# Exercise 23: Create an Employee Master Data Record

Follow this menu path:

**Human Resources** **→ Personnel Administration → Administration → HR Master Data → Personnel Actions**

Select Hiring and enter the following data:

|  |  |
| --- | --- |
| Personnel Area | DL00 |
| EE Group | Active |
| EE Subgroup | Standard Salary |

Click Execute.

Enter the following data:

|  |  |
| --- | --- |
| Start | Current Date |

Click Save.

Enter the following data:

|  |  |
| --- | --- |
| Last name | Your choice |
| First name | Your choice |
| SSN | 111-11-11## |
| Birthdate | Your choice |

Click Save.

Enter the following data:

|  |  |
| --- | --- |
| Subarea | Information Tec |

Click Save.

Enter the following data:

|  |  |
| --- | --- |
| Position | Search for an enter the position number for position IT-### |
| Percent | 100 |
| End Date | 12/31/9999 |

Click Continue.

Click Yes to Delimit the vacancy.

Enter the following data:

|  |  |
| --- | --- |
| Address line 1 | Your choice |
| City | Your choice |
| County | Your choice |
| State | Your choice |
| Zip code | Your choice |
| Country Key | USA |

Click Save.

Enter the following data:

|  |  |
| --- | --- |
| Tax area | Enter the tax area for the state you entered in the previous InfoType. |

Click Save until you reach the Create Withholding Info W4/W5 US InfoType

Enter the following data:

|  |  |
| --- | --- |
| Filing Status | Your choice |

Click Save then click Continue if you receive a warning.

Click Save until you reach the Create Basic Pay InfoType.

Enter the following data:

|  |  |
| --- | --- |
| PS group | Exec |
| Ann. Salary | Your choice |

Click Save until you reach the Create Capital Formation InfoType.

Click Cancel and confirm (if asked) you want to exit the screen for each InfoType until you reach the main Personnel Actions screen.