

PER-36 PA Infotypes

Purpose

The purpose of this job aid is to provide a list of Infotypes and Subtypes within the Integrated HR/Payroll System.

Infotype	Code	Description
Actions	0000	Employee life cycle events; provides an overview of employee history. Infotypes are grouped based on events that occur in an employee's lifecycle, such as New Hire, Separation, Promotion, Leaves of Absence, and so forth.
Additional Personal Data	0077	Military status and ethnic origin as required for EEO-1 and BETS-100 reporting.
	STy:	Employee's permanent, emergency contact, and mailing address information
Addresses	0006 1 4 5	• Permanent residence • Emergency contact • Mailing address
Adjustment Reasons (Benefits)	0378	Adjustment reasons that determine the changes employees can make to their benefits. During the validity period, the system produces an enrollment benefit offer valid for the life change event. During the validity period, the employee can make restricted changes to benefit elections.

Infotype	Code	Description
Bank Details (Payroll)	0009	The bank or banks an employee's paycheck is to be direct deposited, and when applicable, the percentage or flat amount to be deposited into multiple banks.
Basic Pay	0008	Pay information based on the employee's position, such as annual salary, monthly salary, and hourly pay.
Certifications and Licenses	0795	Certificates and licenses attained by employees to fulfill the requirements of a particular position.
Communications		Identification regarding the various forms of employee communication.
	0001	• System user
	0105 0010	• Email
	0020	• First telephone number at work
	0099	• Exclude Employee from Directory
Cost Distribution	0027	Record 1018 information for future payments if required after separation.

Infotype	Code	Description
	STy:	The dates that are required by the State:
Date Specifications	01	• Original Hire Date
	02	• Agency Hire Date
	0041 03	• Last Day Worked
	04	• Judicial Anniversary Date
	06	• Notification of RIF
	07	• Lottery Anniversary Date
	NR	• 457 Catch-up Date
Education	0022	Educational establishments that an employee has attended, including dates of attendance and level completed; also contains certificates that are not required for a position.

Infotype	Code	Description
Family Member/Dependents (Benefits)		Information about the employee's family members. This will be used in the Benefits Module for designation of dependents and or beneficiaries.
	1	
	2	• Spouse
	3	• Child
	4	• Legal dependent
	5	• Testator
	0021 6	• Guardian
	8	• Stepchild
	10	• Related persons
	11	• Divorced spouse
	12	• Father
	15	• Mother
	16	• Foster child
	91	• Other
		• Court ordered dependent
Federal Income Tax (Payroll)	0210	W4 and W5 withholding information from the employee's earnings for tax purposes.

Infotype	Code	Description
Grievances	0102 Sty:	This infotype is used to document both employee grievances and disciplinary warnings. Select the appropriate subtype as applicable to select either a grievance type or the disciplinary warning.
	0001	• 3-step no mediation
	0002	• 2-step no mediation
	0003	• Disciplinary Warning
Hourly Rate per Assignment	0554	Dual Employment Salary
I-9 Residence Status	0094	Employee's citizenship information; documents used to verify compliance with Immigration Reform and Control Act (RAC)
Voluntary Self-ID of Disability	9877	Employee's disability information

Infotype**Code****Description**

STy: Dates associated with specific requirements or activities.

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|----|----------------------------------|
| 1 | • End of Probation |
| 2 | • End of Training Program |
| 3 | • Employ Authorization |
| 4 | • Acting Pay |
| 5 | • Credential verification |
| 6 | • Temp Appointment |
| 7 | • Worker's Compensation (7 day) |
| 8 | • Short term disability (60 day) |
| 9 | • Military |
| 10 | • 5 day |
| 11 | • 10 day |
| 12 | • 15 day |
| 13 | • 30 day |
| 14 | • 60 day |
| 15 | • 90 day |
| 16 | • 120 day |
| 17 | • 18 months |
| 19 | • End of contract |
| 20 | • JB appointment ends |
| 21 | • Elected appointment ends |
| 22 | • RIF eligibility ends |
| 23 | • Prove foster child |
| 24 | • Est Leave Run Out |
| 25 | • Est Return Date |
| 26 | • Est End of Sal Cont |

Monitoring of Tasks

(also referred to as
date reminder)

NOTE: Depending on your
roles, you may not see all
subtypes.

0019

Infotype	Code	Description
Notifications (Payroll)	0128	Notifications on checks or check stubs.
Objects on Loan	0040	Items that the State has provided to an employee that need to be returned upon transfer, termination or retirement (keys, vehicle, etc.).
Organizational Assignment	0001	Data that incorporates the employee into the organizational structure and personnel structure. Stores data about the organizational unit to which the employee belongs, including the position assigned to the employee and the job from which the position was created.
Personal Data	0002	Employee identification data, such as name, birth date, marital status, and gender.
Planned Working Time (Time)	0007	The work schedule rule for employees. Details of this infotype are created in Time Management and include the employee's position, hours per day, weekly hours, and yearly hours.
Qualifications	0024	Performance Rating
Residence Status	0048	The foreign employee's type of official residence permit, the issue number, expiration date, issuing authority, date issued, and passport number.
Residence State Tax Area (Payroll)	0207	Employee's federal and state residence information for tax purposes used to derive the tax authorities which levy applicable taxes to residents.

Infotype	Code	Description
Unemployment State (Payroll)	0209	State the employee would file for unemployment should the employee separate from the company
Wage Maintenance	0052	Maintain wage types. The two subtypes are: • Reallocation • Range Revision
Withholding Info W4/W5 US (Payroll)	0210	W4 and W5 withholding information from the employee's earnings for tax purposes
Work Tax Area (Payroll)	0208	Tax authority specifics required by Payroll for calculations of worked-in-state taxes.

First Published

Wed, 12/04/2013

Last Updated

Fri, 03/27/2026

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