A Faster and Smarter Way to Do Employee Searches in Transactions PA20, PA30, and PA40

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HR Expert advisor Greg Newman shows you a nifty trick to help users find employees faster and more efficiently when accessing transactions PA20, PA30, and PA40.

HR administrators often are required to do many different kinds of searches using different criteria. For example, some common search modifiers include name (first, last, or both), Social Security number, passport number, or time sheet administrator. In this quick tip, I explain how to find employees quickly using system user names, personnel ID numbers, and passport numbers.

This is an important and useful tip for heavy users as it significantly reduces the number of key strokes, thereby facilitating and increasing the accuracy of your job performance.

Streamline Your Searches in PA20, PA30, and PA40

Most SAP ERP HCM users are aware of the =n. shortcut for finding employee names in the Personnel No. field of transaction PA30 (Figure 1).

To bring the employee list up from the transaction PA30 entry field, you enter the last name, first name, or both, in the Personnel No. field, in this format: =n.lastname.firstname (I used Smith in my example in Figure 1).

Note that if you want to search just by last name, you leave the First name field blank, and if you want to search just by first name, you leave the Last name field blank.

The logic of this search follows the field layout of the F4 look-up screen (Figure 2).

If you use this method and search just by last name, you receive a list of all the employees in the system with the same last name (Figure 3).
To find Laura Smith using both first and last names, you search =n.Smith.Laura. Only employees named Laura Smith are shown in the search results.

If only one employee meets your search criteria, her employee number is entered into the transaction PA30 search field, and you can start your transaction. On the other hand, if you want to find all the employees with the first name Barney, then you enter =n.Barney. The system then returns all the people named Barney in the company.

**Other Available Search Options**

There are other search options that you can use, including these three popular examples:

= c. Searches the personnel ID number from infotype 0002 (personal data)

= K. Searches most of the fields from infotype 0001 (organizational assignment)

= I. Searches for identity numbers from infotype 0185 (personal IDs)

**Figure 4** lists all the different search categories available.

To display this list in the SAP system, enter the = sign in the personnel number field on transaction PA30 and then press F4. Following the logic that I explain in the examples in the next section, you can then work out the other command options.

**Search by Personnel ID Number Using Infotype 0002 (Personal Data)**

Using = c., you can search for employees using the personnel ID number from infotype 0002 (personal data). Many countries use the personnel ID field to store a national ID for an employee (e.g., the Social Security number in the US and the National Insurance number in the UK) on infotype 0002.

The structure of the search follows the layout of the F4 lookup. Therefore, for the personnel ID you can search against Pers. ID modifier, ID number, Personnel number, Start Date, and End Date of the infotype 0002 record (**Figure 5**). The full search structure appears as:


In **Figure 5**, the personnel ID number modifier is the same as the molga, or country key (MOLGA is the technical name for country in the SAP ERP HCM system). For example, to search for an employee that you know is an employee in Great Britain, with HK000000D as their National Insurance number, you write the following search logic:

= c. 08.HK000000D

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To search the entire population for an employee with a personnel ID number of HK000000D, you leave the Pers. ID modifier field blank (Figure 5). The logic for this search is written as follows:

=c. .HK000000D

This search results in a list of all employees with that personnel ID number (Figure 6).

### Search Using Infotype 0001 (Organizational Assignment)

Using =K, you can search for employees using most of the fields from infotype 0001 (organizational assignment).

I consider this method the best search option, as it allows you to quickly pull up all the employees in a personnel area, an employee group and subgroup combination, or by a specific cost center. However, mastering this method can be tricky, as you have to ensure you leave the appropriate number of commas and spaces in your search logic. Again, you use the same F4 look-up screen (Figure 7).

Using the screen shown in Figure 7, you can search by personnel area, personnel subarea, employee group, and so on.

For example, using the following logic provides you with results for the following employees:

=k.0001   Returns all the employees in personnel area 0001

=k.0001. .1.EA   Returns all the employees in personnel area 0001, with employee group 01 and subgroup EA

As you can see, this method offers many options to write quick searches without going through the standard F4 button, tabbing through to Organizational Assignment, and then entering the appropriate Personnel Area to receive your list of employees. When you master this method and begin to use it, you save time and effort. This method also yields more accurate and helpful search results.
Search for Identity Number Using Infotype 0185 (Personal ID)

Using =I., you can perform searches for employee identity numbers using infotype 0185 (personal ID). Infotype 0185 is typically used to record details for official forms of ID, such as passports and driver’s licenses. Each of these IDs is recorded on a different subtype (or Identity Type as the field is labeled).

The format of this search logic is:

=I.IdentityNumber.IdentityType.StartDate.EndDate.

For example, if you want to find an employee, but you know only their identity number, not the type (GJ67575 in my example), you can use the following logic to perform the search:

=I. GJ67575

This logic enables the system to find any employee with that number stored in the ID number field on infotype 0185 and list the employee in your search results.

If you want to limit your search to just passport numbers (identity type 02), you use the following logic, inserting the identity type 02 in the second section of the search:

=I. GJ67575.02

Set the F4METHOD parameter value in your user profile

If the letter keys (e.g., K: Organizational Assignment) are not listed in the tabs of your F4 screen (as shown in the screens), you can turn them on with an entry in your user parameters. Simply enter NoActiveX in the Parameter value (ID) column in Figure 8 to view the tabs in the F4 screen.

Search for employees by organizational assignment

Figure 7

Figure 8

Greg Newman is originally from New Zealand, has been implementing and supporting HR and Payroll systems since 1999. He has worked on numerous SAP HR and Payroll implementations for Great Britain, the Republic of Ireland, Australia, New Zealand, and several other international rollouts. Currently Greg is a managing consultant working for Newhit HR and Payroll Solutions in England.

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