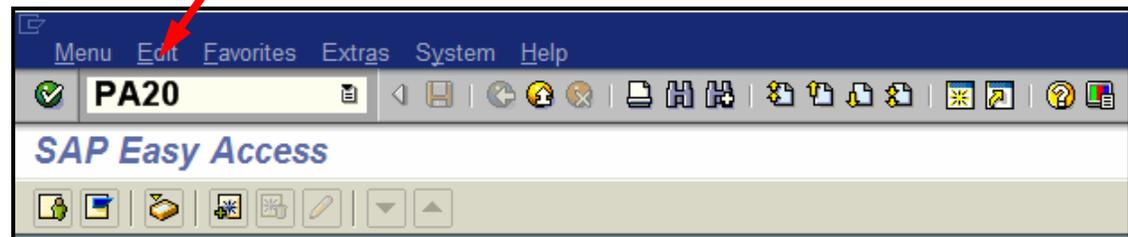


- This job aid identifies how to enter a transaction code and lists specific infotypes that the supervisor can view/edit within their specific role. Although there are common transactions used by the various roles throughout HRMS, the primary transactions used by Supervisor Roles are **PA20** – Display HR Master Data and **PA30** – Maintain HR Master Data.
- Supervisors have the ability to edit (write) specific data only, and to view other data.
- In HRMS there are three Supervisor roles. These are Personnel Administration Supervisor, Time and Attendance Supervisor, and Payroll Supervisor.

Common Transactions Used In HRMS	
PA10	Display Personnel File
PA20	Display HR Master Data
PA30	Maintain HR Master Data
PA40	Personnel Actions

To access the Display HR Master Data transaction, enter the transaction code **PA20** in the **Command Field** and click  (**Enter**).

To access the Maintain HR Master Data transaction, use transaction code **PA30** and click  (**Enter**).



Infotypes that can be viewed and/or managed by Personnel Administration Supervisor		
Infotype No.	Infotype Name	Action Code
0000	Actions	R/M
0001	Organizational Assignment	R/M
0002	Personal Data	R/M
0003	Payroll Status	R/M
0006	Addresses	R/M
0007	Planned Working Time	R/M
0008	Basic Pay	R/M
0009	Bank Details	R/M
0014	Recurring Payments/Deductions	R/M
0016	Contract Elements	R/M/W
0019	Monitoring of Task	R/M
0021	Emergency Contact	R/M
0022	Education	R/M
0023	Previous/Other Employers	R/M
0027	Cost Distribution	R/M
0031	Reference Personnel Number	R/M
0040	Objects on Loan	R/M
0041	Date Specifications	R/M
0077	Additional Personal Data	R/M
0081	Military Status	R/M
0094	Residence Status	R/M
0103	Bond Purchases	RM
0104	Bond Denominations	RM

0105	Communication	R/M
0121	RefPerNo Priority	R/M
0128	Notifications	RM
0167	Health Plans	R/M
0169	Savings Plan	R/M
0171	General Benefits Information	R/M
0207	Residence Tax Area	R/M
0208	Work Tax Area	R/M
0209	Unemployment State	R/M
0210	Withholding Info W4	R/M
0234	Additional Withholding Info US	R/M
0235	Other US Taxes	R/M
0377	Miscellaneous Plans	R/M
0416	Time Quota Compensation (Buyout)	R/M
0552	Time Specifications/Employee Period	R
0554	Hourly Rate per Assignment	R/M
0613	Absence Donation/Withdraw (US)	R
0696	Absence Pools	R
1000	Objects	R
1001	Relationships	R
1002	Descriptions	R
1005	Planned Compensation	R
1007	Vacancy	R
1008	Account Assignment Features	R
1011	Work Schedule	R
1013	Employee Group/Sub-Group	R
1018	Cost Distribution	R
1028	Address	R

1610	US Job Attributes	R
2001	Absences	R
2003	WS Substitutions	R/M
2006	Absence Quotas	R
2010	EE Remuneration Info	R
2013	Quota Corrections	R

Action Codes

R - Read/View Only

M - Matchcode/Report Access

W - Write/Update/Change

Supervisor Roles

Infotypes that can be viewed and/or managed by Payroll Supervisor		
Infotype No.	Infotype Name	Action Code
0000	Actions	R/M
0001	Organizational Assignment	R/M
0002	Personal Data	R/M
0003	Payroll Status	R/M
0007	Planned Working Time	R/M
0008	Basic Pay	R/M
0009	Bank Details	R/M/W
0014	Recurring Payments/Deductions	R/M/W
0015	Additional Payments	R/M/W
0016	Contract Elements	R/M
0021	Emergency Contact	R/M
0027	Cost Distribution	R
0031	Reference Personnel Number	R/M
0040	Objects on Loan	R/M
0041	Date Specifications	R/M
0077	Additional Personal Data	R/M
0081	Military Status	R/M
0094	Residence Status	R/M
0103	Bond Purchases	R/M
0104	Bond Denominations	R/M
0105	Communication	R/M
0121	RefPerNo Priority	R/M
0128	Notifications	R/M
0167	Health Plans	R/M
0169	Savings Plan	R/M
0171	General Benefits Information	R/M

0195	Garnishment Order	R/M
0207	Residence Tax Area	R/M
0208	Work Tax Area	R/M
0209	Unemployment State	R/M
0210	Withholding Info W4	R/M
0216	Garnishment Adjustments	R/M
0221	Payroll Results Adjustment	R/M
0234	Additional Withholding Info US	R/M
0235	Other US Taxes	R/M
0302	Additional Actions	R/M
0377	Miscellaneous Plans	R/M
0552	Time Specifications/Employee Period	R/M
0554	Hourly Rate per Assignment	R/M
0613	Absence Donation/Withdraw (US)	R/M
1000	Objects	R/M
1001	Relationships	R/M
1002	Descriptions	RM
1005	Planned Compensation	R/M
1007	Vacancy	R/M
1008	Account Assignment Features	R/M
1011	Work Schedule	R/M
1013	Employee Group/Sub-Group	R/M
1018	Cost Distribution	R/M
1028	Address	R/M
1610	U.S. Job Attributes	R/M
2001	Absences	R/M
2003	WS Substitutions	R/M/W
2006	Absence Quotas	R/M
2010	EE Remuneration Info	R/M
2013	Quota Corrections	R/M/W

9410	Marine accumulation of hours	R/M
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Infotypes that can be viewed and /or managed by Time and Attendance Supervisor		
Infotype No.	Infotype Name	Action Code
0000	Actions	R/M
0001	Organizational Management	R/M
0002	Personal Data	R/M
0007	Planned Working Time	R/M
0027	Cost Distribution	R
0041	Data Specifications	R/M
0105	Communication	R/M
0416	Time Quota Compensation (Buyout)	R/M
0554	Hourly Rate Per Assignment	R/M
0613	Absence Donation/Withdraw (US)	R
0696	Absence Pools	R/M
1018	Cost Distribution	R
2001	Absences	R/M
2003	WS Substitutions	R/M
2006	Absence Quotas	R/M
2010	EE Remuneration Info	R
2013	Quota Corrections	R
9410	Marine accumulation of hours	R/M

Action Codes

R - Read/View Only
 M - Matchcode/Report Access
 W - Write/Update/Change