



HOW TO SEARCH FOR AN EMPLOYEE USING PA20

PA

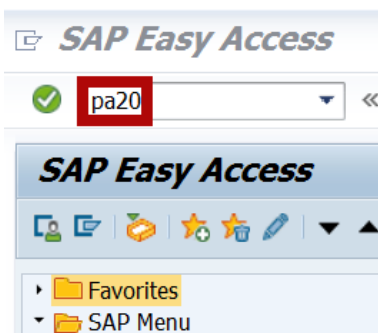
JOB AID PA-16

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


ACCESS TRANSACTION:

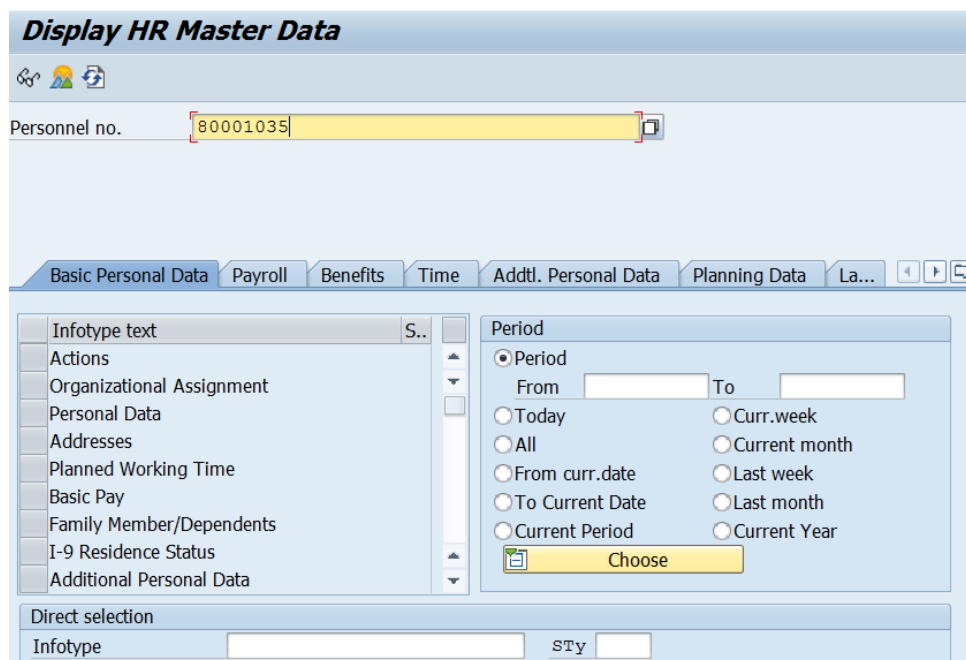
Via Transaction Code: PA20

- 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.

Display HR Master Data

Personnel no. 90001035

Name Marvin Leroy Tillman

EEGroup A SPA Employees PersA 4601 Natural and Cultural Resources

EESubgroup A1 FT N-FLSAOT Perm CostC 4699999999 CULTURE RESOURCES

Basic Personal Data Payroll Benefits Time Addtl. Personal Data Planning Data La...

Infotype text S..

Actions ✓

Organizational Assignment ✓

Personal Data ✓

Addresses ✓

Planned Working Time ✓

Basic Pay ✓

Family Member/Dependents ✓

I-9 Residence Status ✓

Additional Personal Data ✓

Period

Period

From To

Today Curr.week

All Current month

From curr.date Last week

To Current Date Last month


Current Period Current Year

Choose


Direct selection

Infotype STy

Steps to search by name

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

Display HR Master Data

Personnel no. 

Basic Personal Data Payroll Benefits Time Addtl. Personal Data Planning Data La...

Infotype text S..

Actions

Organizational Assignment

Personal Data

Addresses

Planned Working Time

Basic Pay

Family Member/Dependents

I-9 Residence Status

Additional Personal Data

Period

Period

From To

Today Curr.week

All Current month

From curr.date Last week

To Current Date Last month

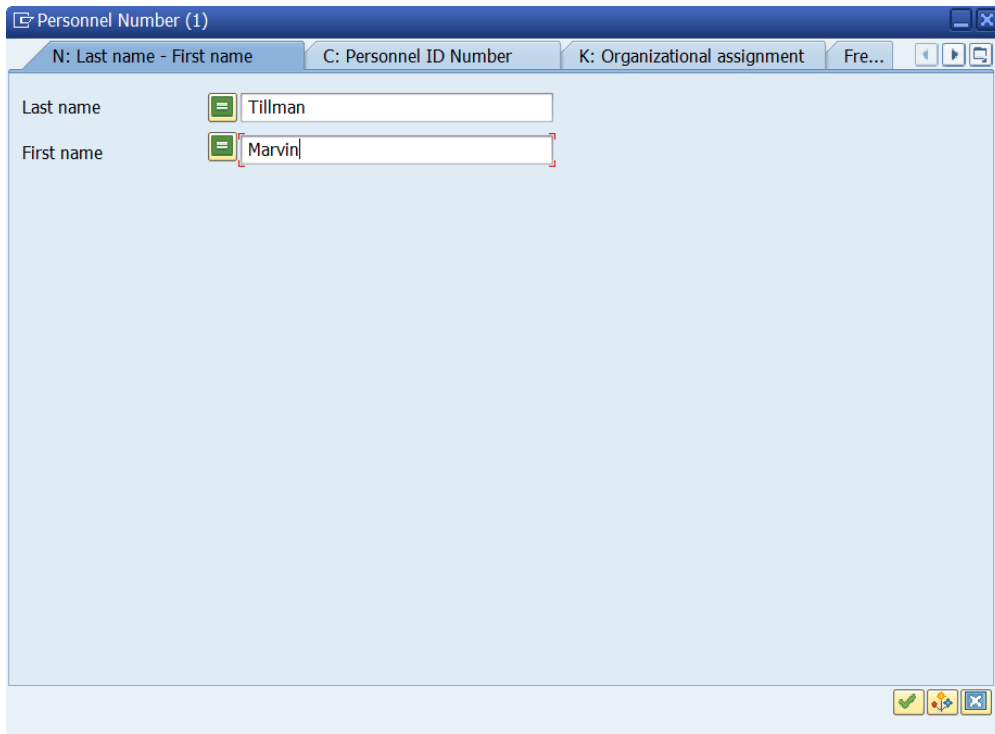
Current Period Current Year


Choose

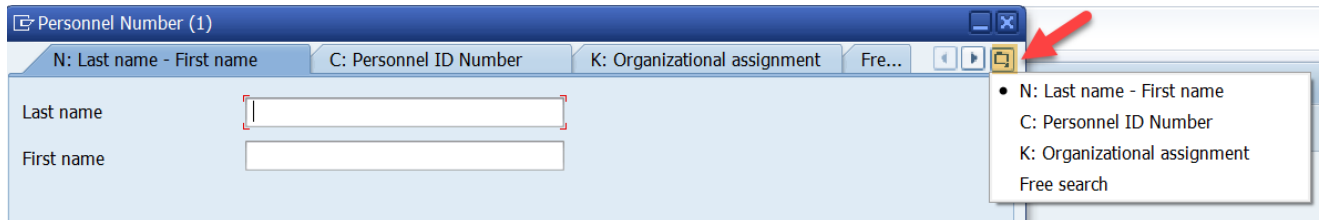
Direct selection

Infotype STy


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

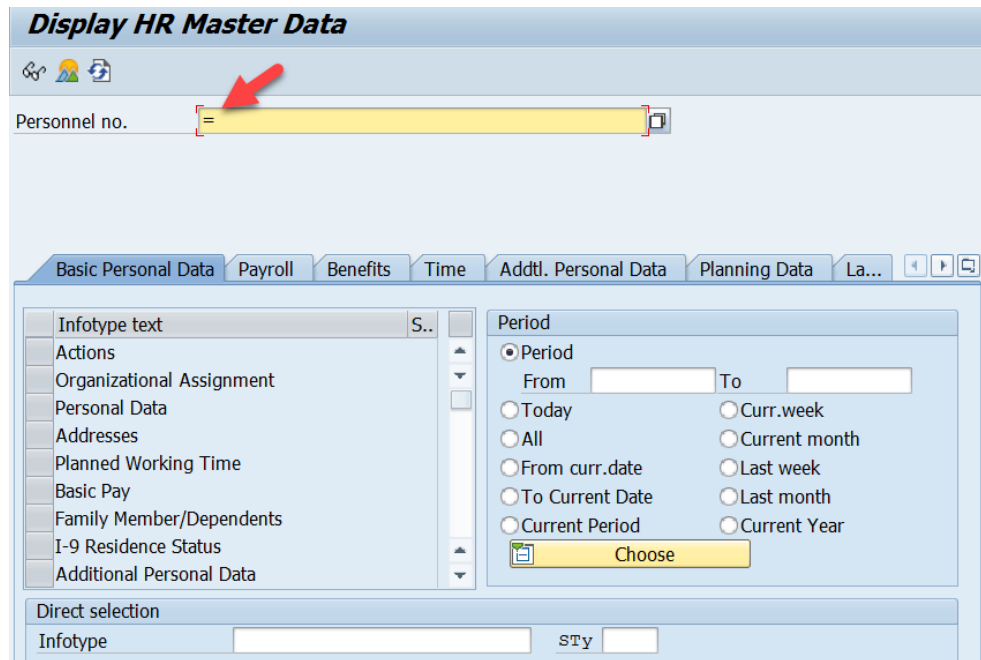


Note: The Folder  box allows the option to choose from four search methods using the drop-down menu.

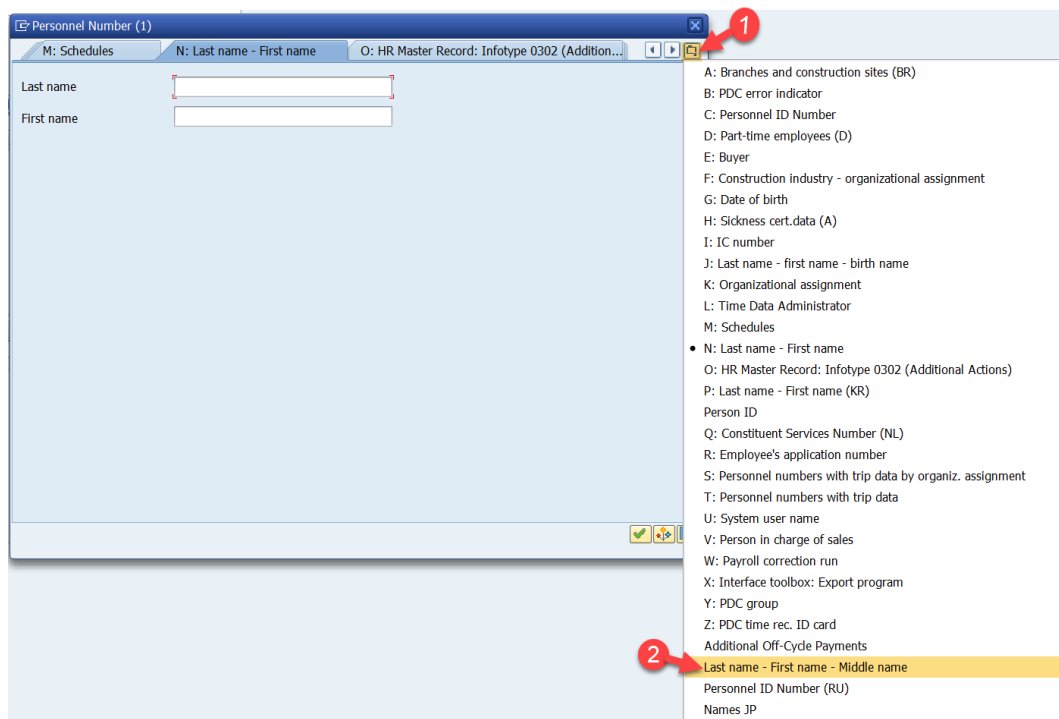


Steps to search using middle name

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

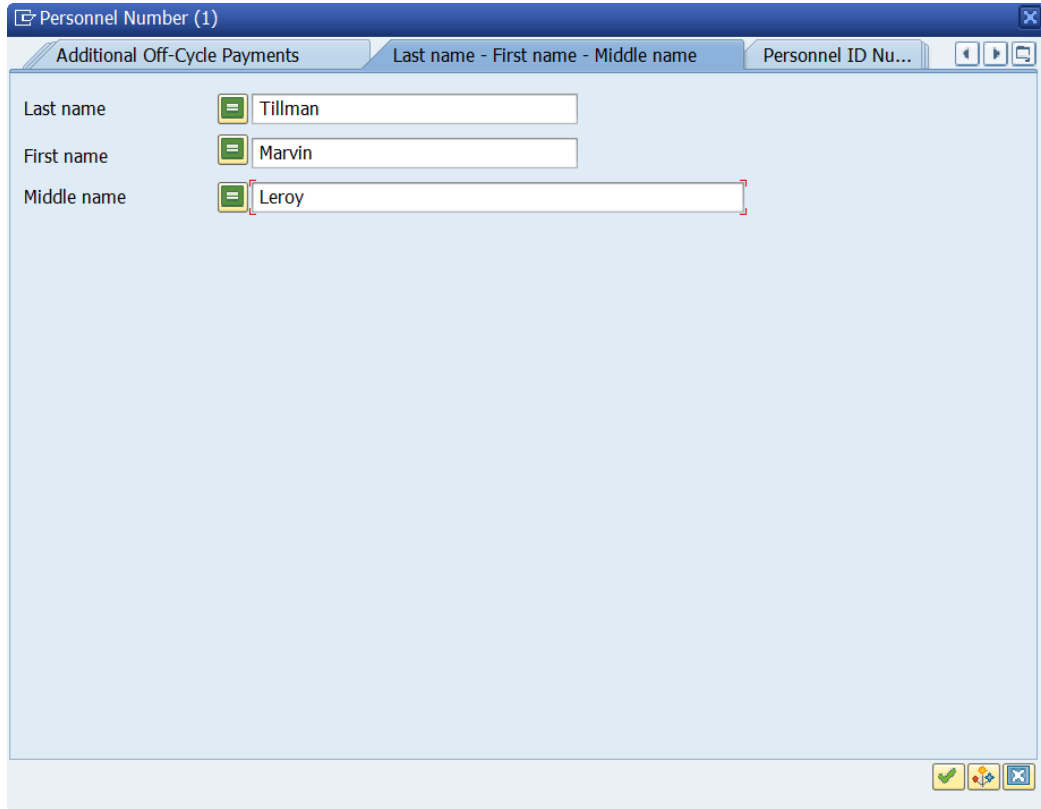


2. Click the Folder  box and select **Last name – First name – Middle name** from the drop-down menu.



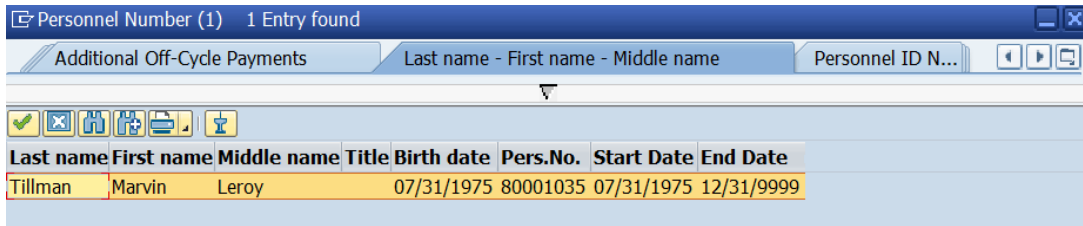
Note: Entering the “=” on the PA20 screen increases the number of available search methods generated in the drop-down menu.

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



The screenshot shows a software window titled "Personnel Number (1)". It has three tabs: "Additional Off-Cycle Payments", "Last name - First name - Middle name", and "Personnel ID Nu...". The "Last name - First name - Middle name" tab is active. Below the tabs are three input fields, each with a green equals sign icon to its left. The "Last name" field contains "Tillman", the "First name" field contains "Marvin", and the "Middle name" field contains "Leroy". At the bottom right of the window are three small icons: a green checkmark, a red X, and a blue square with a white X.

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



The screenshot shows the same software window as above, but now displaying search results. The title bar says "Personnel Number (1) 1 Entry found". The "Last name - First name - Middle name" tab is still active. Below the tabs is a toolbar with several icons. Below the toolbar is a table with the following data:

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".