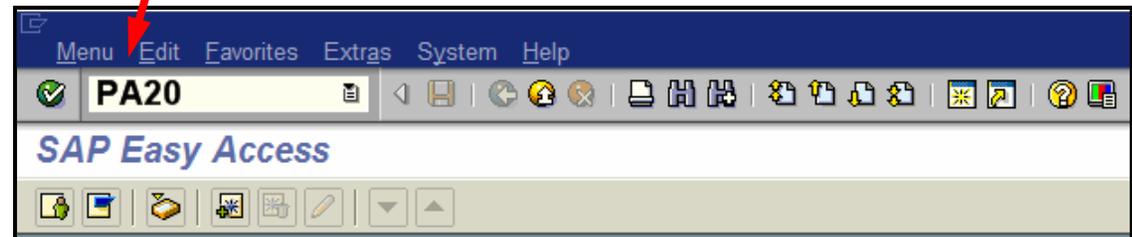


- This job aid identifies how to enter a transaction code and lists specific infotypes that an Inquirer can view. Although there are common transactions used by various roles throughout HRMS, the primary transaction code used by Inquirer Role is **PA20** – Display HR Master Data.
- Inquirers have the ability to view data only. Inquirers cannot edit, delete or add data.
- In HRMS there are three Inquirer roles: Personnel Administration Inquirer, Time and Attendance Inquirer, and Payroll Inquirer.

Common Transactions Used In HRMS	
PA10	Display Personnel File
PA20	Display HR Master Data
PA30	Maintain HR Master Data
PA40	Personnel Actions

To access the Display HR Master Data transaction, enter the transaction code **PA20** in the **Command** field and click  (**Enter**).



Inquirer Roles

Infotypes that can be viewed by Personnel Administration Inquirer	
Infotype No.	Infotype Name
0000	Actions
0001	Organizational Assignment
0002	Personal Data
0003	Payroll Status
0006	Addresses
0007	Planned Working Time
0008	Basic Pay
0009	Bank Details
0014	Recurring Payments/Deductions
0016	Contract Elements
0019	Monitoring of Task
0021	Emergency Contact
0022	Education
0023	Previous/Other Employers
0027	Cost Distribution
0031	Reference Personnel Number
0040	Objects on Loan
0041	Date Specifications
0077	Additional Personal Data
0081	Military Status
0094	Residence Status
0105	Communication
0121	RefPerNo Priority
0128	Notifications
0167	Health Plans

0169	Savings Plan
0171	General Benefits Information
0207	Residence Tax Area
0208	Work Tax Area
0209	Unemployment State
0210	Withholding Info W4
0234	Additional Withholding Info US
0235	Other US Taxes
0302	Additional Actions
0377	Miscellaneous Plans
0552	Time Specifications/Employee Period
0613	Absence Donation/Withdraw (US)
0696	Absence Pools
1000	Objects
1001	Relationships
1002	Descriptions
1005	Planned Compensation
1007	Vacancy
1008	Account Assignment Features
1011	Work Schedule
1013	Employee Group/Sub-Group
1028	Cost Distribution
1028	Address
1610	US Job Attributes
2001	Absences
2003	WS Substitutions
2006	Absence Quotas
2010	EE Remuneration Info
2013	Quota Corrections

Infotypes that can be viewed by Payroll Inquirer	
Infotype No.	Infotype Name
0001	Organizational Assignment
0002	Personal Data
0007	Planned Working Time
0008	Basic Pay
0009	Bank Details
0014	Recurring Payments/Deductions
0015	Additional Payments
0016	Contract Elements
0027	Cost Distribution
0031	Reference Personnel Number
0041	Date Specifications
0094	Residence Status
0103	Bond Purchases
0104	Bond Denominations
0121	RefPerNo Priority
0167	Health Plans
0169	Savings Plan
0171	General Benefits Information
0207	Residence Tax Area
0208	Work Tax Area
0209	Unemployment State
0210	Withholding Info W4
0221	Payroll Results Adjustment
0234	Additional Withholding Info US
0235	Other US Taxes

0377	Miscellaneous Plans
0554	Hourly Rate per Assignment
0613	Absence Donation/Withdraw (US)
0696	Absence Pools
2001	Absences
2003	WS Substitutions
2006	Absence Quotas
2010	EE Remuneration Info
2013	Quota Corrections
9410	Marine accumulation or hours

Infotypes that can be viewed by Time and Attendance Inquirer	
Infotype No.	Infotype Name
0000	Actions
0001	Organizational Management
0002	Personal Data
0007	Planned Working Time
0041	Data Specifications
2001	Absences
2003	WS Substitutions
2006	Absence Quotas
2010	EE Remuneration Info
2013	Quota Corrections
9410	Marine accumulation of hours