



HOW TO SEARCH FOR AN EMPLOYEE USING PA20

PA

JOB AID PER-16

The purpose of this job aid is to demonstrate how to search for an employee using PA20.

ACCESS TRANSACTION:

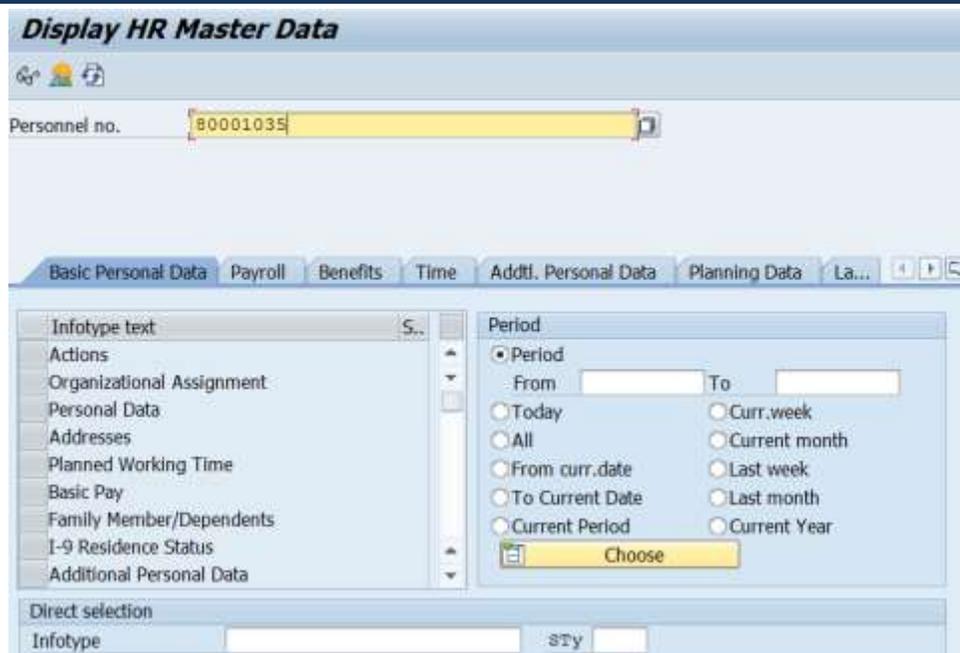
Via Transaction Code:	PA20
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- Access the PA20 transaction from your SAP Easy Access screen



Steps to search by Personnel number

1. Type the employee's Personnel number in the **Personnel no.** field and click the Enter  icon



- Employee information will display if the personnel number is valid.

The screenshot shows the 'Display HR Master Data' application window. At the top, the title bar reads 'Display HR Master Data'. Below the title bar, there are icons for search, help, and refresh. The main area contains the following information:

- Personnel no.: B0001035
- Name: Marvin Leroy Tillman
- EEGroup: A SPA Employees
- EESubgroup: A1 FT N-FLSAOT Perm
- PersA: 4601 Natural and Cultural Resources
- CostC: 4699999999 CULTURE RESOURCES

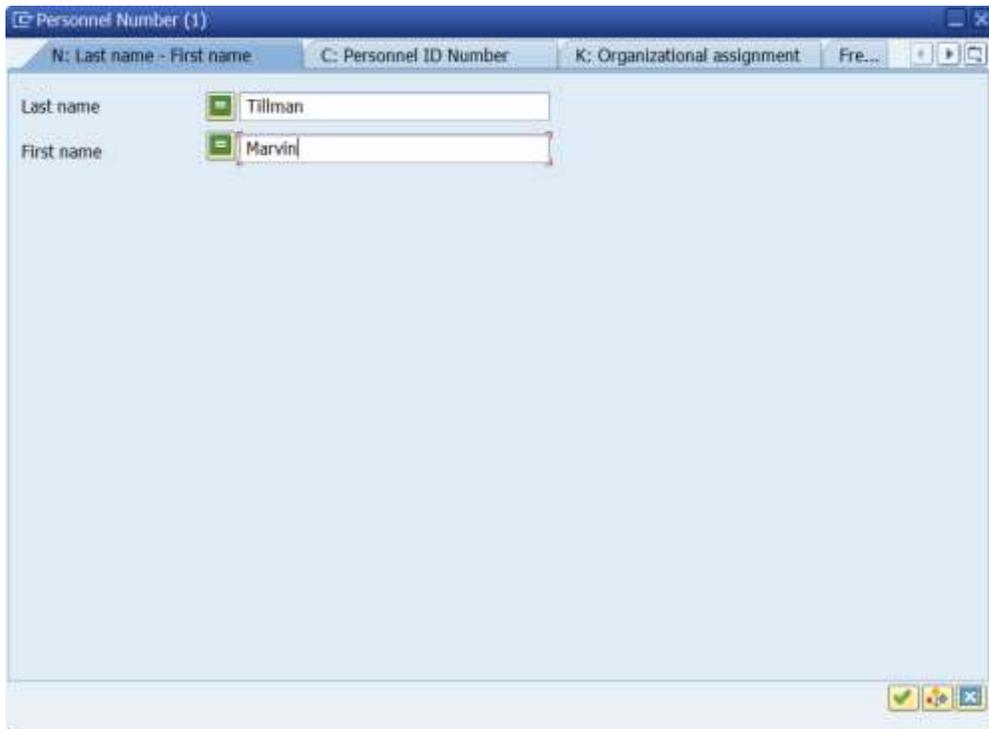
Below this information are several tabs: 'Basic Personal Data', 'Payroll', 'Benefits', 'Time', 'Addtl. Personal Data', 'Planning Data', and 'La...'. The 'Basic Personal Data' tab is selected. On the left side of the main area, there is a list of categories with green checkmarks next to them: 'Infotype text', 'Actions', 'Organizational Assignment', 'Personal Data', 'Addresses', 'Planned Working Time', 'Basic Pay', 'Family Member/Dependents', 'I-9 Residence Status', and 'Additional Personal Data'. On the right side, there is a 'Period' section with radio buttons for 'Period', 'Today', 'All', 'From curr.date', 'Current Period', 'Curr.week', 'Current month', 'Last week', 'Last month', and 'Current Year'. A 'Choose' button is located below the radio buttons. At the bottom, there is a 'Direct selection' section with 'Infotype' and 'STy' fields.

Steps to search by name

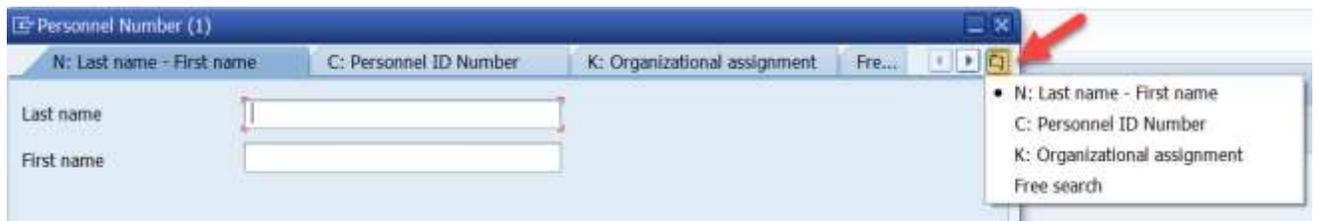
- Click the matchcode  box to the right of the **Personnel no.** field

This screenshot is similar to the one above, but it highlights the matchcode icon next to the 'Personnel no.' field with a red arrow. The matchcode icon is a small square with a white 'X' inside. The rest of the interface, including the tabs, category list, and period selection options, is identical to the previous screenshot.

2. Search by Last name and/or First name.

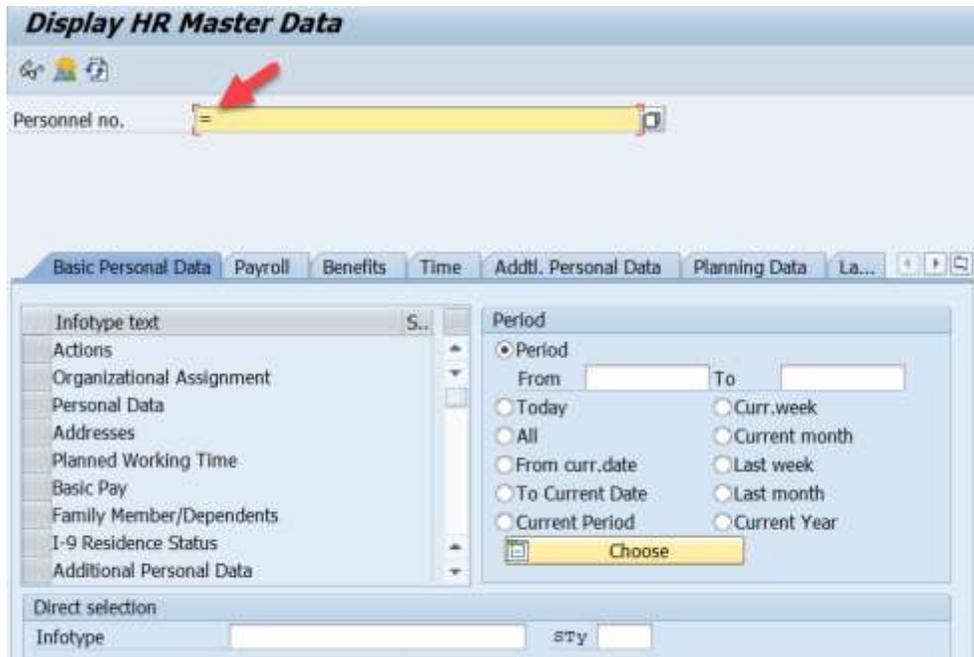


Note: The Folder  box allows the option to choose from four search methods using the drop-down menu.

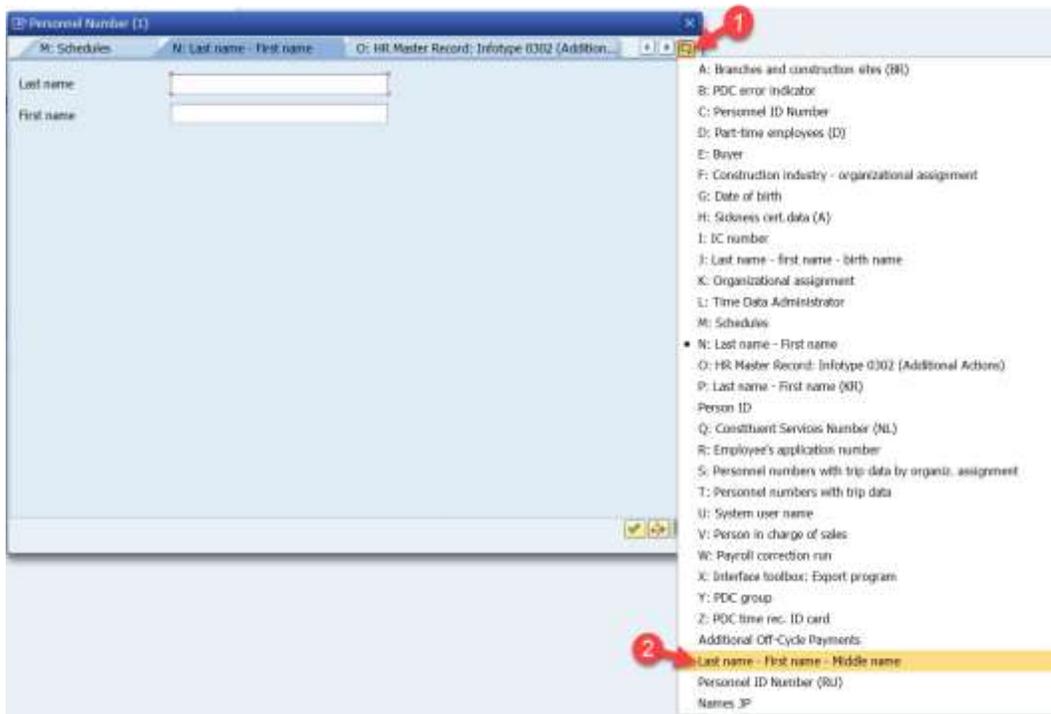


Steps to search using middle name

1. Type “=” in the **Personnel no.** field and click the **Enter**  icon.



2. Click the Folder  box and select **Last name – First name – Middle name** from the drop-down menu.



Note: Entering the “=” on the PA20 screen increases the number of available search methods generated in the drop-down menu.

2. Search by First name, Last name, Middle name, or any combination of the three.

Personnel Number (1)

Additional Off-Cycle Payments | Last name - First name - Middle name | Personnel ID Nu...

Last name: Tillman

First name: Marvin

Middle name: Leroy

3. Last name, First name, and Middle name will show on the Personnel Number pop-up screen.

Personnel Number (1) 1 Entry found

Additional Off-Cycle Payments | Last name - First name - Middle name | Personnel ID N...

Last name	First name	Middle name	Title	Birth date	Pers.No.	Start Date	End Date
Tillman	Marvin	Leroy		07/31/1975	80001035	07/31/1975	12/31/9999

Shortcuts that can be used when searching for an employee

By Name:

Use a shortcut (=n.xxxx - NO spaces.) in the **Personnel No.** field to search by name.

Examples:

1) =n.tillman

The screenshot shows a search interface titled "Display HR Master Data". Below the title are three icons: a magnifying glass, a person, and a refresh symbol. The "Personnel no." field contains the text "=n.tillman".

2) =n.tillman.marvin

The screenshot shows a search interface titled "Display HR Master Data". Below the title are three icons: a magnifying glass, a person, and a refresh symbol. The "Personnel no." field contains the text "=n.tillman.marvin".

3) =n.tillman.m*

The screenshot shows a search interface titled "Display HR Master Data". Below the title are three icons: a magnifying glass, a person, and a refresh symbol. The "Personnel no." field contains the text "=n.tillman.m*".

By Social Security Number:

Use a shortcut (=c.#### - NO spaces.) in the **Personnel No.** field to search by SSN.

(Example: =c..123456789)

The screenshot shows a search interface titled "Display HR Master Data". Below the title are three icons: a magnifying glass, a person, and a refresh symbol. The "Personnel no." field contains the text "=c..123456789".