PER-60 Maintain HR Master Data

Purpose

The purpose of this Business Process Procedure is to explain how to maintain HR master data to correct a mistake on an employee’s master record in the Integrated HR-Payroll System.

Trigger

Perform this procedure when you are told an error has been made or you realize you made a mistake on an employee's master record.

Business Process Procedure Overview

PA30 is a Maintain transaction type used to update employee Master Data.

Best Practice: Re-execute the action when a mistake is made.

These are the infotypes that can be displayed through this process:

- 0001 - Organizational Assignment\
- 0006 - Addresses - Permanent Residence subtype
- 0006 - Addresses - Emergency Contact subtype
- 0006 - Addresses - Mailing Address subtype
- 0007 - Planned Working Time

- 0009 - Bank Details
- 0019 - Monitoring of Tasks
- 0021 - Family Member/Dependents
- 0022 - Education
- 0040 - Objects on Loan
- 0041 - Date Specification
- 0048 - Alien Residence Status
- 0077 - Additional Personal Data
- 0094 - I-9 Residence Status
- 0105 - Communications - System User-name subtype
- 0105 - Communications - Email subtype only
- 0105 - Communications - Work Phone Number subtype
- 0128 - Notifications
- 0171 - General Benefits Information
- 0207 - Residence Tax Area
- 0208 - Work Tax Area
- 0209 - Unemployment State
- 0210 - Withholding Information W4/W5 US - Federal subtype
- 0210 - Withholding Information W4/W5 US - State subtype
- 0315 - Time Sheet Defaults
- 0378 - Adjustment Reasons
- 0416 - Time Quota Compensation
- 0795 - Certifications and Licenses
- 2001 - Absences
- 2003 - Substitutions
- 2006 - Absence Quotas - Vacation subtype
- 2006 - Absence Quotas - Sick subtype

- 2012 - Time Transfer Specifications
- 9877 - Voluntary Self-ID or Disability

Important: Copy or create to keep a history of the changes made. The change button is rarely used, more for initial spelling errors made when typing. Pay close attention to the dates.

Tips and Tricks

- If you do not know an employee's personnel number, search for the employee using the Last Name - First Name fields. For example:
  - Last Name = Abberly, search technique options:
  - Enter Abb* to view Last Names that "begin with" the characters preceding the asterisk.
  - Enter *eel* to view Last Names that "include" the characters within the asterisks.
  - Enter *ly to view Last Names that "end with" the characters following the asterisk.
  - You can look up the personnel number by the employee's last and first name. If you do not know the right spelling of the name, you can work with asterisks to get possible entries displayed.
  - First name - if needed, also search by First Name when many employees share the same Last Name.

Access Transaction

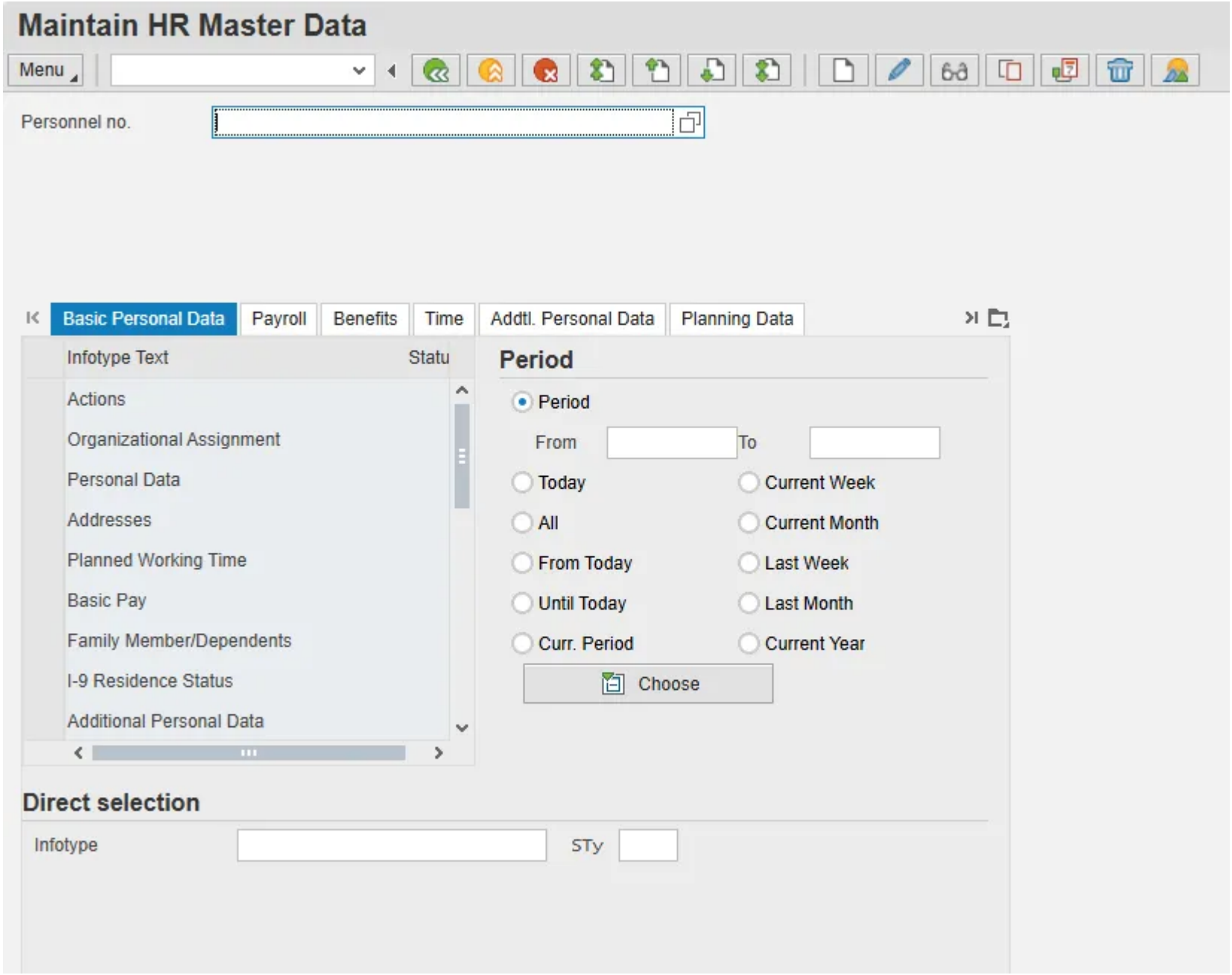
Via Menu Path: SAP menu >> Human Resources >> Personnel Management >> Administration >> HR Master Data >> PA30 – Maintain

Via Transaction Code: PA30

Procedure

There are 16 steps to complete this process.

Image

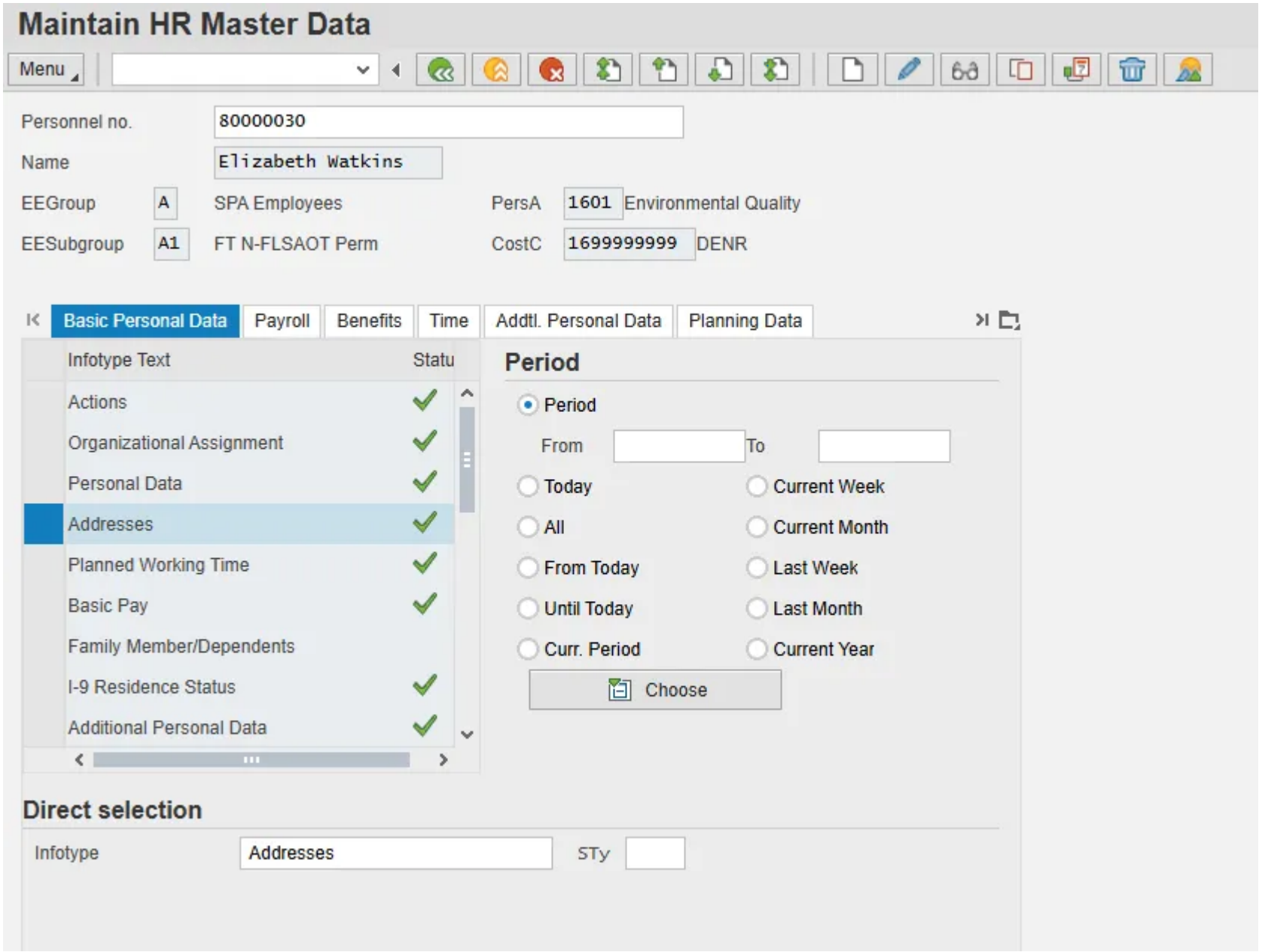

Maintain HR Master Data
Menu
Personnel no.
Basic Personal Data
Payroll
Benefits
Time
Addtl. Personal Data
Planning Data
Infotype Text
Statu
Actions
Organizational Assignment
Personal Data
Addresses
Planned Working Time
Basic Pay
Family Member/Dependents
I-9 Residence Status
Additional Personal Data
Period
Period
From
To
Today
Current Week
All
Current Month
From Today
Last Week
Until Today
Last Month
Curr. Period
Current Year
Choose
Direct selection
Infotype
STy

Step 1: Update the following fields:

Field Name	Description	Values
Personnel no.	Unique employee identifier	Enter value in Personnel no. Example: 80000030

Step 2: Click **Enter**.

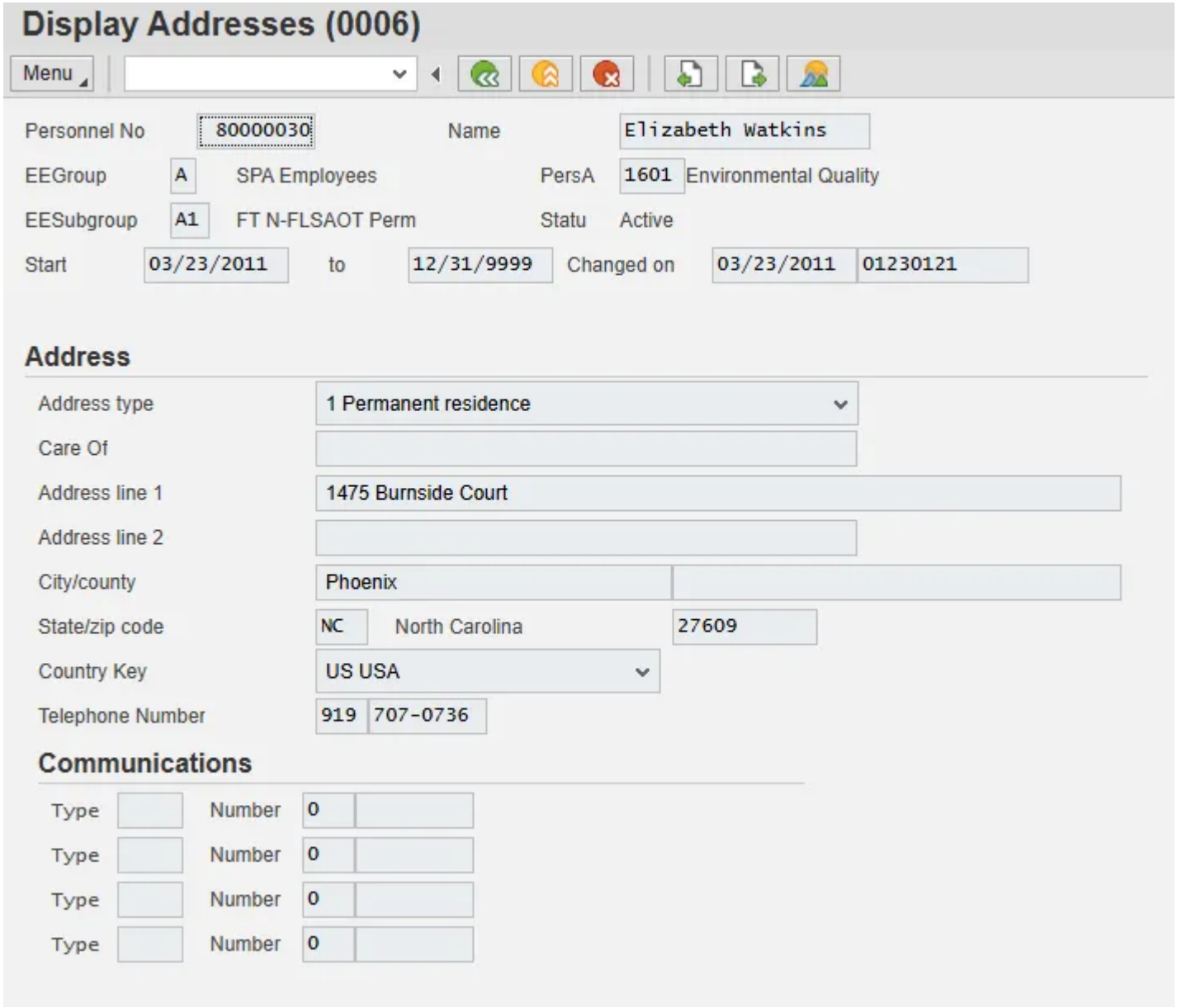
Image



Step 3: Highlight the **Addresses** infotype or type 0006 in the Direct Selection field and press Enter.

Step 4: Click the **Display (F7)** button.

Image

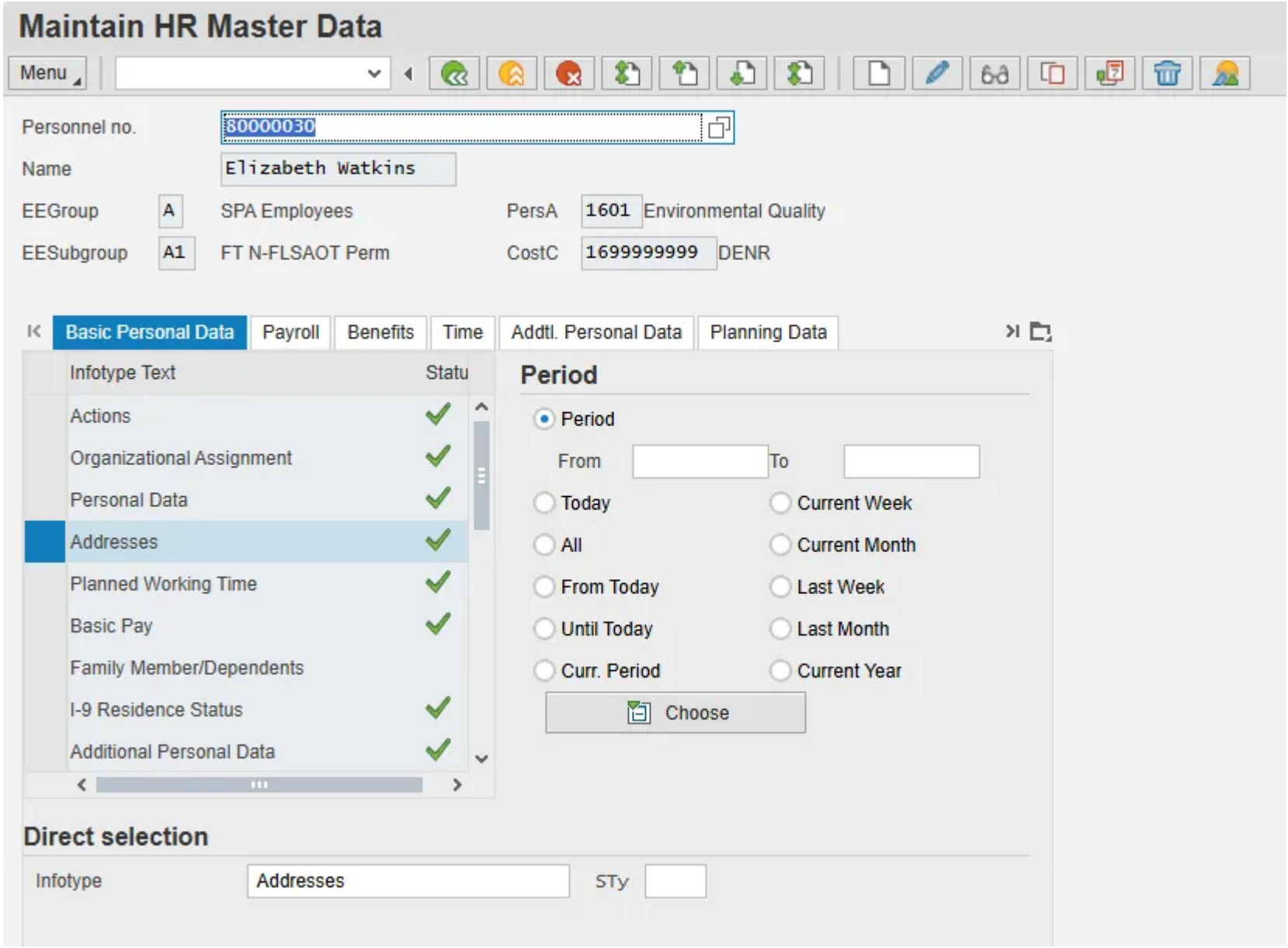


Step 5: Verify if the data has been updated.

Best Practice: Review data before correcting by choosing the infotype.

Step 6: Click the **Back (F3)** button to return to the Maintain HR Master Data screen.

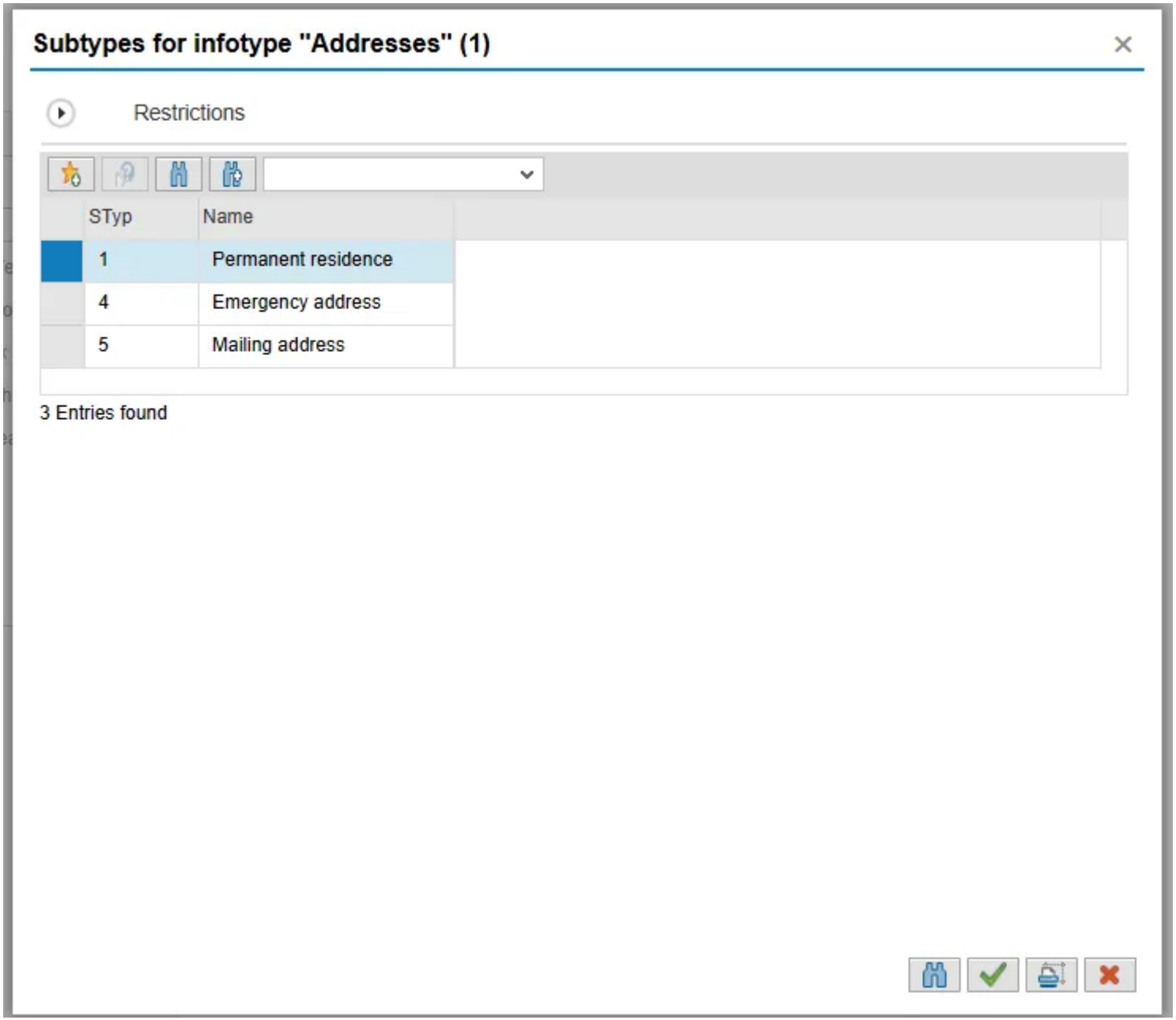
Image



Step 7: **Addresses** should be highlighted and appear in the Direct selection field.

Step 8: Click the **Copy (F7)** button. The Subtypes for infotype “Addresses” box is displayed.

Image

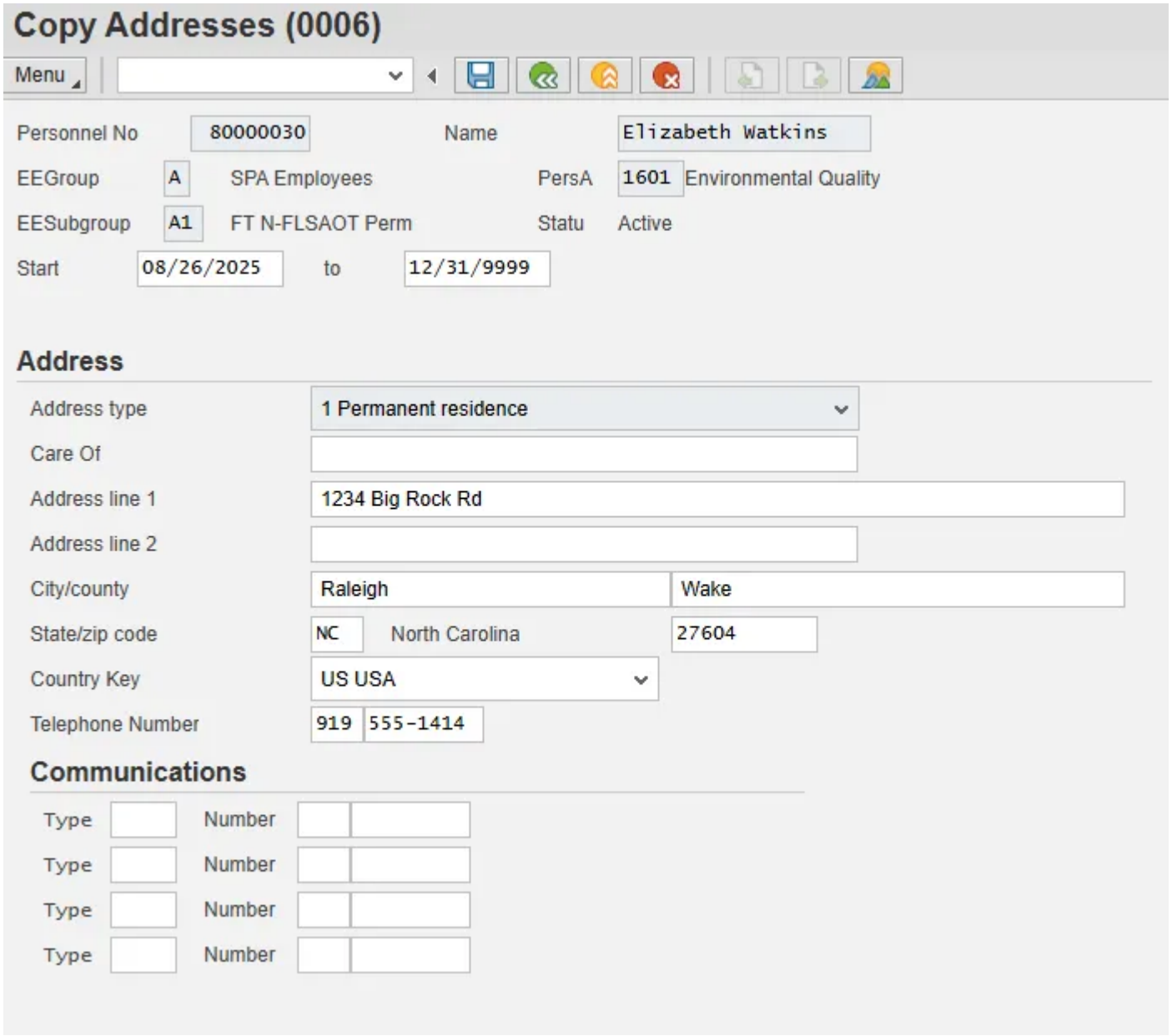

Subtypes for infotype "Addresses" (1)
Restrictions
SType
Name
1
Permanent residence
4
Emergency address
5
Mailing address
3 Entries found

Step 9: Select the **Permanent residence** address subtype.

Step 10: Click the **Copy (Enter)** button.

Note: This type of window will display only when the Infotype to be changed has more than one sub-infotype, which requires a choice to be made.

Image



Step 11: Update the following fields:

Field Name	Description	Values
Start	Beginning date of the specified date range	Enter value in Start. **Example**: 08/26/2025
Address line 1		Enter value in Address line 1. Example: 1234 Big Rock Rd
City/County		Enter value in City/county field. Example: Raleigh
State/zip code		Enter value in State/zip code fields. Example: NC / 27604
Telephone Number		Enter value in Telephone Number field. Example: 919-555-1414

Note: There should always be an active Permanent address. You do not need to complete a Mailing address if it is the same as your Permanent address. If you do have both Permanent and mailing addresses, be sure to update both as needed.

Critical: Employee Address Lines 1 and 2 should only contain up to 30 characters in both ESS and the core systems. The fields will allow entry of more than 30 characters, but only 30 will print. This is also consistent with the Federal Post Office standards and will reduce the amount of mail being returned from the post office due to incorrect address.

Step 12: Click **Enter**.

An info message will display at the bottom of the screen indicating that the current record will be delimited when the new record is created (saved).

Step 13: Click the **Enter** to bypass the info/warning message.

An info message will display at the bottom of the screen reminding you to save the record.

Step 14: Click the **Save (Ctrl+S)** button.

Step 15: Click the **Back (F3)** button.

Step 16: The system task is complete.

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