

## Free Search

PA20, PA30

### Change History

Update the following table as necessary when this document is changed:

| Date       | Name         | Change Description                         |
|------------|--------------|--|
| 01/12/2007 | Lesa Terry   | Initial Draft                              |
| 01/18/2007 | Janet Pasion | Update screenshots and steps               |
| 01/31/2007 | Janet Pasion | Update w/Marjorie F. & Lesa Terry's edits. |

### Purpose

This procedure demonstrates how to use Free Search to assist in checking for errors and viewing or updating a group of specific employee records that meet specific criteria that you identify.

This example demonstrates how to locate employees in the agency who have a specific address sub-type while reducing your keying.

### Trigger

Perform this procedure when searching for employees in the agency who meet specific criteria.

### Prerequisites

None










### Transaction Code

PA20, PA30

| Date       | Procedure Update Log |
|------------|----------------------|
| 01/20/2007 | Created              |

### Helpful Hints

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

| Message Type  | Description   |
|---|---|
| <b>Error</b><br>   | <b>Example:</b>  Make an entry in all required fields.<br><b>Action:</b> Fix the problem(s) and then click  (Enter) to proceed.  |
| <b>Warning</b><br>   | <b>Example:</b>  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end.<br><b>Action:</b> If an action is required, perform the action. Otherwise, click  (Enter) to proceed. |
| <b>Confirmation</b><br> or  | <b>Example:</b>  Save your entries.<br><b>Action:</b> Perform the required action to proceed.  |

## Procedure

1. Start the transaction using the transaction code **PA20**.



This transaction can also be executed using the transaction code **PA30** when updating employee's records.


## Display HR Master Data

2. Click **Free search** (Free Search) located on the left column.

## HR Object Selection



The folders listed under the Field groups/fields column represent the different infotypes. The more options selected the narrower the search results.

- Click the  **Organizational assignmnt** (Organizational Assignment folder) to view the selections.

## HR Object Selection

The screenshot shows the 'HR Object Selection' window. The left pane lists various HR objects under the 'Organizational assignmentmt' folder. The right pane shows the 'Reporting set' section with 'Unrestricted' and 'Persons along organizational structure' options. Below this is the 'Selections' section, which contains instructions on how to define selection conditions and a list of selected fields.



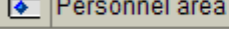

When a folder is selected, there are options for different infotype selection criteria:

| Field           | Value  |
|-----------------|--|
| Value Selection | Opens a search criteria with a drop-down menu. |
| Value Output    | Provides field code value.                     |
| Text Display    | Provides actual text value in your search.     |

4. Select the  **Personnel area**  (Personnel Area – Value selection) box to view the **Personnel Area** field.

## HR Object Selection

The screenshot shows the 'HR Object Selection' window. On the left, a tree view lists various organizational assignment fields. The 'Personnel area' field is highlighted with a red box. On the right, the 'Reporting set' configuration is shown. The 'Field name' column has 'Personnel area' selected, and the 'Option' column has 'Unrestricted' selected. The 'Value' column has 'Persons along organizational structure' selected. A red box highlights the 'Personnel area' row in the right pane.

5. Click in the  (Personnel area) field.
6. Click on the  (Matchcode) to open the selection list.

## Personnel Area (1) 184 Entries found

| Personnel Area (1) 184 Entries found |                            |      |       |
|--------------------------------------|----------------------------|------|-------|
| Restrictions                         |                            |      |       |
| PA                                   | Personnel Area Text        | CoCd | CGrpg |
| 0110                                 | House of Representatives   | WA01 | 10    |
| 0120                                 | Senate                     | WA01 | 10    |
| 0130                                 | Joint Transportation Comm  | WA01 | 10    |
| 0140                                 | Joint Leg Audit/Rev Comm   | WA01 | 10    |
| 0200                                 | L.E.A.P Committee          | WA01 | 10    |
| 0350                                 | Office of State Actuary    | WA01 | 10    |
| 0380                                 | Joint Legislative Sys Co   | WA01 | 10    |
| 0400                                 | Perm Statute Law Comm      | WA01 | 10    |
| 0450                                 | Supreme Court              | WA01 | 10    |
| 0460                                 | Wa State Law Library       | WA01 | 10    |
| 0480                                 | Court of Appeals           | WA01 | 10    |
| 0500                                 | Comm on Judicial Conduct   | WA01 | 10    |
| 0550                                 | Admin for the Courts       | WA01 | 10    |
| 0560                                 | Office of Public Defense   | WA01 | 10    |
| 0570                                 | Office of Civil Legal Aid  | WA01 | 10    |
| 0750                                 | Office of the Governor     | WA01 | 10    |
| 0800                                 | Lieutenant Governor Office | WA01 | 10    |
| 0820                                 | Public Disclosure Comm     | WA01 | 10    |
| 0850                                 | Secretary of State         | WA01 | 10    |
| 0860                                 | Govs Ofc Indian Affairs    | WA01 | 10    |
| 0870                                 | Asian/American Affairs     | WA01 | 10    |
| 0900                                 | State Treasurer            | WA01 | 10    |
| 0910                                 | Redistricting Commission   | WA01 | 10    |
| 0950                                 | State Auditor              | WA01 | 10    |
| 0990                                 | Citizs Com/Sal Elect Off   | WA01 | 10    |
| 184 Entries found                    |                            |      |       |

7. Select the agency from the list by double-clicking on the name.

## HR Object Selection

HR Object Selection


Reporting period: Today

Reporting set: Unrestricted

restrict by: Persons along organizational structure

| Field name     | Option | Value |
|----------------|--------|-------|
| Personnel area | 1110   | 1110  |

Hit list Empty

8. Click  **Actions** (Actions folder) to view the selections.

## HR Object Selection

The screenshot shows the 'HR Object Selection' window. The left pane displays a tree view of 'Field group/fields' with categories like 'Key fields', 'Actions', and 'Organizational assignment'. The right pane shows a 'Reporting set' section with 'Unrestricted' and 'Persons along organizational structure' options, and a table with 'Field name', 'Option', and 'Value' columns. The 'Personnel area' field is selected with a value of '1110'.

9. Select the  **Employment status**  (Employment Status – Value Selection) box to view the **Employment Status** field.

## HR Object Selection

The screenshot shows the 'HR Object Selection' window. On the left, under 'Field group/fields', the 'Actions' group is expanded, and 'Employment status' is selected. On the right, under 'Reporting set', the 'Unrestricted' option is selected. Below this, a table lists the selected objects:

| Field name        | Option | Value |
|-------------------|--------|-------|
| Personnel area    | 1110   |       |
| Employment status |        |       |

10. Click in the Employment status (Employment Status) field.
11. Click on the (Matchcode) to open the selection list.

## Employment Status (1) 4 Entries found

Employment Status (1) 4 Entries found

Restrictions

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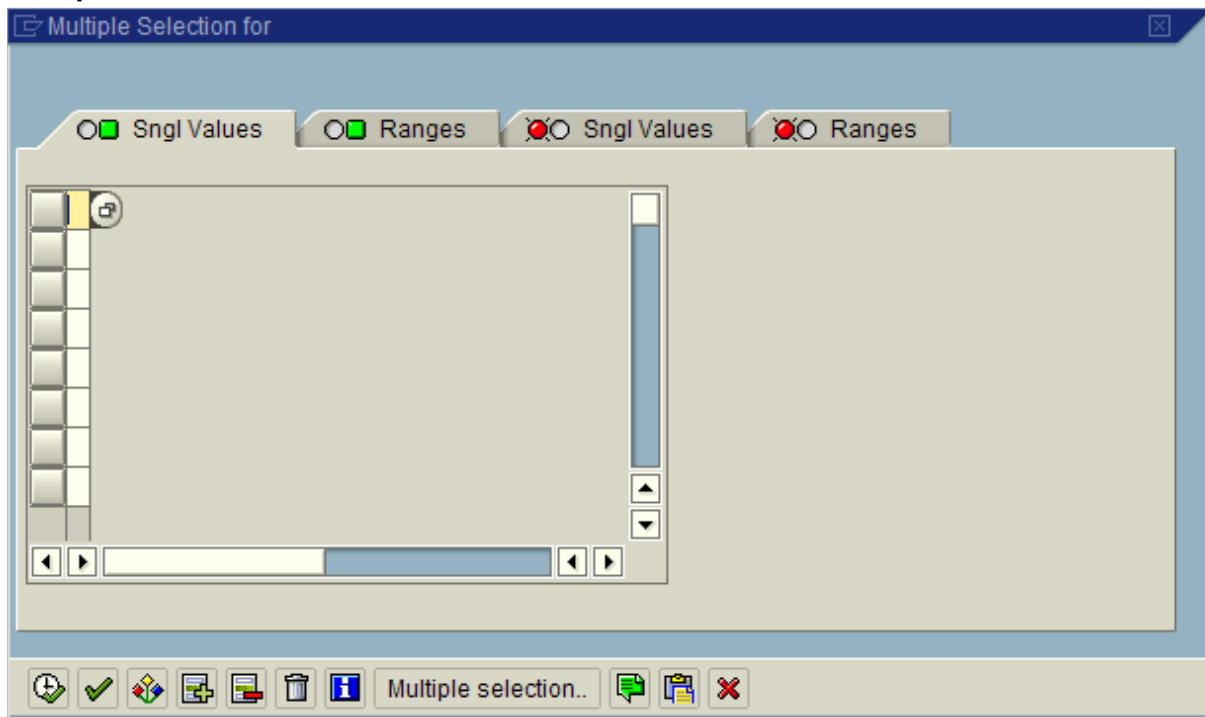
Language Key: EN  
Status number: 2


| St... | Name      |
|-------|-----------|
| 0     | Withdrawn |
| 1     | Inactive  |
| 2     | Retiree   |
| 3     | Active    |

4 Entries found

12. Click  (Multiple Selection) to the right of the **Employment Status** field.

## Multiple Selection for



13. Click in the empty field and then click on the  (Matchcode) to open the selection list.



You can select several status types. For this report, choose both Active and Inactive status types.

## Employment Status (1) 4 Entries found

Employment Status (1) 4 Entries found

Restrictions

✓

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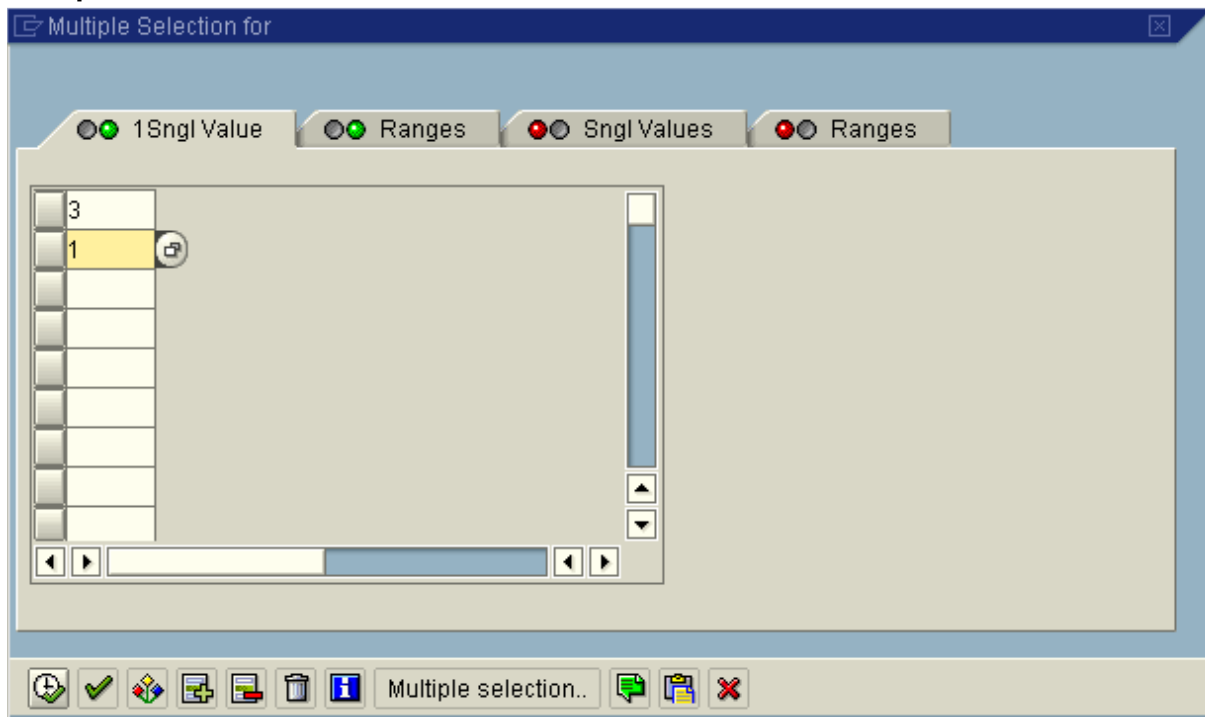
🔔


Language Key: EN  
Status number: 2

| St... | Name      |
|-------|-----------|
| 0     | Withdrawn |
| 1     | Inactive  |
| 2     | Retiree   |
| 3     | Active    |

4 Entries found

## Multiple Selection for



14. Once your selections have been made, click  (Copy) to accept.

## HR Object Selection

Field group/fields

lue selectl alue outp ext Displa

Key fields

Actions

1

Date of last change

Valid from date

Reason for action

Action type

Customer-specific status

Employment status

Special payment status

Leaving date

Entry date

Length of service (in days)

Length of service (in mon)

Length of service (in years)

Organizational assignment

1

Payroll area

Work contract

Personnel subarea

Company code

Formatted name of emplo

Funds center

Fund

Business area

Legal person

Controlling area

Cost center

Supervisor area

Organizational unit

Object type

Employee group

Reporting period: Today

Reporting set

Unrestricted

restrict by:


Persons along organizational structure

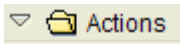
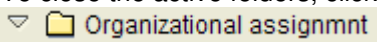
| Field name        | Option | Value |
|-------------------|--------|-------|
| Personnel area    |        | 1110  |
| Employment status |        | 3     |

Hit list

Empty



Notice the  (Multiple Selection Active) button now has a green box indicating additional data for this field.

15. To close the active folders, click both the  **Actions** (Actions folder) and the  **Organizational assignment** (Organizational assignment folder).

## HR Object Selection

HR Object Selection

Field group/fields | lue select | alue outp | ext Displa

Key fields  
Actions  
Organizational assignmnt  
Personal data  
Challenge  
Leave entitlement  
Addresses  
Planned working time  
Basic pay  
Bank details  
Contract elements  
Travel privileges  
Family Member/Dependents  
Internal medical service  
Internal data  
Time recording info.  
Matern.prot./parent.leave  
Milit./non m.service  
Payroll Status  
Capital formation  
Ext. bank transfers  
Education and training  
Powers of attorney  
Date specifications  
Infotype 0148  
Additional actions  
Monitoring of Tasks

1

Reporting period: Today

Reporting set

Unrestricted

restrict by: Persons along organizational structure


| Field name        | Option | Value |
|-------------------|--------|-------|
| Personnel area    |        | 1110  |
| Employment status |        | 3     |

Hit list Empty

16. Click Addresses (Addresses folder) to view the selections.

## HR Object Selection

The screenshot shows the 'HR Object Selection' window. The left pane lists field groups under 'Field group/fields'. The 'Addresses' group is expanded, showing a list of address-related fields. The right pane shows the 'Reporting set' section with 'Unrestricted' and 'Persons along organizational structure' options. Below this is a table with columns 'Field name', 'Option', and 'Value'. The table contains two rows: 'Personnel area' with value '1110' and 'Employment status' with value '3'. At the bottom, there are checkboxes for 'Value selection', 'Value output', and 'Text Display'.

17. Select the  **Address record type** (Address record type – Value Selection – Value Output – Text Display) boxes to view the **Address record type** field.


## HR Object Selection

The screenshot shows the 'HR Object Selection' window. On the left, a tree view lists field groups: Key fields, Actions, Organizational assignment, Personal data, Challenge, Leave entitlement, and Addresses. The 'Addresses' group is expanded, showing various address-related fields. The 'Address record type' field is selected, and its selection criteria are shown in the middle pane. The right pane shows the reporting set configuration with 'Personnel area' and 'Employment status' selected. The 'Address record type' field is highlighted with a red box.



When selecting all options under the Infotype selection criteria, a drop-down menu, field code and actual text value will appear.

18. Click in the  (Address record type) field.

19. Click in the empty field and then click on the  (Matchcode) to open the selection list.

## Address Record Type (1) 12 Entries found

Address Record Type (1) 12 Entries found

Restrictions

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| ST... | Name                                     |
|-------|--|
| 1     | Permanent residence                      |
| 5     | Mailing address                          |
| E1    | Tax jurisdiction non-residents           |
| FPCB  | Adresse pendant le congé bonifié         |
| HKTX  | HK:Tax Consultant Address                |
| J1    | Official(tax) address                    |
| J2    | Guarantor                                |
| J3    | Address during leave of absence          |
| Q1    | Authorised agent address                 |
| R1    | Accommodation provided by employer       |
| R2    | Hotel accommodation provided by employer |
| US01  | Paycheck Location                        |

12 Entries found

20. Double-click on the 5 Mailing address (Mailing address) type from the list.

## HR Object Selection

The screenshot displays the 'HR Object Selection' window. On the left, a tree view shows field groups: Key fields, Actions, Organizational assignment, Personal data, Challenge, Leave entitlement, and Addresses. The 'Addresses' group is expanded, showing various address-related fields. In the center, a table lists these fields with columns for 'Value select', 'Value output', and 'Text Display'. The 'Address record type' field is checked in the 'Value select' column. On the right, the 'Reporting set' configuration shows 'Unrestricted' and 'Persons along organizational structure' selected. The bottom status bar features a green checkmark icon in a red box, which is the 'Transfer hit list' button.

21. Click on the  (Transfer hit list) on the bottom left to transfer and display the results.

## Display HR Master Data

HR master data Edit Goto Extras Utilities Settings System Help

Display HR Master Data

Personnel no. [ ]

Find by: Person

- Collective search help
- Search term
- Free search

| Personnel number | Name                 | Address record type | Text:Address record type |
|------------------|----------------------|---------------------|--------------------------|
| 00037819         | SMITH TOM T          | 1                   | Permanent residence      |
| 00215264         | PHILLIPS STEPHANIE T | 1                   | Permanent residence      |

Results Area

Number of Results


Selection resulted in 2 hits

RTD/11/5011 Display HR Master



The selected search criteria have provided a list of employees who have the address sub-type 5 (Mailing Address).

The Free Search results can be exported and printed using the  (Print) icon.


22. To view the employee's assigned Organizational Unit, click on the  (Column Configuration).

## Display HR Master Data

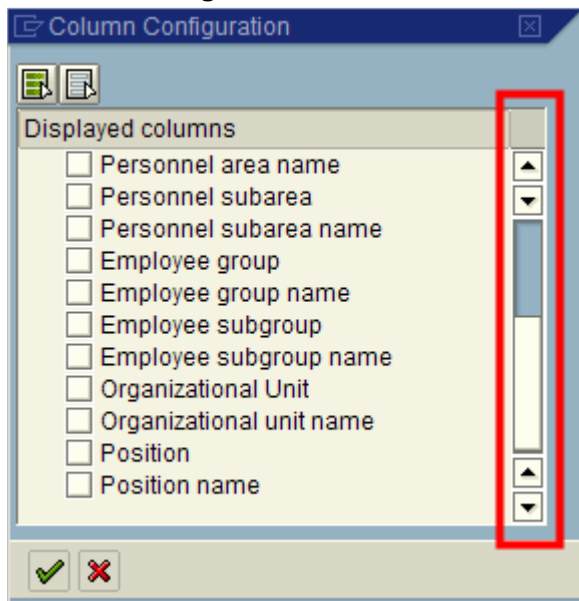
| Personnel number | Name                 | Address record type | Text: Address record type |
|------------------|----------------------|---------------------|---------------------------|
| 00037819         | SMITH TOM T          | 1                   | Permanent residence       |
| 00215264         | PHILLIPS STEPHANIE T | 1                   | Permanent residence       |

## Column Configuration

| Displayed columns                                    |
|--|
| <input checked="" type="checkbox"/> Personnel number |
| <input checked="" type="checkbox"/> Name             |
| <input type="checkbox"/> Cost center                 |
| <input type="checkbox"/> Cost center name            |
| <input type="checkbox"/> Personnel area              |
| <input type="checkbox"/> Personnel area name         |
| <input type="checkbox"/> Personnel subarea           |
| <input type="checkbox"/> Personnel subarea name      |
| <input type="checkbox"/> Employee group              |
| <input type="checkbox"/> Employee group name         |
| <input type="checkbox"/> Employee subgroup           |
| <input type="checkbox"/> Employee subgroup name      |

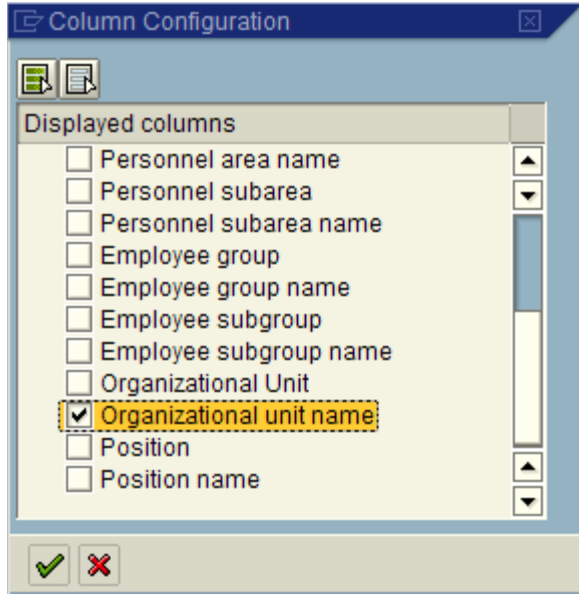
23. Click the  (Down Arrow) below the scroll bar to move down the screen.

## Column Configuration



24. Select the ☐ **Organizational unit name** (Organizational unit name) box.

## Column Configuration



25. Click ☐ (Continue) to accept.

## Overview Addresses (0006)

HR master data Edit Goto Extras Utilities Settings System Help

Display HR Master Data

Find by  
Person  
Collective search help  
Search term  
Free search

| Personnel num. | Name                 | Address record type | Text Address record type | Organizational unit name |
|----------------|----------------------|---------------------|--------------------------|--------------------------|
| 00037819       | SMITH TOM T          | 1                   | Permanent residence      | DIRECTOR'S OFFICE        |
| 00215264       | PHILLIPS STEPHANIE T | 1                   | Permanent residence      | ORG. & EMPL.DEV SVCS     |

Personnel no.

Basic Personal Data Payroll Benefits Time Recording Addtl. Person...


Infotype text E- Period  
Fr. To  
Period  
Today Curr. week  
All Current month  
From curr. date Last week  
Up to Today Last month  
Current Period Current Year  
Choose

Direct selection  
Infotype  Sty



The columns can be organized to your preference. To move a column, just click on the **Organizational unit name** (column header). Then click and hold on the column header and move to the desired location.



The column information can also be sorted in alphabetical order. To sort a column, click on the **Organizational unit name** (column header). Then click on  (Sort in ascend order).

26. To view an employee's record, double-click on the **SMITH TOM T** (Employee's name) or **00037819** (Personnel Number) located in the results list.

## Display HR Master Data

HR master data Edit Goto Extras Utilities Settings System Help

Display HR Master Data

Find by Person

- Collective search help
- Search term
- Free search

| Organizational unit name | Personnel numb... | Name                 | Address record type | Te |
|--------------------------|-------------------|----------------------|---------------------|----|
| DIRECTOR'S OFFICE        | 00037819          | SMITH TOM T          | 1                   | Pe |
| ORG. & EMPL DEV SVCS     | 00215264          | PHILLIPS STEPHANIE T | 1                   | Pe |

Personnel no. 37819

Name SMITH TOM T

PersArea 1110 Dept of Personnel EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 01 Monthly(M) OT Exem... Status Active

Basic Personal Data Payroll Benefits Time Recording Addtl. Person...

Infotype text E...

Actions

Organizational Assignment

Personal Data

Addresses

Planned Working Time

Basic Pay

Contract Elements

Date Specifications

Family/Related Person

Period

Fr. To

Today Curr. week

All Current month

From curr. date Last week

Up to Today Last month

Current Period Current Year

Choose

Direct selection

Infotype STy

27. In the Period area, click ☐ All (All) to view the entire history of the infotype.
28. Click on the *Addresses* Infotype (0006) to select.

## Display HR Master Data

HR master data Edit Goto Extras Utilities Settings System Help

Display HR Master Data

Personnel no. 37819  
Name SMITH TOM T  
PersArea 1110 Dept of Personnel  
EEGroup 0 Permanent  
PSubarea 0001 Non Represented EESubgroup 01 Monthly(M) OT Exem... Status Active


Basic Personal Data Payroll Benefits Time Recording Addtl. Person...

Infotype text E...  
Actions ✓  
Organizational Assignment ✓  
Personal Data ✓  
Addresses ✓  
Planned Working Time ✓  
Basic Pay ✓  
Contract Elements ✓  
Date Specifications ✓  
Family/Related Person ✓

Period  
Period  
Fr. To  
Today Curr. week  
All Curr. month  
From curr. date Last week  
Up to Today Last month  
Current Period Current Year  
Choose

Direct selection  
Infotype STy

| Organizational unit name | Personnel numb... | Name                 | Address record type | Te |
|--------------------------|-------------------|----------------------|---------------------|----|
| DIRECTOR'S OFFICE        | 00037819          | SMITH TOM T          | 1                   | Pe |
| ORG. & EMPL DEV SVCS     | 00215264          | PHILLIPS STEPHANIE T | 1                   | Pe |

29. Click  (Overview) for an overview of all actions associated with the *Addresses* infotype (0006)

**Title: Free Search**  
**Processes :**  
**Sub-Processes :**

HRMS Training Documents

## Overview Addresses (0006)

30. To select another employee, double-click on the employee's name or personnel number.

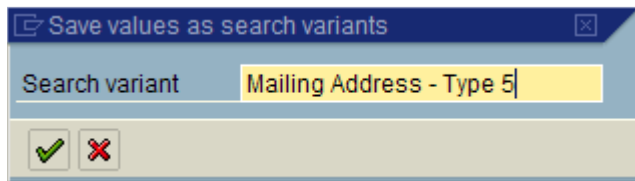



The created Free Search criteria can be saved as a Variant. To save your variant, click on the (Create Search Variant) button.

31. The "Save values as search variants" dialog box will appear. Complete the following fields:

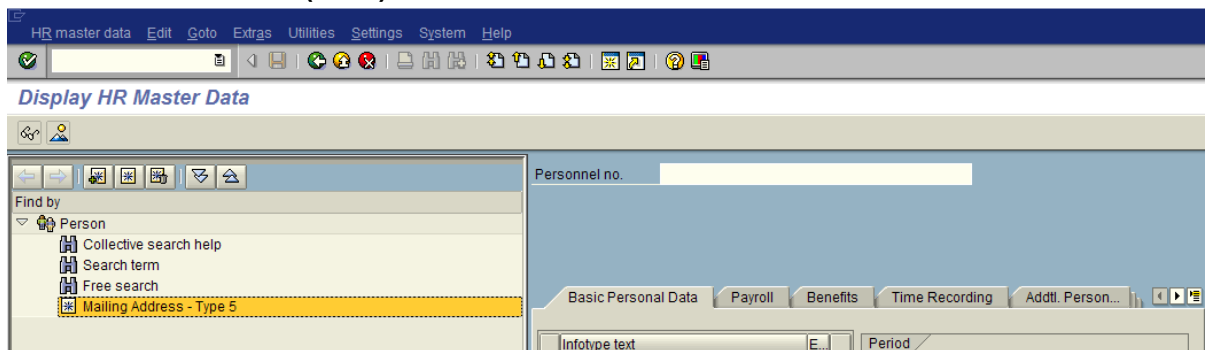
| Field Name     | R/O/C | Description   |
|----------------|-------|---|
| Search variant | R     | The title of the saved variant.<br><b>Example:</b> Mailing Address – Type 5 |


### Save values as search variants



32. Click the  (Continue) to save.

### Overview Addresses (0006)



33. To view the saved variant's selection criteria click on the  (Display search variant).

## HR Object Selection

The screenshot shows the 'HR Object Selection' window. The left pane displays a tree view of 'Field group/fields'. Under 'Actions', the following fields are listed with checkboxes for 'Value select', 'Value output', and 'Text display':

| Field                         | Value select                        | Value output             | Text display             |
|-------------------------------|-------------------------------------|--------------------------|--------------------------|
| Date of last change           | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Valid from date               | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Reason for action             | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Action type                   | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Customer-specific status      | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Employment status             | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Special payment status        | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Leaving date                  | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Entry date                    | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Length of service (in days)   | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Length of service (in months) | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Length of service (in years)  | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |

Under 'Organizational assignment', the following fields are listed with checkboxes for 'Value select', 'Value output', and 'Text display':


| Field                      | Value select             | Value output             | Text display             |
|----------------------------|--------------------------|--------------------------|--------------------------|
| Payroll area               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work contract              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Personnel subarea          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Company code               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Formatted name of employee | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Funds center               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Fund                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Business area              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Legal person               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Controlling area           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Cost center                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Supervisor area            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Organizational unit        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Object type                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Employee group             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

The right pane shows the 'Reporting set' section with 'Unrestricted' selected. Below it, a table lists the selected fields:

| Field name          | Option                              | Value |
|---------------------|-------------------------------------|-------|
| Employment status   | <input checked="" type="checkbox"/> | 3     |
| Personnel area      | <input checked="" type="checkbox"/> | 1110  |
| Address record type | <input checked="" type="checkbox"/> | 5     |

At the bottom of the right pane, there is a 'Hit list' button and an 'Empty' button.



At this point, additional selections can be made. Once completed, click  (Transfer hit list) to display the results.

## Display HR Master Data

HR master data Edit Goto Extras Utilities Settings System Help

Display HR Master Data

Find by

- Person
- Collective search help
- Search term
- Free search

| Personnel numb. | Name                 | Organizational unit name | Address record type | Text Address record type |
|-----------------|----------------------|--------------------------|---------------------|--------------------------|
| 00037819        | SMITH TOM T          | DIRECTOR'S OFFICE        | 1                   | Permanent residence      |
| 00215264        | PHILLIPS STEPHANIE T | ORG. & EMPL DEV SVCS     | 1                   | Permanent residence      |

Personnel no. [ ]

Basic Personal Data Payroll Benefits Time Recording Addtl. Person...

Infotype text [ ]

Actions

Organizational Assignment

Personal Data

Addresses

Planned Working Time

Basic Pay

Contract Elements

Date Specifications

Family/Related Person

Period

Period

Fr. [ ] To [ ]

☐ Today ☐ Curr. week

☐ All ☐ Current month

☐ From curr. date ☐ Last week

☐ Up to Today ☐ Last month

☐ Current Period ☐ Current Year

Choose

Direct selection

Infotype [ ] STy [ ]

34. You have completed this transaction.

### Result

You have created and saved a Free Search template search for employees in the agency who have the Address type 5 – Mailing Address.

### Comments

None