



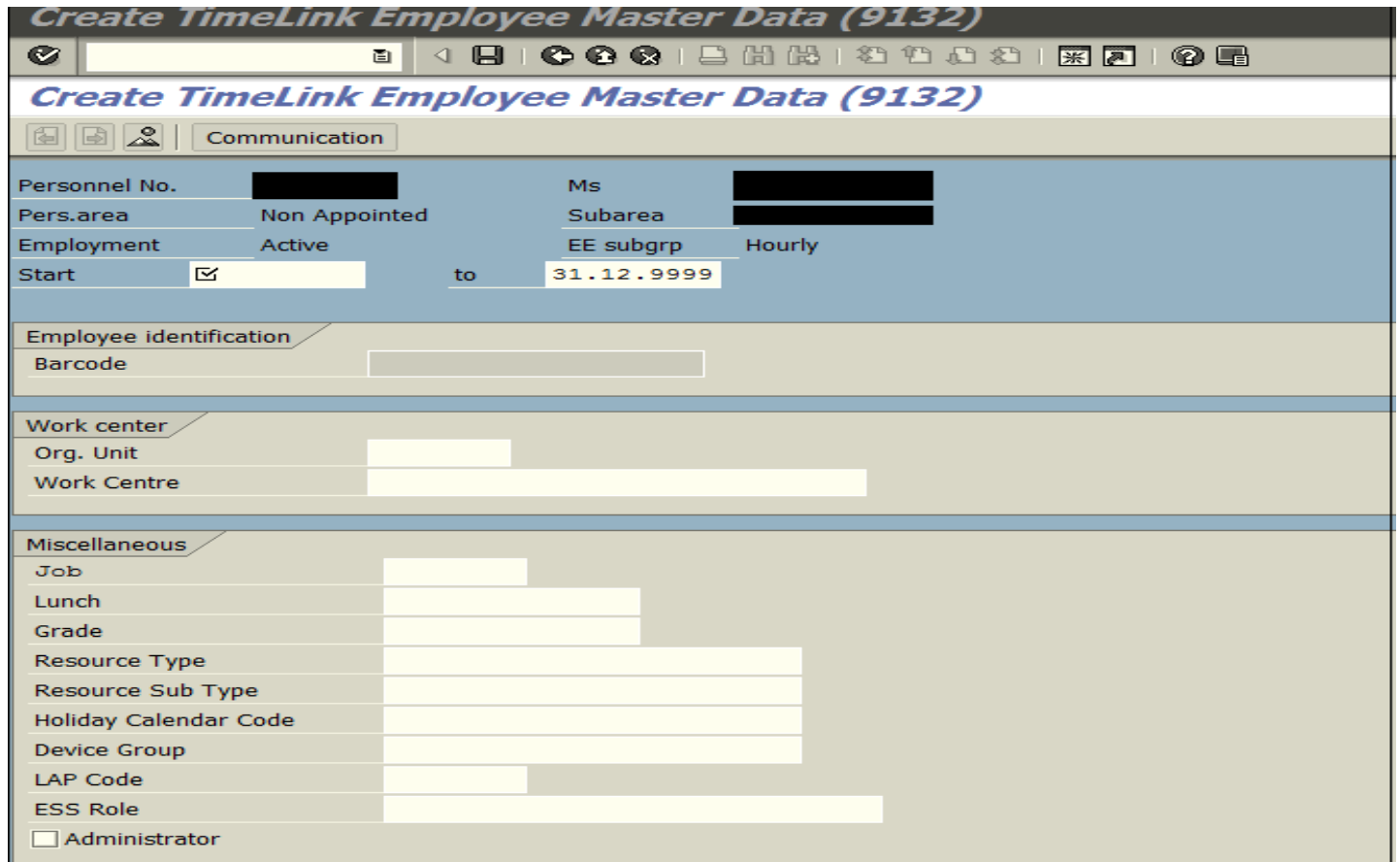
## Updating the TimeLink Employee Master Data

**When to use:** To update the TimeLink Employee Master Data Screen  
 This is required when an employee has a new job, work center, org unit etc.

<b>SAP R/3 Menu Path</b>	<b>Human Resources &gt;&gt; Personnel Management &gt;&gt; Administration &gt;&gt; HR Master Data &gt;&gt; Maintain</b>
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<b>Infotype</b>	<b>9132 - TimeLink Employee Master Data</b>
	Click the <b>Overview</b> icon  and select the most current record
	Select the <b>Copy</b> icon 
<b>Start</b>	Enter the effective date of the change ( <b>must be entered</b> )

Replace the fields of the following screen with the updated information:



**Create TimeLink Employee Master Data (9132)**

Communication


Personnel No. [Redacted] Ms [Redacted]  
 Pers.area Non Appointed Subarea [Redacted]  
 Employment Active EE subgrp Hourly  
 Start [Redacted] to 31.12.9999

**Employee identification**  
 Barcode [Redacted]

**Work center**  
 Org. Unit [Redacted]  
 Work Centre [Redacted]

**Miscellaneous**  
 Job [Redacted]  
 Lunch [Redacted]  
 Grade [Redacted]  
 Resource Type [Redacted]  
 Resource Sub Type [Redacted]  
 Holiday Calendar Code [Redacted]  
 Device Group [Redacted]  
 LAP Code [Redacted]  
 ESS Role [Redacted]  
 Administrator

**Complete the required fields listed below:**

<b>Barcode</b>	This is the number on the employee's "T" Card <b>No need to update – already there from previous record</b>
<b>Org. Unit</b>	Enter the Org. Unit to which the employee will be attached (if applicable)
<b>Work Centre</b>	Enter or choose from the drop down menu the <b>Primary work center</b> to which the employee will be attached (if applicable)
<b>Job</b>	Enter or choose from the drop down menu the <b>Primary job</b> to which the employee will be attached (if applicable)
<b>Lunch</b>	Enter or choose from the drop down menu the <b>scheduled lunch</b> (if applicable)
<b>Grade</b>	Choose from the drop down menu the <b>Grade</b> (rate of pay - if applicable)
<b>Resource Type</b>	Choose from the drop down menu the Resource Type (if applicable)
<b>Resource Sub Type</b>	Choose from the drop down menu the Resource Sub Type (if applicable)
<b>Holiday Calendar Code</b>	Choose from the drop down menu the Holiday Calendar Code (if applicable)
<b>Device Group</b>	Choose your Device group from the drop down menu (if applicable)
<b>LAP Code</b>	Choose from the drop down menu the LAP (this is the Cost Centre based on the work center (if applicable)
<b>ESS Role</b>	Choose from the drop down menu
	Click on Save 

**Note:** *When this is completed, please send an EMD request to HRIS.*

For instructions on EMD requests, refer to the *Employee Master Data Request Process* document.

***EMDs with future dates will not be processed – i.e. the request date should not be a future date.***