

## Corporate Function (IT0034)

### PURPOSE:

- This infotype is used to track employees who are performing tasks or other function (e.g., Benefits Coordinator, HR Action Processor, Payroll Contact, etc.) for SBBC. A report is also available that will provide additional information.

### PREREQUISITES

- User has role of HR Action Processor
- The employee must be active in ECC

### HELPFUL HINTS

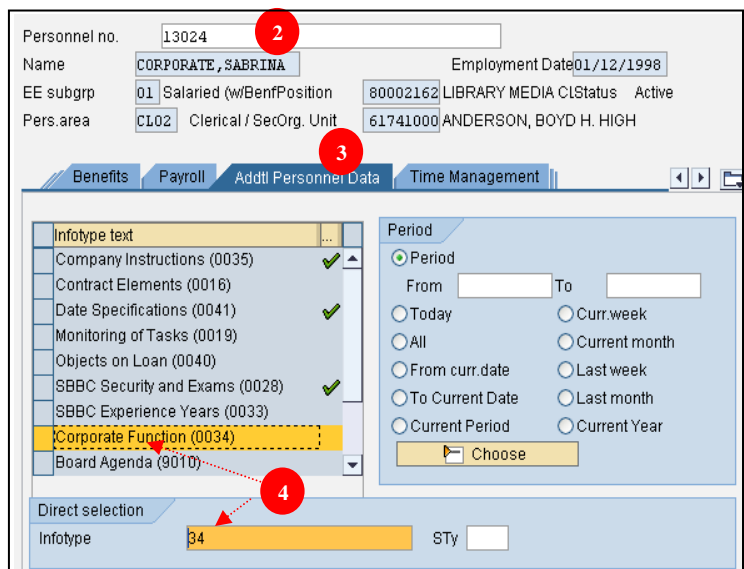
- Do not create or delimit Corporate Functions on Mondays.
- If an employee has a corporate function record and is transfer, please delimit before creating the transfer iForm.
- If an employee is performing multiple functions, a record can be created for each function.
- A BI report is available and provides additional information such as employment date, area, organizational unit name, address, phone number and fax.
- The report will provide helpful information to the HR Action Processors regarding others in their area performing similar tasks.

### PROCEDURE (Create)

1. From the SAP Easy Access window, enter **PA30**. The Maintain HR Master Data screen appears
2. Enter the **employee's personnel number** and hit enter. Verify that you have selected the correct employee.



3. Select the "Addtl Personnel Data" tab.
4. Select "Corporate Function (0034)" or you can enter "34" in the Direct selection box.
5. Click on the **Create** button.



6. The Corporation Function screen will appear. Enter the **Start** and **to** dates.
7. Select the **Corporate Function** from the dropdown.
8. Enter the Acquired on (date) information.
9. Click on the **Save** Button.
10. The Maintain Master Data screen will appear with a message at the bottom of the screen.

Record created

The To Date will default to 12/31/9999

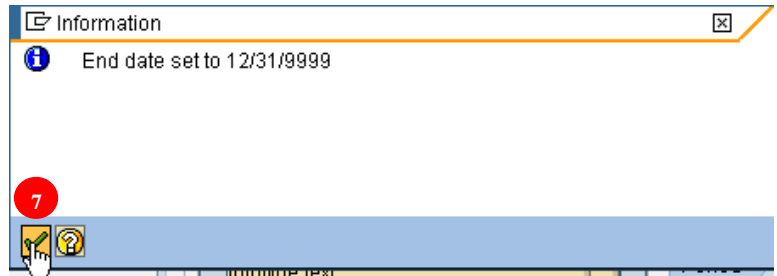
**Create Corporate Function (0034)**

You can use the BI report on the HR & Payroll tab to view information on your employees.

**PROCEDURE (Delimit)**

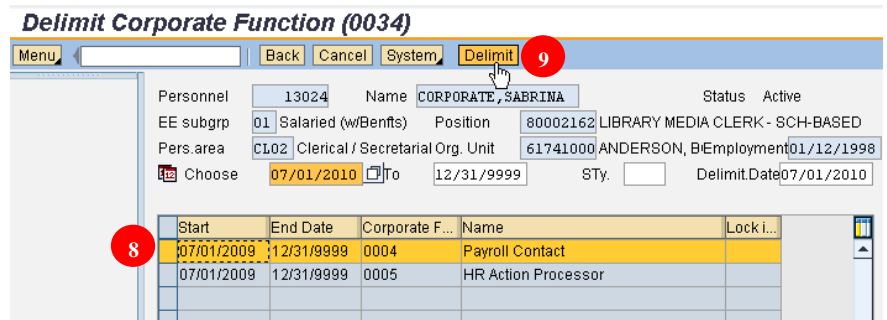
1. From the SAP Easy Access window, enter **PA30**. The Maintain HR Master Data screen appears.
2. Enter the **employee's personnel number** and hit enter. Verify that you have selected the correct employee.
3. Select the **"Addtl Personnel Data"** tab.
4. Select **"Corporate Function (0034)"** or you can enter **"34"** in the Direct selection box.
5. Enter the delimit date in the **"From"** period. (Use day after last day the employee performed this function.)
6. Click on the **Delimit** button.

- An information message will appear. Acknowledge the message by clicking on the green check at the bottom on the screen.

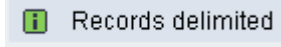


- Select the Corporate Function you want to delimit (end date).

- Click on the **Delimit** button at the top of the screen.



- The Maintain Master Data screen will appear with a message at the bottom of the screen.



- To verify record has been delimited, click on the **Overview** button at the top of the screen. The Corporate Function infotype will be displayed with a new **End Date**.

