

HR - Human Resource Management



HELP.CAGTFADM-PA

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HR - Human Resource Management

PA - Personnel Planning: Data Transfer Workbench

Definition

The Personnel Planning data transfer object (code 0777) transfers data using program RHALTD00 (Legacy Data Transfer).

Use

The data transfer object transfers data for Personnel Planning (infotypes 1000 - 1999).

Technique

The data transfer object is transferred by processing a batch input session.

Object-Specific Settings/Options

The data transfer object enables you to create a test file using a report (RHMOVE00). You can use this report to create a sequential file using test data in a test system. The sequential file matches the data format required for the data transfer.

Data Transfer Procedure for Personnel Planning

Purpose

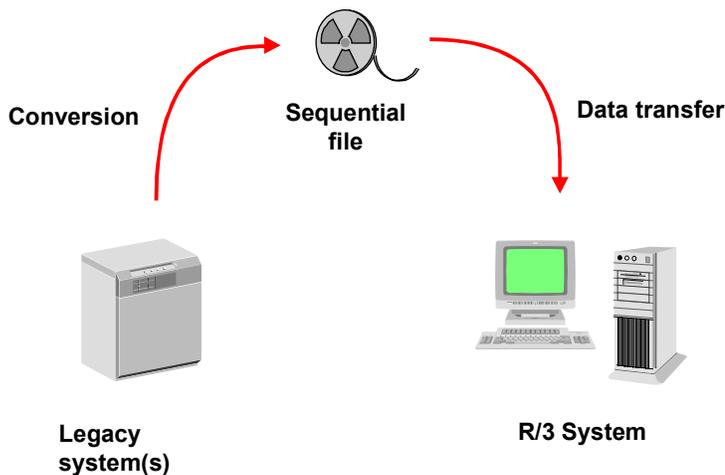
The following procedure can be used to automatically transfer Personnel Planning data (infotypes 1000 - 1999) from a legacy system to the R/3 System.

Prerequisites

You have decided to transfer Personnel Planning data to the R/3 System automatically.

Process flow

When Personnel Planning data is transferred, data stored in a legacy system is converted to a sequential data transfer file and then transferred to the R/3 System using SAP data transfer program RHALTD00 (Legacy Data Transfer). The data transfer file stores the data in a specific format that is suitable for SAP. It is a prerequisite for successful data transfers.



Personnel Planning data is transferred in the following steps:

1. [Identify relevant fields \[Ext.\]](#)
2. [Analyze transfer structure \[Ext.\]](#)

Data Transfer Procedure for Personnel Planning

3. [Set up example data transfer file \[Ext.\]](#)
4. [Test data transfer program \[Ext.\]](#)
5. [Analyze legacy data \[Ext.\]](#)
6. [Assign fields \[Ext.\]](#)
7. [Write conversion program \[Ext.\]](#)
8. [Prepare legacy system \[Ext.\]](#)
9. [Test data transfer \[Ext.\]](#)
10. [Perform data transfer \[Ext.\]](#)

Result

Personnel Planning data is transferred to the R/3 System.

Structure of Transfer File for Personnel Planning

General Structure Rules

The structure of the sequential file must correspond to structure PDDATASSET (infotype-specific fields according to structure Pnnnn or Pnnnn_EXP for table infotypes).

Detailed Information on Structures

If you require further information on the structure of infotypes, use reports RHPLDF00 (Display Infotype Definitions) or RHDDIC00 (Table Fields From Data Dictionary).

PA - Personnel Admin.: Data Transfer Workbench

Definition

The Personnel Administration data transfer object (code 0555) transfers data using program RPUSTD00 (Transfer Master Data).

Use

The data transfer object transfers data for Personnel Administration (infotypes 0000 - 0999).

Technique

The data transfer object is transferred by processing a batch input session.

Data Transfer Procedure for Personnel Admin.

Purpose

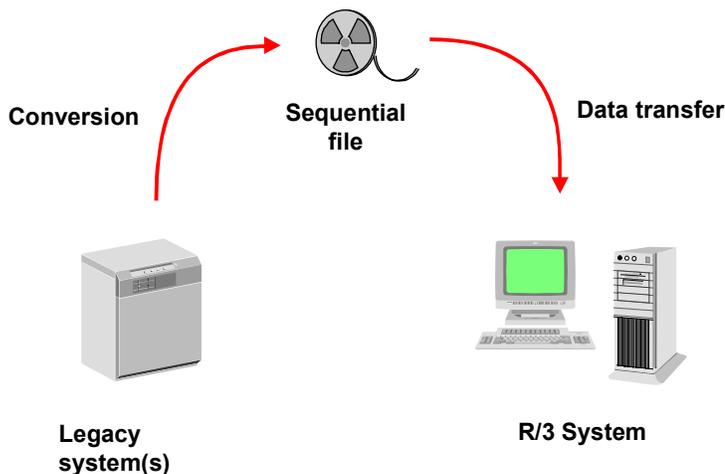
The following procedure can be used to automatically transfer HR master data (infotypes 0000 - 0999) from a legacy system to the R/3 System.

Prerequisites

You have decided to transfer HR master data to the R/3 System automatically.

Process flow

When HR master data is transferred, data stored in a legacy system is converted to a sequential data transfer file and then transferred using a program that you create yourself. SAP transfer program RPUSTD00 (Transfer Master Data) is used as a model for the transfer program that you create yourself. The data transfer file stores the data in a specific format that is suitable for SAP. It is a prerequisite for successful data transfers.



HR master data is transferred in the following steps:

1. [Identify relevant fields \[Ext.\]](#)
2. [Analyze transfer structure \[Ext.\]](#)

Data Transfer Procedure for Personnel Admin.

3. [Set up example data transfer file \[Ext.\]](#)

4. Adapt the data transfer program.

Please refer to the [notes on transferring data in Personnel Administration \[Page 16\]](#) and the information on [editing the data transfer program \[Page 14\]](#).

5. [Test data transfer program \[Ext.\]](#)

6. [Analyze legacy data \[Ext.\]](#)

7. [Assign fields \[Ext.\]](#)

8. [Write conversion program \[Ext.\]](#)

9. [Prepare legacy system \[Ext.\]](#)

10. [Test data transfer \[Ext.\]](#)

11. [Perform data transfer \[Ext.\]](#)

Result

HR master data is transferred to the R/3 System.

Structure of Transfer File for Personnel Admin.

General Structure Rules

The structure of the sequential file must correspond to structure HRDATASET. Additional fields can be included in customer include structure CI_HRDATAS.

Detailed Information on Structures

If you require further information on the structure of infotypes, use reports RHPLDF00 (Display Infotype Definitions) or RHDDIC00 (Table Fields From Data Dictionary).

Edit the Data Transfer Program

Edit the Data Transfer Program

Description

Report RPUSTD00 is used to transfer master data from your legacy Human Resource system.

The dataset must be on a sequential file. The file is required in the logical file name specified in the "Logical file name" parameter.

The report reads this dataset, and creates a batch input session for transaction PA30 (Maintain HR Master Data).

The data definition of your legacy record is included in the report according to structure HRDATASET. If this structure does not meet your requirements, create structure CI_HRDATAS in the Dictionary. You can provide this structure with all of the infotype fields that you want to fill with data when the transfer takes place.

You must then adapt report RPUSTD00 accordingly.

Example of Report Adaptation

If you enhance include CI_HRADATAS with field F1, which must be assigned to the infotype with the number nnnn, you must enhance FORM Dnnnn with the following statements:

```
CLEAR BDCDATA.  
BDCDATA-FNAM = 'Pnnnn-F1'.  
BDCDATA-FVAL = SATZ-F1.  
APPEND BDCDATA.
```

If FORM Dnnnn does not exist yet for your infotype nnnn, create a copy of FORM D0008 and rename it FORM Dnnnn. Replace each occurrence of 0008 with your infotype number:

```
FORM Dnnnn.  
  
CLEAR BDCDATA.  
BDCDATA-PROGRAM= 'MPnnnn00'.  
BDCDATA-DYNPRO = '2000'.  
BDCDATA-DYNBEGIN = 'X'.  
APPEND BDCDATA.  
  
CLEAR BDCDATA.  
BDCDATA-FNAM = 'Pnnnn-F1'.  
BDCDATA-FVAL = SATZ-F1.  
APPEND BDCDATA.  
  
CLEAR BDCDATA.
```

Edit the Data Transfer Program

```
BDCDATA-FNAM = 'BDC_OKCODE'.
BDCDATA-FVAL = '=UPD'.
APPEND BDCDATA.
```

ENDFORM.

This FORM Dnnnn is accessed in the code immediately after FORM D0008. See the instruction in the following sequence flagged with "<----- INSERT (as of line 1730 in the standard):

```
LOOP AT INFTAB.
  CASE INFTAB.
*****
* At this point, list all of the infotypes that occur in your action *
*****
    WHEN '0002'. PERFORM D0002.
    WHEN '0001'. PERFORM D0001.
    WHEN '0006'. PERFORM D0006.
    WHEN '0007'. PERFORM D0007.
    WHEN '0008'. PERFORM D0008.
    WHEN 'nnnn'. PERFORM Dnnnn. "<----- INSERT
    WHEN OTHERS. WRITE: / 'Infotype does not exist:'(008), INFTAB.
    STOP.
  ENDCASE.
ENDLOOP.
```

Report Parameters

Parameter DSLOGNAM

Logical file name

Parameter MAPNAME

Session name

&DEFINITION&

Enter your preferred name for the session to be created.

Additional Adaptations

After you have adapted the report, you must also adapt the action used for the data transfer.

Notes on Data Transfer for Personnel Admin.

Notes on Data Transfer for Personnel Admin.

When data is transferred for Personnel Administration, you must observe the following notes to ensure that the dataset is correct. They explain the effect of data transfers on actions, retroactive accounting, inactive work relationships, and number assignments.

Data Transfers and Actions

If you want to subsequently hire a person in a productive HR System, his or her **Hiring action** [\[Ext.\]](#) starts on the hiring date.

Other departments within the enterprise or even external bodies need the Human Resource Department to find out how long an employee has worked at the enterprise.

HR standard evaluations calculate length of service as follows:

The calculation begins with the start date of the first action stored in infotype 0000 **Actions**. In accordance with the data you entered, this action represents a hiring. The calculation ends on the required key date.

If you also want to use these functions for your evaluations, as recommended by SAP, the personnel action used to transfer employee data from a legacy system to the HR System must start on the actual, earlier entry date.



As part of the HR Project, you want to transfer an employee master record that originally started on October 01, 1974 in a (legacy) Human Resource system.

Start of the data transfer action: October 01, 1974.

This start date becomes the default for all of the infotypes that follow infotype 0000 **Actions**. In all other infotype records other than infotype 0001 **Organizational Assignment**, overwrite this date with the date on which you want to transfer the payroll account (for the average bases, for example). If you do not want to transfer the payroll account, you can set the start date for these infotypes to the start date required for the HR System.

Irrespective of this example, you can of course transfer historical data for all infotypes. SAP recommends that you transfer such data in chronological order.

Please note the following exceptional situation:

After the production startup for your HR application component, you want to use the function for automatic pay scale reclassifications (report RPITUM00: Pay Scale Reclassification According to Age or Pay Scale Membership Period).

Your collective agreement, for example, stipulates that a person must be reassigned from one pay scale group or level to the next pay scale group or level after a period of two years.

To ensure the above report recognizes the fact that the person has belonged to a pay scale group or level for two years, you must determine that the **Basic Pay** infotype starts on the date of the last reclassification **or** maintain the **Next increase** field in the same infotype.

In this context, infotype 0001 **Organizational Assignment** is an exception. For this reason, it must start on October 01, 1974 because its data is used for system control and authorization.

Notes on Data Transfer for Personnel Admin.

If you have decided to implement the function for validating cost centers, please note that a specified cost center is validated on this start date. SAP recommends that you set up a "Data Transfer" cost center and then assign it to all of the employee master records to be transferred. You are not required to enter data in the other fields of infotype 0001 **Organizational Assignment**, unless they are required entry fields.

On the actual, required transfer date, the employee master record must have another record of infotype 0001 containing the actual data (cost center, etc.).

Data Transfers and Retroactive Accounting

The situation described above has an effect on master data in the production system that is relevant to payroll.

To ensure that a hiring performed on October 01, 1974 does not trigger a retroactive accounting run, you must determine that the appropriate payroll areas are not relevant to payroll for the data transfer period.

After the data transfer, you must determine that these payroll areas are relevant to payroll once again.

For more information, see [Payroll Control Record \[Ext.\]](#).



You want to use HR Payroll in a production system as of January 01, 1997. In the control record, enter **12 1996** as the payroll period.

Inactive Work Relationships

During the course of everyday work in any Human Resource Department, situations often occur in which an employee master record needs to be maintained without anyone knowing whether it counts towards the headcount and if so, how.

Military service, non-military service, and parental leave are examples of this. The situations themselves are reproduced in the system by recording absences. However, this does not enable you to determine whether such employee master records are included in evaluations (such as headcount lists) or not.

The Human Resource Department often assumes that employment continues after this type of absence has ceased, which means the "Termination" or "Leaving" action is undesirable or even incorrect as a control option for such evaluations.

In practice, such situations are often flagged as **inactive work relationships**.

Requests from other departments within the enterprise to evaluate the headcount need these situations to be processed differently than when similar requests are made by external bodies.



An evaluation performed for other departments within the enterprise must exclude inactive work relationships because the employees' labor remains unavailable to the enterprise for a longer period of time. An evaluation performed for an official body, on the other hand, needs to include such work relationships in the headcount because employer subsidies or taxation could depend on the number of work relationships.

How are such situations reproduced in the HR System?

Notes on Data Transfer for Personnel Admin.

SAP recommends setting up a special cost center, employee subgroup, or organizational unit for such situations, and transferring the employee master record to this special cost center, employee subgroup, or organizational unit for the duration of the inactive work relationship.

To ensure that the required evaluation is performed correctly, this special organizational assignment must be included or excluded when the evaluation starts.

Data Transfers and Number Assignments

There are two ways of performing a personnel number assignment:

1. Internal number assignment (automatic number assignment)

The employee master records to be transferred are numbered sequentially in accordance with the settings you made using the [Maintain number range intervals for personnel numbers \[Ext.\]](#) step. In this case, an **internal number assignment** is effected.

SAP recommends using internal number assignment. “Meaningful personnel numbers” are sometimes used in practice. For example, “if the first character of the personnel number is 1, the employee works in plant 0001”.

SAP does not encourage the use of “meaningful personnel numbers”. If the above employee were to change to plant 0002, for example, you would have to create a new employee master record to ensure that the personnel number remains meaningful.

The disadvantage of this internal number assignment procedure is that the employee master records to be transferred lose their previous personnel number.

If it is important that the employee master records to be transferred at your enterprise retain their old personnel number, use the second method of assigning personnel numbers.

2. External number assignment

Perform the [Maintain number range intervals for personnel numbers \[Ext.\]](#) step to determine **external number assignment**. This allows you to transfer the old personnel number to the new employee master record.

After the legacy data transfer, you must perform the **Determine number range intervals for personnel numbers** step once again to set the counter to the highest old personnel number. (If you followed SAP’s recommendation and decided to use internal number assignment.)

You must perform these activities in the production system.

PY - Data Transfer: Payroll Account

Object Profile

Object Name

BUS7023 ManagerExtPayroll

Overview of Transferred Data

Table maintenance transaction SM30 enables you to display the contents of interface tables T558B, T558D, and T558E, and perform deletions if a data transfer gave rise to errors.

Relevant Tables

Interface tables

T558B *Payroll Account Transfer: Payroll Periods*

T558D *Transfer Wage Types with Split Indicator*

T558E *Transfer External Payroll - Arrears Results (International)*

Customizing

You need to have made your basic Customizing settings for Payroll so that a payroll run can be started.

You need to have adjusted data transfer schema XLK0. You start the payroll driver with this schema, which includes the TRANS function, which formats data from interface tables as payroll results and writes them to database table PCL2.

Timing and Sequence

You must transfer data before the first payroll run. Master data needs to have been transferred already.

BAPI Information

If you require information on the ManagerExtPayroll.InsertLegacy method, call the BAPI Explorer and choose *Tools* → *Business Framework*.

Message type:

MANAGEREXTPAYROLL_INSERTLEGACY

IDoc type:

MANAGEREXTPAYROLL_INSERTLEGA01

Mass update

is supported

Program for generating test data:

RPULKTIIDOC *Generate IDoc From Legacy Data Transfer Interface*

Generates test IDocs using data from tables T558B, T558D, and T558E.

PY - Data Transfer: Payroll Account

If the legacy data transfer period includes personnel numbers with a [change of legal person \[Ext.\]](#), each part period must have an entry in table BAPI7023_PAYPERIODS whose *End date* is the same as the end of the part period.