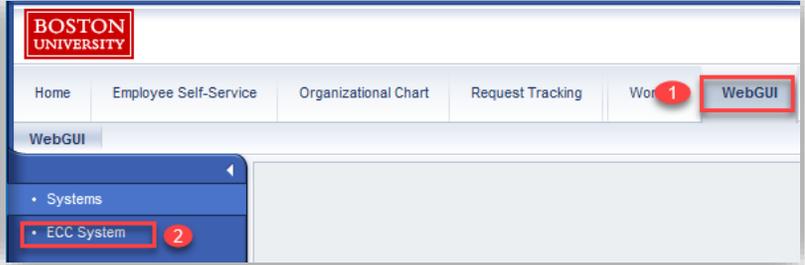
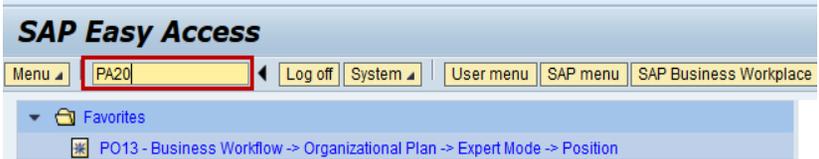
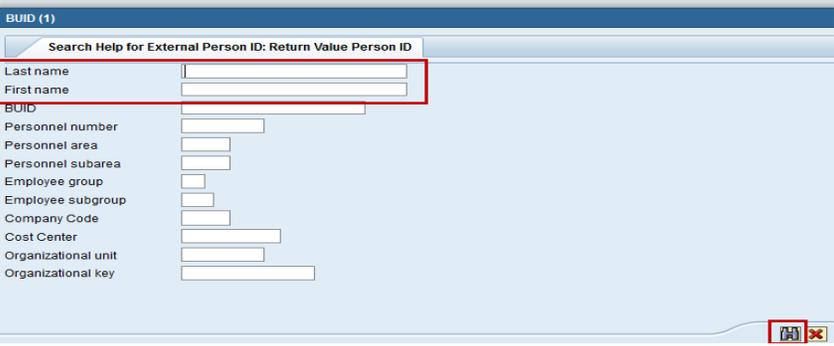
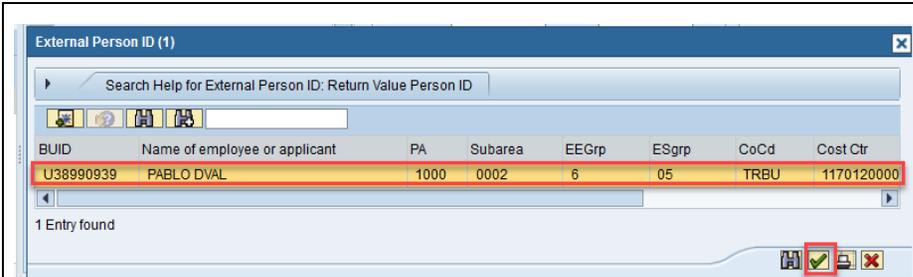


Viewing Employee Master Data using PA20 Transaction

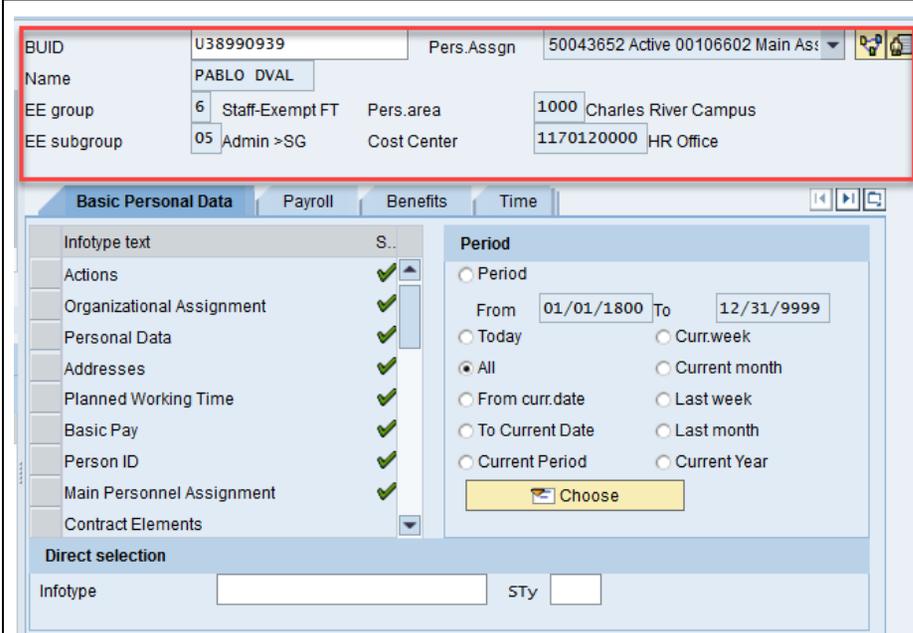
Managers and Payroll Coordinators can use the SAP transaction PA20 (*Display Employee Master Data*) to view an employee’s information via WebGUI (ECC System). The employee records that can be accessed are strictly based on the user’s authority. Several information types (*infotypes*) containing data related to important events in an employee’s career at BU, Organizational Assignment, Personal Data, Addresses, Planned working time (Work Schedule) , Basic Pay, Additional and Recurring payments can be viewed via the PA20 transaction.

	<p>Login to https://ppo.buw.bu.edu</p> <ol style="list-style-type: none"> 1. Click on the WebGUI tab 2. Click on ECC system
	<ol style="list-style-type: none"> 3. Enter PA20 in the transaction command window and press the Enter key <p>NOTE: Sometimes, the command window is hidden from view. Click on the black arrow next to Log off button to open it</p>
	<ol style="list-style-type: none"> 4. Enter employee’s BUID in the BUID field OR click on the match code in the BUID field to search by Last Name OR First Name or any of the fields displayed on the screen 5. Click on the binocular icon located at the bottom of the screen. Results related to the search are displayed on the screen

Viewing Employee Master Data using PA20 Transaction



6. From the results, click on the **row containing the name** you are looking for and click on green check



7. The screen displays HR Master Data for the chosen employee. The upper section of the screen displays details such as the employee’s BUID, Position, Status (Active or withdrawn), Main assignment, Name and Enterprise and Personnel structure

The lower half shows infotypes such as Actions, Organizational Assignment, Personal Data, Addresses, Planned working time, Basic Pay, Person ID, Main Personnel Assignment etc. The presence of a green check mark next to an infotype shows that data is present in the infotype. In the section titled, Period, Click on the radio bottom “All”

Viewing Employee Master Data using PA20 Transaction

The screenshot shows the SAP PA20 transaction interface. At the top, the 'Overview' menu item is highlighted in red. Below the menu bar, the employee's basic information is displayed: BUID (U38990939), Name (PABLO DVAL), EE group (6 Staff-Exempt FT), Pers.area (1000 Charles River Campus), EE subgroup (05 Admin >SG), and Cost Center (1170120000 HR Office). The 'Basic Personal Data' tab is selected, and the 'Actions' infotype is highlighted in red. Below this, a table shows the 'Actions' infotype data:

Start Date	End Date	Act.	Action Type	ActR	Reason for action	Cu...
01/01/2018	12/31/9999	01	Hiring	01	New Position	

Below the 'Actions' table, the 'Organizational Assignment' infotype is shown with a highlighted row:

Start Date	CoCd	PA	EEGrp	ESgrp	Cost Center	Cost cente...	Org. Unit	OrgUnit (Text)
01/01/2018	TRBU	1000	6	05	1170120000	HR Office	HRIS TEST	HRIS Testing Org Ui

Next, the 'Personal Data' infotype is shown with a highlighted row:

Start Date	End Date	Last name	First name	Marital status
01/02/1970	12/31/9999	DVAL	PABLO	

Finally, the 'Addresses' infotype is shown with a highlighted row:

STy.	Start Date	Address	Telephone no.	LI	2nd address line
1	01/01/2018	1 Main St			

On clicking Overview on the menu bar, a user can see a summary view of the infotype. Clicking on the Display button gives detailed information about the infotype. To exit from the view, click on the Back button on the menu bar

8. The **Actions infotype IT0000** displays the important stages of an employee's career. Click on the row **Actions** to highlight it. Click on **Overview** to get the start and end dates for an action, action type and reason for action

9. The **Organizational Assignment infotype IT0001** displays the Enterprise and Personnel structure for the employee such as Org.Unit, Employee Group, Subgroup and Cost Center details

10. The **Personal Data infotype IT0002** displays start and end dates, last and first name as well as marital status

11. The **Addresses infotype IT0006** contains data related to current and past addresses with start dates of each new address

Viewing Employee Master Data using PA20 Transaction

<table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>Start Date</th> <th>End Date</th> <th>WS rule</th> <th>TM Empl.</th> <th>MoHrs</th> <th>Wk.hrs</th> <th>Hrs/Da</th> <th>WkDys</th> <th>PT LI</th> <th>AI</th> </tr> </thead> <tbody> <tr> <td>01/01/2018</td> <td>12/31/9999</td> <td>F08MO1N1</td> <td>9</td> <td>100.00</td> <td>173.33</td> <td>40.00</td> <td>8.00</td> <td>5.00</td> <td></td> </tr> </tbody> </table> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Work schedule rule</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 2px solid red;">Work schedule rule</td> <td style="border: 2px solid red;">F07MO1N1</td> <td style="border: 2px solid red;">7 Hour 5 Days</td> </tr> <tr> <td>Time Mgmt status</td> <td colspan="2">9 - Time evaluation of planned times</td> </tr> <tr> <td>Working week</td> <td colspan="2">Working week Monday</td> </tr> </table> <p>Working time</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Employment percent</td> <td style="text-align: right;">100.00</td> </tr> <tr> <td>Daily working hours</td> <td style="text-align: right;">7.00</td> </tr> <tr> <td>Weekly working hours</td> <td style="text-align: right;">35.00</td> </tr> <tr> <td>Monthly working hrs</td> <td style="text-align: right;">151.67</td> </tr> <tr> <td>Annual working hours</td> <td style="text-align: right;">1820.00</td> </tr> <tr> <td>Weekly workdays</td> <td style="text-align: right;">5.00</td> </tr> </table> </div>	Start Date	End Date	WS rule	TM Empl.	MoHrs	Wk.hrs	Hrs/Da	WkDys	PT LI	AI	01/01/2018	12/31/9999	F08MO1N1	9	100.00	173.33	40.00	8.00	5.00		Work schedule rule	F07MO1N1	7 Hour 5 Days	Time Mgmt status	9 - Time evaluation of planned times		Working week	Working week Monday		Employment percent	100.00	Daily working hours	7.00	Weekly working hours	35.00	Monthly working hrs	151.67	Annual working hours	1820.00	Weekly workdays	5.00	<p>12. The Planned working time infotype IT0007 contains information about the employee's work schedule. The overview view (shown as first image on left) gives a summary view. To obtain a more detailed view (shown as second image on the left), click on Display</p>
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Viewing Employee Master Data using PA20 Transaction

<div style="background-color: #e6f2ff; padding: 5px; border: 1px solid #000;"> <p>Additional Payments</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Wage Type</td> <td style="width: 10%;">2001</td> <td style="width: 65%;">Additional Compensation</td> </tr> <tr> <td>Amount</td> <td>500.00</td> <td>USD Ind.val.</td> </tr> <tr> <td>Number/unit</td> <td>0.00</td> <td></td> </tr> <tr> <td>Date of origin</td> <td>02/28/2018</td> <td></td> </tr> <tr> <td>Default Date</td> <td>00</td> <td></td> </tr> <tr> <td>Assignment Number</td> <td colspan="2"></td> </tr> <tr> <td>Reason for Change</td> <td colspan="2"></td> </tr> </table> </div>	Wage Type	2001	Additional Compensation	Amount	500.00	USD Ind.val.	Number/unit	0.00		Date of origin	02/28/2018		Default Date	00		Assignment Number			Reason for Change			<p>15. The additional payments infotype (IT0014) and the Recurring payments infotype (IT0015) contain information about a one time additional payment or recurring payments (made over multiple pay periods) to an employee. These infotypes can also store deductions shown by negative amounts (e.g.50.00 -)</p>									
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