Preemptive Basic Data Check

Transaction Code:
ZHR_RPTPYN06

Purpose   Use this procedure to display a list of employees with missing Master Data Infotypes.

Trigger   Perform this procedure at the beginning or end of each day to identify any employees with missing data. Running this report regularly can help to eliminate errors during payroll.

Prerequisites Run this report prior to payroll Release and prior to payroll Exit.

End User Roles Payroll Processor, Payroll Inquirer, Payroll Analyst, Payroll Supervisor, Personnel Administration Inquirer, Personnel Administration Processor, Personnel Administration Supervisor

Change History	Change Description
9/22/2006	Procedure Updated
4/30/2009	Screen shots updated to match upgraded system. End user roles added

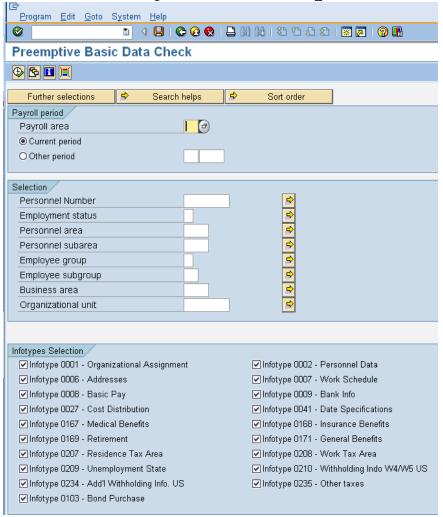**Menu Path**   Human Resources → Personnel Management → Administration → HR Master Data → Maintain

Transaction Code ZHR_RPTPYN06

Procedure

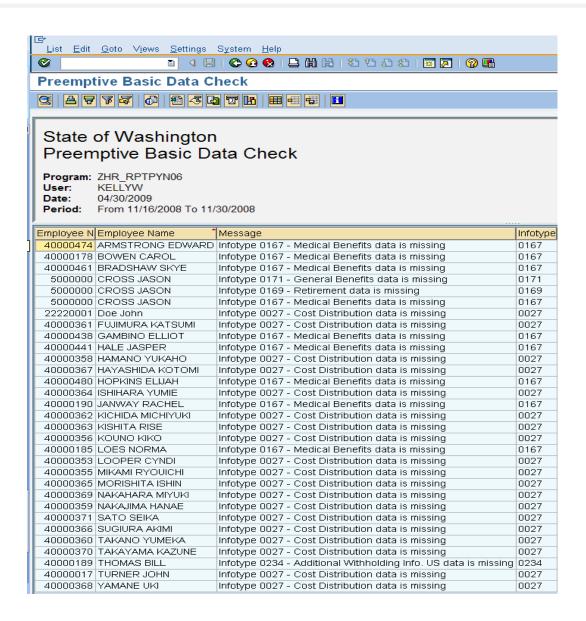1.   Start the transaction using the transaction code **ZHR_RPTPYN06**.

2.   Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Payroll Area	R	Description of the Payroll Area. Payroll Area 11 is the default for the State of Washington. Payroll Area 10 is the default for the Board of Volunteer Firefighters only. **Example:** 11
Personnel Area	R	A specific agency/sub-agency in the State of Washington **Example: 1110**

3.

Enter Infotype Selections:

- 0001 Organizational Assignment
- 0002 Personnel Data
- 0006 Addresses
- 0007 Work Schedule
- 0008 Basic Pay
- 0009 Bank Info
- 0041 Date Specifications
- 0207 Residence Tax Area
- 0208 Work Tax Area - **not currently used; uncheck this Infotype**
- 0209 Unemployment State
- 0210 Withholding Info W4/W5 US
- 0234 Add'l Withholding Info. US
- 0027 Cost Distribution
- 0103 Bond Purchase
- 0167 Medical Benefits
- 0168 Insurance Benefits- **not currently used; uncheck this Infotype**
- 0169 Retirement
- 0171 General Benefits
- 0235 Other Taxes - **not used by most employees; uncheck this Infotype if not used in your agency**

4.

Click ⊕ (Execute) to execute the report.

5. You have completed this transaction.

Results
You have generated the Preemptive Basic Data Check Report

HR
WSD **Personnel**