

## Emergency Contact

PA30

### Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
9/28/06	Lesa Terry	Create

### Purpose

Use this procedure to enter a new emergency contact for an employee (never entered in HRMS) or update an existing emergency contact.

### Trigger

Perform this procedure when an employee does not have access to Employee Self Service (ESS).

### Prerequisites

Emergency contact information should be current for all employees.

### Transaction Code

**PA30**

### Helpful Hints

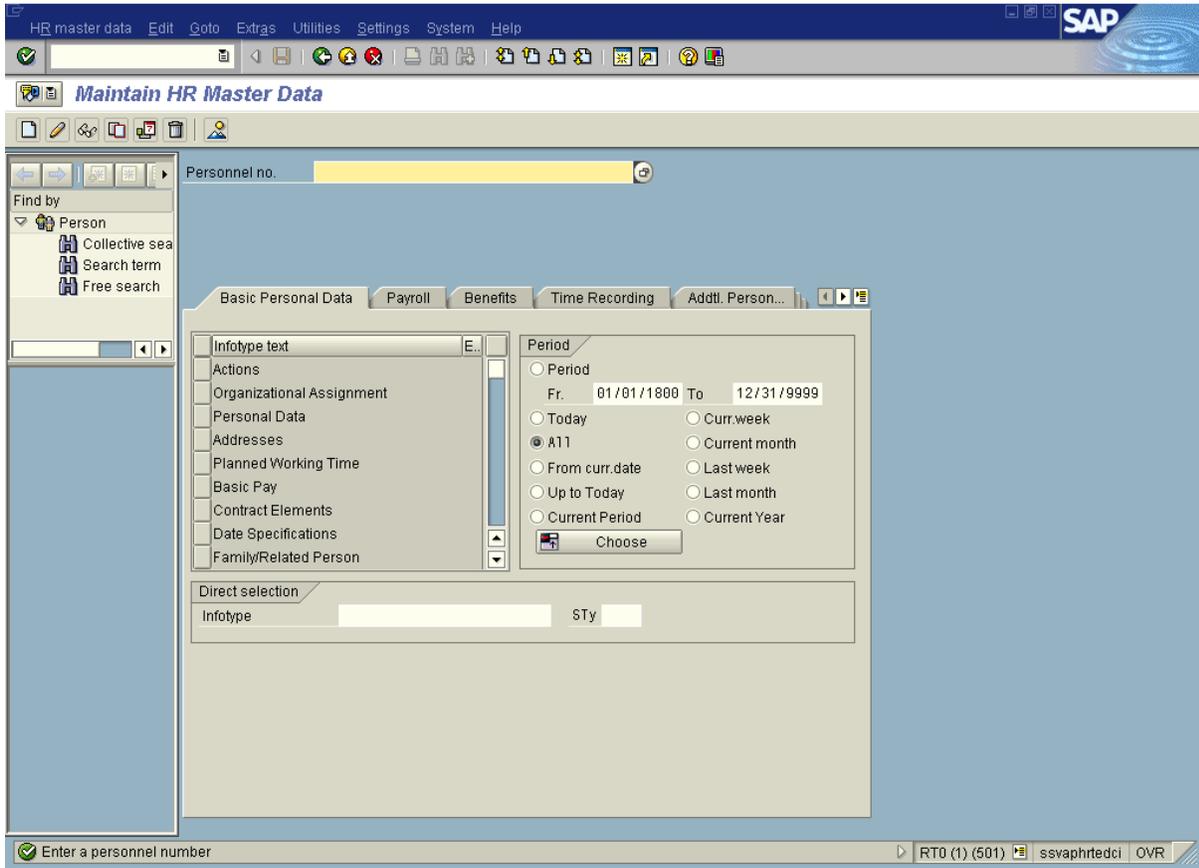
The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
<b>Error</b> 	<b>Example:</b>  Make an entry in all required fields. <b>Action:</b> Fix the problem(s) and then click  (Enter) to proceed.
<b>Warning</b> 	<b>Example:</b>  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. <b>Action:</b> If an action is required, perform the action. Otherwise, click  (Enter) to proceed.
<b>Confirmation</b>  or 	<b>Example:</b>  Save your entries. <b>Action:</b> Perform the required action to proceed.

**Procedure**

1. Start the transaction using the transaction code **PA30**.

**Maintain HR Master Data**

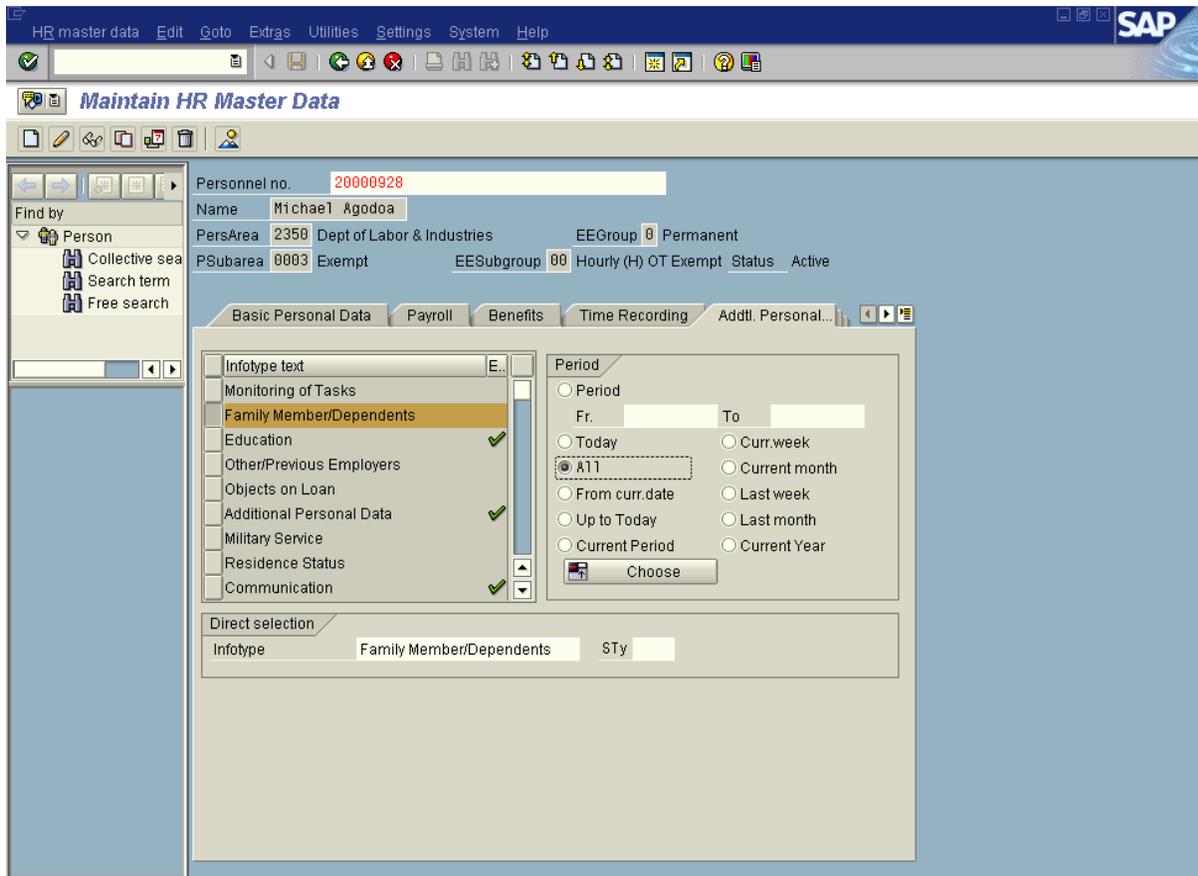


2. Complete the following fields:

Field Name	R/O/C	Description
Personnel no.	R	Employee's Personnel Number <b>Example:</b> 200000928

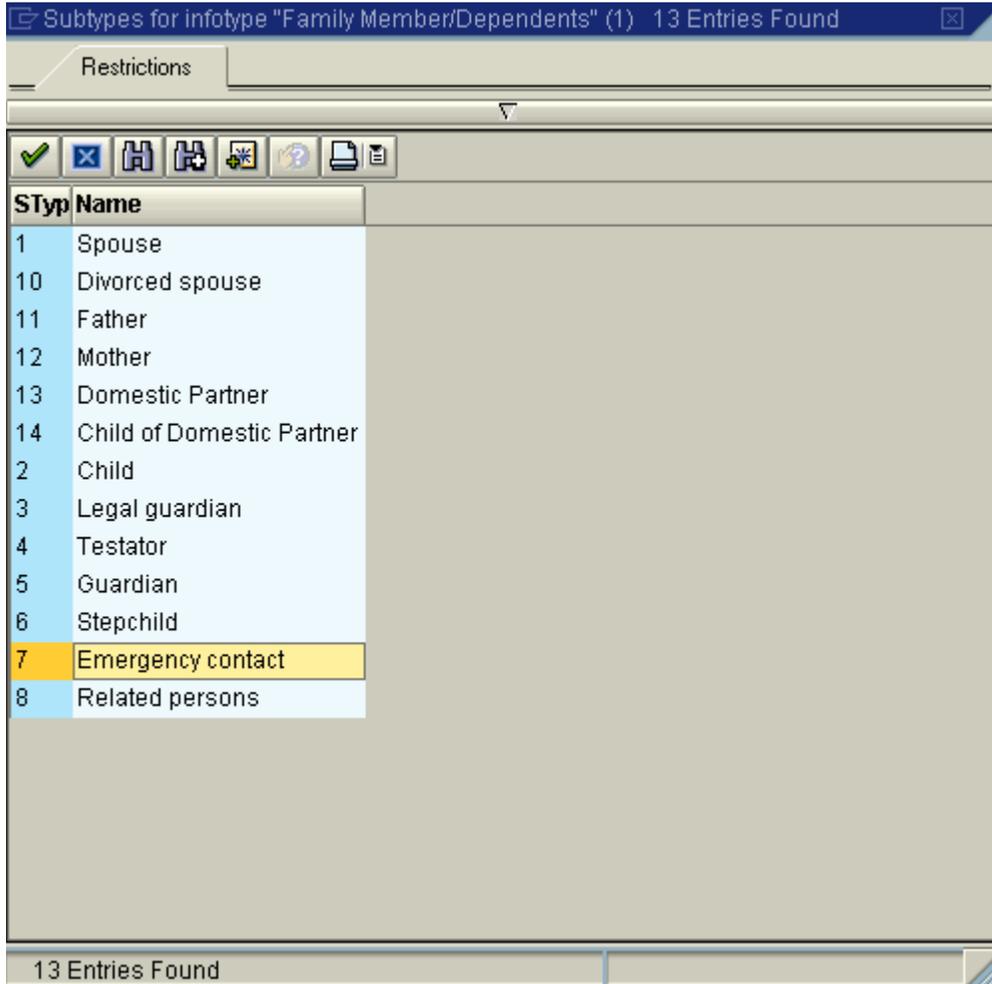
3. Click  (Enter) to validate the information.

## Maintain HR Master Data



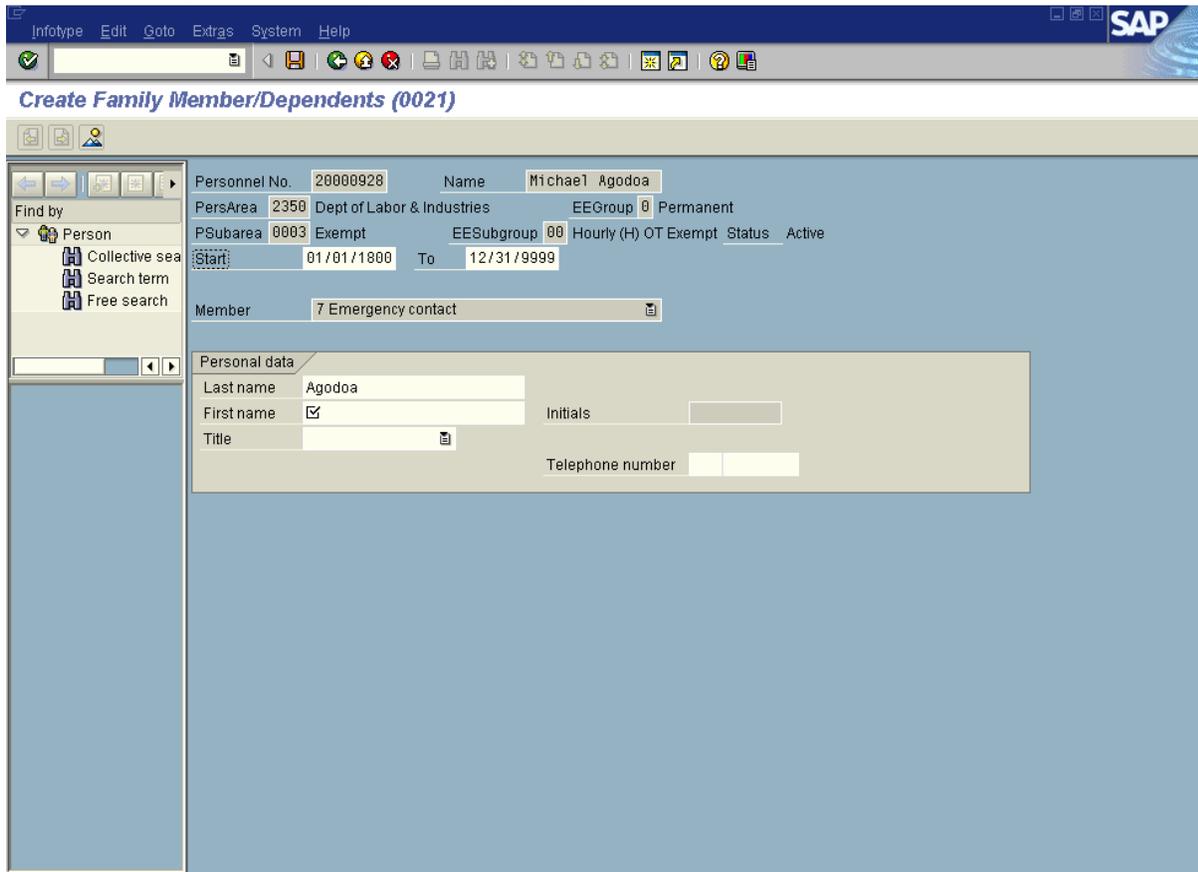
4. Click the **Addtl. Person...** tab.
5. Click the gray box to the left of **Family Member/Dependents** to select.  
To **Create** a new record, continue to Step 6.  
To **Update** an existing record, go to Step 12.
6. Click  (Create) to create a new record.

### Subtypes for infotype "Family Member/Dependents" (1) 13 Entries Found



7. Click  Emergency contact to select.
8. Click  (Copy) to accept.

## Create Family Member/Dependents (0021)



The screenshot shows the SAP HRMS interface for creating a family member or dependent. The main form contains the following data:

- Personnel No.: 20000928
- Name: Michael Agodoa
- PersArea: 2350
- Dept of Labor & Industries
- EGroup: 0
- Permanent
- PSubarea: 0003
- Exempt
- EESubgroup: 00
- Hourly (H) OT Exempt
- Status: Active
- Start: 01/01/1800
- To: 12/31/9999
- Member: 7 Emergency contact
- Personal data:
  - Last name: Agodoa
  - First name:
  - Initials: [ ]
  - Title: [ ]
  - Telephone number: [ ]

**9. Complete the following fields:**

Field Name	R/O/C	Description
Start	R	The starting date of the record. <b>Example:</b> 10/01/2006
Last Name	O	The contact person's last name <b>Example:</b> Smith
First Name	R	The contact person's first name <b>Example:</b> John
Title	O	The contact person's title <b>Example:</b> Jr
Telephone number	O	The contact person's telephone number <b>Example:</b> 360 555-1234

## Create Family Member/Dependents (0021)

Personnel No. 20000928 Name Michael Agodoa

PersArea 2350 Dept of Labor & Industries EEGroup 0 Permanent

PSubarea 0003 Exempt EESubgroup 00 Hourly (H) OT Exempt Status Active

Start 10/01/2006 To 12/31/9999

Member 7 Emergency contact

Personal data

Last name Smith

First name John Initials

Title JR

Telephone number 360 555-1234

10. Click  (Enter) to validate the information.

11. Click  (Save) to save the record.



You have completed the steps for creating a new record.

### Update an Existing Record

## Maintain HR Master Data

The screenshot shows the SAP HRMS 'Maintain HR Master Data' interface. The main window displays the following information:

- Personnel no.:** 20000928
- Name:** Michael Agodoa
- PersArea:** 2350 Dept of Labor & Industries
- EEGroup:** 0 Permanent
- PSubarea:** 0003 Exempt
- EESubgroup:** 00 Hourly (H) OT Exempt Status Active

The 'Basic Personal Data' tab is active. The 'Family Member/Dependents' infotype is selected, showing a list of categories with checkmarks:

- Monitoring of Tasks
- Family Member/Dependents (checked)
- Education (checked)
- Other/Previous Employers
- Objects on Loan
- Additional Personal Data (checked)
- Military Service
- Residence Status
- Communication (checked)

The 'Period' section shows the following options:

- Period (radio button)
- Fr. 01/01/1800 To 12/31/9999
- Today (radio button)
- Curr.week (radio button)
- A11 (radio button, selected)
- Current month (radio button)
- From curr.date (radio button)
- Last week (radio button)
- Up to Today (radio button)
- Last month (radio button)
- Current Period (radio button)
- Current Year (radio button)

The 'Direct selection' section shows the following information:

- Infotype: Family Member/Dependents
- STy: 7
- Emergency contact

12. Click  (Overview) for an overview of all actions associated with the **Family Member/Dependents (0021)** infotype.



## List Family Member/Dependents (0021)

Personnel No. 20000928 Name Michael Agodoa

PersArea 2350 Dept of Labor & Industries EEGroup 0 Permanent

PSubarea 0003 Exempt EESubgroup 00 Hourly (H) OT Exempt Status Active

01/01/1900 to 12/31/9999 STy. 7

T	Last name	First name	G	Birth dt
7	Smith	John		

Entry 1 of 1

14. Click  (Change) to change the record.

## Change Family Member/Dependents (0021)

The screenshot shows the SAP Change Family Member/Dependents (0021) transaction. The top bar includes the SAP logo and menu options: Infotype, Edit, Goto, Extras, System, Help. Below the title bar, there are navigation icons. The main data area contains the following fields:

Personnel No.	20000928	Name	Michael Agodoa			
PersArea	2350	Dept of Labor & Industries	EEGroup 0 Permanent			
PSubarea	0003	Exempt	EESubgroup 00 Hourly (-) OT Exempt Status Active			
Start	10/01/2006	To	12/31/9999	Chng	09/28/2006	LESAT
Member	7 Emergency contact					

Below the data area, there is a 'Personal data' section with the following fields:

Last name	Smith	Initials	
First name	John		
Title	JR	Telephone number	360 555-1234

On the left side, there is a 'Find by' panel with options: Person, Collective sea, Search term, Free search.

15. Update the fields and needed.
16. Click  (Enter) to validate the information.
17. Click  (Save) to save the record.
18. You have completed this transaction.

### Result

You have entered an employee's emergency contact information.

### Comments

None.