HCM Newsletter

August 2017

Greetings!

The topic for this month's issue of the newsletter is "Displaying HR Master Data using WebGUI". An employee's data resides on a variety of tables in BUworks (SAP). Each of these tables holds a specific type of related data. These tables are known as "*infotypes*". PA20 is a secure SAP transaction (accessed through WebGUI → ECC System) that allows you to view an employee's data stored in infotypes such as *Actions, Organizational Assignment, Personal Data, Addresses and Basic Pay etc.* **Employees MUST have security authorization to use PA20 to display HR Master Data.**

Here is the **calendar for OM & PA form submission cutoff dates** for the next three months: http://www.bu.edu/hr/manager-resources/employee-time-an/buworks-forms-deadlines/

To pay your employees on time, please submit OM (Organization Management actions such as Create/Maintain/Delimit Positions) and PA (Personnel Actions related to changes in employee details such as employee position updates(EPU), leave of absence/return from absence, salary changes, salary cost distributions, terminations, position changes, transfers and retirement) forms well before the OM & PA deadlines. To understand if there is a OM action that is a pre-requ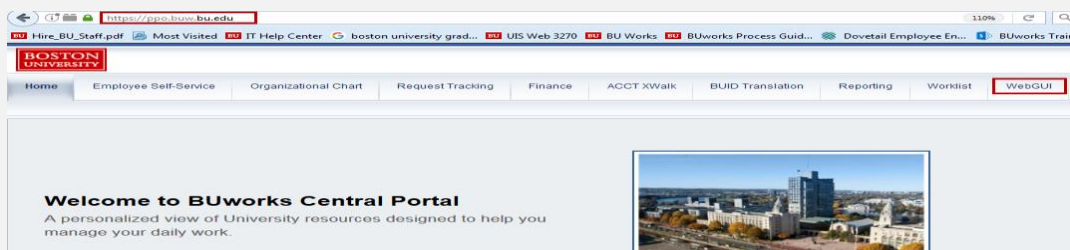isite to a PA action please refer to the following matrix: http://www.bu.edu/tech/files/2016/02/End-to-End-Process-Matrix.pdf

Please keep in touch and let me know if this newsletter has helped you in any way by emailing me at srao22@bu.edu. Please visit the HCM Training Resources Webpage and send me your questions, comments and suggestions.
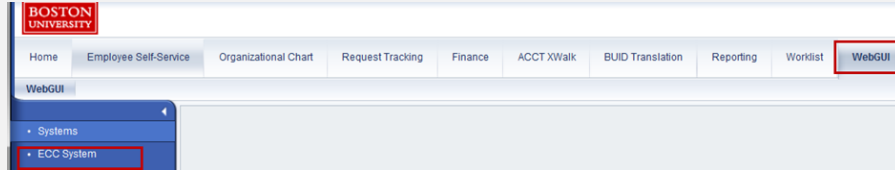
Shuchita Rao

(HCM Trainer)

FAQs about Displaying HR Master Data using WebGUI

1. **What is PA20 and when is to be used?**
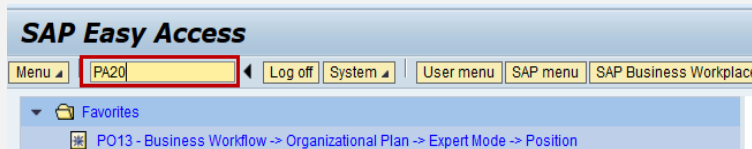A. PA20 is the name of the SAP transaction used in SAP's ECC System (*acronym for "ERP Central Component"*). It can be used at any time to view an employee's master data stored in SAP through a graphical user interface.

2. **How does on access the PA20 transaction?**
A. PA20 is accessed through WebGui → ECC System.
   - First, login to BUworks Central (https:/www.bu.edu/buworkscentral)
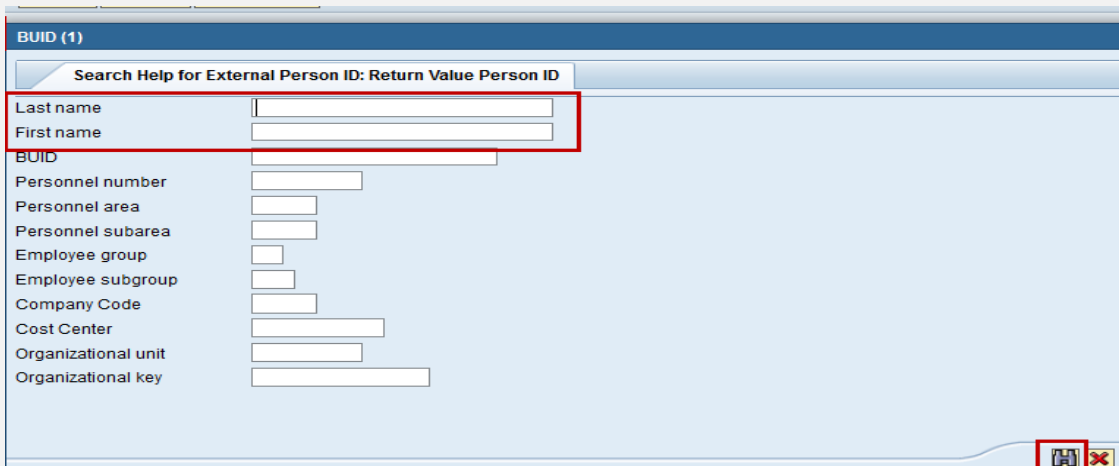
- Next, click on ECC System

- Enter PA20 in the transaction command window and press the Enter key. NOTE: *Sometimes, the command window is hidden from view. You may have to click the black arrow next to it to open it.*

- Enter employee's BUID OR Click on the lookup window to search by Last Name and First Name

- Enter Last name and/or first name and click on the binoculars to find all employees with that name

- Click on the row with the correct name to select it. Now, click on green arrow to select it.
- The screen displays HR Master Data for the chosen employee. The upper portion of the screen displays details such as the employee's BUID, Position, Status (Active or withdrawn), Main assignment, Name and Enterprise and Personnel structure. The lower half shows infotypes such as Actions, Organizational Assignment, Personal Data, Addresses, Planned working time, Basic Pay, Person ID, Main Personnel Assignment etc. Click on the radio buttom "All" and then on the Overview button located on the menu bar. This will display all the records for a specific infotype such as say, Salary.

Display HR Master Data

Menu ▲	◀ Back Exit Cancel System ▲	Display Overview Refresh Data

BUID	□ - □ Pers.Assgn Active ... Main Ass ▼
Name	
EE group	6 Staff-Exempt FT Pers.area 1000 Charles River Campus
EE subgroup	06 Admin <SG Cost Center HR Office

Find by
▼ Person
   Collective search help
   Search Term
   Free search

Hit list

Personnel number   Na...

Basic Personal Data	Payroll	Benefits	Time

Infotype text	Sta	Period
Actions	✔	○ Period
Organizational Assignment	✔	From 01/01/1800 To 12/31/9999
Personal Data	✔	○ Today ○ Curr.week
Addresses	✔	⦿ All ○ Current month
Planned Working Time	✔	○ From curr.date ○ Last week
Basic Pay	✔	○ To Current Date ○ Last month
Person ID	✔	○ Current Period ○ Current Year
Main Personnel Assignment	✔	Choose
Contract Elements		

3. **What information is stored on the "Actions" infotype?**
A. The Actions infotype IT0000 displays the important stages of an employee's career. Click on "Overview" to get the start and end dates for an action, action type and reason.

	Start Date	End Date	Act.	Action Type	ActR	Reason for action	Lv...	E..
	08/08/2016	12/31/9999	30	Transfer	02	Promotion		3
	11/17/2014	08/07/2016	23	Employee Rehire	01	New Position		3
	09/19/2013	11/16/2014	20	Termination	30	DNU Relocation		0
	12/05/2011	09/18/2013	01	Hiring	02	Replacement		3

4. **What information is stored on the Organizational Assignment infotype?**
A. The Organizational Assignment infotype IT0001 displays the Enterprise and Personnel structure for the employee as well as Org.Unit and Cost Center details.

	Start Date	CoCd	PA	EEGrp	ESgrp	Cost Center	Cost center...	Org. Unit	OrgUnit (Text)
	08/08/2016	TRBU	1000	6	06				
	11/17/2014	TRBU	1000	8	13				
	09/19/2013	TRBU	1000	8	13				
	12/05/2011	TRBU	1000	8	13				

5. **What information is stored on the Personal Data infotype?**

A. The Personal Data infotype IT0002 displays start and end dates, last and first name as well as marital status.

Overview				
Start Date	End Date	Last name	First name	Marital Status
07/01/2013	12/31/9999			Marr. ▼
11/10/1976	06/30/2013			▼

6. What information is stored on the Payroll Status infotype?

A. The Payroll Status infotype IT0003 contains data such as last payroll and time processed as well as dates for retroactive adjustments for payments.

Acctd to	Data chng.	EP RA date	PersCal.	PDC recal.
07/31/2017		12/21/2015	12/05/2011	09/01/2017

7. What information is contained in the Addresses infotype?

A. The Addresses infotype IT0006 contains data related to current and past addresses with start dates of each new address.

STy.	Start Date	Address	Telephone no.	LI	2nd Address Line
1	10/21/2016				
1	04/13/2015				
1	11/17/2014				
1	04/27/2012				
1	12/05/2011				

8. What information is stored on the Planned working time infotype?

A. The Planned working time IT0007 infotype contains information about the employee's work schedule. In the example below, the employee's work week was non-rotating between Dec 5, 2011 and Dec 25, 2011 was 7.5 hours a day or 35 hours a week that began on a Friday. Between Dec 26, 2011 and Nov 16, 2011 the work week was again 7.5 hours a day or 35 hours a week but began on a Monday.

Start Date	End Date	WS rule	Tf Empl.	MoHrs	Wk.hrs	Hrs/Da	WkDys
08/08/2016	12/31/9999	F08MO...	9	100.00	173.33	40.00	8.00	5.00
11/17/2014	08/07/2016	F75MO...	1	100.00	162.50	37.50	7.50	5.00
12/26/2011	11/16/2014	F75MO...	1	100.00	162.50	37.50	7.50	5.00
12/05/2011	12/25/2011	F75FR1...	1	100.00	162.50	37.50	7.50	5.00

9. What information is stored on the Basic Pay infotype?

A. The Basic Pay IT0008 infotype contains the monthly salary for exempt employees and hourly rate for non-exempt employees. The overview shows all changes in salary history with start and end dates.

	STy	Start Date	End Date	Ty.	PSA	PS group	Lv	Amount		Curr...	Annual salary	Curr...	
	0	01/01/2017	12/31/9999	02	01	AP74	00			USD		USD	
	0	08/08/2016	12/31/2016	02	01	AP74	00			USD		USD	

10. What information is stored on the Bank Details infotype?
  A. The Bank Info IT0009 infotype contains information about one or more of the employee's bank accounts where weekly or monthly salary is directly deposited via bank transfer.

	Start Date	End Date	Payee	Payment method	Ba...	Bank Key
	11/17/2014	12/31/9999		Bank transfer (AC...	US	
	07/09/2012	11/16/2014		Bank transfer (AC...	US	

11. What information is stored on the Additional Payments and Recurring Payments information?
  A. The additional payments infotype (IT0014) and the Recurring payments infotype (IT0015) contain information about any one time additional payment or recurring payments made over multiple pay periods to an employee. These infotypes can also store deductions shown by negative amounts (e.g. 50.00 -)

	Wa...	Wage type long text	Date	O	Amount	Crcy	I	Number	Unit tex	
	2001	Additional Compensation	02/28/2017		75.85	USD		0.00		

	Wage type	Wage Type Long Text	From	To	O	Amount	Crcy	I	
	4100	CR Parking Primary	07/01/2017	08/31/2017	A	119.60	USD		

12. What is stored on the Cost Distribution infotype?
A. The Cost Distribution IT0027 infotype stores the funding source from which the employee's salary is paid. This can be the default cost center attached to the employee's department or other funding sources such as grants that pay the employee's salary.

	Dist.	Name	Start Date	End Date	CoCd	BusA	Cost Center	CCtr text	Prcnt	L	
	01	Wage/salary	11/17/2014	12/31/9999	TRBU	1CRC			100.00		

Tips & Tricks

- At times you may need to use your scrollbar to see complete information on the record.
- The DISPLAY button on the menu bar gives detailed data on a specific infotype while the OVERVIEW button gives all the records associated with a specific infotype.

- If there is no Green checkmark next to an infotype, it means that no information is stored on the infotype.

UPCOMING TRAINING SESSIONS

- There will be instructor led sessions in September, 2017. For the month of August, please email me at srao22@bu.edu or call me at 617-353-4466 to setup a custom HCM training via Skype.