Department of the Army

General Fund Enterprise Business Systems (GFEBS)

Sustainment Services

Overview of GFEBS HR & Payroll and Labor Process

Job Aid

Version: 1.2

Document History

Version Number	Revision Date	CR Number	Release	Summary of Changes	Revised By
1.0	12/15/2012			Initial	Matt Graham
1.1	01/13/2017				Alysia Cushman
1.2	12/21/2020	CHG0033073	January 2021	Added additional information on DCPS *Gross Pay Files* that are designated as collections, not payments.	Jim Mina

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Overview

Purpose

The purpose of this job aid is to provide an overview of the Human Resources (HR) functionality in GFEBS, as well as a high-level overview of the Phase II payroll and labor process.

Helpful Hints

The R/O/C column in the field description table represents the three types of data entry fields in GFEBS.

- **R** is for required fields that must be populated to complete a transaction.
- **O** is for optional fields that are not mandatory to complete a transaction.
- **C** is for conditional fields that are dependent on population of related fields and specific transactional events.

On certain screens, you may need to scroll to view additional data fields.

Data used in this procedure is a representative sample of the data that is available in the production environment. Actual transaction data in the production environment may vary based upon your given scenario.

Roles Required to Complete the GFEBS HR & Payroll and Labor Payroll Process

Role	Description
HR Employee Maintainer	This role creates and changes employee records in the HR module. Users with this role can display the line of accounting (LOA) but cannot add or change the LOA. This role allows access to Personally Identifiable Information (PII) as it permits access/visibility to the Social Security Number in the employee records as well as in the HR Employee Master Data reports in ECC.
Payroll Corrections and HR LOA Processor	This role is designed to view and modify employee records by adding the Line of Accounting information. It is required to reprocess errors in the error extension. This is a Restricted Role as it permits access/visibility to the name and last four digits of the Social Security Number in the DCPS error extension. Please note, this role does not permit access to the full Social Security Number in the HR error extension or in reports.
Payroll Interface Processing Monitor	This role monitors inbound and outbound interfaces for pay and labor files and maintains the tables required for these interfaces and for the HR module.
BI Payroll Audit Reporter	This role is able to run the in BI. This role is able to view the PII information in the BI HR Master Data Report This includes displaying the employee Social Security Number (SSN). List of available BI Reports for this role: • Payroll Source Data Report • Financial Reconciliation Report – PII • Budget Alignment and Hours Comparison Report • Detail Labor Management Report • Audit Report • HR Master Data Report
BI Labor Reporter	This role is able to run the BI HR Master Data Report in BI. This role is NOT able to view the PII information in the BI HR Master Data Report. The SSN and other PII information is masked from view. List of available BI Reports for this role: • Standard Rate Variance (Summary) • Budget Alignment and Hours Comparison Report • Time Tracking Source Data Report • Civilian Manpower • Detail Labor Cost Report • Financial Reconciliation Report • HR Master Data Report

Key Terms in the GFEBS HR & Payroll and Labor Payroll Process

Term	Definition
Business Intelligence (BI)	BI is a data warehousing environment where ECC summary transactions, detailed employee-level pay and time-tracking records, and HR employee records are stored for reporting.
DCPS Gross Pay File (GPF)	GFEBS receives the GPF (also called Gross Reconciliation File) from DCPS bi-weekly. The GPF contains detailed records by employee for pay, benefits, awards, etc. The GPF records reflect the appropriation data used by DCPS to disburse payroll.
DCPS MER (Master Employee Record)	The MER is a file that is sent to GFEBS daily from DCPS. In HR Phase I, the MER was used to create new employee records and update existing records in GFEBS HR for all Civilians. In Phase II this will be used for only Title 32 employees and is explained in the section "Overview of GFEBS HR & Payroll and Labor Process".
Army Civilian Personnel System (ACPERS)	ACPERS is the Management Information System for Army civilian personnel data. ACPERS serves as a reporting hub providing Army civilian employee master data from DCPDS to other partner applications to support the Army's civilian personnel manning mission and management information needs. In Phase II, the ACPERS interface creates the civilian employee record and not the MER file except for Title 32.
Defense Civilian Pay System (DCPS)	DCPS is the system of record for Department of the Army civilian pay and entitlements.
Defense Civilian Personnel Data System (DCPDS)	DCPDS is the system of record for all DOD civilian employee master data. The system is designed to support appropriated fund, non-appropriated fund, and Local National human resources operations.
Employee Group	Employee Groups is a standard required HR field that indicates if the employee is Civilian, Military or Contractor (LNs fall under Civilian)
Employee Sub-Group	Standard required HR field with sub-divisions of each Employee Group, e.g., APF, LN Direct, LN Indirect.
Employment Status	Employment Status indcates if an employee record is Active, Inactive or Withdrawn (e.g., separated, retired). This field is used in the BI Manpower reports. The Personnel Action executed updates the Employee Status. Phase I HR implementation is only configured to create Active employees. Phase II added additional Personnel Actions.
ERP Central Component (ECC)	ECC is the core financial system where summary level labor and payroll transactions are recorded.
Human Resource Personnel Administration (HR)	The component/sub-module of the Human Resource module where GFEBS employee master records are housed.
Error Indicator	This indicator is appended to payroll details to identify records that produced an error when being processed. An "X" indicates a record that is in the error extension.
Infotype	Infotype is a screen used to store similar data regarding an employee in GFEBS. Distinguished by a four-character code and name (i.e., 0002 Personal Data). GFEBS is using a combination of standard and custom infotypes.
Line of Accounting (LOA)	Term used in this material for the funding and costing data required on the HR employee record to post pay and labor transactions.

Term	Definition
Personally Identifiable Information (PII)	Information which can be used to distinguish or trace an individual's identity, such as their name, SSN, etc. alone or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, etc.
Personnel Area	Standard required HR field that contains the organization's Operating Activity (OA) Code. This is automatically derived from the Fund Center on the LOA. If no LOA exists, the field defaults to the SAP standard delivered acronym of "USPS"- United States Public Sector.
Personnel Actions	An action taken in HR to add, change or withdraw an employee. Every Personnel Action has a start and end date and a validity period. Phase I HR implementation is only configured to create Active employees. Phase II added additional PAs to enable deactivation or withdrawal of an employee record.
Personnel Number	A unique Personnel Number is generated in the HR when a new employee record is created. The Personnel Number is an alternative identifier to the SSN for those roles that do not have PII security access and used for employee record updates, report selection, and Plant Maintenance employee selection. The Personnel Number is referenced in GFEBS HR as the "PERNR" (pronounced "Per-ner").
Reimbursable Indicator	This optional field can be checked if the employee is assigned to a space that is authorized as reimbursable. The field is used in BI for Manpower reporting. It has no impact on payroll processes.
Reimbursable Source Main Account	This optional field can be populated with the 4-digit main account if an employee is fully reimbursed from that account. This facilitates BI Manpower reporting for reimbursable employees. It has no impact on payroll processes.
Transmit to DCPS Indicator	When the FUND or the Personnel Area (OA) on an employee record has been updated, the record is flagged to be transmitted to DCPS. The end user has the option to enter a "N" in the Transmit to DCPS field if they do not want DCPS to receive the update or to enter a "Y" in the field to resend a record to DCPS even though a change has not been made to the LOA.
Unit Identification Code (UIC)	UIC is a six-character, alphanumeric code that uniquely identifies an organizational entity in the personnel and payroll systems. This is the Payroll UIC utilized for searching within DCPS (UIC on DCPS Payroll Record for the employee) and not to be confused with the UIC of an organization/cost center which the employee is currently assigned to.
Validity Period	Defines the effective dates of an Action taken in an infotype within GFEBS, such as, a start and end date for the line of accounting. To identify information as current GFEBS defaults the end date as 12/31/9999.

Overview of GFEBS HR & Payroll and Labor Process

The Human Resource module in GFEBS has several components used for organizational management, processing personnel actions and payroll. The Human Resource (HR) module of GFEBS stores related employee data in individual tables. Users of GFEBS can create, change and view employee data via "Infotypes". Infotypes are employee master data grouped together in HR according to subject matter and logical groups.

The Defense Civilian Personnel Data System (DCPDS) is a civilian human resources information support system for the Department of Defense (DOD). The system is designed to support appropriated fund, non-appropriated fund, and local national human resources operations. DCPDS is the system of record for all DOD civilian employee master data. DCPDS sends employee master records to the Defense Civilian Pay System (DCPS) for payroll processing and to the Army Civilian Personnel System (ACPERS) for employee master data creation and updates. ACPERS is the Army's civilian management information system that stores Army civilian employee master data and serves as a hub between DCPDS and other partner applications for manpower management and reporting.

HR Mini-Master Phase II, changes the source of the Army civilian employee records. Previously the DCPS Master Employee Record (MER) created all HR employee records in GFEBS. The file was interfaced into GFEBS with the Inbound Master Employee Record (MER) Interface from DCPS to create or change a basic employee record in the GFEBS Human Resources (HR) module for Army civilians.

Beginning January, 2013, GFEBS will create and update employee records for most Army civilians via a daily interface from ACPERS. However, the Army will continue to use the Defense Civilian Pay System (DCPS) MER file to create personnel records for National Guard Title 32 only. The Title 32 employee data in the ACPERS database does not contain the level of detailed information as all other employee records. Therefore, it was determined that using the MER would provide the best information.

The inbound ACPERS interface creates and updates personnel records through various personnel actions (Hiring, Leaving, Rehire, Deactivate and Reactivate) providing data to meet Manpower reporting requirements. Manpower reporting enables the Army to understand the composition of its workforce and assist in decisions on workforce staffing and funding decisions. In GFEBS, the execution of the above processes modifies the employment status of an employee, populates required fields and delimits (end date) of the LOA Infotype. Infotypes are the screen presentation view of the stored data on the corresponding tables.

GFEBS receives a daily file from ACPERS containing employee master data for creating and updating employee records in the GFEBS Human Resources (HR) module. The employee SSN is the key identifier between ACPERS and GFEBS. The LOA is created manually or via the upload spreadsheet and not through the ACPERS interface. GFEBS uses the employee record for several purposes to include:

- Capturing the accounting information necessary to process pay and labor transactions. The Line of Accounting (LOA) created for each employee in HR is used for:
    - Posting payroll from the Defense Civilian Pay System (DCPS) to the HR LOA.
    - Allocating labor from the HR LOA to other cost objects charged.
    - Sending Treasury data to DCPS daily which DCPS uses to disburse payroll.
- Housing employee attributes (e.g., Civilian Type, Temp Position) for manpower reporting.

- Associating employee attributes with employee level transactions in BI reports. HR employee records are extracted to BI and can be displayed in most labor and pay reports.

The initial interface file from ACPERS contains all required data needed to create the personnel record in GFEBS. The subsequent daily interface from ACPERS contains master data added or updated in the personnel system. When a field is updated in ACPERS, such as, a pay grade change from "09" to "11" for a promotion, ACPERS sends the updated data to GFEBS. The unchanged data, such as, the employee SSN, the Active Indicator and the unique Person ID is also sent with the same file from ACPERS. Since this interface runs on a daily schedule, the interface record includes all of the changes made to an employee personnel record during the course of the day.

There are certain situations where an employee can have multiple records erroneously transmitted via the ACPERS interface. An employee can have redundant records in GFEBS if:

1. The employee has multiple jobs in DCPDS that contains updated master data.
2. The SSN previously sent to GFEBS is incorrect and needs to be corrected
3. ACPERS deletes the employee file in effect cancelling the hiring in that system.

An employee with multiple jobs in the DCPDS system will have multiple personnel records identified by a different ACPERS Person ID. GFEBS can only house one job for a specific validity period. The ACPERS Person ID ensures that the updates made in GFEBS are to the correct employee record. A special indicator code identifies records with only SSN correction and cancellations. The SSN correction record only contains the new action start date, ACPERS Person ID, SSN and original SSN. In the case where a change record and an SSN correction is received for an employee on the same file, the SSN correction record is processed first, since the change record contains the correct SSN. Cancellation records only contain the ACPERS Person ID and the SSN.

ACPERS is designed to only send data for employees designated as Army (Agency Code = 'AR'). Those employees must be Appropriated Fund Army (Employee Type = '1').

The table below displays the details of the creation of Employee Groups.

Employee Group	Employee Subgroup	Created by	Employee Type
1- Civilians	U0 = APF Army (Title 5)	ACPERS	1
	U1 = APF DOD Non-Army	Currently N/A	2
	U2 = APF Non-DOD	Currently N/A	3
	U3 = LN Direct Hire	Manually or Spreadsheet	4
	U4 = LN Indirect Hire	Manually or Spreadsheet	5
	U5 = NAF	Currently N/A	6
	U6 = NAF LN	Currently N/A	7
	U7 = Army Nat'l Guard (Title 32)	DCPS MER Interface	8
2 - Military	U8 = Army Active Compon.	Currently N/A	N/A
2 - Military	U9 = Army Reserve	Currently N/A	N/A

GFEBS is the system of record for the Line of Accounting (LOA) used for posting to DCPS, ATAAPS and the Manual Time-Tracking upload spreadsheet. Users no longer need to enter Fund, Functional Area, Cost Center, or Activity Type in ATAAPS. Standard functionality ensures that data entered in the GFEBS HR LOA is complete and valid to minimize errors. However, errors occur if the employee record is missing from

GFEBS HR or the employee record is present but the LOA is missing. It is the responsibility of the site end users to have the appropriate roles and update employee records with the LOA before the pay and labor files are processed. For mass employee LOA changes, users can maintain through manual entry or the spreadsheet upload tool. An employee is included in the error log if the LOA does not exist before the execution of payroll. The site end user, with the **Payroll Corrections and HR LOA Processor** role, would then go into GFEBS HR to create a LOA and rerun the employee payroll.

Once an end user has added the LOA to an employee record, GFEBS sends the basic Treasury information associated with the GFEBS FUND to DCPS to update the employees accounting classification. This ensures that the disbursement of payroll comes from the same Department Code, Appropriation, Fiscal Year and Limitation used to post the payroll expenses in GFEBS.

GFEBS HR reports are available in ECC and BI to allow users to search by multiple parameters. These reports display employee records and associated LOA. The reports also include the ability to search for records where the LOA is null, indicating the new employee was added (manually or interfaced) but is missing the LOA.

Human Resource Personnel Administration

The GFEBS HR module contains required standard fields used to classify employee records with parameters for facilitating searches and reports.

The Personnel Area contains the Command's Operating Activity (OA) Code. The Funds Center on the LOA derives the OA on the Personnel Area infotype. If a LOA does not exist on the employee record, this defaults to USPS.

Employee Group contains three employee types: Civilians (1), Military (2), and Contractors (3). Local National employee records are manually created using group 1 employee type.

The LN employee records may be needed for time confirmations on Plant Maintenance Work Orders but the LN pay file interfaces are not using GFEBS HR for employee LOA.

Employee Sub-Group provides a further breakdown within each group, such as, APF, LN Direct and LN Indirect.

Infotypes

Infotypes are employee master data grouped together in GFEBS HR according to subject matter and logical groups. Examples include, Organizational Assignment, Personal Data, or Line of Accounting. GFEBS is using a combination of standard and custom infotypes for the GFEBS HR solution.

Infotypes Maintained in GFEBS

In GFEBS, the following infotypes are maintained on an employee master record:

Infotype Number	Infotype Name	Description
0000	Actions	Identifies the type of change made to the employee record in GFEBS. Houses the Personnel Area, Employee Group and Employee Sub-Group.
0001	Organizational Assignment	Since GFEBS is not calculating payroll, default values are entered here for Personnel Sub-Area, Fund and Functional Area (see custom LOA infotype)
0002	Personal Data	Contains personal information about the employee, which includes the employee's name and SSN.
0008	Basic Pay	Contains fields used to store the ACPERS Pay Plan to the GFEBS HR Pay Scale Type. Other information included in this Infotype is the Pay Grade, Pay Step and Salary. The salary amount is what comes from ACPERS so it may be an hourly amount or an annual amount. There is no distinction at this time between the 2. It is used for informational purposes but not in any calculations.
0315	Time Sheet Defaults	Contains default timesheet data including; home cost center, activity type and plant.

Infotype Number	Infotype Name	Description
9004	Manpower	Manpower fields contain information, such as, the Civilian Type, Work Schedule and Pay Basis. Manpower can be populated manually, through the upload extension or via the ACPERS Interface. Also, Contains Identification codes required for the civilian payroll including: • Unit Identification Code (UIC) • Payroll Office Identification Code (POIC) • Payroll Database Name ID (PDN)
9005	Line of Accounting	Contains the employee's LOA . The following fields are used to: • Post pay and labor transactions: Fund, Functional Area, Cost Center and Activity Type. • Facilitate searches and reporting (not used to post pay/labor): Fund Center, Funded Program, Reimbursable Indicator, and Reimbursable Source Main Account. • Flag LOA to be sent to DCPS: Transmit to DCPS Indicator.

Refer to the *Maintain Master Employee Records and LOA Job Aid* for detailed information about creating and maintaining infotypes in GFEBS.

Creating and Maintaining Employee Records

GFEBS creates employee records in one of four ways:

1. Army civilian employee master records created via the Inbound Employee Master Data ACPERS interface into GFEBS.
2. ONLY Army National Guard Title 32 civilian employee master records created via the MER file from DCPS into GFEBS.
3. The Master Employee Record Upload Extension Spreadsheet to manually mass create or change employee master records in GFEBS HR (e.g. civilian personnel action not yet processed or employee is not an Army civilian). A Microsoft Excel spreadsheet template is used for this purpose.
4. Manual creation of individual employee records in GFEBS via transaction PA30 - Maintain HR Master Data. (Refer to the User Procedures listed in the Reference section of this document for detailed information on executing this transaction.)

Personnel Identification Numbers

The SSN is a required key field in GFEBS HR for creating employee records. Feeder system interfaces use the SSN as the unique identifier key. The Personnel ID field contains the SSN in GFEBS HR but is only visible to the authorized users with the **HR Employee Maintainer** role. When an employee record is initially created in GFEBS, the system assigns a unique Personnel Number (PERNR) for each employee. The PERNR allows execution of transactions, searches and reports without having to display the SSN. The Personnel Number is key identifier for mass load of employee record changes in GFEBS HR. It is also required to post labor allocations using the Manual Time-Tracking spreadsheet. The PERNR is only available in BI to the reports listed under the BI Payroll Audit Reporter role.

Validity Period

All infotypes have validity periods that define the effective dates of an action within GFEBS. The start date and end date define the validity period for the Action entered on an infotype. Validity periods enable GFEBS to capture changes to the infotype while retaining history of those changes. The default date for the end of any validity period is 12/31/9999. When changing or displaying a particular infotype it is important to make sure the correct dates are entered for the validity period.

Payroll Data Flow
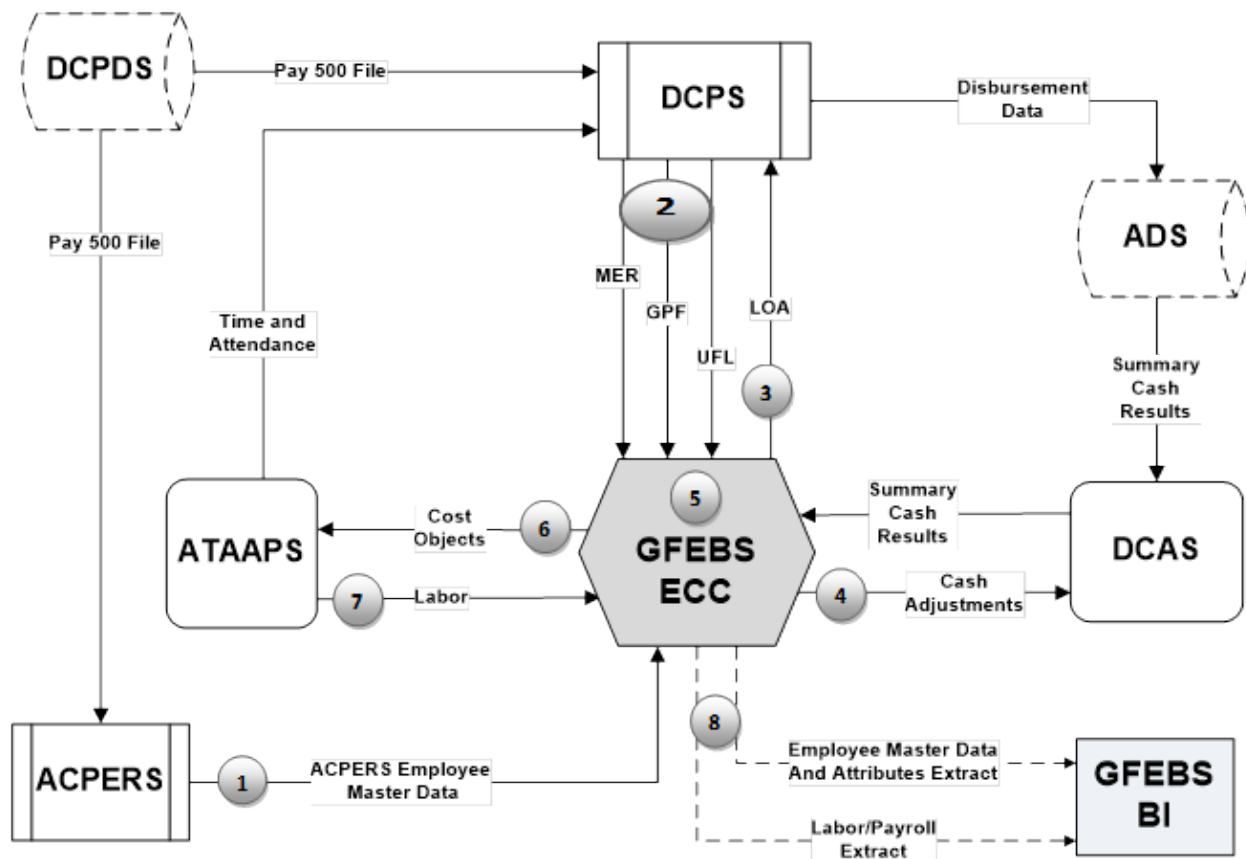
GFEBS receives files and data from multiple external systems. Some of these interfaces use the GFEBS HR LOA to process transactions related to civilian payroll. GFEBS sends outbound data to many of these systems in order to keep master data in synch.

The above chart lists the details related to the flow of personnel and payroll information. The listed steps below correspond to the matching number in the chart.

There is no particular sequence by which the information is exchanged. The numbers exist to provide a point of reference only.

ACPERS and DCPS Interfaces

1. GFEBS receives a daily file containing employee master data from ACPERS to create or update Army civilian employee records in the GFEBS Human Resources module.

2. DCPS sends the *Master Data Record* MER (ARNG Title 32 only-DCPS) to GFEBS daily with each civilian employee's:

    - Full Name (Last Name, First Name, Middle Name, and Suffix)
    - Social Security Number (SSN)
    - Unit Identification Code (UIC)
    - Payroll Office Identification Code (POIC)

The MER (ARNG Title 32 only-DCPS) or The Master Data file (ACPERS) creates the employee record in GFEBS HR.

DCPS sends the *Gross Pay File (GPF)* to GFEBS bi-weekly to record hours and amounts for pay and benefit entitlements, awards, settlements and other pay-related data. The interface looks up each employee's SSN on the GPF to find the employee's LOA (Fund, Functional Area, Cost Center and Activity Type) for posting. If an employee record is missing or the LOA has not been created by the user, the record fails and posts to the DCPS Error Extension. While most of the records on the inbound Gross Pay Reconciliation (GPR) file are summarized and posted in ECC to an account using the FB50 transaction a few of the records have either an Earnings Adjustment Indicator that begins with "Q" or a DCPS Fiscal Year value of "R". These indicators designate the records as collections. These records are not processed but are made available in BI for reporting purposes.

DCPS sends the *Unfunded Leave File (UFL)* bi-weekly to record summary level unpaid leave liability by UIC.

3. GFEBS sends the *Outbound LOA to DCPS file* daily to ensure that DCPS disburses from the same Treasury elements that are used for posting the payroll transactions. All of the Treasury elements required by DCPS for disbursing are contained in the GFEBS FUND or in FM tables related to the FUND. An update in GFEBS HR to the FUND or the Personnel Area (OA) creates "change pointers" in the background to flag a record to be sent to DCPS. The Transmit to DCPS box will be blank. If end users do not want DCPS to receive the update, they would enter a "N" in the Transmit to DCPS field. If a record needs to be resent to DCPS even though a change has not been made in GFEBS HR, they would enter a "Y" in the Transmit to DCPS field. The outbound file to DCPS includes:

   1. Payroll Office Identification Code
   2. SSN
   3. Fiscal Station Number
   4. Department Code
   5. Transfer Department
   6. Fiscal Year
   7. Basic Symbol
   8. Limitation Subhead
   9. Date Effective and Date End
   10. Exclude from Fiscal Year Rollover Indicator

   See the "*Maintain Master Employee Records and LOA Job Aid*" for more information related to employee records.

DCAS Interfaces

4. DCAS sends GFEBS a cash reconcilation file. The civilian payroll transactions are sent by DCPS in the file to be recorded in GFEBS. A comparison of the total value from the file and the DCAS disbursement notification is made to determine if there is any difference. If there are differences, adjustments are made to bring cash in balance with U.S. Treasury.

5. The **Payroll Interface Processing Monitor** is responsible for monitoring the error log (i.e., error spool) for error messages that may occur during disbursement.

ATAAPS Interfaces

6. The *Outbound Cost Objects file to ATAAPS* is triggered by the Interface Indicator assigned to the organizations. Users insert their ATAAPS Interface Indicator on the cost objects (e.g., Cost Center, Internal Orders, WBS Elements, etc.) they want available in ATAAPS for labor charge postings.

GFEBS generates these files on a daily basis and places them on the server for the various ATAAPS host sites to pick up.

Sites may elect to manually enter their cost objects in ATAAPS and not receive this file.

7. In most cases, the *Labor File* is sent from ATAAPS on a daily basis for processing in GFEBS. However, not all ATAAPS files are sent daily depending on the ATAAPS Database and when that administrator sends the file. This interface is used by organizations who record their time-tracking in ATAAPS. ATAAPS captures the charged hours against the cost object where the productive work was performed. This process and interface is not applicable for organizations who just use ATAAPS to record time & attendance for DCPS payroll.

The interfaced hours are used to calculate the cost of labor using the hours worked, multiplied by the employee's Activity Type Rate . GFEBS then allocates the hours and costs from the individuals' LOA in GFEBS HR to the cost objects charged in ATAAPS. If the employee record is missing in GFEBS HR or the LOA has not yet been loaded by the user, the record fails and posts to the Time-Tracking Error Extension.

8. GFEBS HR Master Data and Payroll Labor attributes are extracted from ECC into BI for reporting and analysis using the BI HR Master Data Report. All the BI payroll and labor reports that contain the Personnel Number (PERNR) are now updated with all the attributes of the Personnel Number from ECC.

Reports

Two reports are available to search and display employee records in GFEBS HR:

- The HR Master Data Report in ECC. This real-time report contains standard SAP report functionality, the standard GFEBS HR fields and infotypes, as well as the fields on the custom infotypes, such as, LOA and UIC.
- The BI HR Master Data Report also contains both the standard and custom fields. BI is not real-time (data is refreshed at least every 24 hours); however, users will use BI for large volume reports to avoid impacting the performance of ECC.

Both reports include PII data elements in the GFEBS HR record as well as other data that is not PII related. The **HR Employee Maintainer** role is able to view PII data and the **Payroll Corrections and HR LOA Processor** is not able to view any PII data in GFEBS HR. The role with no PII authorization is able to select and display all fields that are not PII related.

There are other standard reports available in ECC for these two roles to display employee master data but they do not have the custom infotype fields. There are also other pay and labor reports in BI that display employee master data in addition to the pay and labor transactional data.

Some of the uses for these reports include:

- Enable **HR Employee Maintainer** to be able to look up employee SSN when needed to generate actions in the personnel and payroll feeder systems.
- Display new employees who have been added but are missing LOA.
- Display employees LOA to verify that data is accurate.
- Search for employees by name, UIC, Cost Center or other parameters available to find the Personnel Number required for GFEBS HR LOA updates or Plant Maintenance Work Center assignment.

Refer to the *ZSCM_PAR1 - Create HR Master Data Report User Procedure* and *BI - Create BI HR Master Data Report User Procedure* for detailed information about executing these reports in GFEBS.

Related Procedures

Refer to the following related procedures for additional detailed information:

- *Maintain Master Employee Records and LOA Job Aid*
- *Real and Statistical Postings in GFEBS Job Aid*
- *Recording DCPS Data Job Aid*
- *Record Time-Tracking Data Job Aid*
- *ZSCM_PAR1 – Create HR Master Data Report User Procedure*
- *BI – Create BI HR Master Data Report User Procedure*
- *PA30 – Create Employee Record User Procedure*
- *PA30 – Change Employee Record User Procedure*
- *PA30 – Display Employee Record User Procedure*
- *PA40 - Maintain Personnel General Changes User Procedure*
- *PA40 - Change Personnel Area Only User Procedure*
- *PA40 - Change Personnel LOA User Procedure*