

PER-60 Maintain HR Master Data

Purpose

The purpose of this Business Process Procedure is to explain how to maintain HR master data to correct a mistake on an employee's master record in the Integrated HR-Payroll System.

Trigger

Perform this procedure when you are told an error has been made or you realize you made a mistake on an employee's master record.

Business Process Procedure Overview

PA30 is a Maintain transaction type used to update employee Master Data.

Best Practice: Re-execute the action when a mistake is made.

These are the infotypes that can be displayed through this process:

- 0001 - Organizational Assignment\
- 0006 - Addresses - Permanent Residence subtype
- 0006 - Addresses - Emergency Contact subtype
- 0006 - Addresses - Mailing Address subtype
- 0007 - Planned Working Time

- 0009 - Bank Details
- 0019 - Monitoring of Tasks
- 0021 - Family Member/Dependents
- 0022 - Education
- 0040 - Objects on Loan
- 0041 - Date Specification
- 0048 - Alien Residence Status
- 0077 - Additional Personal Data
- 0094 - I-9 Residence Status
- 0105 - Communications - System User-name subtype
- 0105 - Communications - Email subtype only
- 0105 - Communications - Work Phone Number subtype
- 0128 - Notifications
- 0171 - General Benefits Information
- 0207 - Residence Tax Area
- 0208 - Work Tax Area
- 0209 - Unemployment State
- 0210 - Withholding Information W4/W5 US - Federal subtype
- 0210 - Withholding Information W4/W5 US - State subtype
- 0315 - Time Sheet Defaults
- 0378 - Adjustment Reasons
- 0416 - Time Quota Compensation
- 0795 - Certifications and Licenses
- 2001 - Absences
- 2003 - Substitutions
- 2006 - Absence Quotas - Vacation subtype
- 2006 - Absence Quotas - Sick subtype

- 2012 - Time Transfer Specifications
- 9877 - Voluntary Self-ID or Disability

Important: Copy or create to keep a history of the changes made. The change button is rarely used, more for initial spelling errors made when typing. Pay close attention to the dates.

Tips and Tricks

- If you do not know an employee's personnel number, search for the employee using the Last Name - First Name fields. For example:
 - Last Name = Abberly, search technique options:
 - Enter Abb* to view Last Names that "begin with" the characters preceding the asterisk.
 - Enter *eel* to view Last Names that "include" the characters within the asterisks.
 - Enter *ly to view Last Names that "end with" the characters following the asterisk.
 - You can look up the personnel number by the employee's last and first name. If you do not know the right spelling of the name, you can work with asterisks to get possible entries displayed.
 - First name - if needed, also search by First Name when many employees share the same Last Name.

Access Transaction

Via Menu Path: SAP menu >> Human Resources >> Personnel Management >> Administration >> HR Master Data >> PA30 - Maintain

Via Transaction Code: PA30

Procedure

There are 16 steps to complete this process.

Image

Maintain HR Master Data

Menu



Personnel no.



Basic Personal Data

Payroll

Benefits

Time

Addtl. Personal Data

Planning Data



Infotype Text

Statu

Actions

Organizational Assignment

Personal Data

Addresses

Planned Working Time

Basic Pay

Family Member/Dependents

I-9 Residence Status

Additional Personal Data



Period

☒ Period

From

To

☐ Today

☐ Current Week

☐ All

☐ Current Month

☐ From Today

☐ Last Week

☐ Until Today

☐ Last Month

☐ Curr. Period

☐ Current Year



Choose

Direct selection

Infotype

STy

Step 1: Update the following fields:

Field Name	Description	Values
Personnel no.	Unique employee identifier	Enter value in Personnel no. Example: 80000030

Step 2: Click **Enter**.

Image

Maintain HR Master Data

Menu

Personnel no.

Name

EEGroup SPA Employees PersA Environmental Quality

EESubgroup FT N-FLSAOT Perm CostC DENR

Basic Personal Data
Payroll
Benefits
Time
Addtl. Personal Data
Planning Data

Infotype Text
Status

Actions
Organizational Assignment
Personal Data
Addresses
Planned Working Time
Basic Pay
Family Member/Dependents
I-9 Residence Status
Additional Personal Data

☒
☒
☒
☒
☒
☒
☒
☒
☒

Period

☒ Period
From To

☐ Today
☐ Current Week

☐ All
☐ Current Month

☐ From Today
☐ Last Week

☐ Until Today
☐ Last Month

☐ Curr. Period
☐ Current Year

Direct selection

Infotype STy

Step 3: Highlight the **Addresses** infotype or type 0006 in the Direct Selection field and press Enter.

Step 4: Click the **Display (F7)** button.

Image

Display Addresses (0006)

Menu

Personnel No

80000030

Name

Elizabeth Watkins

EEGroup

A

SPA Employees

PersA

1601

Environmental Quality

EESubgroup

A1

FT N-FLSAOT Perm

Statu

Active

Start

03/23/2011

to

12/31/9999

Changed on

03/23/2011

01230121

Address

Address type

1 Permanent residence

Care Of

Address line 1

1475 Burnside Court

Address line 2

City/county

Phoenix

State/zip code

NC

North Carolina

27609

Country Key

US USA

Telephone Number

919

707-0736

Communications

Type

Number

0

Type

Number

0

Type

Number

0

Type

Number

0

Step 5: Verify if the data has been updated.

Best Practice: Review data before correcting by choosing the infotype.

Step 6: Click the **Back (F3)** button to return to the Maintain HR Master Data screen.

Image

Maintain HR Master Data

Menu

Personnel no.

Name

EEGroup SPA Employees PersA Environmental Quality

EESubgroup FT N-FLSAOT Perm CostC DENR

☒ Basic Personal Data
 ☐ Payroll
 ☐ Benefits
 ☐ Time
 ☐ Addtl. Personal Data
 ☐ Planning Data

Infotype Text	Statu
Actions	✓
Organizational Assignment	✓
Personal Data	✓
Addresses	✓
Planned Working Time	✓
Basic Pay	✓
Family Member/Dependents	
I-9 Residence Status	✓
Additional Personal Data	✓

Period

☒ Period

From To

☐ Today
 ☐ Current Week

☐ All
 ☐ Current Month

☐ From Today
 ☐ Last Week

☐ Until Today
 ☐ Last Month

☐ Curr. Period
 ☐ Current Year

Choose

Direct selection

Infotype STY

Step 7: **Addresses** should be highlighted and appear in the Direct selection field.

Step 8: Click the **Copy (F7)** button. The Subtypes for infotype “Addresses” box is displayed.

Image

Subtypes for infotype "Addresses" (1)



Restrictions

▼

STyp	Name	
1	Permanent residence	
4	Emergency address	
5	Mailing address	

3 Entries found



Step 9: Select the **Permanent residence** address subtype.

Step 10: Click the **Copy (Enter)** button.

Note: This type of window will display only when the Infotype to be changed has more than one sub-infotype, which requires a choice to be made.

Image

Copy Addresses (0006)

Menu       

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

Address

Address type
Care Of
Address line 1
Address line 2
City/county
State/zip code
Country Key
Telephone Number

Communications

Type		Number		
Type		Number		
Type		Number		
Type		Number		

Step 11: Update the following fields:

Field Name	Description	Values
Start	Beginning date of the specified date range	Enter value in Start. Example: 08/26/2025
Address line 1		Enter value in Address line 1. Example: 1234 Big Rock Rd
City/County		Enter value in City/county field. Example: Raleigh
State/zip code		Enter value in State/zip code fields. Example: NC / 27604
Telephone Number		Enter value in Telephone Number field. Example: 919-555-1414

Note: There should always be an active Permanent address. You do not need to complete a Mailing address if it is the same as your Permanent address. If you do have both Permanent and mailing addresses, be sure to update both as needed.

Critical: Employee Address Lines 1 and 2 should only contain up to 30 characters in both ESS and the core systems. The fields will allow entry of more than 30 characters, but only 30 will print. This is also consistent with the Federal Post Office standards and will reduce the amount of mail being returned from the post office due to incorrect address.

Step 12: Click **Enter**.

An info message will display at the bottom of the screen indicating that the current record will be delimited when the new record is created (saved).

Step 13: Click the **Enter** to bypass the info/warning message.

An info message will display at the bottom of the screen reminding you to save the record.

Step 14: Click the **Save (Ctrl+S)** button.

Step 15: Click the **Back (F3)** button.

Step 16: The system task is complete.

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