





SAP Human Capital Management

Week 3

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Course Schedule

- 01 Unit 1 – Concept of Infotypes
- 02 Unit 2 – Maintenance of Infotype
- 03 Unit 3 – Master Data/Employee Data

Unit 1 – Concept of Infotypes

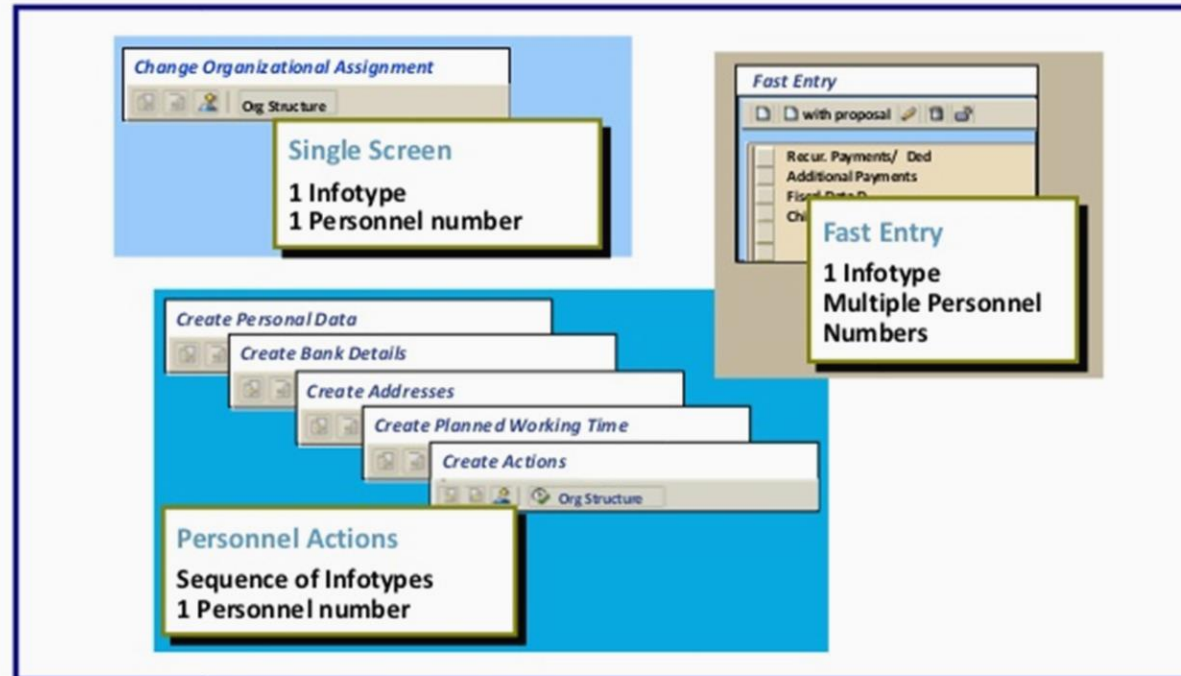
Infotypes

- You enter individual employee data in entry screens. Entry screens are grouped as follows:
- Individual information, such as last name, first name, and date of birth, is defined in data fields.
- Data fields are grouped into data groups or information units according to their content. In SAP Human Capital Management these information units are called information types or info types for short.
- Personal data is stored in logical groups. For example, place of residence, street, and house number make up the employees address and are stored (together with additional data) in the Addresses info type.
- Info types have names and 4-digit keys. For example, the Addresses info type has the key 0006.



Unit 2 – Maintenance of Infotypes

Infotypes Maintenance



☐ **Single-screen maintenance:**

You can call up individual info types to maintain data for a particular subject or situation. You maintain one info type for one personnel number.

☐ **Personnel actions:**

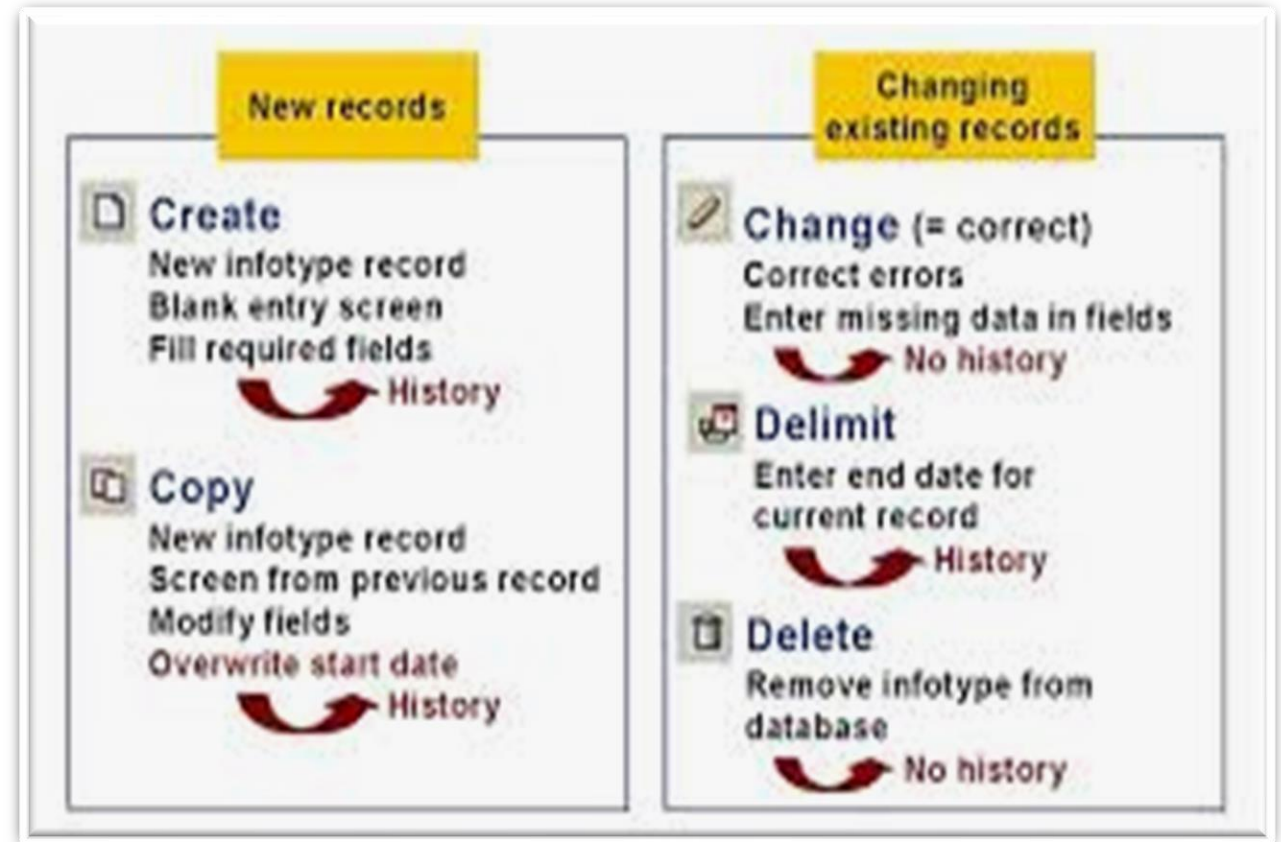
If the subject or situation is more complex and you need to maintain more than one info type, you can use personnel actions. When you perform a personnel action, the system displays all of the relevant info types for you to maintain, one after the other.

☐ **Fast entry:**

Fast entry enables you to maintain an info type for multiple personnel numbers simultaneously.

The processing options for infotype records include:

- Create
- Change
- Copy
- Delimit
- Delete



Info type maintenance means processing data already in the system, and entering and saving new data. You can change existing records and add new records for an employee.

➤ **Change:**

The Change function enables you to correct an existing record without creating a new one. It is used to overwrite existing info type records, but not to create new infotype records. Changes to info type records are not included in the history.

➤ **Create:**

The Create function enables you to enter new data. You create a new record while the old record, which may be delimited if necessary, remains in the system. The info type history is created using the appropriate validity periods.

➤ **Copy:**

The Copy function enables you to create new info type records, and it also updates the infotype history. Unlike the Create function, however, you do not enter your data on a blank entry screen. Instead, you use a screen containing the data that is currently valid. You can then overwrite these values.

➤ Entering Infotypes

There are different levels of user control.

- The first level of control of the **Controlling View** is what the user sees on the screen and menus, and what information is readily and easily available for the user to view. Additionally, there are controls for what information may be appropriate for data entry for certain employees, for example, country-specific info types.
- A second level of control is authorizations (**Controlling Access**)
- And finally, the third level of control, **Track Changes**, involves tracking what changes are made (or what reports are run)

➤ Configuring Infotypes

Data fields containing HR master data, time management data, and applicant data are grouped together for creating info types. Infotypes are subject to the following naming conventions:

- **Infotypes 0000 to 0999 for HR master data and certain applicant data**
- **Infotypes 1000 to 1999 for HCM planning data**
- **Infotypes 2000 to 2999 for time management data**
- **Infotypes 4000 to 4999 for applicant-only data**
- **Infotypes 9000 to 9999 are reserved for customers.**

You can assign the system response for each individual info type. Information on dialog control, sort sequence, header layout, and so on can be specified for each info type



➤ Info type Menus:

You can select the required info type for a certain personnel number from an infotype list and process it. You can change the menu sequence as follows:

- ☐ **Defining user group-specific menus**
- ☐ **Changing the menu structure**
- ☐ **Inserting new menu options**

➤ User Groups and Reference User Groups;

You can use the menu control function to store different menus and personnel actions for different user groups (**user parameter UGR**). This means that you can adapt the system so that it meets the requirements of the individual users.



Unit 3 – Master Data/Employee Data

➤ Country specific Infotypes

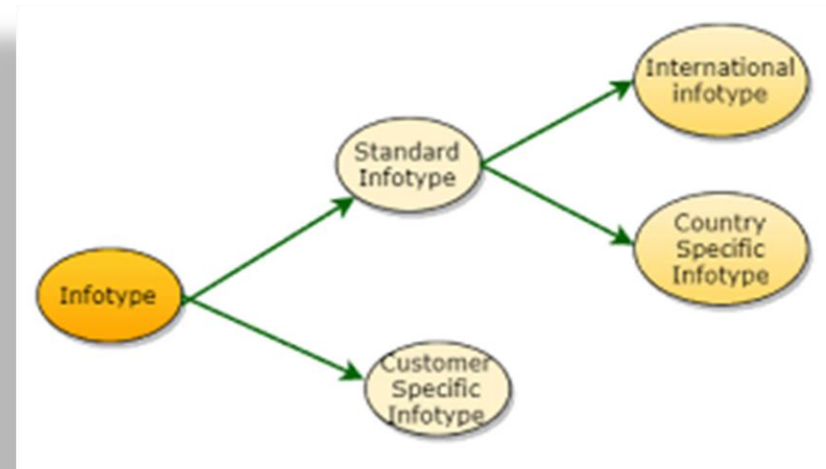
You must enter following Infotypes when you hire an employee;

- ❖ **Actions(0000)**
- ❖ **Personal Data(0002)**
- ❖ **Organizational Assignment(0001)**
- ❖ **Addresses(0006)**
- ❖ **Planned Working Time(0007)**
- ❖ **Basic Pay(0008)**
- ❖ **Bank Details(0009)**
- ❖ **Absence Quotas(2006)**

User group	N.	Infotype	Scr...	Infotype text
	66	01 0000		Actions
	66	02 0001		Organizational Assignment
	66	03 0002		Personal Data
	66	04 0006		Addresses
	66	05 0007		Planned Working Time
	66	06 0008		Basic Pay
	66	07 0009		Bank Details

In the Display Personnel Master Data (PA20) and Maintain Personnel Master Data (PA30) transactions.

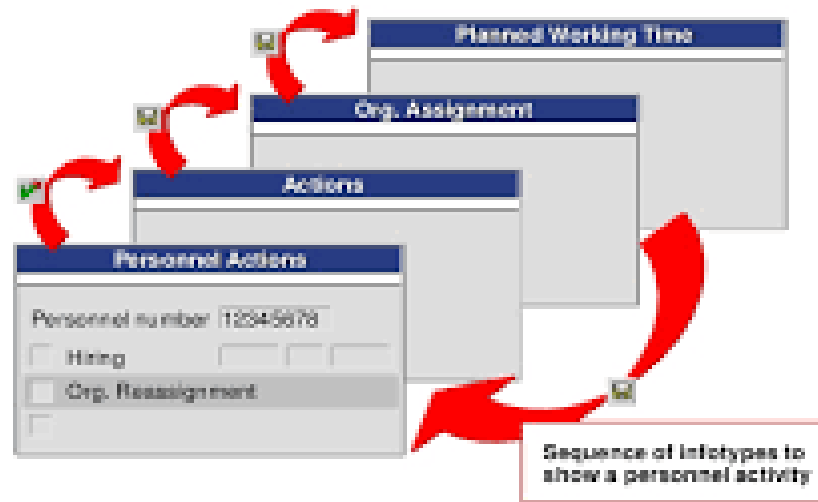
The infotypes with a country grouping of personnel numbers are checked. This means that only the infotypes and subtypes which are approved for the country groupings are displayed in the Infotypes - Country-Specific.



❖ Hiring Action

A range of employee data must be entered into the system when an employee is being hired. You perform this personnel activity using the hiring personnel action, and enter all required data in the appropriate infotypes. Once you have entered all the necessary data in an entry screen, you must save your entries. The system displays a new entry screen for processing. If you do not want to record any data here, then you can skip the screen.

Personnel Actions



➤ Profile Matchups

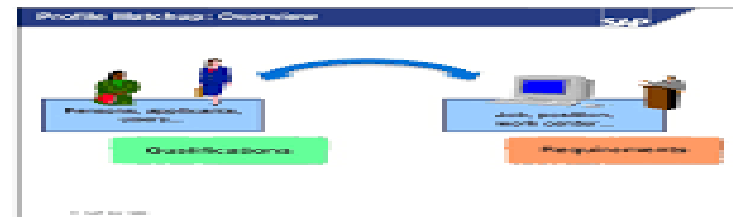
Profile matchups allow you to compare qualifications and requirements of persons, positions, and jobs with each other. You can include as many objects as you please in a profile matchup.

When you compare a qualification with a requirement, one of the following scenarios can result:

- ☐ *The qualification fulfills the requirement exactly.*
- ☐ *The qualification does not fulfill the requirement (that is, the proficiency of the qualification is lower than is required, or does not exist at all).*
- ☐ *Overqualification (that is, the proficiency of the qualification is higher than is required)*

- **Talent Management** in HCM In the Personnel Development component, you can plan and implement specific personnel and training measures to promote the professional development of your employees.
- **Qualifications/Requirements** You can assign qualifications to employees and positions, for example. However, if a qualification is assigned to a job or a position, it is referred to as a requirement.

All **qualifications** (and requirements) are stored in a central catalog. Both refer to the same object but from a different perspective. This means that you can compare the qualifications of a person with the requirements defined for a position. You edit the qualifications catalog in Customizing for Personnel Development



- Profile catalogs provide you to compare qualifications and requirements.
- Qualifications and requirements are compared with the requirements of the position with the job.
- Profile catalogs can also be used to compare qualifications and requirements of the position with the job.



➤ Profiles:

Profiles are used to assign attributes to objects. Each profile comprises a header, and a number of subprofiles. The header contains standard information on the object in question. In the case of a person, this information might include the person's name, date of birth and the position the person holds. The sub profiles contain more specific information on a particular aspect. For example, a person's qualifications sub profile contains details of the person's skills and knowledge. In Personnel Development, you can display and edit profiles in the Object Manager. There are many ways in which you can evaluate and analyze the information contained in sub profiles

THANK YOU!

For Feedback And Queries

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