

Employee Contact Information OBPA Maintenance and Reporting

Overview:

SAP has the ability to capture many aspects of employee contact information for emergencies. Completing the fields in these infotypes (accessible in PA30 and through CityLink ESS portal) allows bureau OBPA's and management to generate reports to be used in case of an emergency.

Typical use of this information includes:

1. Multiple contact numbers/email to get hold of an employee
2. City disaster response
3. Emergency contact information in case the employee is injured during the workday

There are two infotypes which will be used to maintain this contact information:

Addresses (0006)

- Subtype 1: Employee personal address and phone information (work, cell, personal, etc.)
- Subtype 4: Employee emergency contact address and phone information

Communication (0105)

- Employee email addresses

Transaction:

PA30 – Maintain HR Master Data

ZHRT_COOP – Employee Contact Information for COOP Report

Hints / Tips:

This information is currently only accessible through the City network. For emergency planning purposes, it is recommended as a best practice that bureaus print off the contact list periodically and distribute to management. Management should have a copy available off site in case of emergencies so they can try to contact employees.

To maintain address and phone information for employees

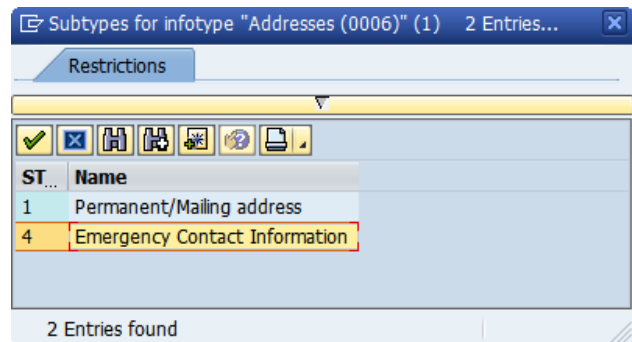
Use **PA30** to add/edit/delete personal contact information for employees.

There are two subtypes to choose from:

- 1 Permanent / Mailing address
- 4 Emergency Contact Information

Any field with a check box is a required field.

The following fields are required for the Permanent/Mailing address subtype:



Address	
Address type	1 Permanent/Mailing address
Address line 1	<input checked="" type="checkbox"/>
Address line 2	
City/county	<input checked="" type="checkbox"/>
State/zip code	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Country Key	US USA
Telephone Number	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

The **telephone number** listed in the top Address section is the primary number the employee should be reached at. This can be a home phone or a cell phone.

In addition, the following **phone types** are the only other ones which can be maintained:

- | | |
|--------------------------|--------------------------|
| PMBL Mobile phone | WMBL Mobile phone |
| PTL1 Telephone | WPGR Pager |
| PTL2 Telephone | WTL1 Telephone |
| PTL3 Telephone | WTL2 Telephone |
| WFAX Telefax | |

NOTE: You must only use numbers. Do not use parenthesis around the area code. You CAN enter them as 503-555-1212 or 5035551212; but NOT as (503) 555-1212.


This is the order that the telephone numbers **MUST** be listed in for both the employee and the emergency contacts.

Telephone Number	8:		
Communications			
Type	PMBL	Number	50:
Type	PTL1	Number	50:
Type	PTL2	Number	50:
Type	PTL3	Number	55:
Additional fields			
Type	WTL1	Numb	
Type	WTL2	Numb	
Type	WMBL	Numb	
Type	WFAX	Numb	
Type	WPGR	Numb	

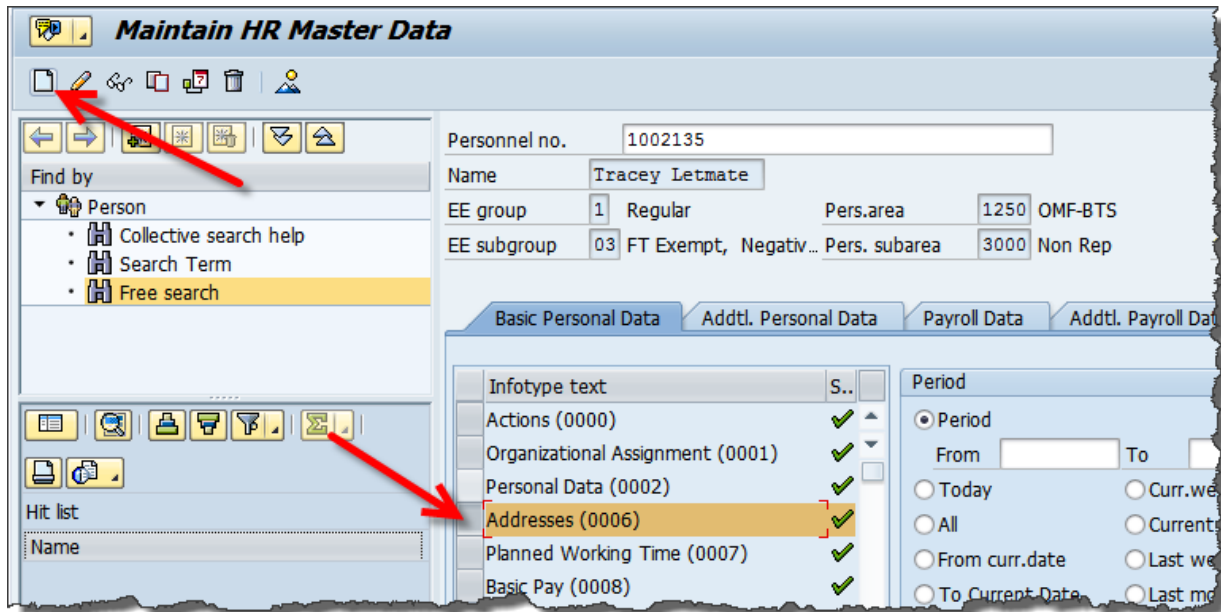
When finished, save the data to the record.

To Add Emergency Contact information

Up to four emergency contacts can be added to the employee's record.

To add a new contact, select the Addresses (0006) infotype from the Basic Personal Data tab and then click the Create button. 

To edit existing information, select the Edit button  and then use the arrows to find the correct record.



Select **subtype 4** for Emergency Contact Information

The following information is the minimum **required** to create a new Emergency Contact record:

- Start date
- Care of (name of the person)
- Telephone number (primary number that this person can be reached at)

Additional information that can be added to the record include:

- Address information
 - NOTE:** IF you enter a STATE, you MUST also enter a ZIP Code
- Additional phone numbers (see the section above on phone types)
- Relation type (free text field, you can enter any information here)

Start to

Address

Address type **Required**

Care Of **Required**

Address line 1

Address line 2

City/county

State/zip code

Country Key

Telephone Number

Communications

Type	<input type="text" value="PMBL"/>	Number	<input type="text" value="971 555-1212"/>	Exte	<input type="text"/>
Type	<input type="text"/>	Number	<input type="text"/>	Exte	<input type="text"/>
Type	<input type="text"/>	Number	<input type="text"/>	Exte	<input type="text"/>
Type	<input type="text"/>	Number	<input type="text"/>	Exte	<input type="text"/>

Additional fields

Type	<input type="text" value="WTL1"/>	Number	<input type="text"/>
Type	<input type="text" value="WTL2"/>	Number	<input type="text"/>
Type	<input type="text" value="WMBL"/>	Number	<input type="text"/>
Type	<input type="text" value="WFAX"/>	Number	<input type="text"/>
Type	<input type="text" value="WPGR"/>	Number	<input type="text"/>

Relation Type

To create a report with contact information for the employees:

Go to transaction ZHRT_COOP: Employee Contact information for COOP report.

This report lists both the employee contact information and the employee emergency contact information.

Employee Contact information for COOP report

Further selections Search helps **Org. structure**

Period

Today Current month Current year

Up to today From today

Other period

Data Selection Period To To

Person selection period To To

Selection

Personnel Number

Employment status

Personnel area

Personnel subarea

Employee group

Employee subgroup

Program selections

Employment Status to

Personnel Area to

Output format

SAP List Viewer

ABAP List Display as table

Graphic Word processing

ABC analysis Spreadsheet

To limit to some org units within your personnel area

Enter if you have access to more than one personnel area

Output options

Of the available options to view the data, the only two which would be helpful are: **SAP List Viewer** and **Spreadsheet**. Either of these options will allow you to export the list to Excel.

NOTE: To create the report with only employee contact information, use the report filters to include only subtype 1 in the Address Record Type column.