Indian Ports Association (IPA)

Implementation of Port EBS Project

**Enterprise Business System**

**Personnel Administration User Manual**

**(Human Capital Management)**

**Submitted by:**

****

Plot No. 58 A & B,

Noida Special Economic Zone,

Uttar Pradesh-201305

www.techmahindra.com

**SAP User Manual for Personnel Administration**

**Document History:**

|  |  |
| --- | --- |
| Authors & Participants | |
| Role | Name |
|  |  |
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| --- | --- | --- | --- |
| Revision History | | | |
| Date | Document  Version | Document Revision  Description | Author |
| 15.03.2020 | 1.0 | Initial Draft | Senthil |
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# ****Icons Glossary****

|  |  |
| --- | --- |
|  | Create |
|  | Change |
|  | Display |
|  | Copy |
|  | Delimit |
|  | Delete |
|  | Overview |
|  | Save |
|  | Back / Previous Menu |
|  | Header |
|  | Details |
|  | Execute |

## Purpose of the Document

Personnel administration consists of many individual pieces of information, which are stored, updated and managed for each employee in HR system. To manage personnel data related to tasks in HR system, Personnel Administration is needed. All employee data is logged with the exact date. In addition, provide information with a structure, facilitate data entry, and enable you to store data for specific periods.

## Target Audience

Establishment Team of respective Departments

## Introduction of Personnel Administration

**Trigger(s):**

* An event takes place in the life cycle of an employee that requires a series of infotypes to be populated. The transaction performed within the system is a Personnel Action. The action may be the hiring/appointment process; a change within the organization such as promotion, department change, transfer or relocation, job change; or a termination of employment.

|  |
| --- |
| Overview |
| Employee master data is stored in SAP as separate infotypes. These infotypes are logical groupings of information. The transactions performed to create and store these infotypes initially are called Personnel actions. Personnel actions are customized to organize and present these infotypes according to a company’s personnel procedures. Actions allow the user easy data entry, because the system automatically presents the screens to be maintained for the particular personnel action.  Each action requires different infotypes and will be a separate action in the system. This document describes the typical procedure required to hire a new employee into your organization. This action describes the process an organization would complete in order to add a person to the headcount and pay the new employee. Based upon each organization’s unique requirements, the infotypes to be included and the order of the infotypes in each action should be customized. |

Tips and Tricks:

* Use the pull-down arrow or press F4 to display all possible wage types.
* The transaction code PA40 is a generic path to the action menu. The appropriate action type needs to be selected on the “Personnel Action” screen. Your selections will determine what infotypes are displayed.
* An action is a set of infotypes that have been logically grouped together.
* The Action process described in this document explain how your organization could structure the Personnel action. Additional infotypes may be added or infotypes deleted according to your organization needs.
* Fields with a square and a check at the left-hand side are required. An error message will be displayed when information is not entered or field information is incorrect.

## Infotype

Infotypes are units of information in the Human Resource Management System. Recording employee data for administrative, time recording and payroll purposes is of primary importance for master data administration. In the SAP System, the information units used to enter master data are called Infotypes. These are used to group related data fields together. They provide information with a structure, facilitate data entry, and enable you to store data for specific periods. Below list of Infotypes used in this implementation.

## HCM Structures

Employee’s milestones are maintained in action Infotype (0000). In organizational assignment Infotype (IT0001) Enterprise structure, Personnel structure & Organizational Structure to which employee belongs to will be maintained.

### The personnel area

The personnel area is an organizational unit; according to personnel administrative, time management and payroll organizational point of view. Personnel area represents a delimited enterprise area. Personnel areas are subdivided into personnel subareas.

### Personnel Sub Area

Personnel sub areas are subdivisions of the personnel area. A personnel subarea is an organizational entity, which represents part of a personnel area, which is distinguished from others by unique features of personnel administration, time management and payroll accounting. Following table shows PA & PSA combination applicable in respective ports.

### Employee Group

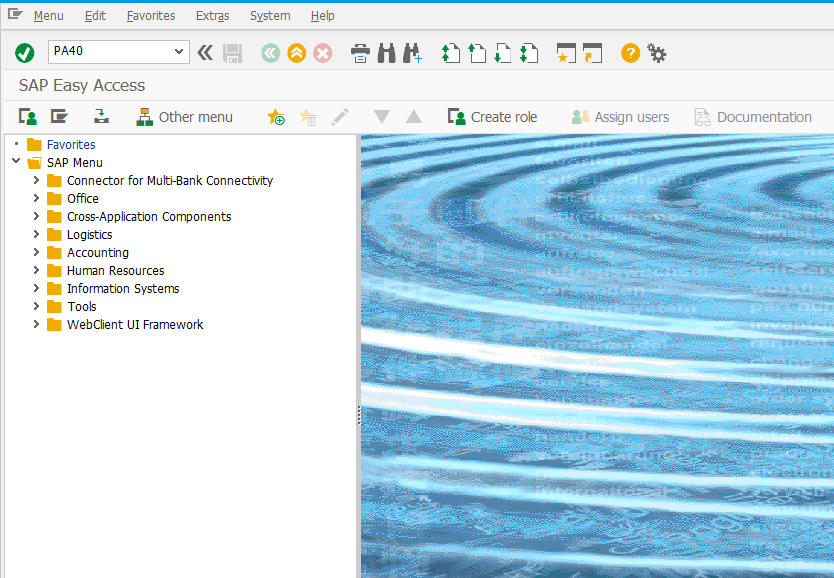
Employee group allows dividing employees into groups and allows defining their relationship to the enterprise. There are two EGs available as Salaried, Contract employees and Pensioner.

### Employee Sub groups

The employee subgroup represents a subdivision of the employee group. Below is the list of employee group and sub group implemented in respective ports.

# Appointment Action

|  |  |
| --- | --- |
| Menu Path | Human Resources -> Personnel Management-> Administration-> HR Master Data-> PA40-Personnel actions |
| Transaction Code | PA40 |

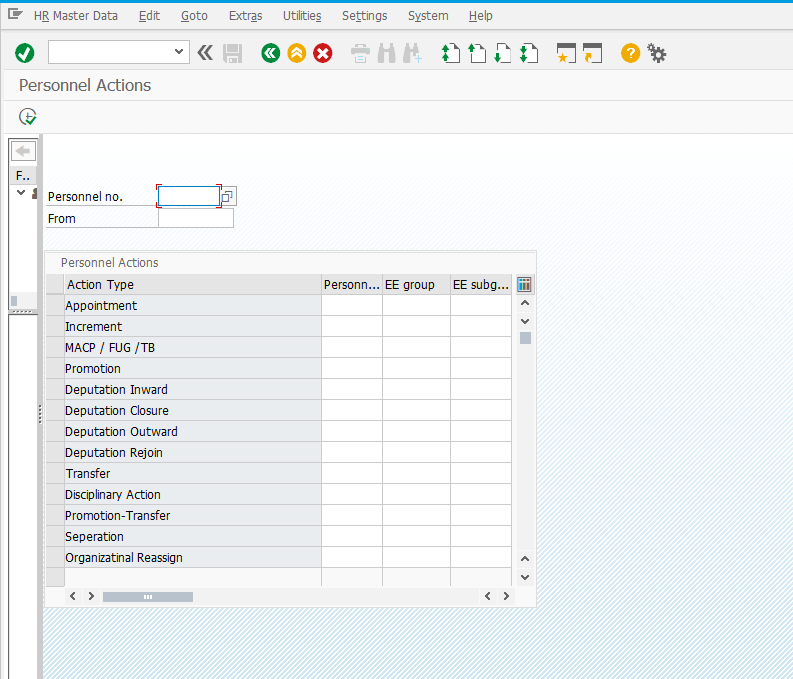


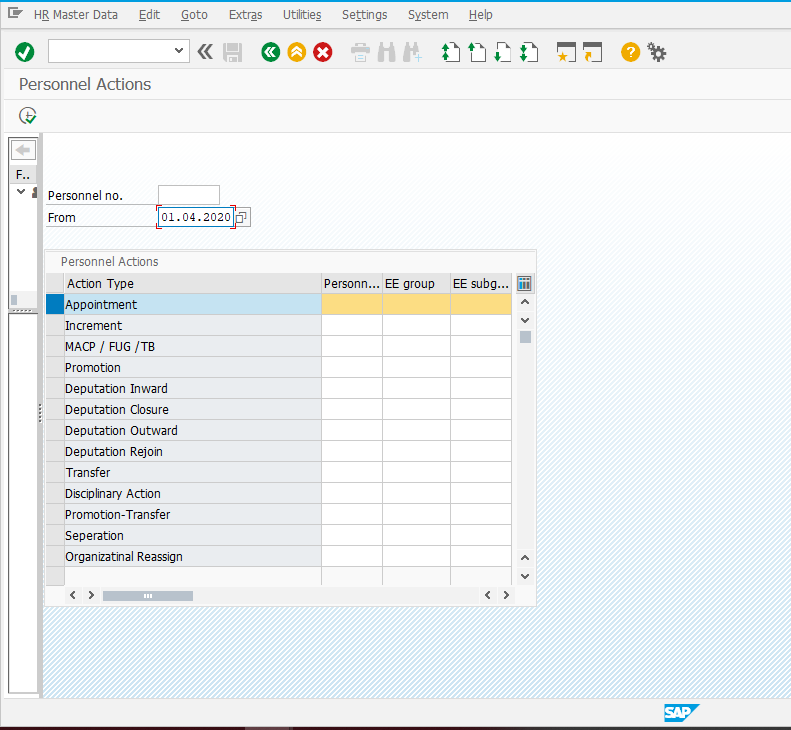
For an Appointment action of an employee, below Infotypes need to be created

|  |  |
| --- | --- |
| 0000 | Actions |
| 0001 | Organizational assignment |
| 0002 | Personal data |
| 0006 | Addresses |
| 0007 | Planned Working Time |
| 0008 | Basic Pay |
| 0009 | Bank Details |
| 0016 | Contract Element |
| 0019 | Monitoring of Tasks |
| 0021 | Family Member/Dependents |
| 0022 | Education |
| 0105 | Communication |
| 0185 | Personal IDs |

Enter date and select “Appointment”.

|  |  |
| --- | --- |
| **Field** | **Value** |
| Personnel no. | System will generate |
| From | Start date when employee is hired (dd.mm.yyyy) |
| Action Type | Choose the Action type |





## Actions Infotype

|  |  |
| --- | --- |
| **Field** | **Value** |
| Reason for action | Choose the reason from the list |
| Position | Choose from the list |
| Personnel Area | Choose from the list |
| Employee Group | Choose from the list |
| Employee Sub Group | Choose from the list |

**Personnel Area:**

|  |  |
| --- | --- |
| 1000 | CHPT |
| 1200 | MBPT |
| 1400 | DPT |
| 1600 | DPT OOT - VADINAR |
| 1700 | KDS |
| 1900 | HDC |
| 2000 | PPT |

**Employee Group:**

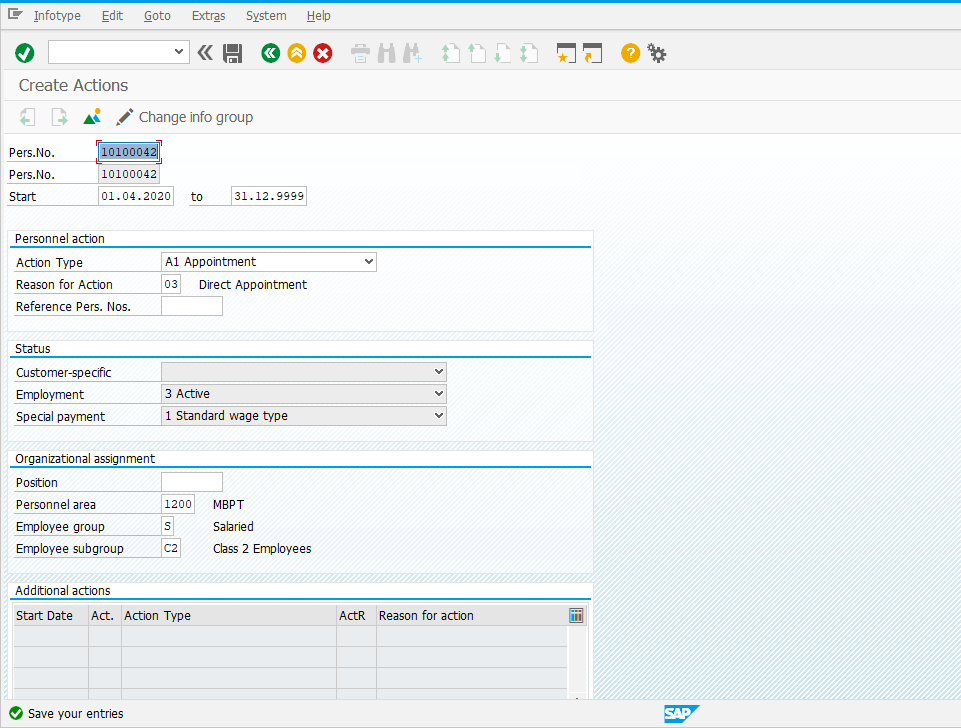
|  |  |
| --- | --- |
| S | Salaried |
| A | Apprentice |
| C | Contract |
| T | Trainee |

**Employee Subgroup:**

|  |  |  |  |
| --- | --- | --- | --- |
| S | Salaried | C1 | Class1 Employees |
| S | Salaried | C2 | Class 2 Employees |
| S | Salaried | C3 | Class 3 Employees |
| S | Salaried | C4 | Class 4 Employees |
| A | Apprentice | AP | Apprentice |
| C | Contract | EX | Executive Contract |
| C | Contract | NE | Non-Executive Contract |
| T | Trainee | TR | Trainee |

Note: Click  for the list of options available for the field, select one appropriate value, maintain other fields, click and save 

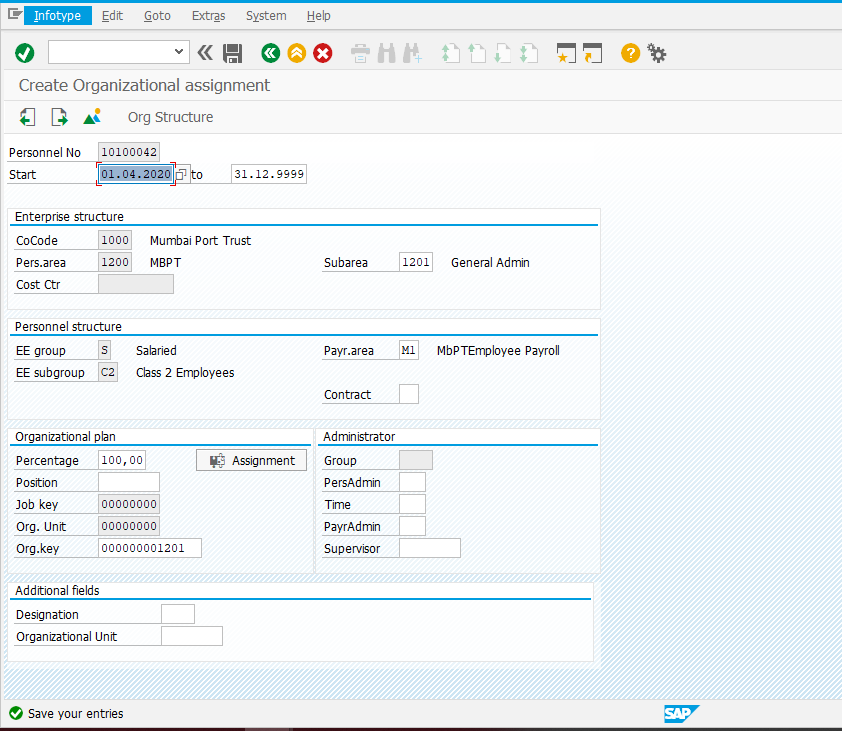
***To Hire Apprentice, Trainee, Contract: Employee Group and Employee Subgroup should be chosen based on the Key values mentioned above.***



## Organizational Assignment Infotype

|  |  |
| --- | --- |
| **Field** | **Value** |
| Personnel Sub Area | Choose from the list based on the Employee Personnel Area |

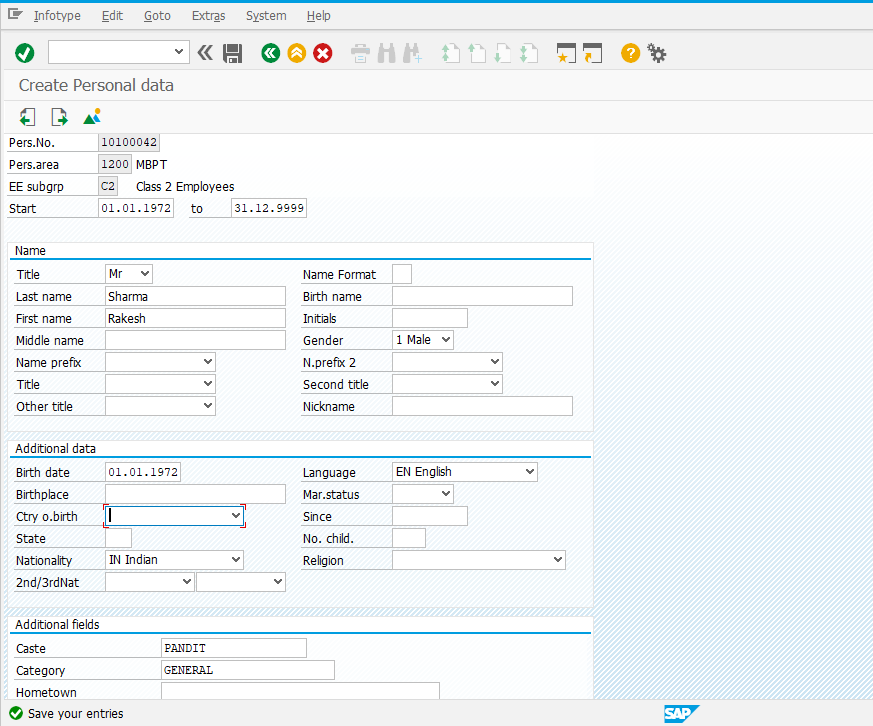
Note: Click  for the list of options available for the field, select one appropriate value, maintain other fields, click and save 



## Personal Data Infotype

|  |  |
| --- | --- |
| **Field** | **Value** |
| Title | Choose from the list |
| First Name | First Name of Employee |
| Last Name | Last Name of Employee |
| Gender | Choose from the list |
| Date of Birth | Enter DOB of Employee |
| Nationality | Choose from the list |

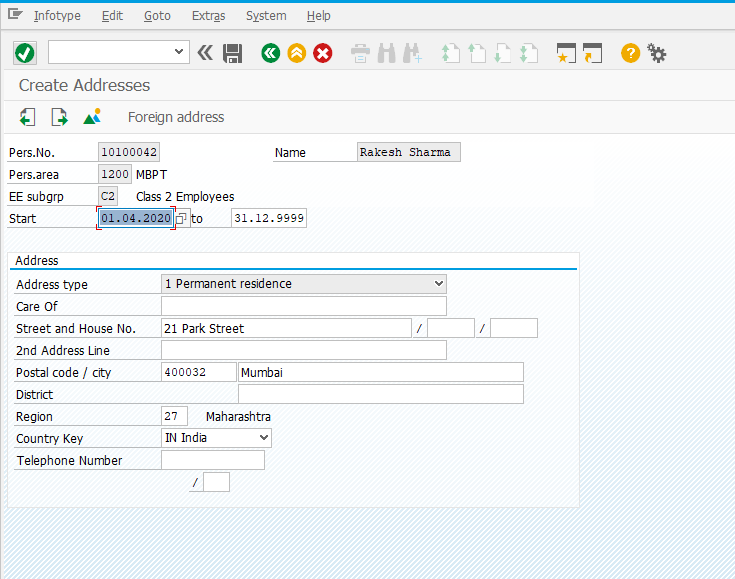
Note: Click  for the list of options available for the field, select one appropriate value, maintain other fields, click and save 



## Address Infotype

|  |  |
| --- | --- |
| **Field** | **Value** |
| Address Record Type | Choose Permanent Address |
| Address | Enter Address of the Employee |
| Pin code | Enter Pin code |
| City | Enter Name of City |

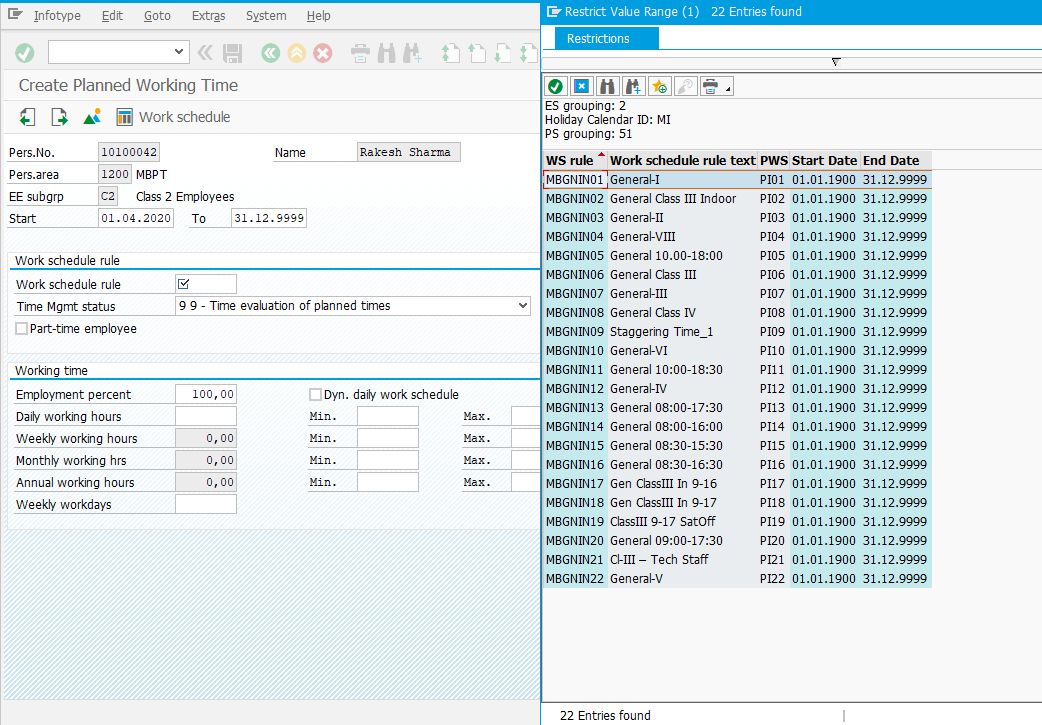
Note: Click  for the list of options available for the field, select one appropriate value, maintain other fields, click and save 

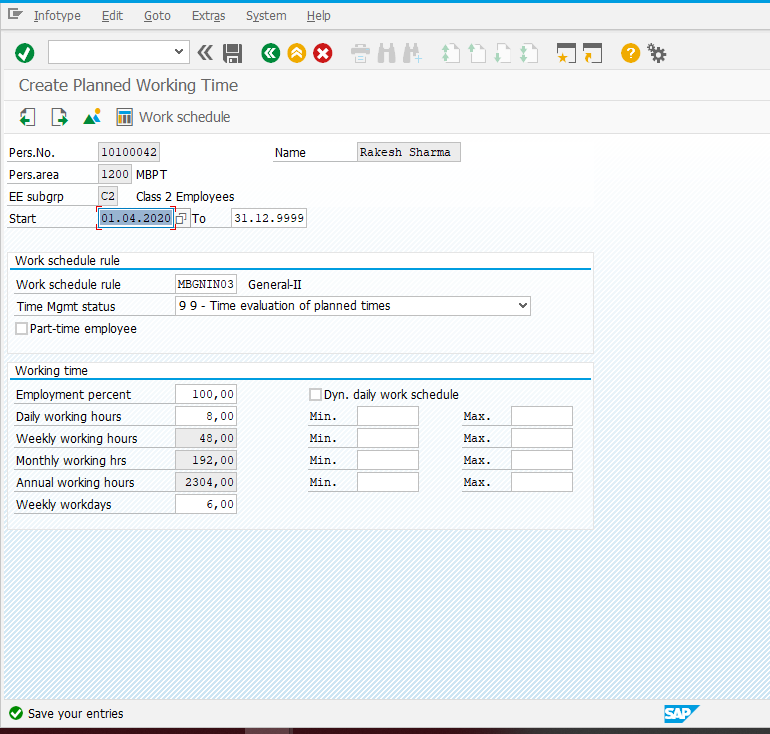


## Planned Working Time Infotype

|  |  |
| --- | --- |
| **Field** | **Value** |
| Work Schedule Rule | Choose the work schedule from the list |
| Time Mgmt. Status | Choose 9 - Time Evaluation of planned times from the list |

Note: Click  for the list of options available for the field, select one appropriate value, maintain other fields, click and save 



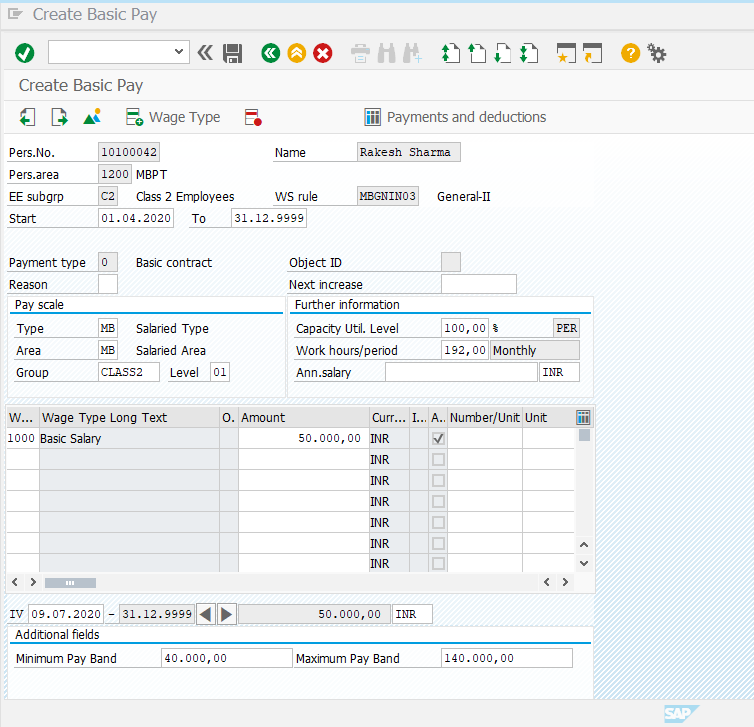


## Basic Pay Infotype

|  |  |
| --- | --- |
| **Field** | **Value** |
| Pay Scale Type | MB |
| Pay Scale Area | MB |
| PS Group & Level | Choose the Pay scale Group and Level from the list |
| Basic Salary | Basic Pay will be populated for Class3 and 4 |

**Pay Scale Type** and **Pay Scale Area** for all Ports except Mumbai Port is “SL”, “SL” respectively.

Note: Click  for the list of options available for the field, select one appropriate value, maintain other fields, click and save 

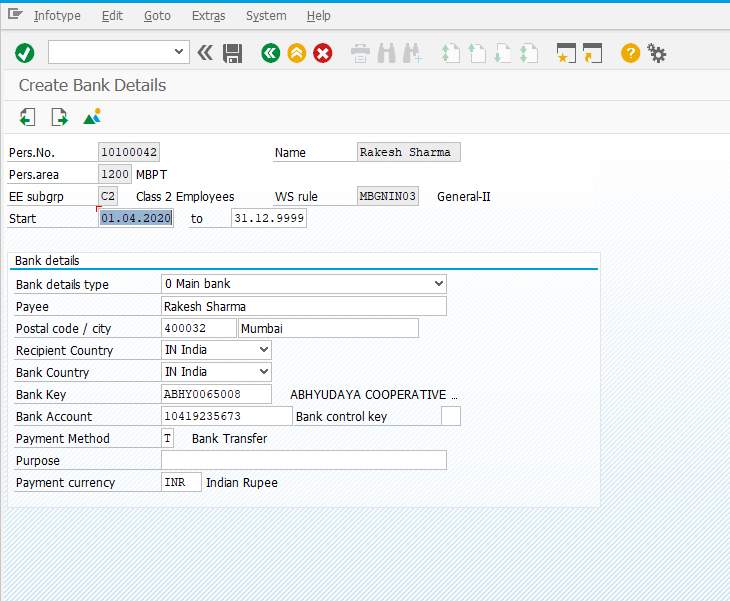


## Bank Details Infotype

|  |  |
| --- | --- |
| **Field** | **Value** |
| Postal Code/City | Postal code and city of the bank |
| Bank Key | Chose the bank key i.e. IFSC CODE from the list |
| Bank Account | Maintain the Bank Account number |
| Payment Method | Maintain Payment method as Bank Transfer only |

Note: Click  for the list of options available for the field, select one appropriate value, maintain other fields, click and save 

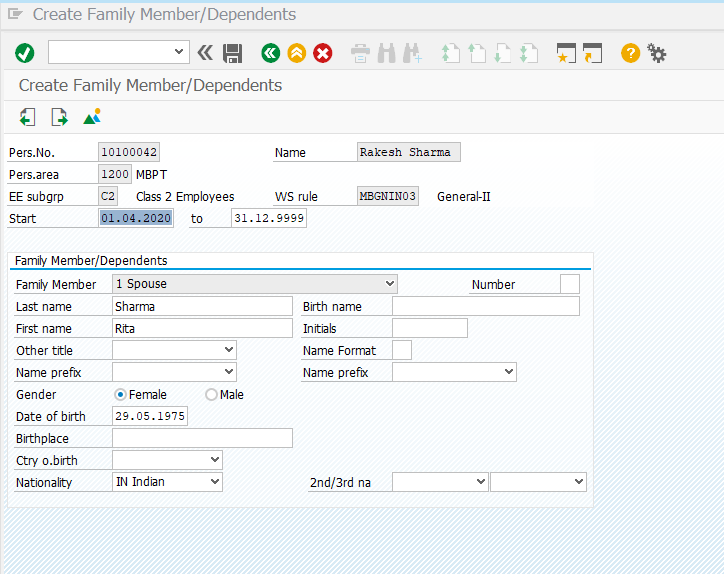
.



## Family Details Infotype

|  |  |
| --- | --- |
| **Field** | **Value** |
| Family Member Sub type | Choose from the list |
| First Name and Last Name | Maintain the First and Last Name |
| Gender | Gender of Dependent |
| Date of Birth | DOB of Dependent |

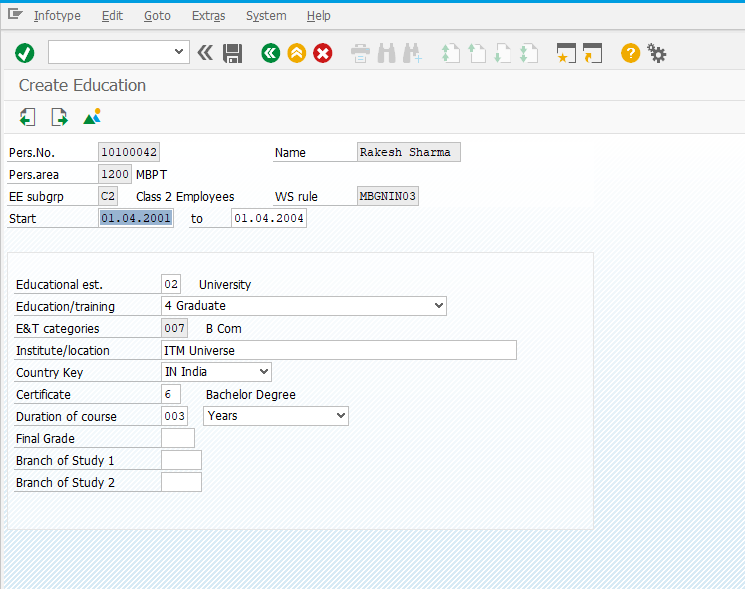
Note: Click  for the list of options available for the field, select one appropriate value, maintain other fields, click and save 



## Education Infotype

|  |  |
| --- | --- |
| **Field** | **Value** |
| Establishment | Choose from the list |
| Education/Training | Choose from the list |
| Institution | Enter the institute name |
| Country | Choose from the list |
| Certificate | Choose from the list |
| Curation | Choose from the list |
| Final Grade | Enter the value |
| Branch of Study1 | Choose from the list |
| Branch of Study2 | Choose from the list |

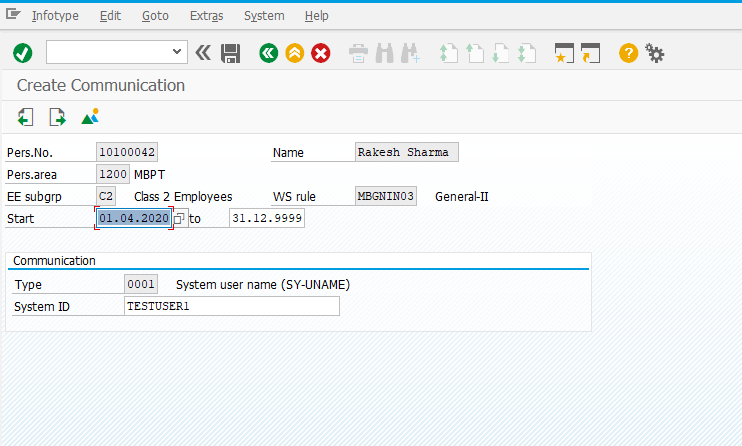
Note: Click  for the list of options available for the field, select one appropriate value, maintain other fields, click and save 



## Communications Infotype

|  |  |
| --- | --- |
| **Field** | **Value** |
| Subtype | Choose from the list |
| Communicate type | Enter communication information |

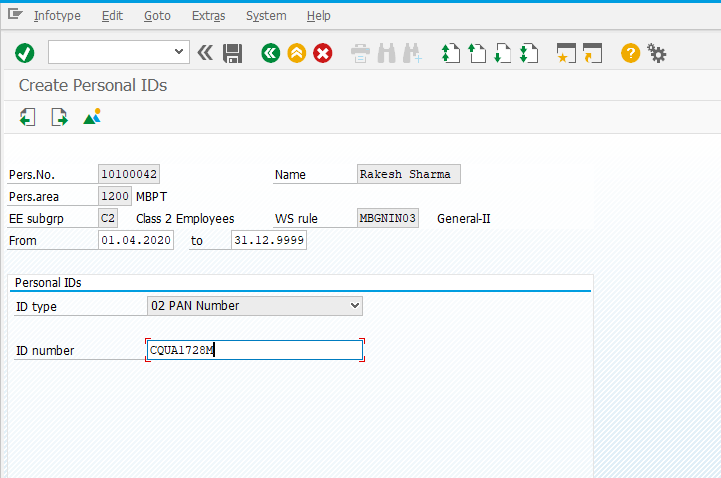
Note: Click  for the list of options available for the field, select one appropriate value, maintain other fields, click and save 



## Personal IDs Infotype

|  |  |
| --- | --- |
| **Field** | **Value** |
| Subtype | Choose from the list |
| ID Type | Enter ID Number |

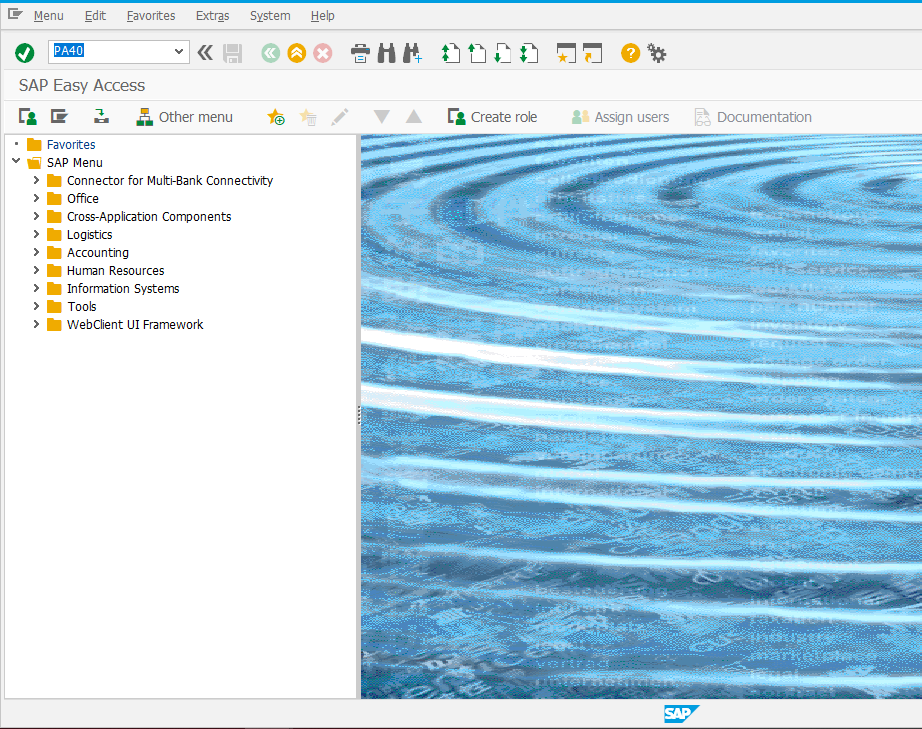
Note: Click  for the list of options available for the field, select one appropriate value, maintain other fields, click and save 



# Increment / MACP / FUG Action

To perform Personnel actions, follow below path:

|  |  |
| --- | --- |
| Menu Path | Human Resources -> Personnel Management-> Administration-> HR Master Data-> PA40-Personnel actions |
| Transaction Code | PA40 |



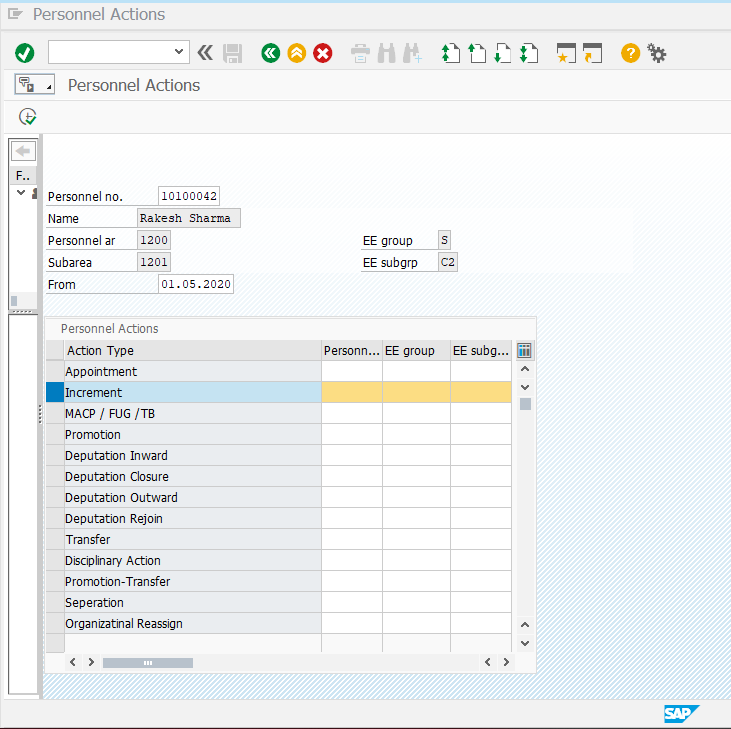
For an Increment action, below Infotypes need to be updated.

|  |  |
| --- | --- |
| 0000 | Actions |
| 0001 | Organizational assignment |
| 0007 | Planned Working Time |
| 0008 | Basic Pay |

Enter employee no and select an action “Increment”.

|  |  |
| --- | --- |
| **Field** | **Value** |
| Personnel no. | Enter the Personnel Number |
| From | Start date of the action (dd.mm.yyyy) |
| Action Type | Choose the Action type |

Note: Click  for the list of options available for the field, select one appropriate value, maintain other fields, click and save 



## Actions Infotype

|  |  |
| --- | --- |
| **Field** | **Value** |
| Reason for action | Choose from the list |
| Position | Choose from the list |
| Personnel Area | Choose from the list |
| Employee Group | Choose from the list |
| Employee Sub Group | Choose from the list |

**Personnel Area:**

|  |  |
| --- | --- |
| 1000 | CHPT |
| 1200 | MBPT |
| 1400 | DPT |
| 1600 | DPT OOT - VADINAR |
| 1700 | KDS |
| 1900 | HDC |
| 2000 | PPT |

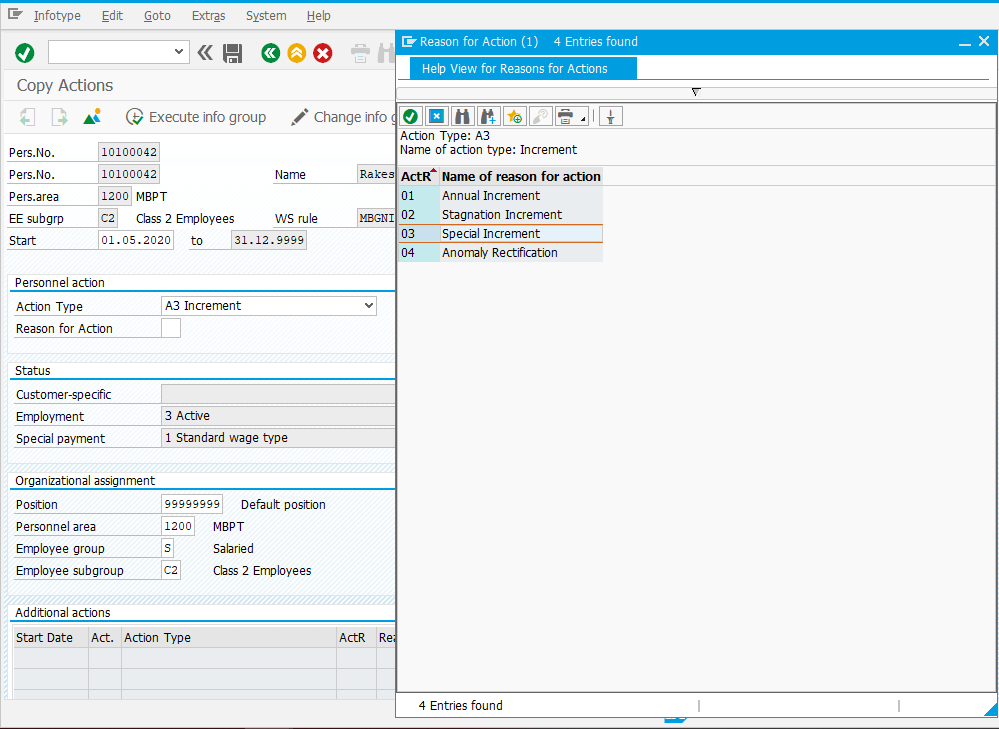
**Employee Group:**

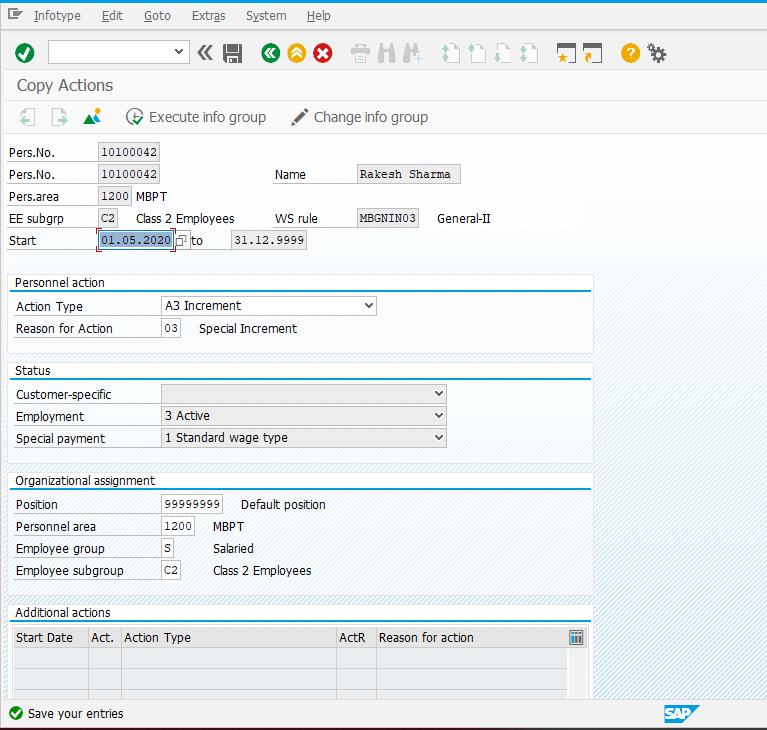
|  |  |
| --- | --- |
| S | Salaried |
| A | Apprentice |
| C | Contract |
| T | Trainee |

**Employee Subgroup:**

|  |  |  |  |
| --- | --- | --- | --- |
| S | Salaried | C1 | Class1 Employees |
| S | Salaried | C2 | Class 2 Employees |
| S | Salaried | C3 | Class 3 Employees |
| S | Salaried | C4 | Class 4 Employees |
| A | Apprentice | AP | Apprentice |
| C | Contract | EX | Executive Contract |
| C | Contract | NE | Non-Executive Contract |
| T | Trainee | TR | Trainee |

Note: Click  for the list of options available for the field, select one appropriate value, maintain other fields, click and save 

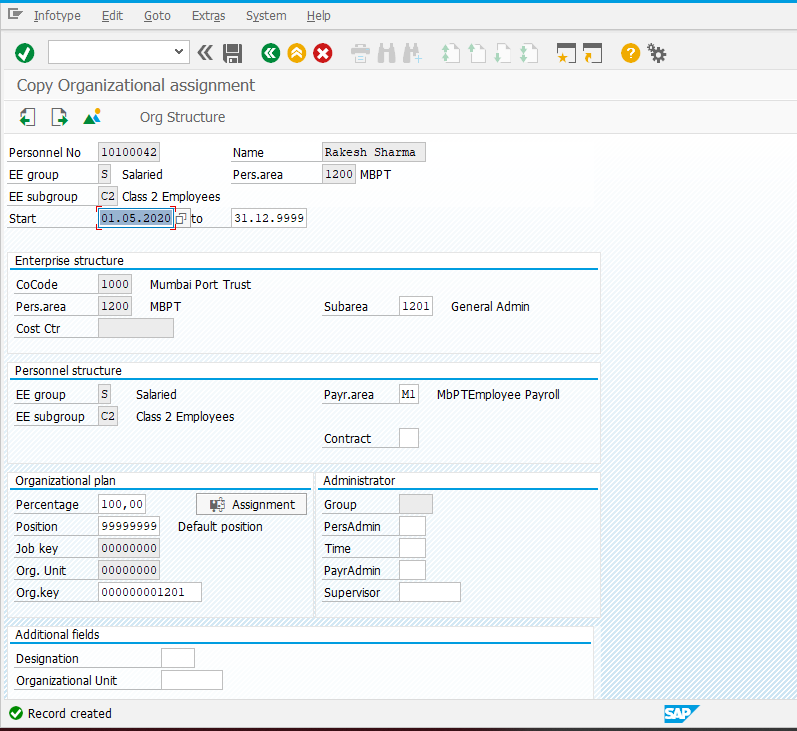




## Organizational assignment Infotype

|  |  |
| --- | --- |
| **Field** | **Value** |
| Personnel Sub Area | Choose the reason from the list based on the Personnel Area of Employee |

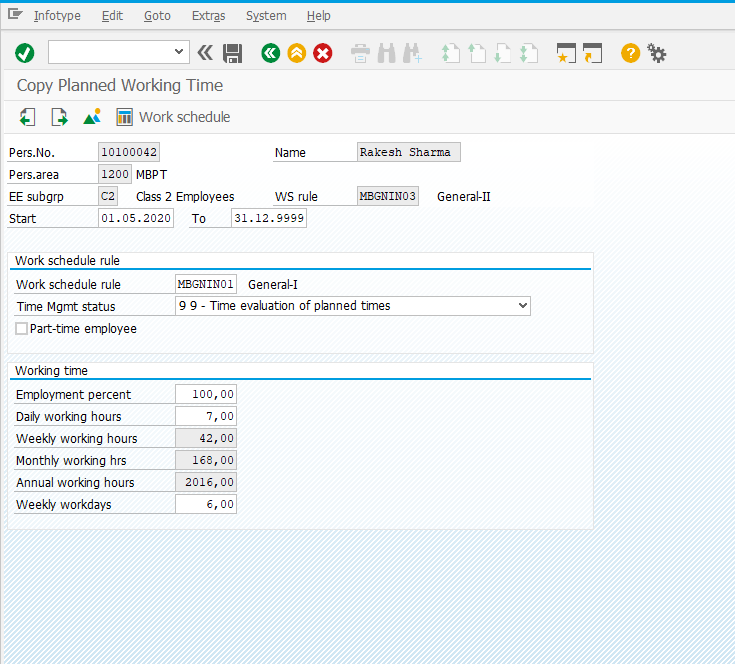
Note: Click  for the list of options available for the field, select one appropriate value, maintain other fields, click and save 



## Planned working time Infotype

|  |  |
| --- | --- |
| **Field** | **Value** |
| Work Schedule Rule | Choose the work schedule from the list |
| Time Mgmt. Status | Choose 9 - Time Evaluation of planned times from the list |

Note: Click  for the list of options available for the field, select one appropriate value, maintain other fields, click and save 

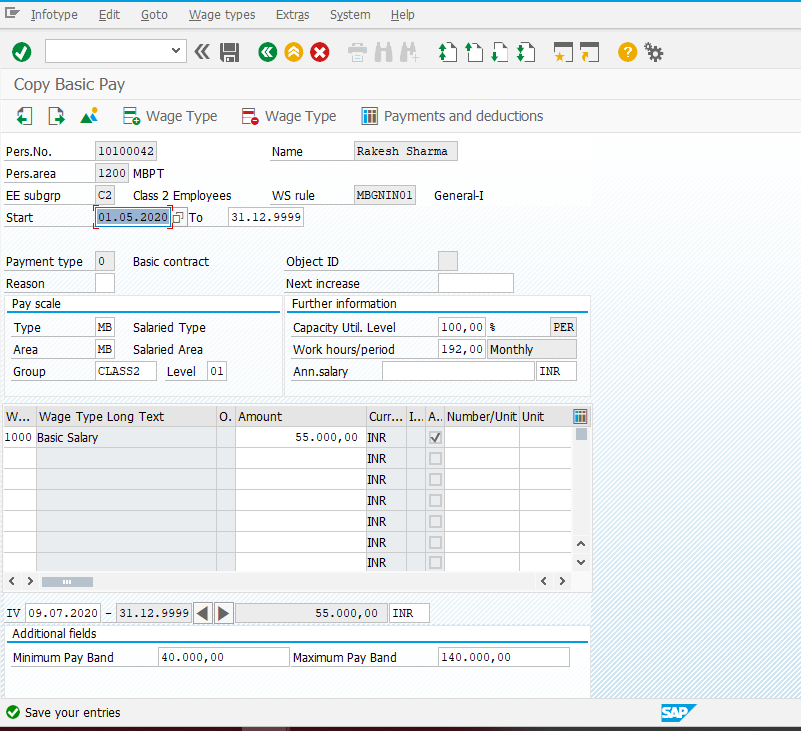


## Basic Pay Infotype

|  |  |
| --- | --- |
| **Field** | **Value** |
| Pay Scale Type | SL |
| Pay Scale Area | SL |
| PS Group & Level | Choose the Pay scale Group and Level from the list |
| Basic Salary | Basic Pay will be populated for Class3 and 4 |
|  |  |

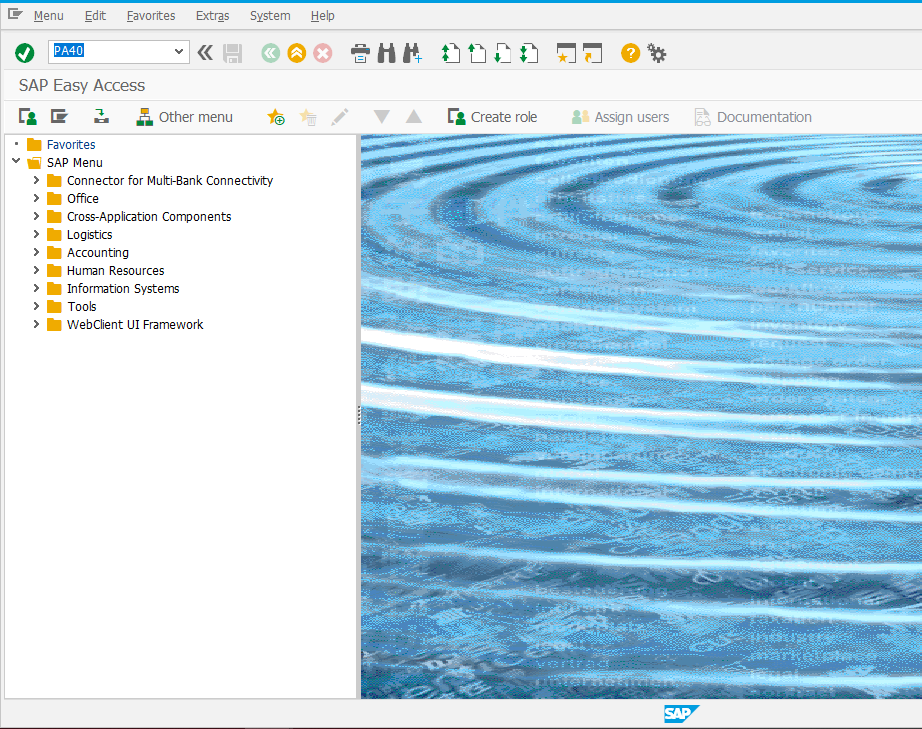
**Pay Scale Type** and **Pay Scale Area** for all Ports except Mumbai Port is “SL”, “SL” respectively.

Note: Click  for the list of options available for the field, select one appropriate value, maintain other fields, click and save 



# Promotion Action

|  |  |
| --- | --- |
| Menu Path | Human Resources -> Personnel Management-> Administration-> HR Master Data-> PA40-Personnel actions |
| Transaction Code | PA40 |

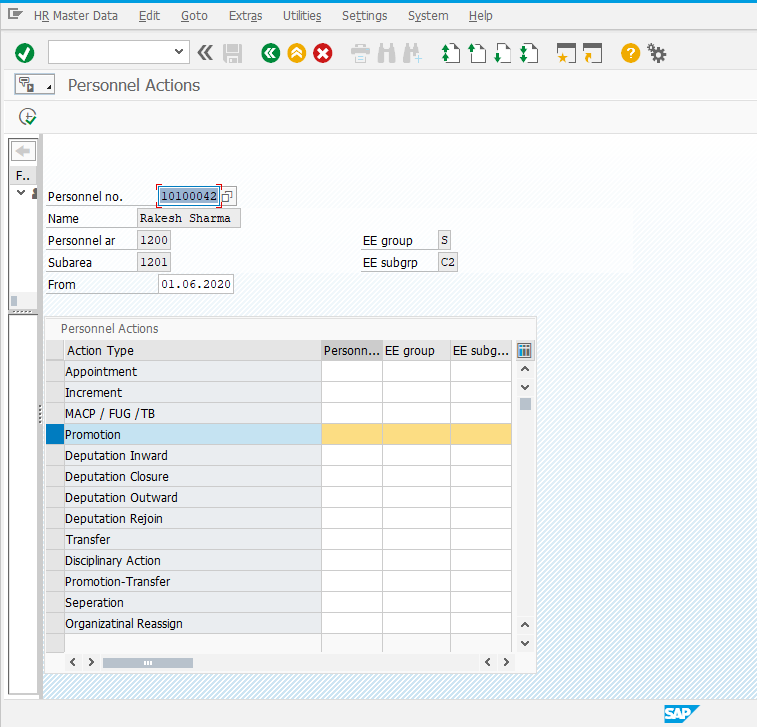


For Promotion Action, below Infotypes need to be updated.

|  |  |
| --- | --- |
| 0000 | Actions |
| 0001 | Organizational assignment |
| 0007 | Planned Working Time |
| 0008 | Basic Pay |

Enter employee no and select an action “Promotion”.

|  |  |
| --- | --- |
| **Field** | **Value** |
| Personnel no. | Enter the Personnel Number |
| From | Start date of the action (dd.mm.yyyy) |
| Action Type | Choose the Action type |



## Actions Infotype

|  |  |
| --- | --- |
| **Field** | **Value** |
| Reason for action | Choose the reason from the list |
| Position | Choose from the list |
| Personnel Area | Choose from the list |
| Employee Group | Choose from the list |
| Employee Sub Group | Choose from the list |

**Personnel Area:**

|  |  |
| --- | --- |
| 1000 | CHPT |
| 1200 | MBPT |
| 1400 | DPT |
| 1600 | DPT OOT - VADINAR |
| 1700 | KDS |
| 1900 | HDC |
| 2000 | PPT |

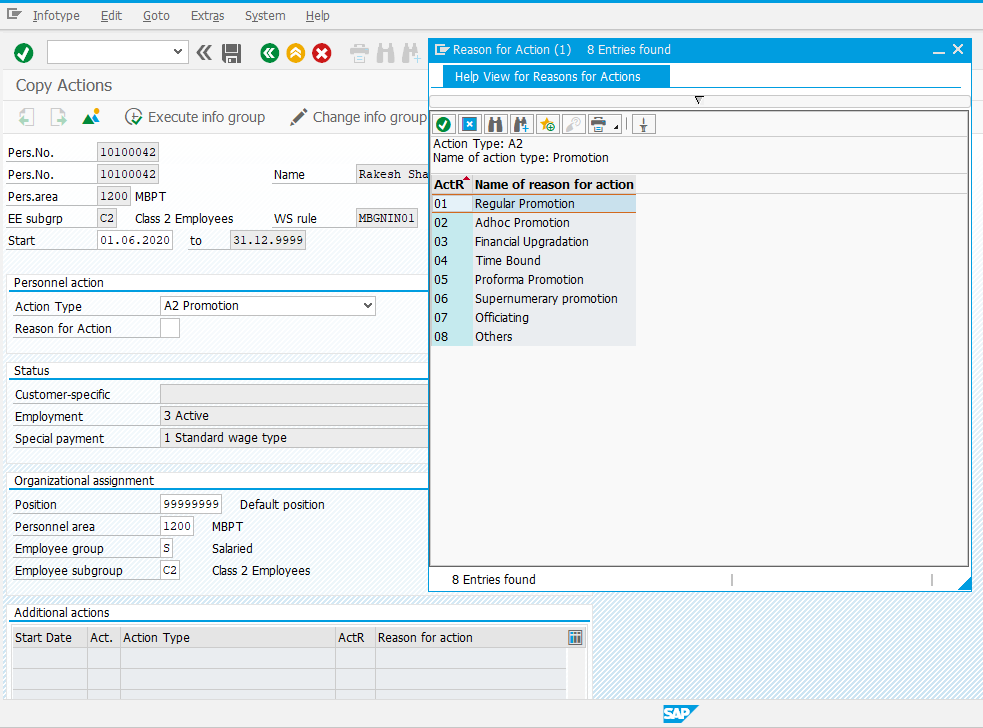
**Employee Group:**

|  |  |
| --- | --- |
| S | Salaried |
| A | Apprentice |
| C | Contract |
| T | Trainee |

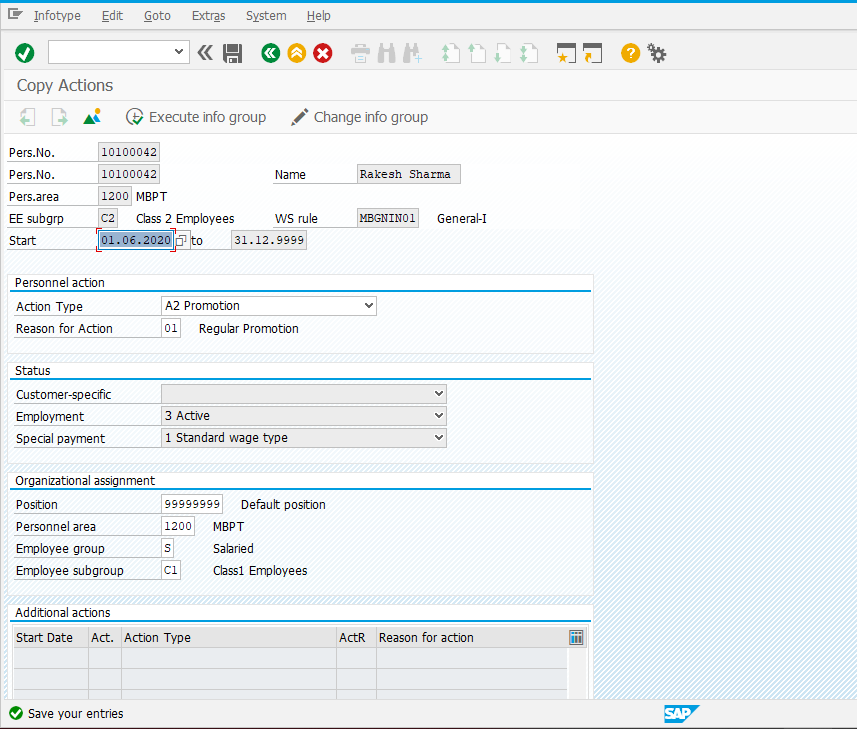
**Employee Subgroup:**

|  |  |  |  |
| --- | --- | --- | --- |
| S | Salaried | C1 | Class1 Employees |
| S | Salaried | C2 | Class 2 Employees |
| S | Salaried | C3 | Class 3 Employees |
| S | Salaried | C4 | Class 4 Employees |
| A | Apprentice | AP | Apprentice |
| C | Contract | EX | Executive Contract |
| C | Contract | NE | Non-Executive Contract |
| T | Trainee | TR | Trainee |

Note: Click  for the list of options available for the field, select one appropriate value, maintain other fields, click and save 



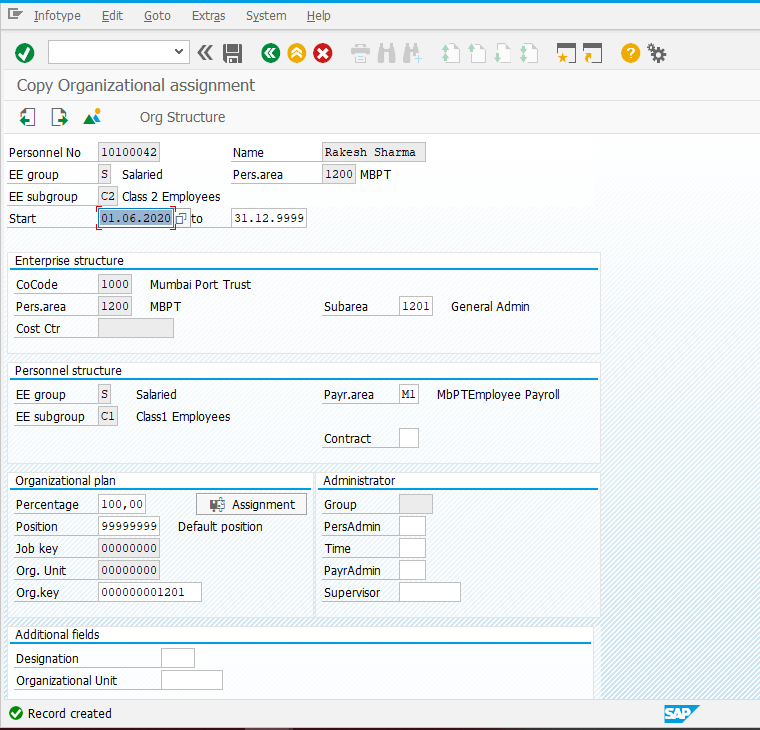
In case of Promotion, the employee subgroup needs to be updated.



## Organizational Assignment Infotype

|  |  |
| --- | --- |
| **Field** | **Value** |
| Personnel Sub Area | Choose the reason from the list based on the personnel area of Employee |

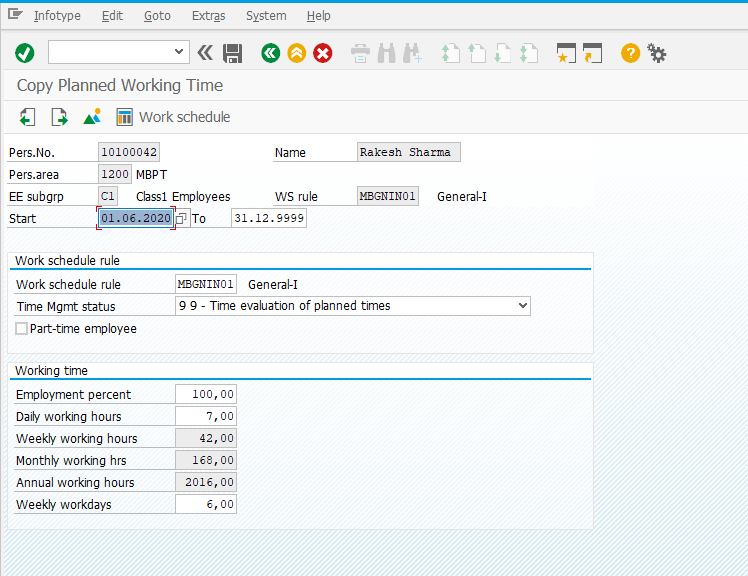
Note: Click  for the list of options available for the field, select one appropriate value, maintain other fields, click and save 



## Planned Working Time Infotype

|  |  |
| --- | --- |
| **Field** | **Value** |
| Work Schedule Rule | Choose the work schedule from the list |
| Time Mgmt. Status | Choose 9 - Time Evaluation of planned times from the list |

Note: Click  for the list of options available for the field, select one appropriate value, maintain other fields, click and save 

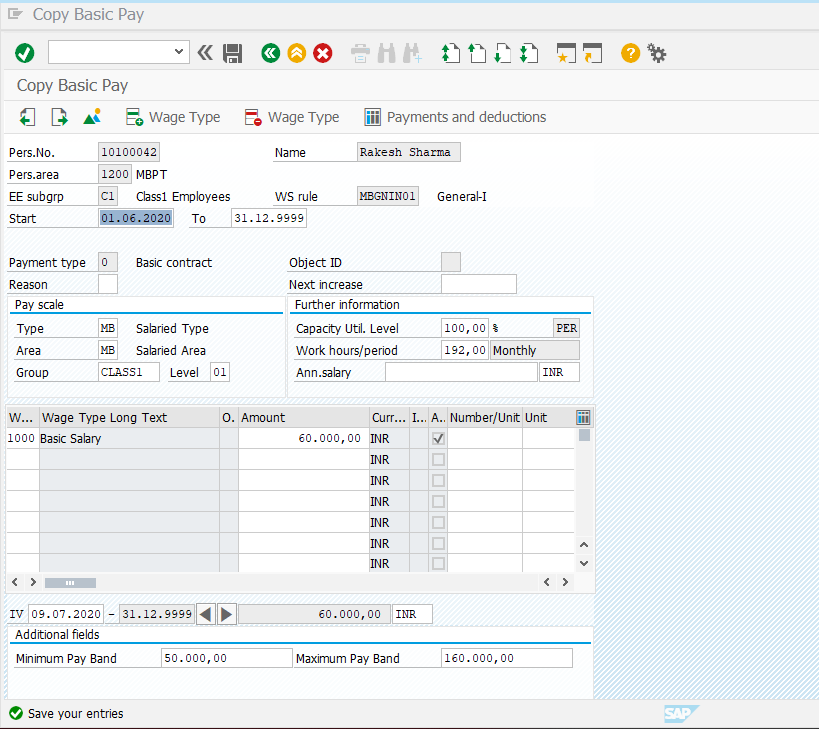


## Basic Pay Infotype

|  |  |
| --- | --- |
| **Field** | **Value** |
| Pay Scale Type | SL |
| Pay Scale Area | SL |
| PS Group & Level | Choose the Pay scale Group and Level from the list |
| Basic Salary | Basic Pay will be populated for Class3 and 4 |
|  |  |

Note: Click  for the list of options available for the field, select one appropriate value, maintain other fields, click and save 

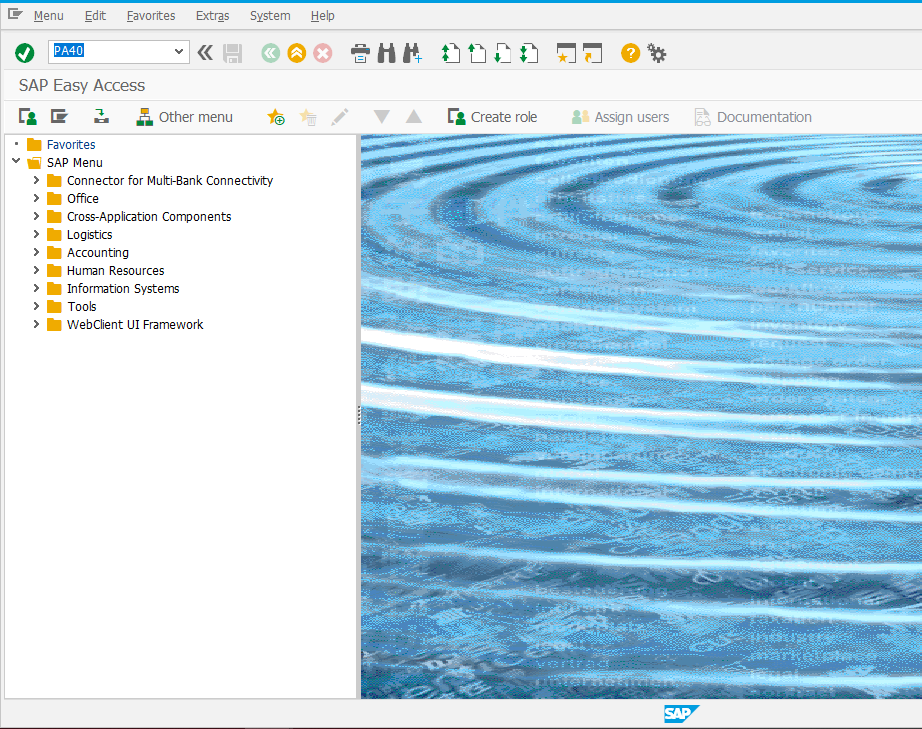
**Pay Scale Type** and **Pay Scale Area** for all Ports except Mumbai Port is “SL”, “SL” respectively.



# ****Separation/Retirement Action****

To perform Personnel actions, follow below path:

|  |  |
| --- | --- |
| Menu Path | Human Resources -> Personnel Management-> Administration-> HR Master Data-> PA40-Personnel actions |
| Transaction Code | PA40 |

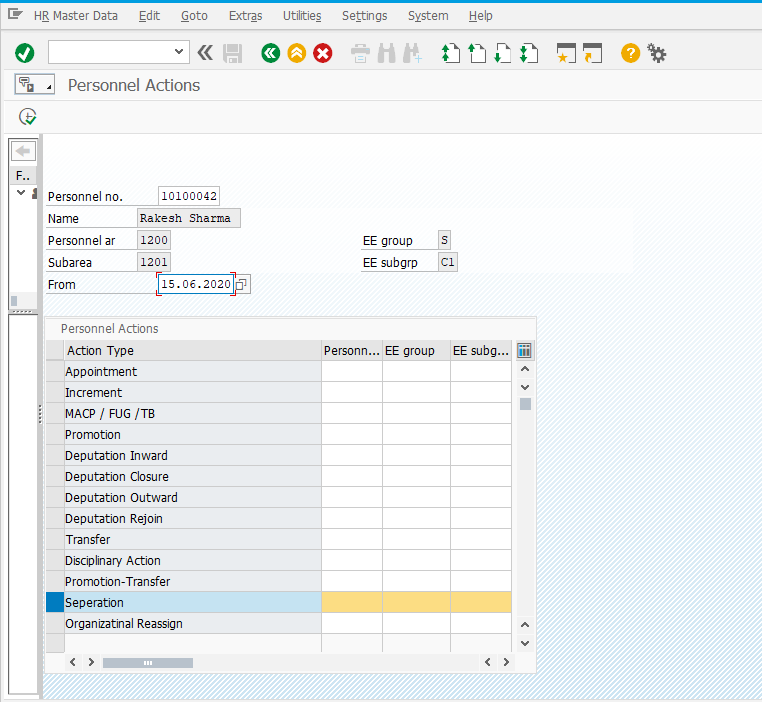


For Separation action, below Infotypes need to be updated.

|  |  |
| --- | --- |
| 0000 | Actions |
| 0001 | Organizational assignment |
| 0007 | Planned Working Time |
| 0008 | Basic Pay |

Enter employee no and select an action “Separation”.

|  |  |
| --- | --- |
| **Field** | **Value** |
| Personnel no. | Enter the Personnel Number |
| From | Start date of the action (dd.mm.yyyy) |
| Action Type | Choose the Action type |



## Actions Infotype

|  |  |
| --- | --- |
| **Field** | **Value** |
| Reason for action | Choose the reason from the list |

**Personnel Area:**

|  |  |
| --- | --- |
| 1000 | CHPT |
| 1200 | MBPT |
| 1400 | DPT |
| 1600 | DPT OOT - VADINAR |
| 1700 | KDS |
| 1900 | HDC |
| 2000 | PPT |

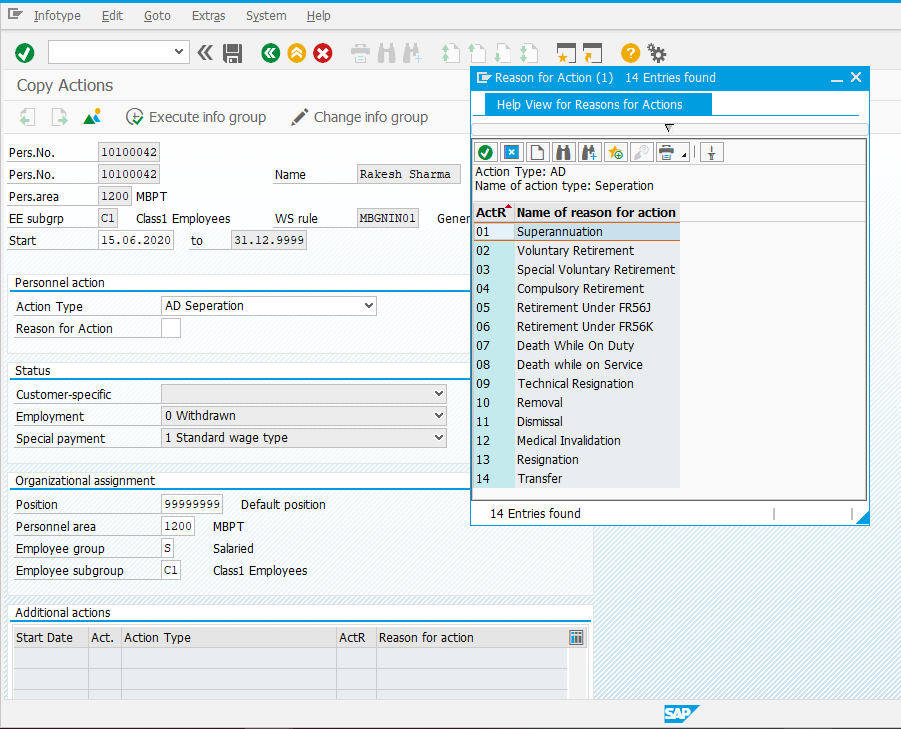
**Employee Group:**

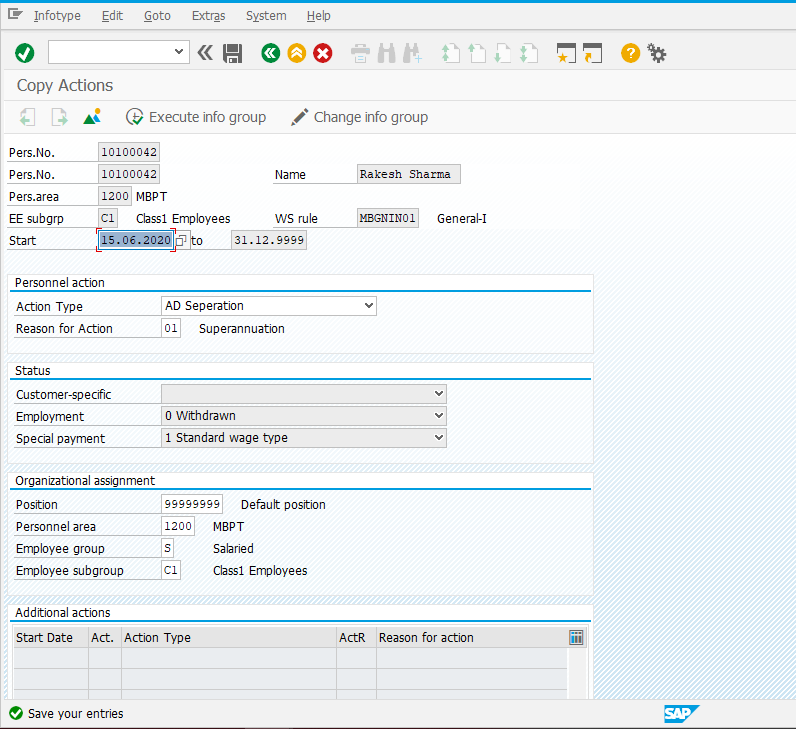
|  |  |
| --- | --- |
| S | Salaried |
| A | Apprentice |
| C | Contract |
| T | Trainee |

**Employee Subgroup:**

|  |  |  |  |
| --- | --- | --- | --- |
| S | Salaried | C1 | Class1 Employees |
| S | Salaried | C2 | Class 2 Employees |
| S | Salaried | C3 | Class 3 Employees |
| S | Salaried | C4 | Class 4 Employees |
| A | Apprentice | AP | Apprentice |
| C | Contract | EX | Executive Contract |
| C | Contract | NE | Non-Executive Contract |
| T | Trainee | TR | Trainee |

Note: Click  for the list of options available for the field, select one appropriate value, maintain other fields, click and save 

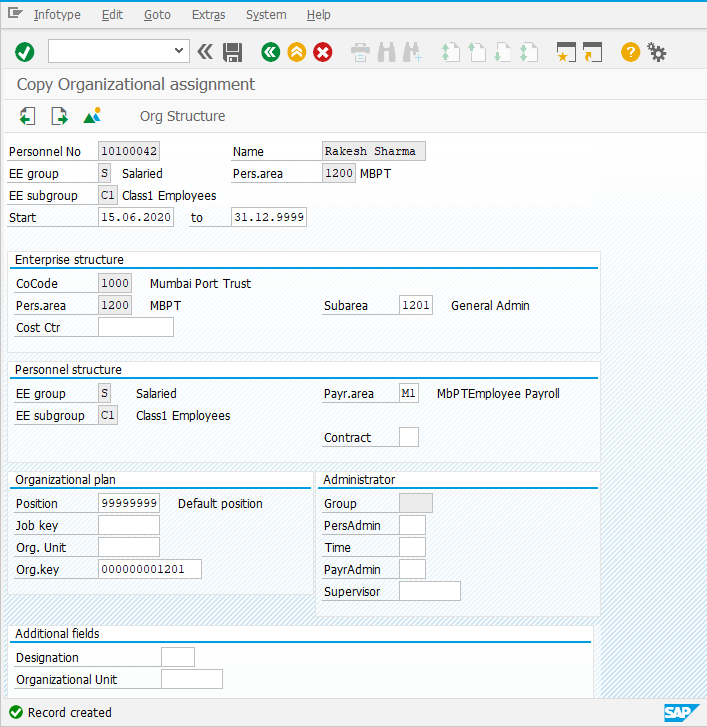




## Organizational Assignment Infotype

|  |  |
| --- | --- |
| **Field** | **Value** |
| Personnel Sub Area | Choose the reason from the list based on the Personnel Area of Employee |

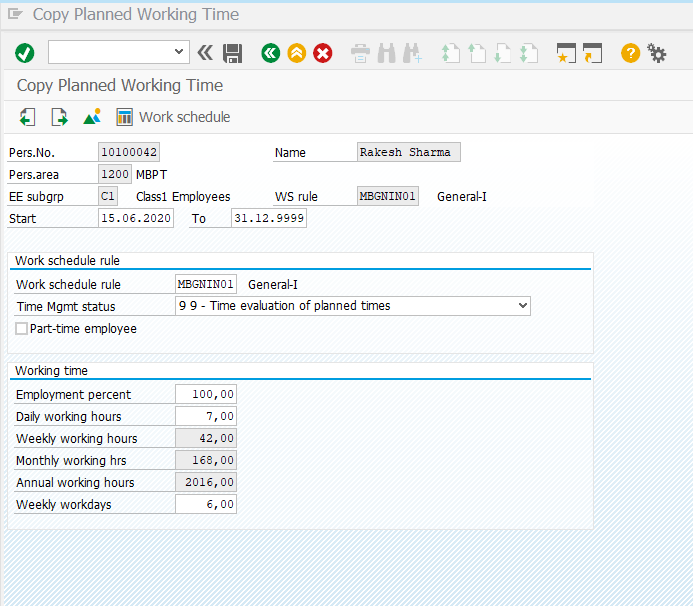
Note: Click  for the list of options available for the field, select one appropriate value, maintain other fields, click and save 



## Planned Working Time Infotype

|  |  |
| --- | --- |
| **Field** | **Value** |
| Work Schedule Rule | Choose the work schedule from the list |
| Time Mgmt. Status | Choose 9 - Time Evaluation of planned times from the list |

Note: Click  for the list of options available for the field, select one appropriate value, maintain other fields, click and save 

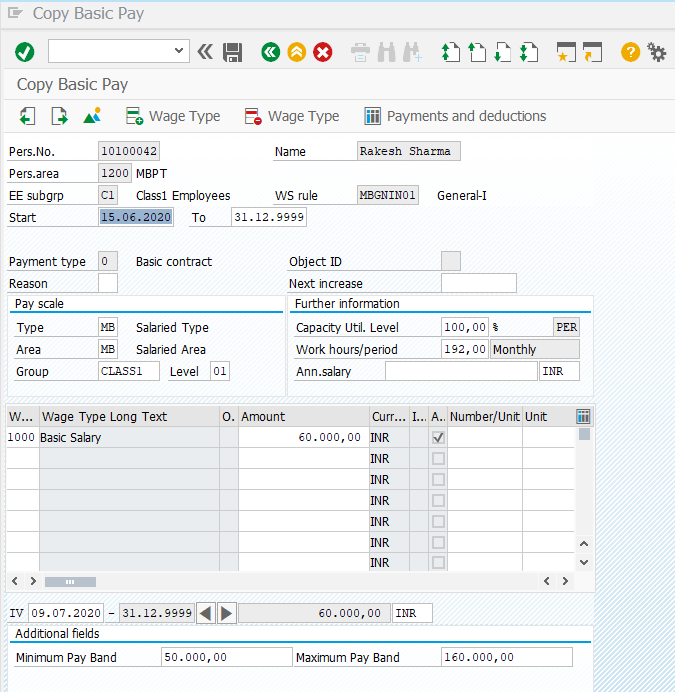


## Basic Pay Infotype

|  |  |
| --- | --- |
| **Field** | **Value** |
| Pay Scale Type | SL |
| Pay Scale Area | SL |
| PS Group & Level | Choose the Pay scale Group and Level from the list |
| Basic Salary | Basic Pay will be populated for Class3 and 4 |
|  |  |

Note: Click  for the list of options available for the field, select one appropriate value, maintain other fields, click and save 

**Pay Scale Type** and **Pay Scale Area** for all Ports except Mumbai Port is “SL”, “SL” respectively.



# ****Transfer Action****

For Transfer action. Below Infotypes need to be updated.

|  |  |
| --- | --- |
| 0000 | Actions |
| 0001 | Organizational assignment |
| 0007 | Planned Working Time |

Note: The process of performing any personnel action is done through PA40. Each personnel action requires different infotypes to be updated. The master data is maintained according to the requirement.

data is maintained according to the requirement.

# ****Disciplinary Action****

For Suspension action. Below Infotypes need to be updated.

|  |  |
| --- | --- |
| 0000 | Actions |
| 0001 | Organizational assignment |
| 0007 | Planned Working Time |
| 3743 | Disciplinary action |
| 0008 | Basic Pay |

Note: The process of performing any personnel action is done through PA40. Each personnel action requires different infotypes to be updated. The master data is maintained according to the requirement.

# ****Deputation Action****

## Deputation Inward

For Deputation Inward action, below Infotypes need to be updated

|  |  |
| --- | --- |
| 0000 | Actions |
| 0001 | Organizational assignment |
| 0002 | Personal data |
| 0006 | Addresses |
| 0007 | Planned Working Time |
| 0008 | Basic Pay |
| 0009 | Bank Details |

## Deputation Closure

For Deputation Closure action, below Infotypes need to be updated.

|  |  |
| --- | --- |
| 0000 | Actions |
| 0001 | Organizational assignment |

## Deputation Outward

For Deputation Outward action, below Infotypes need to be updated.

|  |  |
| --- | --- |
| 0000 | Actions |
| 0001 | Organizational assignment |

## Deputation Rejoin

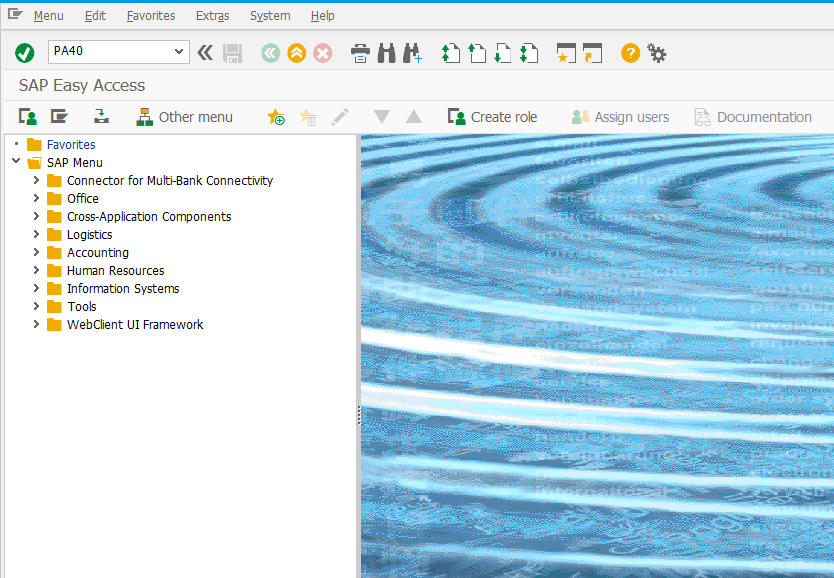
For Deputation Rejoin action, below Infotypes need to be updated.

|  |  |
| --- | --- |
| 0000 | Actions |
| 0001 | Organizational assignment |
| 0002 | Personal data |
| 0006 | Addresses |
| 0007 | Planned Working Time |
| 0008 | Basic Pay |
| 0009 | Bank Details |

Note: The process of performing any personnel action is done through PA40. Each personnel action requires different infotypes to be updated. The master data is maintained according to the requirement.

# ****Create Pensioner Master Data****

|  |  |
| --- | --- |
| Menu Path | Human Resources -> Personnel Management-> Administration-> HR Master Data-> PA40-Personnel actions |
| Transaction Code | PA40 |

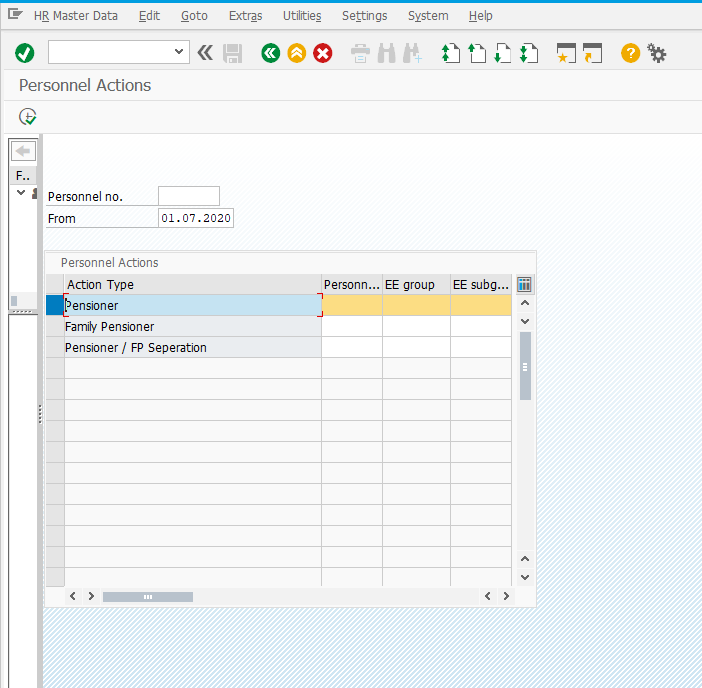


For creating a pensioner, below Infotypes need to be updated.

|  |  |
| --- | --- |
| 0000 | Actions |
| 0001 | Organizational assignment |
| 0002 | Personal data |
| 0006 | Addresses |
| 0007 | Planned Working Time |
| 0008 | Basic Pay |
| 0009 | Bank Details |
| 0105 | Communication |
| 0185 | Personal IDs |

Enter date and select “Pensioner”.

|  |  |
| --- | --- |
| **Field** | **Value** |
| Personnel no. | System will generate |
| From | Start date when employee is hired (dd.mm.yyyy) |
| Action Type | Choose the Action type |



## Actions Infotype

|  |  |
| --- | --- |
| **Field** | **Value** |
| Reason for action | Choose the reason from the list |
| Position | Choose from the list |
| Personnel Area | Choose from the list |
| Employee Group | Choose from the list |
| Employee Sub Group | Choose from the list |

Possible values for **Personnel Area**:

|  |  |
| --- | --- |
| 1100 | CHPT PENSION |
| 1300 | MBPT PENSION |
| 1500 | DPT PENSION |
| 1800 | KoPT PENSION |
| 2100 | PPT PENSION |

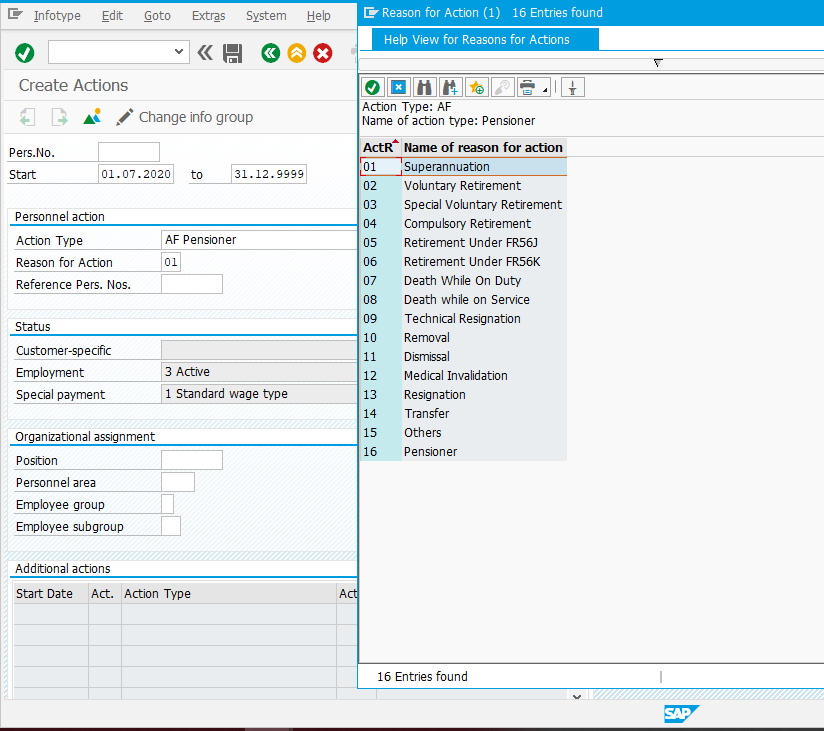
**Employee Group:**

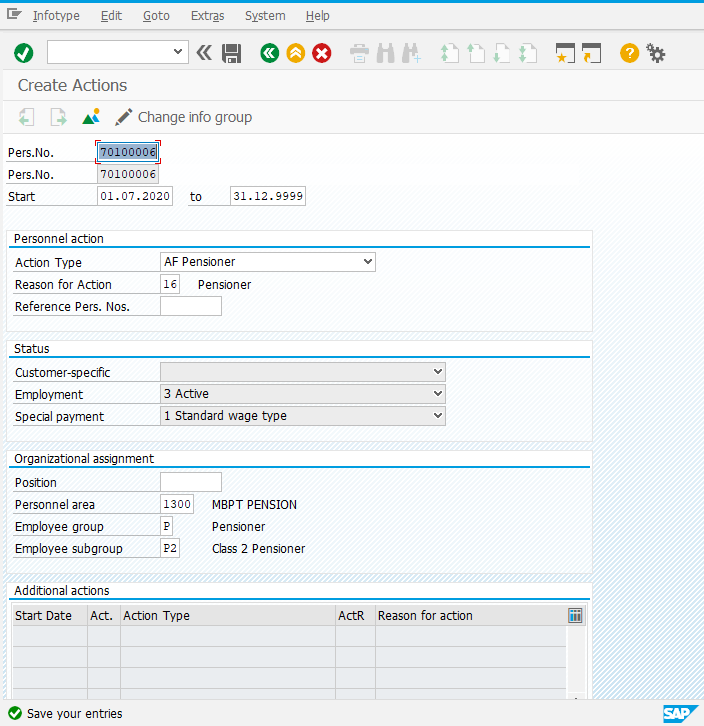
|  |  |
| --- | --- |
| F | Family Pensioner |
| P | Pensioner |

**Employee Sub Group:**

|  |  |  |  |
| --- | --- | --- | --- |
| P | Pensioner | P1 | Class 1 Pensioner |
| P | Pensioner | P2 | Class 2 Pensioner |
| P | Pensioner | P3 | Class 3 Pensioner |
| P | Pensioner | P4 | Class 4 Pensioner |
| F | Family Pensioner | F1 | Class1 FPensioner |
| F | Family Pensioner | F2 | Class2 FPensioner |
| F | Family Pensioner | F3 | Class3 FPensioner |
| F | Family Pensioner | F4 | Class4 FPensioner |

Note: Click  for the list of options available for the field, select one appropriate value, maintain other fields, click and save 





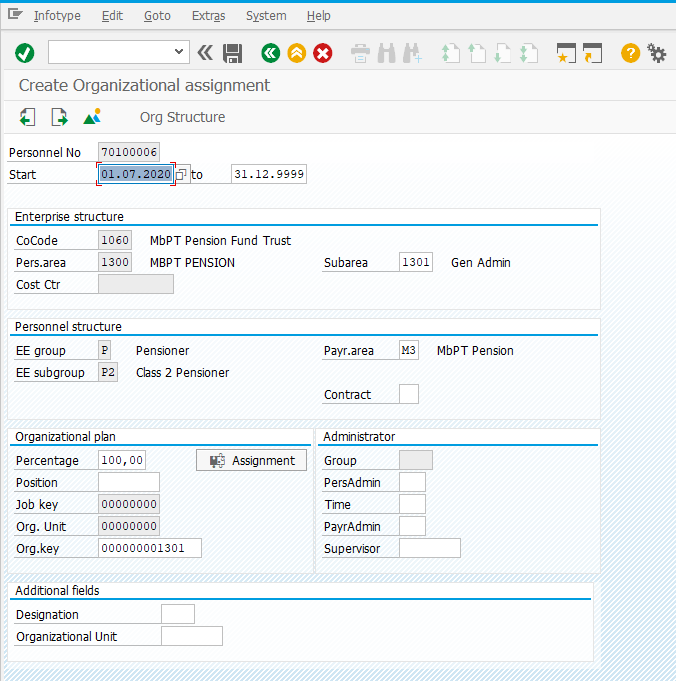
## Organizational Assignment Infotype

|  |  |
| --- | --- |
| **Field** | **Value** |
| Personnel Sub Area | Choose from the list based on the personnel area of employee |

Possible values for **Personnel Subarea**:

|  |  |  |  |
| --- | --- | --- | --- |
| 1100 | CHPT PENSION | 1101 | Finance |
| 1100 | CHPT PENSION | 1102 | General Admin |
| 1100 | CHPT PENSION | 1103 | Medical |
| 1100 | CHPT PENSION | 1104 | Traffic |
| 1100 | CHPT PENSION | 1105 | Marine |
| 1100 | CHPT PENSION | 1106 | Civil Engineeri |
| 1100 | CHPT PENSION | 1107 | Vigilance |
| 1100 | CHPT PENSION | 1108 | M&EE |
| 1100 | CHPT PENSION | 1109 | Others |
| 1300 | MBPT PENSION | 1301 | Gen Admin |
| 1300 | MBPT PENSION | 1302 | Legal |
| 1300 | MBPT PENSION | 1303 | Welfare Gen |
| 1300 | MBPT PENSION | 1305 | Welfare Cant\_OD |
| 1300 | MBPT PENSION | 1306 | Security |
| 1300 | MBPT PENSION | 1307 | Security OD |
| 1300 | MBPT PENSION | 1308 | Vigilance |
| 1300 | MBPT PENSION | 1310 | F & A |
| 1300 | MBPT PENSION | 1311 | Medical |
| 1300 | MBPT PENSION | 1312 | Medical OD |
| 1300 | MBPT PENSION | 1313 | IT, E&T |
| 1300 | MBPT PENSION | 1314 | IT, E&T OD |
| 1300 | MBPT PENSION | 1315 | MM |
| 1300 | MBPT PENSION | 1316 | MM OD |
| 1300 | MBPT PENSION | 1317 | MEED - General |
| 1300 | MBPT PENSION | 1318 | Workshop & CTH |
| 1300 | MBPT PENSION | 1319 | Workshop&CTHOD |
| 1300 | MBPT PENSION | 1320 | CDMID |
| 1300 | MBPT PENSION | 1321 | CDMID OD |
| 1300 | MBPT PENSION | 1322 | Mobile Cranes |
| 1300 | MBPT PENSION | 1323 | Mobile CranesOD |
| 1300 | MBPT PENSION | 1324 | EESD |
| 1300 | MBPT PENSION | 1325 | EESD OD |
| 1300 | MBPT PENSION | 1326 | EEND |
| 1300 | MBPT PENSION | 1327 | EEND OD |
| 1300 | MBPT PENSION | 1328 | EEWA |
| 1300 | MBPT PENSION | 1329 | EEWA OD |
| 1300 | MBPT PENSION | 1330 | MOT JD & OPL |
| 1300 | MBPT PENSION | 1331 | MOT JD & OPL OD |
| 1300 | MBPT PENSION | 1332 | Estate |
| 1300 | MBPT PENSION | 1333 | Estate OD |
| 1300 | MBPT PENSION | 1334 | Civil - General |
| 1300 | MBPT PENSION | 1335 | Civil - General OD |
| 1300 | MBPT PENSION | 1337 | Salvage&MSRC OD |
| 1300 | MBPT PENSION | 1339 | GWSD OD |
| 1300 | MBPT PENSION | 1341 | GWND OD |
| 1300 | MBPT PENSION | 1343 | GWMOT OD |
| 1300 | MBPT PENSION | 1345 | Rly Engg OD |
| 1300 | MBPT PENSION | 1346 | Marine - Gen |
| 1300 | MBPT PENSION | 1347 | Marine - Gen OD |
| 1300 | MBPT PENSION | 1348 | SDM ID |
| 1300 | MBPT PENSION | 1349 | SDM ID OD |
| 1300 | MBPT PENSION | 1350 | DM JD |
| 1300 | MBPT PENSION | 1351 | DM JD OD |
| 1300 | MBPT PENSION | 1352 | Fire Service |
| 1300 | MBPT PENSION | 1353 | Fire Service OD |
| 1300 | MBPT PENSION | 1354 | Railways -Gene |
| 1300 | MBPT PENSION | 1355 | Railways-Gen OD |
| 1300 | MBPT PENSION | 1356 | Traffic -Gene |
| 1300 | MBPT PENSION | 1357 | Traffic-Gen-OD |
| 1300 | MBPT PENSION | 1358 | OBL |
| 1300 | MBPT PENSION | 1359 | OBL OD |
| 1300 | MBPT PENSION | 1361 | Hamallage OD |
| 1300 | MBPT PENSION | 1362 | E&H(SHW) |
| 1500 | DPT PENSION | 1501 | Finance |
| 1500 | DPT PENSION | 1502 | General Admin |
| 1500 | DPT PENSION | 1503 | Medical |
| 1500 | DPT PENSION | 1504 | Traffic |
| 1500 | DPT PENSION | 1505 | Marine |
| 1500 | DPT PENSION | 1506 | Civil Engineeri |
| 1500 | DPT PENSION | 1507 | Vigilance |
| 1500 | DPT PENSION | 1508 | M&EE |
| 1500 | DPT PENSION | 1509 | Others |
| 1800 | KoPT PENSION | 1801 | Finance |
| 1800 | KoPT PENSION | 1802 | General Admin |
| 1800 | KoPT PENSION | 1803 | Medical |
| 1800 | KoPT PENSION | 1804 | Traffic |
| 1800 | KoPT PENSION | 1805 | Marine |
| 1800 | KoPT PENSION | 1806 | Civil Engineeri |
| 1800 | KoPT PENSION | 1807 | Vigilance |
| 1800 | KoPT PENSION | 1808 | M&EE |
| 1800 | KoPT PENSION | 1809 | Hydraulic Stud |
| 1800 | KoPT PENSION | 1810 | Others |
| 2100 | PPT PENSION | 2101 | Finance |
| 2100 | PPT PENSION | 2102 | General Admin |
| 2100 | PPT PENSION | 2103 | Medical |
| 2100 | PPT PENSION | 2104 | Traffic |
| 2100 | PPT PENSION | 2105 | Marine |
| 2100 | PPT PENSION | 2106 | Civil Engineeri |
| 2100 | PPT PENSION | 2107 | Vigilance |
| 2100 | PPT PENSION | 2108 | M&EE |
| 2100 | PPT PENSION | 2109 | Others |

Note: Click  for the list of options available for the field, select one appropriate value, maintain other fields, click and save 



## Personal Data Infotype

|  |  |
| --- | --- |
| **Field** | **Value** |
| Title | Choose from the list |
| First Name | First Name of Employee |
| Last Name | Last Name of Employee |
| Gender | Choose from the list |
| Date of Birth | Enter DOB of Employee |
| Nationality | Choose from the list |

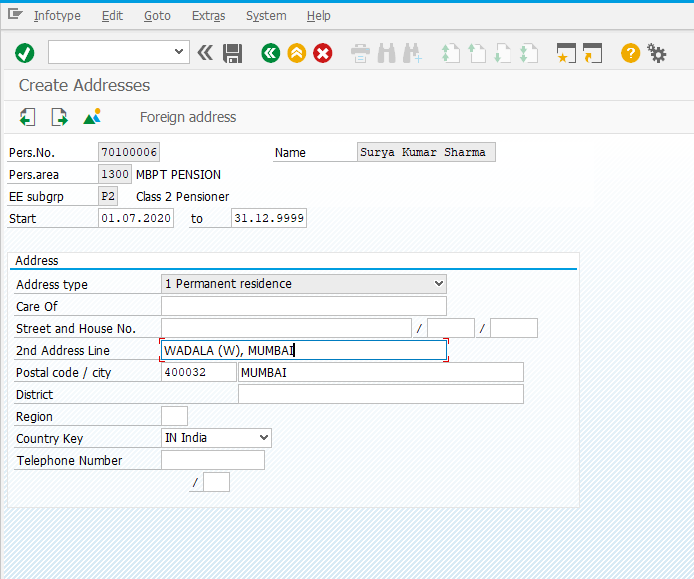
Note: Click  for the list of options available for the field, select one appropriate value, maintain other fields, click and save 



## Address Infotype

|  |  |
| --- | --- |
| **Field** | **Value** |
| Address Record Type | Choose Permanent Address |
| Address | Enter Address of the Employee |
| Pin code | Enter Pin code |
| City | Enter Name of City |

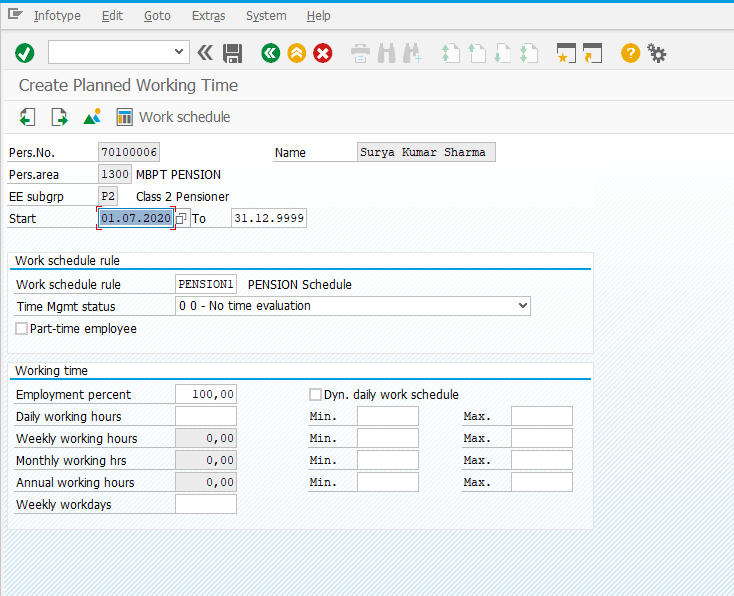
Note: Click  for the list of options available for the field, select one appropriate value, maintain other fields, click and save 



## Planned Working Time Infotype

|  |  |
| --- | --- |
| **Field** | **Value** |
| Work Schedule Rule | Choose the work schedule from the list |
| Time Mgmt. Status | Choose 9 - Time Evaluation of planned times from the list |

Note: Click  for the list of options available for the field, select one appropriate value, maintain other fields, click and save 

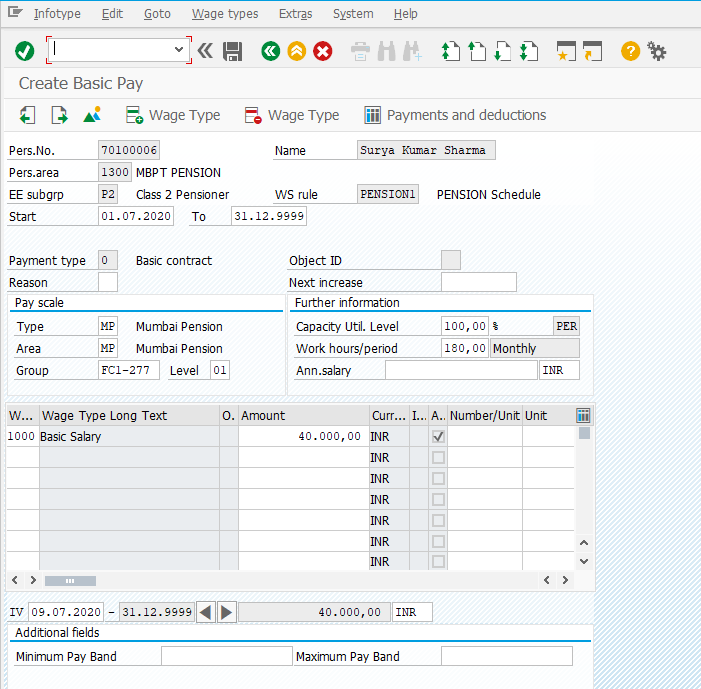


## Basic Pay Infotype

|  |  |
| --- | --- |
| **Field** | **Value** |
| Pay Scale Type | MB |
| Pay Scale Area | MB |
| PS Group & Level | Choose the Pay scale Group and Level from the list |
| Basic Salary | Basic Pay will be populated for Class3 and 4 |

**Pay Scale Type** and **Pay Scale Area** for all Ports except Mumbai Port is “SL”, “SL” respectively.

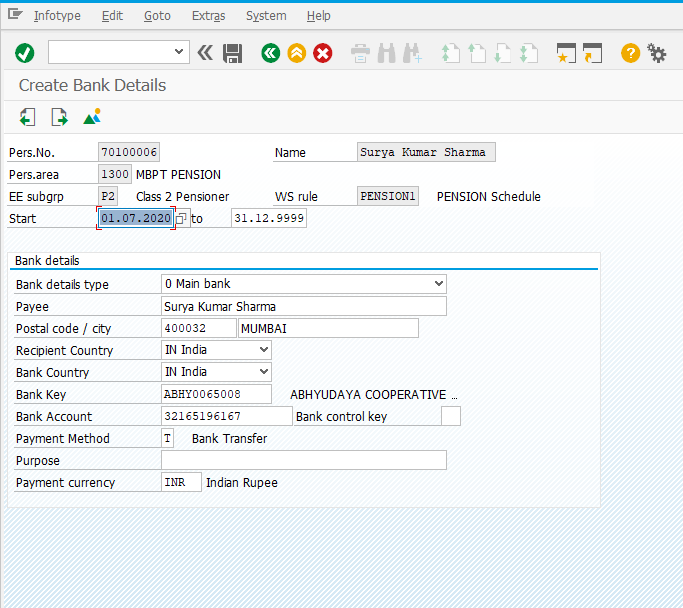
Note: Click  for the list of options available for the field, select one appropriate value, maintain other fields, click and save 



## Bank Details Infotype

|  |  |
| --- | --- |
| **Field** | **Value** |
| Postal Code/City | Postal code and city of the bank |
| Bank Key | Chose the bank key i.e. IFSC CODE from the list |
| Bank Account | Maintain the Bank Account number |
| Payment Method | Maintain Payment method as Bank Transfer only |

Note: Click  for the list of options available for the field, select one appropriate value, maintain other fields, click and save 



## Family Details Infotype

|  |  |
| --- | --- |
| **Field** | **Value** |
| Family Member Sub type | Choose from the list |
| First Name and Last Name | Maintain the First and Last Name |
| Gender | Gender of Dependent |
| Date of Birth | DOB of Dependent |

Note: Click  for the list of options available for the field, select one appropriate value, maintain other fields, click and save 

## Education Infotype

|  |  |
| --- | --- |
| **Field** | **Value** |
| Establishment | Choose from the list |
| Education/Training | Choose from the list |
| Institution | Enter the institute name |
| Country | Choose from the list |
| Certificate | Choose from the list |
| Curation | Choose from the list |
| Final Grade | Enter the value |
| Branch of Study1 | Choose from the list |
| Branch of Study2 | Choose from the list |

Note: Click  for the list of options available for the field, select one appropriate value, maintain other fields, click and save 

## Communications Infotype

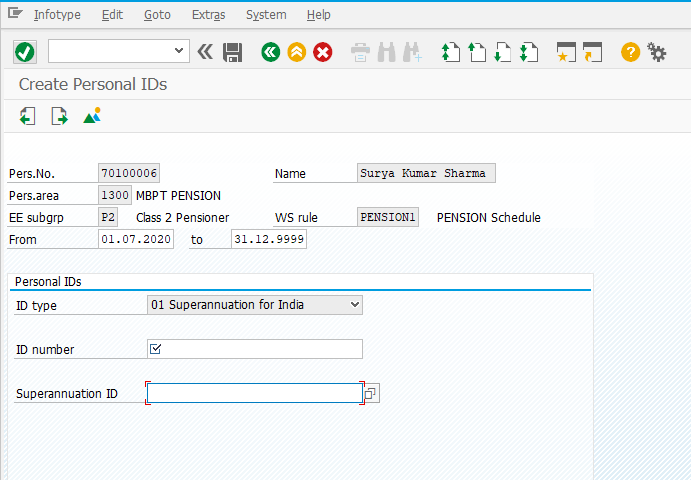
|  |  |
| --- | --- |
| **Field** | **Value** |
| Subtype | Choose from the list |
| Communicate type | Enter communication information |

Note: Click  for the list of options available for the field, select one appropriate value, maintain other fields, click and save 

## Personal IDs Infotype

|  |  |
| --- | --- |
| **Field** | **Value** |
| Subtype | Choose from the list |
| ID Type | Enter ID Number |

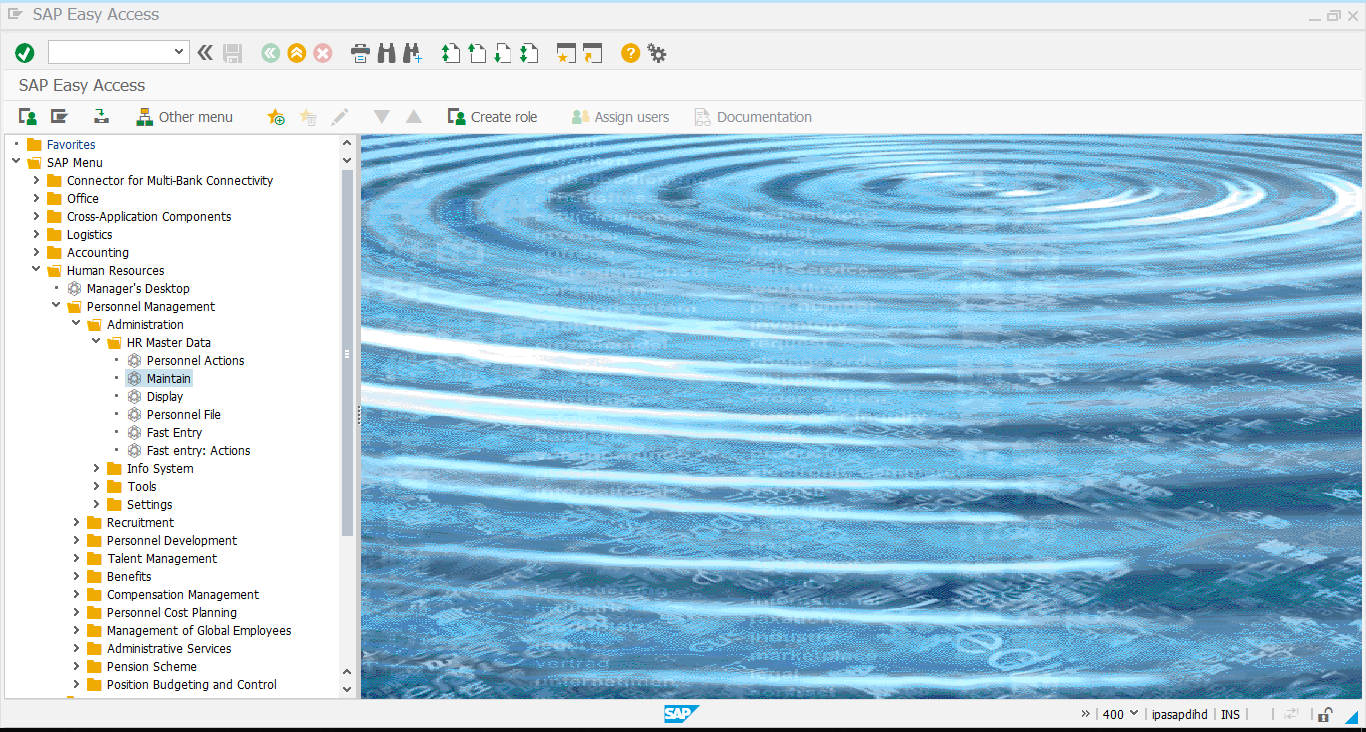
Note: Click  for the list of options available for the field, select one appropriate value, maintain other fields, click and save 



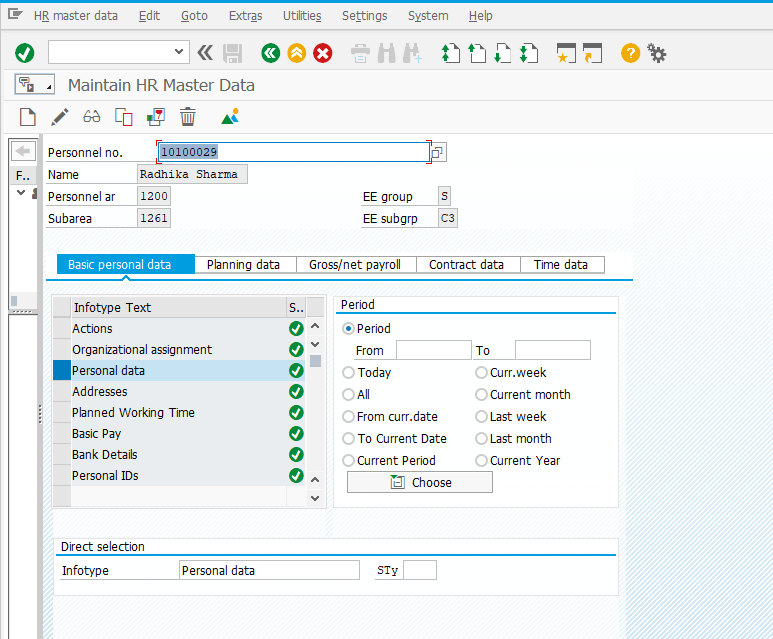
# ****Maintain HR Master Data (Infotypes Maintenance)****

To maintain employee details, follow below path:

|  |  |
| --- | --- |
| Menu Path | Human Resources -> Personnel Management-> Administration-> HR Master Data-> PA30- Maintain |
| Transaction Code | PA30 |



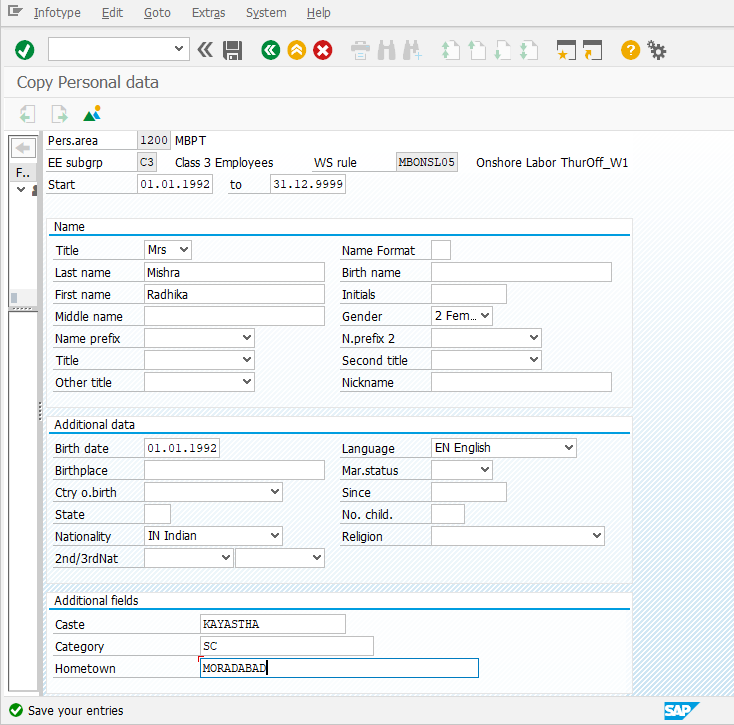
Give employee no, Infotype no “0002” on the screen and click Enter.



## Personal Data (0002) Infotype

|  |  |
| --- | --- |
| **Field** | **Value** |
| Title | Choose from the list |
| First Name | First Name of Employee |
| Last Name | Last Name of Employee |
| Gender | Choose from the list |
| Date of Birth | Enter DOB |
| Nationality | Choose from the list |

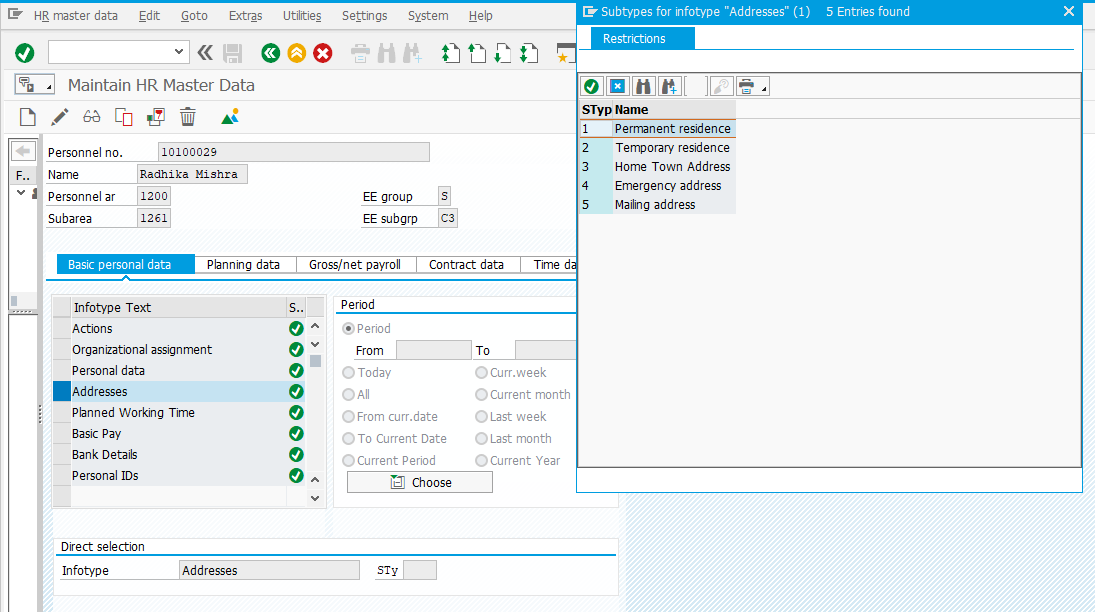
Note: Click  for the list of options available for the field, select one appropriate value, maintain other fields, click and save 

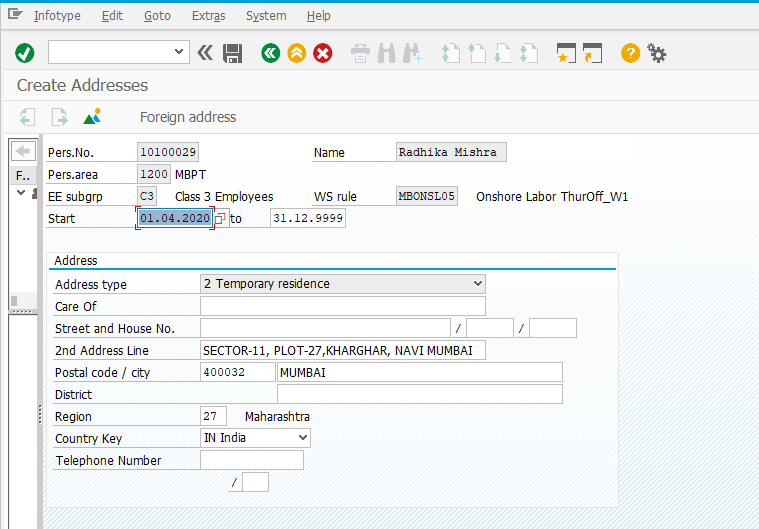


## Addresses (0006) Infotype

|  |  |
| --- | --- |
| **Field** | **Value** |
| Address Record Type | Permanent Address |
| Address | Address of the Employee |
| Pin code | Pin code |
| City | Name of City |

Note: Click  for the list of options available for the field, select one appropriate value, maintain other fields, click and save 

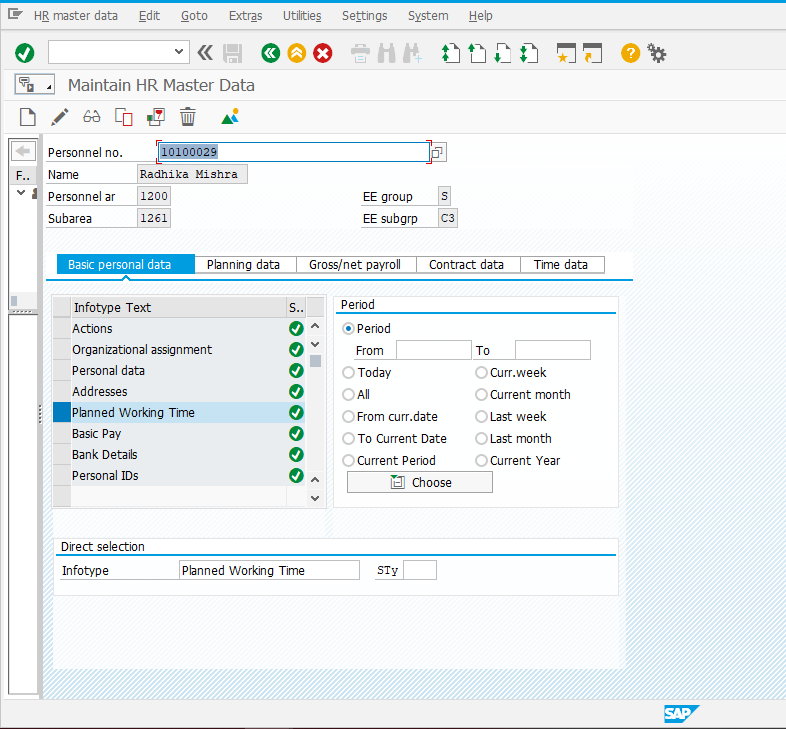


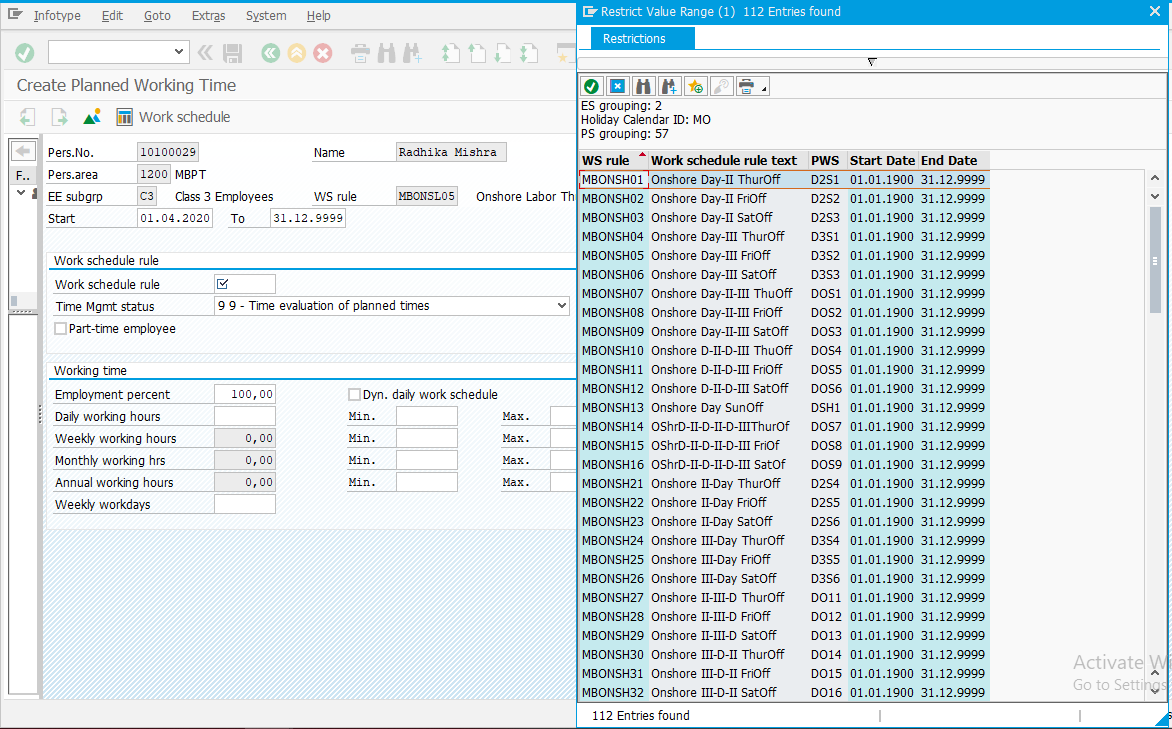


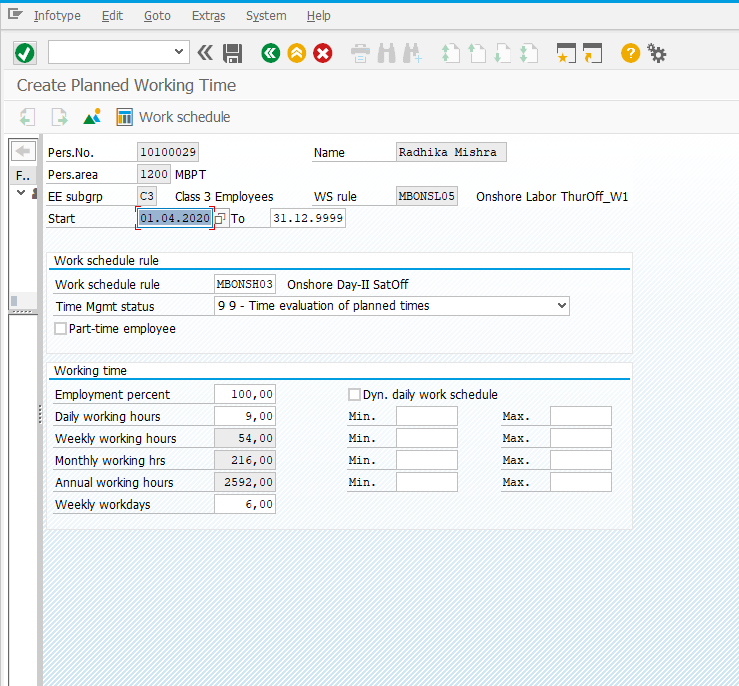
## Planned Working Time (0007) Infotype

|  |  |
| --- | --- |
| **Field** | **Value** |
| Work Schedule Rule | Choose the work schedule from the list |
| Time Mgmt. Status | Choose 9 - Time Evaluation of planned times from the list |

Note: Click  for the list of options available for the field, select one appropriate value, maintain other fields, click and save 





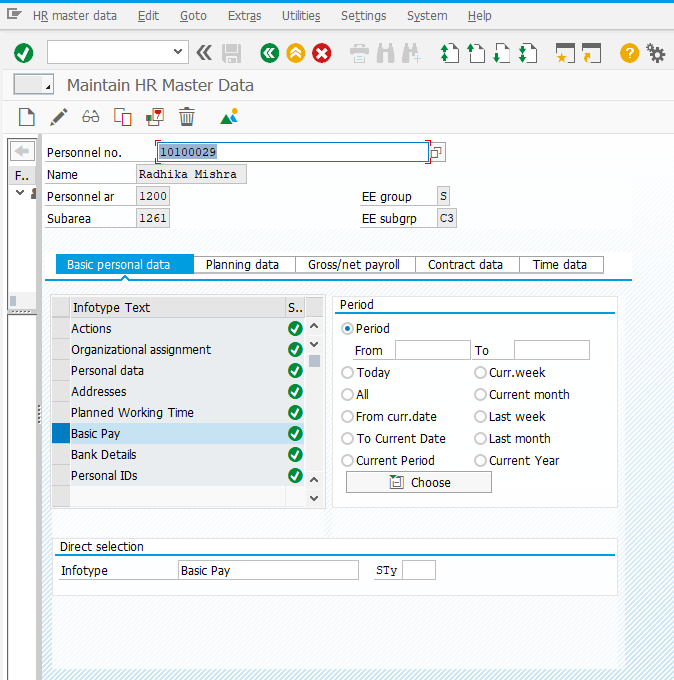


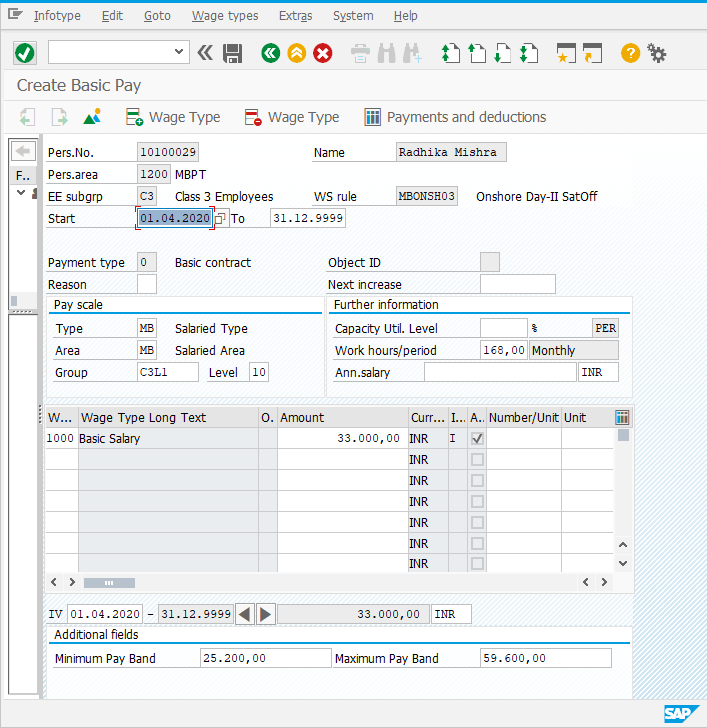
## Basic Pay (0008) Infotype

|  |  |
| --- | --- |
| **Field** | **Value** |
| Pay Scale Type | SL |
| Pay Scale Area | SL |
| PS Group & Level | Choose the Pay scale Group and Level from the list |
| Basic Salary | Basic Pay will be populated for Class3 and 4 |
|  |  |

Note: Click  for the list of options available for the field, select one appropriate value, maintain other fields, click and save 

**Pay Scale Type** and **Pay Scale Area** for all Ports except Mumbai Port is “SL”, “SL” respectively.

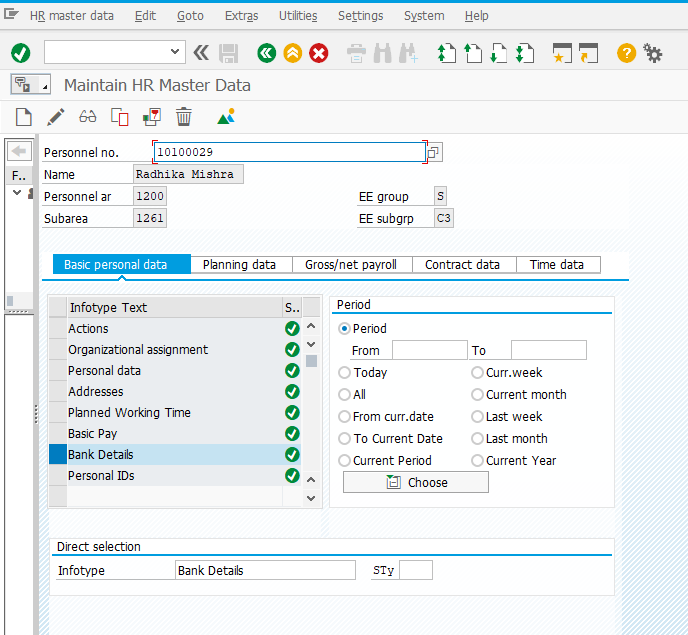


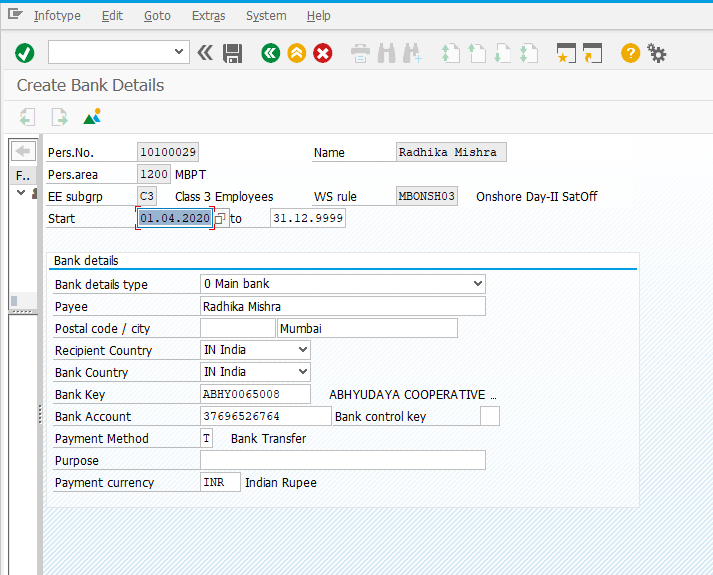


## Bank Details (0009) Infotype

|  |  |
| --- | --- |
| **Field** | **Value** |
| Postal Code/City | In this field you specify the postal code and city of the bank |
| Bank Key | Chose the bank key from the list |
| Bank Account | Maintain the Bank Account number |
| Payment Method | Maintain Payment method as Bank Transfer only |

Note: Click  for the list of options available for the field, select one appropriate value, maintain other fields, click and save 

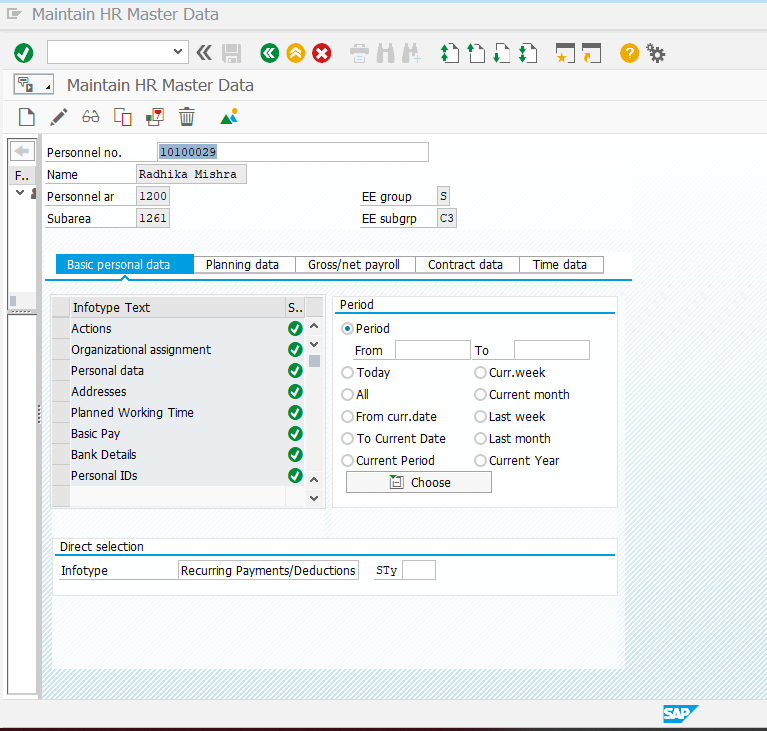


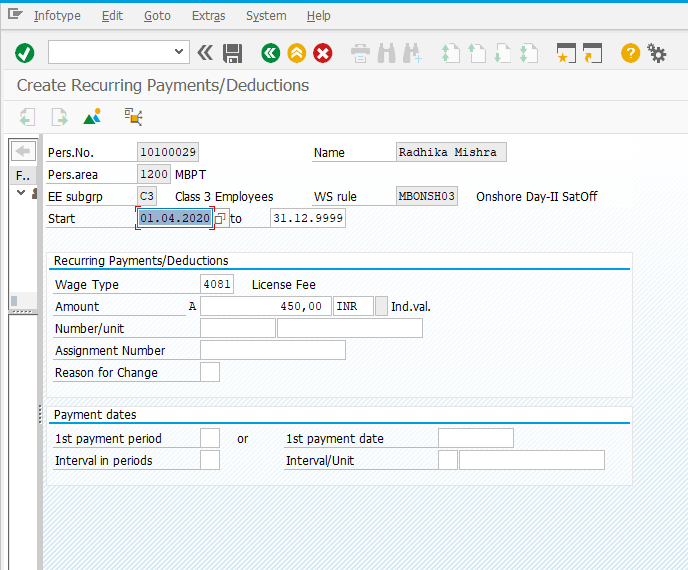


## Recur. Payments/Deductions (0014) Infotype

|  |  |
| --- | --- |
| **Field** | **Value** |
| Start and End Date | From and To date of wage type processing |
| Wage Type | Wage type Number |
| Amount | Amount of Processing |

Note: Click  for the list of options available for the field, select one appropriate value, maintain other fields, click and save 

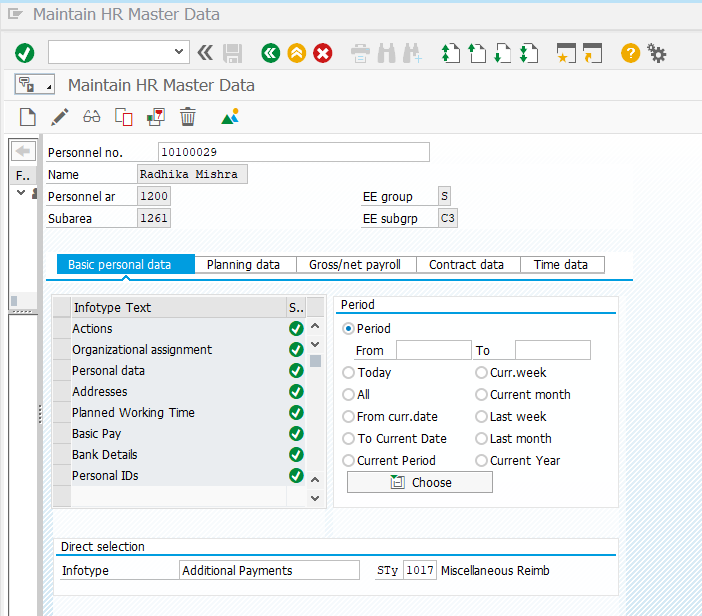


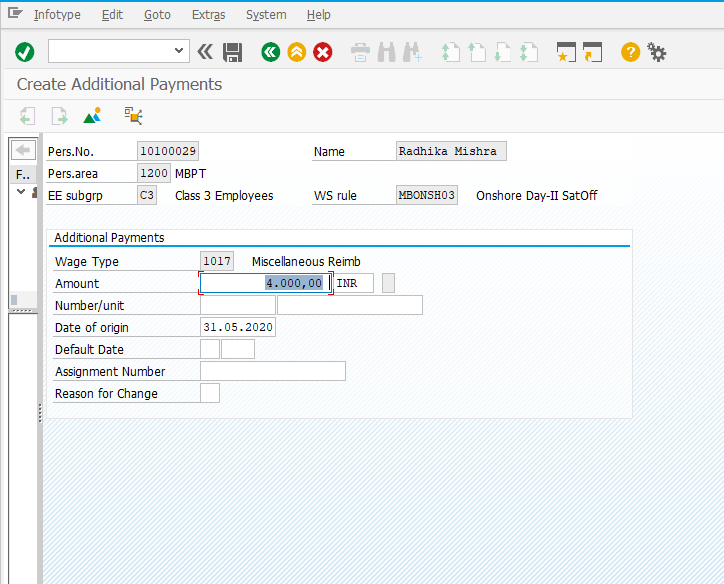


## Additional Payments (0015) Infotype

|  |  |
| --- | --- |
| **Field** | **Value** |
| Date of Origin | Date of Wage type processing |
| Wage Type | Wage type Number |
| Amount | Amount of Processing |

Note: Click  for the list of options available for the field, select one appropriate value, maintain other fields, click and save 

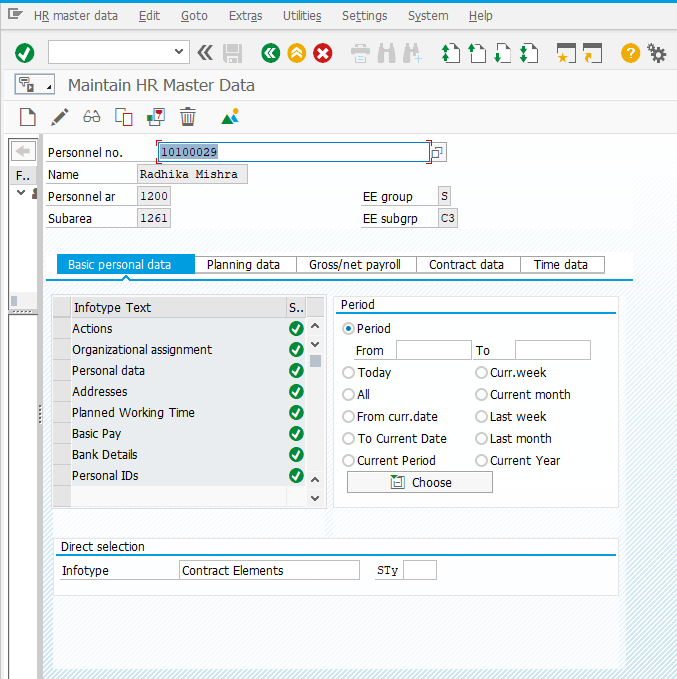


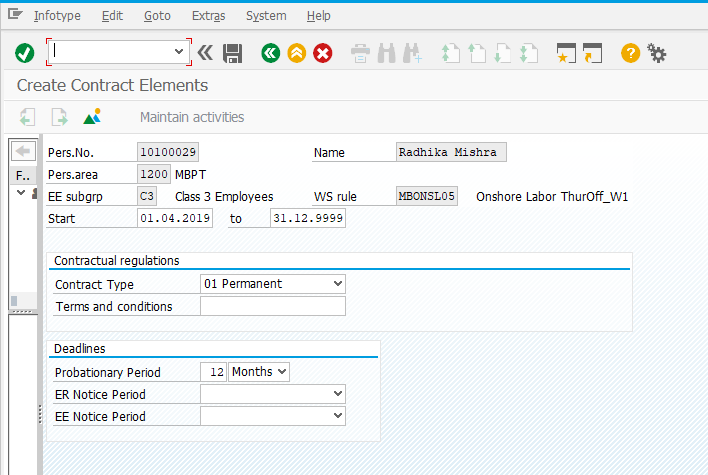


## Contract Elements (0016) Infotype

|  |  |
| --- | --- |
| **Field** | **Value** |
| Contract type | Choose from the list |

Note: Click  for the list of options available for the field, select one appropriate value, maintain other fields, click and save 

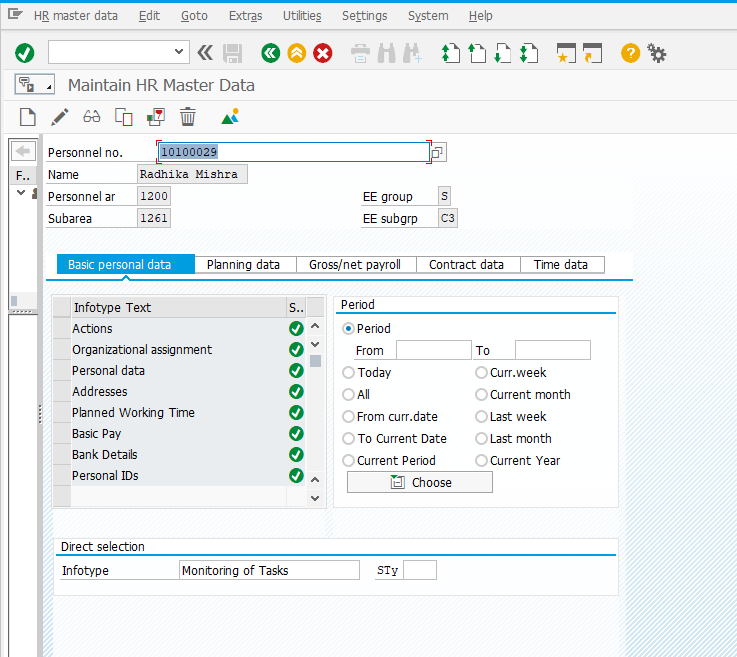


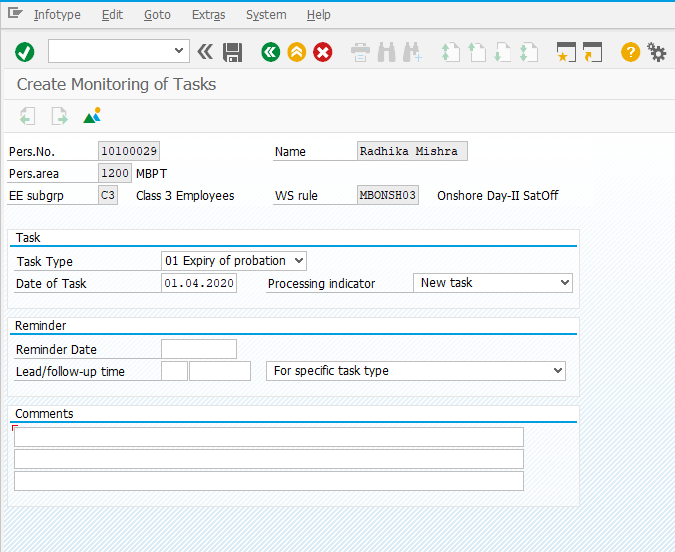


## Monitoring of Dates (0019) Infotype

|  |  |
| --- | --- |
| **Field** | **Value** |
| Task Type | Type relevant task type |
| Date of Task | Input Date of Task |
| Reminder Date | Input Reminder Date |

Note: Click  for the list of options available for the field, select one appropriate value, maintain other fields, click and save 

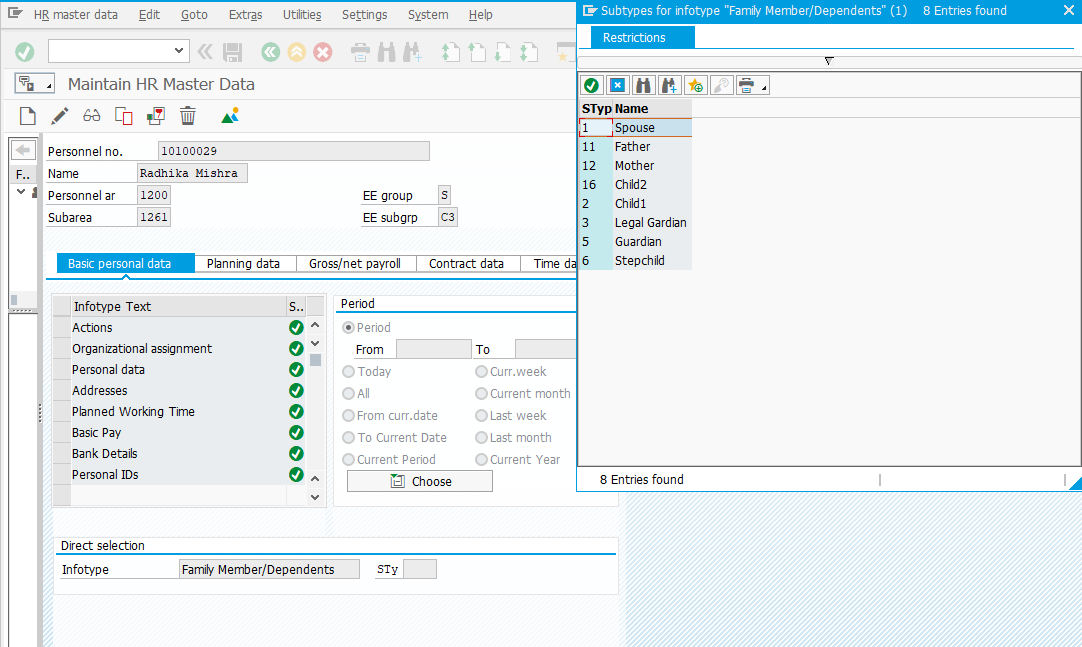


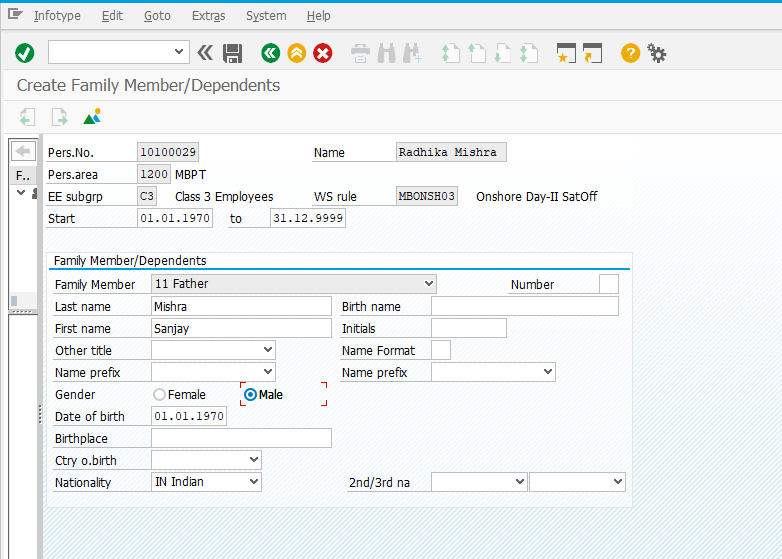


## Family/Related Person (0021) Infotype

|  |  |
| --- | --- |
| **Field** | **Value** |
| Family Member Sub type | Choose from the list |
| First Name and Last Name | Maintain the First and Last Name |
| Gender | Gender of Dependent |
| Date of Birth | DOB of Dependent |

Note: Click  for the list of options available for the field, select one appropriate value, maintain other fields, click and save 

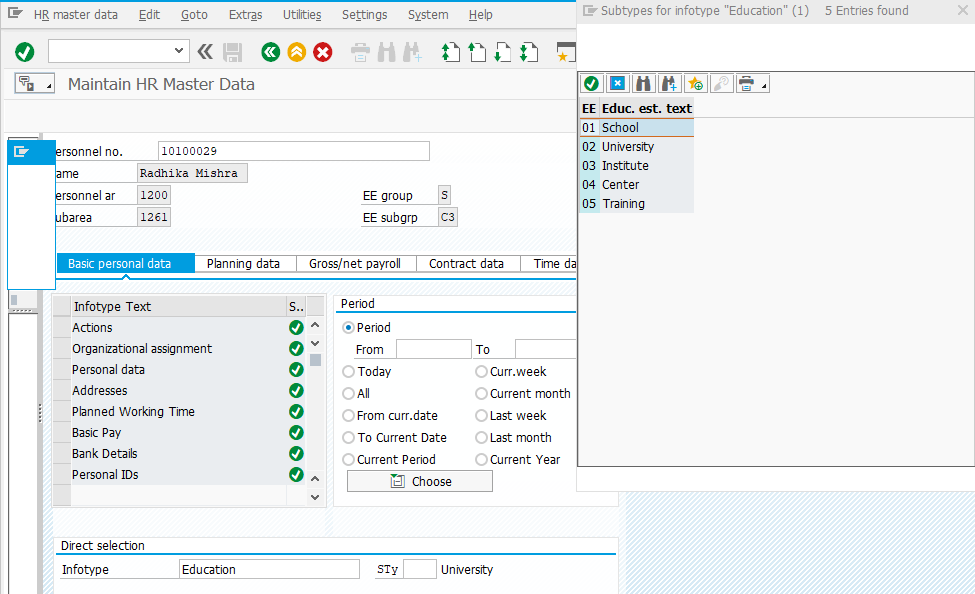


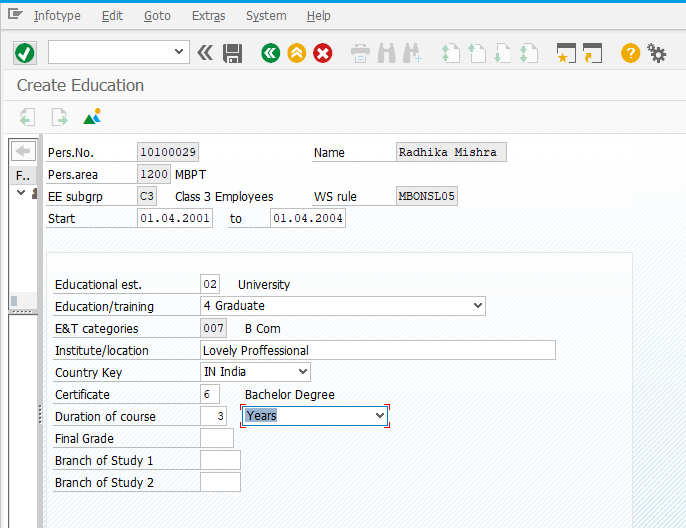


## Education (0022) Infotype

|  |  |
| --- | --- |
| **Field** | **Value** |
| Establishment | Choose from the list |
| Education/Training | Choose from the list |
| Institution | Enter the institute name |
| Country | Country of Study |
| Certificate | Choose from the list |
| Curation | Choose from the list |
| Final Grade | Enter the value |
| Branch of Study1 | Choose from the list |
| Branch of Study2 | Choose from the list |

Note: Click  for the list of options available for the field, select one appropriate value, maintain other fields, click and save 

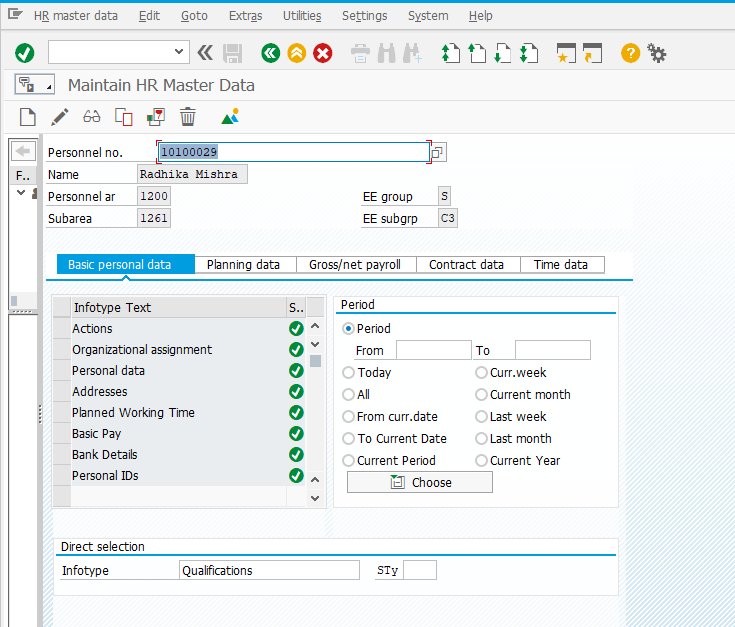


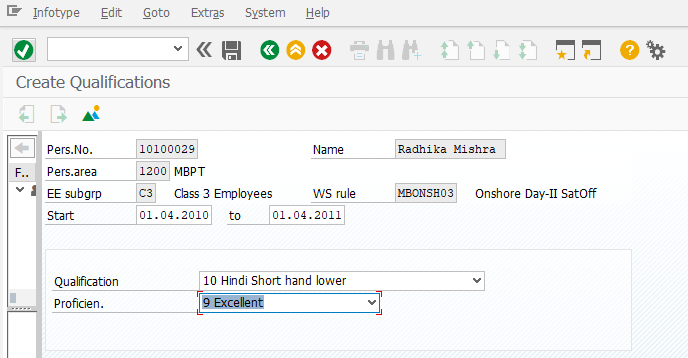


## Qualifications (0024) Infotype

|  |  |
| --- | --- |
| **Field** | **Value** |
| Qualification | Choose from the list |
| Proficiency | Choose from the list |

Note: Click  for the list of options available for the field, select one appropriate value, maintain other fields, click and save 





## Pension Management (9003) Infotype

Pension related details would be filled by administrator during separation of Employee

Note: Click  for the list of options available for the field, select one appropriate value, maintain other fields, click and save 

