

## LaGov System - Protege' Data Preparation

(Issue Date: 09/15/2009)

### Create Residence Status

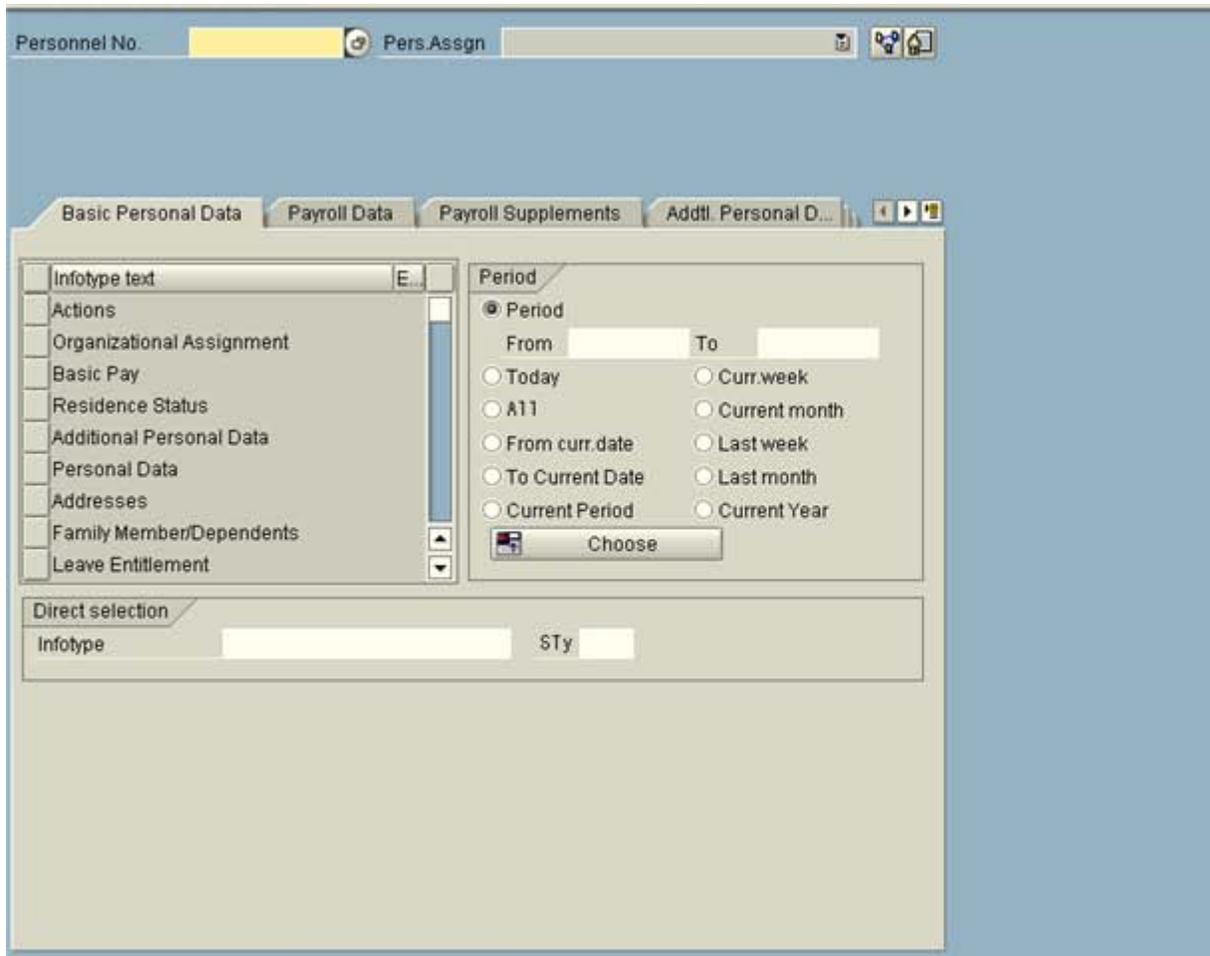
#### Purpose

Use this procedure to create infotype (0094) for employees with a personal assignment and/or home stored state vehicle. This infotype will be used for maintaining the employee's driver's license information.

#### Procedure

1. Start transaction using transaction code **PA30**.

#### Maintain HR Master Data



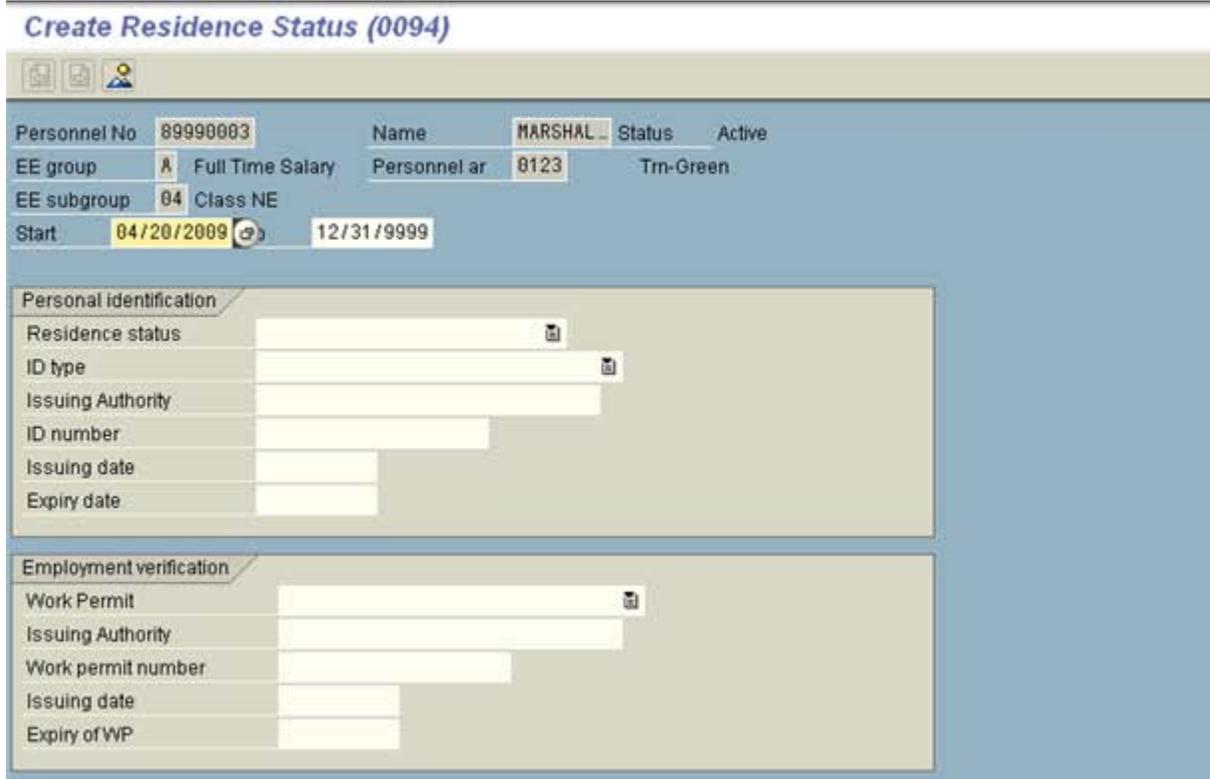
2. As required, complete/review the following fields:

Field	R/O/C	Description
Personnel No.	R	(Personnel Number) Enter the personnel number of the employee.  <b>Example:</b> 89990003
Infotype	R	Enter the infotype number or name for this procedure in the Infotype field of the Direct Selection area of this screen.  <b>Example:</b> 0094

3. Click .

4. Click .

### Create Residence Status (0094)



5. As required, complete/review the following fields:

Field	R/O/C	Description
Start	R	Verify the default start date for the infotype. Change, if necessary.  <b>Example:</b> 04/20/2009
to	R	Verify the default end date of 12/31/9999.  <b>Example:</b> 12/31/9999

Issuing Authority	R	Enter the government agency issuing information for identification.
		<b>Example:</b> Office of Motor Vehicles
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ID number	R	(Identification number) Enter the driver's license number.
		<b>Example:</b> 5525047
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Issuing date	R	Enter issue date of this information.
		<b>Example:</b> 01/01/2008
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Expiry date	R	Enter or verify the identification expiration date. Change, if necessary.
		<b>Example:</b> 01/01/2012
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11. Click . The message "Save your entries" appears.

12. Click . The message "Record created" appears.