

# PA20 Quick Reference Guide

## Master Data

KHRIS stores employee data, known as **master data**, in a central database that can be shared across all functions in KHRIS. **Master data** contains the employee's personal, position, and organizational information, and includes all of the data required for processing benefits, time, and payroll.

Employee master data can be accessed using KHRIS transaction PA20. Within PA20, master data is grouped by like information and stored on linked screens. These screens of grouped data are called **Infotypes**. Individually, the infotypes contain related master data. Together, these records combine to make up the employee's personnel file. Just as a paper personnel file consists of various file tabs, the electronic file in PA20 utilizes infotypes to organize the employee's information.

## PA20

**Display HR Master Data**

Personnel no. 55307  
Name Carol McFarland  
EE group A 18A Personnel area 0001 Executive  
EE subgroup 02 ASC Salary 37.5 Pers. subarea 1001 FT N-Exempt

Basic personal data Payroll Benefits Time Taxes Planning Data

Infotype text E

0000 Actions	✓
0001 Organizational Assignment	✓
0002 Personal Data	✓
0006 Addresses	
0007 Planned Working Time	
0008 Basic Pay	✓
0009 Bank Details	✓
0019 Monitoring of Tasks	
0023 Other/Previous Employers	

Period  
 Period  
From To  
 Today  Curr.week  
 Current month  
 Last week  
 To Current Date  Last month  
 Current Period  Current Year  
Choose

Direct selection  
Infotype STy



Lists the history of records on the infotype



Displays current record

## Display HR Master Data

Personnel no. 5  
 Name Haley Berry  
 EE group L External - BN  
 EE subgroup 41 24 Non-Paid

Basic personal data Payroll Benefits T

Infotype text E

- 0035 Company Instructions
- 0040 Objects on Loan
- 0041 Date Specifications
- 0077 Additional Personal Data
- 0094 Residence Status
- 0102 Grievances NA
- 0105 Communication
- 0210 Withholding Info W4/W5 USE
- 0697 Drug Screening

Direct selection  
 Infotype 0105 Comm

Infotype: 0105	
STyp	Name
0001	System user name (SY-UNAME)
0010	E-mail
Z001	Business Partner Number
Z003	Document Code
Z004	Department Code
Z005	Document ID
Z006	Document Vendor Line #
Z007	User Security Agreement
Z008	Check Distribution Code

PA 20 contains tabs for each area of KHRIS. Each tab populates the Infotype text section with the infotypes related to that area.

EX. The Basic personal data tab contains infotype 0105 Communication. You can find an employee's email address on this infotype.

Some infotypes use subtypes as an expansion of the infotype.

For Example:

- 0105 Communication is the infotype.
- 0010 E-mail is a subtype.

## Important PA20 Infotypes

**0000 Actions** lists the events that occurred during employment. For example:

- Appointment
- Position Number Change - Internal
- Return from Leave w/out Pay

**0001 Organizational Assignment** provides information that defaults from the position assigned to the employee. Time, payroll, and benefits pull information from this infotype.

**0002 Personal Data** contains information such as the social security number, date of birth, and gender. This information is important for tax reporting, payroll, and benefits.

**0006 Addresses** contains the employee's home and work addresses. The work county defaults as the county that the position is assigned.

**0008 Basic Pay** denotes salary or hourly wages. Adjustments involving an employee's pay would result from an action. Aside from approved personnel actions, this infotype may be changed only by users with authorized access.

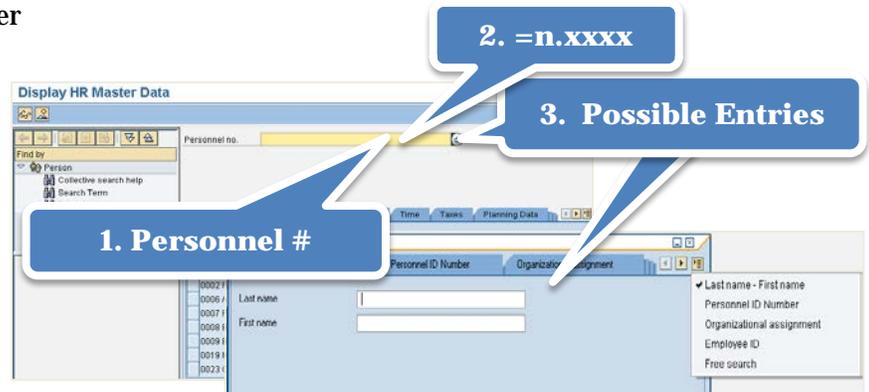
**0019 Monitoring of Tasks** serves as a reminder record. This infotype houses specific dates that typically require further action or follow-up. Some important tasks that can be monitored by use of this infotype include probation completions, leave returns, and detail expirations.

**0041 Date Specifications** contains important dates such as current hire date, annual increment dates, and vital benefit dates. ACE & ERA payment dates would also be stored on this record. The Employee Status is housed here. Employee statuses include A - Initial Probation, B – Status, J – Promotional Probation, L – Unclassified Probation, M – Unclassified (Off Probation), etc.

## Finding an Employee in PA20

**Before you can display employee data, you must identify the employee you want to view.**

- Use one of the following methods:
  - Personnel number
  - =n.xxxx
  - Possible Entries



1. The personnel number can be entered directly into the **Personnel number** field. This entry will display only the record identified.
2. The shortcut **=n.xxxx** allows us to search for employees by last name. For example, =n.Smith will display a list of all employees with the last name of Smith. The shortcut **=c..xxxx** allows to search for employees by SSN.
3. The **Possible Entries** selection will allow us to search for an employee using name, ID number (SSN), org assignment, or a free search.

Remember a wild card (\*) will help facilitate searches when you only have partial information.

## Period

There are various options regarding the time frame to use when displaying an infotype. It is important when viewing infotypes to ensure the appropriate time frame is selected. If an infotype does not display, it could be because it was not valid during the time period we selected. Some infotypes only display if the All option has been selected.

**Period**

Period  
 From  To

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

## Additional Information on Key PA20 Infotypes

**0000 Actions** lists the events that occurred during employment.

 **Overview**

Pers.No.

Name

EE group  18A Personnel ar  Executive

EE subgroup  ASC Salary 37.5

to

Start Date	End Date	Act.	Action Type	ActR	Reason for action	C...	E
05/16/2015	12/31/9999	Z5	Grade Change	02	Same Salary	3	▲
03/01/2015	05/15/2015	Z9	Change in Pay	03	Annual Increment	3	▼
03/01/2014	02/28/2015	Z9	Change in Pay	03	Annual Increment	3	⋮
03/01/2013	02/28/2014	Z9	Change in Pay	03	Annual Increment	3	
12/01/2012	02/28/2013	Z3	Reclassification	03	Lower Grade	3	
11/16/2012	11/30/2012	Z8	Position Number Change...	02	TWI Vol	3	
04/01/2012	11/15/2012	Z9	Change in Pay	09	Due to New Appointee ...	3	
03/01/2012	03/31/2012	Z9	Change in Pay	03	Annual Increment	3	
03/02/2011	02/29/2012	XX	ZHR01: Curr Convers (Ac...		ZHR01: Curr Convers (Ac...	3	
03/01/2011	03/01/2011	XW	ZHR00: Emp Initial Load		ZHR00: Emp Initial Load	3	

 **Display**

Pers.No.

Name

EE group  18A Personnel ar  Executive

EE subgroup  ASC Salary 37.5

Start  to  Chng  MVB0050

**Personnel action**

Action Type

Reason for Action  Same Salary

**Status**

Customer-specific

Employment

Special payment

**Organizational assignment**

Position  Cabinet Ed & Training Coo

Personnel area  Executive

Employee group  18A

Employee subgroup  ASC Salary 37.5

**Additional actions**

Start Date	Act.	Action Type	ActR	Reason for action
05/16/2015	Z5	Grade Change	02	Same Salary

**0001 Organizational Assignment** provides information that defaults from the position assigned to the employee. Time, payroll, and benefits pull information from this infotype.

### Overview

Personnel No: 2397 Name: Ace Cooper  
 EE group: A 18A Personnel area: 0001 Executive Status: Active  
 EE subgroup: 03 ASC Hourly 40 Pers. subarea: 1001 FT N-Exempt  
 Selection: 01/01/1800 to 12/31/9999

Start Date	CoCd/PA	EEGrp	ESGrp	Cost Center	Cost cent...	Org. Unit	OrgUnit (Text)
05/01/2010	COMK0001 A	03		3109500000	Military Affairs	31095	Bngc Security Secti

### Display

Personnel No: 2397 Name: Ace Cooper  
 EE group: A 18A Personnel area: 0001 Executive Status: Active  
 EE subgroup: 03 ASC Hourly 40 Pers. subarea: 1001 FT N-Exempt  
 Start: 05/01/2010 to 12/31/9999 Chng: 01/08/2011 HR\_STUDENT01

Enterprise structure  
 CoCode: 0000 Commonwealth of Kentuc...  
 Pers.area: 0001 Executive  
 Cost Ctr: 3109500000 Military Affairs  
 Func. Area:

Personal structure  
 EE group: A 18A Payr.area: 002 Semi-monthly  
 EE subgroup: 03 ASC Hourly 40 Contract:

Organizational plan  
 Percentage: 100.00  
 Position: 31002474 21620V000101 Security Force Manag...  
 Job key: 20000621 21620V000101 Security Force Manag...  
 Exempt:   
 Org. Unit: 10000986 31095 Bngc Security Section  
 Org.key: 0001

**0008 Basic Pay** denotes salary or hourly wages. Adjustments involving an employee's pay would result from an action. Aside from approved personnel actions, this infotype may be changed only by users with authorized access.

### Overview

Personnel No: 2397 Name: Ace Cooper  
 EE group: A 18A Personnel area: 0001 Executive Status: Active  
 EE subgroup: 03 ASC Hourly 40 Pers. subarea: 1001 FT N-Exempt  
 Choose: 01/01/1800 to 12/31/9999 STy:

STy	Start Date	End Date	T. P...	PS group	Lv	Amount	Curr...	Annual salary	Curr...
0	05/01/2010	12/31/9999	03 01	13	00	16.432 USD3		34,179.900 USD3	

### Display

Personnel No: 2397 Name: Ace Cooper  
 EE group: A 18A Personnel area: 0001 Executive Status: Active  
 EE subgroup: 03 ASC Hourly 40 Pers. subarea: 1001 FT N-Exempt  
 Start: 05/01/2010 to 12/31/9999 Chng: 01/08/2011 HR\_STUDENT01

Subtype: 0 Basic contract

Salary  
 Reason:   
 PS type: 03 Hourly Cap.util/M: 100.00  
 PS Area: 01 Classified WkHrs/period: 86.67 Ser...  
 PS group: 13 Level: 00 Next inc.:  
 Ann.salary: 34,179.900 USD3

W...	Wage Type	Long Text	O. Amount	Curr...	I. A.	Number/Unit	Unit
1001	Hourly Rate		16.432 USD3		<input checked="" type="checkbox"/>	0.00	

IV: 01/07/2016 12/31/9999 16.432 USD3