

## Display Personnel Employee Information (PA20)

### From the SAP Easy Access PCSB Menu Screen:

Click the **Expand** Icon to the left of: **PCSB Menu > Human Resources**

Double Click on **Display Employee Information**

**Important:** If the **Find by** Window on the left side of the screen is open, close it.

### To Close the Find by screen:

Click on the word **Settings** on the Tool bar

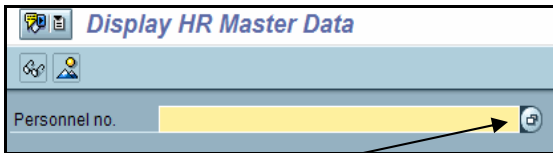
Click on the **Hide Object Manager**

### Display HR Master Data:

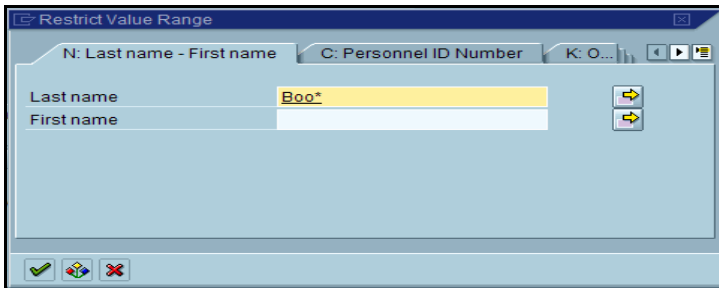
Enter the **Personnel Number** of the Employee that you wish to display in the **Personnel no** field.

Press **Enter** to display the Employee's **Name, Pers. Area, Cost Center, etc.**

### If you do not know the Employees Personnel Number:



Click the **Search Icon** to the left of the **Personnel no.** field.



The **Restrict Value Range Search Window** is displayed.

### To Search by Name:

Click on the **Folder N: Last name – First name**

Type the Employees **Last name** or **part of the Last name** followed by an **asterisk (\*)**

Click the **Green Check** or Press **Enter**

BOONE	RALPH	10/07/1944	00011388	10/07/1944	12/31/9999
BOOP	BETTY	08/29/1945	00002141	08/29/1945	12/31/9999

Double Click on the **Employee** line that you wish to display

**To Search by Personnel ID Number (Social Security Number):**

Click on the **Folder C: Personnel ID Number**

Restrict Value Range

N: Last name - First name C: Personnel ID Number K: O...

Pers. ID modifier  
ID number 665778888  
Personnel number  
Valid From  
End Date

Type the Employees **Social Security Number** in the **ID number** Field  
Click the **Green Check** or **Press Enter**

Personnel Number

PM	ID number	PersNo	Start date	End Date
f	665778888	00002141	08/29/1945	12/31/9999

Double Click on the **ID number**

The **Display HR Master Data** screen will display.

Press **Enter** to refresh the screen and *display* the Employee's **Name, Pers. Area, Cost Center, etc.**

Display HR Master Data

Personnel no. 2141

Name BETTY B B00P

EE group 2 Teachers Union Pers.area 0903 Intl. Baccalaureate - B...

EE subgroup B1 Classroom Te... Cost Center 0903ISALAR IBHS.BASIC.SA...

Basic Personal Data Payroll Data Payroll Tax Data Benefits Data Tim...

Infotype text E...  
Actions ✓  
Organizational Assignment ✓  
Personal Data ✓  
Addresses ✓  
Public Records Law Exemption ✓  
Planned Working Time ✓  
Basic Pay ✓  
Bank Details ✓  
Additional Actions ✓

Period  
● Period  
Fr. To  
○ Today ○ Curr.week  
○ All ○ Current month  
○ From curr.date ○ Last week  
○ To current date ○ Last month  
○ Curr.period ○ Current Year  
Choose

Direct selection  
Infotype Sty

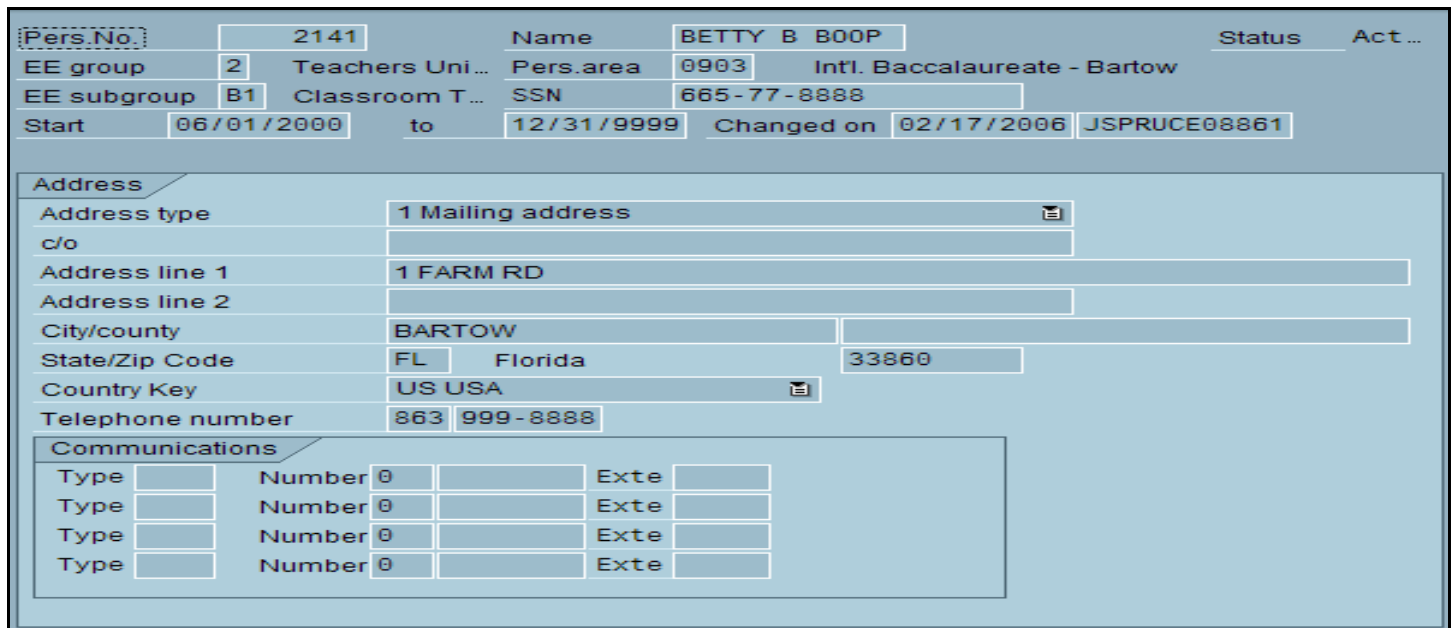
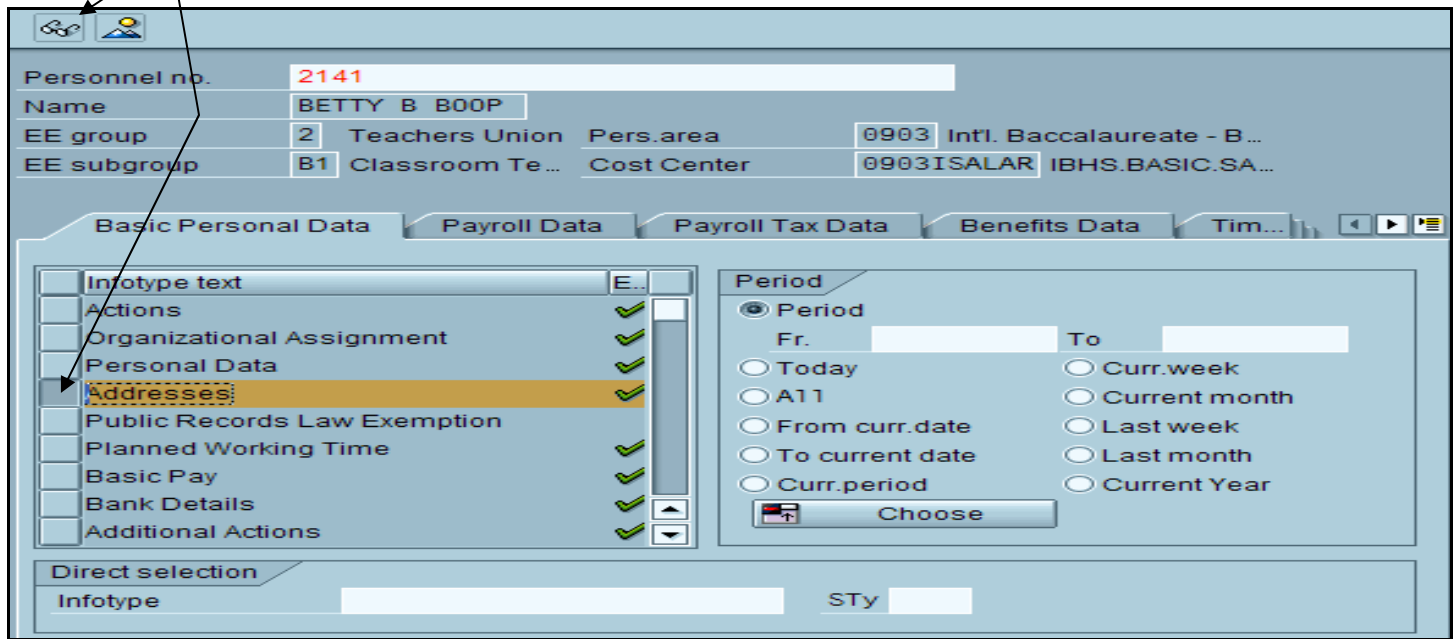
Information is stored behind Folders, to view the different **Folders**, Click on the **Folder Name**.

**IMPORTANT:** Green checks to the right of the Subject, mean additional information is available.

**To View the Information:**

To highlight (**EXAMPLE: Addresses**) Click the **Box** to the left of the information that you wish to view.

Click the **Glasses** in the upper left corner of the tool bar. The **Display Address** screen will be displayed.



This SAP module is for DISPLAY PURPOSES ONLY. User's can change address information at the new Polk County web site at: <http://my.polk-fl.net/>