SAP Personnel Administration and Organizational Management



LearnSAP.com Your SAP Training Partner

www.LearnSAP.com Ph: 877-836-1700 Intentionally Left Blank

OM-PA Table Of Contents

1.	. Introduction								
2.	Sap Logon								
3.	Overview of HCM								
4.	Enterp	rise Structure	17						
	a.	Define Personnel area	17						
	b.	Assign Personnel area to Company code	22						
	C.	Define Personnel Subarea	25						
5.	Person	nel Structure							
	a.	Define Employee groups	28						
	b.	Define Employee subgroups	30						
	C.	Assign Employee group to Employee subgroup	33						
	d.	Define Employee attribute	35						
6.	Organi	izational Structure							
7.	Organi	izational and Staffing Method							
	a.	Create Organizational Unit	43						
	b.	Create Position	52						
	C.	Create Job	60						
	d.	Create Task to describe the job	64						
	e.	Assign Job to the Position	68						
	f.	Create Task to describe the position	72						
8.	Expert	Mode Method							
	a.	Create Organizational Unit	84						
	b.	Create another Org unit under top org unit	88						
	C.	Create Position	94						
	d.	Create Job	100						
	e.	Assign Job to the Position	103						
9.	Simple	Maintenance Method							
	a.	Create Organizational Unit	106						
	b.	Create Position	109						
	C.	Create Multiple Positions	112						

	d. Create Job		118				
	e. Create Task		126				
	f. Assign Task to the Job		133				
	g. Assign Job to the Position		137				
10.	Maintain Number Ranges for Orga	nizational Objects	140				
11.	Maintain Infotypes in Organization	al Management	143				
12.	Structural Authorization						
	a. Turn on Structural Authorizo	tion main switches	147				
	b. Maintain Structural Profile		149				
	c. Assign Structural Authorizat	ion	154				
13.	Personnel Administration						
14.	Overview of PA and infotypes		159				
15.	Personnel Action		165				
16.	Hire an employee using Personnel	Action	167				
17.	Create Personnel Action "PORMOT	ION"					
	a. User group dependency o	n menus and infogroup	180				
	b. Infogroup		183				
	c. Set up Personnel Action		187				
	d. Create reasons for Personn	el Action	192				
	e. Change action menu		195				
	f. Check your action using t-	code PA40	200				
18.	Overview of Dynamic Action		202				
19.	Features Overview		203				
20.	Maintain features in infotype		208				
21.	Maintain Number Range interval fo	or Personnel number	212				
22.	Maintain feature NUMKR		216				
23.	23. Maintain Personnel Data infotype –0002						
24.	24. Maintain Address Data infotype –0006						
25.	Infotype Control		223				
26.	Important infotype in Personnel Ad	ministration	229				
	Personal Data infotype-	0002					
	Family Realted infotype -	0021					
	Address infotype-	0006					

	Bank D	Detail infotype-	0009	
	Challe	nge infotype-	0004	
	Cost D	eistributon Infotype-	0027	
	Organ	izational Assignemnt Infotype-	0001	
	Refere	nce Personnel Number infotype-	0031	
	Sales D	Data Infotype-	0900	
	Payro	Il Status infotype	0003	
	Basic F	Pay infotype-	0008	
	Recurr	ing Payments/Deductions infotype-	0014	
	Additio	onal Payment infotype-	0015	
	Date S	pecification infotype-	0041	
27.	Integro	ation between OM-PA		242
28.	Chang	je Infotype screen header		
	a.	Header structure per infotype		248
	b.	Header modifier		250
	C.	Infotype header definition		252
	d.	Check 0002 Infotype		257
29.	Config	ure infotype 0008		
	a.	Employee Subgroup Grouping for Pe	ersonnel Calculation Rule (PCR) and	ĺ
		Collective Agreement Provision (CA	P)	261
	b.	Check Pay Scale Type		264
	C.	Check Pay Scale Area		266
	d.	Check Assignment of Pay Scale Stru	cture to Enterprise Structure	268
	e.	Determine Default for Pay Scale Da	ta (TARIF)	271
	f.	Check 0008 Infotype		279
	g.	Revise Pay Scale Groups and Levels		282
	h.	Wage Type Overview		286
	i.	Create Wage Type Catalog		289
	j.	Check Wage Type Characteristics		292
		Indirect Valuation		
	k.	Employee Subgroups for Primary Wo	ige Type	299
	I.	Personnel Subarea for Primary Wage	е Туре	302
	m.	Define Wage Type Permissibility for e	each PS and ESG	305

	n.	Period Parameter	310			
	о.	Define Payroll area and assign to Period Parameter	312			
	p.	Generate Payroll period	314			
	q.	Create Control record	320			
	r.	Check Configuration for Basic Pay Infotype 0008	324			
30.	30. Common Transaction Codes in OM and PA					
31.	31. Conclusion and credits					

1. Introduction

SAP stands for Systems, Applications and Products in Data Processing. Five German Engineers founded it in 1972. SAP is an ERP software which large organizations use to manage their business. SAP has several modules, each of which represents a business-process. Modules are usually abbreviated for the business process they represent. For instance, HR is Human Resources, FI for Financial Accounting and SD is Sales & Distribution and so on. All together there are some nineteen modules.

These modules are highly integrated in real-time, which means, that if information is shared between modules then the data is entered only once. This reduces the chances of error arising from repetitive entry and also reduces the man-hours. Managers and decision makers always have information at their fingertips and this helps then in effective decision making.

SAP has been around for over three decades. Nine out of ten Fortune-500 companies have already implemented SAP (not counting the thousands of to-be Fortune-500 companies that have SAP). There are well over 10 million SAP users worldwide and jobs keep popping up all around the world.

SAP is the leading ERP (Enterprise Resource Planning) software. Because of it's liberal openarchitecture, there are millions of programmers working around the world to provide interaction between thousands of major software and SAP.

SAP is usually implemented in phases. The first phase is when organizational structure and accounting components are configured, tested and then taken live. Gradually more modules are turned on.

HCM Course

The purpose of this book is to learn step-by-step general configuration methods for the HCM module. The course is built on menu path navigation of the Implementation Guide (IMG) and the application area.

LearnSAP

LearnSAP strives to help students develop SAP skills and knowledge needed to complete in the employment market and adapt to future changes. The training course combines classroom theory of SAP technology with hands-on practice.

LearnSAP strives to evolve with the marketplace, delivering skills-based education that is sensitive to market needs and convenient to students. Our goal is to help people develop into employees who are equipped to meet the challenges of a marketplace where change is the one constant.

2. SAP Logon

SAP Logon

Client = 800

Username = <your user name>

Password = <password>

Click on Enter

<u>U</u> ser S <u>y</u> stem I	Help
Ø	□ < □ ◇ ◇ ◇ □ 玉 志 * * * * * * * * * * * * * * * * * *
SAP	
New password	
Client	800
	hatasining
User	nrtraining
Password	
Language	

Press enter and you see SAP Easy Access.

L≌ Menu Edit Favorites Extras System Help	SAP
0 I I C C C C I H H T T L L L I I O B	Sec. Sec.
SAP Easy Access	
Favorites	
D Conce	
Cross-Application Components	
D Accounting	
Unformation Systems Difference	
SAP DEMO SYSTEMS	
THE BEST-RUN DEMOS RUN IDES	
IDES ERP	

The setting or customizing of SAP is done via the IMG (Implementation Guide). The route to reach the SAP Reference IMG will be as follows:

Menu Edit Favorites Extras System Help
C I 4 B C 0 0 B B B B B B B B B B B B B B B B
SAP Easy Access
 Favorites SAP menu Office Cross-Application Components Collaboration Projects Logistics Accounting Human Resources Information Systems Tools
 ABAP Workbench ✓ ☐ Customizing
 Execute Project Project Administration MG Logging Project Analysis Transport Organizer (Extended View)

Double click on "Execute Project"

Click on the "SAP Reference IMG" button

	2	Project	Edit	Goto	Settings	Tools	S <u>y</u> stem	Help					
	Ø				Ē	48	🗘 🙆	😣 🖴) (1) (1)	🔁 1	008) 💥 🍠	🕜 🖪
	0	4510	miz	ng:	Execu	te Pro	oject						
C	60	r∕ SAP F	Refere	nce IMG	5 🖪 IM	Informa	ation	Project Ana	alysis				
		My Cust	omizir	ng Work	list								
		Project		Name									
												A	
	+											`	
	+												

You see the IMG Screen

	In	nplem	nenta	tion Gu	uide	Edit	<u>G</u> oto	Add	litional	Informa	ation	Uti	lities	(<u>M</u>)	Syst	em	He	lp
	Ø	-				ī	1		I 😋 (2 😡	🗳	尙	協	1 🌮	1	ß	\$	[
(Di	spla	ay I	MG														
	8	5-	-01	Exist	ting E	BC Set	s Gr	BC S	Sets for	r Activity	ିଟ୍ୟ	Act	tivate	d BC	Sets	for /	Activi	ty
	Stru	cture																
	$\overline{}$	2,	SA	P Cust	omizi	ing Im	plemer	ntation	n Guide	•								
		- B,	÷ 🕀	Activat	te SA	P ECC	Exten	sions										
	I	D		SAP N	letWe	eaver												
	I	D 🗟		Enterp	orise	Structi	ıre											
	I	Þ 🛃		Cross	-App	licatior	n Com	ponen	its									
	I	D		Auto-II	D Infr	astruc	ture											
	I	D		SAP x/	App F	Resou	rce and	l Portf	olio Ma	anagem	ent (SAP	xRPM	1)				
	1	Þ 🗟		Financ	cial A	ccoun	ting											
	I	D		Financ	cial A	ccoun	ting (N	ew)										
	I	D		Financ	cial S	upply	Chain	Manag	gemen	t								
	I	▶ _		Strate	gic E	nterpri	se Mar	nagen	nent/Bi	usiness	Anal	ytics						
	1	⊳ 🛃		Contro	olling													
	1	⊳ 🛃		Invest	ment	Mana	gemen	t										
				Enterp	orise	Contro	olling											
		⊳&_/		Real E	Estate	e												
				Flexibl	le Re	al Est	ate Mai	nagen	nent (F	RE-FX)								
				Logist	tics -	Gener	al											
				Enviro	nme	nt, Hea	alth an	d Safe	ety									
				Sales	and	Distrib	ution											
				Materi	als M	lanage	ement											
		V 🛃	•	Logist	ics E	xecuti	on											

3. Overview of Human Capital Management

SAP HR or SAP Human Resources or SAP HCM or SAP Human Capital Management or SAP HRMS or SAP Human Resources Management System is one of the largest modules in the SAP R/3 system which consists of many sub modules like:

- * Organizational Management
- * Personnel Administration
- * Recruitment
- * Time Management
- * Payroll
- * Compensation Management
- * Personnel Cost Planning
- * Personnel Development
- * Training & Event Management
- * Travel Management
- * Environmental Health & Safety.

Many of these sub modules are further sub divided into many components for e.g. Time Management is further divided into Time Administration, Shift Planning, Incentive Wages, and Time Sheet. There are further sub-division of each sub module in SAP.

A Human Resources Management System enables you to set up organizational hierarchies and employee relationships and then store and administer employee data in the system.

The structures of an enterprise are subdivided into organizational structures, based on an organizational plan, and administrative structures, based on the enterprise and personnel structures.

There are three types of Human Resource structure:

- Enterprise Structure
- Personnel Structure
- Organizational Structure

We assign all three structures in info type 0001(Organization Assignment)

LE? Infotype Edit Goto Extras System	Help	
	- C 2 2 - C 4 2 - C 4 - C 4 - S - C 2 - C 4 - C 4 - S - S - C 4 - C 4 - S - S - S - S - S - S - S - S - S -	
Change Organizational Ass	signment	
G Crg Structure		
	Pers. No. 50995 Pers.Assgn 00050995	1
Find by	Pers.No. 50995 Name David Adams	Lanced Lanced
🗢 🚱 Person	EE group 1 Active Pers.area CABB Caliber A Bicycle	Company
Collective search help	EE subgroup X0 Salaried employee	
Bearch Term	Start 01/01/1999 to 12/31/9999 Chng 10/14/1999 ED	INGTON
E Free search		
	Enterprise structure	
	CoCode CABB Training Leg.person 0002	
	Pers area CABB Caliber A Bicycle Compan Subarea 0003	Head office
	Cost Ctr Bus. Area	
	Personnel structure	
	EE group 1 Active Payr.area X0 HR	L-X: Monthly
	EE subgroup X0 Salaried employee Contract	
	Organizational plan	
	Percentage 100.00 Group CABB	
	Position 30015508 50-Mnor PersAdmin	
	50 Manager of Accesso Time	
	Job key 30015502 50-Mngr PayrAdmin	
	50 Manager Supervisor	1
	Org. Unit 30015500 ACC	
	Accessories Research	
	Org.key CABB	

Information on the organizational assignment of employees is of great importance for authorization checks, for the entry of additional data, and for Time Management and Payroll Accounting. Enterprise Structure: Company code, personnel area, and personnel subarea Personnel Structure: Employee group, employee subgroup, payroll accounting area Organizational Structure: Organizational units, jobs, and positions

Enterprise Structure

The enterprise structure is the method used for defining how your organization is set up in SAP ERP HCM. Aligning your company correctly to this structure is one of the most important steps of an SAP implementation, because the enterprise structure defined here can have important ramifications on later decisions, not just in Employee Administration but in many other SAP ERP HCM components as well.

The Enterprise Structure for Personnel Administration is made up of the following elements:

An independent legal and organizational unit of the system. An independent company with its own accounting unit; a company that draws up its own balance sheet.

A specific entity for Personnel Administration; a subdivision of the company code. **Personnel Subarea**: A subdivision of the Personnel Area.

Personnel Structure

As opposed to the enterprise structure, which defines the organization from a legal and physical point of view, the personnel structure defines the organization from the employees' point of view.

The Personnel Structure is made up of the following elements:

Used to classify employees into general groups for processing of pay, time, and benefits.

A subdivision of the employee group. This allows further distinguishing of employees according to specific traits.

Organization Structure

An **organizational structure** consists of activities such as task allocation, coordination and supervision, which are directed towards the achievement of organizational aims. It can also be considered as the viewing glass or perspective through which individuals see their organization and its environment

Organizational Management enables you to get a clear picture of your organization in the past, present, and future. Using this information, you can prepare for and react to future HR requirements and changes.

Organizational Structure is divided in two divisions

- Organization Plan
- Administrator

Organization Plan: You create your organizational plan using organizational units and positions. An organizational plan is a comprehensive and dynamic model of the structural and personnel environment in your enterprise, which you can evaluate at any time.

Administrator: You can enter three different administrators: one for personnel administration, one for time management, and one for payroll.

← → I 🗄 05/17/2011 + 3 Months								
Ğ, D G # ₽, Ê , ▲ ▼ ¿) 🔁 🎦 I 👪 I 🚟						
Staff assignments (structure)	ID	Relationship text	Chief					
IDES AG	O 00000001							
Exec.director - Germany	O 00000100	Is line supervisor of	Dr. Herbert Bra					
Executive Board - Italy	O 00000220	Is line supervisor of						
 Executive Board - USA 	O 00000300	Is line supervisor of	Debbie Davis					
 Chief Executive Officer (US) 	S 49999998	Incorporates						
 Debbie Davis 	P 00100135	Holder						
 Executive Assistant to CEO (US) 	S 49999999	Incorporates						
 Image: Provide the Williams 	P 00100173	Holder						
 Depretions - (US) 	O 50000590	Is line supervisor of	Mr John Williams					
Human Resources	O 50000595	Is line supervisor of	Mark Taylor					
 Information Services - (US) 	O 50000597	Is line supervisor of						
Sales - (US)	O 50000611	Is line supervisor of	Max Anderson					
 Corporate Marketing (US) 	O 50010997	Is line supervisor of						
 Finance (US) 	O 50028922	Is line supervisor of	Mr. Dan Young					
Executive Board - Canada	O 00000400	Is line supervisor of						
 Executive Board (Aus) 	O 00000420	Is line supervisor of						
🕨 🥅 Empresa Argentina	O 50022020	Is line supervisor of	Sr Raúl Molteni					
Executive Board Venezuela	O 50022839	Is line supervisor of	Pan, Jesús					
Executive Board Mexico	O 50023089	Is line supervisor of	Aparicio Saldañ					
 Business Applications Development 	O 4000002	Is line supervisor of	Mr. Jason King					

4. Enterprise Structure:

The Enterprise Structure for Personnel Administration is made up of the following elements:

Company:	An independent legal and organizational unit of the system.
An independent company	with its own accounting unit; a company that draws up its own
balance sheet.	

a:

de:

A specific entity for Personnel Administration; a subdivision of the company code. Personnel Subarea: A subdivision of the Personnel Area.

a. Define Personnel Area: A Personnel Area is a specific entity within the Personnel Administration structure. It is a subunit of the organization. Each Personnel Area must be unique and assigned to one company code. Personnel areas are used for reporting purposes, validating authorizations, setting up planned working times, and generating default information in employee master records and pay records.

Menu Path: SAP Reference IMG->Enterprise Structure->Definition->Human Resources Management-> Personnel Areas

SAP NetWeaver
🗢 📴 Enterprise Structure
🔜 🕒 Localize Sample Organizational Units
🗢 📴 Definition
🖻 🛃 🛛 Financial Accounting
D 🗟 Controlling
🖻 🔜 🛛 Logistics - General
🕑 🔜 Sales and Distribution
🗅 🛃 🛛 Materials Management
Logistics Execution
🗅 📴 🛛 Plant Maintenance
🗢 🔜 🛛 Human Recourses Management
🗟 🕀 Personnel Areas
🛃 🕀 Personner Subareas
🔜 🕀 Employee Groups
Employee Subgroups

Double click on "Personnel Areas"

Choose Activity		
Activities		
Perf Name of Activity		
Conv. delete,	check personnel area	
Personnel area	s	
Double click on	Personnel areas.	
	o <u>S</u> election Utilities(<u>M</u>) S <u>y</u> stem	<u>H</u> elp
Ø	1 4 📙 😋 🚱 📮	13 14 1 20 20 40 1 📰 🖉 1 😨
Change View "F	Personnel Areas": Over	view
Mew Entries		
Personnel area	Personnel Area Text	
	МАНМ	▲
0010	SE Texas	
1000	Head Quarters	BANGLORE
1001	RELIANCE FRESH\	BANGLORE

Click on New Entries.

Give 4 character alphanumeric identification to Personnel Area and additional information.

Table View Edit Goto S	Selection Litilities(M) System Help
Ø	1 C C C C C C C C C C C C C C C C C C C
New Entries: Deta	ils of Added Entries
🎾 🖬 🖨 🖨 🖃	
Personnel area Ous	Personnel area for USA
Personnel Areas	
House number/street	5101 Camden lane
PO Box	598
Postal Code	77585
City	Pearland
Country Key	US
Region	TX 🗃
County code	
City code	

Press save button.

🖻 Edit address: OUSA						×
Name						
Title			1			
Name						
						Þ
Search Terms						
Search term 1/2						
Street Address						
Street/House number						
Postal Code/City						
Country			Region			Þ
PO Box Address						
PO Box						
Postal Code						
Company postal code						Þ
Communication						
Language	EN English	1		Other	communication	1
Telephone			Extension			P
Mobile Phone						5
Fax			Extension			_ <u>-</u>
E-Mail						<u>-</u>
Standard Comm.Method		1				
Comments						
🖌 🗟 📮 Preview	🖷 Internatio	nal Version	5 🗙			

Give details address.

🖙 Edit address: OUSA						×
Name						
Title	Company		1			
Name	Ousa Person	nel area				
						Þ
Search Terms						
Search term 1/2	Ousa					
Street Address						
Street/House number	5101 Camde	n Lane				
Postal Code/City	77584	Pearland				
Country	us		Region	tx		Þ
PO Box Address		_				
PO Box	567]				
Postal Code	77584					
Company postal code]				Þ
Communication						
Language	EN English	8		Oth	er communication	
Telephone			Extension			<u>₽</u>
Mobile Phone						₽
Fax			Extension			₽
E-Mail						₽
Standard Comm.Method		Ē				
Comments						
🖌 🗟 📮 Preview 🔓	🖶 Internati	ional Versions	5 🗙			

Press enter.

Prompt for Customi	zing request	x
Request	ECSK900735	Customizing request
Short Description	HR Configuration	
	V	🚱 📔 🗋 Own Requests 🛛 🗶
Press enter.		
🞯 Data was saved		

b. Assignment Personnel area to Company Code: You allocate each of your personnel areas to one company code.

When you create a personnel number, the corresponding company code is allocated to it in the info type Organizational allocation (0001), depending on the enterprise structure in which the employee is situated.

SAP Reference IMG->Enterprise Structure->Assignment->Human Resources Management -> Assignment of Personnel area to Company code



Click on execute button.

Pers.area	Personnel Area Text	Company Code	Company Name	Ctry Grpg	E
1000	Hamburg	1000	IDES AG	01	1
1100	Berlin	1000	IDES AG	01	1
1111	Chicago	ABCD	ABCD Company	10	L
1200	Dresden	1000	IDES AG	01	
1300	Frankfurt	1000	IDES AG	01	
1400	Stuttgart	1000	IDES AG	01	
167	ogc	T600	btec	10	
1900	ALE Lissabon	2000	IDES UK	19	
1901	Belgium	3010	Euro Subsidiary - Belgium	12	
200	Corporate - United Kingdom	2000	IDES UK	08	
220	Corporate - Italia	2200	IDES France	06	
2200	Paris	2200	IDES France	06	
2211	Sri2PA	2225	Sri2	10	
2300	Barcelona	2300	IDES España	04	
2600	Italy	2600	IDES IDES Italia	15	
2700	Schweiz	2700	IDES Schweiz	01	
2800	IDES China	2800	China	28	
300	Corporate - United States	3000	IDES US INC	10	
3000	Chicago gr02	3000	IDES US INC	10	
3050	Corporate - United Kingdom	3050	IDES Subsiduary UK	08	
3100	Chicago	3000	IDES US INC	10	
3200	Atlanta	3000	IDES US INC	10	
3300	Los Angeles	3000	IDES US INC	10	1
3400	Boston	3000	IDES US INC	10	ŀ
	4 F 285			4 1	

Click on Position

🖙 Another entry	×
Personnel area	
 ✓ × 	

Give your Personnel Area.

🔄 Another entry		\boxtimes
Personnel area	ousa 🗗	
<i>a</i> 9 <i>a</i>		

Press enter.

7 <u>T</u> able View	<u>E</u> dit <u>G</u> oto <u>S</u> electi	on Utilities(<u>M</u>) S	System <u>H</u> elp		
Ø	- d (🗏 😋 🙆 🚱 🖺) H K 2 10 0	🕄 🔣 🗾	1 🕜 🖪
Change	View "Assignmer	nt of Personne	I Area to Comp	any Code	": Overvie
🦻 🗠 🖪 🛛	8 🖪				
Pers.area	Personnel Area Text	Company Code	Company Name	Ctry Grp	g 🛅
pusa	Personnel Area for USA				-
PA00	Nab's A Bicycle Compar	ny CABB	Training	99	*
PA01	Caliber A Bicycle Compar	ny CABB	Training	99	
PA02	Caliber A Bicycle Compar	ny CABB	Training	99	

Give the following details:

Company code:		3000
Ctry Grpg:	10	
Press enter.		

GC	hange country grouping
	The country grpg of company code xxx has been changed.This company code is used in other pers. areas.
0	The country grouping will also be changed. Make changes?
	Yes No X Cancel

Click on yes button.

Table View	<u>E</u> dit <u>G</u> oto <u>S</u> election	Utilities(<u>M</u>) S	System <u>H</u> elp		
2	- 1 🛛	💽 🙆 🚱 🛯 🖓) H K \$ 10 D	🕄 🐺 🗾	🕲 🖪
Change	View "Assignment	of Personne	I Area to Compa	any Code"	: Overview
🎾 🗠 🖪 🛛					
Pers.area	Personnel Area Text	Company Code	Company Name	Ctry Grpg	TT
OUSA	Personnel Area for USA	3000	IDES US INC	10	^
PA00	Nab's A Bicycle Company	CABB	Training	99	*
PA01	Caliber A Bicycle Company	CABB	Training	99	

Press save button.

Prompt for Customizing	request		X
View Maintenance: D V	T500P		
Request	ECSK900735	Customizing request	
Short Description	HR Configuration		
	V	🚱 📔 🗋 Own Requests	×

Press save button.

💟 Data was saved	0	Data was	saved				
------------------	---	----------	-------	--	--	--	--

c. Define Personnel Subarea: A personnel subarea is an organizational unit that represents a specific area of the company organized according to certain aspects of personnel, time management and payroll.

The personnel subarea represents a subdivision of the personnel area. For instance, within each personnel area, the company has a variety of employees. Some are eligible for pay while others are not. Some are eligible for benefits while others are not.

The following business sub tasks belong to the personnel subarea:

- Defining of pay scale and wage type structure
- Defining planned working hours
- Defining appraisal criteria

Menu Path: SAP Reference IMG->Enterprise Structure->Definition->Human Resources Management-> Personnel Areas

2 ON 11	ICTTCOVCI
🗢 🗟 🛛 Enterp	orise Structure
📑 🔂 Lo	calize Sample Organizational Units
🗢 🗟 🛛 De	efinition
D 🗟	Financial Accounting
▷ 🛃	Controlling
D 🗟	Logistics - General
D 🔜	Sales and Distribution
D 🔜	Materials Management
D	Logistics Execution
D 🔜	Plant Maintenance
▽ 🛃	Human Resources Management
	Derconnel Areas
r an	😔 Personnel Subareas
i i i i i i i i i i i i i i i i i i i	Employee Groups
i i i i i i i i i i i i i i i i i i i	Employee Subgroups

Click on execute button.

œ٥	hoose Activity
A	ctivities
Perf	Name of Activity
	Copy_delete_check_personnel_subarea
<	Create personnel subareas

Double click on Create personnel subareas.



Give your personnel area.

🖻 Determine Work Area: Entry		\times
Personnel area	Work Area	
🖌 Further select cond. 🛛 Append 🖷 🗶]	

Press enter.

Table View Edit Got	to <u>S</u> election Utilities(<u>M</u>) System <u>H</u> elp	2
Change View "Per	rsonnel Area/Subarea": Overview	89 48
🔥 New Entries 🕕 🚍		
Personnel area 003	JSA Personnel Area for USA	
Personnel subarea	Pers. subarea text	
Personnel subarea	Pers. subarea text	

Click on New Entries.

I Table View Edit	<u>G</u> oto <u>S</u> election Utili	ties(<u>M</u>) S <u>v</u> stem	<u>H</u> elp
Ø	- 4 🕒 🗠 🤇	2 😧 I 🗅 M M	\$2 12 42 🛒 🗾 😗 📑
New Entries: Ov	verview of Added	Entries	
[™] - - - - -			
Personnel area	OUSA Personnel Area for	USA	
Personnel subarea	Pers. subarea text		
OUTX	Texas	*	
OUCA	California	-	

Press save button.

Prompt for Customizi	ing request	×
View Maintenance: D	V_T001P	
Request	ECSK900735 Customizing requ	iest
Short Description	HR Configuration	
	🖌 🚱 🖪 🗋 Own Reque	ests 🗶
Pross optor		

Press enter.

🞯 Data was saved

5. Personnel Structure: As opposed to the enterprise structure, which defines the

organization from a legal and physical point of view, the personnel structure defines the organization from the employees' point of view.

The Personnel Structure is made up of the following elements:

Employee Group: Used to classify employees into general groups for processing of pay, time, and benefits.

Employee Subgroup: A subdivision of the employee group. This allows further distinguishing of employees according to specific traits.

- **a. Define Employee Group:** The employee group allows you to divide your employees into groups and allows you to define their relationship to the enterprise. The following essential organizational functions can be carried out using the employee group:
 - generating default values when entering data; for example, for the payroll accounting area or for the basic pay of the employee
 - generating a selection criterion for evaluations
 - generating a unit for the authorization check

Example : You want to distinguish your employees between persons actively employed, pensioners and early retirees.

Menu Path: SAP Reference IMG -> Enterprise Structure ->Definition ->Human Resources Management-> Employee Group

🗢 🗟 Enterprise Structure
🛃 🤀 Localize Sample Organizational Units
🗢 🗟 Definition
🖻 🛃 🛛 Financial Accounting
D 🗟 Controlling
🖻 🔜 Logistics - General
Sales and Distribution
🖻 🔜 Materials Management
Logistics Execution
🖻 🛃 🛛 Plant Maintenance
🗢 🛃 🛛 Human Resources Management
🛃 🕀 Personnel Areas
🛃 🕩 Personnel Subareas
🔤 🕀 Employee Groups
🛃 🖙 Employee Baogroups
_

Click on execute button.



Click on New Entries.

ট <u>T</u> able View <u>E</u> dit	Goto Selection Utilities(M) System Help			
Ø	▼ 4 📙 6 6 🚷 🗋 🗑 🐘 2 10 10 10 10 10 10 10 10 10 10 10 10 10			
New Entries: Overview of Added Entries				
°∕∕ 6 8 8 8				
Employee group	Name of employee grp			

☞ <u>T</u> able View <u>E</u> dit	<u>G</u> oto <u>S</u> election Utilities	ş(<u>M)</u> S <u>v</u> stem <u>H</u> elp			
Ø	- ◀ 📙 😂 😧	🔇 🖵 11 11 11 11 11 11 11 1			
New Entries: Overview of Added Entries					
🎾 🖬 🖪 🖪					
Employee group	Name of employee gr	ρ			
I	I-Active	A			
S	S-Retiree	*			

Press save button.

Prompt for Customizing request				
Request	ECSK900735 Customizing red	quest		
Short Description	HR Configuration			
	🖌 🚱 🖪 🗋 Own Req	uests 🔀		
Press enter.				
🞯 Data was saved				

b. Define Employee Subgroup: The employee subgroup represents a subdivision of the employee group. When you define employee subgroups, you are essentially begun to set up your personnel structure.

Example: Within the employee group Active, you want to distinguish between industrial workers, pay scale employees, trainees and executive employees. This distinction enables you to do the following:

- You can carry out evaluations for which certain employee subgroups can be included or excluded.
- Certain personnel administrators should only be allowed to edit the data of certain employee subgroups.
- Depending on the employee subgroup, you can generate different default values in master data processing (for example, executive employees have entitlement to more leave than pay scale employees).