PA20 Display HR Master Data

IRIS
Integrated Resource
Information System

Process: PA20 is used to display information on an employee. Information displayed includes: Actions, Personal Data, Organizational Assignment, Addresses, Basic Pay, Residence Status, Additional Personal Data, etc. Access to particular infotypes is based on security roles.

Role: Personnel Administrator	**Frequency:** When needed

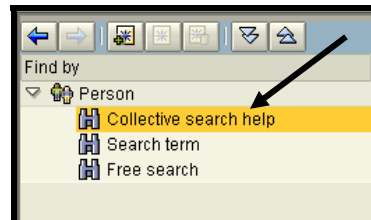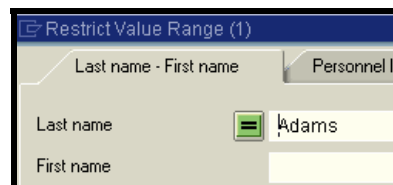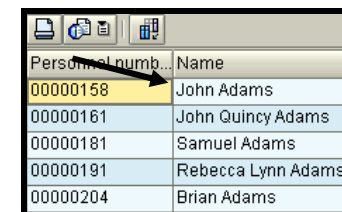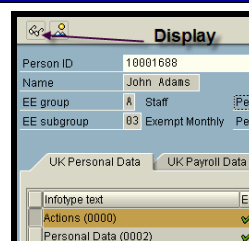| BEGINNING	
Does information for an employee need to be displayed?	Yes
Enter the transaction code	PA20
COLLECTIVE SEARCH HELP	
Use the Collective Search Help to find the employee's record. Double-click on Collective search help.	
Enter the employee's last name	
Click the Continue icon	
Double-click on the employee's name	
UK PERSONAL DATA TAB	
Click on one of the infotypes to see the information, then click on the Display icon	

Actions (0000) Access multiple records	Information includes: Reason for Action, Position, Personnel Area, Personnel Subarea, Employee Group, Employee Subgroup, Additional Actions, Start Dates. If more than one record, use the Previous and Next Record icons to move through the records.
Personal Data (0002)	Information includes: Title, Last Name, First Name, Middle Name, Known As, Suffix, Name, SSN, Birth Date, Marital Status, Gender
Organizational Assignment (0001)	Information includes: Personnel Area, Personnel Subarea, Business Area, Cost Center or Grant, Fund, Functional Area, Employee Group, Employee Subgroup, Payroll Area, Contract, Percentage, Position, Job Key
Addresses (0006) Access multiple records	Information includes: Permanent Residence, Forwarding Residence, Telephone Number, Communication Contact Numbers, County of Residence, Mail Code (org unit)
Basic Pay (0008)	Information includes: Salary, Pay Scale Type, Pay Scale Area, Pay Scale Group, Capacity Utilized Level (which is FTE), Work Hours/Period, Annual Salary, Hourly/Monthly Rate, Amount
Date Specifications (0041)	Information includes: Original Hire Date, Current Hire Date, Regular Service Date, Vacation Service Date, Separation Date
Residence Status (0094)	Information includes: I-9 information – Residence Status, ID Type, Issuing Authority, ID Number, Issuing Date, Expiry Date, Work Permit, WP Issuing Authority, Work Permit Number, WP Issuing Date, Expiry of WP, I-9 Signature Date
Additional Personal Data (0077)	Information includes: Ethnic Origin, Military Status, Veteran Status

Communication (0105) Access multiple records ⬜⬜	Information includes: Email Address, IRIS User ID
UK PAYROLL DATA	
Addresses (0006) Access multiple records ⬜⬜	Information includes Address type, such as: Permanent Residence, Forwarding Residence, Telephone Number, Communication Contact Numbers, County of Residence, Mail Code (org unit)
Planned Working Time (0007)	Information includes: Work Schedule Rule, Time Management Status, Working Week, Part-time Employee, Employment Percent (which is FTE), Daily Working Hours, Weekly Working Hours, Monthly Working Hours, Annual Working Hours, Weekly Workdays
Basic Pay (0008)	Information includes: Salary, Pay Scale Type, Pay Scale Area, Pay Scale Group, Capacity Utilized Level (which is FTE), Work Hours/Period, Annual Salary, Hourly/Monthly Rate, Amount. Buttons include Salary Amount and Payments & Deductions.
Bank Details (0009)	Information includes: Bank Details Type, Payee, Postal Code/City, Bank Country, Bank Key, Bank Account Number, Bank Control Key, Payment Method, Purpose, Payment Currency
Recurring Payments/Deductions (0014) Access multiple records ⬜⬜	Information includes: Wage Type, Amount, Number/Unit, Assignment Number, Reason For Change, Payment Model, 1st Payment Period/1st Payment Date, Interval in Periods, Interval/Unit; Account Assignment-Business Area, Cost Center/WBS Element, Order, Cost Object, Company Code

Bond Purchases (0103)	Information includes: Bond Series, Bond Denomination, Bond Purchase ID, Bond Cost, With Rotating Owner/beneficiary, Bond Deduction amount, Deduction Percentage, Bond Deduction WT (Wage Type), Bond Balance WT, Bond Number WT, Payment Model, 1st Payment Period, 1st Payment Date, Interval in Periods, Interval/Unit
Additional Payments (0015) Access multiple records	Information includes: Wage Type, Amount, Number/Unit, Date of Origin, Default Date, Assignment Number, Reason for Change; Account Assignment-Business Area, Cost Center/WBS Element, Order, Cost Object, Company Code
Residence Tax Area (0207)	Information includes: Resident Tax Area, Tax Authorities in Area, Tax Exemption Reason Code
Work Tax Area (0208)	Information includes: Work Tax Area, Allocation, Tax Authorities in Area, Tax Exemption Reason Code
Withholding Info W4/W5 US (0210) Access multiple records	Information includes: Tax Authority, Filing Status, Tax Level, Exemptions Allowances, Tax Exempt Indicator, IRS Mandates, Additional Withholding, EIC Status, Overrides. Multiple records will exist to account for Federal and State tax.
Residence Status (0048)	Information includes: Visa Information, Satz Type, Visa Type, Visa Subtype, Date of Issue, Expiration Date, Issuing Authority, Passport Number, Permission Number, Substantial Presence Test Date
Garnishment Document (0194)	Information includes: Case Number; Internal Number; Status; Received; Released; Priority; Jurisdiction; Category; Vendor-Name, Street, City, Zip Code, State; Originator-Name, Street, City, Zip Code, State; Plaintiff; Issue Separate Check To Vendor; Remittance; Send Answer; Elapsed Days, Service Charge; First Reply

Garnishment Order (0195)	Information includes: Case Number, Internal Number, Sequence Number, Order Type, Rule Non-Exempt, Initial Balance, Deduction, Limits, Special Rule, Federal Exempt
Tax Treaty (0556)	Information includes: All information regarding the tax treaty with the employee's country of residence
Payroll Status (0003)	Information includes: Earl.pers. RA date, Personnel Number Lock, Earliest MD Change, PDC Recalculation, Initial Input
UK BENEFITS TAB	
Family Member/Dependents (0021) Access multiple records	Information includes: Spouse Information-Start and To Dates, Last Name, First Name, Titled, Gender, Birth Date, SSN, Street, City/State, Zip/Country, Telephone Number; Dependent information- Start and To Dates, Last Name, First Name, Titled, Gender, Birth Date, SSN, Street, City/State, Zip/Country, Telephone Number
General Benefits Information (0171)	Information includes: Benefit Area, 1st Program Grouping, 2nd Program Grouping, Direct Bill, Workbench, Non-OBRA
Adjustment Reasons (0378) Access multiple records	Information includes: Benefit Area, Adjustment Reason
Health Plans (0167) Access multiple records	Information includes: Plan Data-Benefit Area, Plan Type, Benefit Plan, Health Plan Option, Dependent Coverage, Cost Rule Variant; Administration-Eligible On, Eligible Override, Participation Date, Type of Enrollment, Statement Required, Insurability Proven, End of Grace Period; Costs-Calculated Costs, Period, Calculation Date, Deductions Pre-Tax, Additional Post-Tax, Provider Cost, Imp. Income, Individual Employee Cots, Period, Alternative Cost Amt, Cost Bonus; Dependents- Name, Type of Dependent, ID Number, Birth Date; Additional Data-Other Benefits, Additional Provider, Policy Number

Insurance Plans (0168) Access multiple records	Information includes: Plan Data-Benefit Area, Plan Type, Benefit Plan, Insurance Option, Coverage Variant, Cost Rule Variant; Administration-Eligible on, Eligible Override, Participation Date, Type of Enrollment, Statement Required, Insurability Proven, End of Grace Period; Insurance Coverage- Benefit Salary, Calculation Date, Salary Override, Basic Coverage Amount, Additional Units, Insurance Coverage, Alternative Coverage, Costs-Calculated Costs, Period, Calculation Date, Deductions Pre-Tax, Credits Allowed, Provider Cost, Individual Employee Costs, Period, Alternative Cost Amount, Costs for Bonus; Beneficiaries-Percent, Beneficiary Name, Type of Dependents, ID Number, Birth Date
Savings Plans (0169)	Information includes Plan Data-Benefit Area, Plan Type, Benefit Plan, EE Contr. Variant, ER Contr. Variant, Vesting Rule, Investment Group; Administration-Eligible On, Eligible Override, Participation Date, Type of Enrollment; Regular Contributions-Pre-tax Contribution, Amount, Percentage, Units, Pre-Tax Rollover, Post-tax Contribution, Amount, Percentage, Units, Start Post-Tax Contributions Immediately, Reference Period for Contributions; Bonus Contribution- Pre-tax Contribution, Amount, Percentage, Units, Pre-Tax Rollover, Post-tax Contribution, Amount, Percentage, Units, Start Post-Tax Contributions Immediately; Beneficiaries; Investments-Percent, Amount, Investment Text; Additional Data-Pension Adjustment Data, Account Number, Pension Adjustment
Flexible Spending Accounts (0170)	Information includes: Plan Data-Benefit Area, Plan Type, Benefit Plan, Employer FSA Contribution; Administration-Eligible On, Eligible Override, Participation Date, Type of Enrollment; Employee Contribution-Annual Pre-Tax Contribution

COBRA-Qualified Beneficiary (0211)	Information includes: Beneficiary, Type of Person, SSN, Birth Date, COBRA Status, Reason, Reply Date, Benefit Area, 1st Program Grouping, 2nd Program Grouping, State, Event Type, Event occurred, 2nd Event, Notification
COBRA Health Plans (0212)	Information includes: Beneficiary, Type of Person, ID Number, Birth Date, Plan Data-Benefit Area, Plan Type, Benefit Plan, Health Plan Option, Dependent Coverage, Cost Rule Variant; Costs-Period, C)BRA Costs, Calculation Date; Dependents; Additional Provider, Policy Number
COBRA Payments (0270)	Information includes: Beneficiary, Type of Person, SSN, Birth Date, Payment Date, Payment Amount, Payment Method
Recurring Payments/Deductions (0014) Access multiple records	Information includes: Wage Type, Amount, Number/Unit, Assignment Number, Reason For Change, Payment Model, 1st Payment Period/1st Payment Date, Interval in Periods, Interval/Unit; Account Assignment-Business Area, Cost Center/WBS Element, Order, Cost Object, Company Code
Additional Payments (0015) Access multiple records	Information includes: Wage Type, Amount, Number/Unit, Date of Origin, Default Date, Assignment Number, Reason for Change; Account Assignment-Business Area, Cost Center/WBS Element, Order, Cost Object, Company Code
Benefits Comments (9001)	Information includes: Create On, Text
UK ORGANIZATIONAL DATA TAB	
Organizational Assignment (0001)	Information includes: Personal Area, Personal Subarea, Business Area, Cost Center or Grant, Fund, Functional Area, Employee Group, Employee Subgroup, Payroll Area, Contract, Percentage, Position, Job Key, Exempt, Personnel Administrator, Time Administrator, Payroll Administrator
Monitoring of Tasks (0019)	Information includes: Task Type, Date of Task, Comments

Skills (0024)	Information includes: Qualifications, Potentials, Preferences, Dislikes, Appraisals Where Appraisee, Appraisals Where Appraiser, Individual Development, Development Plan History
Appraisals (0025) Access multiple records	Information includes: Start and To Dates, Appraisal Criterion, Weighting, Points, Total, Total Points, Appraiser, Appraisal Date
Corporate Function (0034) Access multiple records	Information includes: Start and To Dates, Corporate Function, Acquired On Date, Comments
Company Instructions (0035) Access multiple records	Information includes: Start and To Dates, Company Instructions, Received On Date, Comments
Objects on Loan (0040) Access multiple records	Information includes: Start and To Dates, Object on Loan, Number/Unit, Comments
UK TIME DATA TAB	
Planned Working Time (0007)	Information includes: Work Schedule Rule, Time Management Status, Working Week, Part-time Employee, Employment Percent (which is FTE), Daily Working Hours, Weekly Working Hours, Monthly Working Hours, Annual Working Hours, Weekly Workdays
Absences (2001)	Information includes: Absence Type, Time, Absence Hours, Absence Days, Calendar Days, Payroll Hours, Payroll Days
Attendances (2002)	Information includes: Attendance Type, Time, Attendance Hours, Attendance Days, Calendar Days, Payroll Hours, Payroll Days, Overtime Compensation Type, Eval. Type Atts/Abs
Overtime (2005)	Information includes: Overtime Time, Overtime Hours, Overtime Compensation Type
Display Absence Quotas (2006)	Information includes: Quota Type, Quota Text, Number, Valid From, End Date

Quota Corrections (2013)	Information includes: Absence Quota Type, Quota Number, Increase/Reduce/Replace, Change Transfer Time
Time Quota Compensation (0416)	Information includes: Subtype
UK TAXES TAB	
Residence Tax Area (0207)	Information includes: Resident Tax Area, Tax Authorities in Area, Tax Exemption Reason Code
Work Tax Area (0208)	Information includes: Work Tax Area, Allocation, Tax Authorities in Area, Tax Exemption Reason Code
Withholding Info W4/W5 US (0210)	Information includes: Tax Authority, Filing Status, Tax Level, Exemptions Allowances, Tax Exempt Indicator, IRS Mandates, Additional Withholding, EIC Status, Overrides
Add. Withh. Info. US (0234)	Information includes: Overrides, Additional Withholding Tax
Other Taxes US (0235)	Information includes: Tax Authority, Tax Level, Other Taxes, Exemption Reason Code
IRS Limits USA (0161)	Information includes: Start and To dates, Tax Authority, Filing Status, Tax Level, Number of Allowances
HOSPITAL TAB	
Shift Differential Codes (9000)	Information includes: Shift Differential Codes (MD – Market, NA – Nurse Adv, PR – Pool Rate, MS – Med Surg, SP – Spec Prog, CH – Charge, HD – Hazardous
Hospital Salary (9002)	Information includes: Employee Experience As Of Month/Year, Education (for nurses only)
Skills (0024)	Information includes Qualifications, Potentials, Preferences, Dislikes, Appraisals where Appraisee, Appraisals Where Appraiser, Individual Development, Development Plan History
FACULTY TAB	

Admin Faculty FES CD Control (9007)	Information includes: Faculty Payroll Distribution
Primary Academic Appointment (9008)	Information includes: Academic Home College, Academic Home Unit, CIP Code, Appointment Begin, Appointment End, Title Series, Rank, Rank Date, Tenure Status
Administrative Appointment (9009)	Information includes: Appointment Type Code, Official Title, Appointment Unit, Acting Status, Appointment Begin, Appointment End, Faculty Database POS ID
Tenure and Initial Assignment (9010)	Information includes: Initial FT Faculty Date, Initial PT Faculty Date, Tenure End of Probation Date, Tenure Date, Tenure Denied Date
Contract Elements (0016)	Information includes: Contract Type