

PER-17 Infotype Overview for Employee

Purpose

The purpose of this job aid is to give step-by-step instructions for running the report, PC00_M02_LINFO.

There is often the need to have an overview of all the data that has been captured for an employee. Usually end users will use *PA10* (Personnel File) or *PA20* (Display Master Data) to meet this requirement. The report PC00_M02_LINFO displays all this information in one screen.

Standard security applies to this report. For example, if you do not have access to IT 0009 – Bank details, you will not see it in this report either.

The following roles will have access:

- HR Data Maintainer
- HR Director Display
- HR Data Approver
- Payroll Admin

The transaction code (**PC00_M02_LINFO**) for this report **is not on the standard SAP menu**. The best way to use this transaction code is to create a folder in your Favorites folder for reporting and insert the T-Code.

Step-by-Step Instructions for Running This Report

There are 6 steps to complete this process.

Step 1: Enter the Transaction Code PC00_M02_LINFO in the Command field and press or click Enter. The selection screen will display.

Image

Infotype Overview for Employee

Menu ▾

Selection

Personnel number 

Country

Validity period to

Infotypes 

NOTE:

- The report can be run for only one employee at a time.
- Other parameters include country (USA), validity period (if left open it will select the widest period as default – see screen above), and Infotypes (a selection can be made or leave open to select all).

Step 2: Make the necessary selections. Usually the report will be run for one employee for all Infotypes as in the example below.

Image

Infotype Overview for Employee

Menu ▾ | ▾ |      

Selection

Personnel number	80000030		
Country			
Validity period		to	
Infotypes		to	



Step 3: Click Execute. The Infotype Overview screen is displayed.

Image

Infotype Overview

Menu

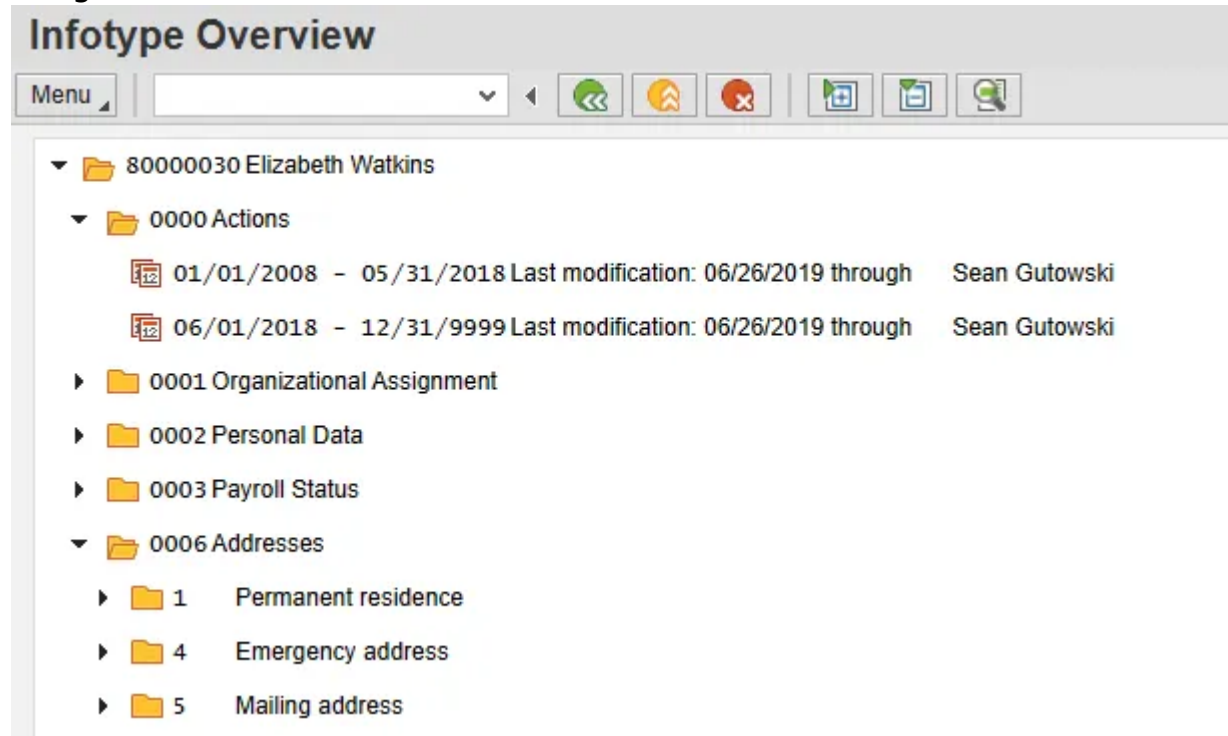


- ▼ 80000030 Elizabeth Watkins
 - ▶ 0000 Actions
 - ▶ 0001 Organizational Assignment
 - ▶ 0002 Personal Data
 - ▶ 0003 Payroll Status
 - ▶ 0006 Addresses
 - ▶ 0007 Planned Working Time
 - ▶ 0008 Basic Pay
 - ▶ 0009 Bank Details
 - ▶ 0040 Objects on Loan
 - ▶ 0041 Date Specifications
 - ▶ 0077 Additional Personal Data
 - ▶ 0094 I-9 Residence Status
 - ▶ 0105 Communication
 - ▶ 0128 Notifications
 - ▶ 0171 General Benefits Information
 - ▶ 0207 Residence Tax Area
 - ▶ 0208 Work Tax Area
 - ▶ 0209 Unemployment State
 - ▶ 0210 Withholding Info W4/W5 US
 - ▶ 0302 Additional Actions
 - ▶ 0315 Time Sheet Defaults
 - ▶ 0378 Adjustment Reasons
 - ▶ 2001 Absences
 - ▶ 2002 Attendances
 - ▶ 2006 Absence Quotas

A complete list of Infotypes maintained for the employee is displayed, each presented in its own folder.

Step 4: To look at individual Infotypes, expand the folder by clicking on the expand node next to folder for the infotype.

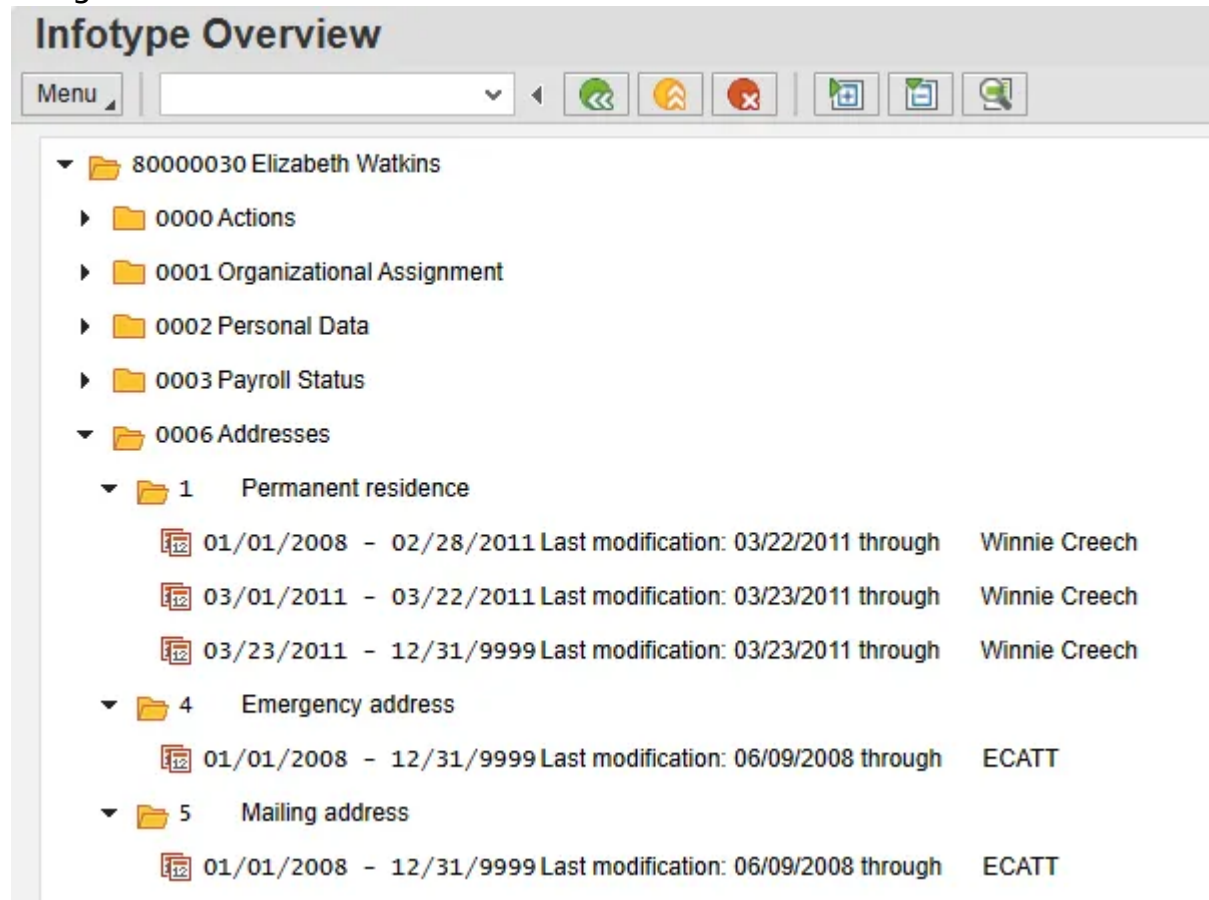
Image



Note:

- The individual records for this employee (Elizabeth Watkins), their validity dates, and who changed them (see IT 0000 Actions as example above) will show.
- When an infotype has subtypes, each subtype is displayed in its own folder (see IT 0006 above - three subtypes maintained, 1,4, and 5). Expand them further to see the actual records – see below.

Image



Step 5: To look at the detail of each infotype, expand all by clicking on the “expand all” button at the top of the screen or press Ctrl+Shift+F12) – as in example below. Use “collapse all” (Ctrl+Shift+F12) to do the opposite action.

Note: A user who does not have access to the employee selected will receive the following message when trying to open the line:

No read authorization for Actions at Personnel number 80000030

Image

Infotype Overview

Menu



▼ 80000030 Elizabeth Watkins

▼ 0000 Actions

 01/01/2008 - 05/31/2018 Last modification: 06/26/2019 through Sean Gutowski

 06/01/2018 - 12/31/9999 Last modification: 06/26/2019 through Sean Gutowski

▼ 0001 Organizational Assignment

 01/01/2008 - 05/31/2018 Last modification: 06/26/2019 through Sean Gutowski

 06/01/2018 - 12/31/9999 Last modification: 06/26/2019 through Sean Gutowski

▼ 0002 Personal Data

 03/23/1953 - 12/31/9999 Last modification: 06/09/2008 through ECATT

▼ 0003 Payroll Status

 01/01/1800 - 12/31/9999 Last modification: 06/26/2019 through Sean Gutowski

▼ 0006 Addresses

▼ 1 Permanent residence

 01/01/2008 - 02/28/2011 Last modification: 03/22/2011 through Winnie Creech

 03/01/2011 - 03/22/2011 Last modification: 03/23/2011 through Winnie Creech

 03/23/2011 - 12/31/9999 Last modification: 03/23/2011 through Winnie Creech

▼ 4 Emergency address

 01/01/2008 - 12/31/9999 Last modification: 06/09/2008 through ECATT

▼ 5 Mailing address

 01/01/2008 - 12/31/9999 Last modification: 06/09/2008 through ECATT

▼ 0007 Planned Working Time

 01/01/2008 - 12/31/9999 Last modification: 06/09/2008 through ECATT

▼ 0008 Basic Pay

▼ 0 Basic contract

 01/01/2008 - 05/31/2018 Last modification: 06/26/2019 through Sean Gutowski

 06/01/2018 - 12/31/9999 Last modification: 06/26/2019 through Sean Gutowski

Step 6: To see the detail of a specific infotype (e.g. IT0001), double-click the infotype or select it and click Choose (F2) at the top of the screen. The system will display the detail screen (same as PA20 – Display Master Data). See below.

Image

Display Organizational Assignment (0001)

Menu       Org Structure

Personnel No Name
EEGroup SPA Employees PersA Environmental Quality
EESubgroup FT N-FLSAOT Perm Statu Active
Start to Chng

Enterprise structure

CoCode STATE OF NC
Pers.area Environmental Quality Subarea 7day Norm
Cost Ctr DENR Bus. Area DEQ
Fund DENR-SUSPENCE A...
Func. Area General Government

Personnel structure

EE group SPA Employees Payr.area NC Monthly
EE subgroup FT N-FLSAOT Perm Contract

Organizational plan

Percentage
Position 800904000069
Contracts Administrator
Job key Adm Ofr
Administrative Officer II
Org. Unit 435040000000
ENR SO ASIT Asst Sect-IT
Org.key

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