

Copy Employee Master Data (PA30)

Purpose

Use this procedure to create new infotype and, as a result, any records already stored in the infotype will be delimited and saved in the current infotype.



The copy function is employee specific and cannot be used to enter data for multiple employees.

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

The screenshot displays the 'Maintain HR Master Data' SAP transaction. At the top, the title bar reads 'Maintain HR Master Data'. Below it, a toolbar contains icons for document, edit, delete, and other functions. The main area shows personnel data for 'Crystal P Jones' (Personnel no. 10595). The status is 'Active', and the position is 'REG OFF/SERV HRLY' under 'UNMC' and 'PEDIATRICS'. The 'HR Data' tab is selected. A list of infotypes is shown on the left, with '0094 Residence Status' highlighted. A 'Period' selection dialog is open on the right, showing options like 'Today', 'All', 'From curr.date', etc.



The following infotypes should **not** be copied. Instead, re-execute the action they are associated with:



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 copy.



4. Click  (Copy).

A copy of the current infotype will display.

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

Field Name	R/O/C	Description
Start	R	Enter the effective date of the new record. Example: 04/05/2013  If you DO NOT enter a new effective date then your COPY will process as a CHANGE and not a COPY which will result in the DELETION of the prior record stored in this infotypes.

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. You have completed this transaction.

8. 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.