OFFICE OF HUMAN RESOURCES MANAGEMENT

EMPLOYEE SERVICES AND LABOR RELATIONS DIVISION

QUICK REFERENCE GUIDE: Executing Personnel Information Document (PID)
SAP Transaction ZHCME_PID

Purpose

This guide provides methods to create and print the Personnel Information Document (PID) in SAP using transaction ZHCME_PID.

Instructions include:

- Logging into SAP.
- Creating PIDs.
- Printing PIDs for specified personnel actions.

Additional Information

- The PID is generated once a personnel action is completed in SAP and displays the resulting impact of that personnel action on the employee's record.
- Human Resources (HR) Liaisons only have access to generate and print PIDs for employees within their agency.
- The execution and/or printing of a PID where there are multiple actions in the same day or for any retroactive personnel action must be coordinated with your assigned Employee Services and Labor Relations (ESLR) Analyst.
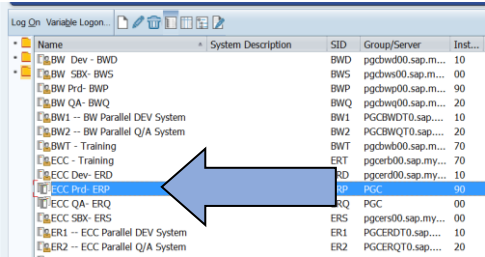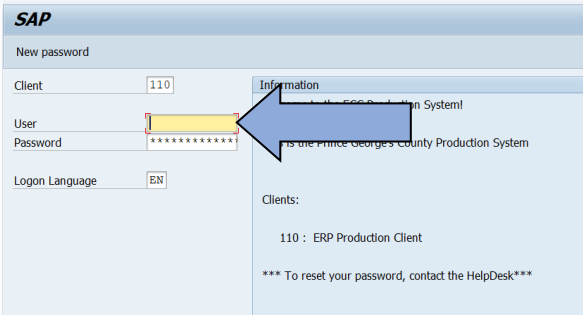
Questions/Assistance

For assistance with the execution of this action, or incorrect data on the PID, please contact the ESLR Analyst assigned to your agency.
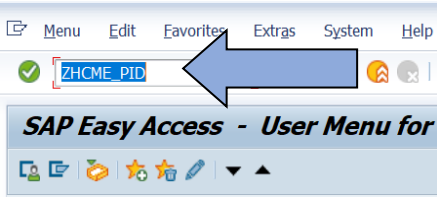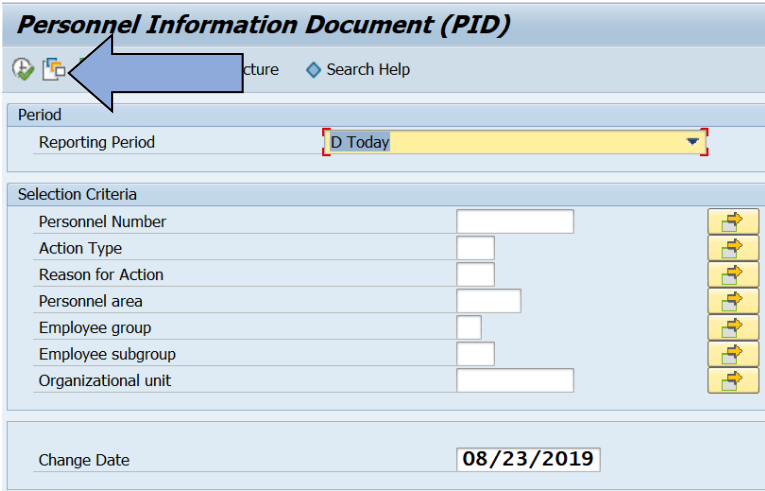
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Use the following steps to execute multiple PIDs for the same change date.

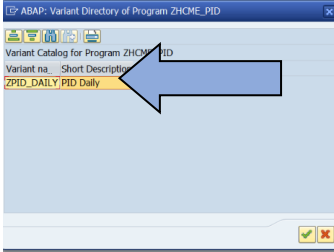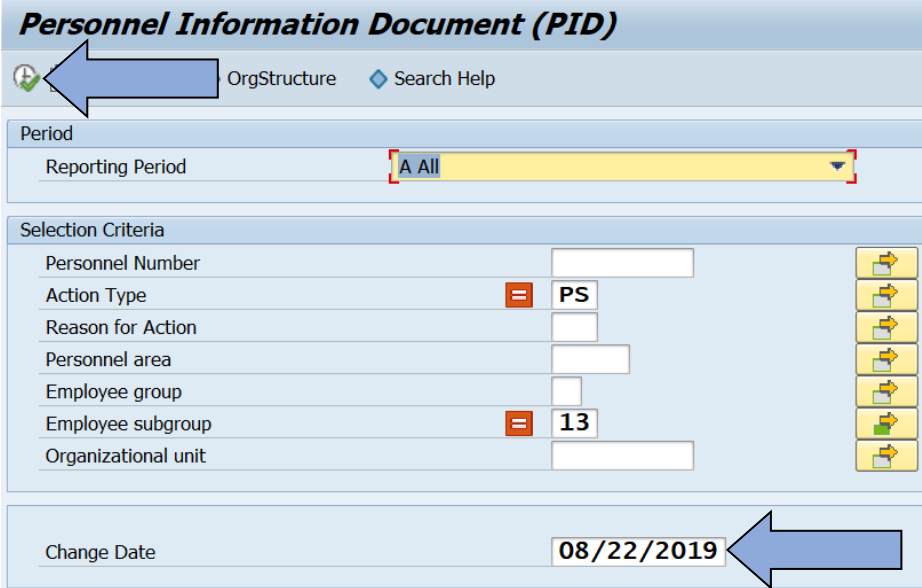| Step	Action	Visual
1	**Open SAP Application** Click the SAP Icon on your desktop.	SAP Logon
2	**Select SAP Production Environment** Highlight and Click open ECC-PRD-ERP (You may only have one item listed).	
3	**Log Into SAP** Enter your user name and password.	

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4	**Use Easy Access Screen to Execute Transaction** Enter transaction code **ZHCME_PID**.	
5	**Get Variant**[1] Click 'Variant' icon. 	**Personnel Information Document Screen displays**

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[1] See Definition of Variant on page 12.

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6	**Choose Variant** Select ZPID_DAILY. Click green check mark to select.	
7	**Execute ZPID_DAILY Variant** ZPID_DAILY Variant parameter screen is displayed. If necessary, modify the "Change Date".[2] Otherwise, Click Execute icon. 	

[2] See Definition of Change Date on page 13.
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8	**Validate resulting PID(s) displayed** Scroll to review PIDs. **MAKE SURE ALL DATA IS CORRECT** To Print, follow instructions on page 8. Otherwise, exit transaction using back arrow.	

Personnel Information Document (PID)

Prince George's County
Personnel Information Document

Personnel Information

	Employee Number	Employee Name
	00065056	Sample, Ken

Agency Name	Former Last Name	Action Type	Effect.Date
2050 - Office of Community Relations		Direct Hire	08/04/2019

Street Address
1400 McCormick Drive

2nd Address Line

City, State, Zip
Largo, MD 20774

Home Number

Birthdate	Gender	Race	Citz Status
12/16/2000	M	Asian	

Personal / Payroll Information

Tax Withholding Marital Stat	Fed Exempts	State Exempts	I-9	Work Phone
	00	00	N	

Agency / Activity	Class Title	Normal Hours
10000039 - 311 Center	Call Center Rep 1G	80.00

Position Number	Union	Class Code	Retirement Plan
30000493	50069040 - Non Union-G	00180G	State Pension

Grade	Step	Range	Biwkly/Hrly Pay R	Annual Salary	Certification Pay	Employment Status
G12	&		15.3846	32,000.00	0	Regular - Probationary FT

Use the following steps to execute a single PID using the employee's personnel number.

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Step	Action	Visual
1	**Repeat Steps 1-6 for multiple PIDs:** Log Into SAP. Execute PID Transaction. Get Variant.	
2	**Complete ZPID_DAILY Variant parameter screen.** Enter: Personnel Number = Employee ID If necessary, modify the "Change Date". Otherwise, click Execute icon.	**Personnel Information Document (PID)** ◆ OrgStructure ◆ Search Help **Period** Reporting Period A All **Selection Criteria** Personnel Number 65056 Action Type = PS Reason for Action Personnel area Employee group Employee subgroup = 13 Organizational unit Change Date 08/23/2019

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3	**Resulting PID is displayed** MAKE SURE ALL DATA IS CORRECT To Print, follow instructions on page 8. Otherwise, exit transaction using back arrow.	

Personnel Information Document (PID)

Prince George's County
Personnel Information Document

Personnel Information

Employee Number	Employee Name
00065056	Sample, Ken

Agency Name
2050 – Office of Community Relations

Former Last Name

Action Type
Direct Hire

Effect.Date
08/04/2019

Street Address
1400 McCormick Drive

2nd Address Line

City, State, Zip
Largo, MD 20774

Home Number

Birthdate   Gender   Race
12/16/2000   M   Asian

Citz Status

Personal / Payroll Information

Tax Withholding   Fed Exempts   State Exempts   I-9   Work Phone
Marital Stat
                     00   00   N

Agency / Activity
10000039 – 311 Center

Class Title
Call Center Rep 1G

Normal Hours
80.00

Position Number   Union
30000493   50069040 – Non Union-G

Class Code   Retirement Plan
00180G   State Pension

Grade   Step   Range   Biwkly/Hrly Pay RAnnual Salary   Certification Pay   Employment Status
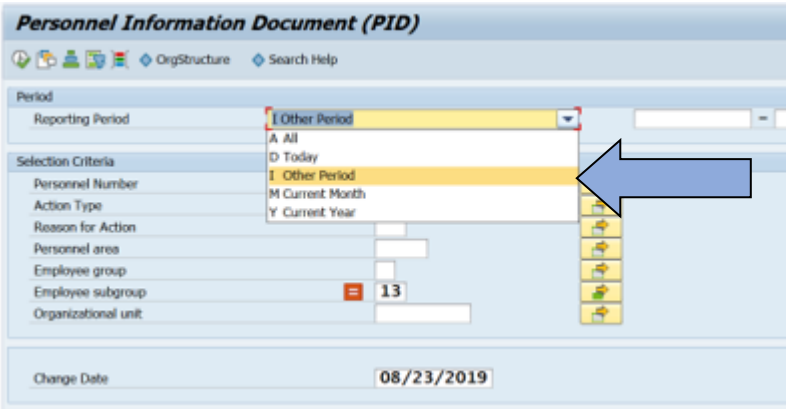G12   &   15.3846   32,000.00   0   Regular – Probationary FT

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Use the following steps to execute a PID for any Action where the name of the position has previously been changed (e.g., reclassification, dually allocated promotion or position audit).

Step	Action	Visual
1	**Follow Steps 1-6 to:** Log Into SAP. Execute PID Transaction. Get Variant.	
2	**When ZPID_DAILY Variant parameter screen is displayed.** Select: Reporting Period[3] = Other Period.	

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[3] See Definition of Reporting Period on page 14.
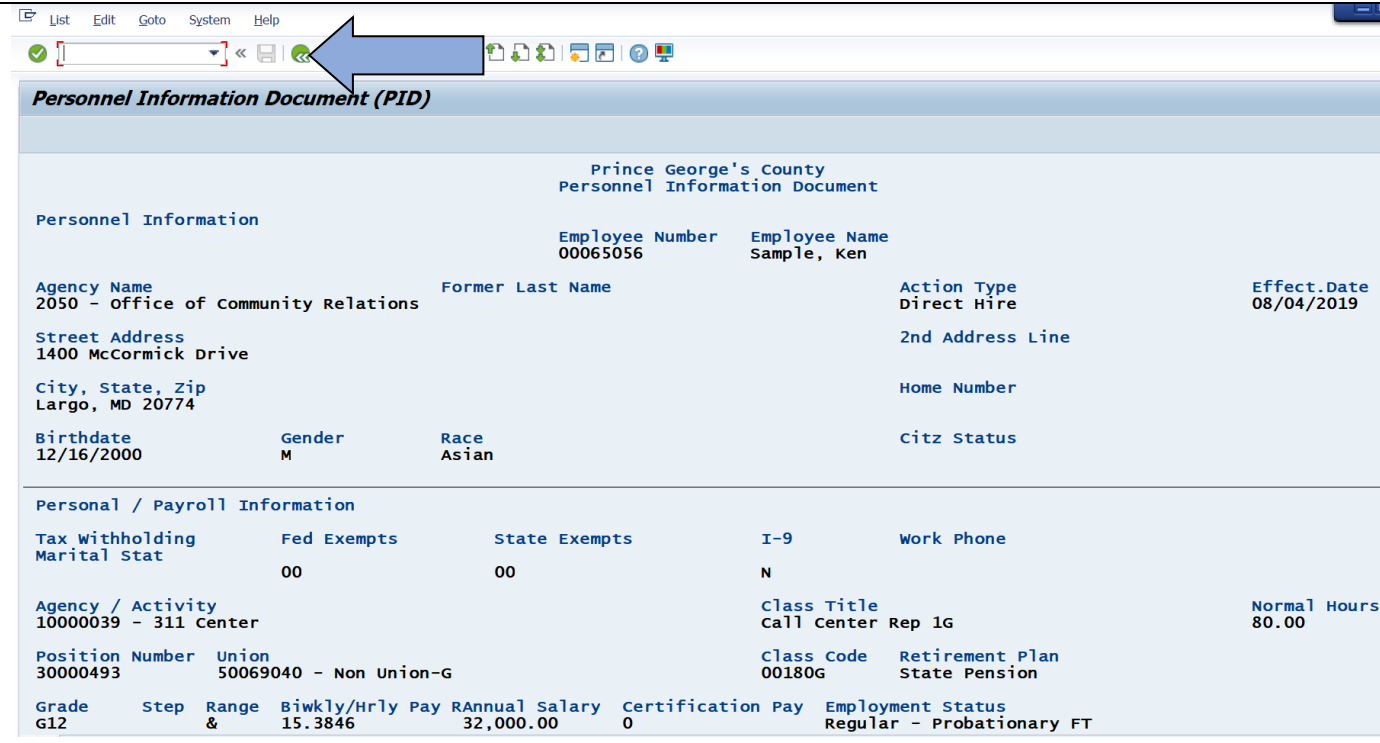
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3	**Continue completing parameters on ZPID_DAILY Variant parameter screen** Enter: Reporting Period, Other Period Start Date = Effective Date of personnel action. Reporting Period, Other Period End Date = Effective Date of personnel action. Personnel Number = Employee ID. If necessary, modify the "Change Date". Otherwise, click Execute icon.	**Personnel Information Document (PID)** OrgStructure ◆ Search Help **Period** Reporting Period I Other Period ▼ 08042019 – 08042019 **Selection Criteria** Personnel Number 65056 Action Type = PS Reason for Action Personnel area Employee group Employee subgroup = 13 Organizational unit Change Date 08/23/2019

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4	**Resulting PID is displayed** MAKE SURE ALL DATA IS CORRECT To Print, follow instructions on page 8. Otherwise, exit transaction using back arrow.	List Edit Goto System Help **Personnel Information Document (PID)** Prince George's County Personnel Information Document **Personnel Information** Employee Number Employee Name 00065056 Sample, Ken Agency Name Former Last Name Action Type Effect.Date 2050 – Office of Community Relations Direct Hire 08/04/2019 Street Address 2nd Address Line 1400 McCormick Drive City, State, Zip Home Number Largo, MD 20774 Birthdate Gender Race Citz Status 12/16/2000 M Asian **Personal / Payroll Information** Tax Withholding Fed Exempts State Exempts I-9 Work Phone Marital Stat 00 00 N Agency / Activity Class Title Normal Hours 10000039 – 311 Center Call Center Rep 1G 80.00 Position Number Union Class Code Retirement Plan 30000493 50069040 – Non Union-G 00180G State Pension Grade Step Range Biwkly/Hrly Pay RAnnual Salary Certification Pay Employment Status G12 & 15.3846 32,000.00 0 Regular – Probationary FT

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Use the following steps to Print PIDs

Pre-requisite action:
1. **Be sure data on PID(s) is correct before printing. If it is not, please contact your ESLR Analyst for assistance.**
2. **Preset the printer as the default printer for the Windows Operating System. Seek Information Technology (IT) assistance if necessary.**

1	**Execute the Print Command** Click the printer icon.	List Edit Goto System Help **Personnel Information Document (PID)** Personnel Information Prince George's County Personnel Information Document Employee Number Employee Name 00065056 Sample, Ken
2	**Choosing Printer Options** Enter: Output Device = Local Windows Default or type LOCL in field. Page = Everything. Print Time = X Immediately. Click green checkmark to enter. Confirmation that request was sent to printer appears on message bar.	Print Screen List Output Device Local Windows Default Number of Copies 1 Page Area ⊙Everything ○Page 0 to 0 Properties Print Time X Immediately ✓ ✓ Spool request (number 0000794005) sent to SAP printer LOCL
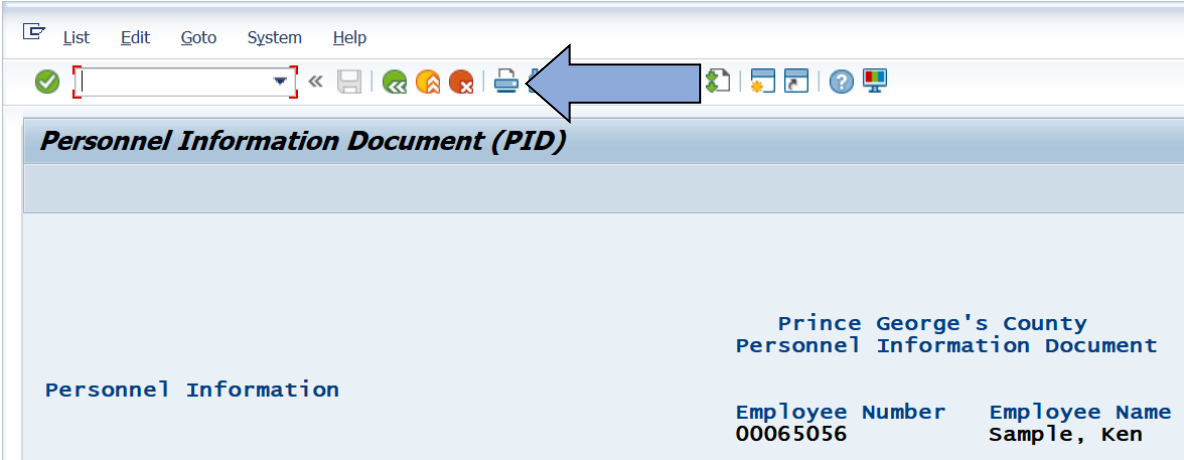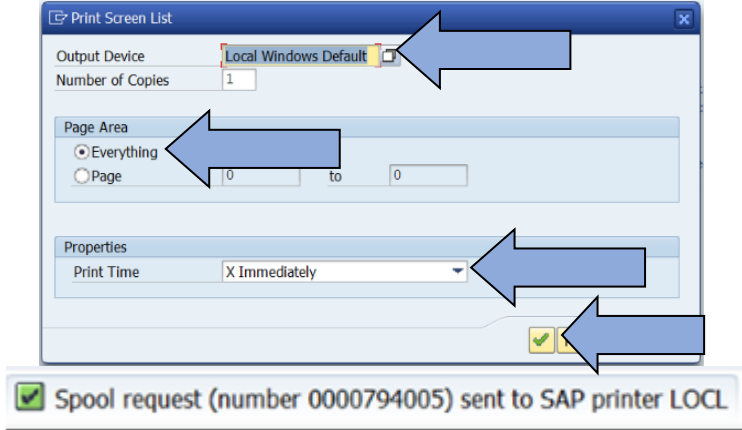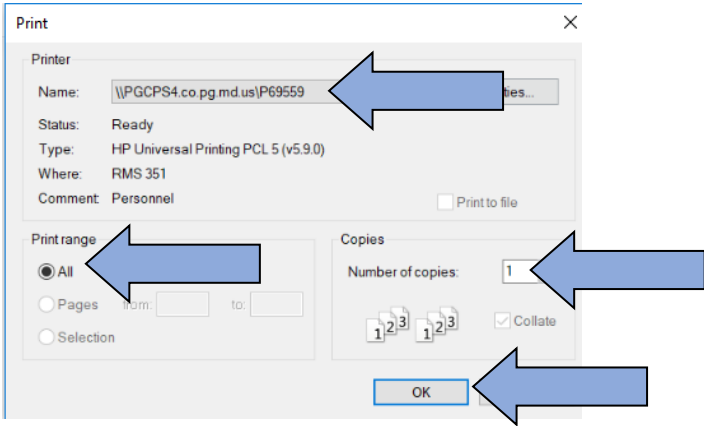
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		Windows Print Screen is displayed
3	**Windows Print Screen is displayed** Confirm Printer displayed is correct. Print Range = All. Number of Copies = 1 or 2. Click OK.	
4	Use secure printing where possible. Retrieve data sensitive PIDs from printer.	

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This section discusses important SAP concepts and definitions.

Definition of a Variant

Variants are pre-populated parameter screens

Access the variant by running the transaction and clicking the variant icon.

When there are multiple variants, select the variant that is appropriate for your needs.

The default PID transaction Parameter Screen:

Personnel Information Document (PID)

⏺ OrgStructure   Search Help

Period

Reporting Period	A All ▼

Selection Criteria

Personnel Number	
Action Type	
Reason for Action	
Personnel area	
Employee group	
Employee subgroup	
Organizational unit	

Change Date	08/23/2019
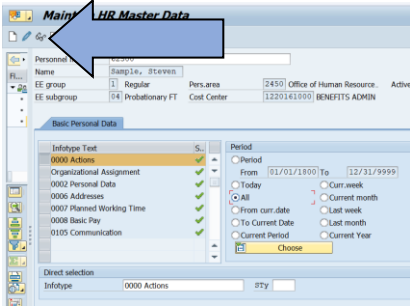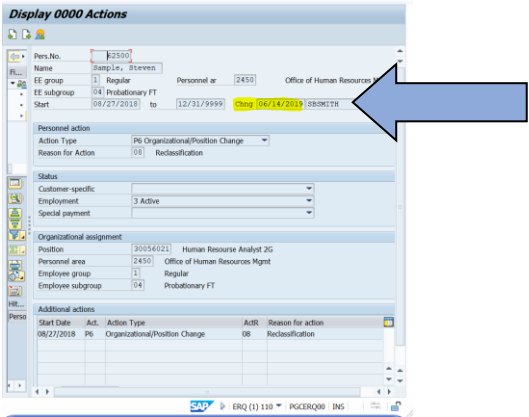
Defaults to a reporting period of TODAY.
Defaults to a change date with TODAY's Date.

The ZHCME_PID Variant Parameter Screen:

Personnel Information Document (PID)

⏺ OrgStructure   Search Help

Period

Reporting Period	A All ▼

Selection Criteria

Personnel Number		
Action Type	=	PS
Reason for Action		
Personnel area		
Employee group		
Employee subgroup	=	13
Organizational unit		

Change Date	08/22/2019

Auto populates Reporting Period as ALL.
Auto eliminates some Action Types.
Auto eliminates some Employee Subgroups.
Auto populates the Change Date for YESTERDAY's Date.

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|	Definition of Change Date
Change Date is the actual day that a personnel action is entered in SAP. **Open Employee's Master Data Record** Highlight 0000 Actions on the Menu. Select Period = ALL. Click the Display icon .	
Identify the Change Date The Change Date is located on the Employee's Action Screen. This date is entered as the Change Date on the PID for this Action. Each Action has its own Change Date.	The Employee's Most Recent Action (IT0000) is displayed

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Definition of a Reporting Period

Reporting Periods determine the data that is displayed.

Use the Reporting Period drop down menu on the PID paramenter screen to select the appropriate reporting period.
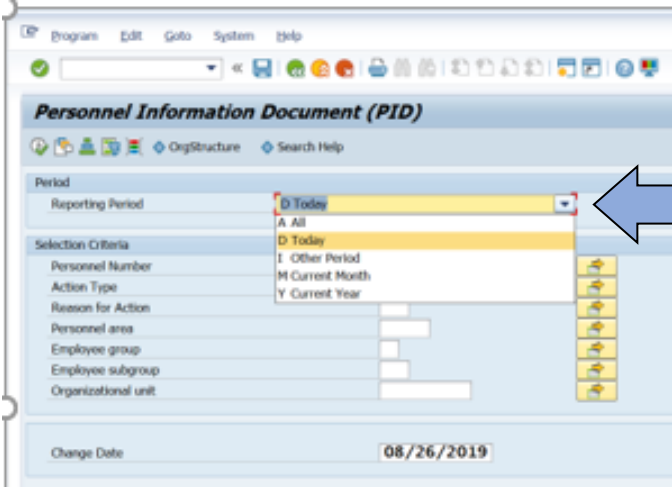
- All = All personnel actions entered not limited to a specific effective date.

- Today = Any personnel actions entered limited to current date.

- Other Period = The effective date of the personnel action must be entered in the date range when using this Reporting Period to get a specific PID produced. The change date must be entered.

- Current Month = Any personnel actions entered in the current month.

- Current Year = Any personnel actions entered in the current year.