

PER-31 Personnel Administration Quick Reference Guide

Purpose

The purpose of this job aid is to provide a quick reference to infotypes and transaction codes related to personnel administration.

Personnel Administration Infotypes

0000	Actions
0001	Organizational Assignment
0002	Personal Data
0006	Addresses
0007	Planned Working Time (TM)
0008	Basic Pay
0009	Bank Details (PY)
0019	Monitoring of Tasks
0021	Family Members/Dependents
0022	Education
0024	Qualifications
0027	Cost Distribution (FI)
0040	Objects on Loan
0041	Date Specifications
0048	Residence Status
0052	Wage Maintenance
0077	Additional Personal Data
0094	I-9 Residence Status
0102	Grievances
0105	Communication
0207	Residence Tax Area (PY)
0208	Work Tax Area (PY)
0209	Unemployment State (PY)
0210	Withholding Info - W4/W5 US (PY)
0416	Time Quota Compensation (TM)
0552	Time Spec./Employ. Period (TM)
0554	Hourly Rate per Assignment
0795	Certifications and Licenses
2001	Absences (TM)
2002	Attendances (TM)
2003	Substitutions (TM)

Contact Info

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Toolbar Buttons

Enter [ENTER]

Save [CTL + S]

Back [F3]

Exit [SHIFT + F3]

Cancel [F12]

Execute [F8]

New Session

First Page [CTL + Page UP]

Previous Page [Page UP]

Next Page [Page DOWN]

Last Page [CTR + Page DOWN]

Display [F7]

Overview [SHIFT + F8]

Help [F1]

Expand Node

Collapse Node

SAP Business Workplace [CTRL + F12]

Services for Objects

Print [CTL + P]

Benefits Infotypes

0021	Family Members/Dependents
0167	Health Plans
0168	Insurance Plans
0169	Savings Plans
0170	FSA Plans
0171	General Benefits Info
0219	External Organizations
0376	Benefits Medical Info
0377	Miscellaneous Plans
0378	Adjustment Reasons
9701	Affordable Care Act Info

Payroll Infotypes

0009	Bank Details
0207	Residence Tax Area
0208	Work Tax Area
0209	Unemployment State
0210	Withholding Info - W4/W5 US

Financials Infotypes

0027	Cost Distribution
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Time Infotypes

0416	Time Quota Compensation
0552	Time Spec./Employ. Period
9005	Overtime Compensation
9006	Holiday Payout Period
9007	Night Shift Premium
9008	Evening Shift Premium
9009	Weekend Shift Premium
9010	Holiday Premium Rate
9011	On-Call
9012	Callback
9015	Charge Object Assignment
9016	Extended Duty
9017	Gap Hours

Transaction Codes

Depending on your security roles, you may not have access to all these Transaction codes.

PA10 Display Personnel File
PA20 Display HR Master Data
PA30 Maintain HR Master Data
PO13D View Position
PC00_M02_LINF0 Display a range of infotypes for an employee
PPOSE View Organization and Staffing
ZEMP Employee HR Overview
ZPA0189 PA Workflow Report
ZPAA076 Employee Action Request (Initiate Workflow)
ZPACHGLOG Logged Changes in Infotype Data
ZPAWFMON Workflow Monitoring Report
ZSEV Severance Pay Calculations

Additional Information

For Job Aids, Student Guides, & Business Process Procedures, and Videos, go to the Training HELP website:

[HR-Payroll Help Documents | NCOSC](#)

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