for Processing Classes - Texts
T530 Reasons for Events
T530E Reasons for Changes
T530F Reasons for Changes
T530L Wage Types for Special Payments
T530T Event Reason Texts
T531 Deadline Types
T531S Deadline Type Texts
T533 Leave Types
T533T Leave Type Texts
T539A Default Wage Types for Basic Pay
T539J Base Wage Type Valuation
T539R Events for Standard Wage Maintenance
T539S Wage Types for Standard Wage Maintenance
T548 Date Types
T548S Date Conversion
T548T Date Types
T548Y Date Types
T549A Payroll Areas
T549B Company Features
T549C Decision Trees for Features (Customers)
T549D Feature Directory
T549L Date modifiers
T549M Monthly Assignment: Payroll Period
T549N Period Modifiers
T549O Text for date modifier
T549P Valid Time Units for Payroll Accounting
T549Q Payroll Periods
T549R Period Parameters
T549S Payroll date types
T549T Payroll Areas
T549M Monthly Assignment: Payroll Period
T549N Period Modifiers
T549O Text for date modifier
T549P Valid Time Units for Payroll Accounting

T549Q Payroll Periods
T549R Period Parameters
T549S Payroll date types
T549T Payroll Areas
T554S Absence and Attendance Types
T554T Absence and Attendance Texts
T554V Defaults for Absence Types
T554Y Time Constraints in HR TIME
T555A Time Types
T555B Time Type Designations
T559A Working Weeks
T559B Name of Working Week
T572F Event Texts
T572G Allowed Values for Events
T572H Event Value Texts
T582A Infotypes
T582B Infotypes Which Are Created Automatically
T582S Infotype Texts
T582V Assignment of Infotypes to Views
T582W Assigns Infotype View to Primary Infotype
T582Z Control Table for PA Time Management
T584A Checking Procedures - Infotype Assignment
T588A Transaction Codes
T588B Infotype Menus
T588C Infotype Menus/Info Groups
T588D Infogroups for Events
T588J Screen Header Definition
T588M Infotype Screen Control
T588N Screen Modification for Account Assignment Block
T588O Screen Modification for Assignment Data
T588Q Screen types for fast entry
T588R Selection Reports for Fast Data Entry
T588S Screen Types for Fast Entry
T588T Menu and Infogroup Designations
T588V Business object type
T588W Event types for infotype operations
T588X Cust. composite definition of event types for IT operations
T588Z Dynamic Events
T591A Subtype Characteristics
T591B Time Constraints for Wage Types
T591S Subtype Texts
T596F HR Subroutines
T596G Cumulation wage types
T596H _Cumulation wage type texts
T596I Calculation rule for cumulation wage types
T596U Conversion Table
T599B Report Classes
T599C Report Classes
T599D Report Categories
T599F Report Classes - Select Options
T777A Building Addresses

T777T Infotypes
T777Z Infotype Time Constraints
T778T Infotypes
T778U Subtypes

Error Messages tables
T100 Messages
T100A Message IDs for T100
T100C Control of messages by the user
T100O Assignment of message to object
T100S Configurable system messages
T100T Table T100A text
T100V Assignment of messages to tables/views
T100W Assign Messages to Workflow
T100X Error Messages: Supplements

**Finding the Basic Pay Table**
Table Names for Creating Basic Pay Infotype

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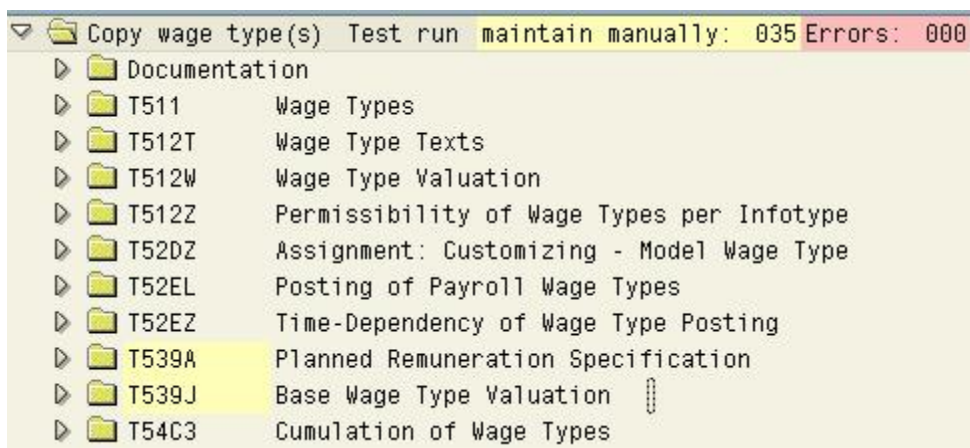


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