

SAP-HR操作培训 新入职事件 New Entrance

岗位创建 Create New Position

PPOME

Organization and Staffing Change

Find by

- Structure Search
- Object History

Position

Job

Person

User

Task

Staff assignments (structure)	ID	Valid from	Valid to	Assigned as of	Assigned until
HR Train	O 50000428	2020-01-01	Unlimited		
HR Information Management	S 50000429	2020-08-01	Unlimited	2020-08-01	Unlimited
future	S 50000430	2020-09-01	Unlimited	2020-09-01	Unlimited

Specify date and preview period

Start date: 20200801

Preview period to

Time period: 3 M Months in the future

End Date: []

Preview period from: 2020-08-28 to 2020-11-27

Holder

Description

Subtyp: 0001 General description

- 恒逸实业国际有限公司 恒逸国际
- 机械动力部门 机械动力部门
- 海外丙烯 海外丙烯
- 海外乙烯装置 乙烯
- 炼油五部 炼油五部
- 炼油六部 炼油六部
- 测试 测试
- test test

Navigation icons: Save, Undo, Redo, Print, etc.

Organization and Staffing Change

2020-08-01 + 3 Months

Staff assignments (structure)	ID	Valid from	Valid to	Assigned as of	Assigned until
<input type="checkbox"/> HR Train 1	O 50000428	2020-01-01	Unlimited		
<input type="checkbox"/> HR Information Managemen	S 50000429	2020-08-01	Unlimited	2020-08-01	Unlimited
<input type="checkbox"/> future	S 50000430	2020-09-01	Unlimited	2020-09-01	Unlimited

Choose Relationship

- Organizational unit
 - Is line supervisor of Organizational unit
 - Incorporates Position

3

Name

- 恒逸文莱
 - HR Train
 - HR
 - FICO
 - 总经理办公室
 - FICO

Organizational unit: HR Train | HR Train

Valid On: 202

No periods

Holder

Ic...	Holder	Percentage	Assigned as of	Assigned until

Description

Subtyp: 0001 General description

Navigation icons: Save, Back, Forward, etc.

Organization and Staffing Change

2020-08-01 + 3 Months

Staff assignments (structure)	ID	Valid from	Valid to	Assigned as of	Assigned until
HR Train	O 50000428	2020-01-01	Unlimited		
HR Information Managemen	S 50000429	2020-08-01	Unlimited	2020-08-01	Unlimited
future	S 50000430	2020-09-01	Unlimited	2020-09-01	Unlimited
New position	S 50000434	2020-08-01	Unlimited	2020-08-01	Unlimited

Details for Position New position

Basic data Account assignment Address Cost distribution Job group Job characteristics

Position **HR Info** → **HR Information Management**

Job Not assigned Valid from 202 To 999

Head of own organizational unit

Staffing status

Holder

IC	Holder	Percentage	Assigned as of	Assigned until

Description

Subtyp 0001 General description



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Organization and Staffing Edit Goto Settings System Help

Organization and Staffing Change

2020-08-01 + 3 Months

Staff assignments (structure)	ID	Valid from	Valid to	Assigned as of	Assigned until
HR Train	O 50000428	2020-01-01	Unlimited		
• HR Information Management	S 50000429	2020-08-01	Unlimited	2020-08-01	Unlimited
• future	S 50000430	2020-09-01	Unlimited	2020-09-01	Unlimited
• HR Information Management	S 50000434	2020-08-01	Unlimited	2020-08-01	Unlimited

The screenshot displays the SAP HR Information Management (HR Info) interface. On the left, a navigation tree shows the organizational structure, including 'Person', 'User', and 'Task' categories, with a list of departments such as '恒逸文莱', 'HR Train', 'HR', 'FICO', '总经理办公室', '测试部门01', '化工运行部', 'SCBC', 'Brunei Darussalam', '测试用的公司', '恒逸实业国际有限公司', '机械动力部门', '海外丙烯', '海外乙烯装置', '炼油五部', '炼油六部', '测试', and 'test'. The main area is titled 'Details for Position HR Information Management' and features several tabs: 'Basic data' (selected), 'Account assignment', 'Address', 'Cost distribution', 'Job group', and 'Job characteristics'. The 'Basic data' tab contains the following information:

- Position:** HR Info
- Job:** Not assigned
- Valid from:** 202
- To:** 999
- Head of own organizational unit
- Staffing status:** (dropdown menu)
- Holder:** (table with columns: Ic, Holder, Percentage, Assigned as of, Assigned until)
- Description:** Subtyp 0001 General description

At the top of the main area, two red arrows point to the text 'New Position name' and 'position id', which are positioned above the main content area. The SAP logo is visible at the bottom center, and the status bar at the bottom left shows 'Your data has been saved'. The bottom right status bar displays 'PPOME | hdbqas | INS'.

入职事件 New Entrance

- ▼ Favorites
 - ▼ Common Commands
 - ★ PA20 - Display HR Master Data
 - ★ PA30 - Maintain HR Master Data
 - ★ PPOSE - Display organization and Staffing
 - ★ PPOME - Change Organization and Staffing
 - ★ PA40 - Personnel Actions
 - ★ ZHRPA001 - Staff List
 - ★ ZHRPA002 - Position Change
 - ★ ZHRPA007 - New Employees
 - ★ ZHRPA008 - Resigned Employees
 - 工资发放
 - ★ PA41 - 变更输入/离开日期
 - ★ ZHRTL002 - 照片批导程序
 - 培训登记
 - ★ PPOSE - 显示组织和就职
 - ★ PPOME - 更改组织和就职
 - ★ PA20 - 显示人力资源主数据
 - ★ PA30 - 维护人力资源主数据

HR Master Data Edit Goto Extras Utilities Settings System Help

Personnel Actions

Personnel no. 10001738
From 20200801

Personnel Actions	Personnel...	EE group	EE subgr...
New entrance			
Recruitment			

Personnel number	Name	Expiration of probation	Internal mobility	Cross-company Mobilization	Temporarily transfer	Quit	First Salary Determination	System on-line
10000069	Today							
00000018	Wang An 王安							
00000029	Long name 长名字							
30000001	AK Khairul Ariffin Pg Hj Abidin							



Action/操作

Infotype Edit Goto Extras System Help

Create Actions

Change info group

Pers.No.

Start to

Personnel action

Action Type: ZA New entrance

Reason for Action: A1 Social Recruitment

Reference Pers. Nos.:

Status

Customer-specific:

Employment: 3 Active

Special payment:

Organizational assignment

Position: 50000434 HR Information Management

Personnel area: D000 HYBN(恒逸文莱)

Employee group: A Regular employee

Employee subgroup: 12 technician

Additional actions

Start Date	Act.	Action Type	ActR	Reason for action

Save your entries






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Organizational assignment/组织分配

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Create Organizational assignment

   Org Structure

Personnel No
Start to


Enterprise structure

CoCode	<input type="text" value="D000"/>	HENGYI INDUSTRIES SDN BH	Leg.person	<input type="text"/>
Pers.area	<input type="text" value="D000"/>	HYBN(恒逸文莱)	Subarea	<input type="text" value="D001"/>
Cost Ctr	<input type="text"/>		Bus. Area	<input type="text"/>

Personnel structure

EE group	<input type="text" value="A"/>	Regular employee	Payr.area	<input type="text" value="Z1"/> <input type="checkbox"/> HYBN-CN
EE subgroup	<input type="text" value="12"/>	technician	Contract	<input type="text"/>

Organizational plan

Percentage	<input type="text" value="100.00"/>	 Assignment
Position	<input type="text" value="50000434"/>	HR Info HR Information Managem...
Job key	<input type="text" value="00000000"/>	
Org. Unit	<input type="text" value="50000428"/>	HR Train HR Train
Org.key	<input type="text"/>	

Administrator

Group	<input type="text" value="D000"/>
PersAdmin	<input type="text"/>
Time	<input type="text"/>
PayrAdmin	<input type="text"/>
Supervisor	<input type="text"/>

Personal data/个人数据

Infotype Edit Goto Extras System Help

**Create Personal data**

Personnel No
EE group Regular employee Pers.area HYBN(恒逸文莱)
EE subgroup technician
Start To

Name

English name	<input type="text" value="Ren Gang"/>	Pinyin	<input type="text" value="Ren Gang"/>
Chinese name	<input type="text" value="任岗"/>	Key word	<input type="text" value="RG"/>
		Nickname	<input type="text"/>
FullName	<input type="text" value="任岗/Ren Gang"/>		

Additional data

Gender	<input type="radio"/> Female	<input checked="" type="radio"/> Male			
Birth date	<input type="text" value="19760125"/>	Age	<input type="text" value="0"/>	Birthplace	<input type="text" value="HangZhou"/>
Ctry o.birth	<input type="text" value="CN"/>			Stat.o.birth	<input type="text"/>
Nationality	<input type="text" value="cn"/>			Religion	<input type="text"/>
Mar.status	<input type="text"/>				
No. child.	<input type="text"/>				

Hukou Information

Hukou Type

additional field

Ethnic group	<input type="text"/>
Subo	01 Chinese Employee
Citi	<input type="text"/>
internship for six m	<input type="text"/>

PR Dat Acq



Personal IDs/证件信息

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Create Personal IDs

Personnel No	10001738	Name	Ren Gang 任岗
EE group	A Regular employee	Pers.area	D000 HYBN(恒逸文莱)
EE subgroup	12 technician		
Start	2020-08-01	To	9999-12-31
Certificate category	01	IC Number	

Basic data

Application status	2	Certificate approved	
Certificate number	330101197601251111	IC number	

Additional data

Issued by	<input type="text"/>	<input type="text"/>
Issue at	<input type="text"/>	<input type="text"/>
Used from	<input type="text"/>	
Used to	<input type="text"/>	

Additional fields

IC Type	2 China IC
Fullname	
IC Color	
Remarks	

Record created



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Create Personal IDs



Personnel No	10001738	Name	Ren Gang 任岗
EE group	A Regular employee	Pers.area	D000 HYBN(恒逸文莱)
EE subgroup	12 technician		
Start	2020-08-01	To	9999-12-31

Certificate category 02 Passport

Basic data

Application status	2 Certificate approved
Certificate number	A1234567

Additional data

Issued by	<input type="text"/>	<input type="text"/>
Issue at	<input type="text"/>	<input type="text"/>
Used from	<input type="text"/>	
Used to	<input type="text"/>	

Additional fields

Fullname	<input type="text"/>
Remarks	<input type="text"/>

Record created



Addresses/地址信息

Infotype Edit Goto Extras System Help

Foreign address

Personnel No	10001738	Name	Ren Gang 任岗
EE group	A Regular employee	Pers.area	D000 HYBN(恒逸文莱)
EE subgroup	12 technician		
Start	2020-08-01 to		9999-12-31

Address type Residential Addr.

Addresses Communication Other data

Country Key China

Province

Postal code

附加字段

详细地址

HANG ZHOU

Save your entries



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Contract/合同信息

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<<

Create Contract Elements



Personnel No 10001738 Name Ren Gang 任岗
EE group A Regular employee Pers.area D000 HYBN(恒逸文莱)
EE subgroup 12 technician
Start 2020-08-01 to 9999-12-31

Contract no 10001738-1
Contract Type 01 Fixed-term Contract Valid Until 20250731
Work Location Hang Zhou
Probationary Period 0 Months

附加字段
Company Hengyi Industries SDN BHD
Year 5
Month
Date of terminate
Contract changes
Contract status
Description
Remarks

Record created



Date Specifications/日期信息

Infotype Edit Goto Extras System Help



Create Date Specifications



Personnel No Name
EE group Regular employee Pers.area HYBN(恒逸文莱)
EE subgroup technician
Start to

Date Specifications

Date type	Date	Date type	Date
01 Date of First Job	<input type="text" value="19940901"/>	02 Entry Date(Hengyi)	<input type="text" value="20200801"/>
03 Entry Date(HYBN)	<input type="text" value="20200801"/>	04 Work Years(HYBN)	<input type="text" value="20200801"/>
05 Entry Date(PMB)	<input type="text"/>		<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Record created



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Create Date Specifications



Personnel No: 10001738 Name: Ren Gang 任岗
 EE group: A Regular employee Pers.area: D000 HYBN(恒逸文莱)
 EE subgroup: 12 technician
 Start: 2020-08-01 to 9999-12-31

Date Specifications

Date type	Date	Date type	Date
01 Date of First Job	1994-09-01	02 Entry Date(Hengyi)	2020-08-01
03 Entry Date(HYBN)	2020-08-01	04 Work Years(HYBN)	2020-08-01
05 Entry Date(PMB)			

Caution: Date types without date specification will be deleted when saved



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Enter

Education/学历

Infotype Edit Goto Extras System Help



Create Education

Personnel No	10001738	Name	Ren Gang 任岗
EE group	A Regular employee	Pers.area	D000 HYBN(恒逸文莱)
EE subgroup	12 technician		
Start	20020901	To	20060630

Educ. est. 20 Degree

附加字段

Education/training	
Country Key	cn
Certificate	
Lear	

Institute/location	
Ac	
Profe	02
Professional Name 1	
Profe	
Professional Name 2	
First degree Mark	<input checked="" type="checkbox"/>
Highest Degree Mark	<input checked="" type="checkbox"/>
Highest Degree Mark	<input type="checkbox"/>
Certificate Number	
Degree Certificate N	
School incumbency	
Remarks	

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communication/联系方式

Infotype Edit Goto Extras System Help

Save

Create Communication

Personnel No	10001738	Name	Ren Gang 任岗
EE group	A Regular employee	Pers.area	D000 HYBN(恒逸文莱)
EE subgroup	12 technician		
Start	2020-08-01	to	9999-12-31

Subtypes for infotype "Communication"

Restrictions

STyp Name	
0001	System user name (SY-UNAME)
0002	Phone number(CN)
0003	Phone number(BN)
0004	Phone number(SG)

Type	0002	Phone number(CN)
System ID	18005716775	

- 0005 Home Phone
- 0006 Office Phone
- 0007 OA Account
- 0008 Attendance card number
- 0009 Enterprise Email
- 0010 IP Phone
- 0012 IP Phone

Record created



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Family Member/Dependents 家庭成员

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Create Family Member/Dependents



Personnel No 10001738 Name Ren Gang 任岗
EE group A Regular employee Pers.area D000 HYBN(恒逸文莱)
EE subgroup 12 technician
Start 2020-08-01 to 9999-12-31

Member 0004 Sons and daughters

General data IC number Communication Address Additional data

Other data

Nationality CN

姓名 rzx
联系地址
联系方式

Record created



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Create Other/Previous Employers



Personnel No	10001738	Name	Ren Gang 任岗
EE group	A Regular employee	Pers.area	D000 HYBN(恒逸文莱)
EE subgroup	12 technician		
Start	20010101	To	20200731

Other/previous employers

Employer	abc
Department	
Position	hr
Country	<input checked="" type="checkbox"/>
City	
Reference	
Contact Info of Ref.	

附加字段

主要工作描述



- a.
- b.
- c.

Record created



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Employee rank/职级

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Create Employee rank



Personnel No	10001738	Name	Ren Gang 任岗
EE group	A Regular employee	Pers.area	D000 HYBN(恒逸文莱)
EE subgroup	12 technician		
Start	2020-08-01	To	99991231

Employee rank

Job rank	T5
HYBN Rank	T5
Group Rank	T5
Remarks	

Record created



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