

PA20 Quick Reference Guide

Master Data

KHRIS stores employee data, known as **master data**, in a central database that can be shared across all functions in KHRIS. Master data contains the employee's personal, position, and organizational information, and includes all of the data required for processing benefits, time, and payroll.

Employee master data can be accessed using KHRIS transaction PA20. Within PA20, master data is grouped by like information and stored on linked screens. These screens of grouped data are called **infotypes**. Individually, the infotypes contain related master data. Together, these records combine to make up the employee's personal file. Just as a paper personnel file consists of various file tabs, the electronic file in PA20 utilizes infotypes to organize the employee's information.

PA20

Display HR Master Data

Personal ID: 1000000000
Name: JAMES, ROBERT L
DOB: 01/01/1980
SSN: 123-45-6789
Personal area: 0001
Display: IT1000000000

Infotypes:

- ☒ 0001 Personal Data
- ☐ 0002 Organizational Assignment
- ☐ 0003 Personal Data
- ☐ 0004 Addresses
- ☐ 0005 Planned Working Time
- ☐ 0006 Basic Pay
- ☐ 0007 Basic Salary
- ☐ 0008 Monitoring of Labor
- ☐ 0009 Organizational Information

Period:

☒ Person
☐ Time

Display:

☐ Display Person
☐ Display Time

Display:

☐ Display Person
☐ Display Time

Display:

☐ Display Person
☐ Display Time

Display:

☐ Display Person
☐ Display Time



Click the history of records in the infotype.



Display current record

Pa20 Gm User Guide

Ying-Ying Zheng



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