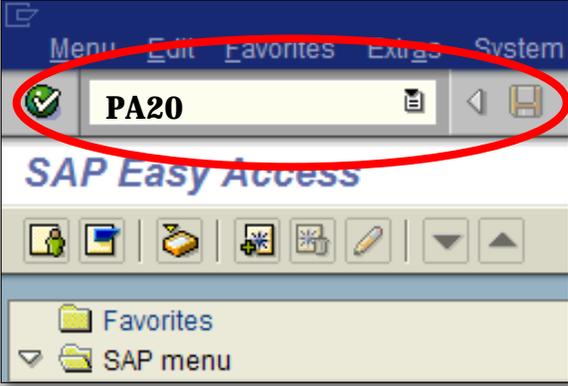
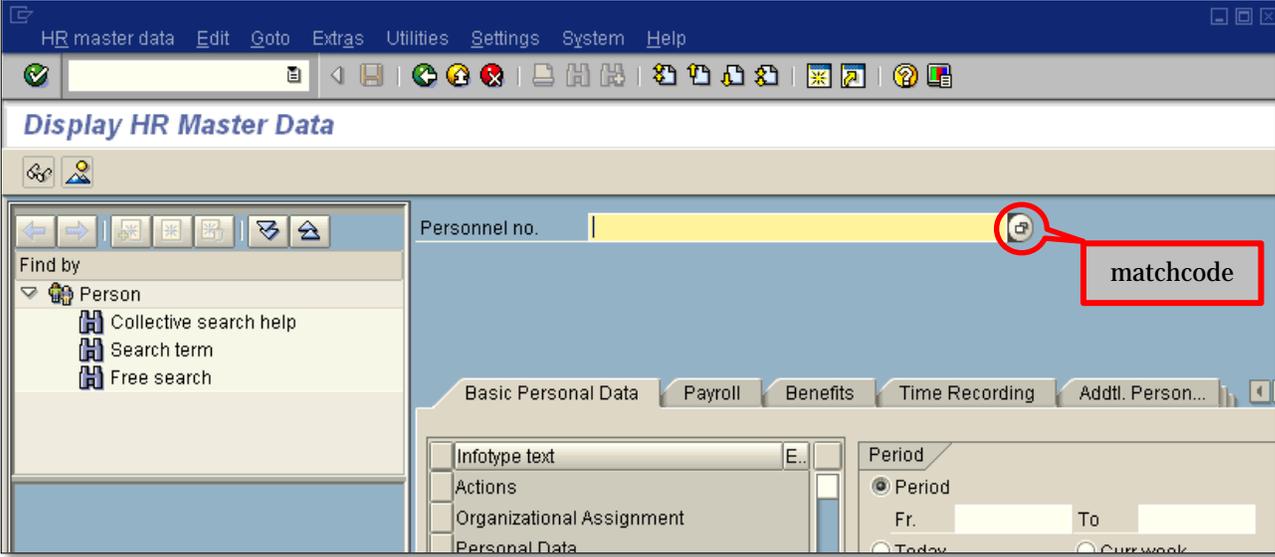


HRMS Basics Job Aid #6: Personnel Number Search

Step	Action
1	<p>From the SAP Easy Access Screen, type “PA20” in the Command Field.</p>  <p>The screenshot shows the SAP Easy Access interface. At the top, there is a menu bar with 'Menu', 'Edit', 'Favorites', 'Extras', and 'System'. Below the menu bar is a command field containing the text 'PA20'. A red oval highlights the command field and the 'PA20' text. Below the command field is a toolbar with various icons. At the bottom, there is a 'Favorites' section with a folder icon and the text 'SAP menu'.</p>
2	<p>Click the matchcode icon  next to the Personnel no. field.</p>  <p>The screenshot shows the 'Display HR Master Data' screen. At the top, there is a menu bar with 'HR master data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is titled 'Display HR Master Data'. On the left, there is a 'Find by' section with a dropdown menu set to 'Person'. Below this, there are three options: 'Collective search help', 'Search term', and 'Free search'. In the center, there is a 'Personnel no.' field. A red circle highlights a matchcode icon (a square with a magnifying glass) next to the 'Personnel no.' field. A red box labeled 'matchcode' points to this icon. Below the 'Personnel no.' field, there are several tabs: 'Basic Personal Data', 'Payroll', 'Benefits', 'Time Recording', and 'Addtl. Person...'. At the bottom, there are fields for 'Infotype text', 'Actions', 'Organizational Assignment', and 'Personal Data'. There is also a 'Period' section with radio buttons for 'Period', 'Today', and 'Curr week'.</p>
3	<p>Click the Last name – First name tab.</p>

Step	Action
4	Enter the employee's first and last name. <ul style="list-style-type: none"> · If you know the first letter of the last name (or first name) but are unsure of the correct spelling, type in the first letter or two followed by an asterisk (*). A list of names starting with these letters will appear. · The wildcard (*) can be used in many different ways. It can be used at the beginning of a name, at the end of the name, or in the middle of the name. Example: If you are unsure of the spelling, you can use an asterisk (*) as a wildcard. e.g. "Fa*" or "*ale*"
5	Click the enter button 
6	Click on the desired employee's name.
7	Click the enter button 