



Display HR Master Data (PA20)

Purpose

Use this procedure to view employee HR master data.

Trigger

Perform this procedure when you need to view employee HR master data.

Prerequisites

- PERNR or
- Employee Name

Menu Path

Use the following menu path to begin this transaction:

- N/A

Transaction Code

PA20

Helpful Hints

- R/O/C column in tables represents Required, Optional, or Conditional entry.
- A green check mark next to the infotype indicates data exists in that infotype for that employee.



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Procedure

1. Start the transaction using the menu path or transaction code. The *Display HR Master Data* screen displays.


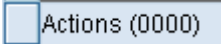

Display HR Master Data

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

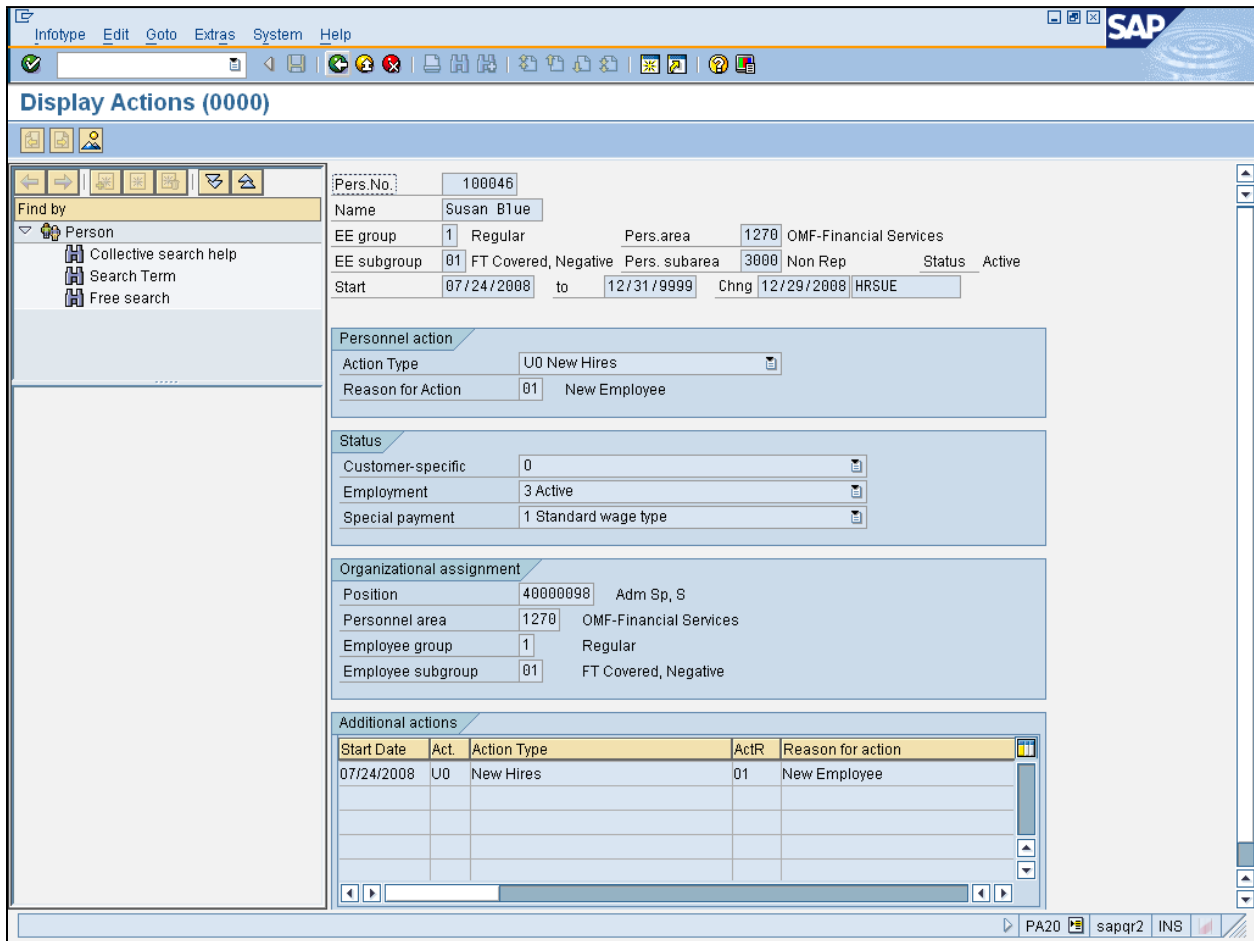
Field	R/O/C	Description
Personnel no.	R	A unique, identification number for personnel assigned as it is processed in SAP; the system automatically assigns this number. Example: 100046



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- 3. Click **Enter** button  .The *Display HR Master Data* screen displays.
- 4. Select **Actions (0000)** list item  .
- 5. Click **Display** button  . The *Display Actions (0000)* screen displays.

Display Actions (0000)



The screenshot shows the SAP 'Display Actions (0000)' screen. The interface includes a menu bar (Infotype, Edit, Goto, Extras, System, Help) and a toolbar. The main content area is divided into several sections:

- Personnel action:** Action Type: U0 New Hires; Reason for Action: 01 New Employee.
- Status:** Customer-specific: 0; Employment: 3 Active; Special payment: 1 Standard wage type.
- Organizational assignment:** Position: 40000098 Adm Sp, S; Personnel area: 1270 OMF-Financial Services; Employee group: 1 Regular; Employee subgroup: 01 FT Covered, Negative.
- Additional actions table:**

Start Date	Act.	Action Type	ActR	Reason for action
07/24/2008	U0	New Hires	01	New Employee

The bottom status bar shows 'PA20', 'sapqr2', and 'INS'.

- 6. Click **Back** button  . The *Display HR Master Data* screen displays.



Display HR Master Data (PA20)

Display HR Master Data

The screenshot shows the SAP HR Master Data display screen for Personnel no. 100046. The main data fields are:

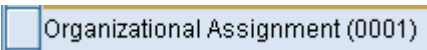

Personnel no.	100046				
Name	Susan B1ue				
EE group	1 Regular	Pers.area	1270 OMF-Financial Services		
EE subgroup	01 FT Covered, Negative	Pers. subarea	3000 Non Rep	Status	Active

The 'Basic Personal Data' tab is active, showing a list of infotypes with checkmarks:

- Actions (0000) ✓
- Organizational Assignment (0001) ✓
- Personal Data ✓
- Addresses (0006) ✓
- Planned Working Time (0007) ✓
- Basic Pay (0008) ✓
- Date Specifications (0041) ✓
- Residence Status (0094)
- Visa Status (0048)

The 'Period' section has radio buttons for 'Period', 'Today', 'All', 'From curr.date', 'To Current Date', 'Current Period', 'Curr.week', 'Current month', 'Last week', and 'Current Year'. A 'Choose' button is also present.

The 'Direct selection' section has an 'Infotype' field with 'Actions (0000)' and an 'STy' field.

7. Select **Organizational Assignment (0001)** list item  .
8. Click **Display** button  . The *Display Organizational Assignment (0001)* screen displays.




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Display Organizational Assignment (0001)

The screenshot shows the SAP 'Display Organizational Assignment (0001)' screen. The interface includes a menu bar (Infotype, Edit, Goto, Extras, System, Help), a toolbar, and a search panel on the left. The main area displays data for Personnel No. 100046, Name Susan Blue, and EE group 1 Regular. It is divided into sections for Enterprise structure, Personnel structure, and Organizational plan. The Enterprise structure section shows CoCode COP1 (City of Portland), Pers.area 1270 (OMF-Financial Services), Subarea 3000 (Non Rep), and Cost Ctr ECOP000001 (Operations). The Personnel structure section shows EE group 1 Regular, EE subgroup 01 FT Covered, Negative, and Payr.area Z1 (CoP Bi-Weekly). The Organizational plan section shows Percentage 100.00, Position 40000098 (Adm Sp, S Administrative Specialie), Job key 30000433 (Adm Sp, S Administrative Specialie), Exempt N, and Org. Unit 20000786 (HCM Team Human Capital Manage). An Administrator section has checkboxes for Time and PayrAdmin. A status bar at the bottom indicates 'Data hidden by screen modifications' and shows the user 'PA20' in session 'sapqr2'.

9. Click **Back** button  . The *Display HR Master Data* screen displays.

 The system returns the message, "Data hidden by screen modifications".



Display HR Master Data (PA20)

Display HR Master Data

The screenshot shows the SAP HR Master Data display screen for Personnel no. 100046, Name Susan Blue. The screen is divided into several sections:

- Personnel Data:** Personnel no. 100046, Name Susan Blue, EE group 1 Regular, Pers.area 1270 OMF-Financial Services, EE subgroup 01 FT Covered, Negative, Pers. subarea 3000 Non Rep, Status Active.
- Basic Personal Data:** A list of infotypes with checkmarks indicating they are displayed:
 - Infotype text
 - Actions (0000)
 - Organizational Assignment (0001)
 - Personal Data
 - Addresses (0006)
 - Planned Working Time (0007)
 - Basic Pay (0008)
 - Date Specifications (0041)
 - Residence Status (0094)
 - Visa Status (0048)
- Period:** Radio buttons for selecting a 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 Organizational Assignment (000) STy []

10. Select **Personal Data** list item .
11. Click **Display** button . The *Display Personal Data* screen displays.



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Display Personal Data

The screenshot shows the SAP 'Display Personal Data' interface. The top menu bar includes 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. The SAP logo is in the top right corner. The main title is 'Display Personal Data'. On the left, there is a search navigation pane with options: 'Person', 'Collective search help', 'Search Term', and 'Free search'. The main area displays the following data:

Personnel No.	100046	Name	Susan Blue			
EE group	1 Regular	Pers.area	1270 OMF-Financial Services			
EE subgroup	01 FT Covered, Negative	Pers. subarea	3000 Non Rep	Status	Active	
Start	10/02/1953	To	12/31/9999	Changed on	12/29/2008	HRSUE

Name


Last name	Blue	Birth name	
First name	Susan		
Middle name		Nickname	
Suffix			
Name	Susan Blue		

HR data

SSN	191 -14 -1016	Gender	<input checked="" type="radio"/> Female <input type="radio"/> Male
Date of Birth	10/02/1953		
Marital Status			

At the bottom left, a message icon indicates: 'Data hidden by screen modifications'. The bottom right shows the user's session information: 'PA20 sapqr2 INS'.

12. Click **Back** button  . The *Display HR Master Data* screen displays.

 The system returns the message, "Data hidden by screen modifications".



Display HR Master Data (PA20)

Display HR Master Data

The screenshot shows the SAP HR Master Data display screen for Personnel no. 100046. The main data fields are:

Personnel no.	100046				
Name	Susan Blue				
EE group	1 Regular	Pers.area	1270 OMF-Financial Services		
EE subgroup	01 FT Covered, Negative	Pers. subarea	3000 Non Rep	Status	Active

The left sidebar shows search options: Person, Collective search help, Search Term, and Free search.

The main area displays a list of infotypes with checkmarks indicating they are active:

- Actions (0000) ✓
- Organizational Assignment (0001) ✓
- Personal Data (0006) ✓
- Addresses (0006) ✓
- Planned Working Time (0007) ✓
- Basic Pay (0008) ✓
- Date Specifications (0041) ✓
- Residence Status (0094) ✓
- Visa Status (0048) ✓

The 'Period' section includes radio buttons for Today, All, From curr.date, Current Period, Curr.week, Current month, Last week, Last month, and Current Year, along with a 'Choose' button.

The 'Direct selection' section shows 'Infotype' set to 'Personal Data' and 'STy' set to an empty field.

13. Select **Addresses (0006)** list item .

14. Click **Display** button . The *Display Addresses (0006)* screen displays.



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Display Addresses (0006)

The screenshot shows the SAP 'Display Addresses (0006)' interface. The top menu bar includes 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. The SAP logo is in the top right corner. The main content area is divided into several sections:

- Personnel Data:**
 - Personnel No.: 100046
 - Name: Susan Blue
 - EE group: 1 Regular
 - Pers.area: 1270 OMF-Financial Services
 - EE subgroup: 01 FT Covered, Negative
 - Pers. subarea: 3000 Non Rep
 - Status: Active
 - Start: 07/24/2008 to 12/31/9999
 - Changed on: 12/29/2008 HRSUE
- Address Section:**
 - Address type: 1 Permanent/Mailing address
 - c/o: [empty]
 - Address line 1: 3324 Stiles Street
 - Address line 2: [empty]
 - City/county: Portland
 - State/zip code: OR Oregon 97204
 - Country Key: US USA
 - Telephone Number: 0
- Communications Section:**
 - Four rows of input fields for Type, Number, and Exte.

The left sidebar contains search options: 'Person', 'Collective search help', 'Search Term', and 'Free search'. The bottom status bar shows 'PA20', 'sapqr2', and 'INS'.

15. Click **Back** button  . The *Display HR Master Data* screen displays.



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Display HR Master Data

The screenshot shows the SAP HR Master Data display screen for Personnel no. 100046. The main data fields are:

Personnel no.	100046				
Name	Susan B1ue				
EE group	1 Regular	Pers.area	1270 OMF-Financial Services		
EE subgroup	01 FT Covered, Negative	Pers. subarea	3000 Non Rep	Status	Active

The left sidebar shows search options: Person, Collective search help, Search Term, and Free search.

The main area displays a list of infotypes with checkboxes:

Infotype text	Infotype	Checkmark
Actions (0000)	E	
Organizational Assignment (0001)		✓
Personal Data		✓
Addresses (0006)		✓
Planned Working Time (0007)		✓
Basic Pay (0008)		✓
Date Specifications (0041)		✓
Residence Status (0094)		✓
Visa Status (0048)		

The right side of the screen shows the 'Period' selection options:

Period
From [] To []
 Today Curr.week
 All Current month
 From curr.date Last week
 To Current Date Last month
 Current Period Current Year
Choose

The bottom status bar shows: PA20 sapqr2 INS

16. Select **Planned Working Time (0007)** list item **Planned Working Time (0007)** .

17. Click **Display** button . The *Display Planned Working Time (0007)* screen displays.



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Display Planned Working Time (0007)

The screenshot shows the SAP 'Display Planned Working Time (0007)' interface. The top bar includes the SAP logo and menu options like 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the title bar, there are navigation icons and a 'Work schedule' button. The main content area is divided into several sections:

- Personnel Data:** Personnel No. 100046, Name Susan Blue, EE group 1 Regular, Pers.area 1270 OMF-Financial Services, EE subgroup 01 FT Covered, Negative, Pers. subarea 3000 Non Rep, Status Active, Start 07/24/2008, To 12/31/9999, Chg. 12/29/2008 HRSUE.
- Work schedule rule:** Work schedule rule 08016_01 MF 0830-1700, Time Mgmt status 9 9 - Time evaluation of planned times, Working week 05 Working Week Starting Thursday, Additional time ID.
- Working time:** Employment percent 100.00, Daily working hours 8.00, Weekly working hours 40.00, Monthly working hrs 173.33, Annual working hours 2080.00, Weekly workdays 5.00.

The bottom status bar shows 'PA20', 'sapqr2', 'INS', and a refresh icon.

18. Click **Back** button  . The *Display HR Master Data* screen displays.



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Display HR Master Data

The screenshot shows the SAP HR Master Data display for Personnel no. 100046. The main data fields are:

- Personnel no.: 100046
- Name: Susan B1ue
- EE group: 1 Regular
- Pers.area: 1270 OMF-Financial Services
- EE subgroup: 01 FT Covered, Negative
- Pers. subarea: 3000 Non Rep
- Status: Active

The 'Basic Personal Data' tab is active. The 'Infotype text' list on the left includes:

- Actions (0000)
- Organizational Assignment (0001)
- Personal Data
- Addresses (0006)
- Planned Working Time (0007)
- Basic Pay (0008)
- Date Specifications (0041)
- Residence Status (0094)
- Visa Status (0048)

The 'Period' section on the right has radio buttons for 'Period', 'Today', 'All', 'From curr.date', 'To Current Date', 'Current Period', 'Curr.week', 'Current month', 'Last week', and 'Current Year'. The 'Direct selection' section shows 'Infotype' as 'Planned Working Time (0007)' and 'STy' as an empty field.

19. Select **Basic Pay (0008)** list item .
20. Click **Display** button . The *Display Basic Pay (0008)* screen displays.



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Display Basic Pay (0008)

The screenshot shows the SAP 'Display Basic Pay (0008)' interface. The top menu includes 'Infotype', 'Edit', 'Goto', 'Wage types', 'Extras', 'System', and 'Help'. The title bar reads 'Display Basic Pay (0008)'. Below the title, there are tabs for 'Salary amount' and 'Payments and deductions'. The main data area is divided into several sections:

- Personnel Data:** Personnel No 100046, Name Susan Blue, EE group 1 Regular, Pers.area 1270 OMF-Financial Services, EE subgroup 01 FT Covered, Negative, Pers. subarea 3000 Non Rep, Status Active, Start 07/24/2008 to 12/31/9999, Chng 12/29/2008 HRSUE.
- Contract Data:** Subtype 0 Basic contract.
- Salary Data:** Reason 02 New Hire/Rehire, Capacity Util. Level 100.00, PS type 02 Nonrepresented, Work hours/period 80.00 BI-weekly, PS Area NR NONREP, Next increase, PS group GRD00030 Level 01, Annual salary 40,352.00 USD.
- Wage Table:**

Wage Type	Long Text	Amount	Curr.	A	Number/Unit	Unit
0500	Regular Salaried Pay	1,552.00	USD	<input checked="" type="checkbox"/>	0.00	
- Payroll Data:** IV 12/29/2008 to 12/31/9999, Amount 1,552.00 USD.

The bottom status bar shows 'PA20', 'sapqr2', and 'INS'.

21. Click **Back** button . The *Display HR Master Data* screen displays.



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Display HR Master Data

The screenshot shows the SAP HR Master Data display for Personnel no. 100046. The main data fields are:

Personnel no.	100046				
Name	Susan B1ue				
EE group	1 Regular	Pers.area	1270 OMF-Financial Services		
EE subgroup	01 FT Covered, Negative	Pers. subarea	3000 Non Rep	Status	Active

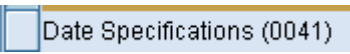

The left sidebar shows search options: Person, Collective search help, Search Term, and Free search.

The main content area has tabs for Basic Personal Data, Addtl. Personal Data, Payroll Data, and Addtl. Payroll Data. The 'Basic Personal Data' tab is active, showing a list of infotypes with checkmarks:

- Actions (0000) ✓
- Organizational Assignment (0001) ✓
- Personal Data ✓
- Addresses (0006) ✓
- Planned Working Time (0007) ✓
- Basic Pay (0008) ✓
- Date Specifications (0041) ✓
- Residence Status (0094)
- Visa Status (0048)

The 'Period' section has radio buttons for: Period, From, To, Today, Curr.week, All, Current month, From curr.date, Last week, To Current Date, Last month, Current Period, and Current Year. A 'Choose' button is also present.

The 'Direct selection' section shows 'Infotype' as 'Basic Pay (0008)' and 'STy' as an empty field.

22. Select **Date Specifications (0041)** list item  .
23. Click **Display** button  . The *Display Date Specifications (0041)* screen displays.



Display HR Master Data (PA20)

Display Date Specifications (0041)

The screenshot shows the SAP HR Master Data display for Date Specifications (0041). The interface includes a menu bar (Infotype, Edit, Goto, Extras, System, Help), a toolbar, and a search panel on the left. The main area displays employee details and a table of date specifications.

Employee Details:

- Personnel No: 100046
- Name: Susan Blue
- EE group: 1 Regular
- Pers.area: 1270 OMF-Financial Services
- EE subgroup: 01 FT Covered, Negative
- Pers. subarea: 3000 Non Rep
- Status: Active
- Start: 07/24/2008 to 12/31/9999
- Chng: 12/29/2008 HRSUE

Date Specifications (0041) Table:

Date type	Date	Date type	Date
01 Original Hire Date	07/24/2008	U1 City Service Date	07/24/2008
U2 Job Class Annv. Date	07/24/2008	U3 Vac Accrual Date	07/24/2008
U8 Bureau Start Date	07/24/2008		

The status bar at the bottom shows: PA20 | sapqr2 | INS

24. Click **Back** button  . The *Display HR Master Data* screen displays.



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Display HR Master Data

The screenshot shows the SAP HR Master Data display for Personnel no. 100046. The interface includes a menu bar (HR master data, Edit, Goto, Extras, Utilities(M), Settings, System, Help), a toolbar, and a main content area. The main content area is divided into several sections:

- Personnel no. 100046**
- Name:** Susan B1ue
- EE group:** 1 Regular
- Pers.area:** 1270 OMF-Financial Services
- EE subgroup:** 01 FT Covered, Negative
- Pers. subarea:** 3000 Non Rep
- Status:** Active

The main content area is divided into four tabs: **Basic Personal Data**, **Addtl. Personal Data**, **Payroll Data**, and **Addtl. Payroll Data**. The **Addtl. Personal Data** tab is currently selected. It displays a list of infotypes with checkboxes and a **Period** section with radio buttons and a **Choose** button.

Infotype text	Check
Actions (0000)	<input type="checkbox"/>
Organizational Assignment (0001)	<input checked="" type="checkbox"/>
Personal Data	<input checked="" type="checkbox"/>
Addresses (0006)	<input checked="" type="checkbox"/>
Planned Working Time (0007)	<input checked="" type="checkbox"/>
Basic Pay (0008)	<input checked="" type="checkbox"/>
Date Specifications (0041)	<input checked="" type="checkbox"/>
Residence Status (0094)	<input type="checkbox"/>
Visa Status (0048)	<input type="checkbox"/>

Period

Period

From To

Today Curr.week

All Current month

From curr.date Last week

To Current Date Last month

Current Period Current Year

Direct selection

Infotype STy

25. Click **Addtl. Personal Data** tab **Addtl. Personal Data** .



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Display HR Master Data

The screenshot shows the SAP HR Master Data display for Personnel no. 100046, Name Susan Blue. The left pane shows the 'Date Specifications (0041)' infotype selected. The main area displays the 'Date Specifications (0041)' screen with a 'Period' section containing radio button options: 'Today', 'All', 'From curr.date', 'To Current Date', 'Current Period', 'Curr.week', 'Current month', 'Last week', and 'Current Year'. A 'Choose' button is located below these options. The status bar at the bottom indicates 'PA20 sapqr2 INS'.

26. Click **Display** button  . The *Display Date Specifications (0041)* screen displays.



Display HR Master Data (PA20)

Display Date Specifications (0041)

The screenshot shows the SAP 'Display Date Specifications (0041)' screen. The top menu bar includes 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. The SAP logo is in the top right corner. The main area displays the following data:

Personnel No.	100046	Name	Susan Blue		
EE group	1 Regular	Pers.area	1270 OMF-Financial Services		
EE subgroup	01 FT Covered, Negative	Pers. subarea	3000 Non Rep	Status	Active
Start	07/24/2008	to	12/31/9999	Chng	12/29/2008 HRSUE

Date Specifications (0041)			
Date type	Date	Date type	Date
01 Original Hire Date	07/24/2008	U1 City Service Date	07/24/2008
U2 Job Class Annv. Date	07/24/2008	U3 Vac Accrual Date	07/24/2008
U8 Bureau Start Date	07/24/2008		

The bottom status bar shows 'PA20', 'sapqr2', and 'INS'.

27. Click **Back** button  . The *Display HR Master Data* screen displays.



Display HR Master Data (PA20)

Display HR Master Data

The screenshot shows the SAP HR Master Data display for Personnel no. 100046, Name Susan Blue. The interface includes a menu bar (HR master data, Edit, Goto, Extras, Utilities(M), Settings, System, Help), a toolbar, and a search sidebar. The main area displays personal data fields: EE group 1 Regular, Pers.area 1270 OMF-Financial Services, EE subgroup 01 FT Covered, Negative, Pers. subarea 3000 Non Rep, and Status Active. Below these are tabs for Basic Personal Data, Addtl. Personal Data, Payroll Data, and Addtl. Payroll Data. The 'Basic Personal Data' tab is active, showing a list of infotypes with checkboxes: Actions (0000), Organizational Assignment (0001), Personal Data, Addresses (0006), Planned Working Time (0007), Basic Pay (0008), Date Specifications (0041), Residence Status (0094), and Visa Status (0048). A 'Period' section on the right allows selection of a date range and a 'Choose' button. A 'Direct selection' section at the bottom has an 'Infotype' field and an 'STy' field.

28. Click **Exit** button  .



PA20

Work Instruction

Display HR Master Data (PA20)

Result

You have viewed employee HR master data.