

PER-15 How to Locate a PA PCR

Purpose

The purpose of this job aid is to demonstrate how to locate a PA PCR.

Examples

Below are examples.

Example 1 - Employee Action Request w/o PCR #

There are 4 steps to complete this process.

Image



Step 1: Access transaction code ZPAA076 from the SAP East Access screen.

Image

Employee Action Request

Menu ▾

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Existing PCR No.

Personnel No.

Last 4 digits (SSN)

First Last

Effective on

09/08/2025

Action Type

Reason

Step 2: Click on the matchcode box at the end of the Existing PCR No. field. You may need to click in the field for the box to appear. The information pulled is based on your security role.

Image

PCR ID (1)



Restrictions

Personnel area	Pers.No.	SSN(last4)	Act.	ActR	Start Date	Org.unit
4601	10000112		ZC	01	04/01/2016	20010126
4601	10000112		ZC	01	04/01/2016	20010126
4601	10000113		ZC	01	04/01/2016	20010126
4601	10000151		ZA	06	01/01/2024	20010134
4601	10000151		ZC	07	06/01/2016	20010134
4601	10000151		ZC	23	04/20/2024	20010134
4601	10000152		ZA	06	01/01/2024	20010134
4601	10000152		ZC	07	06/01/2016	20010134
4601	10000152		ZC	23	04/20/2024	20010134
4601	10000153		ZA	06	01/01/2024	20010134
4601	10000153		ZC	07	06/01/2016	20010134
4601	10000153		ZC	23	04/20/2024	20010134
4601	10000154		ZA	06	01/01/2024	20010134
4601	10000154		ZC	07	06/01/2016	20010134
4601	10000154		ZC	23	04/20/2024	20010134
4601	10000155		ZA	06	01/01/2024	20010134
4601	10000155		ZC	07	06/01/2016	20010134
4601	10000155		ZC	23	04/20/2024	20010134
4601	10000156		ZA	06	01/01/2024	20010134
4601	10000156		ZC	07	06/01/2016	20010134

588 Entries found

Step 3: Click on the expand node to the left of Restrictions in the pop-up. This will display selections to narrow the search.

Image

PCR ID (1)



Restrictions

Personnel area	
Personnel number	
SSN(Last 4)	
Action Type	
Reason for Action	
Start date	
Organizational unit	
PCR ID	
WF Status	
WF Approval Level	
Created By	

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Personnel area	Pers.No.	SSN(last4)	Act.	ActR	Start Date	Org.unit
4601	10000112		ZC	01	04/01/2016	20010
4601	10000112		ZC	01	04/01/2016	20010
4601	10000113		ZC	01	04/01/2016	20010
4601	10000151		ZA	06	01/01/2024	20010
4601	10000151		ZC	07	06/01/2016	20010
4601	10000151		ZC	23	04/20/2024	20010
4601	10000152		ZA	06	01/01/2024	20010
4601	10000152		ZC	07	06/01/2016	20010
4601	10000152		ZC	23	04/20/2024	20010
4601	10000153		ZA	06	01/01/2024	20010
4601	10000153		ZC	07	06/01/2016	20010
4601	10000153		ZC	23	04/20/2024	20010
4601	10000154		ZA	06	01/01/2024	20010

Step 4: Enter your selection criteria and click the little green check button.

Example 2 - Employee Action Request w/PCR #

There are 4 steps to complete this process.

Image



Step 1: Access transaction code ZPAA076 from the SAP East Access screen.

Image

Employee Action Request

Menu ▾

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Existing PCR No.

1000005559

Personnel No.

Last 4 digits (SSN)

First Last

Effective on

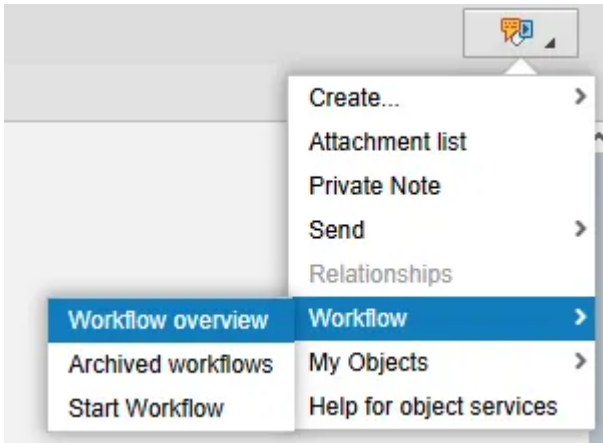
09/08/2025

Action Type

Reason

Step 2: Enter the PCR number and click Display.

Image



Step 3: Click on Services for Object > Workflow > Workflow Overview.

Image

Step 4: Click on PCR_List Workflow Tracker.

Image

Workflow actions

Menu

Heading

Request ID

1000005559

Status

A

Approved

Approval Level

FA1

Funding Approval

Action Type

ZC

Salary Adjustment (NC)

Reason

Performance Increase

Agency

4601

Natural and Cultural Resources

Org. Unit

20010134

CR CDS Archives & History Office

Creator

80000021

Terrence Patel

Position

65002487

Contracts Administrator

Employee

10000151

Michelle Anna Salazar 01

Seq	Role	Mand	Ptype	Atype	Agent ID	Name / Description	Act	Desc	Cmnt	Actual	Name	ACT DATE	ACT TIME	CR DATE	CR TIME	PCRNO	AGEN	DIV	DIV
1			P	P	80000021	Terrence Patel	P	Processed		80000021	Terrence Patel		00:00:00		00:00:00	1000005559	4601	00000000	
100	AA1	X	A	P	80000023	Priscilla Branco	O	N/A				04/20/2024	10:45:10	04/20/2024	10:43:08	1000005559	4601	00000000	
100	AA1	X	A	P	10000113	NO USERID	O	N/A				04/20/2024	10:45:10	04/20/2024	10:43:08	1000005559	4601	00000000	
100	AA1	X	A	P	80001043	Carolyn Bracy01	A	Approved		80001043	Carolyn Bracy01	04/20/2024	10:45:09	04/20/2024	10:43:08	1000005559	4601	00000000	
100	AA1	X	A	P	80001044	Carolyn Bracy02	O	N/A				04/20/2024	10:45:10	04/20/2024	10:43:08	1000005559	4601	00000000	
100	AA1	X	A	P	80001045	Carolyn Bracy03	O	N/A				04/20/2024	10:45:10	04/20/2024	10:43:08	1000005559	4601	00000000	
100	AA1	X	A	P	80001046	Carolyn Bracy04	O	N/A				04/20/2024	10:45:10	04/20/2024	10:43:08	1000005559	4601	00000000	
100	AA1	X	A	P	80001047	Carolyn Bracy05	O	N/A				04/20/2024	10:45:10	04/20/2024	10:43:08	1000005559	4601	00000000	
100	AA1	X	A	P	80001048	Carolyn Bracy06	O	N/A				04/20/2024	10:45:10	04/20/2024	10:43:08	1000005559	4601	00000000	
100	AA1	X	A	P	80001049	Carolyn Bracy07	O	N/A				04/20/2024	10:45:10	04/20/2024	10:43:08	1000005559	4601	00000000	
100	AA1	X	A	P	80001050	Carolyn Bracy08	O	N/A				04/20/2024	10:45:10	04/20/2024	10:43:08	1000005559	4601	00000000	
100	AA1	X	A	P	80001051	Carolyn Bracy09	O	N/A				04/20/2024	10:45:10	04/20/2024	10:43:08	1000005559	4601	00000000	
100	AA1	X	A	P	80001052	Carolyn Bracy10	O	N/A				04/20/2024	10:45:10	04/20/2024	10:43:08	1000005559	4601	00000000	
100	AA1	X	A	P	80001053	Carolyn Bracy11	O	N/A				04/20/2024	10:45:10	04/20/2024	10:43:08	1000005559	4601	00000000	
100	AA1	X	A	P	80001054	Carolyn Bracy12	O	N/A				04/20/2024	10:45:10	04/20/2024	10:43:08	1000005559	4601	00000000	
100	AA1	X	A	P	80001055	Carolyn Bracy13	O	N/A				04/20/2024	10:45:10	04/20/2024	10:43:08	1000005559	4601	00000000	
100	AA1	X	A	P	80001056	Carolyn Bracy14	O	N/A				04/20/2024	10:45:10	04/20/2024	10:43:08	1000005559	4601	00000000	
100	AA1	X	A	P	80001057	Carolyn Bracy15	O	N/A				04/20/2024	10:45:10	04/20/2024	10:43:08	1000005559	4601	00000000	
100	AA1	X	A	P	80001058	Carolyn Bracy16	O	N/A				04/20/2024	10:45:10	04/20/2024	10:43:08	1000005559	4601	00000000	

Notes

Displaying PCR_List "Workflow Tracker" ...

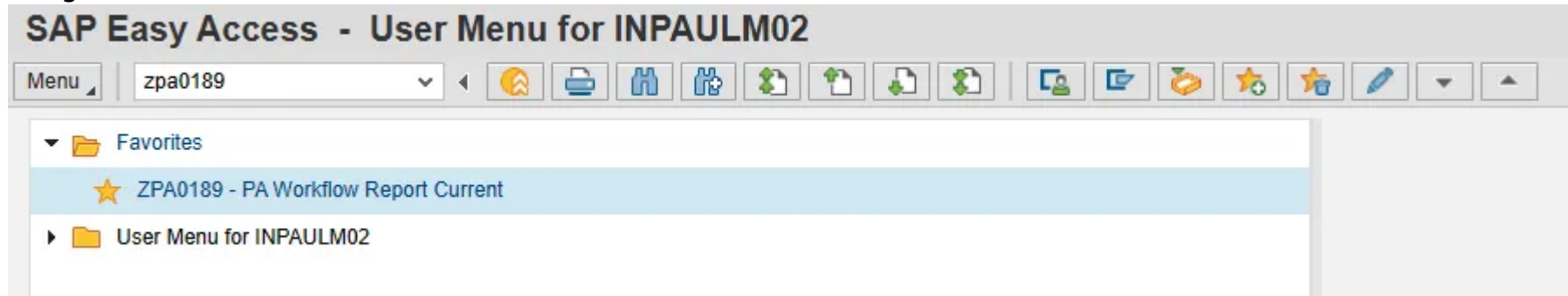
SAP

Example 3 - PA Workflow Report Current

ZPA0189 - PA Workflow Report Current

There are 2 steps to complete this process.

Image



Step 1: Access ZPA0189 from the SAP Easy Access screen.

Image

PA Workflow Report

Menu

Selection

Personnel number

Additional data

Created Date		to		
Effective Date		to		
Action Type		to		
Personnel area		to		
PCR ID		to		
PCR WF Approval Level		to		

Output options

ALV Layout variant

Step 2: If you know the employee's eight-digit personnel number (this includes 0s) enter under selection. If you don't know the employee's personnel number, complete TWO fields in Additional data.

Example 4 - PA Workflow Process Monitoring

ZPAWFMON - PA Workflow Process Monitoring

There are 2 steps to complete this process.

Image



Step 1: Access ZPA0189 from the SAP Easy Access screen.

Image

PA WF Process Monitoring

Menu      

Select

PCR ID 

Or

WF Processors 

Action Type 

Action Reason 

Date Range to 

Step 2: Enter the PCR number OR enter the end user's personnel number and a date range.

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