



# Mini Guide: HR Missing Infotype Report (ZHR\_MISSING\_INFOTYPES)

**Report Description:** Displays employees whose records have incomplete payroll-related infotypes that might prevent their time and/or payroll from processing correctly. Missing infotypes can cause payroll errors, or cause the payroll not to run at all for an employee.

**Report Timing:** Run the ZHR Missing Infotypes report at any point during the payroll cycle.

**Who Can Run This Report:** Employees with the Agency Payroll Administrator security role.

1. Log into SCEIS, enter **ZHR\_Missing\_Infotypes** into the Command Field and click on the Enter button to access the HR Missing Infotype Report. When you click enter, the Program ZHR\_MISSING\_INFOTYPES screen will appear as shown in the screenshot below.
2. When you reach the Program ZHR\_MISSING\_INFOTYPES screen shown below, start by specifying the Period for which you would like to view results (the Period section is boxed in red below).

**Program ZHR\_MISSING\_INFOTYPES**

Further selections Search helps

**Payroll period**

Payroll area SM

Current period

Other period

**Selection**

Personnel Number

Employment status

Company Code

Personnel area

Pers.area/subarea/cost cente

Employee group/subgroup

**INFOTYPES**

Infotype to

## Definitions: Payroll Period Options

- **Current Period:** Select Current Period to view results for the current pay period.
  - **Other Period:** Select Other Period to view results for a pay period other than the current period. When you select Other Period, you must define the specific payroll accounting period for which you would like to receive results by entering that period in the field immediately to the right of the Other Period option. Enter the payroll year for which you would like to receive results in the field to the right of the field in which you entered the payroll period.
3. Complete the **Selection** criteria in the Program ZHR\_MISSING\_INFOTYPES screen (boxed in red below).

The screenshot shows the SAP program ZHR\_MISSING\_INFOTYPES. The 'Payroll period' section includes a 'Payroll area' field with a dropdown arrow, and two radio buttons: 'Current period' (selected) and 'Other period'. The 'Selection' section, highlighted with a red box, contains the following fields and dropdown arrows:

Personnel Number		↓
Employment status		↓
Company Code		↓
Personnel area		↓
Pers.area/subarea/cost cente		↓
Employee group/subgroup		↓

The 'INFOTYPES' section at the bottom has an 'Infotype' field and a 'to' field, both with dropdown arrows.

## Definitions: Selection Criteria

- **Personnel Number:** The unique personnel number (unique identifier) of the employee or employees for whom you would like to view results. You may enter a single personnel number or a range of personnel numbers, or you may opt to exclude a single personnel number or a range of personnel numbers.
- **Employment Status:** You may view employees with the following status options: Active, Inactive, Withdrawn or Retiree.
- **Company Code:** Enter your organizational unit number here.

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- **Personnel Area:** Enter the organizational unit for which you would like to run this report.
  - **Pers.area/subarea/costcente:** Enter a combination of the following organizational elements, as appropriate: Personnel Area, Personnel Subarea and/or Cost Center.
    - **Example Generic Entry:** Type 0001\* to receive results for all employees assigned to personnel area 0001.
    - **Example Masked Entry:** Type 0001++++1234567890 (enter appropriate number in this format) to select results for a single cost center. This will deliver results independent of the personnel subarea.
  - **Employee group/subgroup:** Enter a combination of the following organizational elements, as appropriate: Employee Group, Employee Subgroup.
    - **Example Generic Entry:** Type 1\* to include all employees assigned to employee group 1 (active employees), independent of the employee subgroup.
    - **Example Masked Entry:** Type +DU (or appropriate subgroup) to select all employees assigned to a particular subgroup, independent of the employee group.
4. Enter the infotype(s) for which you would like to receive results into the text boxes provided in the **INFOTYPES** section of the Program ZHR\_MISSING\_INFOTYPES screen (boxed in red below). You do not have to enter any infotype information here, but leaving this section blank will increase the amount of time it takes for your report to run.

**Program ZHR\_MISSING\_INFOTYPES**

Further selections | Search helps

**Payroll period**

Payroll area SM

Current period

Other period

**Selection**

Personnel Number [ ] [ ]

Employment status [ ] [ ]

Company Code [ ] [ ]

Personnel area [ ] [ ]

Pers.area/subarea/cost cente [ ] [ ]

Employee group/subgroup [ ] [ ]

**INFOTYPES**

Infotype [ ] to [ ]

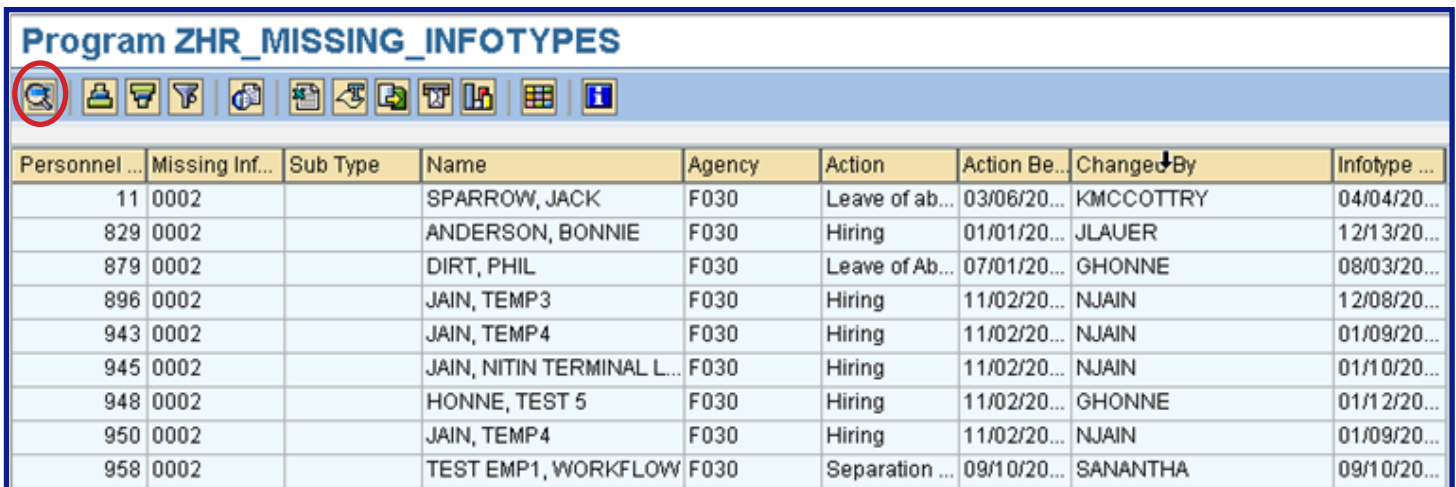
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**Note:** Payroll will not process correctly if the following infotypes are incomplete, so you may want to enter one or more of these in the INFOTYPES section:


- IT0001 Organizational Assignment
- IT 0002 Personal Data
- IT0006 Addresses
- IT0007 Planned Working Time
- IT0008 Basic Pay
- IT0009 Bank Details
- IT 0169 Savings/Retirement Plans
- IT0207 FED/State Residence Tax area
- IT0208 State Work Tax Area
- IT0209 Unemployment State
- IT0210 Withholding Information W4/W5 US and State
- IT1018 Cost Distribution of Position

5. Click the Execute Button (  ) to run the ZHR\_Missing\_Infotypes report, and receive results as shown in the screenshot below.

Program ZHR\_MISSING\_INFOTYPES



Personnel ...	Missing Inf...	Sub Type	Name	Agency	Action	Action Be...	Change↓By	Infotype ...
11	0002		SPARROW, JACK	F030	Leave of ab...	03/06/20...	KMCCOTTRY	04/04/20...
829	0002		ANDERSON, BONNIE	F030	Hiring	01/01/20...	JLAUER	12/13/20...
879	0002		DIRT, PHIL	F030	Leave of Ab...	07/01/20...	GHONNE	08/03/20...
896	0002		JAIN, TEMP3	F030	Hiring	11/02/20...	NJAIN	12/08/20...
943	0002		JAIN, TEMP4	F030	Hiring	11/02/20...	NJAIN	01/09/20...
945	0002		JAIN, NITIN TERMINAL L...	F030	Hiring	11/02/20...	NJAIN	01/10/20...
948	0002		HONNE, TEST 5	F030	Hiring	11/02/20...	GHONNE	01/12/20...
950	0002		JAIN, TEMP4	F030	Hiring	11/02/20...	NJAIN	01/09/20...
958	0002		TEST EMP1, WORKFLOW	F030	Separation ...	09/10/20...	SANANTHA	09/10/20...

6. To view details of any report entry, position your cursor on the line item you would like to view in detail, then click on the Details Button, circled in red in the screenshot above. When you click on the Details Button, you will receive the Details screen shown below. To return to the full report click the Close button circled in the screenshot below. To return to the Program ZHR\_MISSING\_INFOTYPES screen, click the Back button in the results screen (  ).

Details

Group description	Cell Content
Personnel Number	896
Missing Infotype	0002
Name	JAIN, TEMP3
Agency	F030
Action	Hiring
Action Begin Date	11/02/2008
Changed By	NJAIN
Infotype Change Date	12/08/2008

