

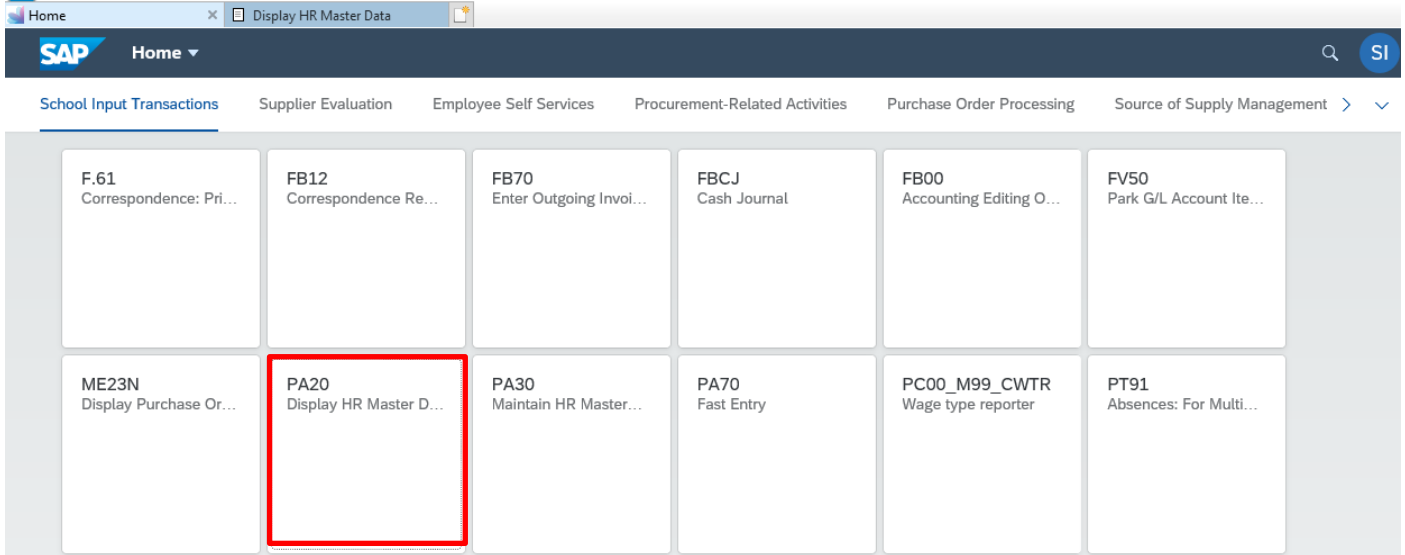
**Payroll - Viewing Data**  
**PA20 Display HR Master Data**

When you access ‘PA20 – Display HR Master Data’ and select an employee you are able to view some employee data on certain menu tabs – see Contents List

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- Log into SAP
- This loads the Fiori Dashboard
- Click on the **PA20 Display HR Master Data app**



You will now be in the **PA20 Display HR Master Data app**

### Section 1.1 How to view Personal Data

- From your staff list double click the employee that you wish to check - their details will now be displayed on the right-hand pane
- To view Personal Data click on **Personal Data** tab
- Select the radio button to the left of **Personal data** to highlight the line
- Click Display on the top menu bar

Personnel No.: 71104895    Pers. Assign: Teacher / 50264536  
Name: Mrs Annabelle Lock  
EE group: C Schools    Pers. area: CAYA Childrens Services  
EE subgroup: TC Teachers    Cost Center: CIP1234 Anytown Primary

Personnel ...	Name	Position name
71104894	Mr Jordan James	Teacher
71104895	Mrs Annabelle Lock	Teacher
71104896	Miss Sally Field	Supply Teacher
71104897	Ms Clara Bell	Teaching & Learning A
71104898	Mrs Beverley Bonnet	Teaching & Learning A
71104899	Mr Matthew Paint	Teaching & Learning A
71104900	Mr Matthew Paint	Mid Day Supervisor
71104901	Mrs Goldy Locks	Mid Day Supervisor (F
71104902	Mr Martin Mop	Cleaner
71104903	Mr Albert Bucket	Caretaker (Relief)
71104904	Miss Carrie Cupbo...	Caretaker
71104905	Ms Millie Marshall	Technician

Personal Data    Work    Contract Data    Payroll Data    Time Data Menu    Travel Benefits Data

Period: From: 01.01.1800 To: 31.12.9999  
All    Current Week    Current Month    Last Week    Last Month    Current Year

- The following information is displayed:-

Personnel No.: 71104895    Pers. Assign: Teacher / 50264536  
EE group: C Schools    Pers. area: CAYA Childrens Services  
EE subgroup: TC Teachers    Cost Center: CIP1234 Anytown Primary  
Start: 31.07.1992    To: 31.12.9999    Chng: 15.02.2024 71025247

Name  
Title: Mrs  
Last name: Lock  
First name: Annabelle    Initials: A  
Middle name:    Nickname: Belle

- Click the back **arrow** on the top menu bar to return to the initial screen

## Section 1.2 How to view Addresses

- From the Fiori Dashboard click on **'PA20 – Display HR Master Data' app**
- Select the employee by 'double clicking' so that their details appear in the right-hand pane.
- Click on **'Personal Data'** tab.
- Select the radio button to the left of **'Addresses'** to highlight the line.
- Click **'Display'**.

The most current information is displayed:-

The screenshot shows the SAP Fiori 'Display HR Master Data' application. The top navigation bar includes a back arrow (highlighted with a red box), the SAP logo, and the title 'Display HR Master Data'. Below the navigation bar are buttons for 'Display', 'Overview', 'Refresh Data', and 'Services for Object'. The main content area is divided into several sections:

- Find by:** A search section with options for 'Person', 'Collective Search Help', 'Search Term', and 'Free search'.
- Hit list:** A table listing personnel. The row for '71104895 Mrs Annabelle Lock Teacher' is highlighted with a red box.
- Personal Data:** A tab (highlighted with a red box) showing details for the selected employee:
  - Personnel No.: 71104895
  - Name: Mrs Annabelle Lock
  - EE group: C Schools
  - EE subgroup: TC Teachers
  - Pers. Assgn: Teacher / 50264536
  - Pers. area: CAYA Childrens Services
  - Cost Center: CIP1234 Anytown P
- Infotype Text:** A list of data categories with radio buttons and status indicators. 'Addresses' is selected (radio button checked and highlighted with a red box) and has a green checkmark in the status column.
- Period:** A section for selecting a time period, with 'All' selected (radio button checked and highlighted with a red box).
- Direct selection:** A section at the bottom with input fields for 'Infotype:' (set to 'Personal data') and 'STy:'.

- Click the back **arrow** on the top menu bar to return to the initial screen

## Section 2.1 How to view date specifications – Employee start dates/changes

- From the Fiori Dashboard **click** on the **PA20 – Display HR Master Data app**
- Select the employee by ‘double clicking’ so that their details appear in the right-hand pane.
- Select the **Work Contract Data Menu** tab.
- Select the radio button to the left of **Date Specifications** to highlight the line.
- Click **Display**

The screenshot shows the SAP Fiori 'Display HR Master Data' application. The top navigation bar includes a 'Menu' dropdown with 'Display' highlighted. The main content area is divided into several sections:

- Personnel Data:** Personnel No.: 71104895, Name: Mrs Annabelle Lock, EE group: C Schools, EE subgroup: TC Teachers, Pers. Assgn: Teacher / 50264536, Pers. area: CAYA Childrens Services, Cost Center: CIP1234 Anytown Pri.
- Work Contract Data Menu:** A tabbed interface with 'Work Contract Data' selected. The menu items are: Actions (checked), Organizational assignment (checked), Contract Elements, Monitoring of Tasks, **Date Specifications** (checked), Personal IDs, Internal Data, Communication, ESS Settings Remuneration Statement, SWF Contract Details, and Objects on Loan.
- Period Selection:** A section with radio buttons for 'Period', 'Today', 'From Today', 'Until Today', and 'Curr. Period'. The 'All' option is selected. A 'Choose' button is at the bottom.
- Hit list:** A table listing employees. The row for Mrs Annabelle Lock (Personnel No. 71104895) is highlighted.

Personnel ...	Name	Position name
71104894	Mr Jordan James	Teacher
71104895	Mrs Annabelle Lock	Teacher
71104896	Miss Sally Field	Supply Teacher
71104897	Ms Clara Bell	Teaching & Learning
71104898	Mrs Beverley Bonnet	Teaching & Learning
71104899	Mr Matthew Paint	Teaching & Learning
71104900	Mr Matthew Paint	Mid Day Supervisor
71104901	Mrs Goldy Locks	Mid Day Supervisor
71104902	Mr Martin Mop	Cleaner

The information displayed shows current appointment date and start date in DCC, and historical data with the dates any changes made.

- Click back **arrow** on top menu bar to return to the initial screen

The screenshot shows the SAP 'Display Date Specifications' interface. A red box highlights the back arrow in the top left corner. The interface includes a search bar with 'Person' selected, a 'Hit list' table, and a 'Date Specifications' table. The 'Date Specifications' table has the following data:

Date type	Date	Date type	Date
01	Current appoint date 01.01.2024	02	Local govt start dt 01.01.2024
15	DCC start date 01.01.2024	16	Start dt esta/school 01.01.2024

## Section 2.2 How to view Teacher Reference Numbers:

- From the Fiori Dashboard **click** on '**PA20 – Display HR Master Data**' app
- Select the employee by double clicking so that their details appear in the right-hand pane.
- Click the **Work Contract Data** tab
- Select the radio button to the left of **Personal IDs** to highlight the line
- Enter **TN** in the Sty field
- Click **Display**

**SAP** Display HR Master Data

Menu ▾ **Display** Overview Refresh Data Services for Object ▾

Personnel No.: 71104895 Pers.Assgn: Teacher / 50264536

Name: Mrs Annabelle Lock

EE group: C Schools Pers.area: CAYA Childrens Services

EE subgroup: TC Teachers Cost Center: CIP1234 Anytown Primary

Personal Data **Work Contract Data** Payroll Data Time Data Menu Travel Benefits Data Learning & Development

Infotype Text	Status
<input type="radio"/> Actions	✓
<input type="radio"/> Organizational assignment	✓
<input type="radio"/> Contract Elements	
<input type="radio"/> Monitoring of Tasks	
<input type="radio"/> Date Specifications	✓
<input checked="" type="radio"/> Personal IDs	
<input type="radio"/> Internal Data	
<input type="radio"/> Communication	
<input type="radio"/> ESS Settings Remuneration Statement	
<input type="radio"/> SWF Contract Details	
<input type="radio"/> Objects on Loan	
<input type="radio"/>	

Period

Period  
From: 01.01.1800 To: 31.12.9999

Today  Current Week

All  Current Month

From Today  Last Week

Until Today  Last Month

Curr. Period  Current Year

Direct selection

Infotype: Personal IDs STy: TN Teacher's DfES number

The following information is displayed:-

- If the information is incorrect, please contact HR Services who will amend this on the school's behalf. Please note leading zeros may be missing from the 'Teacher Reference Number' e.g. 0001234 may be recorded as 1234.
- Click back '**arrow**' on top menu bar to return to the initial screen

The screenshot shows the SAP 'Display Personal IDs' interface. At the top left, a back arrow icon is highlighted with a red box. The main content area displays personal data for a user. Below this, the 'Personal IDs' section contains a dropdown for 'ID type' (set to 'Teacher's DfES number'), an 'ID color' field (set to 'DfES Number'), and an 'ID number' field (set to '8529631'), which is highlighted with a red box. A 'Previous ID number' field is also present but empty.

Pers. No.:	71104895	Pers.Assgn:	Teacher / 50264536			
Personnel No:	71104895	Name:	Mrs Annabelle Lock			
EE group:	C Schools	Pers.area:	CAYA Childrens Services			
EE subgroup:	TC Teachers	Cost Center:	CIP1234 Anytown Primary			
From:	01.01.2024	to:	31.12.9999	Chg.:	15.02.2024	71025247

Personal IDs

ID type:	Teacher's DfES number
ID color:	DfES Number
ID number:	8529631
Previous ID number:	





## Section 2.3 How to view DBS Number and the Date of Issue:

- From the Fiori Dashboard **click** on the ‘**PA20 – Display HR Master Data**’ app.
- Select the employee by ‘double clicking’ so that their details appear in the right-hand pane
- Click on the **Work Contract Data** tab
- Select the radio button to the left of **Personal IDs** to highlight the line
- Enter **04** in the Sty field
- Click **Display**

The screenshot shows the SAP Fiori 'Display HR Master Data' application interface. At the top, the SAP logo and the title 'Display HR Master Data' are visible. Below the title bar, there is a navigation menu with buttons for 'Display', 'Overview', 'Refresh Data', and 'Services for Object'. The main area displays employee details for Personnel No. 71104895, Name Mrs Annabelle Lock, and Pers.Assgn: Teacher / 50264536. The 'Work Contract Data' tab is active, and the 'Personal IDs' radio button is selected. The 'Direct selection' section at the bottom shows 'Infotype: Personal IDs' and 'STy: 04' entered in a field, with 'DBSstatus (with date@ num)' as the label. A 'Choose' button is also visible.

The following information is displayed:-

- Click back **arrow** on top menu bar to return to the initial screen

  Display Personal IDs

Overview More ▾

Personnel No.:  Pers.Assgn:

Name:

EE group:  Schools Pers.area:  Childrens Services

EE subgroup:  Teachers Cost Center:  Anytown Primary

Personal IDs

ID type:  ▾

ID color:

ID number:

Previous ID number:

Author.:

Issuing number:

Date of issue:

Valid to:

Place of issue:

Country of issue:  ▾

Country:  ▾

No check:

## Section 2.4 How to view Employee contract changes/Leavers

- From the Fiori Dashboard **click** on the **'PA20 – Display HR Master Data'** app
- Select the employee by 'double clicking' so that their details appear in the right-hand pane.
- Click on **'Work Contract Data'** tab.
- Select the radio button to the left of **'Actions'** to highlight the line.
- Click on the **'All'** radio button.
- Click **'Overview'**.

The screenshot shows the SAP Fiori 'Display HR Master Data' application. The 'Overview' tab is selected. The employee details for Mrs Annabelle Lock (Personnel No. 71104895) are displayed. The 'Work Contract Data' tab is active, showing a list of infotypes. The 'Actions' infotype is selected with a radio button. The 'All' radio button in the 'Period' section is also selected. The 'Hit list' table on the left shows the employee's details.

Personnel ...	Name	Position name
71104894	Mr Jordan James	Teacher
71104895	Mrs Annabelle Lock	Teacher
71104896	Miss Sally Field	Supply Teacher
71104897	Ms Clara Bell	Teaching & Learning
71104898	Mrs Beverley Bonnet	Teaching & Learning
71104899	Mr Matthew Paint	Teaching & Learning
71104900	Mr Matthew Paint	Mid Day Supervisor
71104901	Mrs Goldy Locks	Mid Day Supervisor
71104902	Mr Martin Mop	Cleaner
71104903	Mr Albert Bucket	Caretaker (Relief)
71104904	Miss Carrie Cupboard	Caretaker
71104905	Ms Millie Marshall	Technician



The Display Action will now detail the change of contract for the selected period and the date the contract change was made.

- Click back **arrow** on top menu bar to return to the initial screen.

<
SAP
Display Actions

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Menu ▾

Pers.No.:       Pers.Assgn:  ▾

Name:

EE group:  Schools      Pers.area:  Childrens Services

EE subgroup:  Teachers      Cost Center:  Anytown Primary

Start:       to:       Chng:

---

**Personnel action**

Action Type:  ▾

Reason for Action:  Vacant Position/ Business Need

---

**Status**

Customer-specific:  ▾

Employment:  ▾

Special payment:  ▾

---

**Organizational assignment**

Position:  Teacher

Personnel area:  Childrens Services

Employee group:  Schools

Employee subgroup:  Teachers

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**Additional actions**

Start Date	Act.	Action Type	ActR	Reason for action
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## Section 2.5 How to view a Leaver in 'Actions':

- From the Fiori Dashboard click on 'PA20 – Display HR Master Data' app
- Select the employee by 'double clicking' so that their details appear in the right-hand pane.
- Click on 'Work Contract Data' tab.
- Select the radio button to the left of 'Actions' to highlight the line.
- Click on the 'All' radio button.
- Click 'Overview'.



**Tip:** If it says Withdrawn OR has a 99999999 and (0) on the top right-hand corner in **Pers Assign**, this indicates that this selected employees' record has been closed.

The screenshot displays the SAP Fiori 'Display HR Master Data' application. The main header shows 'SAP Display HR Master Data' and 'EQ1 (400)'. The navigation bar includes 'Display', 'Overview' (highlighted with a red box), 'Refresh Data', 'Services for Object', and 'More'. The employee details section shows Personnel No. 87654321, Name: Ms Virginia Pearce, EE group: C Schools, EE subgroup: CS Claims/ supply teach, Pers. area: CAYA Childrens Services, and Cost Center: CIP1234 Anytown Primary. The 'Work Contract Data' sub-tab is selected, showing a list of infotypes with 'Actions' selected (highlighted with a red box). The 'Period' section has 'All' selected (highlighted with a red box). The 'Direct selection' section shows 'Infotype: Actions' and 'STy:'. The bottom of the screen shows a list of personnel with 'Ms Virginia Pearce' highlighted (highlighted with a red box).





The Display Action will now detail the change of contract for the selected period and the date the change was made.

- Click '**Back**' arrow' on top left to return to the initial screen.

  Display Actions

[More](#) ▾

Pers.No.:  Pers.Assgn:   

Name:

EE group:  Schools Pers.area:  Childrens Services

EE subgroup:  Claims/ supply teach Cost Center:

Start:  to:  Chng:

### Personnel action

Action Type:  ▾

Reason for Action:  Personal

### Status

Customer-specific:  ▾

Employment:  ▾

Special payment:  ▾

### Organizational assignment

Position:  Integration: default posi

Personnel area:  Childrens Services

Employee group:  Schools

Employee subgroup:  Claims/ supply teach



## Section 2.6 How to view Employee Debit Card/Cheque Signatory Information

- From the Fiori Dashboard click on 'PA20 – Display HR Master Data' app
- Choose Employee
- Click on 'Work Contract Data' tab
- Highlight 'Objects on Loan' Infotype
- Choose 'All' radio button
- Click on 'Overview'

The screenshot shows the SAP Fiori 'Display HR Master Data' application. At the top, the 'Overview' button is highlighted with a red box. Below the header, the employee details for Mrs Annabelle Lock are displayed, including Personnel No. 71104895, Pers. Assign. Teacher / 50264536, EE group C Schools, Pers. area CAYA Childrens Services, EE subgroup TC Teachers, and Cost Center CIP1234 Anytown Primary. The 'Work Contract Data' tab is selected and highlighted with a red box. In the 'Infotype Text' list, 'Objects on Loan' is selected and highlighted with a red box. The 'Period' section shows the 'All' radio button selected and highlighted with a red box. The 'Direct selection' section at the bottom shows 'Infotype: Objects on Loan' and 'STy:'.



- The **Comments** box on this screen includes the expiry date of the Debit card and the School name.

**Objects on Loan**

Object on loan	53	Debit card
Number/unit	0	
Loan object no.	1416	

**Comments**

Line 1	
Line 2	01/23
Line 3	Anytown Primary

The details of all debit cards issued will be added onto SAP by the **Exchequer** Compliance Team. To notify the team of a card being destroyed or any discrepancies please contact them on [sap.finance@derbyshire.gov.uk](mailto:sap.finance@derbyshire.gov.uk) or telephone 01629 539749.

- Click '**Back**' arrow on top left to return to the HR Display Master Data screen

### Section 3.1 How to display Basic Pay/Full Time Equivalent Pay and any Changes

- From the Fiori Dashboard click on 'PA20 – Display HR Master Data' app
- Select the employee by 'double clicking' so that their details appear in the right-hand pane.
- Click the 'Payroll Data' tab.
- Select the radio button to the left of 'Basic Pay' to highlight the line.
- Click on the 'All' radio button.
- Click 'Overview'.

The screenshot shows the SAP Fiori 'Display HR Master Data' application. At the top, the 'Overview' button is highlighted with a red box. Below the header, employee details are displayed: Personnel No. 71104897, Name Ms Clara Bell, EE group D SS Salaried (Sch), EE subgroup TA Teaching assistants, Pers. Assgn Teaching & Learning Assistant / 50264538, Pers. area CAYA Childrens Services, and Cost Center CIP1234 Anytown Primary. The 'Payroll Data' tab is selected and highlighted with a red box. In the 'Payroll Data' section, the 'Basic Pay' radio button is selected and highlighted with a red box. To the right, the 'Period' section shows the 'All' radio button selected and highlighted with a red box. At the bottom, the 'Direct selection' section shows 'Infotype: Basic Pay' and 'STy:'.

The history of pay rates will now be displayed for the individual. The latest/current rate of pay is always the top line.

The screenshot shows the SAP 'Overview Basic Pay' interface. At the top, there is a navigation bar with the SAP logo and the title 'Overview Basic Pay'. Below this, there is a 'Menu' dropdown set to 'Choose' and a 'Payments and Deductions' button. The main area contains several input fields for employee data: Pers. No. (71104897), Personnel No. (71104897), EE group (D SS Salaried (Sch)), EE subgroup (TA Teaching assistants), Pers. Assgn. (Teaching & Learning Assistant / 50264538), Name (Ms Clara Bell), Pers. area (CAYA Childrens Services), Cost Center (CIP1234 Anytown Primary), and a date range (Choose: 01.01.1800 to: 31.12.9999). Below these fields is a table with columns: STy, Re, Start Date, End Date, Ty, Ar, PS group, Lv, Amount, 1st c..., Total amount, Crcy, Cap.util.lvl, and L. The first row of the table is highlighted with a red border and contains the following data: STy: 0, Re: 0, Start Date: 01.01.2024, End Date: 31.12.9999, Ty: 15, Ar: 15, PS group: SS07, Lv: 08, Amount: 2,079.83, 1st c...: GBP, Total amount: 24,958.00, Crcy: GBP, Cap.util.lvl: 100.00, L: 0.

- To obtain further detail click on the white square to the left of an entry to **highlight the line**.
- Click '**Choose**'.

The Basic Pay screen will now detail the employees’ rate of pay for the selected period and the start/change date.

The ‘Full Time Eq Pay’ is the annual full time equivalent pay. The ‘Actual Salary’ is the actual gross monthly amount that will appear on the employees’ payslip before any deductions. This figure does not include on-costs.

- Click ‘**Back**’ arrow on top left to return to the Display HR Master Data screen

<
Display Basic Pay

Menu ▾ Salary amount Payments and Deductions

Pers. No.:  Pers.Assgn:  🔍

Personnel No:  Name:

EE group:  SS Salaried (Sch) Pers.area:  Childrens Services

EE subgroup:  Teaching assistants Cost Center:

Start:  to:  Chng:

Subtype:  Basic contract

**Pay scale**

Reason:  Cap.util.lvl:

PS type:  Single Status 2019 WkHrs/period:

PS Area:  Single Status 2019 Next inc.:

PS group:  Level:  Ann.salary:

Wa...	Wage Type Long Text	O...	Amount	Curr...	I...	Ad...	Number/Unit	Unit
1000	Salary		2,079.83	GBP	I	<input type="checkbox"/>	0.00	
1002	Full Time Eq Pay		24,958.00	GBP	I	<input checked="" type="checkbox"/>	0.00	
1007	Payment Days		0.00	GBP		<input type="checkbox"/>	312.55	Days
1010	Actual Salary		1,780.96	GBP		<input type="checkbox"/>	0.00	

IV:  - 
< >
24,958.00
GBP
📄 Payroll Simulation

### Section 3.2 How to display TLR's or Sp. Needs

Please follow the process in **Section 3.1** above to the basic data overview and display for the relevant member of staff.

As well as the salary details, any TLR's or Sp. Needs allowances would also be displayed if applicable.

The screenshot shows the SAP 'Display Basic Pay' interface for employee 71104897. Key details include:
 

- Personnel Data:** Pers. No.: 71104897, Name: Ms Clara Bell, EE group: D SS Salaried (Sch), EE subgroup: TA Teaching assistants.
- Assignment Data:** Pers. Assgn: Teaching & Learning Assistant / 50264538, Pers. area: CAYA Childrens Services, Cost Center: CIP5204 Linton Primary.
- Contract Data:** Start: 01.01.2024, to: 31.12.9999, Chng: 19.02.2024, 71025247.
- Pay Scale:** Reason: [ ], PS type: 15 Single Status 2019, PS Area: 15 Single Status 2019, PS group: SS07, Level: 08, Cap.util.lvl: 100.00, WkHrs/period: 160.77 Monthly, Next inc.: 01.01.2025, Ann.salary: 24,958.00 GBP.
- Wage Type Table:**

Wa...	Wage Type Long Text	O...	Amount	Curr...	I...	Ad...	Number/Unit	Unit
1000	Salary		2,079.83	GBP	I	<input type="checkbox"/>	0.00	
1002	Full Time Eq Pay		24,958.00	GBP	I	<input checked="" type="checkbox"/>	0.00	
1007	Payment Days		0.00	GBP		<input type="checkbox"/>	312.55	Days
1010	Actual Salary		1,780.96	GBP		<input type="checkbox"/>	0.00	
1005	Spec Nds All 1		2,270.00	GBP	I	<input checked="" type="checkbox"/>	0.00	

TLR's or Sp. Needs allowances are detailed as full-time equivalent annual amounts, please use the following formula to calculate the monthly amount:

$$\text{TLR} \times \text{Cap Util \%} \div 12$$

Eg:  $2,613.00 \times 100\% \div 12 = 217.75$

### Section 3.3 Check the employee's position name

- From the list on the left-hand pane of the screen alongside the employee number that you are viewing, to enable you to check the correct salary table on 'SchoolsNet'

The screenshot shows the SAP 'Display HR Master Data' interface. The top navigation bar includes 'Menu', 'Display', 'Overview', 'Refresh Data', and 'Services for Object'. The main area displays employee details: Personnel No. 71104894, Name Mr Jordan James, EE group C Schools, EE subgroup TC Teachers, Pers. Assign: Teacher / 50264535, Pers. area: CAYA Childrens, and Cost Center: CIP1234. Below this is a 'Hit list' table with columns 'Personnel ...', 'Name', and 'Position name'. The first row is highlighted with a red box and contains the values 71104894, Mr Jordan James, and Teacher. To the right, the 'Payroll Data' tab is active, showing a table with columns 'Infotype Text', 'Status', and 'Period'. The 'Basic Pay' row is selected and has a green checkmark in the Status column. The 'Period' section shows 'From: 01.01.180'.

Use the information gathered in Section 3.1 to 3.3 (full time equivalent pay and employee's position) to find the hourly rate on Schools Net at schoolsnet@derbyshire.gov.uk

Or you can use the formulas below:-

**To calculate the hourly rate for Teaching staff:**

Full Time Equivalent Pay ÷ 39 ÷ 30

**To calculate the hourly rate for Non-Teaching Staff:**

Full Time Equivalent Pay ÷ 52.14 ÷ 37.



### Section 3.4 How to view pay protection

- From the Fiori Dashboard click on 'PA20 – Display HR Master Data' app
- Select the employee by 'double clicking' so that their details appear in the right-hand pane.
- Click the 'Payroll Data' tab.
- Select the radio button to the left of 'Wage Maintenance' to highlight the line.
- Click 'Display'.

The screenshot shows the SAP Fiori 'Display HR Master Data' application. At the top, there is a navigation bar with the SAP logo and the title 'Display HR Master Data'. Below this, there are several tabs: 'Display' (highlighted with a red box), 'Overview', 'Refresh Data', and 'Services for Object'. On the left side, there is a 'Find by' section with options like 'Person', 'Collective Search Help', 'Search Term', and 'Free search'. Below that is a 'Hit list' table with columns for 'Personn...', 'Name', and 'Position name'. The row for '71104895 Mrs Annabelle Lock Teacher' is highlighted with a red box. On the right side, there are several input fields for 'Personnel No.', 'Name', 'EE group', 'EE subgroup', 'Pers. Assgn.', 'Pers. area', and 'Cost Center'. Below these fields, there are tabs for 'Personal Data', 'Work Contract Data', 'Payroll Data' (highlighted with a red box), 'Time Data Menu', and 'Travel Benefits D'. The 'Payroll Data' tab shows a list of 'Infotype Text' and 'Status' with radio buttons. The 'Wage Maintenance' option is selected and highlighted with a red box. To the right of this list, there is a 'Period' section with radio buttons for 'Period', 'Today', 'All' (highlighted with a red box), 'From Today', 'Until Today', and 'Curr. Period'. At the bottom, there is a 'Direct selection' section with input fields for 'Infotype' and 'STy'.

Personn...	Name	Position name
71104894	Mr Jordan James	Teacher
71104895	Mrs Annabelle Lock	Teacher
71104896	Miss Sally Field	Supply Teacher
71104897	Ms Clara Bell	Teaching & Learning Assistant
71104898	Mrs Beverley Bonnet	Teaching & Learning Assistant
71104899	Mr Matthew Paint	Teaching & Learning Assistant
71104900	Mr Matthew Paint	Mid Day Supervisor
71104901	Mrs Goldy Locks	Mid Day Supervisor (Relief)
71104902	Mr Martin Mop	Cleaner
71104903	Mr Albert Bucket	Caretaker (Relief)
71104904	Miss Carrie Cupbo...	Caretaker
71104905	Ms Millie Marshall	Technician

The screen will display the total annual full time equivalent protected pay.

Start: 01.04.2022 to: 31.12.9999 Chng: 09.03.2022 09353190

Subtype: 0 Basic contract

**Pay scale**

Wage maintenance type **SING** Protected SS

P.scale type 01 NJC Local Government Object ID

PS Area 01 Scale Salary Start of Adjustment

Pay Sc. Grp SC.5 / PS Level 22 Next Increase

Wa...	Wage Type Long Text	O...	Amount	Curr...	I...	Ad...	Number/Unit	Unit
1000	Salary		1,071.42	GBP	I	<input type="checkbox"/>	0.00	
1002	Full Time Eq Pay		25,714.00	GBP	I	<input checked="" type="checkbox"/>	0.00	
1007	Payment Days		0.00	GBP		<input type="checkbox"/>	365.00	Days
1010	Actual Salary		1,071.42	GBP		<input type="checkbox"/>	0.00	
<b>Start</b>			<b>01.04.2023</b>	<b>25,714.00</b>	<b>GBP</b>			

### Section 3.5 How to view an employee’s previous Additional Payments

- From the Fiori Dashboard click on ‘PA20 – Display HR Master Data’ app
- Select the employee by ‘double clicking’ so that their details appear in the right-hand pane.
- Click the ‘Payroll Data’ tab.
- Select the radio button to the left of ‘Additional Payments’ to highlight the line.
- Click the ‘All’ radio button.
- Click ‘Overview’.

The screenshot shows the SAP Fiori 'Display HR Master Data' application interface. At the top, the title bar reads 'Display HR Master Data'. Below it, there are navigation buttons: 'Display', 'Overview' (highlighted with a red box), 'Refresh Data', and 'Services for Object'. The main area displays employee details for 'Ms Clara Bell' (Personnel No. 71104897) in the role of 'Teaching & Learning Assistant / 50264538'. The 'Payroll Data' tab is selected and highlighted with a red box. In the left-hand menu, 'Additional Payments' is selected with a radio button and highlighted with a red box. The 'Period' section on the right shows the 'All' radio button selected and highlighted with a red box. The date range is set from '01.01.1800' to '31.12.9999'. At the bottom, the 'Direct selection' field shows 'Additional Payments' and 'STy:' is empty.

If there is no data stored, you will see a notification message on the bottom left of the screen.

A notification message is displayed in a red-bordered box: ✔ No data stored for Additional Payments in the selected period [View Details](#)

If data exists, you will see an overview of the data, you can use this to determine and review which data has already been input.

If required, you can view further data relating to an entry by selecting the white square to the left of the entry and click 'Choose'.

Menu ▾ **Choose**

Pers. No.: 71104897      Pers. Assgn: Teaching & Learning Assistant

Personnel No: 71104897      Name: Ms Clara Bell


EE group: D SS Salaried (Sch)      Pers. area: CAYA Childrens Services

EE subgroup: TA Teaching assistants      Cost Center: CIP1234 Anytown Prim

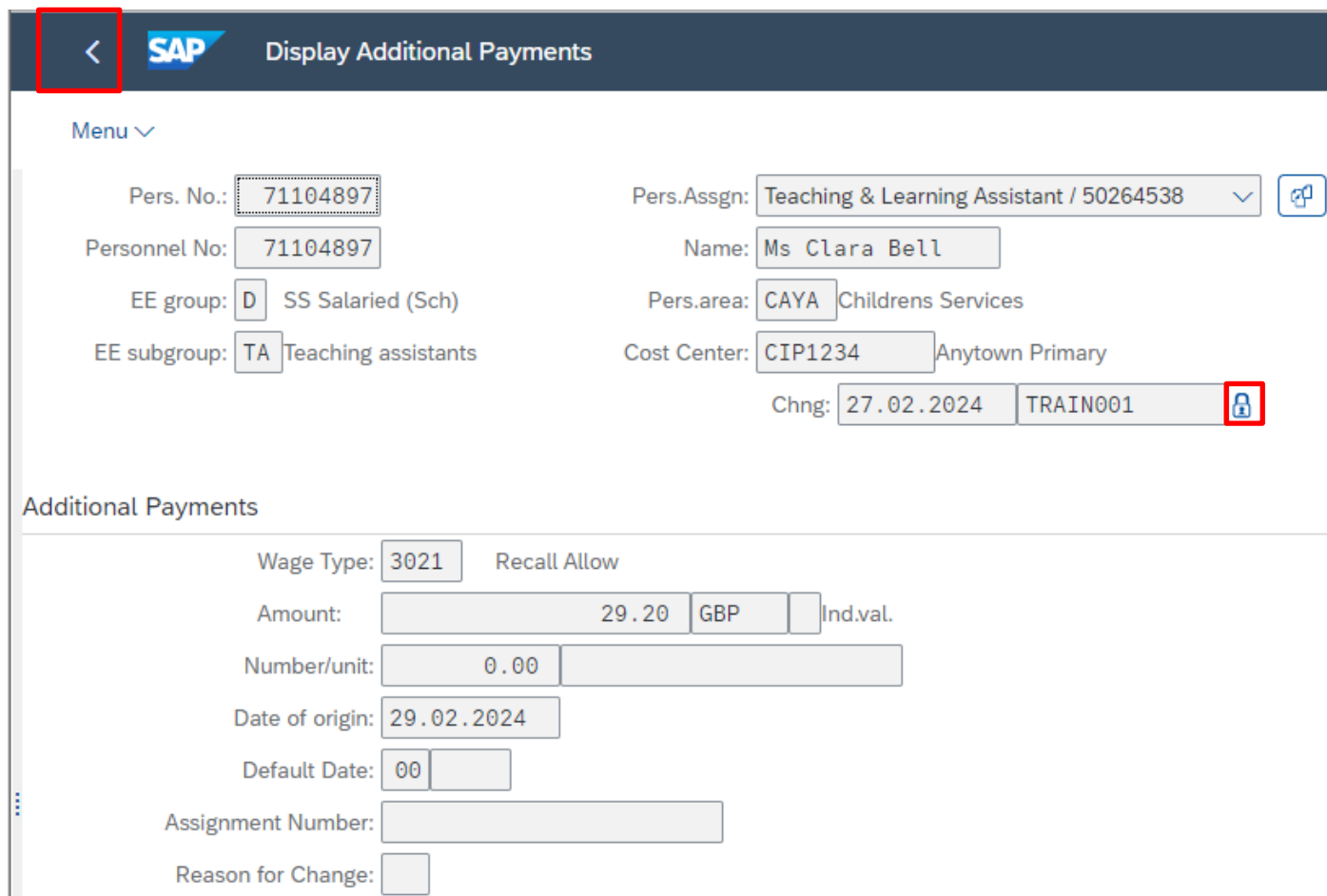
Choose: 01.01.1800      to: 31.12.9999      STy:

Wa...	Wage type long text	Date	O	Amount	Crcy	I	M
<input type="checkbox"/>	3021 Recall Allow	29.02.2024		29.20	GBP		


This screen will show you more data relating to the individual entry including when the data was input/last changed.

**Tip:** If there is a padlock symbol , this denotes that the record is locked and is awaiting authorisation by the Approver. Payment will not be made until this has been authorised in 'Z\_PA70\_SCH'.

- When finished, click 'Back' arrow on top menu bar 'to return to the Fiori Dashboard or previous screens as required.




Menu ▾

Pers. No.: 71104897 Pers. Assgn: Teaching & Learning Assistant / 50264538 

Personnel No: 71104897 Name: Ms Clara Bell

EE group: D SS Salaried (Sch) Pers. area: CAYA Childrens Services

EE subgroup: TA Teaching assistants Cost Center: CIP1234 Anytown Primary

Chng: 27.02.2024 TRAIN001 

Additional Payments

Wage Type: 3021 Recall Allow

Amount: 29.20 GBP Ind.val.

Number/unit: 0.00

Date of origin: 29.02.2024

Default Date: 00

Assignment Number:

Reason for Change:

## Section 4.1- Absences

See separate PA30 Absence guide which includes how to display employee absences.

## Section 4.2- How to view an Employee’s Contracted Hours

- From Fiori Dashboard click on ‘PA20 – Display HR Master Data’ app
- Select the employee by ‘double clicking’ so that their details appear in the right-hand pane.
- Select the ‘Time Data Menu’ tab.
- Select the radio button to the left of ‘Time Transfer Specifications’ to highlight the line.
- Enter ‘ZCTR’ in the ‘Sty’ field.
- Click ‘Display’.

The screenshot shows the SAP Fiori 'Display HR Master Data' application. The top navigation bar includes 'SAP Display HR Master Data' and 'ER1 (40)'. Below the navigation bar are buttons for 'Menu', 'Display', 'Overview', 'Refresh Data', and 'Services for Object'. The main content area is divided into several sections:

- Find by:** A search sidebar with options for 'Person', 'Collective Search Help', 'Search Term', and 'Free search'.
- Hit list:** A table listing employees. The first row, 'Mr Jordan James' (Teacher), is highlighted with a red box.
- Personnel Data:** Fields for 'Personnel No.: 71104894', 'Name: Mr Jordan James', 'EE group: C Schools', 'EE subgroup: TC Teachers', 'Pers. Assgn: Teacher / 50264535', 'Pers. area: CAYA Childrens Services', and 'Cost Center: CIP1234 Anytown Primary'.
- Time Data Menu:** A tabbed interface with 'Time Data Menu' selected. It contains a list of infotypes, with 'Time Transfer Specifications' selected and highlighted by a red box. To the right, there are radio buttons for 'Period', 'Today', 'All', 'From Today', 'Until Today', 'Curr. Period', 'Current Week', 'Current Month', 'Last Week', and 'Current Year'. The 'All' radio button is also highlighted with a red box.
- Direct selection:** Fields for 'Infotype: Time Transfer Specifications' and 'Sty: ZCTR Contracted Hours', both highlighted with red boxes.

The following screen is displayed with the contracted hours of the chosen employee.

**The minutes are shown as a decimal so 32.50 hours is 32 ½ hours.**

See page 38 of this guide for minutes to decimal convertor.

- Click '**Back**' arrow to return to previous screen.

**< SAP Display Time Transfer Specifications**

Menu ▾ **Infotype overview** **Personal work schedule**

Pers. No.: 71104894      Pers.Assgn: Teacher / 50264535

Pers.No.: 71104894      Name: Mr Jordan James

Pers.area: CAYA Childrens Services      Cost Ctr: CIP1234 Anytown Primary

EE subgrp: TC Teachers      WS rule: DM3250SC SCH STD 32.5 Hrs

Start: 01.01.2024      To: 31.12.9999      Chg.: 15.02.2024 71025247

**Time transfer specification**

Time transfer type: **ZCTR** Contracted Hours

Number of hours: 32.50 Hours

## Section 4.2- How to view changes in Contracted hours:

- From the Fiori Dashboard click on ‘PA20 – Display HR Master Data’ app
- Select the employee by ‘double clicking’ so that their details appear in the right-hand pane.
- Click on ‘Time Data Menu’ tab.
- Select the radio button to the left of ‘Time Transfer Specification’ to highlight the line.
- Enter ‘ZCTR’ in the ‘Sty’ field.
- Click on the ‘All’ radio button.
- Click ‘Overview’.

The screenshot shows the SAP Fiori 'Display HR Master Data' application. The 'Overview' tab is selected in the top navigation bar. The employee details for Mrs Annabelle Lock are displayed, including Personnel No. 71104895 and Pers. Assgn. Teacher / 50264536. The 'Time Data Menu' tab is active, showing a list of infotypes. 'Time Transfer Specifications' is selected, and the 'All' radio button is chosen in the 'Period' section. The 'Sty' field is set to 'ZCTR'.

Name	Position name
Mr Jordan James	Teacher
Mrs Annabelle Lock	Teacher
Miss Sally Field	Supply Teacher
Ms Clara Bell	Teaching & Learning Assist
Mrs Beverley Bonnet	Teaching & Learning Assist
Mr Matthew Paint	Teaching & Learning Assist
Mr Matthew Paint	Mid Day Supervisor
Mrs Goldy Locks	Mid Day Supervisor (Relief)
Mr Martin Mop	Cleaner
Mr Albert Bucket	Caretaker (Relief)
Miss Carrie Cupboard	Caretaker
Ms Millie Marshall	Technician



The history of the contracted hours will now be displayed for the individual. The latest/current contracted hours are always the top line when looking at the 'Overview' screen. You can see from the example shown below, the employee's contracted hours reduced from 37.00 to 21.75 with effect from 17.01.2021.

- To obtain further detail select the radio button to the left of an entry to **highlight the line**.
- Click 'Choose'.

The 'Display Time Transfer' screen will now detail the employee's contracted hours for the selected period and the date the change was made. You can also see the dates this change is effective from and to.

Pers. No.:	71104895	Pers.Assgn:	Teacher / 50264536		
Pers.No.:	71104895	Name:	Mrs Annabelle Lock		
Pers.area:	CAYA Childrens Services	Cost Ctr:	CIP1234	Anytown Primary	
EE subgrp:	TC Teachers	WS rule:	DM3250SC	SCH STD 32.5 Hrs	

### Time Transfer Specifications

	Start Date	End Date	Time	Time transfer type text	Number
<input type="checkbox"/>	18.01.2021	31.12.9999	ZCTR	Contracted Hours	21.75
<input type="checkbox"/>	01.03.2014	17.01.2021	ZCTR	Contracted Hours	37.00
<input type="checkbox"/>					
<input type="checkbox"/>					

Start:	18.01.2021	To:	31.12.9999	Chg.:	18.01.2021
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### Time transfer specification

Time transfer type:	ZCTR	Contracted Hours
Number of hours:	21.75	Hours

### Section 4.3 How to view an employee’s number of weeks contracted to work.

- From the Fiori Dashboard click on ‘PA20 – Display HR Master Data’ app
- Select the employee by ‘double clicking’ so that their details appear in the right-hand pane.
- Select the ‘Time Data Menu’ tab.
- Select the radio button to the left of ‘Planned Working Time’ to highlight the line.
- Click ‘Display’.

The screenshot shows the SAP 'Maintain HR Master Data' interface. At the top, there are navigation buttons: Menu, Create, Change, Display (highlighted in red), Copy, Delimit, Delete, Overview, and Services for Object. Below these are search and navigation icons. The main area is divided into several sections:

- Find by:** A search filter dropdown set to 'Person' with options for Collective Search Help, Search Term, and Free search.
- Hit list:** A table listing employees. The first row, 'Mr Jordan James' (Teacher), is highlighted with a red box.
- Personnel Details:** Fields for Personnel No. (71104894), Name (Mr Jordan James), EE group (C Schools), EE subgroup (TC Teachers), Pers. Assgn (Teacher / 50264535), Pers. area (CAYA Childrens Services), and Cost Center (CIP1234 Anytown Pt).
- Navigation Tabs:** Personal Data, Work Contract Data, Payroll Data, Time Data Menu (highlighted in red), and Travel Benefits Data.
- Infotype Selection:** A list of infotypes with radio buttons. 'Planned Working Time' is selected and highlighted in red.
- Period Selection:** A sub-menu with radio buttons for 'All' (highlighted in red), 'Today', 'From Today', 'Until Today', and 'Curr. Period'. A 'Choose' button is at the bottom.
- Direct selection:** Fields for Infotype (Planned Working Time) and STy.

The number of weeks is displayed in the 'Additional time ID' box.

Pers. No.:	<input type="text" value="71104894"/>	Pers.Assgn:	<input type="text" value="Teacher / 50264535"/>			
Personnel No:	<input type="text" value="71104894"/>	Name:	<input type="text" value="Mr Jordan James"/>			
EE group:	<input type="text" value="C"/> Schools	Pers.area:	<input type="text" value="CAYA"/> Childrens Services			
EE subgroup:	<input type="text" value="TC"/> Teachers	Cost Center:	<input type="text" value="CIP1234"/> Anytown Primary			
Start:	<input type="text" value="01.01.2024"/>	To:	<input type="text" value="31.12.9999"/>	Chg.:	<input type="text" value="15.02.2024"/>	<input type="text" value="71025247"/>

### Work schedule rule

Work schedule rule:	<input type="text" value="SSISDUMY"/> SSIS STD 37 Hrs
Time Mgmt status:	<input type="text" value="9 - Time evaluation of planned times"/>
Working week:	<input type="text" value="Nominal hrs- 37(NSS or SS M-F)"/>
<input type="checkbox"/> Part-time employee	
Additional time ID:	<input type="text" value="38"/>

### Working time

Employment percent:	<input type="text" value="100.00"/>
Daily working hours:	<input type="text" value="7.40"/>
Weekly working hours:	<input type="text" value="37.00"/>
Monthly working hrs:	<input type="text" value="160.77"/>
Annual working hours:	<input type="text" value="1929.18"/>
Weekly workdays:	<input type="text" value="5.00"/>

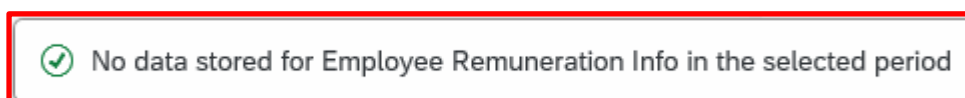
## Section 4.4 How to view an employee’s previous Additional/Supply hours

- From the Fiori Dashboard click on ‘**PA20 – Display HR Master Data**’ app
- Select the employee by ‘double clicking’ so that their details appear in the right-hand pane.
- Select the ‘**Time Data Menu**’ tab.
- Select the radio button to the left of ‘**Employee Remuneration Info**’ to highlight the line.
- Click the ‘**All**’ radio button.
- Click the ‘**All**’ radio button.
- Click ‘**Overview**’.

The screenshot shows the SAP Fiori 'Display HR Master Data' application. The 'Overview' tab is selected in the top navigation bar. The employee details for Mrs Beverley Bonnet (Personnel No. 71104898) are displayed. The 'Time Data Menu' tab is active, and 'Employee Remuneration Info' is selected in the list of infotypes. The 'All' radio button is selected in the 'Period' section. The 'Hit list' on the left shows the employee's name highlighted.

Personnel number	Name
71104894	Mr Jordan James
71104895	Mrs Annabelle Lock
71104896	Miss Sally Field
71104897	Ms Clara Bell
71104898	Mrs Beverley Bonnet
71104899	Mr Matthew Paint
71104900	Mr Matthew Paint
71104901	Mrs Goldy Locks
71104902	Mr Martin Mop
71104903	Mr Albert Bucket
71104904	Miss Carrie Cupboard
71104905	Ms Millie Marshall

If there is no data stored, you will see a notification message on the bottom left of the screen.



If data exists, you will see an overview of the data, you can use this to determine and review which data has already been input.

- If required, you can view further data relating to an entry by selecting the radio button to the left of the entry and click '**Choose**'.

Overview Employee Remuneration Info

Menu

Pers. No.: 71104898      Pers.Assign: Teaching & Learning Assistant / 50264539

Pers.No.: 71104898      Name: Mrs Beverley Bonnet

Pers.area: CAYA Childrens Services      Cost Ctr: CIP1234 Anytown Primary

EE subgrp: TA Teaching assistants      WS rule: SSISDUMY SSIS STD 37 Hrs

Choose: 01.01.1800      To: 31.12.9999      STy:

Employee Remuneration Info

	Date	Wa...	Text	Hours	Number	Unit	O	Amount	E	ValBasis
<input type="checkbox"/>	29.02.2024	4100	Hrs(NP)	0.00	4.50	Hours		0.00		0.00

This screen will show you more data relating to the individual entry including when the data was input/last changed.

Menu ▾ Personal work schedule Cost assignment

Pers. No.: 71104898 Pers. Assgn.: Teaching & Learning Assistant / 50264539

Pers.No.: 71104898 Name: Mrs Beverley Bonnet

Pers.area: CAYA Childrens Services Cost Ctr.: CIP1234 Anytown Primary

EE subgrp: TA Teaching assistants WS rule: SSISDUMMY SSIS STD 37 Hrs

Date: 29.02.2024 Chg.: 27.02.2024 TRAIN001

Remuneration info

Wage type: 4100 Schl Hrs WrkNP

Number of hours: 0.00

Number/unit: 4.50 / Hours

Amount: 0.00

Currency: GBP

Extra pay/valuation: / 0.00

Pay scale group/level: /

Position/work center: 00000000 /

Overtime comp. type: Depends on wage type

Premium:

Premium Indicator: 0000

External document number:

- When finished, click 'Back' arrow on top menu bar until you return to the Fiori Dashboard or previous screens as required.

**Tip:** If there is a padlock symbol, this denotes that the record is locked and is awaiting authorisation by the Approver. Payment will not be made until this has been authorised in transaction 'Z\_PA70\_SCH'.

## Section 5 – Minutes to Decimal Convertor

All contracted hours are decimalised in SAP. For example, an employee with contracted hours of 18 hours and 30 minutes will be displayed as 18.50 in the employee’s record on PA20

The calculation to decimalise 30 minutes is :-

$$30 \div 60 \times 100 = 0.50$$

(See table below)

<b>Minute</b>	<b>Decimal</b>
<b>5</b>	<b>0.08</b>
<b>10</b>	<b>0.17</b>
<b>15</b>	<b>0.25</b>
<b>20</b>	<b>0.33</b>
<b>25</b>	<b>0.42</b>
<b>30</b>	<b>0.50</b>
<b>35</b>	<b>0.58</b>
<b>40</b>	<b>0.67</b>
<b>45</b>	<b>0.75</b>
<b>50</b>	<b>0.83</b>
<b>55</b>	<b>0.92</b>
<b>60</b>	<b>1.00</b>