

SAP ERP

How to verify HR Master Data

Training Document

Contents

1. Verify Employee Data	3
1.1. Purpose.....	3
2. Process Steps.....	3
Step – 1	3
Step – 2	3
Step – 3	4
Step – 4	6
Step – 5	6
Step – 6	7
Step – 7	8
Step – 8	8
Step – 9	9
Step – 10	9
Step – 11	10
Step – 12	10
Step – 13	11
Step – 14	11
Step – 15	12
Step – 16	12
Step – 17	13
Step – 18	14
3. Correcting Employee Data.....	15
3.1. Purpose.....	15
4. Process Steps.....	15
Step – 1	15
Step – 2	16
Step – 3	16
Step – 4	17
Step – 5	18
Step – 6	19
Step – 7	19
Step – 8	20
Step – 9	20
Step – 10	21
Note:.....	21
Help Line	21

1. Verify Employee Data

1.1. Purpose

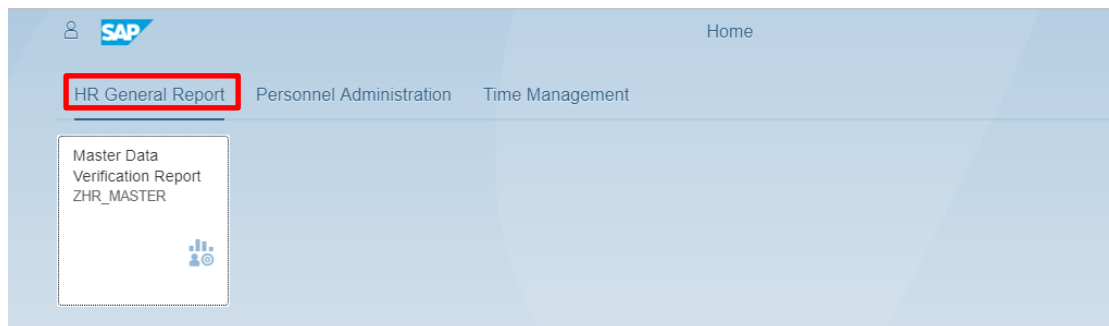
Purpose of this document is to explain the steps involve in Employee Master Data Verification.

2. Process Steps

Please follow listed below step by step guide to verify employee data, once you have been login successfully in SAP System. In case you are not able to login, please check another document explaining “How to Login in SAP”.

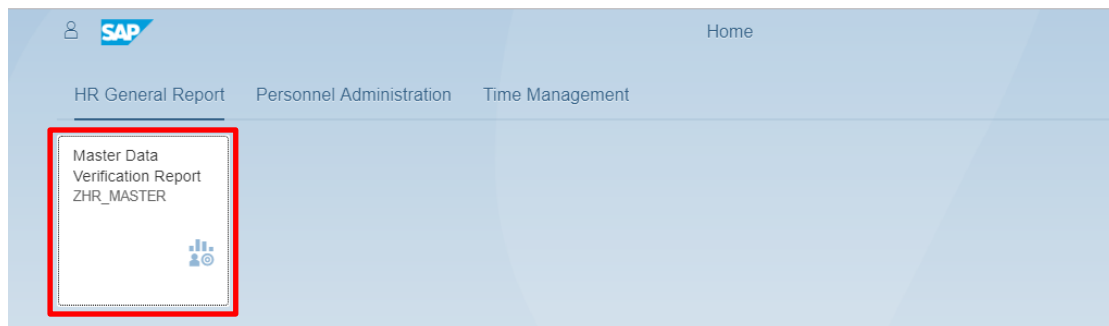
Step – 1

Once the system is login successfully, search for “HR General Report” at top Menu Bar.



Step – 2

Click on “Master Data Verification report” Tile/Box to open the report.



Step – 3

Report screen will open in next screen; enter your Personnel area / Location to read the employee records relevant to your area.

Press F4 key or bubble on Personnel Area to view complete list and select your location

Master Data Verification Report

Dynamic Selections Save as Variant... More ▾

Period

☐ Today ☐ Current month ☐ Current year

☐ Up to today ☐ From today

☒ Other period

Data Selection Period: To:

Person selection period: To:

Selection

Personnel Number:

Employment status:

Company Code:

Personnel area:

Personnel subarea:

Personnel Area (1)

> Restrictions

PA	Personnel Area Text	CoCd	CGrpg	
1000	IESCO HO /CEO	1000	99	
1100	CHIEF EXECUTIVE OFFICER	1000	99	
1200	DIRECTOR GENERAL (HR)	1000	99	
1300	DIRECTOR GENERAL (ADMN)	1000	99	
1400	FINANCE DIRECTOR	1000	99	
1500	CE DEVELOPMENT (PMU)	1000	99	
1600	DIRECTOR GENERAL (IS)	1000	99	
1700	SE – ISLAMABAD CIRCLE	1000	99	
1800	SE – RAWALPINDI CIRCLE	1000	99	
1900	SE – ATTOCK CIRCLE	1000	99	
2000	SE – CHAKWAL CIRCLE	1000	99	
2100	SE –JEHLUM CIRCLE	1000	99	
2200	SE – GSO	1000	99	
2300	PD – CONSTRUCTION	1000	99	
2400	RM – M & T	1000	99	
2500	MANAGER / PD (GSC)	1000	99	
2600	MANAGER MATERIAL MANAGEMENT	1000	99	

Field name	Description	User action and values	Comments
Personnel Area			Personal area is Circle/S.E./PD/Manager Office e.g: 2000 is for chakwal circle
Personnel Subarea			Personal Subarea is Divisions/Sub-Divisions/sub office e.g: 2005 is for chakwal division

Step – 4

If needed, Press F4 key or bubble after placing cursor on Personnel Sub Area to view complete list and select your location

Personnel Subarea (1)

[Restrictions](#)

PA	Personnel Area Text	PSubarea	P.subarea text
1000	IESCO HO /CEO	1001	IESCO – HO
1000	IESCO HO /CEO	1002	CHAIRMAN BOD
1000	IESCO HO /CEO	1003	COMPANY SEC.
1000	IESCO HO /CEO	1004	MANAGER (C&C)
1000	IESCO HO /CEO	1005	DY CHIEF AUDITO
1100	CHIEF EXECUTIVE OFFICER	1101	CEO
1100	CHIEF EXECUTIVE OFFICER	1102	MGR COORDINATIO
1100	CHIEF EXECUTIVE OFFICER	1103	CE/GM TECH DIR
1100	CHIEF EXECUTIVE OFFICER	1104	CE/GM OP DIR

Field name	Description	User action and values	Comments
Personnel Area	1000	Enter personnel Area e.g: 1000 is for IESCO HO/ CEO	Personal area is Circle/S.E./PD/Manager Office
Personnel Subarea	1001	Enter Personnel Subarea, e.g: 2001 is for IESCO Head Office	Personal Subarea is Divisions/Sub- Divisions/sub office

Step – 5

Press Today radio button and press execute button.

Master Data Verification Report

Dynamic Selections Save as Variant... More ▾

Exit

Period

☒ Today ☐ Current month ☐ Current year

☐ Up to today ☐ From today

☐ Other period

Data Selection Period: To:

Person selection period: To:

Selection

Personnel Number:

Employment status:

Company Code:

Personnel area:

Personnel subarea:

Results will display on next screen.

Master Data Verification Report

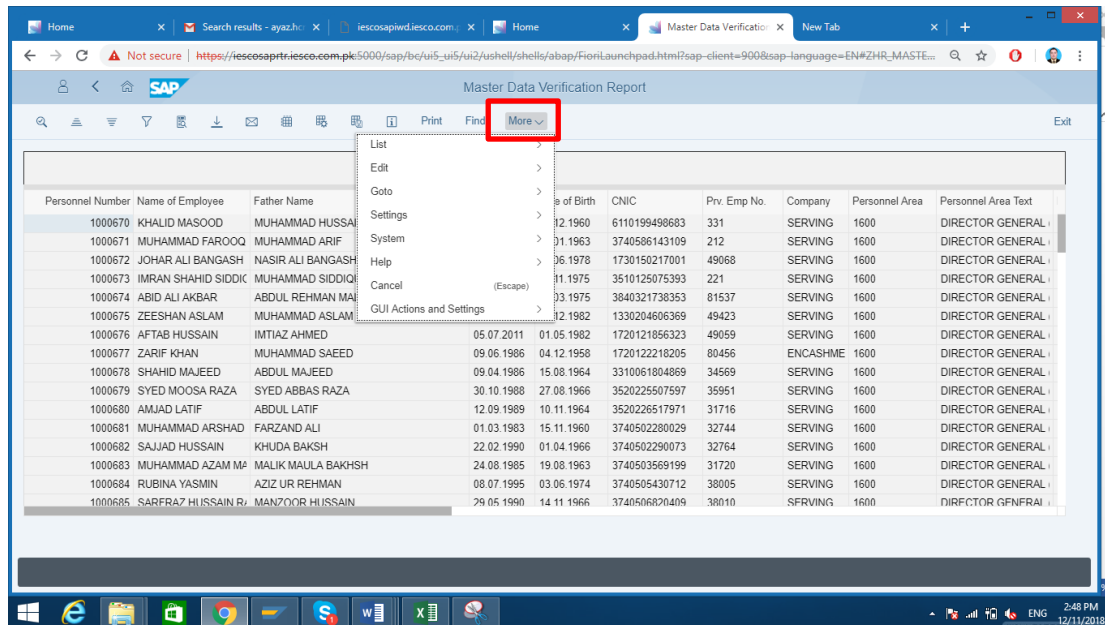
Print Find More ▾

Exit

Personnel Number	Name of Employee	Father Name	Date of Jo...	Date of Birth	CNIC	Prv. Emp No.	Company	Personnel Area	Person
1000000	HAZRAT SHAH	MIAN FAROOQ SHAH	15.09.2011	18.04.1985	1560223768227	49010	SERVING	1000	IESCC
1000001	AKBAR ZADIN	FAZAL DIN	23.01.2001	01.01.1965	6110126976041	31685	TRANSFER	1000	IESCC
1000002	MUHAMMAD SAJID ML	FAQEER MUHAMMAD	06.08.2001	13.07.1964	6110189116755	81053	SERVING	1000	IESCC
1000003	ANJUM HANIF	M. HANIF AWAN	13.04.2017	30.12.1984	6110173697247	71251	SERVING	1000	IESCC
1000004	SALAH-UD- DIN	ABDUL MAJEED	16.03.1992	07.05.1972	3520221618621	48916	SERVING	1000	IESCC
1000005	MUHAMMAD ASIM	MUHAMMAD SAFDAR KHAN	06.09.2001	01.06.1972	6110154026523	82951	SERVING	1000	IESCC
1000006	ZIA ULLAH KHAN	AYAZ KHAN	03.03.1983	01.01.1959	6110146286765	17371	SERVING	1000	IESCC
1000007	RAFIQUE AHMAD MEC	MUHAMMAD AHMAD MEO	25.01.1981	20.02.1960	3410121025595	47010	SERVING	1000	IESCC
1000008	MUHAMMAD WASEEM	MUHAMMAD ZIA FEROZE	01.01.1985	26.09.1963	3520229351665	60836	SERVING	1000	IESCC
1000009	SYED MUHAMMAD KA	SYED MUHAMMAD AKRAM	09.12.1986	04.01.1963	3520241530455	60410	SERVING	1000	IESCC
1000010	KHALID MEHMOOD	FAZAL KHAN	05.09.1983	05.11.1961	3710133220117	40047	SERVING	1000	IESCC
1000011	PERVEZ IQBAL	RAB NAWAZ	18.07.1987	21.09.1964	3740187504707	17393	SERVING	1000	IESCC

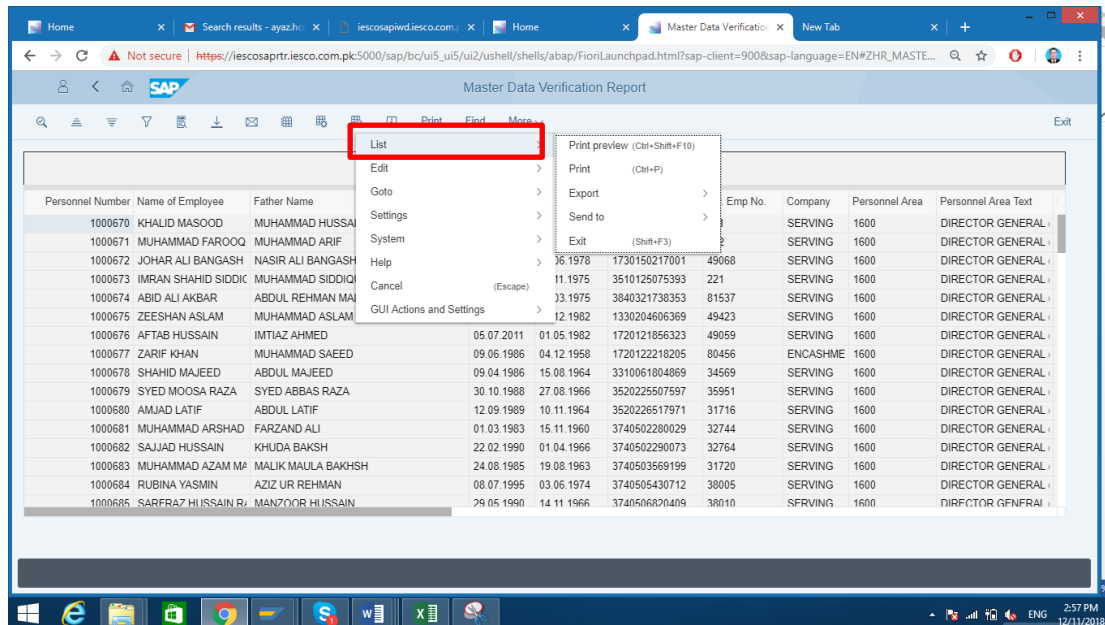
Step – 6

Press More button



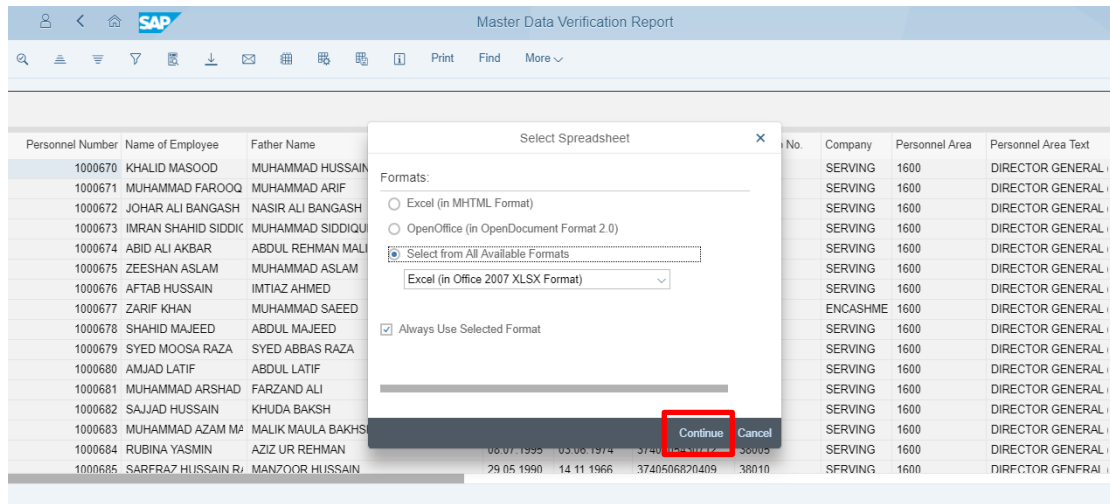
Step – 7

Click on list button.



Step – 8

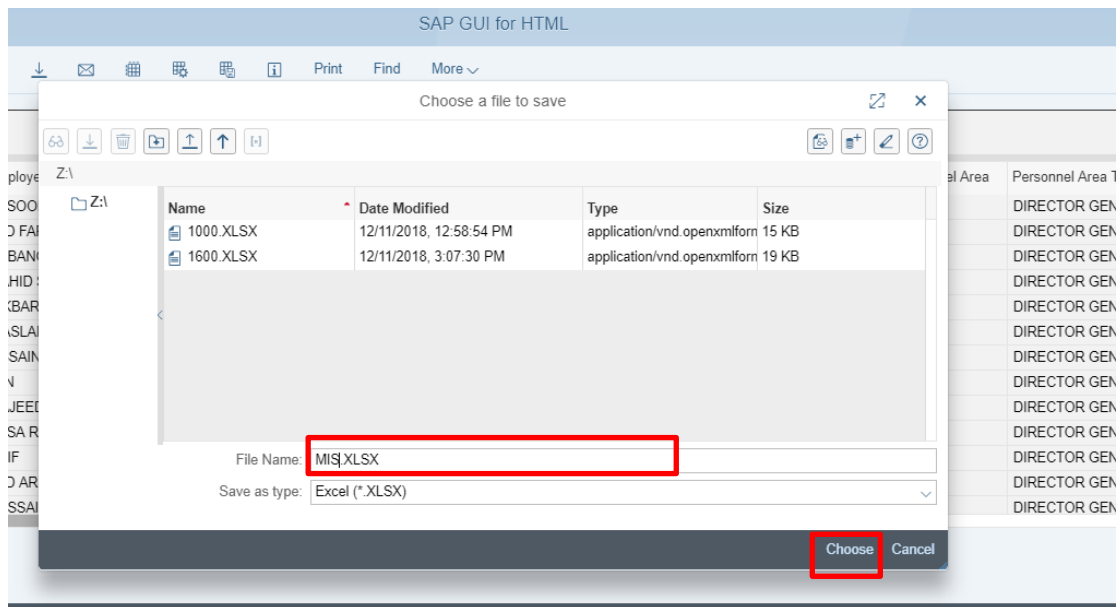
Click on Export button



Step – 11

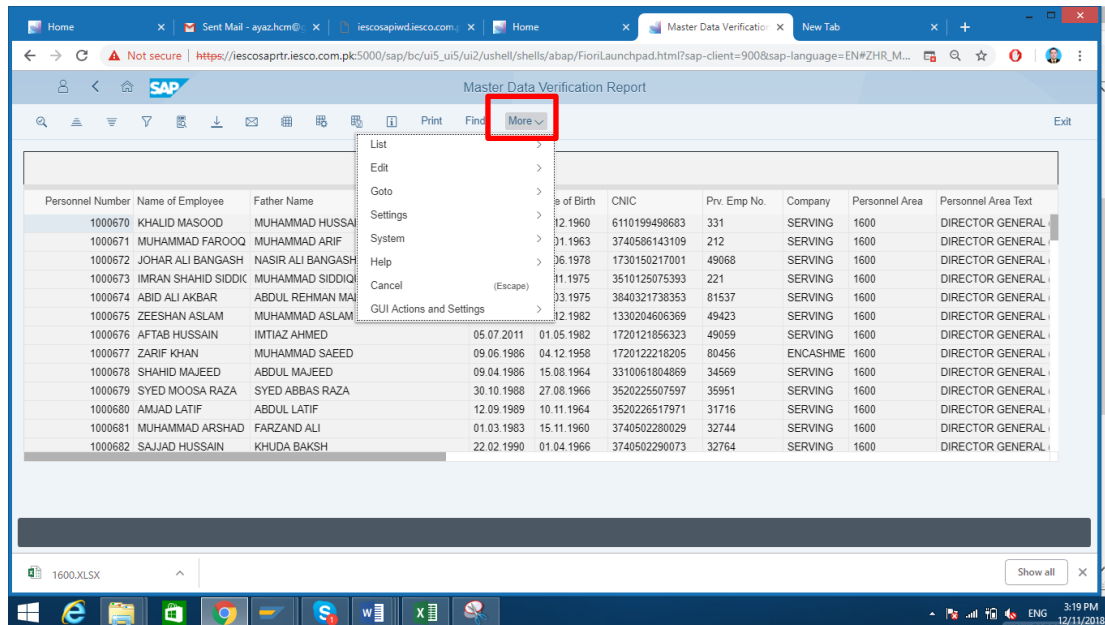
Enter name for the file to be saved.

Click choose button.



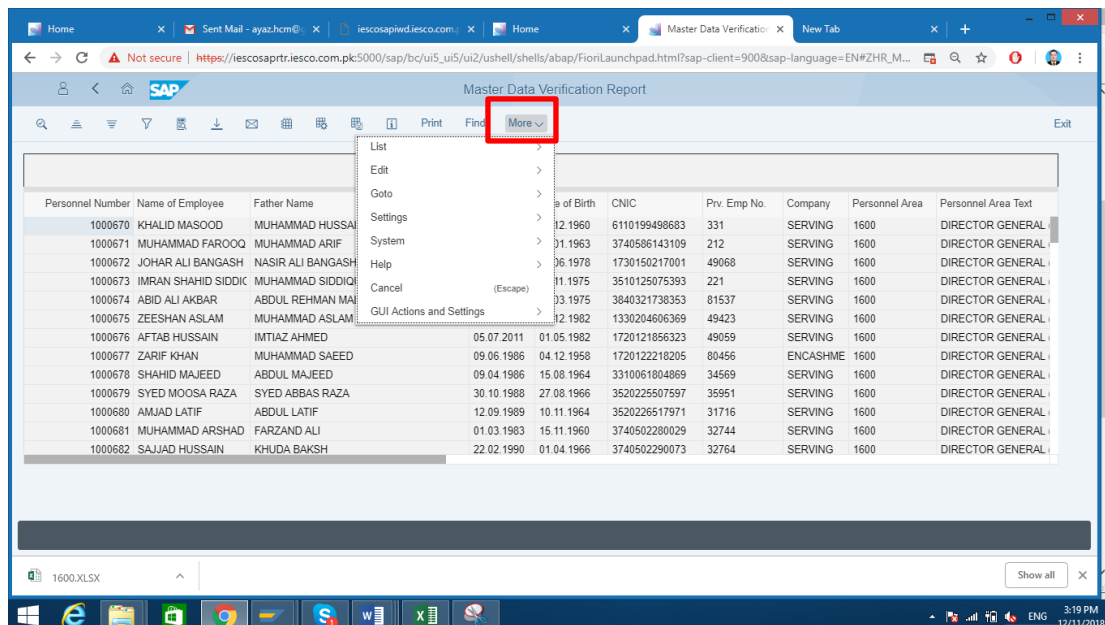
Step – 12

Click on More button.



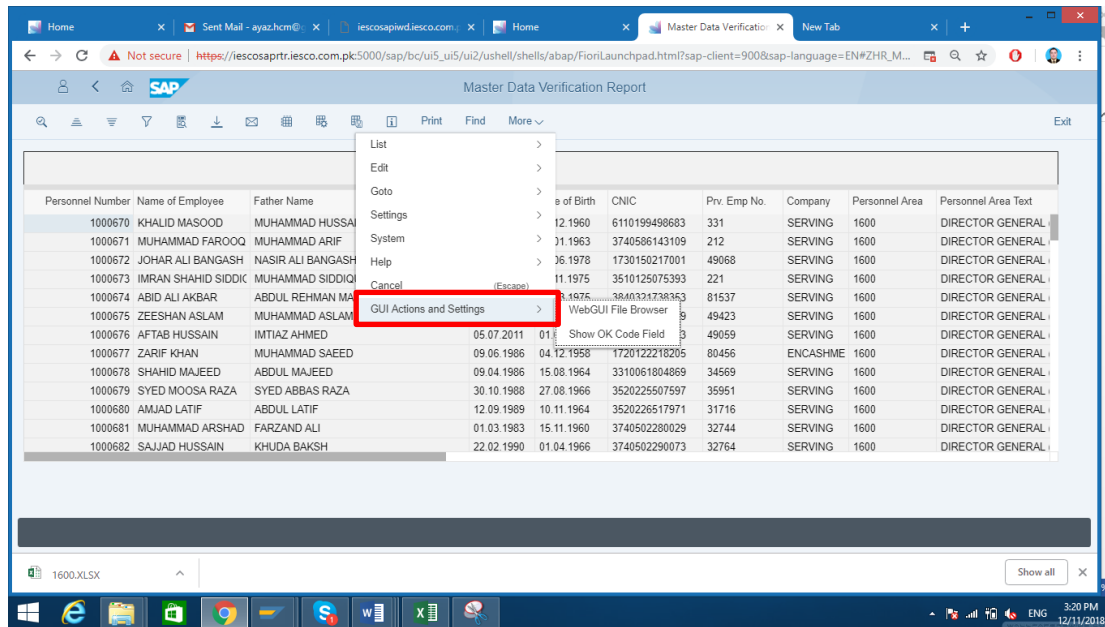
Step – 13

Click on More button.



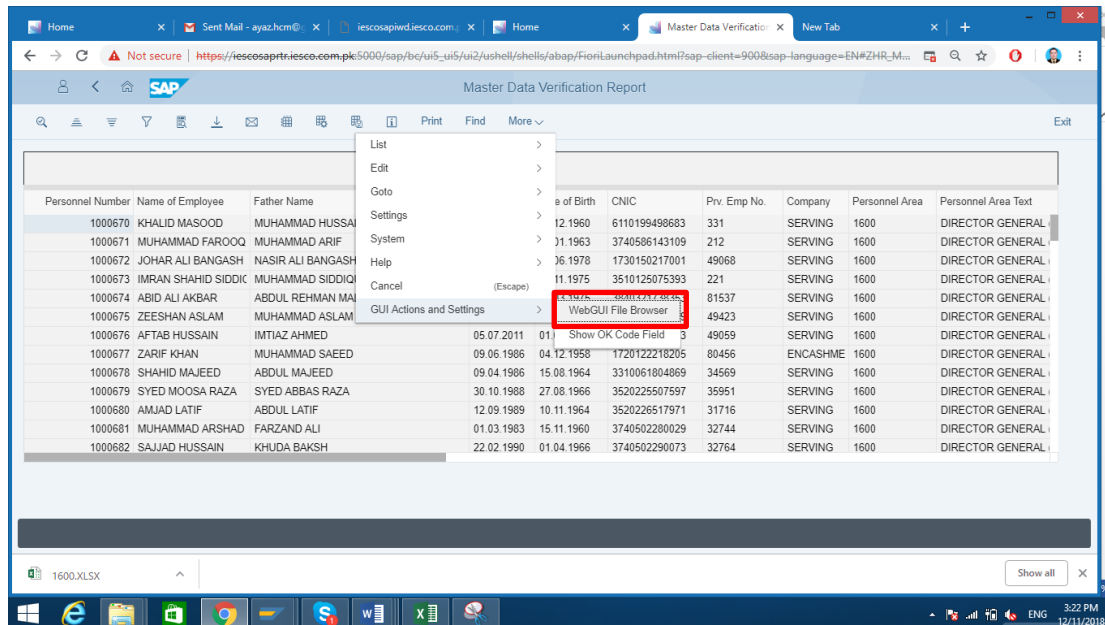
Step – 14

Click on GUI actions and setting button



Step – 15

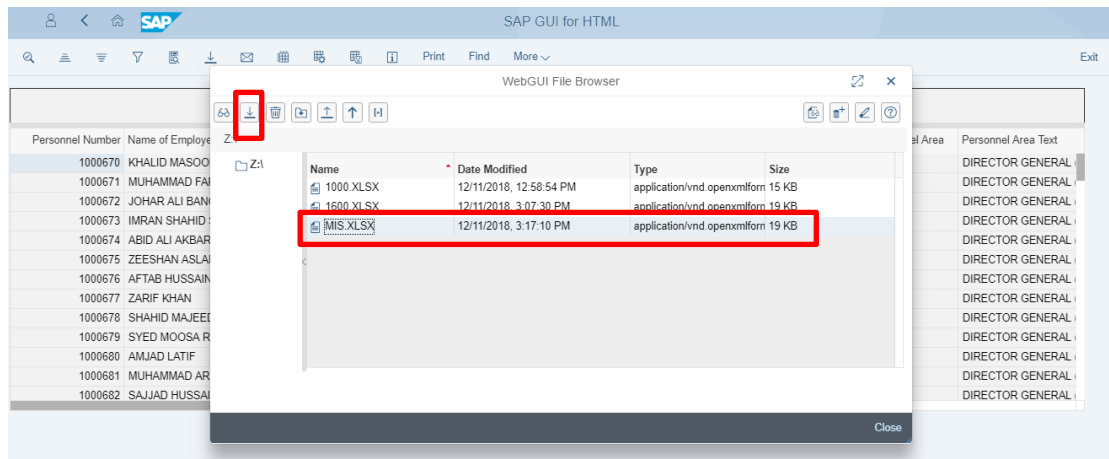
Click on WebGUI File Browser button



Step – 16

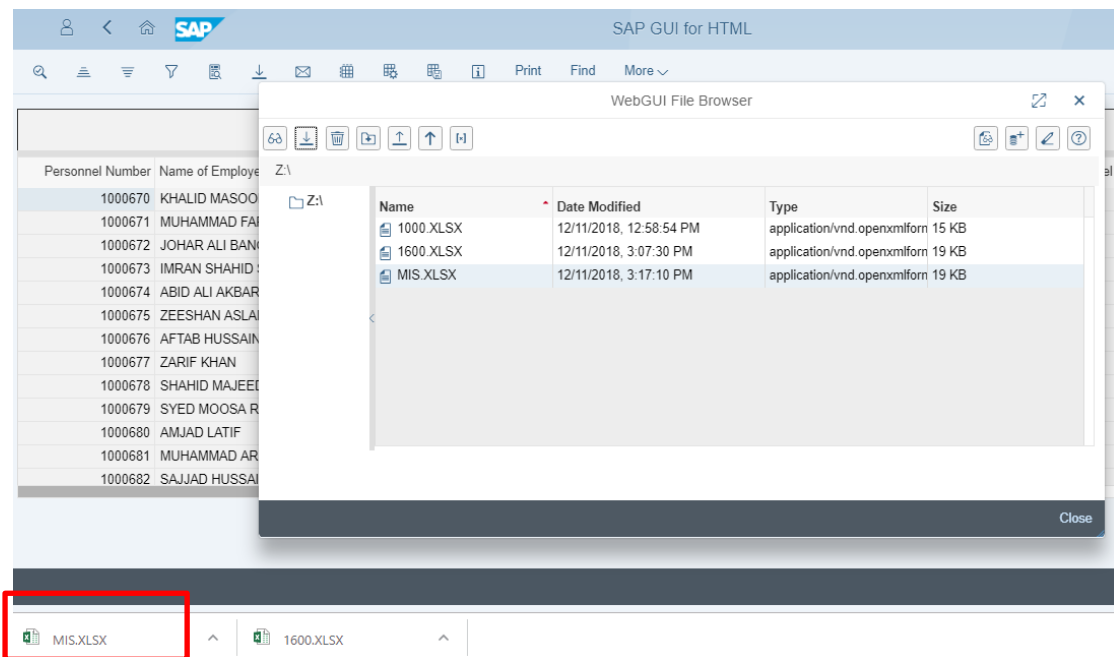
Select file you created recently

Click export to native file system button



Step – 17

Click on the downloaded file



Step – 18

Excel file has been displayed.

MIS [Protected View] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

Personnel Number

Personnel Number	Name of Employee	Father Name	Date of Joining	Date of Birth	CNIC	Priv. Emp No.	Company	Personnel Area	Personnel Area Text	Personnel Subarea	Personnel Subarea Text
1000670	KHALID MASOOD	MUHAMMAD HUSSAIN	4/1/1986	12/3/1960	6110199498683	331	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
1000671	MUHAMMAD FAROOQ AHMED	MUHAMMAD ARIF	12/13/1982	11/1/1963	3740586143109	212	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
1000672	JOHAR ALI BANGASH	NASIR ALI BANGASH	10/10/2000	6/5/1978	1730150217001	49068	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
1000673	IMRAN SHAHID SIDDIQUE	MUHAMMAD SIDDIQUE	11/3/2001	11/24/1975	3510125075393	221	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
1000674	ABID ALI AKBAR	ABDUL REHMAN MALIK	11/6/2001	3/12/1975	3840321738353	81537	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
1000675	ZEESHAN ASLAM	MUHAMMAD ASLAM	5/28/2010	12/10/1982	1330204606369	49423	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
1000676	AFTAB HUSSAIN	IMTIAZ AHMED	7/5/2011	5/11/1982	1720121856323	49059	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
1000677	ZARIF KHAN	MUHAMMAD SAEED	6/9/1986	12/4/1958	1720122218205	80456	ENCASHMENT	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
1000678	SHAHID MAJEED	ABDUL MAJEED	4/9/1986	8/15/1964	3310061804869	34569	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
1000679	SYED MOOSA RAZA	SYED ABBAS RAZA	10/30/1988	8/27/1966	3520225507597	35951	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
1000680	AMJAD LATIF	ABDUL LATIF	9/12/1989	11/10/1964	3520226517971	31716	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
1000681	MUHAMMAD ARSHAD	FARZAND ALI	3/1/1983	11/15/1960	3740502280029	32744	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
1000682	SAJJAD HUSSAIN	KHUDA BAKSH	2/22/1990	4/1/1966	3740502290073	32764	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
1000683	MUHAMMAD AZAM MALIK	MALIK MAULA BAKHSH	8/24/1985	8/19/1963	3740503569199	31720	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
1000684	RUBINA YASMIN	AZIZ UR REHMAN	7/8/1995	6/3/1974	3740505430712	38005	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
1000685	SARFRAZ HUSSAIN RAJA	MAHZOOR HUSSAIN	5/29/1990	11/14/1966	3740505620409	38010	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
1000686	MUHAMMAD JUNAID ASHRAF	MUHAMMAD ASHRAF RANA	5/30/2012	9/6/1989	3740572188703	49213	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
1000687	TABEER HUSSAIN	MUHAMMAD AZAM	7/25/1987	11/1/1966	3740579389401	32904	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
1000688	ABDUL JALIL	REHMAT ULLAH	2/15/1995	7/10/1962	5440064621565	93084	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
1000689	MUHAMMAD IMRAN	AHMED DIN	2/26/2003	7/12/1977	6110118729707	83808	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
1000690	MUHAMMAD BASHIR	MUHAMMAD SHAFI	4/17/1986	8/17/1962	6110119188389	35682	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)

Sheet1

READY

3. Correcting Employee Data

3.1. Purpose

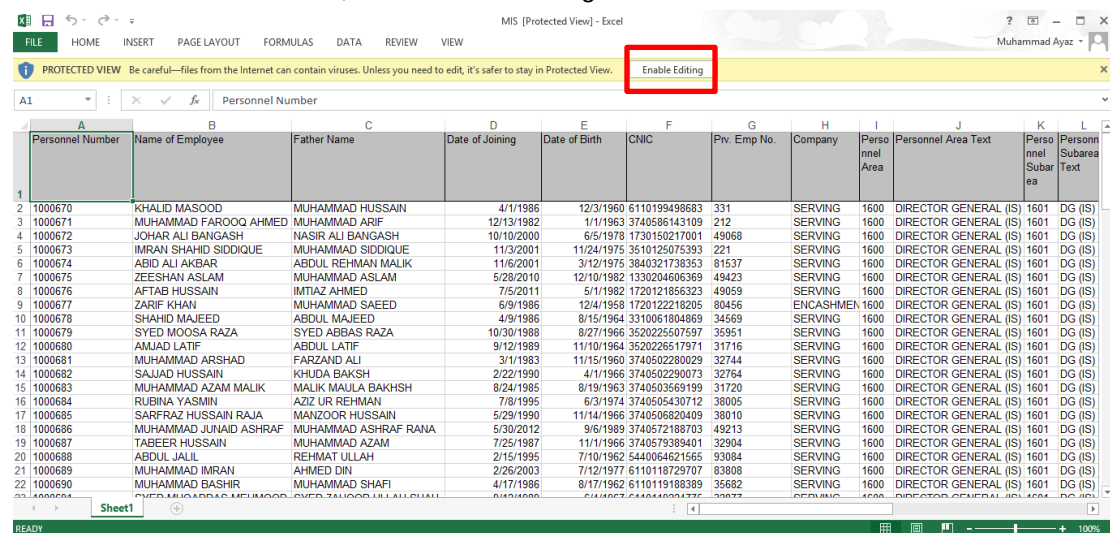
Purpose of this document is to explain the steps involve in Employee Master Data Correction.

4. Process Steps

Please follow listed below step by step guide to correct employee data.

Step – 1

Once the file is downloaded, enter Enable Editing button.

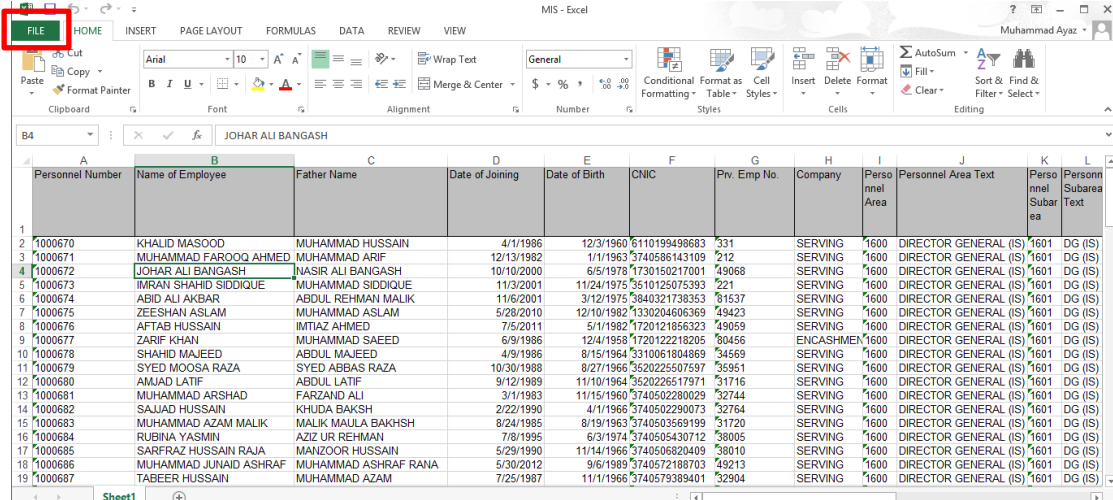


The screenshot shows an Excel spreadsheet titled 'MIS [Protected View] - Excel'. The ribbon includes FILE, HOME, INSERT, PAGE LAYOUT, FORMULAS, DATA, REVIEW, and VIEW. A yellow status bar at the bottom of the ribbon indicates 'PROTECTED VIEW: Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View.' A red box highlights the 'Enable Editing' button. Below the ribbon, the spreadsheet data is visible, starting with a header row and multiple data rows containing employee information.

Personnel Number	Name of Employee	Father Name	Date of Joining	Date of Birth	CNIC	Prv. Emp No.	Company	Personnel Area	Personnel Area Text	Personnel Subarea	Personnel Subarea Text
1000670	KHALID MASOOD	MUHAMMAD HUSSAIN	4/1/1986	12/3/1960	6110199498683	331	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
1000671	MUHAMMAD FAROOQ AHMED	MUHAMMAD ARIF	12/13/1982	1/1/1963	3740586143109	212	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
1000672	JOHAR ALI BANGASH	NASIR ALI BANGASH	10/10/2000	6/5/1978	1730150217001	49068	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
1000673	IMRAN SHAHID SIDDIQUE	MUHAMMAD SIDDIQUE	11/3/2001	11/24/1975	3510125075393	221	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
1000674	ABID ALI AKBAR	ABDUL REHMAN MALIK	11/6/2001	3/12/1975	3840321736353	81537	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
1000675	ZEESHAN ASLAM	MUHAMMAD ASLAM	5/28/2010	12/10/1982	1330204606369	49423	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
1000676	AFTAB HUSSAIN	IMTIAZ AHMED	7/5/2011	5/1/1982	1720121856323	49059	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
1000677	ZARIF KHAN	MUHAMMAD SAEED	6/9/1986	12/4/1958	1720122218205	80456	ENCASHMENT	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
1000678	SHAHID MAJEED	ABDUL MAJEED	4/9/1986	8/15/1964	3310061804869	34569	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
1000679	SYED MOOSA RAZA	SYED ABBAS RAZA	10/30/1988	8/27/1966	3520225507597	35951	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
1000680	AMJAD LATIF	ABDUL LATIF	9/12/1989	11/10/1964	3520226517971	31716	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
1000681	MUHAMMAD ARSHAD	FARZAND ALI	3/1/1983	11/15/1960	3740502280029	32744	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
1000682	SAJAD HUSSAIN	KHUDA BAKSH	2/22/1990	4/1/1966	3740502290073	32764	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
1000683	MUHAMMAD AZAM MALIK	MALIK MAULA BAKHSH	8/24/1985	8/19/1963	3740503569199	31720	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
1000684	RUBINA YASMIN	AZIZ UR REHMAN	7/8/1995	6/3/1974	3740505430712	38005	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
1000685	SARFRAZ HUSSAIN RAJA	MANZOOR HUSSAIN	5/29/1990	11/14/1966	3740506820409	38010	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
1000686	MUHAMMAD JUNAID ASHRAF	MUHAMMAD ASHRAF RAJA	5/30/2012	9/6/1989	3740572188703	49213	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
1000687	TABEER HUSSAIN	MUHAMMAD AZAM	7/25/1987	11/1/1966	3740579389401	32904	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
1000688	ABDUL JALIL	REHMAT ULLAH	2/15/1995	7/10/1962	5440054621565	93084	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
1000689	MUHAMMAD IMRAN	AHMED DIN	2/29/2003	7/12/1977	6110118729707	83808	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
1000690	MUHAMMAD BASHIR	MUHAMMAD SHAFI	4/17/1985	8/17/1962	6110119188389	35682	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)

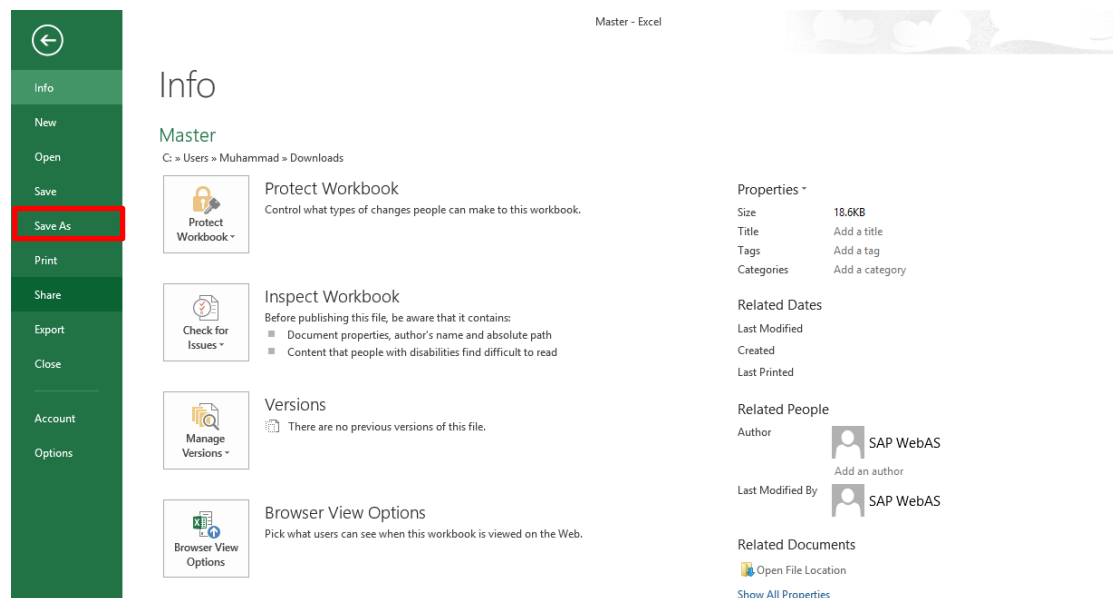
Step – 2

Click File button



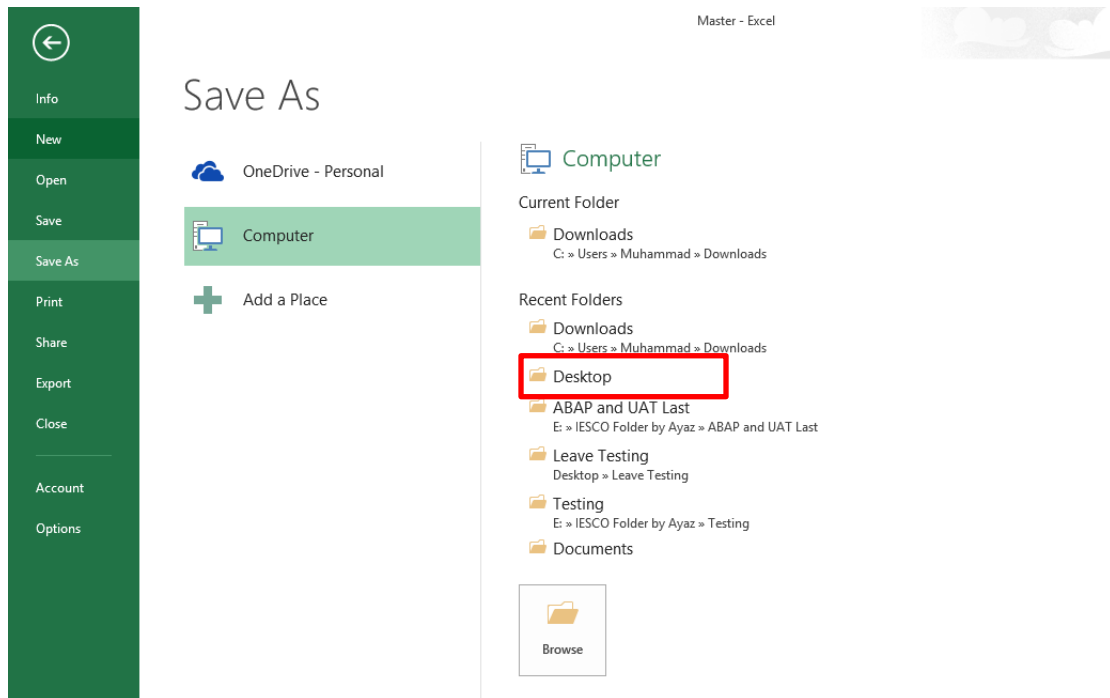
Step – 3

Click save as button



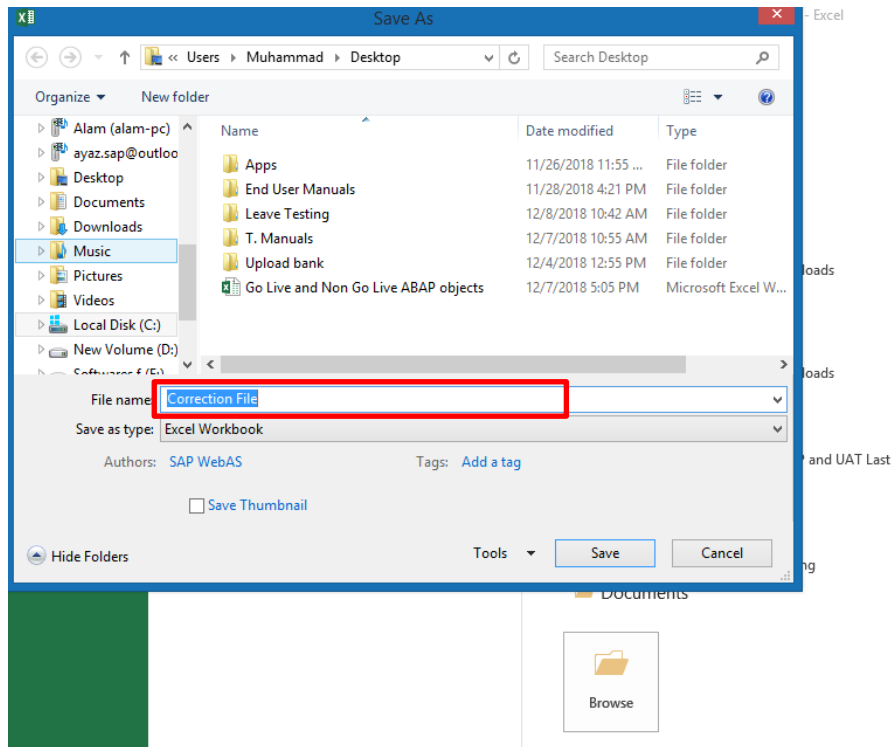
Step – 4

Click on Desktop



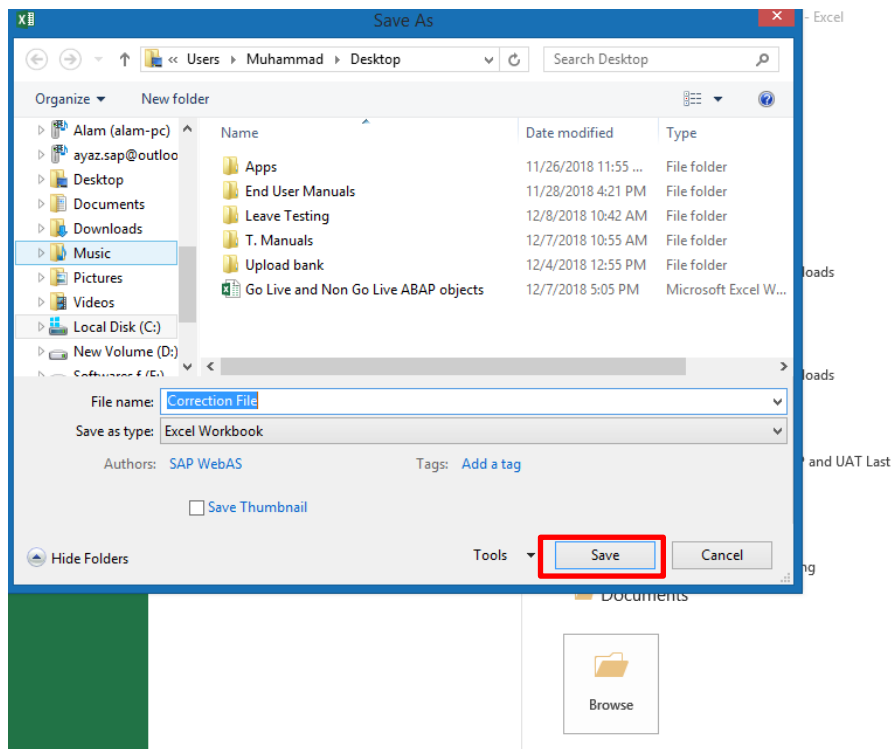
Step – 5

Enter name as Correction



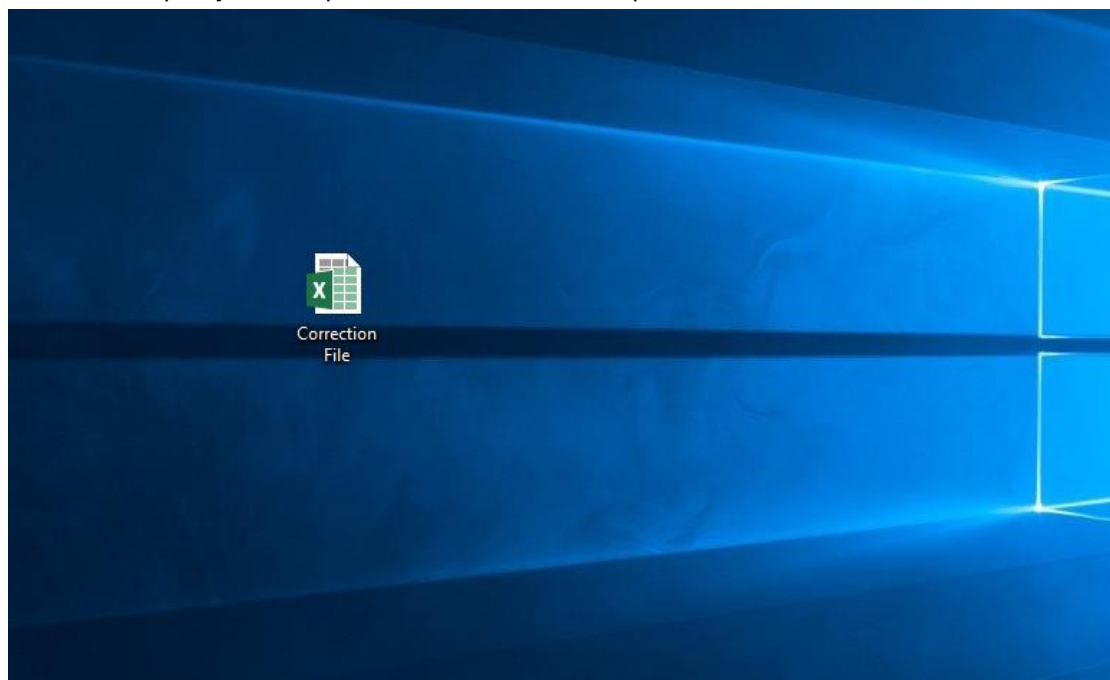
Step – 6

Click save button



Step – 7

Go to Desktop of your computer, file will be at desktop



Step – 8

Open the file, Select the cell

MIS - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

B4 JOHAR ALI BANGASH

	A	B	C	D	E	F	G	H	I	J	K	L
	Personnel Number	Name of Employee	Father Name	Date of Joining	Date of Birth	CNIC	Priv. Emp No.	Company	Personnel Area	Personnel Area Text	Personnel Subarea	Personnel Subarea Text
1												
2	1000670	KHALID MASOOD	MUHAMMAD HUSSAIN	4/1/1986	12/3/1960	6110199498683	331	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
3	1000671	MUHAMMAD FAROOQ AHMED	MUHAMMAD ARIF	12/13/1982	1/1/1963	3740586143109	212	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
4	1000672	JOHAR ALI BANGASH	NASIR ALI BANGASH	10/10/2000	6/5/1978	1730150217001	49068	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
5	1000673	IMRAN SHAHID SIDDIQUE	MUHAMMAD SIDDIQUE	11/3/2001	11/24/1975	3510125075393	221	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
6	1000674	ABID ALI AKBAR	ABDUL REHMAN MALIK	11/6/2001	3/12/1975	3840321738353	81537	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
7	1000675	ZEESHAN ASLAM	MUHAMMAD ASLAM	5/28/2010	12/10/1982	1330204606369	49423	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
8	1000676	AFTAB HUSSAIN	IMTIAZ AHMED	7/5/2011	5/1/1982	1720121856323	49059	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
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10	1000678	SHAHID MAJEED	ABDUL MAJEED	4/9/1986	8/15/1964	3310061804869	34569	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
11	1000679	SYED MOOSA RAZA	SYED ABBAS RAZA	10/30/1988	8/27/1966	3520225507597	35951	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
12	1000680	AMJAD LATIF	ABDUL LATIF	9/12/1989	11/10/1964	3520226517971	31716	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
13	1000681	MUHAMMAD ARSHAD	FARZAND ALI	3/1/1983	11/15/1960	3740502280029	32744	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
14	1000682	SAJJAD HUSSAIN	KHUDA BAKSH	2/22/1990	4/1/1966	3740502290073	32764	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
15	1000683	MUHAMMAD AZAM MALIK	MALIK MAULA BAKHSH	8/24/1985	8/19/1963	3740503569199	31720	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
16	1000684	RUBINA YASMIN	AZIZ UR REHMAN	7/8/1995	6/3/1974	3740505430712	38005	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
17	1000685	SARFRAZ HUSSAIN RAJA	MANZOOR HUSSAIN	5/29/1990	11/14/1966	3740506820409	38010	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
18	1000686	MUHAMMAD JUNAID ASHRAF	MUHAMMAD ASHRAF RANA	5/30/2012	9/6/1989	3740572188703	49213	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
19	1000687	TABEER HUSSAIN	MUHAMMAD AZAM	7/25/1987	11/1/1966	3740579389401	32904	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
20	1000688	ABDUL JALIL	REHMAT ULLAH	2/15/1995	7/10/1962	5440064621565	93084	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
21	1000689	MUHAMMAD IMRAN	AHMED DIN	2/26/2003	7/12/1977	6110118729707	83808	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
22	1000690	MUHAMMAD BASHIR	MUHAMMAD SHAFI	4/17/1986	8/17/1962	6110119188389	35682	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
23	1000691	SYED MUQADDAS MEHMOOD	SYED ZAHOR ULLAH SHAH	9/12/1989	6/4/1967	6110119224775	32877	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
24	1000692	AFTAB HUSSAIN MINHAS	MUHAMMAD ASLAM MINHAS	10/5/1986	10/26/1965	6110120038721	10059	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)

Sheet1

READY

Step – 9

Click on Fill color button

MIS - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

B4 JOHAR ALI BANGASH

	A	B	C	D	E	F	G	H	I	J	K	L
	Personnel Number	Name of Employee	Father Name	Date of Joining	Date of Birth	CNIC	Priv. Emp No.	Company	Personnel Area	Personnel Area Text	Personnel Subarea	Personnel Subarea Text
1												
2	1000670	KHALID MASOOD	MUHAMMAD HUSSAIN	4/1/1986	12/3/1960	6110199498683	331	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
3	1000671	MUHAMMAD FAROOQ AHMED	MUHAMMAD ARIF	12/13/1982	1/1/1963	3740586143109	212	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
4	1000672	JOHAR ALI BANGASH	NASIR ALI BANGASH	10/10/2000	6/5/1978	1730150217001	49068	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
5	1000673	IMRAN SHAHID SIDDIQUE	MUHAMMAD SIDDIQUE	11/3/2001	11/24/1975	3510125075393	221	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
6	1000674	ABID ALI AKBAR	ABDUL REHMAN MALIK	11/6/2001	3/12/1975	3840321738353	81537	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
7	1000675	ZEESHAN ASLAM	MUHAMMAD ASLAM	5/28/2010	12/10/1982	1330204606369	49423	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
8	1000676	AFTAB HUSSAIN	IMTIAZ AHMED	7/5/2011	5/1/1982	1720121856323	49059	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
9	1000677	ZARIF KHAN	MUHAMMAD SAEED	6/9/1986	12/4/1958	1720122218205	80456	ENCASHMENT	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
10	1000678	SHAHID MAJEED	ABDUL MAJEED	4/9/1986	8/15/1964	3310061804869	34569	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
11	1000679	SYED MOOSA RAZA	SYED ABBAS RAZA	10/30/1988	8/27/1966	3520225507597	35951	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
12	1000680	AMJAD LATIF	ABDUL LATIF	9/12/1989	11/10/1964	3520226517971	31716	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
13	1000681	MUHAMMAD ARSHAD	FARZAND ALI	3/1/1983	11/15/1960	3740502280029	32744	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
14	1000682	SAJJAD HUSSAIN	KHUDA BAKSH	2/22/1990	4/1/1966	3740502290073	32764	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
15	1000683	MUHAMMAD AZAM MALIK	MALIK MAULA BAKHSH	8/24/1985	8/19/1963	3740503569199	31720	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
16	1000684	RUBINA YASMIN	AZIZ UR REHMAN	7/8/1995	6/3/1974	3740505430712	38005	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
17	1000685	SARFRAZ HUSSAIN RAJA	MANZOOR HUSSAIN	5/29/1990	11/14/1966	3740506820409	38010	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
18	1000686	MUHAMMAD JUNAID ASHRAF	MUHAMMAD ASHRAF RANA	5/30/2012	9/6/1989	3740572188703	49213	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
19	1000687	TABEER HUSSAIN	MUHAMMAD AZAM	7/25/1987	11/1/1966	3740579389401	32904	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
20	1000688	ABDUL JALIL	REHMAT ULLAH	2/15/1995	7/10/1962	5440064621565	93084	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
21	1000689	MUHAMMAD IMRAN	AHMED DIN	2/26/2003	7/12/1977	6110118729707	83808	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
22	1000690	MUHAMMAD BASHIR	MUHAMMAD SHAFI	4/17/1986	8/17/1962	6110119188389	35682	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
23	1000691	SYED MUQADDAS MEHMOOD	SYED ZAHOR ULLAH SHAH	9/12/1989	6/4/1967	6110119224775	32877	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
24	1000692	AFTAB HUSSAIN MINHAS	MUHAMMAD ASLAM MINHAS	10/5/1986	10/26/1965	6110120038721	10059	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)

Sheet1

READY

Cell has been highlighted in red color

	A	B	C	D	E	F	G	H	I	J	K	L
	Personnel Number	Name of Employee	Father Name	Date of Joining	Date of Birth	CNIC	Priv. Emp No.	Company	Personnel Area	Personnel Area Text	Personnel Subarea	Personnel Subarea Text
1												
2	1000670	KHALID MASOOD	MUHAMMAD HUSSAIN	4/1/1986	12/3/1960	6110199498683	331	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
3	1000671	MUHAMMAD FAROOQ AHMED	MUHAMMAD ARIF	12/13/1982	1/1/1963	3740586143109	212	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
4	1000672	JOHAR ALI BANGASH	NASIR ALI BANGASH	10/10/2000	6/5/1978	1730150217001	49068	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
5	1000673	IMRAN SHAHID SIDDIQUE	MUHAMMAD SIDDIQUE	11/3/2001	11/24/1975	3510125075393	221	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
6	1000674	ABID ALI AKBAR	ABDUL REHMAN MALIK	11/6/2001	3/12/1975	3840321738353	81537	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
7	1000675	ZEESHAN ASLAM	MUHAMMAD ASLAM	5/28/2010	12/10/1982	1330294606369	49423	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
8	1000676	AFTAB HUSSAIN	IMTIAZ AHMED	7/5/2011	5/1/1962	1720121866323	49059	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
9	1000677	ZARIF KHAN	MUHAMMAD SAIED	6/9/1986	12/4/1968	1720122218205	80456	ENCASHMENT	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
10	1000678	SHAHID MAJEED	ABDUL MAJEED	4/9/1986	8/15/1964	3310061804869	34569	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
11	1000679	SYED MOOSA RAZA	SYED ABBAS RAZA	10/30/1988	8/27/1964	352022507597	35951	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
12	1000680	AMJAD LATIF	ABDUL LATIF	9/12/1989	11/10/1964	3520226517971	31716	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
13	1000681	MUHAMMAD ARSHAD	FARZAND ALI	3/1/1983	11/15/1960	3740502280029	32744	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
14	1000682	SAJAD HUSSAIN	KHUDA BAKSH	2/22/1990	4/1/1966	3740502290073	32764	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
15	1000683	MUHAMMAD AZAM MALIK	MALIK MAULA BAKHSH	8/24/1985	8/19/1963	3740503559199	31720	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
16	1000684	RUBINA YASMIN	AZIZ UR REHMAN	7/8/1995	6/3/1974	3740505430712	38005	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
17	1000685	SARFRAZ HUSSAIN RAJA	MANZOOR HUSSAIN	5/29/1990	11/14/1966	3740506820409	38010	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
18	1000686	MUHAMMAD JUNAID ASHRAF	MUHAMMAD ASHRAF RANA	5/30/2012	9/6/1989	3740572188703	49213	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
19	1000687	TABEER HUSSAIN	MUHAMMAD AZAM	7/25/1987	11/1/1966	3740579389401	32904	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
20	1000688	ABDUL JALIL	REHMAT ULLAH	2/15/1995	7/10/1962	5440064621565	93084	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
21	1000689	MUHAMMAD IMRAN	AHMED DIN	2/26/2003	7/12/1977	6110118729707	83808	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
22	1000690	MUHAMMAD BASHIR	MUHAMMAD SHAFI	4/17/1986	8/19/1962	6110119188389	35682	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
23	1000691	SYED MUQADDAS MEHMOOD	SYED ZAHOR ULLAH SHAH	9/12/1989	6/4/1967	6110119224775	32877	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)
24	1000692	AFTAB HUSSAIN MINHAS	MUHAMMAD ASLAM MINHAS	10/5/1986	10/26/1965	6110120038721	10059	SERVING	1600	DIRECTOR GENERAL (IS)	1601	DG (IS)

Step – 10

Press CTR+SAVE button from keyboard.

Note: Hard and Soft Copy

-All concerned must verify employee's data as per working strength, name, father's name, CNIC, BPS etc and all available fields/record.

-Subdivision will send their Correction files to Division/Current Senior Office along with Certificate.

Division will consolidate all Sub Divisions/ Sub Office and send to Circle Office (SAP-Resource Person) along with certificate.

Circle will also consolidate all corrected/verified master data in all respects, and send to Head Office along with certificate. Final employees data also email on saphriesco@gmail.com,

Help Line

- SAP Resource persons are available for any help and query.

In case of any issue, please must email (saphriesco@gmail.com) and call below mentioned contact persons related to your issue / department or send email with complete details of your issue. Make sure screen shot of issue must be attached with your email.

Human Resource / HCM

Contact Person -1: Ali Waqas Khan – 0305-8882194

Contact Person -2: Amina Rizwan – 0305-8880824

Contact Person -3: Muhammad Irfan Aslam Kiani – 0305 - 8880833

Contact Email Id: saphriesco@gmail.com

