ATTACHMENT

OFFICE OF HUMAN RESOURCES MANAGEMENT

EMPLOYEE SERVICES AND LABOR RELATIONS DIVISION (ESLR)

QUICK REFERENCE GUIDE: Updating the Race and Ethnicity Information in SAP Infotype 0077 – Additional Personal Data

Purpose

This guide provides methods to create and update the Race and Ethnicity information in SAP using transaction PA30.

Instructions include:

- Logging into SAP.
- Entering the race and ethnicity information.

Additional Information

Human Resources (HR) Liaisons are expected to enter the race and ethnicity either at the time of the new hire action (if available) in SAP, or by way of visual survey after the employee begins their first day of work.

Questions/Assistance

For assistance please contact the ESLR Analyst assigned to your agency.

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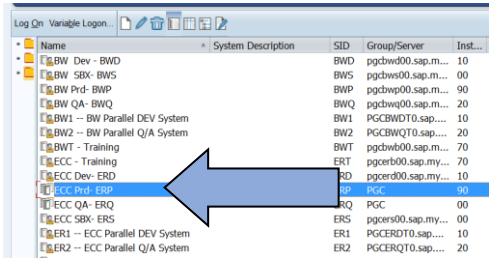
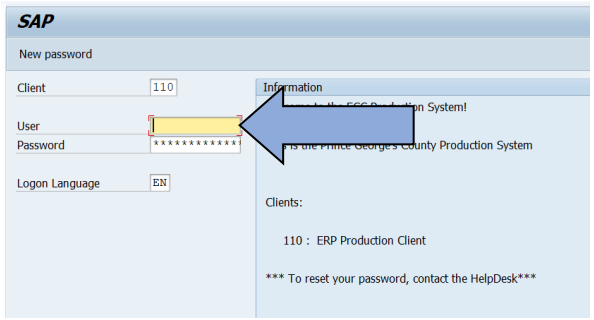
Use the following steps to update employee's records race and ethnicity.

Step	Action	Visual
1	**Open SAP Application** Click the SAP Icon on your desktop.	
2	**Select SAP Production Environment** Highlight and Click open ECC-PRD-ERP (You may only have one item listed).	
3	**Log Into SAP** Enter your user name and password.	

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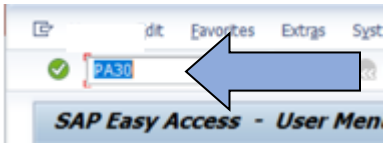
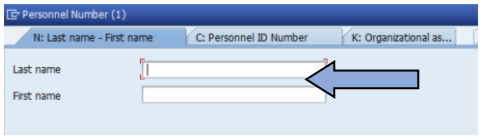
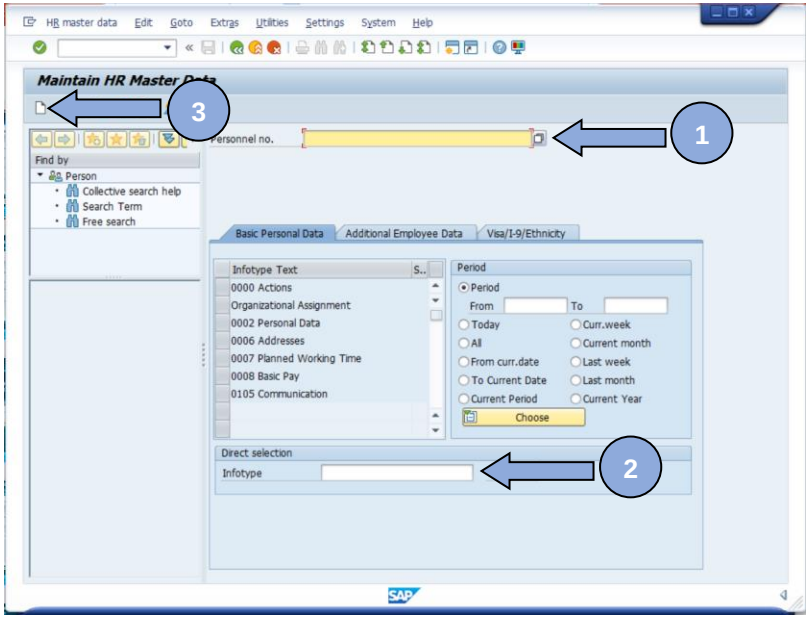
4	**Use Easy Access Screen to Execute Transaction** Enter transaction code **PA30**.	
5	1. Search for the employee by clicking the “Pick List” icon to display search options. Enter the data in the appropriate fields and hit enter:  Choose the employee’s name you intend to update. 2. Enter **0077 for Additional Personal Data** into the “Infotype” field and hit enter on your keyboard. 3. Click the “Create” icon.	

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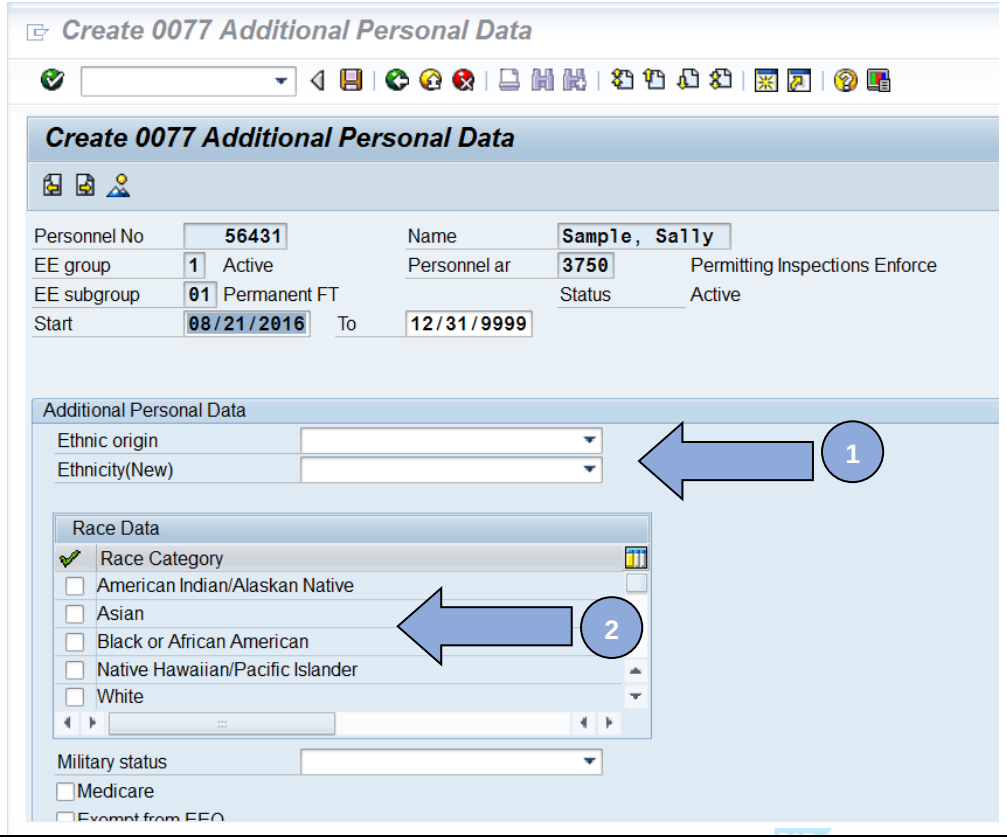
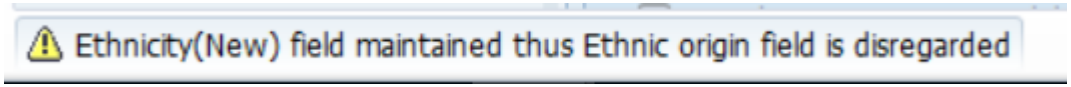
6	**Enter the employee's ethnicity and race** 1. Use the "Drop down" menus to select the appropriate ethnic category. 2. Click the box that identifies the correct race for the employee. Note: *Do not choose more than one race types. If the employee identifies as two (2) or more races, there is an option for that designation.* 	
7	You will see a warning. This warning has no impact, nor does it require an action on your part. Continue to hit the enter key on your keyboard until the information is saved.