

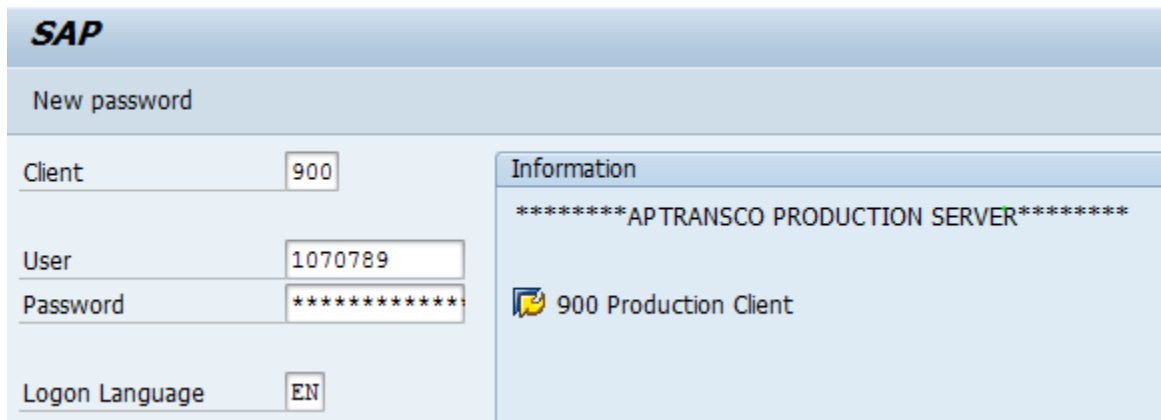
Introduction to SAP:

How to logon to SAP R/3

Switch on your computer →you can see SAP Icon on your Desk top→Double click on SAP logon



You will get a mini screen which contains servers" names

A screenshot of the SAP Logon interface. The title bar says "SAP". Below it, there's a "New password" section. The main area has four input fields: "Client" with "900", "User" with "1070789", "Password" with "*****", and "Logon Language" with "EN". On the right, there's an "Information" box containing "*****APTRANSCO PRODUCTION SERVER*****" and "900 Production Client" with a small icon.

Enter User I.D. Which was provided to you by Basis team, enter password, enter language "EN"and press on enter button.



END USER MANUAL HUMAN RESOURCE MANAGEMENT



Logging on (2/3)

SAP Logon screen

The screenshot shows the SAP Logon screen with the following fields:

- Client: 100
- User: [input field]
- Password: [input field with asterisks]
- Language: [input field]

Client

User

Password

Language
(will be default on your system)

Passwords (1/2)

First time log on

The first time that you log on, you will be prompted to change your password (the New Password dialogue box will be displayed).

The screenshot shows the SAP New Password dialogue box with the following fields:

- New password: [input field with asterisks]
- Repeat password: [input field with asterisks]

Enter your new password in the
New Password field.

Repeat your password in the
Repeat Password field.

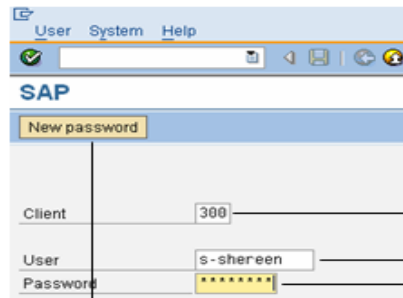


END USER MANUAL HUMAN RESOURCE MANAGEMENT



Passwords (2/2)

To Change Password at anytime



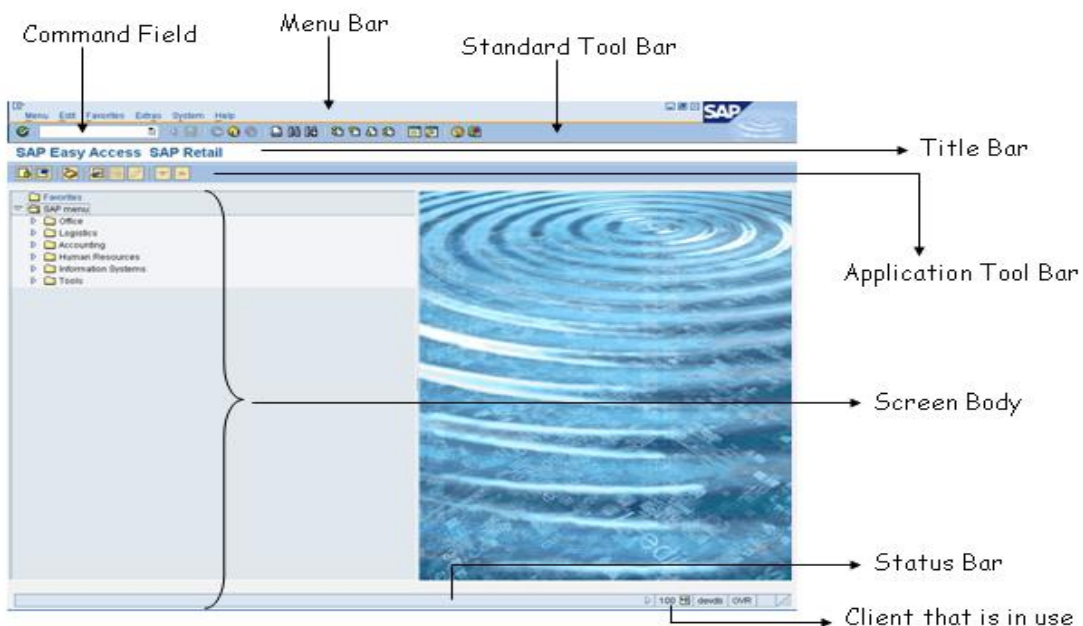
Client number is usually automatically filled in

Fill in User Name

Fill in your current Password

Click on **New Password** icon for the *New Password* dialogue box to appear

SAP Window Components

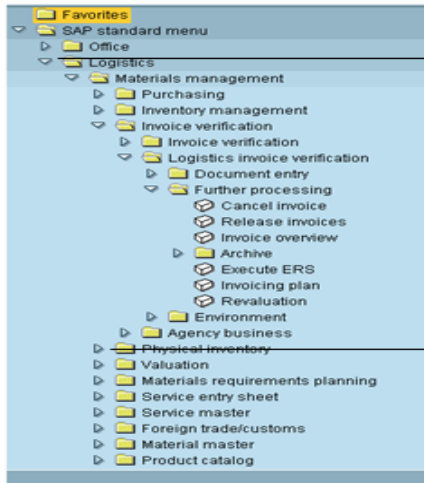




END USER MANUAL HUMAN RESOURCE MANAGEMENT



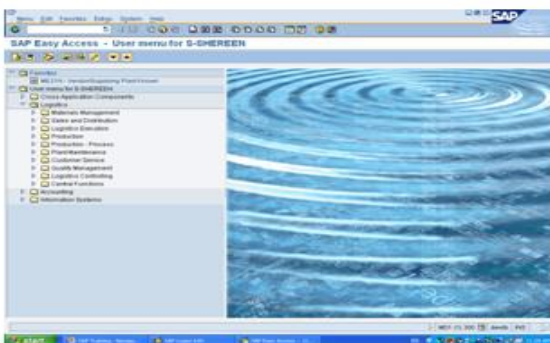
Using the Navigation Area



To expand and collapse menus in the navigation area choose the dropdown arrows to the left of the menu items

To open an application in the navigation area double-click its node

Starting a Transaction



To start a transaction in SAP, there are 4 options:

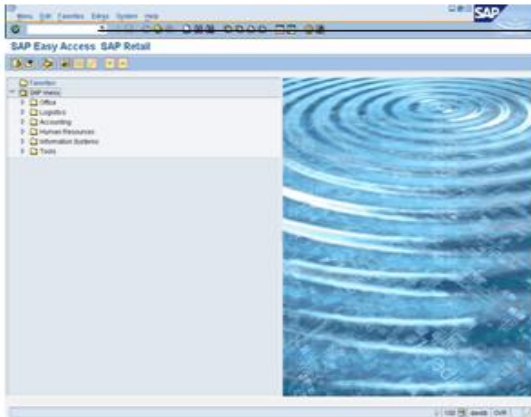
1. **Position** the cursor on the required transaction in the tree structure and press **enter**
2. **Double-click** on the required transaction in the tree structure
3. **Position** the cursor on the required transaction in the tree structure and press **F2**
4. In the **command** field enter the **transaction code**



END USER MANUAL HUMAN RESOURCE MANAGEMENT



Transaction Code (1/2)



A transaction code (xxxx) can be entered in the Command field.

To call a transaction in -

- the same session (window)

Enter: `/nxxxx`

- an additional session

Enter: `/oxxxx`

To end the current transaction

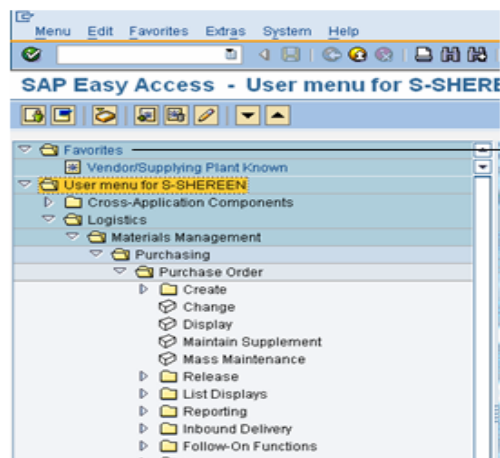
Enter: `/n.`

(Caution: Unsaved changes are lost without warning)

To delete the current session

Enter: `/i.`

Favourites (1/2)



















Frequently used transactions can be stored under 'Favourites' for easy access.



END USER MANUAL HUMAN RESOURCE MANAGEMENT



Icons & Functions

Button	Keyboard Shortcut	Description	Button	Keyboard Shortcut	Description
	Enter Key	Enter/Continue		Ctrl + Page Up	First page
	Ctrl + S	Save to database		Page Up	Previous page
	F3	Back		Page Down	Next page
	Shift + F3	Exit System Task		Ctrl + Page Down	Last page
	F12	Cancel		None	Create New session (a maximum of 6 sessions can be created at one time)
	Ctrl + P	Print		None	Create shortcut on Desktop
	Ctrl + F	Find		F1	F1 Help
	Ctrl + G	Find next		Alt + F12	Customize Local Layout



END USER MANUAL HUMAN RESOURCE MANAGEMENT



Messages

Messages appear either in the status bar or in a pop-up window, depending on user settings.

Messages starting with:



"E" indicates an **Error message**



"W" indicates a **Warning message**

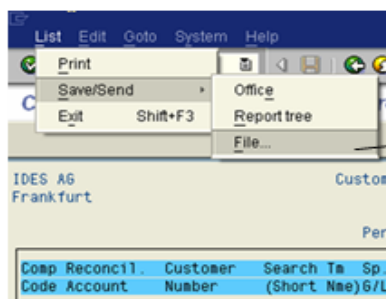


Messages not beginning with an "E" or a "W" are simply information messages

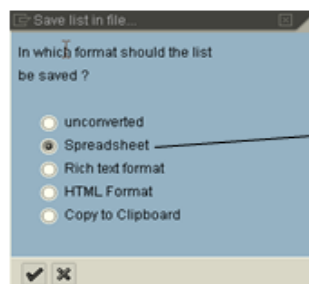
Click on the message to get more details.

Downloading Reports to other formats

All reports that are generated in SAP can be downloaded onto many formats (incl. spreadsheet) for further detailed analysis.



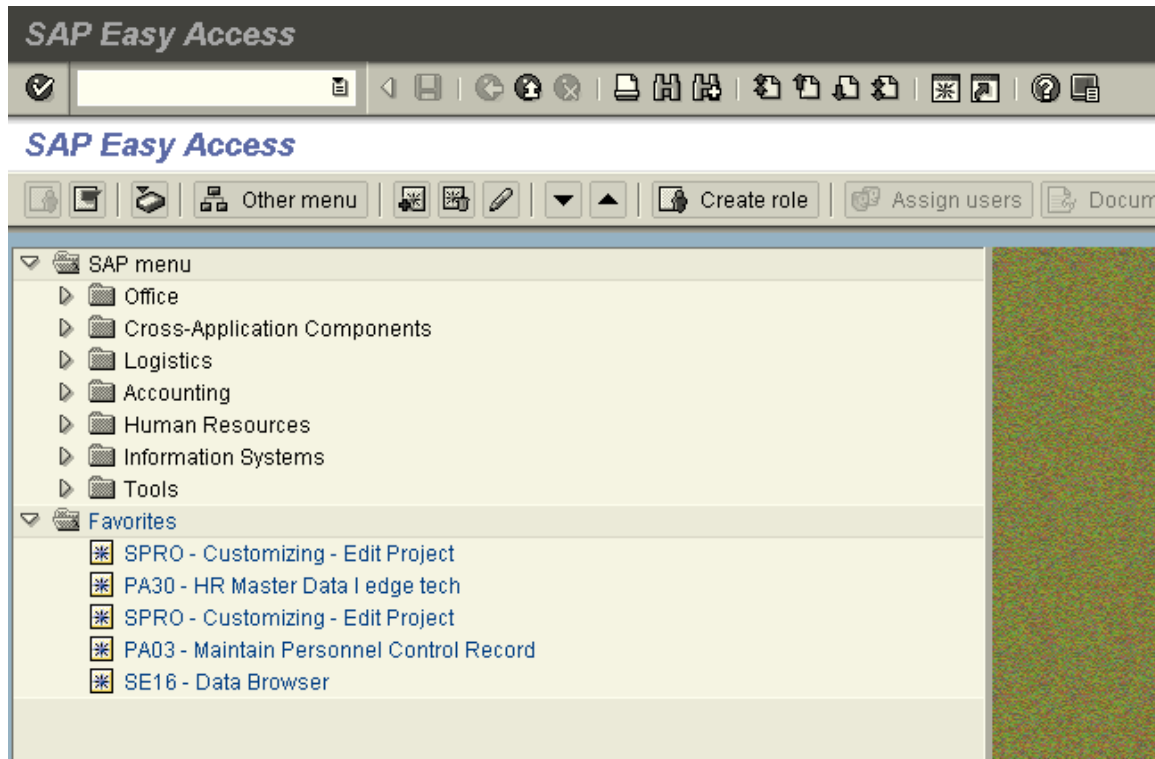
Navigate to List → Save/Send → File



Choose the **Spreadsheet** option and click on



END USER MANUAL HUMAN RESOURCE MANAGEMENT



What is transaction code and what are the important transactions codes are there in HCM?

Sequence of characters that identifies a transaction in the SAP System A transaction code can contain up to 20 characters and should always begin with a letter. Permitted characters are letters from A to Z, numbers from 0 to 9, and the underscore. To call a transaction, you enter the transaction code in the command field and choose Enter.

Infotypes:

Info types are one of the most important constructs within SAP ERP Human Capital Management (SAP ERP HCM). SAP describes info types as “units of information in the Human Resource Management system.” Put another way, info types allow us to store, access, and view HR information for employees, positions, jobs, organizational units, or other “objects” defined within the system. It’s SAP’s way of describing the important data elements within the HR system (standard or otherwise). Without info types, we couldn’t log employee actions on the employee, pay/compensate employees, or report against employees; we couldn’t maintain information against the organizational structure, process a mass reorganization, or report against any organizational data.



Info types are organized by module: Personnel Administration (PA) or Organizational Management (OM), which is also called Personnel Development (PD). Other modules such as Time Management (PT) and Payroll (PY) are supported by info types. It is one of the most common constructs that spans modules within SAP ERP HCM.

Displaying Info types

For end users of SAP, Transaction PA20 (Display HR Master Data) is available to display these PA info types (see Figure 2.1). Info types are listed by tab but can also be directly accessed by entering the info type number in the Info type dropdown within the Direct selection area of the screen. From this screen, the information can be displayed one record at a time (by highlighting the glasses icon) or viewed in an overview (by using the mountain and moon icon).

Using Subtypes

An info type can have one or more subtypes, which subdivide info type records. Two subtypes within one info type can have differing time constraints (see Section 2.1.4 on the definition of time constraints and how they are used in SAP ERP HCM). Subtypes also form an important part of the security design because authorizations can also be distinguished (and provisioned) by subtype within an info type.

Important Info Types in Personnel Administration

0000 – Personnel Actions

0001 – Organisational Assignment

0002 - Personal Data

0006 – Addresses

0009 – Bank Details

0021 – Family Details

0022 – Education

0027 – Cost Distribution

0028 - Internal Medical Service

0040 - Objects on Loan

0041 – Date Specifications



0105 – Communication

0185 – Personal ID's

Important Organisation Management info types

1000 - Objects

1001- Relationship

1002 – Descriptions

1007 - Vacancy

1008 - Account Assignment Features

1013 – Employee Group/Sub group

1018 – Cost Distribution

Important Info types in Time Management

0007-Planned Working Time

2001- Absence Type

2002 – Attendance Type

2006 – Leave Quota

2007 – Attendance Quota

2011 – Time Events

2013 – Quota Corrections

Important Info types for Payroll India

0008 – Basic Pay

0014 – Recurring Payments and Deductions

0015 – Additional Payments



END USER MANUAL HUMAN RESOURCE MANAGEMENT



0267- Additional Off cycle Payment

0581- Housing, (COA/CLA,HRA)

0582- Exemptions

0585- Section 80 Deductions

0586- Section 80C Deductions

0587- EPF (Provident Fund)

0591- Nominee Details

Infotype 0000 - Personnel Actions

Personnel Action is one of the key infotypes in all of SAP ERP HCM because it logs employees' lifecycle events (sometimes called "hire to retire"). Without this key infotype, the system would not know the employee's status and current standing with the company.

Action Type	Personn...	EE group	EE subg...
Hiring			
Additional Details(Hiring)			
Extension of contract			
Absorption of Contract EE			
Commencement of Probation			
Extension of Probation			
Completion of Probation			
Promotion			
Relinquishment of Promotion			
Transfer			
Appointment by Transfer			
Conversion			
Reposting Orders			
Relief Order/RelinquishmentFN			



END USER MANUAL HUMAN RESOURCE MANAGEMENT



Drill down to view the other personnel actions that are to be performed in APTRANSCO.

Relief Order/Relinquishment-AN				
Joining/Assumption of charge-FN				
Joining/Assumption of charge-AN				
Full Additional charge				
Termination of Full Additional				
Deputation with in APTRANSCO				
Deputation in				
Extension of Deputation				
Deputation out				
On Duty				
Repatriation				
Suspension pending enquiry				
Revocation of Suspension				
Suspension - Final Orders				
Demotion				
Organizational Reassignment				
Retirement(GPF)				
Retirement(EPF)				
Pensioner conversion				
Family pensioner conversion				
Pensioner/Family Pensioner death				
Rehiring				
Initial Hiring				
Go-Live action				
Pensioner Hiring				
Go Live Action- Retire				

Select **Hiring** from the list for newly hire an employee like that for other type of Actions also chooses the respective actions from the list.

Give the start date of Action and Reason for Action

Don't give any personnel number because Personnel number will come automatically

Then Fill all Required Fields Like Position No, Personal Area, Employee Group, and Employee Grade, and then save the entry it will take you to another Screen.



END USER MANUAL HUMAN RESOURCE MANAGEMENT



Create Actions

Change info group

Pers.No.
Pers.No.
Start to

Personnel action

Action Type
Reason for Action Direct recruitee
Reference Pers. Nos.

Select the reason from the drop down list

Status

Customer-specific
Employment
Special payment

Organizational assignment

Position DE/Hot lines/Vemagiri
Personnel area SE/OMC/RAJAHMUNDRY
Employee group Regular
Employee subgroup DE

Maintain appropriate position. PA. F Group



END USER MANUAL HUMAN RESOURCE MANAGEMENT



Create Organizational Assignment

Org Structure

Personnel No
Start to

Enterprise structure

CoCode APTRANSCO
Pers.area SE/OMC/RAJAHMUNDY Subarea Engineering-Ele
Cost Ctr Hot Lines SD Vemagiri Bus. Area SE/OMC/RAJAHMUNDY

Personnel structure

EE group Regular Payr.area SE/OMC/RAJAHMUNDY
EE subgroup DE Contract

Organizational plan

Percentage
Position DE/HL/Vem
Job key DE/Hot lines/Vemagiri
Org. Unit DE/Ele
Org.key DE/Electrical
Hot Lines SD Vemagiri
Hot Lines Maint/Sub-...

Administrator

Group
PersAdmin
Time
PayrAdmin
Supervisor

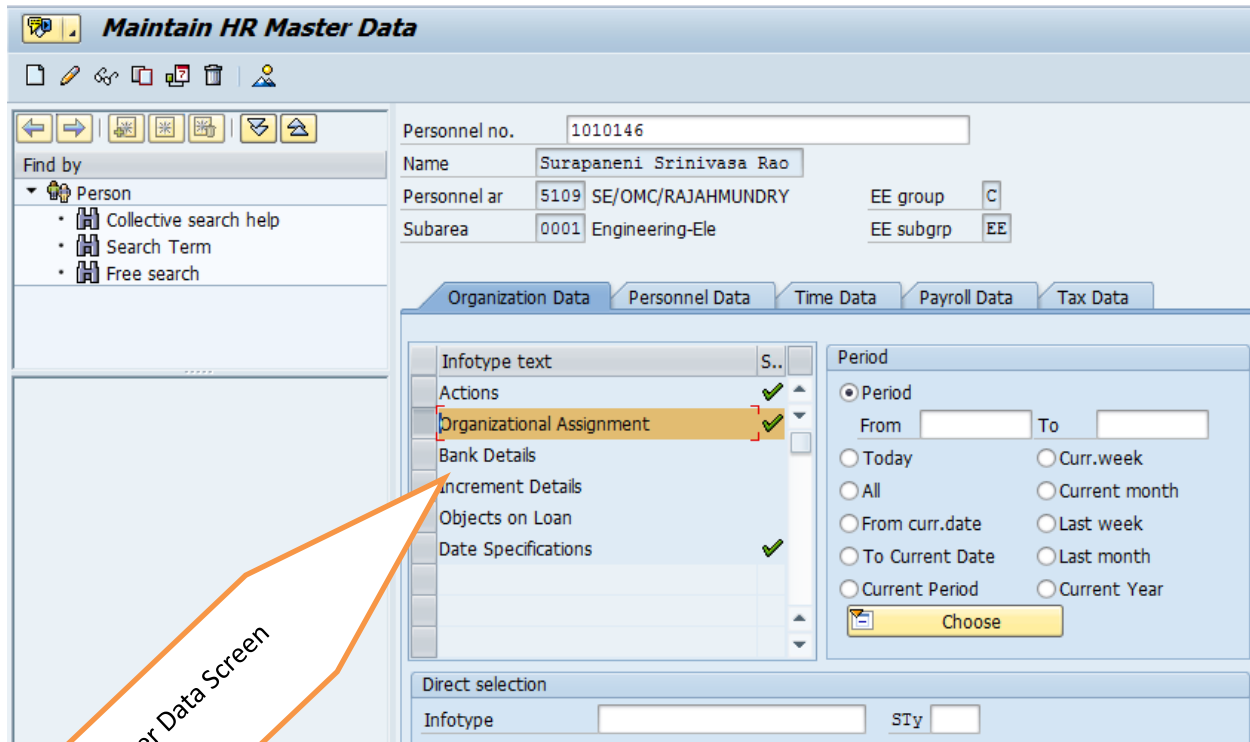
Additional fields

Memo Number 1
Memo Number 2
T.O.O number 1
T.O.O number 2
SR Location
Category

- Memo Number can be stored in Field: Memo Number1&2 fields and TOO number can be updated in TOO Number 1&2 fields.
- SR location can be selected from the drop-down list
- Category can be updated with the appropriate value from the list



TRANSACTION CODE – PA30



Info type 0001—Organizational Assignment

You use info type 0001 to maintain the enterprise structure, personnel structure, and organizational plan of the employee. This info type has The data in the fields of the Enterprise structure area (Company Code, Personnel Area,) and the Personnel structure (EE group, EE subgroup) are prefilled from info type 0000 (Actions). You can maintain or edit these values by running a personnel action. The value in the field Personal Sub Area has to maintain here and then Payroll Area, can be overwritten, as well.



END USER MANUAL HUMAN RESOURCE MANAGEMENT



Create Organizational Assignment

Org Structure

Personnel No

Start to

Enterprise structure

CoCode	<input type="text" value="3000"/>	APTRANSCO			
Pers.area	<input type="text" value="5109"/>	SE/OMC/RAJAHMUNDRY	Subarea	<input type="text" value="0001"/>	Engineering-Ele
Cost Ctr	<input type="text" value="5109L70001"/>	Hot Lines SD Vemagiri	Bus. Area	<input type="text" value="5109"/>	SE/OMC/RAJAHMUNDRY

Personnel structure

EE group	<input type="text" value="C"/>	Regular	Payr.area	<input type="text" value="13"/>	SE/OMC/RAJAHMUNDRY
EE subgroup	<input type="text" value="EE"/>	DE	Contract	<input type="text"/>	

Organizational plan

Percentage	<input type="text" value="100.00"/>	<input type="button" value="Assignment"/>
Position	<input type="text" value="30005229"/>	DE/HL/Vem
		DE/Hot lines/Vemagiri
Job key	<input type="text" value="20000337"/>	DE/Ele
		DE/Electrical
Org. Unit	<input type="text" value="10000054"/>	HL/SD-1/VEM
		Hot Lines Maint/Sub...
Org.key	<input type="text"/>	

Administrator

Group	<input type="text" value="5109"/>
PersAdmin	<input type="text"/>
Time	<input type="text"/>
PayrAdmin	<input type="text"/>
Supervisor	<input type="text"/>

Additional fields

Memo Number 1	<input type="text"/>
Memo Number 2	<input type="text"/>

This is the Info type where Integration between Personnel Administration and Organizational Management will happen through Position and Org Unit Key.

Also this info type will link with FICO Module when we will maintain Cost Centre of the employee.

As Per APTRANSCO Requirement, vacant position will derive from the Position drop down when the position is being maintained with the respective Personnel Area. Hence user is requested to update Personnel Area first then the vacant positions will be shown in the position drop down.



INFOTYPE – 0002 (PERSONNEL DATA)

Create Personal Data

Pers.No. 1010146
Pers.area 5109 SE/OMC/RAJAHMUNDRY Cost Ctr 5109I70001 Hot Lines SD Vemagir
EE subgrp EE DE
Start 01.03.2017 to 31.12.9999

Name
Form Addr. Sri
Last name Srinivasa Rao
First name Surapaneni

Additional Data
Gender 1 Male Language EN English
Birth date 01.01.1970 Mar.status
Birthplace Since
Ctry o.birth No. child.
State Religion
Nationality IN Indian

Additional fields
Caste
Sub Caste
Region
Native District
Local District
Home Town

Gender and Date of Birth are Required Fields which need to be maintain

Give Employees Marriage and Religion Details

You use info type 0002 to store data related to an employee's Personal Details. This info type also has a time constraint 1, meaning this info type must exist in the system at all times, from the date the employee is hired.

In this Info type Other than employee's Name you have to maintain His / Her Date of Birth, Place of Birth, Gender, Marital Status, Country, State/Region, Child Details, Religion, Nationality, Title etc.

As per the APTRANSCO requirement, the fields: Caste, Sub caste, Region, Native District, Local District, Home town fields can be maintained.

INFOTYPE – 0006 (Employee Address)

This info type is used to store and maintain the address of the employee, it has different Sub type each subtype will have a start date and end date validity period. This helps you delimit address types based on your requirements. For example, for subtype 1 (Permanent Residence), you can set the end date as 31-12-9999 (SAP-delivered perpetual end date).

This info type has entry screens corresponding to the country version. Which country screen is displayed to you depends on the data in the Country field, maintained in the Organizational Assignment info type (0001).

Change Addresses

Find by

- Person
 - Collective search help
 - Search Term
 - Free search

Pers.No.	1010146	Name	Surapaneni Srinivasa Rao	
Pers.area	5109 SE/OMC/RAJAHMUNDRY	Cost Ctr	5109L70001 Hot Lines SD Vemagir	
EE subgrp	EE DE			
Start	01.03.2017	to	31.12.9999	Chng 23.05.2017 HCMCONS2

Address

Address type: 1 Permanent residence

Care Of: Krishna Kuteer

Street and House No.: Kothapet / 12 / 346

2nd Address Line:

Postal code / city: 522101 Guntur

District:

Region: 01 Andhra Pradesh

Country Key: IN India

Telephone Number:

Here Postal Code is Six Digit and do not forget to give the City detail these two fields are required fields so compulsory you have to fill these fields otherwise system will through an error.

Other than the Address here some options are there like your Country Key and Land Line phone Number etc. to get some detail information.

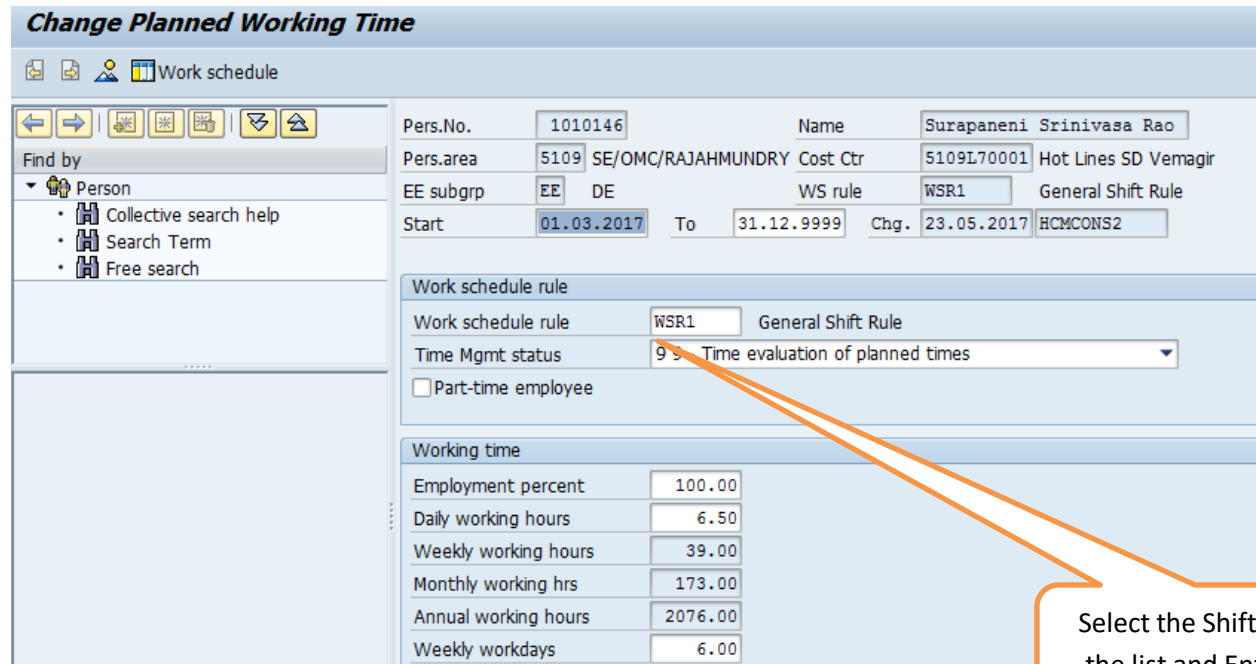
INFOTYPE – 0007 (Planned Working Time)

You use this info type to assign *work schedule rules* to the employees. As shown in Figure in the Work schedule rule area, you maintain the daily working times of the employees in your organization. The assignment of the work schedule rule in this info type determines the planned working time of the individual employee. The planned working times of the employee can be individually modified (i.e., applicable only to this employee) in this info type.

In the data entry screen of this info type, you can maintain the following primary fields:

Work schedule rule You assign the work schedule rule to the employee.

Time Mgmt. status If the employee time data is calculated using Time Evaluation, then you must enter a value in the field. If the field is blank, then the employee won't be included in the Time Evaluation calculation.



Change Planned Working Time

Work schedule

Find by

- Person
 - Collective search help
 - Search Term
 - Free search

Pers.No. 1010146 Name Surapaneni Srinivasa Rao

Pers.area 5109 SE/OMC/RAJAHMUNDRY Cost Ctr 5109L70001 Hot Lines SD Vemagir

EE subgrp EE DE WS rule WSR1 General Shift Rule

Start 01.03.2017 To 31.12.9999 Chg. 23.05.2017 HCMCONS2

Work schedule rule

Work schedule rule WSR1 General Shift Rule

Time Mgmt status 99 Time evaluation of planned times

Part-time employee

Working time

Employment percent	100.00
Daily working hours	6.50
Weekly working hours	39.00
Monthly working hrs	173.00
Annual working hours	2076.00
Weekly workdays	6.00

Select the Shift rule from the list and Enter / Save

In this info type, you determine on which day of the week and at what time the workweek begins for the employee. The duration of the workweek is also maintained in this info type.

This is the Info type where integration between PA and Time Management will happen.

INFOTYPE – 0008 (BASIC PAY)

This info type is used to store and maintain an employee's basic pay. **The info type has the following subtypes:**

Basic Contract

Increase Basic Contract



END USER MANUAL HUMAN RESOURCE MANAGEMENT



Create Basic Pay

Wage Type Wage Type Payments and deductions

Find by
Person
Collective search help
Search Term
Free search

Pers.No. 1010146 Name Surapaneni Srinivasa Rao
Pers.area 5109 SE/OMC/RAJAHMUNDRY Cost Ctr 5109L70001 Hot Lines SD Vemagir
EE subgrp EE DE WS rule WSR1 General Shift Rule
Start 01.03.2017 To 31.12.9999

Payment type 0 Basic contract Object ID
Reason Next increase
Pay scale
Type 01 HRA 12% Further information
Area 01 APTRANSCO Employees Capacity Util. Level 100.00 ₹ PER
Group NWMDE Level L1 Work hours/period 173.00 Monthly
Ann.salary INR

W...	Wage Type	Long Text	O.	Amount	Curr...	I...	A...	Number/Unit	Unit
1000	Basic Pay			50,000.00	INR		<input checked="" type="checkbox"/>		
					INR		<input type="checkbox"/>		
					INR		<input type="checkbox"/>		
					INR		<input type="checkbox"/>		
					INR		<input type="checkbox"/>		
					INR		<input type="checkbox"/>		
					INR		<input type="checkbox"/>		

IV 24.05.2017 - 31.12.9999 50,000.00 INR Payroll Simulation

Additional fields
Equivalent Cadres EE/DE/SAO/SECOFF/EQUILT

When you create an info type record, the system automatically suggests the pay scale type and pay scale area. You can overwrite the system-suggested values. During the info type creation, the system will also suggest wage types. Some of the system-suggested wage types can't be overwritten or deleted.

Note that when an employee is terminated from the company, info type 0008 (Basic Pay) records aren't delimited. This will ensure that retroactive accounting runs can be performed, where required.

Basic Pay Info type is the Main Source of the integration between PA module and Payroll module, in this we will maintain Payroll Structure which includes following details

1. Pay Scale Type
2. Pay Scale Area
3. Pay Scale Grade

4. Pay Scale Levels

Then you have to maintain Employees Basic Salary details/Fixed salary Components of the CTC,

This Info type will read time from Info type 0007 and accordingly prepare the salary for the employee.

INFOTYPE – 0009 (BANK DETAILS)

This info type is used to store and maintain bank details of the employee, where the net pay will be deposited.

When you create a new record, the employees name is automatically prefilled from info type 0002 (Personal Data). The postal code and city is prefilled from info type 0006 (Address).

Here compulsory you have to give Ban Key details Click on F4 you will get the list of Bank keys select the appropriate bank key from the list and then give the Bank Account number of employee

Create Bank Details

Find by

- Person
 - Collective search help
 - Search Term
 - Free search

Pers.No.	1010146	Name	Surapaneni Srinivasa Rao	
Pers.area	5109 SE/OMC/RAJAHMUNDRY	Cost Ctr	5109L70001	Hot Lines SD Vemagir
EE subgrp	EE DE	WS rule	WSR1	General Shift Rule
Start	01.03.2017	to	31.12.9999	

Bank details

Bank details type	0 Main bank		
Payee	Surapaneni Srinivasa Rao		
Postal code / city	522101	Guntur	
Bank Country	IN India		
Bank Key	ANDB0000077	Andhra Bank	
Bank Account	879065432987	Bank control key	
Payment Method	T Bank Transfer		
Purpose			
Payment currency	INR	Indian Rupee	

Additional fields

IFSC Code	ANDB0000077
-----------	-------------

Select Bank Key No and Provide Employees Bank Account Number



The payment method should be T for bank transfer if you want to see how to fill other type of payments click F4, you will get the list of other method of payments. IFSC code will be defaulted automatically.

INFOTYPE – 0014 (Recurring payments and Deductions)

In this info type, can be used to update with the payments which are not part of regular Salary and need to be paid for certain period. Example: Hill station Allowance which is eligible for only few employees who are working in hill stations.

WT	Wage Type Long Text
1015	Driver Allowance
1035	Steno Allowance
1050	Generation Allowance
1055	Washing Allowance
1060	Cycle Allw
1085	Driver Operator Allowance
1100	Hill Station Allowance
1105	Guest House Allowance
1110	Recurring Grant-IPS
1115	Advance Increment-IPS
1120	Hotline Allowance
1125	P.H.C Allw
1130	Conveyance Allow

Select your Wage type which you want give and the Period from and to date.



END USER MANUAL HUMAN RESOURCE MANAGEMENT



Create Recurring Payments/Deductions

Find by
Person
• Collective search help
• Search Term
• Free search

Pers.No. 1010146 Name Srinivasa Rao Surapaneni
Pers.area 5109 SE/OMC/RAJAHMUNDRY Cost Ctr 5109L70001 Hot Lines SD Vemagir
EE subgrp EE DE WS rule WSR1 General Shift Rule
Start 01.03.2017 to 31.12.9999

Recurring Payments/Deductions
Wage Type 1100 Hill Station Allowance
Amount 800.00 INR Ind.val.
Number/unit
Reason for Change

Info type 0015—Additional Payments

You can use this info type to enter an amount and/or a value (with corresponding unit of measurement) that are *paid or deducted in a certain period* during payroll. The different subtypes for this info type are the different wage types that can be used to set up the additional payments.



END USER MANUAL HUMAN RESOURCE MANAGEMENT



Personnel no.
 Name
 Personnel ar SE/OMC/RAJAHMUNDRY EE group
 Subarea Engineering-Ele EE subgrp

Organization Data Personnel Data Time Data Payroll Data

Infotype text Period
 Basic Pay Recurring Payments/Deductions
 Additional Payments Loans
 Membership Fees Personal IDs
 Additional Off-Cycle Payments
 Provident Fund Contribution
 Other Statutory Deductions

Period
 Period
 From
 Today
 All
 From curr.date
 To Current Date
 Current Period

WT	Wage Type Long Text
1696	Paper Cutting Ope All Adj
1706	PGI Reim. Course Fee Adj
2000	Commutation of Pen.Rec
2005	Excess medi recovery
2010	Other Recovery
2015	Imprest Recovery
2045	Telephone recovery
2225	Personal Trip Recovery
2300	Misc Recovery
2335	RTI Penalty
2375	Stores material shortage
2380	Other Deduction Pension
2385	Excess Pension Recovery
2410	Maintenance Charges
5901	Tour Advance

Direct selection
 Infotype STy Tou

Pers.No. Name
 Pers.area SE/OMC/RAJAHMUNDRY Cost Ctr Hot Lines SD Vemagir
 EE subgrp DE WS rule General Shift Rule

Additional Payments

Wage Type Tour Advance
 Amount INR
 Number/unit
 Date of origin
 Default Date
 Assignment Number
 Reason for Change

INFOTYPE – 0267 (Additional Off-Cycle Payments)



END USER MANUAL HUMAN RESOURCE MANAGEMENT



Some payments are to be processed mid of the month (Not in a regular payroll Run) such as EL encashment

Here you select the date of payment and then select the Particular Wage type which are going to pay and then Amount to be paid.

Personnel no. 1010146
Name Srinivasa Rao Surapaneni
Personnel ar 5109 SE/OMC/RAJAHMUNDRY EE group C
Subarea 0001 Engineering-Ele EE subgrp EE

Organization Data Personnel Data Time Data Payroll Data

Infotype text S..

Basic Pay	✓
Recurring Payments/Deductions	✓
Additional Payments	
Loans	
Membership Fees	
Personal IDs	✓
Additional Off-Cycle Payments	
Provident Fund Contribution	
Other Statutory Deductions	

Period

Period
From

Today
 All
 From curr.date
 To Current Date
 Current Period

Subtypes for infotype "Additional"

Restrictions

WT	Wage Type Long Text
1240	Stitching charges
1250	Medical Reimbursement
1275	Earned Leave Encashment
1280	EL Encashment FNF
1470	Tuition Fee Reim
1705	PGI Reim. Course Fee
4503	HBA Loan Payroll - OC
4514	Cycle Loan Payroll - OC
4524	House Site Payroll - OC
4534	Motor Cycle Loan Proll-OC
4544	HBA Repair Proll Pymnt-OC

Direct selection

Infotype Additional Off-Cycle Payments STy



END USER MANUAL HUMAN RESOURCE MANAGEMENT



Pers.No.	1010146	Name	Srinivasa Rao Surapaneni		
Pers.area	5109 SE/OMC/RAJAHMUNDRY	Cost Ctr	5109L70001	Hot Lines SD Vemagir	
EE subgrp	EE DE	WS rule	WSR1	General Shift Rule	
				HCMCONS2	

Additional Off-Cycle Payments	
Wage Type	1275 <input type="checkbox"/> Earned Leave Encashment
Amount	8,700.00 INR
Number/unit	
Payment date	31.03.2017
Assignment Number	
Reason for Change	<input type="checkbox"/>
Off-cycle reas.	0001 Off Cycle Run
Payroll type	A
Payroll Identifier	<input type="checkbox"/>

INFOTYPE – 0021(Family Member Details)

This info type is used to record an employee's family members, dependents, and other related persons in the SAP system.

When you create a record using the employees' data, SAP will default values for the following fields: Last name, Gender, Name prefix (where available), and Nationality.

The following are common subtypes associated with this info type:

Subtypes:

- 1 Spouse
- 11 Father
- 12 Mother
- 2 Child
- 20 Father in law
- 21 Mother-in-law



END USER MANUAL HUMAN RESOURCE MANAGEMENT



- 22 Daughter-in-law
- 23 Grand Daughter
- 24 WIDOWED DAUGHTER
- 25 GRAND SON
- 26 STEP-DAUGHTER
- 27 STEP-SON
- 28 SISTER
- 29 UN MARRIED SISTER
- 30 WIDOW SISTER
- 31 YOUNGER BROTHER
- 32 GRAND MOTHER
- 33 UNCLE
- 34 AUNTY
- 35 YOUNGER SISTER

Here give the dependents details of the employee if married give his spouses details or can give Father's, children's detail etc click on subtype you will get the list and fill all the Required Fields like Date of Birth, Gender place of Birth Etc.



END USER MANUAL HUMAN RESOURCE MANAGEMENT



Maintain HR Master Data

Personnel no. 1010146
Name Surapaneni Srinivasa Rao
Personnel ar 5109 SE/OMC/RAJAHMUNDRY EE group C
Subarea 0001 Engineering-Ele EE subgrp EE

Find by
Person
Collective search help
Search Term
Free search

Organization Data Personnel Data Time Data Payroll Data

Infotype text S..
Actions
Organizational Assignment
Bank Details
Increment Details
Objects on Loan
Date Specifications

Period
 Period
From
 Today
 All
 From curr.date
 To Current Date
 Current Period
Choose

Direct selection
Infotype Family Member/Dependents STy 1 Spous

Subtypes for infotype "Fami
Restrictions

ST...	Name
1	Spouse
11	Father
12	Mother
2	Child
20	Father in law
21	Mother-in-law
22	Daughter-in-law
23	Grand Daughter
24	WIDOWED DAUGHTER
25	GRAND SON
26	STEP-DAUGHTER
27	STEP-SON
28	SISTER
29	UN MARRIED SISTER
30	WIDOW SISTER
31	YOUNGER BROTHER
32	GRAND MOTHER
33	UNCLE
34	AUNTY



END USER MANUAL HUMAN RESOURCE MANAGEMENT



Create Family Member/Dependents

Pers.No. 1010146 Name Srinivasa Rao Surapaneni
Pers.area 5109 SE/OMC/RAJAHMUNDRY Cost Ctr 5109I70001 Hot Lines SD Vemagir
EE subgrp EE DE WS rule WSR1 General Shift Rule
Start [] to 31.12.9999

Family Member/Dependents

Last name Surapaneni
First name []
Gender Female Male
Date of birth []
Birthplace []
Ctry o.birth []
Nationality IN Indian

Additional fields

Employed Dependent

As per APTRANSCO requirement additional fields have been provided to update whether the family member is employed or dependent. By default, it would be as dependent. Select the radio button Employed in case the family member is Employed. Other fields are populated when the dependent is employed as shown below:

Additional fields

Employed Dependent

Employed In []

Avail Medical facility in AP TRANSCO Yes No

Avail LTC facility in AP TRANSCO Yes No

Update with the appropriate data.

Info type 0022—Education

This info type is used to record and maintain the employee's educational details. When you create a new record, you can enter details of the educational establishment (e.g., a primary school, college, university, etc.), as well the name and location of the educational institution. While creating the info type record, you can also maintain the field native district with appropriate input.



END USER MANUAL HUMAN RESOURCE MANAGEMENT



Create Education Details for an Employee

Create Education

Pers.No. 1010146 Name
Pers.area 5109 SE/OMC/RAJAHMUNDRY Cost Ctr
EE subgrp EE DE WS rule
Start 01.06.1995 to 30.05.1997

Educational est. 10 Graduation
Institute/location JNTU, Hyderabad
Country Key IN India
Certificate 07 B.Sc.
Duration of course
Final Grade
Branch of Study 1
Branch of Study 2

Callouts:
- Select one option from list of education details (points to the 'Educational est.' field)
- Maintain the Subject and Institution/Location Name and the Select one option from Certificate field (points to 'Institute/location', 'Country Key', and 'Certificate')

Info type 0023—Previous Employer Details

This Is the Info type where you need to maintain Employees Past Experience details.

Create Other/Previous Employers

Pers.No. 1010146 Name Srinivasa Rao Surapaneni
Pers.area 5109 SE/OMC/RAJAHMUNDRY Cost Ctr 5109L70001 Hot Lines SD Vemagiri
EE subgrp EE DE WS rule WSR1
Start 01.01.2000 to 06.05.2004

Other/previous employers
Employer APTRANSCO
City Guntur
Country Key IN India
Industry 0001 Power
Job 7 AE

Callout:
- Provide Employer Name and Location (points to 'Employer' and 'City')



Info type 0027—Cost Distribution

This info type is used to determine how the costs for an employee are distributed to the different cost centres. At any point in time, costs related to an employee can be distributed to up to 25 different cost centers.

These two subtypes are delivered:

01 – Wage/Salary

Create Cost Distribution

Org. Management info

Pers.No. 1010146 Name Srinivasa Rao Surapaneni

Pers.area 5109 SE/OMC/RAJAHMUNDRY Cost Ctr

EE subgrp EE DE WS rule

Start 01.03.2017 To 31.12.9999

Distrib. 01

Master cost center 5109L70001 Hot Lines SD

CoCd	Cost ctr	Order	WBS element	Name	Pct.	Name of
3000	3100S20001			ADE /Maint/400KV/KPK	100.00	

Select the purpose of Cost Distribution

Note that pr centres sho

How you want to distribute the Cost just give the Per cent here

, company codes, controlling areas, and cost system.

Info type 0028—Physical Fitness Details

In this info type you can maintain data and results related to the employee’s medical examination. The overall examination findings in the info type are maintained in the field Result. The different examination types are available as subtypes. Some of the delivered subtypes are



END USER MANUAL HUMAN RESOURCE MANAGEMENT



general data (used to maintain the annual medical check-up), dermatological examination and so on.

Create Physical Fitness Details

Find by
Person
• Collective search help
• Search Term
• Free search

Pers.No. 1010146 Name Srinivasa Rao Surapaneni
Pers.area 5109 SE/OMC/RAJAHMUNDRY Cost Ctr 5109L70001 Hot Lines SD Vemagir
EE subgrp EE DE WS rule WSR1 General Shift Rule

Examination result
Subtype 0001 General data
Examination date 01.03.2017
Last examination
Result
Diagnosis

Examination data

Ex	Examination area	Y	Value	Specific.	Specification	Date
01	Height	<input type="checkbox"/>	173.00			
02	Blood group	<input type="checkbox"/>	0.00	05	O Positive	
03	Thoracic circum.inh.	<input type="checkbox"/>				
04	Thoracic circum.exh.	<input type="checkbox"/>				
05	Waist	<input type="checkbox"/>				
06	Phys.constitution	<input type="checkbox"/>	0.00			

Give Examination Date

Maintain Employees Physical details like Height, weight, blood group etc



Info type 0040—Objects on Loan

In this info type, you can record what company assets are loaned to the employee. While recording the details in the info type, you can maintain data, such as number of units that were loaned, asset number, and so on. You can also enter comments that might serve as a reference for future use.

The following subtypes are delivered as per APTRANSCO requirement and can be used to enter details about the object types:

01 – Laptop, 02 – Mobile Handset, 03 – Book, 04 – SIM, 05 – Company ID

Maintain HR Master Data

Personnel no. 1010146
Name Srinivasa Rao Surapaneni
Personnel ar 5109 SE/OMC/RAJAHMUNDRY EE group C
Subarea 0001 Engineering-Ele EE subgrp

Organization Data Personnel Data Time Data Payroll Data

Infotype text S..
Actions ✓
Organizational Assignment ✓

Period
● Period
From
○ Today
○ All
○ From curr.date
○ To Current Date
○ Current Period
Choose

Subtypes for infotype "Objects on Loan"
Restrictions

ST...	Name
01	Key(s)
02	Books
03	Tool(s)
04	Personal Protective equipment
05	Company ID card
06	Mobile Handset
07	Trng. Material/ Books
08	Computer / Laptop
09	CD
10	Printer
11	Calculator
12	Pen Drive
13	External HDD
15	Departmental /Hired vehicle
16	Data Card
17	Mobile SIM Card

Direct selection
Infotype Objects on Loan STy

Select the Object from given list and maintain the number then details about the object

Info type 0041—Date Specifications

In this info type you store information related to important dates concerning an employee. In the field Date type, you choose the type of information that you want to store. For every date type, you're required to enter data in the Date field. Some of the date types that can be maintained are Date of Joining, Date Of Commencement of Probation, Date of Completion of Probation and so on.



END USER MANUAL HUMAN RESOURCE MANAGEMENT



Change Date Specifications

Find by
Person
Collective search help
Search Term
Free search

Pers.No. 1010146 Name Srinivasa Rao Surapaneni
Pers.area 5109 SE/OMC/RAJAHMUNDRY Cost Ctr 5109L70001 Hot Lines SD Vemagir
EE subgrp EE DE WS rule WSR1 General Shift Rule
Start 01.03.2017 to 31.12.9999 Chng 23.05.2017 HCMCONS2

Date Specifications

Date type	Date	Date type	Date
<input type="checkbox"/> NO Retirement Date	31.12.2027	<input type="checkbox"/> NH Hiring Date	01.03.2017

As per APTRANSCO record

NH - Hiring Date

N0 – Retirement Date

N1 – Commencement Date

N2 – Probation completion date

ND – Date of Death

Retirement date is auto populated based on the Date of Birth from IT0002(Personal Data).

INFOTYPE – 0105 (Communication Details)

This info type is used to store and maintain the communication details of the employee.

Maintain employee Communication details like User ID, Cell Number and Email ID etc



END USER MANUAL HUMAN RESOURCE MANAGEMENT



Personnel no.

Name

Personnel ar EE group

Subarea EE subgrp

Organization Data | Personnel Data | Time Data | Payroll Data | Tax Data

Infotype text	S..
Actions	✓
Organizational Assignment	✓
Bank Details	✓
Increment Details	
Objects on Loan	
Date Specifications	✓

Period

Period
From

Today

All

From curr.date

To Current Date

Current Period

Subtypes for infotype "Communication"

Restrictions

STyp	Name
0001	System user name (SY-UNAME)
0005	Fax
0010	Office mail id
0012	Personal mail id
0013	Residence Phone No.
0016	Office phone No.
0018	Emergency Contact Name & No
CELL	Cell Phone

Direct selection

Infotype STy

Create Communication

Find by

- Person
 - Collective search help
 - Search Term
 - Free search

Pers.No. Name

Pers.area Cost Ctr Hot Lines SD Vemagir

EE subgrp WS rule General Shift Rule

Start to

Communication

Type Cell Phone

System ID

INFOTYPE – 0185 (PERSONNEL ID'S)



END USER MANUAL HUMAN RESOURCE MANAGEMENT



Different type of ID's we have to maintain for an employee like

PAN Number, TAN Number, Aadhar ID, UAN Number, PPO Number, Passport Number and so on.

Select Info type 0185 in PA30 and then select subtype what type of ID details you want to maintain

Give ID Type and ID Number in the appropriate field

Personnel no. 1010146
Name Srinivasa Rao Surapaneni
Personnel ar 5109 SE/OMC/RAJAHMUNDRY EE group C
Subarea 0001 Engineering-Ele EE subgrp EE

Organization Data Personnel Data Time Data Payroll Data Tax Data

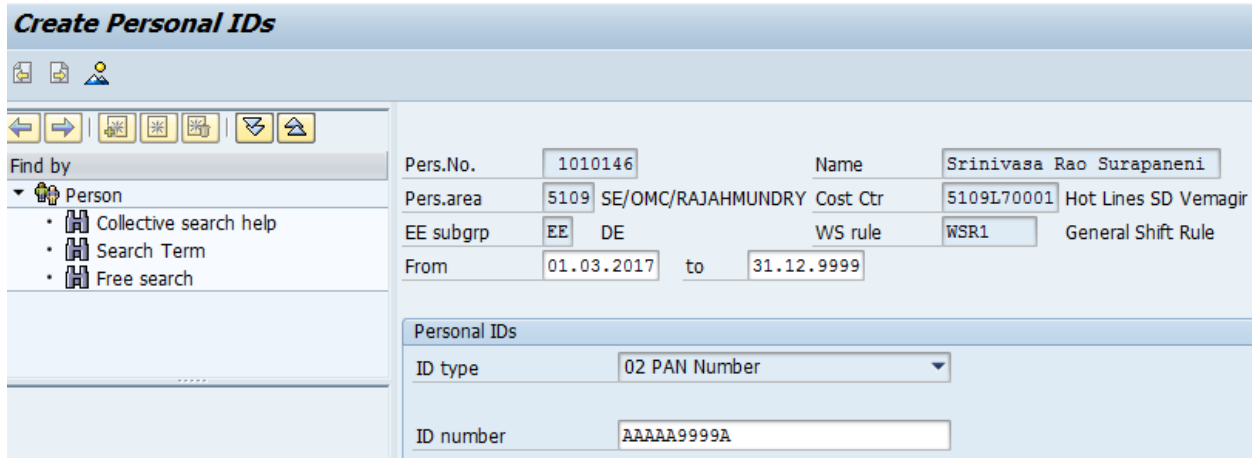
Infotype text S..
Actions ✓
Organizational Assignment ✓
Bank Details ✓
Increment Details
Objects on Loan
Date Specifications ✓

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

Subtypes for infotype "Person
Restrictions

Direct selection
Infotype Personal IDs STy

IC	Description
02	PAN Number
05	TAN Number
06	Aadhaar ID
08	UAN
09	PPONumber
91	Passport Number
92	Driving Licencse



The screenshot shows the SAP 'Create Personal IDs' interface. On the left, there is a 'Find by' section with a tree view showing 'Person' and sub-options: 'Collective search help', 'Search Term', and 'Free search'. The main area contains a data entry form for a person's details:

Pers.No.	1010146	Name	Srinivasa Rao Surapaneni	
Pers.area	5109 SE/OMC/RAJAHMUNDRY	Cost Ctr	5109L70001	Hot Lines SD Vemagir
EE subgrp	EE DE	WS rule	WSR1	General Shift Rule
From	01.03.2017	to	31.12.9999	

Below this, there is a 'Personal IDs' section with a dropdown for 'ID type' set to '02 PAN Number' and a text field for 'ID number' containing 'AAAAA9999A'.

Time Management Specific Info Type:

INFOTYPE – 0007 (Planned Working Time)

You use this info type to assign *work schedule rules* to the employees. As shown in Figure in the Work schedule rule area, you maintain the daily working times of the employees in your organization. The assignment of the work schedule rule in this info type determines the planned working time of the individual employee. The planned working times of the employee can be individually modified (i.e., applicable only to this employee) in this info type.

In the data entry screen of this info type, you can maintain the following primary fields:

Work schedule rule You assign the work schedule rule to the employee.

Time Mgmt. status If the employee time data is calculated using Time Evaluation, then you must enter a value in the field. If the field is blank, then the employee won't be included in the Time Evaluation calculation.



END USER MANUAL HUMAN RESOURCE MANAGEMENT



Change Planned Working Time

Work schedule

Find by
Person
Collective search help
Search Term
Free search

Pers.No. 1010146 Name Surapaneni Srinivasa Rao
Pers.area 5109 SE/OMC/RAJAHMUNDRY Cost Ctr 5109L70001 Hot Lines SD Vemagir
EE subgrp EE DE WS rule WSR1 General Shift Rule
Start 01.03.2017 To 31.12.9999 Chg. 23.05.2017 HCMCONS2

Work schedule rule
Work schedule rule WSR1 General Shift Rule
Time Mgmt status 95 Time evaluation of planned times
 Part-time employee

Working time
Employment percent 100.00
Daily working hours 6.50
Weekly working hours 39.00
Monthly working hrs 173.00
Annual working hours 2076.00
Weekly workdays 6.00

Select the Shift rule from the list and Enter / Save

In this info type, you determine on which day of the week and at what time the workweek begins for the employee. The duration of the workweek is also maintained in this info type.

This is the Info type where integration between PA and Time Management will happen.

INFOTYPE – 2001 (Create Absence/Leaves)

You can use this info type to record and maintain employee absences.

Note that when you create an absence record, the number of absence days is automatically calculated by the system. The employee's planned working time and days off are taken into consideration while calculating the number of absences days. The system will also display a warning or error message if the begin date, end date, or the validity period of the absence record falls on an employee's day off.



END USER MANUAL HUMAN RESOURCE MANAGEMENT



Pers.No.	1010146	Name	Srinivasa Rao Surapaneni
Pers.area	5109 SE/OMC/RAJAHMUNDRY	Cost Ctr	5109L70001 Hot Lines SD Vemagir
EE subgrp	EE DE	WS rule	WSR1 General Shift Rule
Start	20.05.2017	To	27.05.2017

Absence	
Absence type	1JRP Journey Period
Time	<input type="text"/> - <input type="text"/> <input type="checkbox"/> Prev.day
Absence hours	45.50 <input checked="" type="checkbox"/> Full-day
Absence days	7.00
Calendar days	8.00

Payroll	
Payroll hours	0.00
Payroll days	7.00

INFOTYPE – 2002 (ATTANDANCE)

You can use this info type to store and maintain special attendances for employees—that is, to record an attendance that adds to an employee’s work schedule. When you select attendance types, the info type provides entry screens for General Attendances (to record attendance types that don’t require special processing) and Attendances with Quota Deduction (to record attendance types with quota deduction).

After Selecting the Leave type provide here from and to Date of Leave applied by employee

Pers.No.	1010146	Name	Srinivasa Rao Surapaneni		
Pers.area	5109 SE/OMC/RAJAHMUNDRY	Cost Ctr	5109L70001	Hot Lines SD Vemagir	
EE subgrp	EE DE	WS rule	WSR1	General Shift Rule	
Start	10.05.2017	To	10.05.2017		

Attendance					
Attendance type	ATD3	On Training			
Time		-		<input type="checkbox"/>	Previous day
Attendance hours	6.50			<input checked="" type="checkbox"/>	Full-day
Attendance days	1.00				
Calendar days	1.00				

Payroll	
Payroll hours	0.00
Payroll days	1.00

If someone has gone outside, his/her attendance can be maintained here

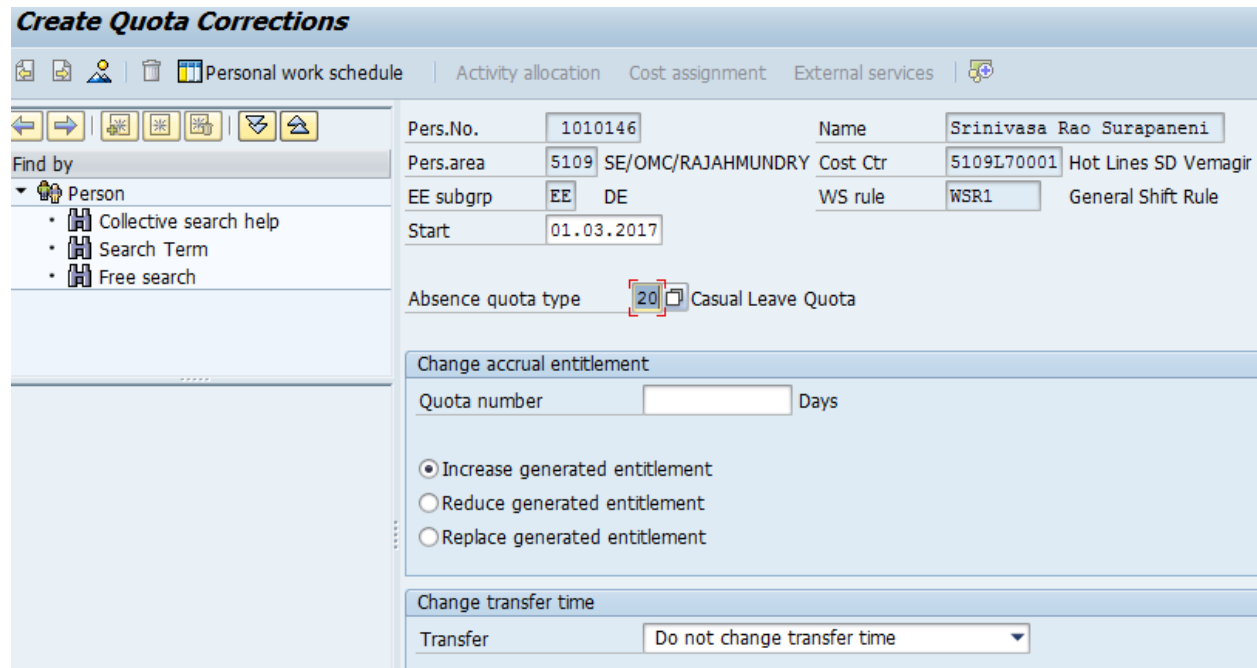
Info type 2006—Absence Quotas

You can use this info type to record and maintain absence quotas for employees. Under certain circumstances, an employee is allowed to take absences only if the employee has been assigned absence quotas with specific time periods for these absence types. When you create an absence type record for the employee, the system will check whether sufficient quotas are available for the employee. The record will be rejected if sufficient quotas aren't available. If a record is accepted and saved, the system will automatically update the appropriate absence quota for the employee.

List Absence Quotas						
<div style="display: flex; justify-content: space-between;"> Find by Person </div> <ul style="list-style-type: none"> <input type="checkbox"/> Collective search help <input type="checkbox"/> Search Term <input type="checkbox"/> Free search 						
Pers.No. 1010146 Name Srinivasa Rao Surapaneni		Pers.area 5109 SE/OMC/RAJAHMUNDRY Cost Ctr 5109L70001 Hot Lines SD Vemagir				
EE subgrp EE DE WS rule WSR1 General Shift Rule		Choose 01.01.1800 To 31.12.9999 STy.				
Absence Quotas						
Start Date	End Date	A...	Quota text	Start ded.	End ded.	Number
01.03.2017	31.12.2017	10	Earned Leave Quota	01.03.2017	31.12.9999	10.00000
01.03.2017	31.12.2017	20	Casual Leave Quota	01.03.2017	31.12.2017	13.00000
01.03.2017	31.12.2017	30	Optional Holiday Quota	01.03.2017	31.12.2017	4.00000

INFOTYPE – 2013 (Quota Correction)

This Info type is made for Quota Correction if you want to Correct Leave quota of some employees whether it is increase or decrease or replace this is the info type where you need to maintain the details before Generating Leave Quota for that Year.



Create Quota Corrections

Personal work schedule | Activity allocation | Cost assignment | External services

Find by: Person

- Collective search help
- Search Term
- Free search

Pers.No. 1010146 Name Srinivasa Rao Surapaneni
 Pers.area 5109 SE/OMC/RAJAHMUNDRY Cost Ctr 5109L70001 Hot Lines SD Vemagir
 EE subgrp EE DE WS rule WSR1 General Shift Rule
 Start 01.03.2017

Absence quota type Casual Leave Quota

Change accrual entitlement

Quota number Days

Increase generated entitlement
 Reduce generated entitlement
 Replace generated entitlement

Change transfer time

Transfer

TRANSACTION CODE – PPT60 (Time Evaluation)

Through This Transaction you will be able to Generate Time evaluation and Leave Quota for all employees

Select the Personal Number for whom you want to generate the Leave Quota and then select ZM04 Schema from the Schema field Give the end date up to which you want to Generate the Time evaluation. Then Execute



HR TIME: Time Evaluation

⏪ ⏩ ⏴ ⏵

Further selections Search helps

Selection

Personnel Number 1010146 ⏪

Parameters for time evaluation

Evaluation schema	ZM04
Time statement variant	SAP&TEDI
Layout for log	
Forced recalculation as of	
Evaluation up to	25.05.2017

Program options

- Display log
- Test run (no update)
- Output in HR Form

Once you will Run this Time evaluation Info type 2006 (Absence Quota) will update (If current month is covers under quota generation month i.e., Jan/July/ Newly joined employee), Unpaid days will post to Payroll automatically for the time evaluation month.

Transaction Code - PA71 (Fast Entry for Time Data)

For uploading mass data for multiple Employees we have this Standard Transaction Code where we can maintain multiple employees Leave and Attendance Record at one time.



Fast Entry of Time Data

with proposal

<ul style="list-style-type: none">AbsencesAttendancesSubstitutionsAvailabilityOvertimeAbsence QuotasAttendance QuotasEmployee Remuneration InfoTime Transfer SpecificationsActivity Allocation (Attendances)	<p>Period</p> <p><input checked="" type="radio"/> Period</p> <p>From <input type="text" value="01.04.2011"/> <input type="text" value="31.03.2012"/></p> <p><input type="radio"/> Today <input type="radio"/> Curr.week</p> <p><input type="radio"/> All <input type="radio"/> Current month</p> <p><input type="radio"/> From curr.date <input type="radio"/> Last week</p> <p><input type="radio"/> To Current Date <input type="radio"/> Last month</p> <p><input type="radio"/> Current Period <input type="radio"/> Current Year</p> <p> <input type="button" value="Choose"/></p>
--	---

Direct selection

Infotype STy

<p>Enter Personnel Numbers</p> <p><input checked="" type="radio"/> Enter in fast entry screen</p> <p><input type="radio"/> Manual preselection</p> <p><input type="radio"/> Preselect using report <input type="text"/></p> <p><input type="radio"/> Preselection w.ad hoc query</p>	<p>Save Option</p> <p><input checked="" type="radio"/> Save records directly</p> <p><input type="radio"/> Create batch input session</p>
--	--

Maintain/Lock/Unlock/Delete

Locked records only



END USER MANUAL HUMAN RESOURCE MANAGEMENT



TRANSACTION CODE – PAR2 (EMPLOYEE LIST)

To see the details of employee their name date of entry and exist etc this T Code are used

Employee List

Further selections Search helps Sort order Org. structure

Period

Today Current month Current year
 Up to today From today
 Other period

Data Selection Period To
Person selection period To

Selection

Personnel Number
Employment status ≠ 0
Personnel area
Personnel subarea
Employee group
Employee subgroup

Report-specific selections

Last name
Name at birth
First name
Nationality
New employees in period to
Gender
 Both genders Only male Only female



END USER MANUAL HUMAN RESOURCE MANAGEMENT



Employee List

Key date: 25.05.2017

Number of selected employees: 43

Pers.no.	PersIDNo.	Name	Name at Birth	Job Title	Entry Date
01025749		PINJALA MOHANA RAO		Assistant Divisional Engineer/ Telecom	26.12.1992
01033460		CHENNU RAMACHANDRA RAO		Superintending Engineer/ Telecom	06.09.1986
01033469		BATHULA MARY RAMADEVI		Office Subordinate	31.07.1995
01033472		GUNTUPALLI GOPI CHAND		Assistant Divisional Engineer/ Telecom	14.06.1993
01033481		MUDIGONDA ADINARAYANA RAO		Senior Assistant	15.03.1997
01033482		ESLAVATH CHANDRU NAIK		Assistant Divisional Engineer/ Telecom	14.09.1992
01033485		GORKI PUTUMBAKA		Divisional Engineer/ Telecom	25.08.1991
01043719		AKULA LOKANADH		Assistant Divisional Engineer/ Telecom	17.02.1992
01053488		CHUNCHU ANJANEYULU		Divisional Engineer/ Telecom	25.08.1991
01053784		GAJULA SUJANI		Junior Accounts Officer	02.11.1999
01060618		RAYABARAM NAGA RAJU		Assistant Divisional Engineer/ Telecom	12.10.1998
01062791		TAMBA VENKATESWARA RAO		Assistant Divisional Engineer/ Telecom	14.10.1998
01068417		KALAPATAPU SUVARCHALA DEVI		Accounts Officer	30.05.1995
01068775		MODHUKURI ANJANEYA SARMA		Junior Assistant	16.10.2000
01070964		KURACHA SRINIVAS		Assistant Divisional Engineer/ Telecom	01.06.2002
01070965		MENAKA PADMAVATHI		Assistant Engineer/ Telecom	22.05.2002
01070969		BULLA HANUMANTHA RAO		Assistant Engineer/ Telecom	22.05.2002
01071029		MAKANI SREELATHA		Assistant Engineer/ Telecom	05.07.2002
01071305		GANTA SWAPNA		Assistant Engineer/ Telecom	21.02.2005
01071307		GERA VEERAAIH		Assistant Engineer/ Telecom	26.02.2005

TRANSACTION CODE – PAR1 (Flexible Employee Details)

Flexible Employee Data

Further selections Search helps Sort order Org. structure

Key date

Today

Other keydate

Key Date

Selection

Personnel Number



END USER MANUAL HUMAN RESOURCE MANAGEMENT



NED(1)/333 HR field selection

Selectable fields

- Selectable fields
- Administrator for HR Master Data
- Administrator for Time Recording
- Administrator Group
- Age of employee
- Assignment Number
- Building (number or code)
- Business Area
- City
- Company Code
- Complete Name
- Controlling Area
- Cost Center
- Cost center text

Selected fields

Selected fields R..

Selection: 0 / 20

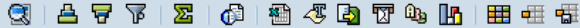
As per your Selection from the list system will display details like below



END USER MANUAL HUMAN RESOURCE MANAGEMENT



Flexible Employee Data



Flexible Employee Data

Key date: 25.05.2017

Age of employee	Company Code	Employee Group	Employee Subgroup	First Name	Last Name	Personnel Number	SR
43	APTRANSCO	Regular	DM(Ex-Cadre)	PULA	BASHEER	01000135	
39	APTRANSCO	Regular	AE	BONA	VENKATA RAMANJANEYULU	01000151	
34	APTRANSCO	Regular	AE	DEVAKI	SUPRAJA	01000199	
40	APTRANSCO	Regular	AE	ULLASA	RAMA KRISHNA	01000219	
61	APTRANSCO	Board of Directors	JMD	PARADESI	UMAPATHI, RTD IPS	01000223	
63	APTRANSCO	Board of Directors	DIRECTOR	SISTU	SUBRAHMANYAM	01000233	
47	APTRANSCO	Deputation	Additional Secretary	M	V SURYAKALA (GOVT.ID.2609236)	01000242	
34	APTRANSCO	Regular	AE	GOVARDHAN	AVULA	01000250	
47	APTRANSCO	Deputation	Tahasildar	SIDDAVATATI	SUJANA GOVT.ID.NO.1153491	01000251	
39	APTRANSCO	Regular	Junior Assistant	MUPPIRI	LEPAKSHI	01000254	
42	APTRANSCO	Regular	ADE	NATHALA	ARUNA SRI	01000256	
61	APTRANSCO	Board of Directors	DIRECTOR	RUDRA	NAGARAJA SWAMY	01000264	
32	APTRANSCO	Board of Directors	JMD	PARUCHURI	DINESH IRS	01000265	
52	APTRANSCO	Board of Directors	CMD	VIJAYANAND	KAVETI	01000270	
56	APTRANSCO	Deputation	Dy Supdt of Police	SHAIK	SMK ISMAIL (GOVT.ID.1989035486)	01000271	
55	APTRANSCO	Regular	SE	JAVVAJI	VENKATESWARA RAO	01011074	
43	APTRANSCO	Regular	ADE	VUNNAVA	VINAYA KUMAR	01011087	
54	APTRANSCO	Regular	Fitter	PONNADA	NARAYANA RAO	01011619	
49	APTRANSCO	Regular	ADE	TAMMA	RAGHU SRINIVASA REDDY	01016303	
49	APTRANSCO	Regular	ADE	GARIKAPATI	JAIKAR RAI	01016309	
49	APTRANSCO	Regular	DE	SAGGURTHI	MOHAN RAO	01016316	

Transaction Code – PT50 (Quota Overview)

This Transaction is useful to view the Quota Balance for each employee. You can view all Leave Quota eligibility, used Leave quota and the Balance details as per period wise for the employee.



Quota Overview

Time evaluation Projection Selection

Personnel No. 1010146

Selection dates Absence quotas Accrual information Attendance quotas

Totals row	AbQuotaTyp	Quota text	Unit	Entitl.	Rem.	Requested	Compens.	Deduction from	Deduction to	Start date	End Date
	10	Earned Leave Quo...Days		10.00000	10.00000	0.00000	0.00000				
	20	Casual Leave Quota Days		13.00000	13.00000	0.00000	0.00000				
	30	Optional Holiday Q...Days		4.00000	4.00000	0.00000	0.00000				

Leave Quota Details

Standard Report Transactions

S_AHR_61016491 - Existing Organizational Units

S_AHR_61016493 - Organizational Structure

S_AHR_61016494 - Organizational Structure with Positions

S_AHR_61016495 - Organizational Structure with Persons

S_AHR_61016497 - Existing Jobs

S_AHR_61016499 - Job Description

S_AHR_61016502 - Existing Positions

S_AHR_61016527 - Existing Objects

S_PH0_48000450 - Date Monitoring

S_PH9_46000216 - Service Anniversaries

S_PH9_46000223 - EEs Entered and Left

S_PH9_46000222 - Family Members

S_PH9_46000221 - Birthday List

S_AHR_61016354 - Telephone Directory

S_AHR_61015609 - Bank Details

S_AHR_61016362 - Flexible Employee Data



END USER MANUAL HUMAN RESOURCE MANAGEMENT



S_AHR_61016369 - Employee List

S_AHR_61016370 - List of Maternity Data

S_PH9_46000217 - Statistics: Gender Sorted by Seniority

PT03 - Display Work Schedule

PT63 - Personal Work Schedule

PT65 - Attendance Overview Graphic

PT50 - Quota Overview