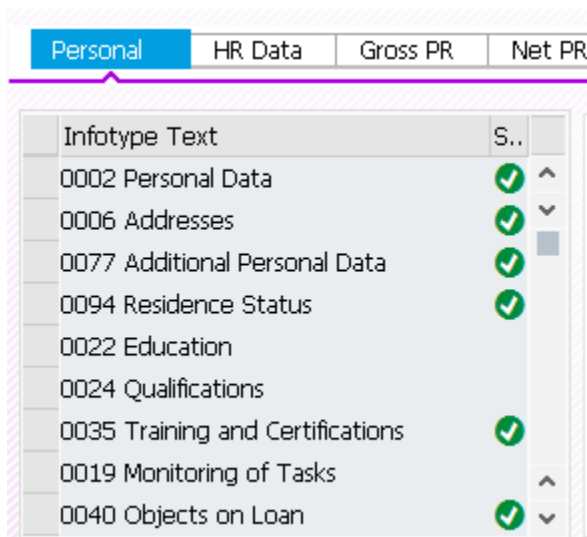


**Create Employee Master Data (PA30)**

**Purpose**

Use this procedure to create employee data for an Infotype on the Personal and HR Data tab that has NO Green Check indicator to the right of the Infotype's name.



**Menu Path**

Use the following menu path(s) to begin this transaction.

**SAP Menu:**

Human Resources → Personnel Management → HR Master Data Maintain

**Transaction Code:**

PA30

## Helpful Hints:

When viewing a field definition table, use the following guidelines for reading the **R/O/C** column:

- **R** = Required
- **O** = Optional
- **C** = Conditional

## Procedure

1. Start the transaction using the menu path or transaction code.

### Maintain HR Master Data

Personnel no. 10595  
Crystal P Jones Active  
UNMC REG OFF/SERV HRLY  
PEDIATRICS

Personal HR Data Gross PR Net PR Addtl. PR Benefits Bene...

Infotype text S...  
0002 Personal Data ✓  
0006 Addresses ✓  
0077 Additional Personal Data ✓  
0094 Residence Status ✓  
0022 Education ✓  
0024 Qualifications  
0035 Training/Certification/Awards  
0019 Monitoring of Tasks  
0040 Objects on Loan

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

Direct selection  
Infotype 0024 Qualifications STy



The following infotypes should **not** be created. Instead, process your change through Personnel Actions and select the appropriate action type.



0000 Actions



0001 Organizational Assignment


 0007 Planned Working Time

 0008 Basic Pay

 9027 Cost Distribution by Position

2. As required, complete/review the following fields:




Click  (Search) to search for/select appropriate field value when available.



Field Name	R/O/C	Description
Personnel no.	R	Enter employee's personnel number. Example: 10595

3. Click the margin box beside the infotype record you want to create.

4. Click  (Create).

5. Enter the effective date of the created record in the "Start" field and maintain all necessary fields.

6. Click  (Enter). If information entered is complete, message '**Save your entries**' appears on the message bar at the bottom of the screen.

7. Click  (Save) to save the record or click  (Back) to return to the Maintain HR Master Data screen without saving the changes.



The system displays the message "Record changed" on the message bar at the bottom of the screen.

8. You have completed this transaction.

9. Scan the Personnel Data Change form along with any supporting document(s) to the employee's ADIS record. Please see instruction guides under the "Appendix D ADIS Handbook" located in the HR SAP Resource Guide.