

*Defining a Data Archiving Strategy for SAP Payroll Objects Part III*

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The PCL2 cluster table is one of the fastest growing tables in the SAP HR module. Developing an archiving plan for this table is a must for any major SAP HR implementation. This fifty page definitive guide to archiving time evaluation data from the HR module draws on Breck's' experiences at Halliburton to recommend the best archiving practices for managing HR data. This is the third in a series of innovative papers Breck has written on archiving HR data. This paper is very much a companion to the last one, where Breck focused on the archiving of the payroll Archive Object PA\_CALC. This article's focus is on the archiving of time data from Archive Object PA\_TIME.

Click here to read this Snippet

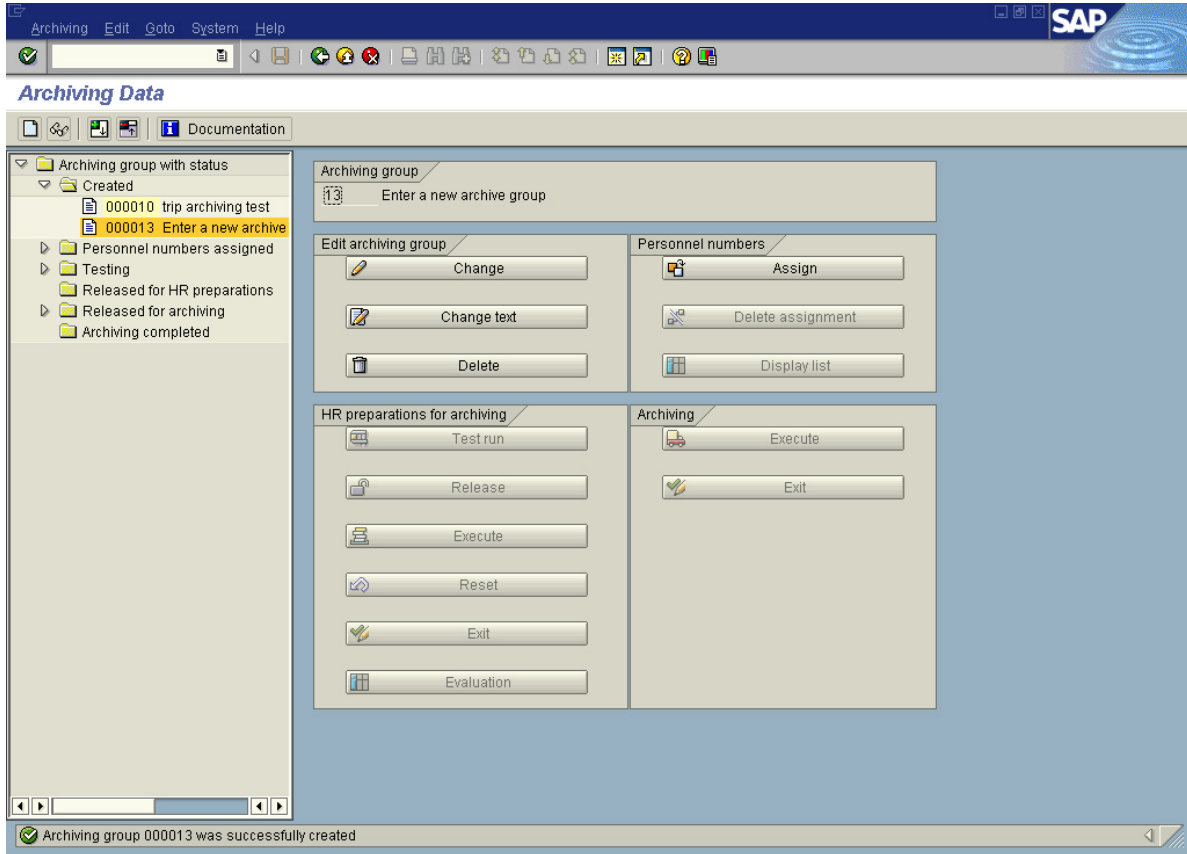



## Defining a Data Archiving Strategy for SAP Payroll Objects – Part III

The archiving preparation process is accessed by:

Via Menu	Human Resources>>Payroll>>America>>USA>>Tools>>PU22 - Archiving
Via Transaction Code	PU22 – Archiving Data


### 1. The Archiving Data screen (PU22) is displayed below.



To assign personnel numbers to the Archive Group, you must first select the Archive Group on the left. Each folder represents the status of the Archive Group. If the Archive Group is in the following statuses you will be allowed to assign personnel numbers to the Archive Group: Created, Personnel numbers assigned, or Testing. After the Archive Group is selected, click on the  **Assign** button.



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2. The Personnel Number/Archiving Group Assignments screen is displayed. Enter the field selections listed below, and then click on the  button to continue.

Verify the Display field and update the following **optional** fields:

Enter description of archiving group				
Field Name	Description	R/O/D*	User Action and Values	Comments
Person selection period	The time period based on the archive date selected in the Archive Group creation process.	D	This should have the archiving date in the "To" date. The "From" date should be blank.	This will archive all time evaluation results up to the archive date displayed.
Personnel Number	The personnel number or range of personnel numbers to be assigned to the Archive Group.	O	You may enter personnel numbers to logically group employees for archiving.	For US employees, we found it best to archive by Tax Company.
Payroll area	The payroll area with personnel numbers.	O	You may enter the payroll to logically group employees for archiving.	For the UK and Other Countries, we found it best to archive by Payroll Area.
Status 1 Status 2 Status 3	Selection criteria based on personnel status assignment.	O	You may enter the various statuses to logically group employees for archiving.	
Pers. Area Subarea Cost Center	Selection criteria based on Personnel Area, Sub Area, and Cost Center assignment.	O	You may enter a combination of Personnel Area, Sub area, and Cost Center to logically group employees for archiving.	
Employee group Subgroup	Selection criteria based on Employee group/Sub group assignment.	O	You may enter a combination of Employee groups and Subgroups to logically group employees for archiving.	