

Organizational Management- Organizational Structure Creation



Applies to:

SAP ECC6.0 (Release 700, SP 12). For more information, visit the [Enterprise Resource Planning homepage](#).

Summary

HR applications touch upon many processes in an organization. This document mainly deals with the talent management of the organization. Integrated talent management processes can help you quickly find the best people for your business, effectively develop and leverage their talent, align their efforts with your corporate objectives, and retain your top performers. In this document, beginners can understand how SAP HCM deals with the process of recruiting people, scheduling their works, maintaining their personal and salary details etc.

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Table of Contents

Introduction	3
Objects Frequently used OM	4
Info types	5
Org Unit Creation:	6
Position Creation:	8
Job Creation:	12
Assigning Job to Position:	13
Creating an Employee (Hiring):	15
Determination of Employee Number:	17
Related Content	22
Disclaimer and Liability Notice	23

Introduction

Talent management can greatly improve the business planning and decision making. Managers gain the insight to identify talent gaps and predict shortfalls based on anticipated business changes. By measuring and analyzing HR programs such as those for succession and learning, we can receive valuable data that lets you refine your talent management strategies and plan for the future.

Companies should look for these essential managements.

1. **Work Force Analytics:**

The right analytic component can collect, analyze and interpret data to reveal important patterns and key relationships associated with work force.

2. **Process Management:**

A process management module integrates information ranging from benefits and payroll to compliance measures and employee administration.

3. **Talent Management:**

Talent management helps HR professionals strengthen employee skill sets, identify skills gaps, retain top performers, groom employees for future opportunities, execute detailed performance reviews, create competency-based employee development programs, and align employee goals with corporate objectives for a major competitive advantage.

4. **Payroll Administration:**

This helps companies integrate time and attendance data, calculate pay, generate paychecks, track the progress of payroll cycles and significantly reduce the number of human errors that can occur with manual processing.

5. **Benefits Administration:**

Benefits administration module can automate payroll deductions, plan updates and regulatory reporting is a time-consuming and complex process for even the most seasoned HR manager.

6. **Time and Attendance:**

A time and attendance module, however, can gather availability and leave requests, automatically generate schedules, process payroll rules and reconcile hours worked against a schedule with the click of a mouse..

7. **Learning Management:**

For the organizations, E-learning, classroom training, collaborative learning, one-on-one coaching are the ways to transfer the knowledge and improve employees' skills. By implementing a learning management module, companies can deliver, track, plan and analyze the impact of its educational programs.

8. **Succession Management:**

Succession management technology can help by identifying untapped talent and preparing candidates for future leadership roles.

This document deals with the employee's entire details creation involved in HCM process. The transaction codes and info types, right from recruitment are explained here. For the better understanding of the above technical contents, let us consider a scenario. If suppose a company is having a plan to recruit some peoples

for their organization. First determination of vacancy from various departments will happen (HRP -Human Resource Planning).

Then company goes for advertisement. Applicants will be undergoing selection process (Recruitment). If they satisfy the expectations of company, they will become an employee of that company and company has to maintain the employee details (Personnel management), schedule working time (Time management) and salary details (Payroll Management) etc. Now let us see the above scenario Through HCM modules.

Before creating an employee details, let us have and recall about the basic objects, info types and the transaction codes.

Organizational management combines the following modules.

HRP	Human Resource planning
PA-RC	Recruitment
PA	Personnel administration
PT	Personnel Time management
PY	Payroll management

Let us see how the employee's data is segregated and stored in the organization.

Every data is stored as records in the info type tables based on the objects.

Objects Frequently used OM

1. Organizational units **O**
2. Jobs **C**
3. Positions **S**
4. Cost centers **K**
5. Persons **P**
6. Task **T**
7. Work Center **A**

Organization unit

Any Organization may have different departments, teams and groups. Grouping the employees under a specific unit will make the administration process easier. Each company will have different company code and personnel area, subarea.

Organization unit is indicated by 'O'.

Organization unit can be created in through the following ways.

- 1) Organization plan (Only to create organization unit)
- 2) General Structure (To create all organization objects)
- 3) Expert Mode (Separate transaction codes for basic organization objects)
- 4) Simple Maintenance (Only to create organization units)

Follow the below path to access the above things.

- SAP menu -> Organizational management -> Expand any one of the above.

(Or)

- SAP menu Logistics->customer service->service processing->Environment->Organization-> Any one of the above.

Evaluation path:

- The logic is that the objects are in the sequence that they are related. Thus a position is related to an org object and a person is related to a position. The relationships are therefore O to S and S to P or O-S-P. A person is not related to an Org object except through another object.
- Evaluation path describes chains of relationships that exist between certain object types to directly know to what organizational unit belongs an employee.
- Evaluation path can be configured in the table T778A or created through transaction 'OOAW'.

Position:

- Position represents a post that can be occupied by the person. Position may be occupied by more than one people.
- Percentage field indicates to what extent the position is occupied by the employee.
- Creating position can be done through the following transaction codes.
 - 1) General Structure (To create all organization objects)
 - 2) Expert Mode (Separate transaction codes for basic organization objects).

Job (c):

- Job describes the position. When a job is assigned to a position, it takes the task assigned to that job.

Person:

- Person is simply an employee who has been recruited for a particular position.

Task:

- Work to be handled by the employee.

Work centre:

- Work center is a physical work location where the task is performed.

Cost center:

- Cost Center in SAP is an organizational unit within a company that is used to track where costs occurred within the Organization.
- Cost Center hierarchy needs to be defined in the SAP system.



Info types

- Info types are used for recording employee data for administrative, time recording, and payroll purposes (segregating details in Info types groups related data fields together. All Info types have validity periods. Some Info types are maintained for single days, some for a small duration of period and some are maintained indefinitely.
- Info types are further sub-divided into (info) sub-types. Sub types make it easier for us to access and manage information, and assign different control features.
- Let us create an employee details through various transaction codes.

Org Unit Creation:

- Organizational unit can be created through the transaction 'PPSC'. This Transaction code is only to create Org unit.
- Go to 'PPSC'.
- Provide object type as 'O' and the remaining details as below. Select evaluation path as 'Enterprise structure o-s-p'.

The screenshot shows the 'Create Structure' dialog box in SAP. The menu bar includes 'Structure', 'Edit', 'Goto', 'Settings', 'System', and 'Help'. The toolbar contains various icons for file operations and navigation. The main area contains the following fields:

Object Type	0
Abbreviation	indosoftware
Name	Indian software solutions
Evaluation Path	0-S-P
Validity period	12.10.2011 To 31.12.9999

- Press create button.

The screenshot shows the 'Exercise Structure O-S-P: Change' dialog box in SAP. The menu bar includes 'Structure', 'Edit', 'Goto', 'View', 'System', and 'Help'. The toolbar contains various icons for file operations and navigation. The main area displays the following information:

Organizational unit

0 50004975 indosoftware Indian software solutions

- If you are not able to see the ID the created Organization structure, go to view menu and make it visible by selecting on/off.

- By placing the cursor on ID, Press 'create' option to have sub Organization structure. Using this transaction code you can able to create object alone. Other info types such as relationship, Org assignment and work schedule cannot be created. Hence let us create the related info type account assignment through 'PP01' for the organization unit.
- Go to transaction code pp01.
- Select Organization unit as object and info type as Acct Assignment Featured. Create it.

The screenshot shows the 'Maintain object' (PP01) interface. The 'Find by' section on the left has 'Organizational unit' selected. The main area shows the object details: Plan Version (Current plan), Object Type (Organizational unit), Object ID (50004975), and Object abbr. (indosofting). The 'Active' tab is selected, and the 'Time period' section shows 'Period' selected with dates from 10.01.2011 to 31.12.9999. The 'Infotype Name' list on the right has 'Acct. Assignment Features' highlighted.

- The next screen will be as below. Fill up the required details and save it.

The screenshot shows the 'Change Acct. Assignment Features' (PP01) interface. The 'Find by' section on the left has 'Organizational unit' selected. The main area shows the object details: Organizational unit (indosofting), Planning Status (Active), Valid from (10.01.2011) to (31.12.9999), and a 'Change Information' button. The 'Acct. Assignment Features 01 O 50004975 1' section shows the following details: Company Code, Business Area (1101), Personnel area (3210), Pers. subarea (CHEL), and CO Area. The record count is 1 of 1.

Position Creation:

➤ Now let us create a position under the created Organizational unit.

Follow the below steps.

- Select Position(S) as Object and press create option. The below screen will appear.

The screenshot shows the SAP 'Maintain object' screen. The menu bar includes 'Object', 'Edit', 'Goto', 'Utilities(M)', 'Settings', 'System', and 'Help'. The toolbar contains various icons for navigation and actions. The left sidebar has a 'Find by' section with 'Position' selected, and options for 'Search Term' and 'Structure Search'. The main area is titled 'Maintain object' and contains a 'Plan Version' dropdown set to 'Current plan', an 'Object Type' dropdown set to 'Position', and empty fields for 'Object ID' and 'Object abbr.'. Below these are tabs for 'Active', 'Planned', 'Submitted', 'Approved', and 'Rejected'. The 'Active' tab is selected, showing a list of infotypes with 'Object' highlighted. To the right, the 'Time period' section shows a 'Period' dropdown, a 'From' date of '10.01.2011', and a 'to' date of '31.12.9999'. There are radio buttons for 'Today', 'All', 'From curr.date', 'To current date', 'Current week', 'Current month', 'Last week', 'Last month', and 'Current Year'. A 'Select' button is at the bottom of the time period section.

- We can provide position number else system will provide the internal number based on the country grouping. Press 'Create' icon.

The screenshot shows the SAP 'Create Object' screen. The menu bar includes 'Infotype', 'Edit', 'Goto', 'View', 'System', and 'Help'. The toolbar contains various icons for navigation and actions. The left sidebar has a 'Find by' section with 'Position' selected, and options for 'Search Term' and 'Structure Search'. The main area is titled 'Create Object' and contains a 'Position' field, a 'Planning Status' dropdown set to 'Active', and a 'Validity' section with 'From' date '10.01.2011' and 'to' date '31.12.9999'. A 'Change Information' button is next to the validity dates. Below these are fields for 'Object' (01 S 00000000 1), 'Object abbr.' (HR Manager), 'Object name' (HR manager), and 'Language Key' (English).

- Press save button. The record for the position will be created and relationship screen will appear.

The screenshot shows the 'Essential relationship Relationships' screen. The top menu bar includes 'Infotype', 'Edit', 'Goto', 'Extras', 'View', 'System', and 'Help'. The left sidebar has 'Find by' with options 'Position', 'Search Term', and 'Structure Search'. The main area displays the following fields:

- Position: HR Manager
- Planning Status: Active
- Valid from: 10.01.2011 to 31.12.9999
- Relationships: 01 8 50010462 1
- Relationship type/relationship: A 003
- Related Object: Organizational unit
- ID of related object: 50004975
- Abbreviation: (empty)
- Name: (empty)
- Priority: (empty)

A 'Change Information' button is located next to the 'Valid from' field.

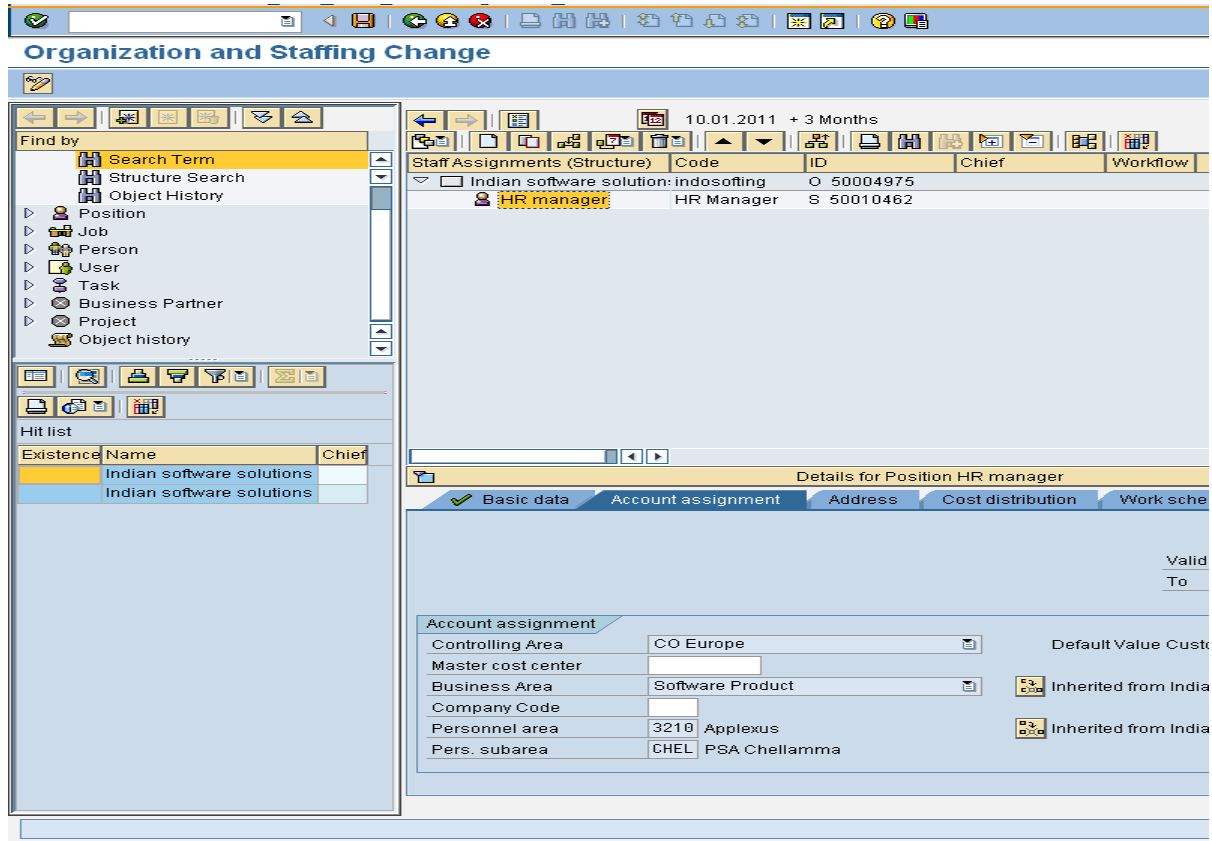
- Here relationship has been possessed by system as default. We can change it as per the requirement.
- Provide relationship and ID of the created Organization Unit. Save it.
- We have not provided any number to the position. This is number given the system for this position. There are two number ranges internal and external are maintained to any object.

The screenshot shows the 'Maintain object' screen. The top menu bar includes 'Object', 'Edit', 'Goto', 'Utilities(M)', 'Settings', 'System', and 'Help'. The left sidebar has 'Find by' with options 'Position', 'Search Term', and 'Structure Search'. The main area displays the following fields:

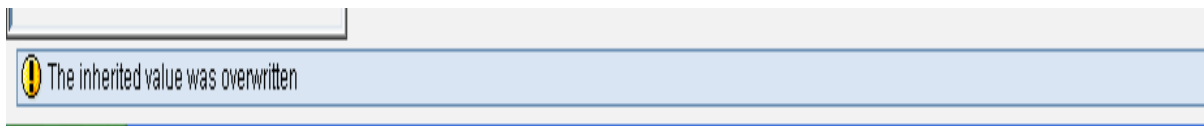
- Plan Version: Current plan
- Object Type: Position
- Object ID: 50010462
- Object abbr.: HR Manager

Below these fields, there are tabs for 'Active', 'Planned', 'Submitted', 'Approved', and 'Rejected'. The 'Active' tab is selected, showing a table with the following columns: 'Infotype Name', 'Object', 'Relationships', 'Description', 'Department/Staff', 'Planned Compensation', 'Vacancy', 'Acct. Assignment Features', 'Authorities/Resources', 'Work Schedule', and 'Employee Group/Subgroup'. The 'Object' and 'Relationships' columns have checkboxes checked. To the right of the table, there is a 'Time period' section with a date range from 10.01.2011 to 31.12.9999 and radio buttons for 'Today', 'All', 'From curr.date', 'To current date', 'Current week', 'Current month', 'Last week', 'Last month', and 'Current Year'. A 'Select.' button is located at the bottom of the 'Time period' section.

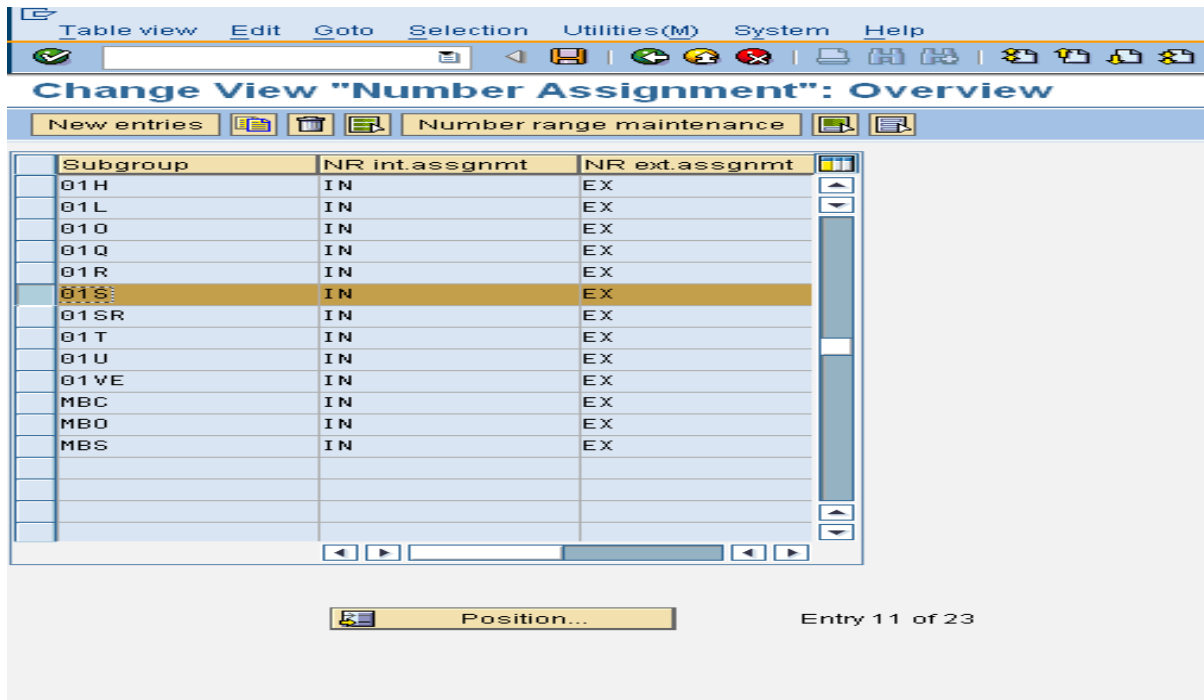
- Look at the above screen. Green tick clearly indicates the created info types for the position. So it is clear that we have not created the Acct Assignment Features (Personnel area and Sub Area). But this position would be deriving the Acct Assignment Features from its organization unit. Let us see this through 'PPOME' transaction.
- From the available info types in the initial screen, we can assign the Organization assignment, work schedule, description everything.
- Go to 'PPOME', double click on the position that have created just now and choose 'Account assignment'.



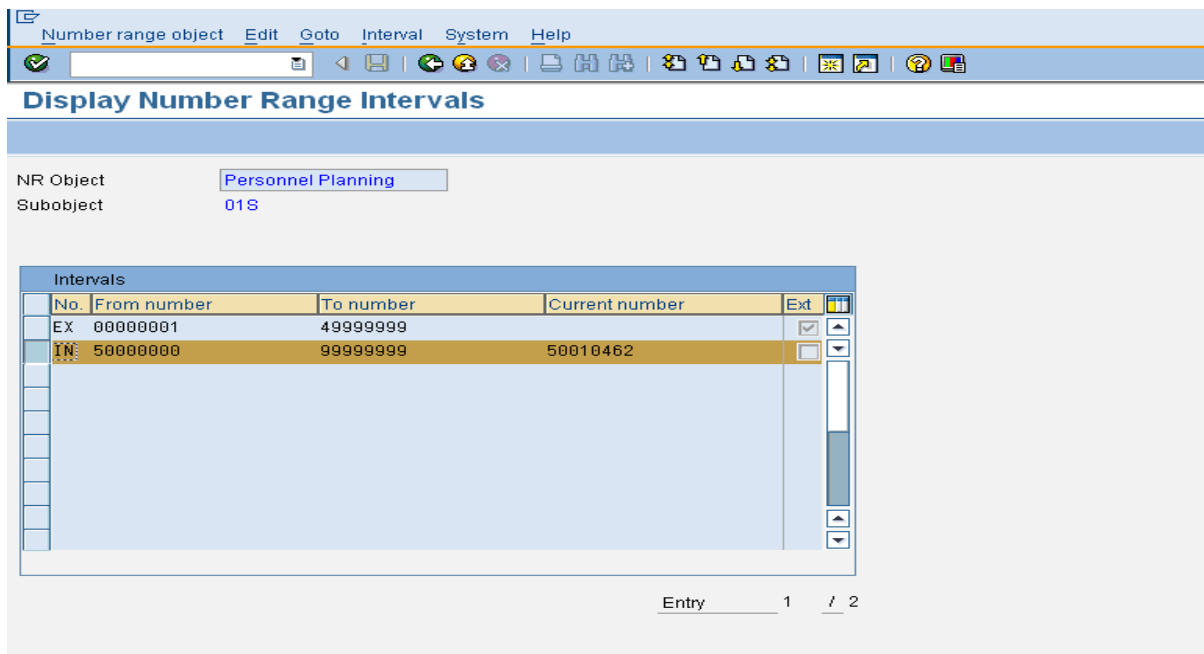
- You can view the details of organization unit derived here. User can create their account assignment also.
- When they try to create Acct Assignment Feature for the position, system will show the warning given below.



- Press enter and save it. Again you can see the newly created Acct Assignment through 'PPOME'.
- To see the number ranges for the position, just follow the below path.
 - Go to transaction code SPRO, display IMG Structure.
 - Personnel Management → Organizational Mgmt → Basic Settings → Maintain Number Ranges.
 - Execute Maintain Number Ranges. The Below screen will appear.



- Select '01S' row and Number range Maintenance button on tool bar. 01 indicates plan version 'Active' and S indicates 'Position'.



- External and internal number ranges for position are displayed in the above screen. Current number will be the position number of the position that has created recently. This number will be incremented by one each time when the position is created.
- Now we need to describe the job for the position to handle.
- To assign jobs to the created position, search help is available with transaction 'PPOME'. Else we can create own jobs through the general structures (PP01) or expert mode transaction code 'PO03' which is used to create only jobs.

Job Creation:

Here I'm using 'PO03' for creating job.

Provide plan version as 'current plan' and execute. Enter the needed data in the screen shown.

Maintain Job

Job Edit Goto Utilities(M) Settings System Help

Plan version: Current plan

Job:

Abbr.:

Active Planned Submitted Approved Rejected

Infotype Name: Object

Time period: Period

From: 10.01.2011 to: 31.12.9999

Today Current week

All Current month

From curr.date Last week

To current date Last month

Current Year

Select.

Select info type as object and create it.

Create Object

Infotype Edit Goto View System Help

Job:

Planning Status: Active

Validity: 10.01.2011 to: 31.12.9999

Change Information

Object: 01 C 00000000 1

Object abbr.: Administrat

Object name: Administration

Language Key: English

Save the above details. Job has been created. Job is described by the Task. Task can be created through PP01 and assigned through the relationship info type. I am going to use the existing Task for our job by creating the relationship info type for the job.

From PO03, Select 'Relationship' info type and create it. Select the task from the search help available in the field ID of the related object. Provide relationship as 'is described by' and save it.

Assigning Job to Position:

If we want to assign this job to the created position, we can do by creating relationship info type again. Else we can assign job from the search help to the position through the transaction code 'PPOME'. Since we are familiar with the relationship info type creation, let me assign the job through 'PPOME'.

Select PPOME' and double click on the position. Under the basic data tab, job field will be 'Not assigned'.

The screenshot shows the SAP PPOME transaction interface. On the left, a navigation pane lists various organizational objects: Structure Search, Object History, Position, Job, Person, User, Task, Business Partner, Project, and Object history. Below this is a 'Hit list' table with columns 'Existence', 'Name', and 'Chief'. It contains two entries for 'Indian software solutions'. The main area displays 'Details for Position HR manager' with tabs for Basic data, Account assignment, Address, Cost distribution, Work schedule, Qualification, Job Index, and Tasks. The 'Basic data' tab is active, showing the 'Position' as 'HR Manager' and 'HR manager'. The 'Job' field is set to 'Not assigned'. A 'Valid On' date of '10.01.2011' is also visible.

To assign a job, press F4, and search the job that we have created just now.

This screenshot shows the same SAP PPOME transaction after a job has been assigned. The 'Job' field in the 'Basic data' tab is now set to 'Administration'. The 'Valid On' date remains '10.01.2011'. The rest of the interface, including the navigation pane and hit list, is identical to the previous screenshot.

Our job is been assigned to the position. When we assign the job through the 'PPOME', system will not ask for relationship. As a default, it provides 'is described by' relationship to the job for position, since we trying to assign job to position.so the process flow will be position to job.

- Assigning job to the position , then the relationship is ' Describes'.(Through PO03)
- Assigning position to the job, then the relationship is 'is described by'. (Other than PO03).

Now our job is having two records for relationship info type. For clear understanding , see the below screen.

The screenshot displays the SAP 'Change Relationships' (PPOME) interface. The top menu bar includes 'Infotype', 'Edit', 'Goto', 'Extras', 'View', 'System', and 'Help'. The title bar reads 'Change Relationships'. On the left, a 'Find by' dropdown is set to 'Job', and a 'Search Term' field is visible. Below this is a 'Hit list' table with columns 'Name', 'Code', 'Valid from', and 'Valid...'. The main area shows job details: Job 'Administrat' (Administration), Planning Status 'Active', and Valid from '10.01.2011' to '31.12.9999'. A 'Change Information' button is present. The 'Relationships' section shows '01 C 50049183 1' with a relationship type of 'A 007 Describes'. The 'Related Object' section shows 'Type of related object' as 'Position', 'ID of related object' as '50010462', 'Abbreviation' as 'HR Manager', and 'Name' as 'HR manager'. At the bottom, 'Priority' and 'Weighting' fields are empty, and a status bar indicates 'Record 1 of 2'.

Next, the position has to be filled by an employee. So we are going to hire a person through transaction PA40. Provide personnel number externally or system will provide internally. This internal and external number range assignment depends on the country grouping.

Creating an Employee (Hiring):

Having the focus on above detail, let us hire a person through PA40.

HR Master Data Edit Goto Extras Utilities(M) Settings System Help

Personnel Actions

Find by: Person

- Collective search help
- Search Term
- Free search

Personnel No. Pers. Assgn Start

Action Type	Personn...	EE group	EE subg...
Hire			
Change of Position			
OrgManag. ESS			
Transfer (EDP) - active			
Transfer (EDP) - active			
Transfer (EDP) - retiree			
Change of Pay			
Retirement			
Termination			
Time recording (mini master)			
Time Recording (supplement)			
Trvl.exp (mini master)			
Org.management (mini master)			
Hire Applicant			

Select action type as 'HIRE' and execute it. It will take you to another screen to enter employee details.

HR master data Goto System Help

Hire

Person ID Personnel Number Start 11.01.2011

Personal Data

Title Mrs

Last name srinivasan

First name vidhya

Birth date 22.08.1970

Hiring

Action Type Hire RefPersNo. 0

Reason f.Action 01 Expansion

Organizational Assignment

Position 50010462

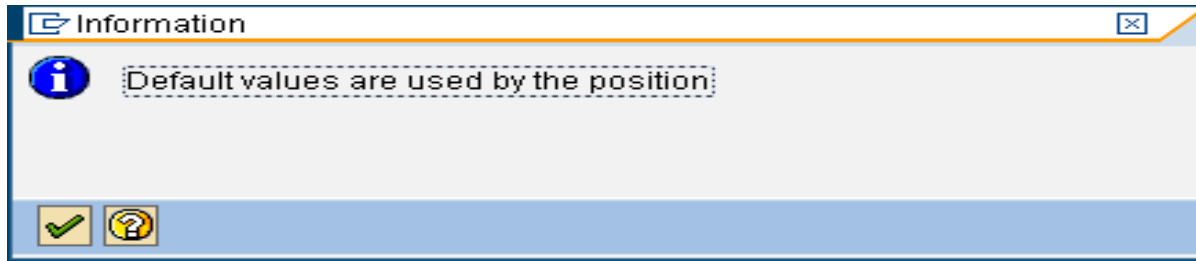
Personnel area

Personnel subarea

EE group 1 Active

EE subgroup U4 Salaried staff

In the above screen, we have not given any details other than position, Employee group and sub group.



When we try to save, a warning message will be displayed to indicate the personnel area and sub area assigned to the position will be used for the person also.

Save the details. You will be guided to the next screen with personnel number created.

Create Personal Data

Pers. No. Pers. Assgn

Pers.No.

Start To

Name

Title Name Format

Last name Birth name

First name Second name

Middle name Initials

Second title Nickname

Suffix

Name

HR data

SSN ☒ Gender ☒ Female ☐ Male ☐ TBD

Birth date OtherCitizen

Language No. child.

Citizenship

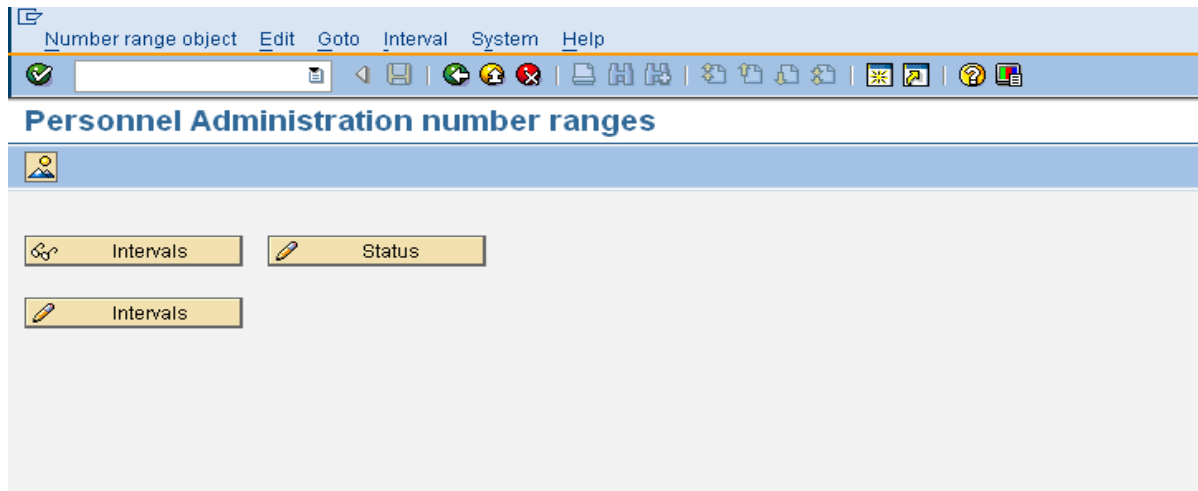
Mar. Status Since

Just fill up the details (Mandatory is enough) and save it. Next screen for Family members/Dependents will be appearing. If you want, fill up the details. Else skip it by clicking the Exit button. After the explanation of employee number assignment let us see the remaining process.

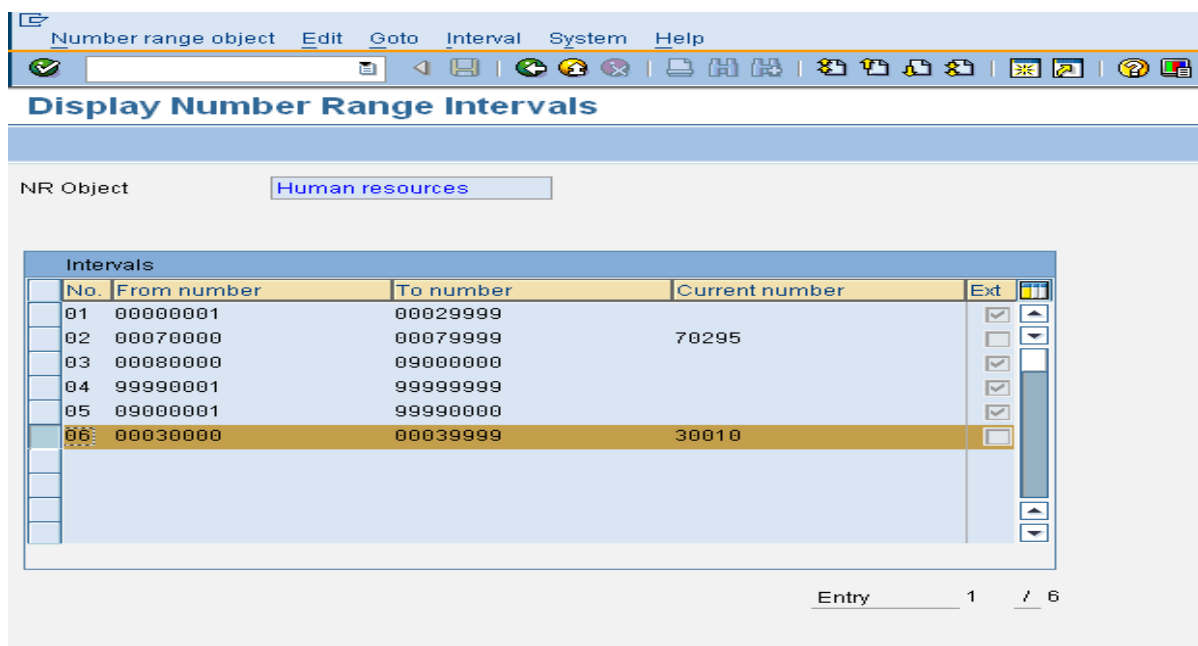
Here '30010' is provided by the system based on our personnel area and subarea details. Let us see it in detail.

Determination of Employee Number:

Go to transaction code 'PA04'.



This transaction is only to maintain the personnel (Faculty) details. Just display the intervals and have a look on this. We can create own number ranges through customization.



Our employee number lies between 30000 and 39999 (06). (Created through customization).

'30010' indicates the recently used employee number. (Up to 30010, Employees are filled).

Which internal or external NR will come into role, depends on the country grouping maintained through features. Let us have a quick look on features through 'PE03'. Before that, let us collect the details of country and 'MOLGA' field value corresponding to the personnel area, Sub area and company code.

Execute the table T500P in display mode. Give the personnel area or company code as input and get the details of country.

Data Browser: Table T500P: 1 of 1 Hits

MANDT	PERSA	MOLGA	BUKRS	NAME1	NAME2	STRAS	PFACH	PSTLZ	ORT01	LAND1	REGIO	COUNC	CITYC	ADRNR
100	3210	10	3000	Appexus	Appexus US					US	WA	001	0001	

It is clear that personnel area that we used belongs to US and MOLGA IS '10'. To see the grouping follow the below details.

Go to 'PE03' and select the feature 'NUMKR' which for action info type. The reason to use 'NUMKR' is, we hired a person for position through 'Action' info type. Display the feature and expand the USA grouping.

Display feature NUMKR: decision tree

NUMKR Infotype 0000 (Actions) Status: Active

- MOLGA Country Grouping
 - 01 Germany
 - 02 Switzerland
 - 07 Canada
 - 08 Great Britain
 - 10 USA
 - 06
 - 13 Australia
 - 15 Italy
 - 16 South Africa
 - 17 Venezuela
 - 25 Singapore
 - 26 Thailand
 - 29 Argentina
 - 32 Mexico
 - 33 Russia
 - 37 Brazil
 - 41 South Korea
 - 48 Philippines
 - 99 Other Countries
 - otherwise

Now the thing about personnel number assignment is clear. User can create number ranges, personnel area sub area and company code through customization. Let us continue with the 'Hiring' process.

Again having the focus on hiring, after providing all the necessary details, save it and move to the next screen which you want to create by skipping rest of the things. Here we are giving only the address details.

I have skipped the family members and dependents screen. Now I'm continuing the process with Organization assignment.

Infotype Edit Goto Extras System Help

Create Organizational Assignment

Org Structure

Pers. No. 30010 Pers.Assgn 00030010
SSN 355523671

Start 11.01.2011 to 31.12.9999

Enterprise structure

CoCode	3000	IDES US INC	Leg.person	0001	
Pers.area	3210	Applexus	Subarea	CHEL	PSA Chellamma
Cost Ctr			Bus. Area	1101	Software Product

Personnel structure

EE group	1	Active	Payr.area	US	US:Semi-Monthly - US
EE subgroup	U4	Salaried staff	Contract		

Organizational plan

Percentage 100.00
Position 50010462 HR Manager
Job key 50049183 HR manager
Exempt
Org. Unit 50004975 Administration
Org.key 3210 indosofting
Indian software solution

Assignment

Administrator

PersAdmin	
Time	
PayrAdmin	

'Org Structure' button on the tool bar will provide the details about the structure of the organization.

Assignment button will give the list of position and organization unit to confirm under which this person should be placed. Save the entries.

Fill the next screen with address details of employee and save it.

Infotype Edit Goto Extras System Help

Create Addresses

Foreign address

Pers. No. 30010 Pers.Assgn 00030010 HR manager Active
Name Mrs vidhya srinivasan SSN 355-52-3671

Applexus Active
PSA Chellamma Salaried staff US:Semi-Monthly - US

Start 11.01.2011 to 31.12.9999

Address

Address type Permanent residence
c/o Srinivasan
Address line 1 17, Nehru street
Address line 2
City/county US
State/zip code New York 11010
Country Key United States
Telephone Number

Communications

Type	Number	Extension
Type	Number	Extension
Type	Number	Extension
Type	Number	Extension

Once we recruited an employee, we need schedule his work.

Skip up the next screen and schedule the work and time of the employee as below.

Infotype Edit Goto Extras System Help

Change Planned Working Time

Work schedule

Pers. No. 30010 Pers. Assgn 00030010 HR manager Active

Name Mrs. vidhya srinivasai SSN 355-52-3671

Appexus Active

PSA Chellamma Salaried staff US:Semi-Monthly - US

Start 11.01.2011 To 31.12.9999 Chg. 11.01.2011 APPDEVELOP

Work schedule rule

Work schedule rule NORM Normal - 8 Hrs/Day

Time Mgmt status 1 - Time evaluation of actual times

Working week

☐ Part-time employee Additional time ID

Working time

Employment percent	100.00	<input type="checkbox"/> Dyn. daily work schedule
Daily working hours	8.00	Min. Max.
Weekly working hours	40.00	Min. Max.
Monthly working hrs	173.34	Min. Max.
Annual working hours	2080.00	Min. Max.
Weekly workdays	5.00	

By clicking the Work schedule button, we can schedule the work.

Salary details for the employee are created through info type Basic pay.

Screens are skipped up to Basic pay detail screen.

Infotype Edit Goto Wage types Extras System Help

Create Basic Pay

Salary amount Payments and deductions

Pers. No. 30010 Pers. Assgn 00030010 HR manager Active

Name Mrs. vidhya srinivasai SSN 355-52-3671

Appexus Active

PSA Chellamma Salaried staff US:Semi-Monthly - US

Start 11.01.2011 to 31.12.9999

Subtype 0 Basic contract

Pay scale

Reason	W0 Appointment	Capacity Util. Level	100.00
PS type	01 Standard contract	Work hours/period	85.67 Semi-monthly
PS Area	01 Philadelphia	Next increase	
PS group	EXEC Level	Annual salary	600,000.00 USD

Wva...	Wage Type Long Text	O	Amount	Curr...	I...	A...	Number/Unit	Unit
1002	Salary		25,000.00	USD		<input checked="" type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		

IV 11.01.2011 - 31.12.9999 25,000.00 USD

Annual salary will be automatically calculated. We can create other wage type amounts, payments, Deduction also.

After saving, a screen will be asking for enrollment of different plans.

Go to enrollment

Do you want to go to enrollment?

Yes

No

Cancel

Continue by accepting the enrollment process. Select 'Get offer', plans listed and accept the plans.

Enrollment

Enroll Name: Mrs. vidhya srinivasan on 11.01.2011 Overview

Offer selection

Possible offers	Enrollment period
New Hire Event	11.01.2011 - 11.03.2011
Default offer	

New Hire Event

Plan	Status	Validity period	Activity
Dependent Care			
Dependent Care		11.01.2011 - 31.12.9999	✓
Health Care			
Health Care Account		11.01.2011 - 31.12.9999	✓

Direct selection

Personnel no.

ID number

Select

Pers. No. Name

Pers. No.	Name
30010	Mrs. vidhya srinivasan

Plans marked are enrolled for the employee by pressing 'enroll'.

After receiving the success message for enrollment, back to the previous screen.

Fill up the details such as bank and absence quota to indicate employee's eligible leaves. Save it.

Now we have finished the cycle of creating organization structure.

To see the entire organization structure, transaction 'PPOME' is executed, find out the organization unit and expand it. You will get the structure created.

Organization and Staffing Change

11.01.2011 + 3 Months

Staff Assignments (Structure)

Code	ID	Chief	Workflow
Indian software solution: indosofting	O 50004975		
HR manager	S 50010462		
Mrs. vidhya srinivasan	P 00030010		

Details for Position HR manager

Basic data Account assignment Address Cost distribution Work schedule Qualification Job Index Tasks

Position: HR Manager HR manager Valid On: 11.01.2011

Job: Administration

Staffing status: ☐ Head of own organizational unit ☐ Staff

Holder: Mrs. vidhya srinivasan Percentage: 100.00 Assigned as of: 11.01.2011

Description:

Related Content

[Overview for Beginners](#)

[Human Capital Management](#)

[Simple and Detailed Maintenance](#)

For more information, visit the [Enterprise Resource Planning homepage](#).

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