



Sistem Sumber Manusia (SSM) Personnel Administration Infotype (IT)

No	IT	IT Name	Description
1	0000	Actions	Employee Movement.
2	0001	Organizational Assignment	Employee Organizational Assignment.
3	0002	Personal Data	Contains employee personal data such as name, date of birth, and religion.
4	0006	Address	Contains employee address information such as home address and mailing adress.
5	0019	Monitoring of Tasks	Contains employee tasks to be monitored.
6	0021	Family Member/Dependents	Contains information on employee family members and/or dependents.
7	0022	Education	Contains employee education information.
8	0023	Other/Previous Employer	Contains employee other/previous employer information (if applicable).
9	0041	Date Specifications	Contains employee date specifications information such as employee join date.
10	0077	Additional Personal Data	Contains employee additional personal data information such as race and citizenship.
11	0102	Grievances	Contains employee grievances information such as grievance date and action taken.
12	0105	Communications	Contains employee communications information such as email and mobile number.
13	0183	Awards	Contains employee awards information such as <i>pingat</i> and titles awarded.
14	0185	Personal IDs	Contains employee personal IDs information such as IC no., uniform no. and passport.
15	9001	Assignment	Contains employee assignment information such as <i>pingat</i> and titles assigned.
16	9003	Language Ability	Contains employee language ability information such as IC no., uniform no. and passport.
17	9004	Examination	Contains employee examination information.
18	9005	Performance Management	Contains employee performance management information.
19	9007	Training	Contains employee training information.



Sistem Sumber Manusia (SSM) Personnel Administration Transaction Code (T-Code)

No	T-Code	T-Code Name	Description/Function
1	PA30	Maintain HR Master Data	HR Administrator to maintain the employee's personal information such as full name, IC number and address.
2	PA40	Personnel Actions	HR Administrator to maintain the employee movement and job data such as lantikan (hiring), memangku (acting) and bersara (retirement).
3	ZHRPA0002	Upload Employee Photo	HR Administrator to upload employee photo.
REPORT			
4	S_PHO_48000450	Task Monitoring Report	HR Administrator can generate report for task types in a specific timeframe.