How to Utilize Object Manager in HR Master Data

Purpose

The Object Manager is a tool in HR Master Data that allows more detailed searches to be performed as well as the capability to save lists of search results. The list eases navigation in HR Master Data if users have limited groups of employees that they access regularly. It can be turned on by selecting the Show Object Manager option under Settings.

Associated Roles

HR Master Data access is granted using ZRHR_PA_VIEW_ALL

Process Instructions

There are various types of searches you can perform using Object manager. The following is just one example of a Free Search.

Employee List by Org Unit
1. Click on Free Search
2. Open the Org Assignments Folder
    a. Click in Value Select next to Org Unit
    b. If you have just one Org Unit number enter in the Value box and move to step 2d.
    c. If you have more than 1 to enter select the [Furth...] icon to the right and another pop up will appear where you can enter multiple values
        i. Select the execute button when done
    d. Click in Value Select next to Position
        i. In order to only display active employees in your results list you'll need to exclude terminated employees. The easiest way to do so is by position number.
    e. In the Field name box to the right you can now enter Position Number
        i. In the position number field enter eight nines like so 99999999
            1. This is the default position number assigned to employees who are no longer active
   ii. To exclude the default position click on the Option icon to the left of the Value field [Option]
            1. A pop up box will display with various options to choose from
            2. Select the "Not Equal to" option
            3. Click on the green check
    f. By selecting "Hit List" at the bottom of the window, SAP will tell you how many records you have found using this search criteria.
        i. If the search returns 0 results you may have to confirm you are using the correct Org Unit information
    g. Please review the possible Fields listed next to the folders.
        i. Each field corresponds with an infotype in SAP.
        ii. If you want to display fields in your search results each time you run the search you need to identify them now by opening the folder and clicking in the Value output column
        iii. Some helpful info you can include is:
            1. Org Assignment Folder
                a. Employee Group
                b. Personnel SubArea
                c. Position (should already be identified from steps above)
                d. Job
            2. Information will only display if you have authorization to access it in HR Master Data

3. We advise to not save rate of pay to this search results as these search results should only be used to ease navigation in HR Master Data
   a. If you need reporting on rate of pay information please use Analysis

h. Once you are comfortable with the result count select the Green Check in the window and SAP will run your search.
   i. The results will be displayed on the left of your screen

3. At this point you will need to determine if this is a one-time search or if you would like to save it to open again later.
   a. If it is a one-time search please skip to the next step
   b. If you would like to save the search please select the Create Search Variant icon at the top of the Object manager field
      i. A pop up box will display where you need to enter the Search Variant Name
      ii. Click the green check
      iii. The Search Variant will now display in the Find By list of the Object Manager

4. You can adjust what information is displayed in the search results by clicking on the Column Configuration icon above the search results.

   a. You will receive a pop up to identify what to display.
   b. Select the columns you wish
   c. Click on the green check
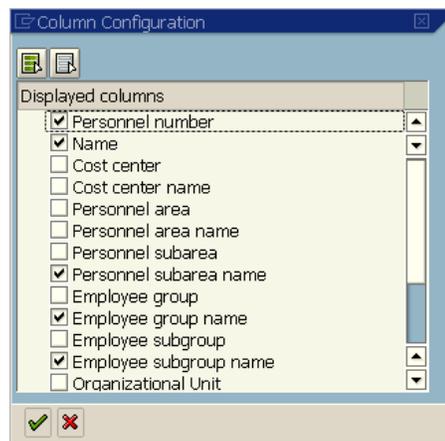
       d. Items identified in column configuration are not saved as part of the search variant so will need to be identified each time it is opened.
          i. If you wish to include these in the search variant follow step 2f above

5. By double clicking on any line item in the search results, SAP will display that persons information in HR Master Data

When you re-enter HR Master Data in SAP, your Object Manager will still be available and any saved variants are listed in the Find By folder. Simply double click on the variant title to run it and the results will display in the lower left of your screen.

For Further Questions

Please contact HR Shared Services at 443-997-5828