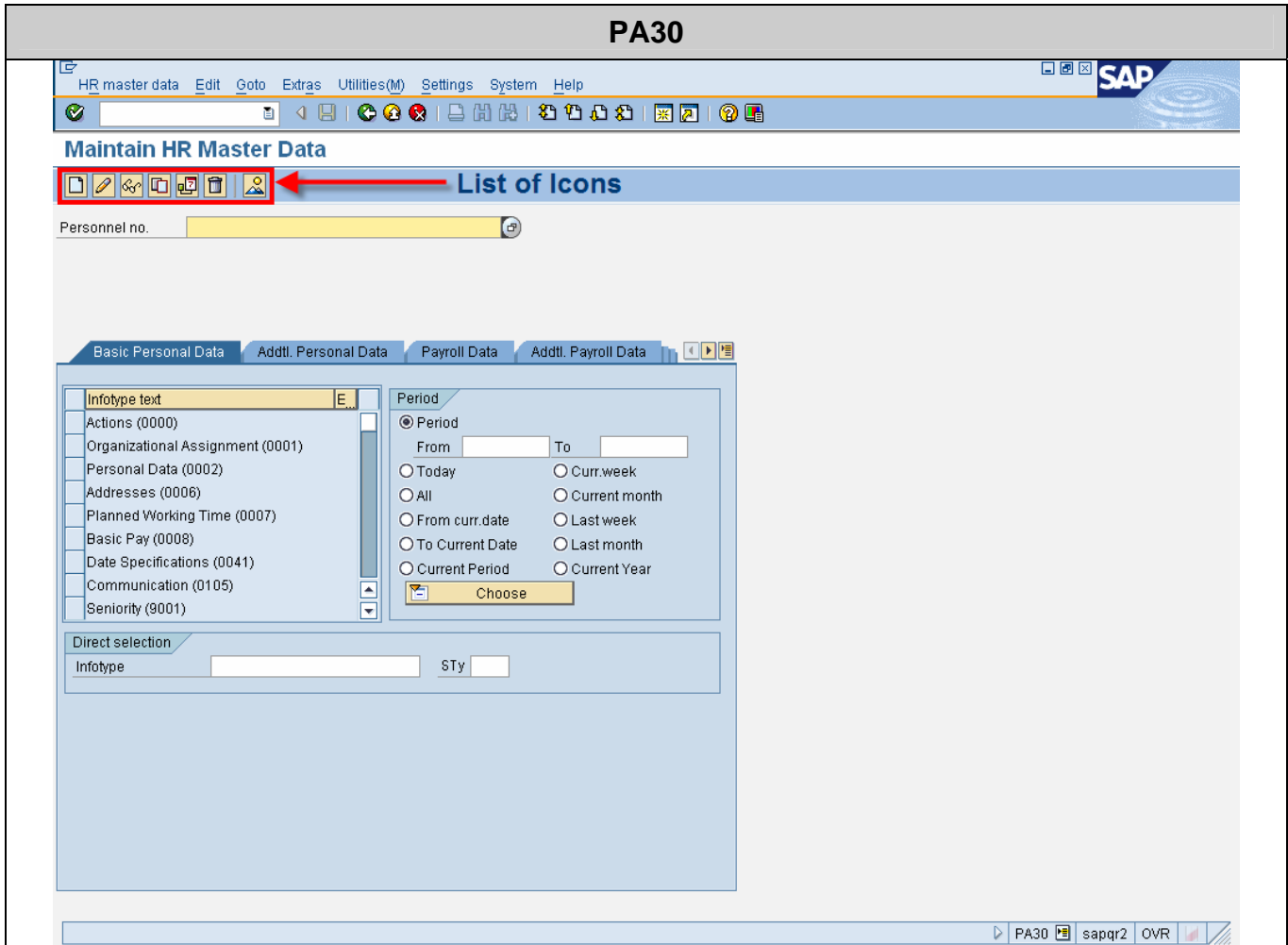


Create vs. Change (Transaction PA30)

SAP stores employee history on infotypes. Maintaining those infotypes is done using transaction PA30. This transaction allows you to create, change, delimit, and display infotype records.



Icon	Icon Name	Description
	Create	Always use this icon to update an employee's information after payroll has processed. Creates history of the employee's previous information by delimiting the old record and creating a new record with a new date
	Change	Change is only used to make a correction to master data prior to payroll processing for the current pay period. If the intent is to delete history, the pencil can be used. If the pencil is used, it deletes the employee history and could cause a retro back to the beginning of the old record or payroll errors
	Display	Displays most recent infotype record
	Copy	Copy icon takes a snap shot of the original record and allows you to update by changing the dates and the information listed. Also, used to create history
	Delimit	End existing infotype record validity on a specific date (start or end)
	Delete	Not used at City of Portland
	Overview	Displays infotype record history
	Lock/Unlock	Not used at City of Portland (prevents record from being processed properly)



Create vs. Change (Transaction PA30)

Change example: An error in data entry is caught before payroll is run.

1. Enter employee's personnel number (PERNR) and select the infotype that needs to be changed.

The screenshot shows the SAP HR Master Data interface. The top menu bar includes 'HR master data', 'Edit', 'Goto', 'Extras', 'Utilities(M)', 'Settings', 'System', and 'Help'. The title bar reads 'Maintain HR Master Data'. The main area displays employee data for Personnel no. 985385, Name Deann Kamish, EE group 1 Regular, Pers.area 1290 OMF-CAO, EE subgroup 03 FT Exempt, Negative, Pers. subarea 3000 Non Rep, and Status Active. Below this, there are tabs for 'Basic Personal Data', 'Addtl. Personal Data', 'Payroll Data', and 'Addtl. Payroll Data'. The 'Basic Personal Data' tab is active, showing a list of infotypes with checkboxes. 'Planned Working Time (0007)' is selected and highlighted. To the right, there are options for 'Period' selection, including 'Today', 'All', 'From curr.date', 'Current Period', 'Curr.week', 'Current month', 'Last week', 'Last month', and 'Current Year'. A 'Choose' button is visible. At the bottom, a 'Direct selection' section shows 'Infotype' as 'Planned Working Time (0007)' and 'STy' as an empty field.

2. Click **Change** button. This displays the *Change Planned Working Time (0007)* screen.

The screenshot shows the SAP 'Change Planned Working Time (0007)' screen. The top menu bar includes 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. The title bar reads 'Change Planned Working Time (0007)'. The main area displays employee data for Personnel No 985385, Name Deann Kamish, EE group 1 Regular, Pers.area 1290 OMF-CAO, EE subgroup 03 FT Exempt, Negative C, WWS rule 08010_01, Fin & Mgmt Srvs, Start 01/08/2009, To 12/31/9999, and Chg. 04/17/2009 CCASTRUITA_Z. Below this, there are sections for 'Work schedule rule' and 'Working time'. The 'Work schedule rule' section shows 'Work schedule rule' as 08010_01 MF 0800-1700, 'Time Mgmt status' as 9 - Time evaluation of planned times, and 'Working week' as Working Week Starting Thursday. The 'Working time' section shows 'Employment percent' as 100.00, 'Daily working hours' as 8.00, 'Weekly working hours' as 40.00, 'Monthly working hrs' as 173.33, 'Annual working hours' as 2080.00, and 'Weekly workdays' as 5.00.



Create vs. Change (Transaction PA30)

3. Correct data error, then click **Save** button (orange disc). This displays the *Maintain HR Master Data* screen. The message “Record Changed” displays.

The screenshot shows the SAP 'Maintain HR Master Data' interface. At the top, the menu bar includes 'HR master data', 'Edit', 'Goto', 'Extras', 'Utilities(M)', 'Settings', 'System', and 'Help'. The title bar reads 'Maintain HR Master Data'. Below the title bar, there are several icons for document management and user actions.

Key data fields include:

- Personnel no.: 985385
- Name: Deann Kamish
- EE group: 1 Regular
- Pers. area: 1290 OMF-CAO
- EE subgroup: 03 FT Exempt, Negative
- Pers. subarea: 3000 Non Rep
- Status: Active

The main area is divided into tabs: 'Basic Personal Data', 'Addtl. Personal Data', 'Payroll Data', and 'Addtl. Payroll Data'. The 'Basic Personal Data' tab is active, showing a list of infotypes on the left and a 'Period' selection area on the right.

Infotype text	Period
Actions (0000)	<input checked="" type="radio"/> Period
Organizational Assignment (0001)	From <input type="text"/> To <input type="text"/>
Personal Data (0002)	<input type="radio"/> Today
Addresses (0006)	<input type="radio"/> Curr.week
Planned Working Time (0007)	<input type="radio"/> All
Basic Pay (0008)	<input type="radio"/> Current month
Date Specifications (0041)	<input type="radio"/> From curr.date
Communication (0105)	<input type="radio"/> Last week
Seniority (9001)	<input type="radio"/> To Current Date
	<input type="radio"/> Last month
	<input type="radio"/> Current Period
	<input type="radio"/> Current Year
	<input type="button" value="Choose"/>

Below the infotype list is a 'Direct selection' section with the following fields:

- Infotype: Planned Working Time (0007)
- STy:

At the bottom of the screen, a status bar shows a green checkmark and the text 'Record changed'. On the right side of the status bar, there are icons for help, a yellow triangle, and the text 'PA30 sapqr2 OVR'.

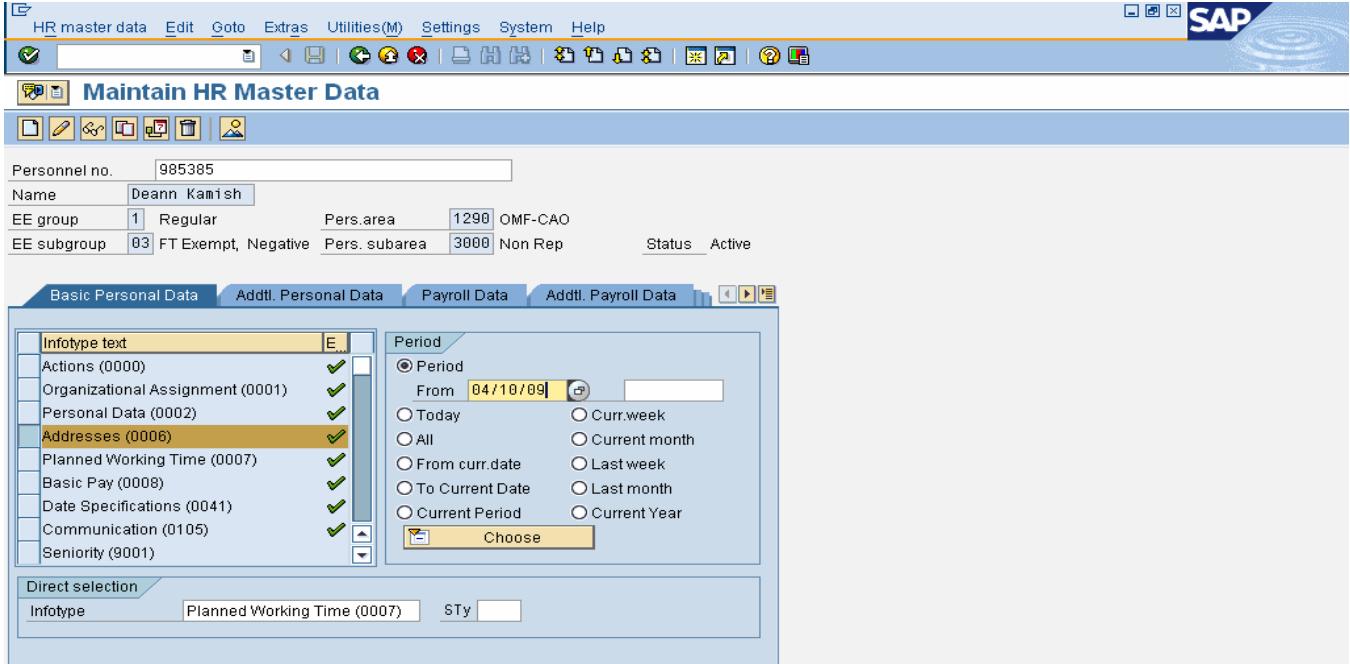
Note: Employee's must have infotype records for their hire date. Do NOT change the dates. If you do, the system returns the message “**This deletes a record**”.



Create vs. Change (Transaction PA30)

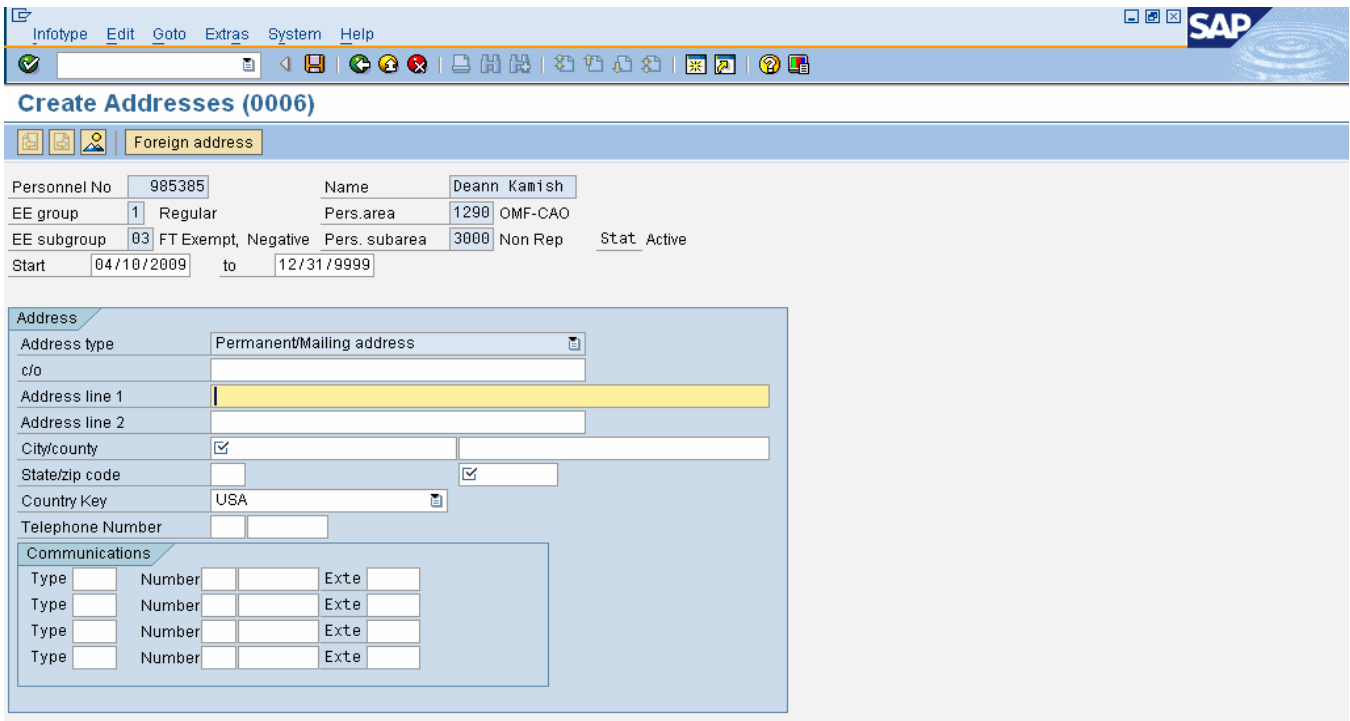
Create example: An employee has changed their address. You need to update their master data record.

1. Enter employee's personnel number (PERNR), enter the new start date in the **Period From** field, and select the infotype that needs to be changed.



The screenshot shows the SAP HR Master Data screen. The title bar reads "Maintain HR Master Data". The main area displays employee information for personnel number 985385, name Deann Kamish, and EE group 1 (Regular). The "Addresses (0006)" infotype is selected in the left-hand list. The "Period" section shows a start date of 04/10/09. Below the list, the "Direct selection" section shows "Planned Working Time (0007)" selected.

2. Click **Create** button. This displays the *Create Addresses (0006)* screen.



The screenshot shows the SAP "Create Addresses (0006)" screen. The title bar reads "Create Addresses (0006)". The main area displays employee information for personnel number 985385, name Deann Kamish, and EE group 1 (Regular). The "Foreign address" section is active, showing a start date of 04/10/2009 and an end date of 12/31/9999. The "Address" section shows "Permanent/Mailing address" selected, with fields for c/o, address lines, city/county, state/zip code, country key (USA), and telephone number. The "Communications" section has four rows for entering communication details.



Create vs. Change (Transaction PA30)

Notice the Start date is the new date entered on previous screen. The To date defaults to 12/31/9999 (do NOT change this).

3. Update information in appropriate fields. Click **Enter** button. The message “Record valid from XXXX to 12/31/999 delimited at end” displays. The system is putting an end date to the previous record and creating a new record with a new start date.

The screenshot shows the SAP PA30 transaction interface. The title bar reads "Create Addresses (0006)". The main area is titled "Foreign address" and contains the following data:

Personnel No	985385	Name	Deann Kamish
EE group	1 Regular	Pers.area	1290 OMF-CAO
EE subgroup	03 FT Exempt, Negative	Pers. subarea	3000 Non Rep
Stat	Active		

Start date: 04/10/2009 to 12/31/9999

Address

Address type	Permanent/Mailing address		
c/o			
Address line 1	1211 NE 27th AVE		
Address line 2			
City/county	PORTLAND		
State/zip code	OR	97233	
Country Key	USA		
Telephone Number			

Communications

Type	Number	Exte
Type	Number	Exte
Type	Number	Exte
Type	Number	Exte

At the bottom, a status bar displays: "Record valid from 01/08/2009 to 12/31/9999 delimited at end". The transaction code PA30 and user ID sapqr2 are also visible.

4. Click **Save** button. This displays the *Maintain HR Master Data* screen. The message “Record Created” displays.



Create vs. Change (Transaction PA30)

HR master data Edit Goto Extras Utilities(M) Settings System Help

Maintain HR Master Data

Personnel no. 985385
 Name Deann Kamish
 EE group 1 Regular Pers. area 1290 OMF-CAO
 EE subgroup 03 FT Exempt, Negative Pers. subarea 3000 Non Rep Status Active

Basic Personal Data Addtl. Personal Data Payroll Data Addtl. Payroll Data

Infotype text E

- Actions (0000) ✓
- Organizational Assignment (0001) ✓
- Personal Data (0002) ✓
- Addresses (0006) ✓**
- Planned Working Time (0007) ✓
- Basic Pay (0008) ✓
- Date Specifications (0041) ✓
- Communication (0105) ✓
- Seniority (9001) ✓

Period
 Period
 From To
 Today Curr. week
 All Current month
 From curr. date Last week
 To Current Date Last month
 Current Period Current Year

Direct selection
 Infotype STy

Record created PA30 sapqr2 OVR

5. To ensure you have entered information correctly and retained the history for the employee, click **Overview** icon. This view shows that you have multiple records.

Infotype Edit Goto Extras System Help

List Addresses (0006)

Personnel No 985385 Name Deann Kamish
 EE group 1 Regular Pers. area 1290 OMF-CAO
 EE subgroup 03 FT Exempt, Negative Pers. subarea 3000 Non Rep Stat Active
 01/01/1800 To 12/31/9999 STy. 1

STy.	Start Date	Address	Telephone no.	LI	2nd Address Lin
1	04/10/2009	1211 NE 27th AVE			
1	01/08/2009	4844 SE 113	5037606869		

