

PER-16 How to Search for an Employee Using PA20

Purpose

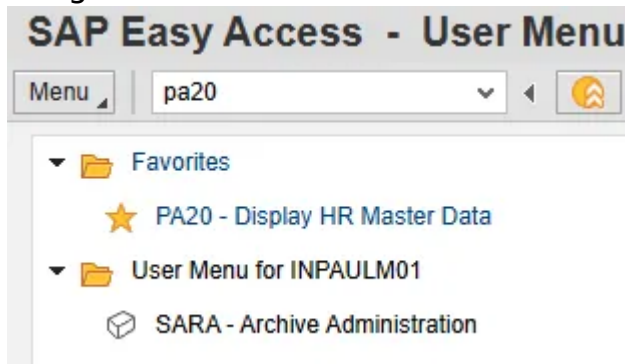
The purpose of this job aid is to demonstrate how to search for an employee using transaction code PA20.

Access Transaction

Via Transaction Code: PA20

- Access the PA20 transaction from your SAP Easy Access screen

Image



Steps to Search by Personnel Number

There are 2 steps to complete this process.

Step 1: Type the employee's Personnel number in the **Personnel no.** field and click Enter.

Image

The screenshot shows the SAP 'Display HR Master Data' interface. At the top, the title 'Display HR Master Data' is displayed. Below it is a 'Menu' button and a dropdown menu. A toolbar contains various icons for navigation and actions. The 'Personnel no.' field is populated with '80000030'. Below this, there are tabs for 'Basic Personal Data' (selected), 'Payroll', 'Benefits', 'Time', 'Addtl. Personal Data', and 'Planning Data'. The 'Basic Personal Data' tab is active, showing a list of data categories on the left: 'Infotype Text', 'Actions', 'Organizational Assignment', 'Personal Data', 'Addresses', 'Planned Working Time', 'Basic Pay', 'Family Member/Dependents', 'I-9 Residence Status', and 'Additional Personal Data'. The 'Period' section on the right allows selection of a time range, with 'Period' selected. Below this are radio buttons for 'Today', 'All', 'From Today', 'Until Today', 'Curr. Period', 'Current Week', 'Current Month', 'Last Week', 'Last Month', and 'Current Year'. A 'Choose' button is also present. At the bottom, the 'Direct selection' section includes fields for 'Infotype' and 'STy'.

Display HR Master Data

Menu

Personnel no. 80000030

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

Infotype Text Statu

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 ☐ Current Week

☐ All ☐ Current Month

☐ From Today ☐ Last Week

☐ Until Today ☐ Last Month

☐ Curr. Period ☐ Current Year

Choose

Direct selection

Infotype STy

Step 2: Employee information will display if the personnel number is valid.

Image

Display HR Master Data

Menu 

Personnel no.

Name

EEGroup SPA Employees PersA Environmental Quality

EESubgroup FT N-FLSAOT Perm CostC DENR

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

Infotype Text	Statu
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 ☐ Current Week

☐ All ☐ Current Month

☐ From Today ☐ Last Week

☐ Until Today ☐ Last Month

☐ Curr. Period ☐ Current Year

 Choose

Direct selection

Infotype STy

Steps to Search by Name

There are 5 steps to complete this process.

Step 1: Click the matchcode box to the right of the **Personnel no.** field.

Note: You may have to click in the Personnel no. field for it to appear.

Image

Display HR Master Data

Menu



Personnel no.



Basic Personal Data

Payroll

Benefits

Time

Addtl. Personal Data

Planning Data



Infotype Text

Statu

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

☐ Current Week

☐ All

☐ Current Month

☐ From Today

☐ Last Week

☐ Until Today

☐ Last Month

☐ Curr. Period

☐ Current Year



Choose

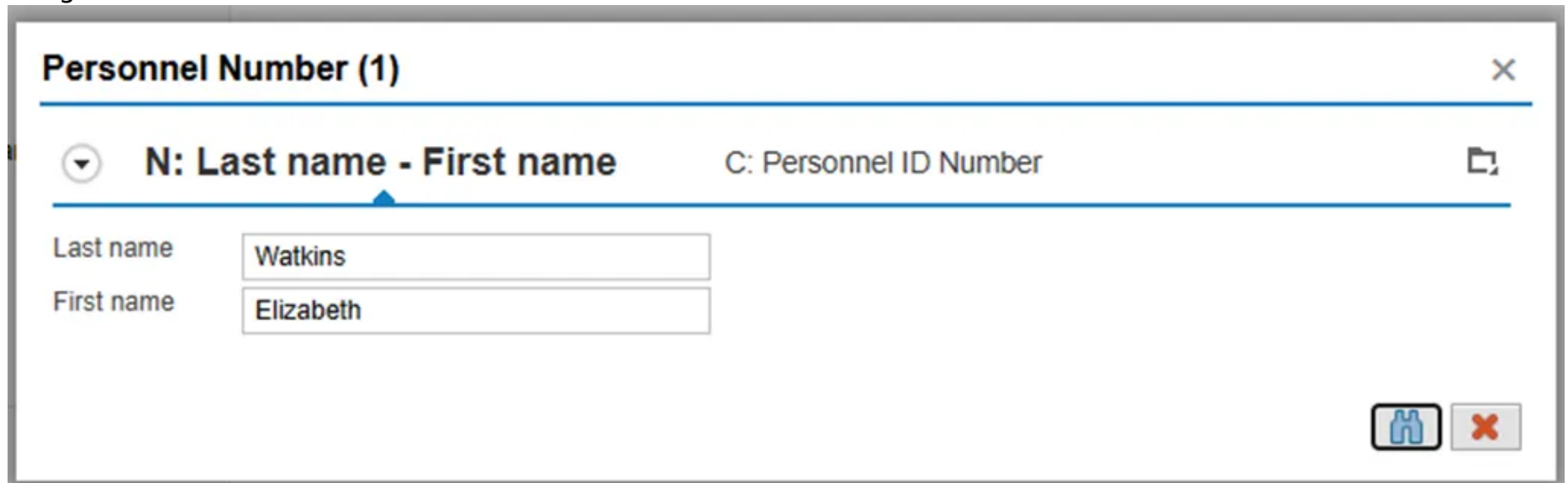
Direct selection

Infotype

STy

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

Image



Personnel Number (1) ×

▼ **N: Last name - First name** C: Personnel ID Number 📁

Last name

First name

🔍 ✖

Step 3: Click the Find button. It looks like a pair of binoculars.

Image

Personnel Number (1)



N: Last name - First name

C: Personnel ID Number



Last name	First name	Title	Birth Date	Pers.No.	Start Date	End Date	
Watkins	Elizabeth		03/23/1953	80000030	03/23/1953	12/31/9999	
< ... >							

1 Entry found



Step 4: Double-click the name of the employee you wish to display from the list.

Image

Display HR Master Data

Menu 

Personnel no. 

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

Infotype Text

Actions

Organizational Assignment

Personal Data

Addresses

Planned Working Time

Basic Pay

Family Member/Dependents

I-9 Residence Status

Additional Personal Data

Statu

Period

☒ Period

From To

☐ Today ☐ Current Week

☐ All ☐ Current Month

☐ From Today ☐ Last Week

☐ Until Today ☐ Last Month

☐ Curr. Period ☐ Current Year

 Choose

Direct selection

Infotype STy

Step 5: You must click Enter to validate and fully display the chosen employee's information.

Image

Display HR Master Data

Menu

Personnel no.

Name

EEGroup SPA Employees PersA Environmental Quality

EESubgroup FT N-FLSAOT Perm CostC DENR

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

Infotype Text	Statu
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 ☐ Current Week

☐ All ☐ Current Month

☐ From Today ☐ Last Week

☐ Until Today ☐ Last Month

☐ Curr. Period ☐ Current Year

Choose

Direct selection

Infotype STy

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:

Example 1: Type =n.watkins in the Personnel no. field and click Enter.

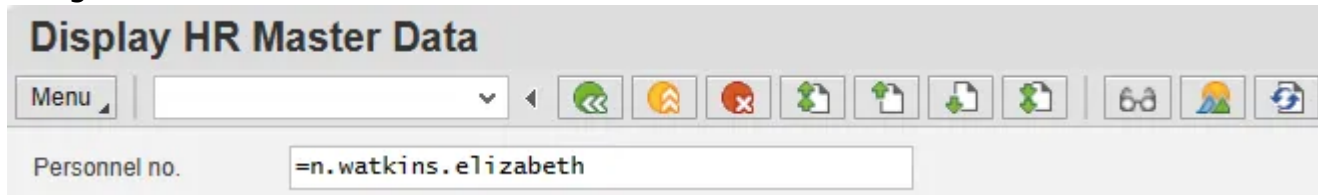
Image



The screenshot shows a web application interface titled "Display HR Master Data". Below the title is a toolbar with a "Menu" button, a dropdown menu, and several icons for navigation and actions. Below the toolbar is a search field labeled "Personnel no." which contains the text "=n.watkins".

Example 2: Type =n.watkins.elizabeth in the Personnel no. field and click Enter.

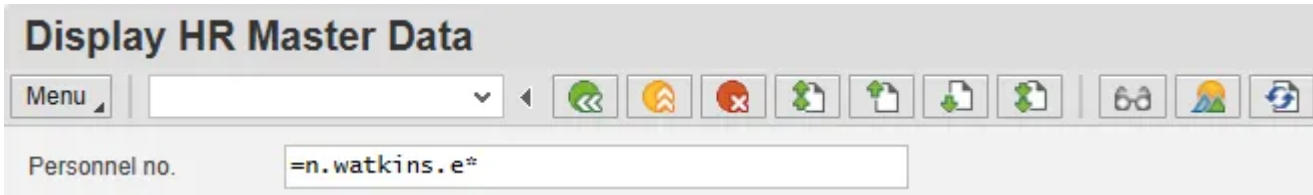
Image



The screenshot shows the same web application interface as the previous one, but the search field labeled "Personnel no." now contains the text "=n.watkins.elizabeth".

Example 3: Type =n.watkins.e* in the Personnel no. field and click Enter.

Image



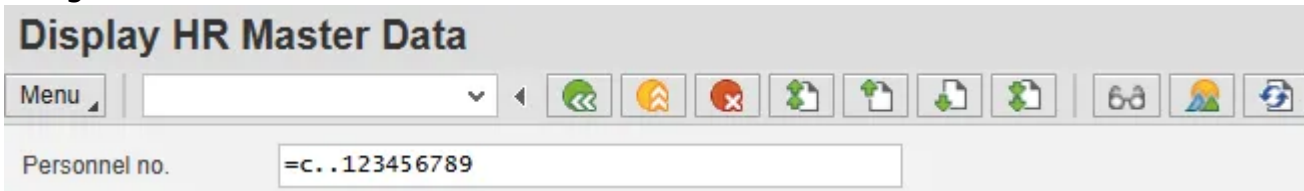
The screenshot shows a web application interface titled "Display HR Master Data". It features a "Menu" button, a dropdown menu, and a series of icons for navigation and actions. Below these elements is a text input field labeled "Personnel no." which contains the text "=n.watkins.e*".

By Social Security Number:

Use a shortcut (=c..#### - NO spaces.) in the **Personnel No.** field to search by SSN.

(Example: =c..123456789)

Image



This screenshot is similar to the one above, showing the "Display HR Master Data" form. However, the "Personnel no." field now contains the text "=c..123456789", which is an example of a Social Security Number (SSN) shortcut.

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