

**Infotype Message\_Create**

**PA30**

**Change History**

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

<b>Date</b>	<b>Name</b>	<b>Change Description</b>
7/11/2008	Janet Pasion	Draft created
7/23/2008	Lesa Terry	Reviewed (30mins)
7/29/2008	Chylynn Hansel	Reviewed (6 days)
7/29/2008	Janet Pasion	Edits reviewed and approved (.25 mins). Begin recording in InfoPak

### **Purpose**

Use this procedure to create messages within an infotype in HRMS.

### **Trigger**

Perform this procedure when creating a message within an infotype for other users to view.

### **Prerequisites**

- The infotype record exists for the employee.

<b>The following roles can view or maintain these infotypes:</b>
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Personnel Administration Processor, Payroll Processor, Garnishment Administrator, Benefits Processor, Leave Corrections Officer, Time & Attendance Processor
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### **Menu Path**

Use the following menu path(s) to begin this transaction:

- Human Resources → Organizational Management → Expert Mode → Organizational Unit

### **Transaction Code**

#### **PA30**

Date	Procedure Update Log
7/11/2008	Replacement OLQR user procedure for Manage Text Fields in HRMS. Renamed procedure and included more information to the steps.

### **Helpful Hints**

- You can only have one message on an infotype, but the message can have several entries added to it.
- Messages can only be created on specific infotypes.
- The text can be edited and deleted by any user who has create/change access to the infotype.
- Your agency may want you to include your name and the date that the text was created or edited.

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.

The procedure includes field descriptions along with their conditions. Their definitions are shown below:

R/O/C	Definition
R	designates a “required” entry necessary to proceed in this transaction.
O	designates an “optional” entry.
C	designates a “conditional” entry that may be required under certain conditions.

## Procedure

1. Start the transaction using the menu path above or transaction code **PA30**.

### Maintain HR Master Data

The screenshot displays the SAP 'Maintain HR Master Data' (PA30) transaction. The interface includes a menu bar with options like 'HR master data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main window title is 'Maintain HR Master Data'. On the left, there is a search area with 'Personnel no.' and search options: 'Collective search help', 'Search term', and 'Free search'. The main area has tabs for 'Basic Personal Data', 'Payroll', 'Benefits', 'Time Recording', and 'Addtl. Person...'. The 'Basic Personal Data' tab is selected, showing a list of infotypes: 'Infotype text', 'Planned Working Time', 'Absences', 'Absence Quotas', 'Attendances', 'Attendance Quotas', 'Quota Corrections', 'Substitutions', 'Time Quota Compensation', and 'Overtime'. To the right of the list is a 'Period' selection area with radio buttons for 'Period', 'Today', 'All', 'From curr.date', 'Up to Today', 'Current Period', 'Curr.week', 'Current month', 'Last week', and 'Last month'. A 'Choose' button is located below the period options. At the bottom, there is a 'Direct selection' section with an 'Infotype' field and an 'STy' field.



Consider the following scenario for this procedure:

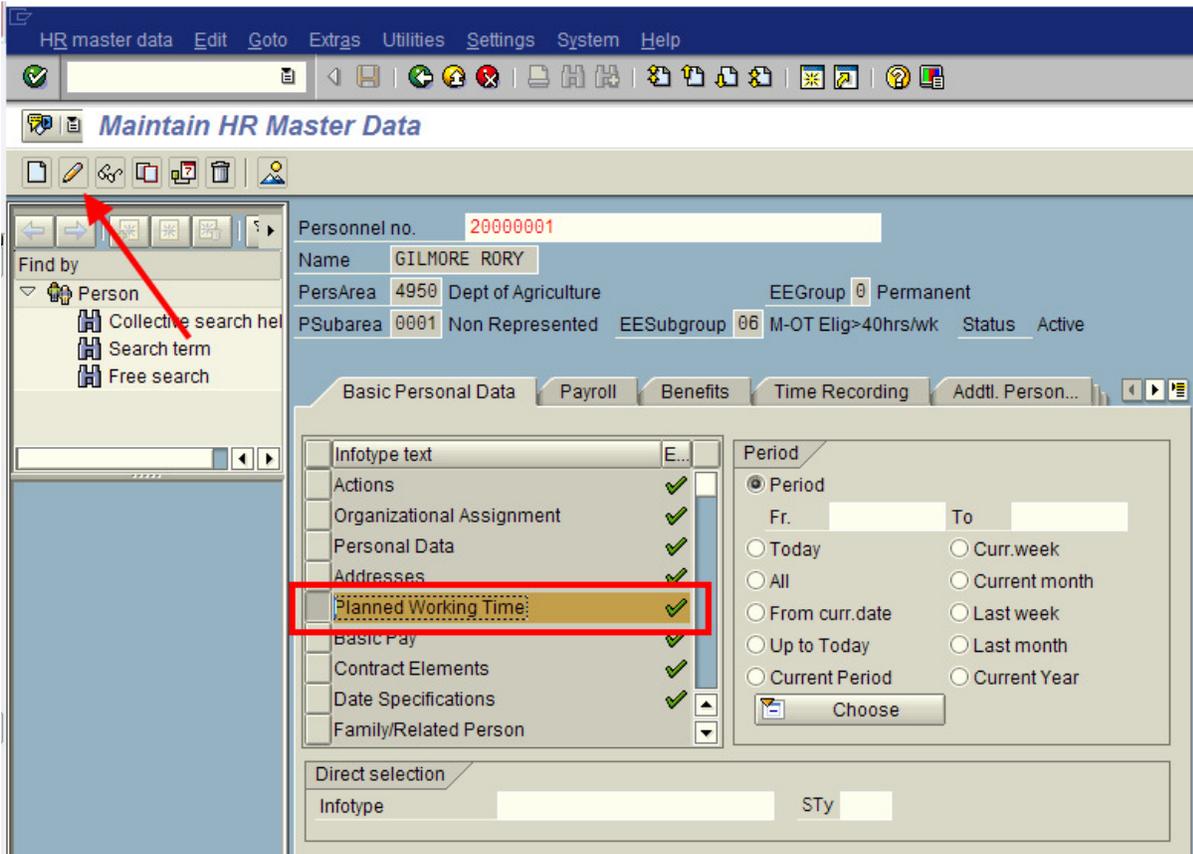
An employee has requested a schedule change for the remainder of the year and it has been approved by the supervisor. Both the Personnel Administration (PA) Processor and Payroll Processor have the ability to maintain *Planned Working Time* (0007). The supervisor has provided the appropriate documentation to the HR Office and the PA Processor proceeds to update the employee's work schedule and decides to place a message in the infotype to also inform other users in the agency such as the Payroll Processor of this change.

- As required, complete the following fields:

Field Name	R/O/C	Description
Personnel no.	R	The employee unique identifying number. This number will follow the employee throughout his/her employment with the State of Washington <b>Example:</b> 20000001 (Rory Gilmore)

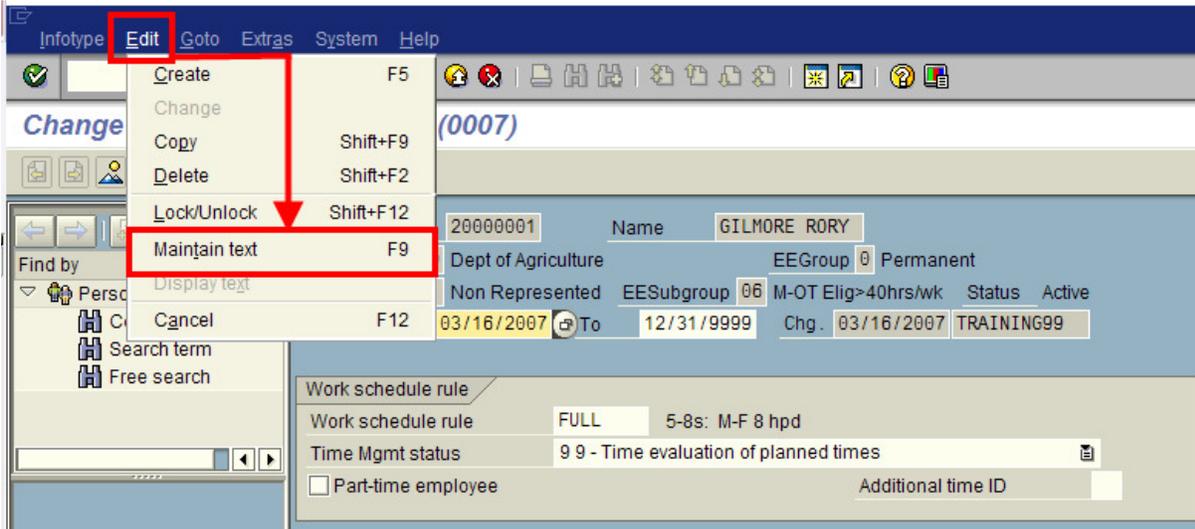
- Click  (Enter) to validate the information.
- Click gray box to the left of  Planned Working Time  to select.
- Click  (Change) to change the record.

### Change Planned Working Time (0007)



- From the Menu Bar, select **Edit** → **Maintain text (F9)**.

### Change Planned Working Time (0007)

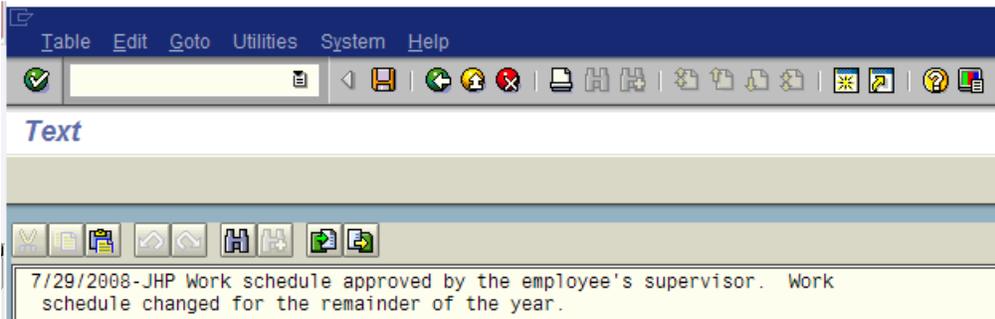


7. From the Text screen, type your message:



There is currently no spell check for specified format for entering your message. As a suggestion, we recommend starting the message with the date and user's personnel number or name.

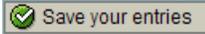
### Text



8. Click  (Save) to save.
9. You will be taken back to *Change Planned Working Time (0007)*.

## Change Planned Working Time (0007)



Notice the  (Maintain Text) icon located in the upper right corner and the  message on the status bar.

10. Click  (Save) to save.

11. You have completed this transaction.

To view a message use transaction code **PA20** (Display HR Master Data)



Any HRMS role that can Display (PA20) or Maintain (PA30) the given infotype has the ability to read a saved message.

12. As required, complete the following fields:

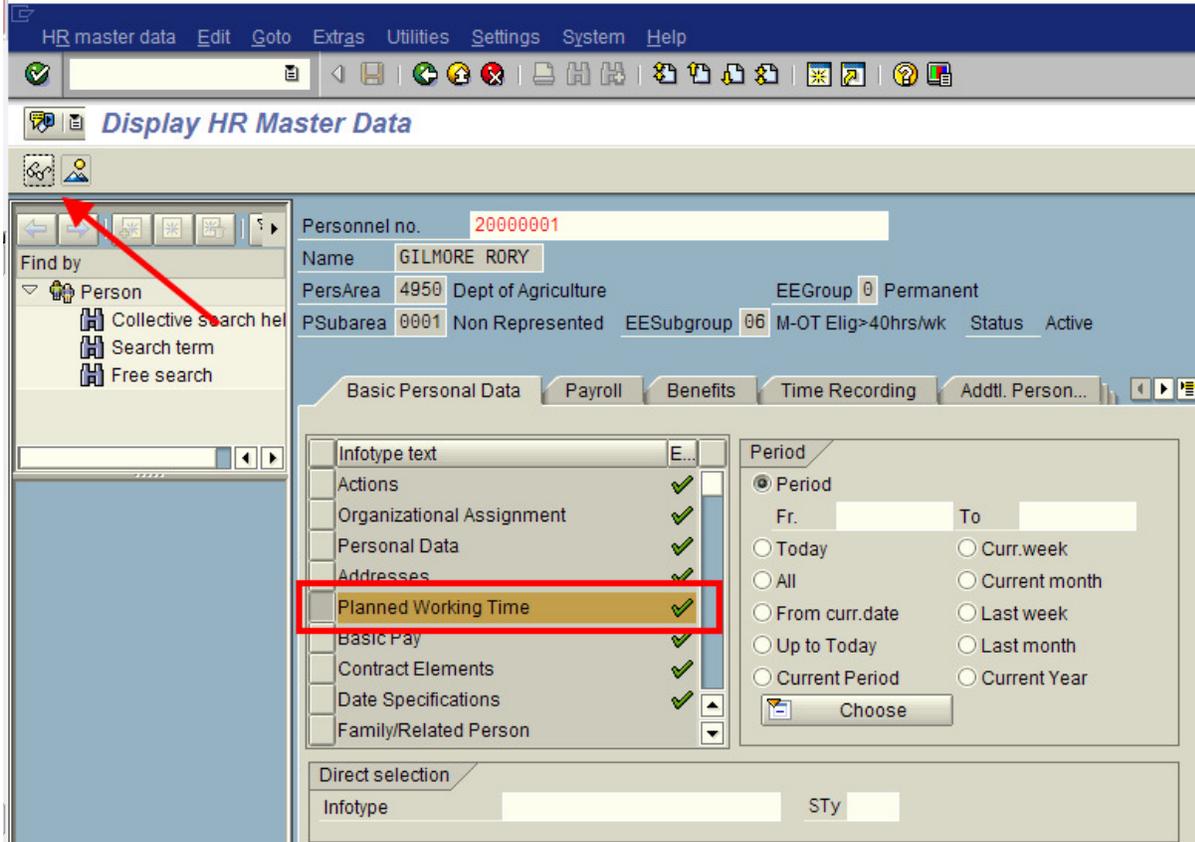
Field Name	R/O/C	Description
Personnel no.	R	The employee unique identifying number. This number will follow the employee throughout his/her employment with the State of Washington. <b>Example:</b> 20000001 (Rory Gilmore)

12.1 Click  (Enter) to validate the information.

12.2 Click gray box to the left of  to select.

12.3 Click  (Display) to display the selected information.

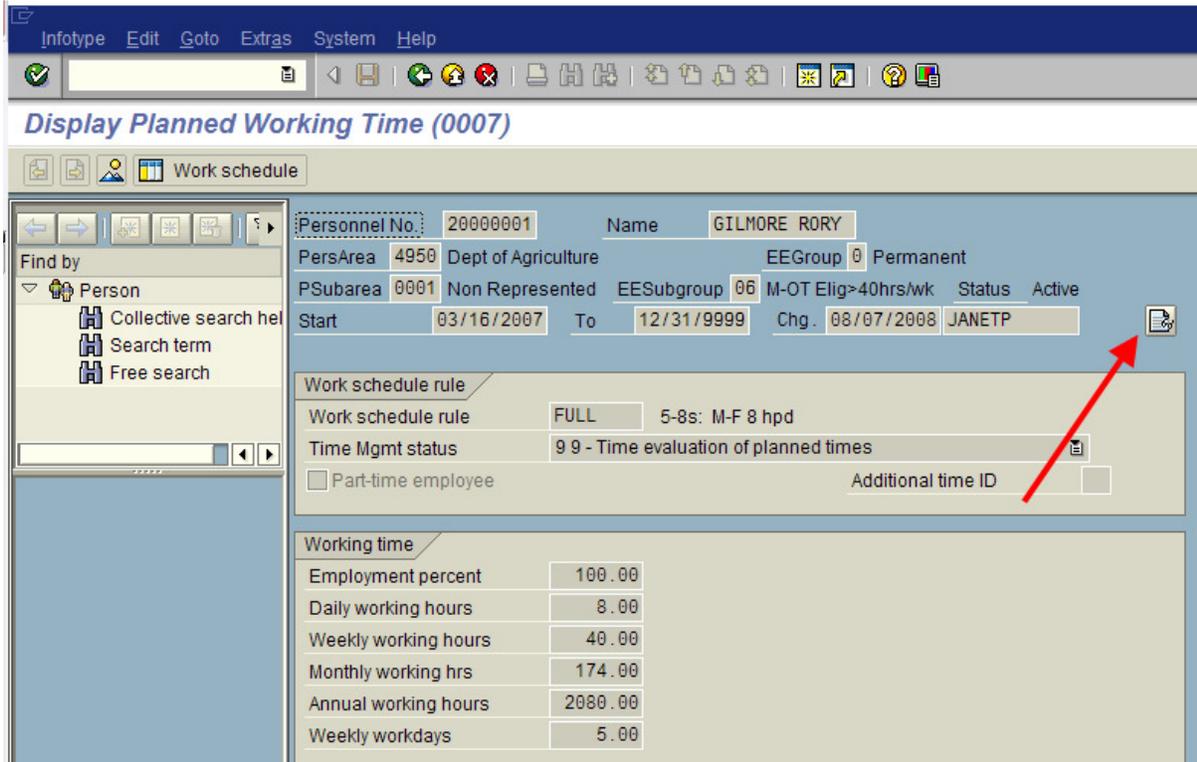
## Display Planned Working Time (0007)



Use **PA30** (Maintain HR Master Data) allows a user to add, modify or delete an existing message by selecting  (Maintain Text).

**12.4** Click  (Display Text) to view the stored message.

**Text**



**Result**

You have created a message in an infotype.

**Comments**



When creating an infotype message using  (Change) and no information is being maintained in the infotype, the system does not update the **Earliest MD Change** date in *Payroll Status* (0003) causing the record to retro. **Note:** Using  (Copy) will cause a retro.