

Creating the uTIME Employee Master Data in HRIS

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Overview

Creating Kronos Employee Master Data (IT 9133)

Overview

Overview Below outlines the steps taken by Payroll Administrator to create the Kronos Employee Master Data in HRIS by recording the following

- Job
- Grade
- Functional Area
- Organizational Unit
- Sub Department
- Work Centre
- Kronos LAP Code
- Pay Policy Group
- Effective Date
- Employee View
- Device Group
- Role

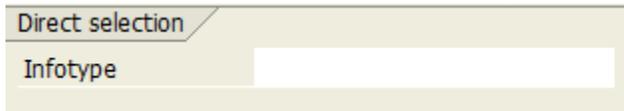
Creating Kronos Employee Master Data (IT 9133)

Click on the following path:

Human Resources → Personnel Management → Administration → HR Master Data → Maintain

Maintain HR Master Data Screen

1. Enter employee number 
2. Enter **9133** in the Direct Selection Infotype field



Direct selection
Infotype

3. Click  to Create.

Create Kronos Employee Master Data (9133) is proposed

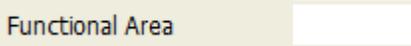
1. Enter the Start Date of the contract in 

2. Enter the End Date of the contract in 

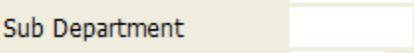
3. Enter job in 

4. Enter grade in 

5. If applicable, mark 

6. Enter functional area in 

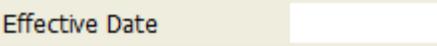
7. Enter organizational unit in 

8. Enter sub department in 

9. Enter work centre in 

10. Enter Kronos LAP Code in 

11. Enter pay policy group in 

12. Enter effective date of job in 

13. Enter employee view in 

14. Enter device group in 

15. Enter role in 

16. Click .