

Johns Hopkins

HR Shared Services



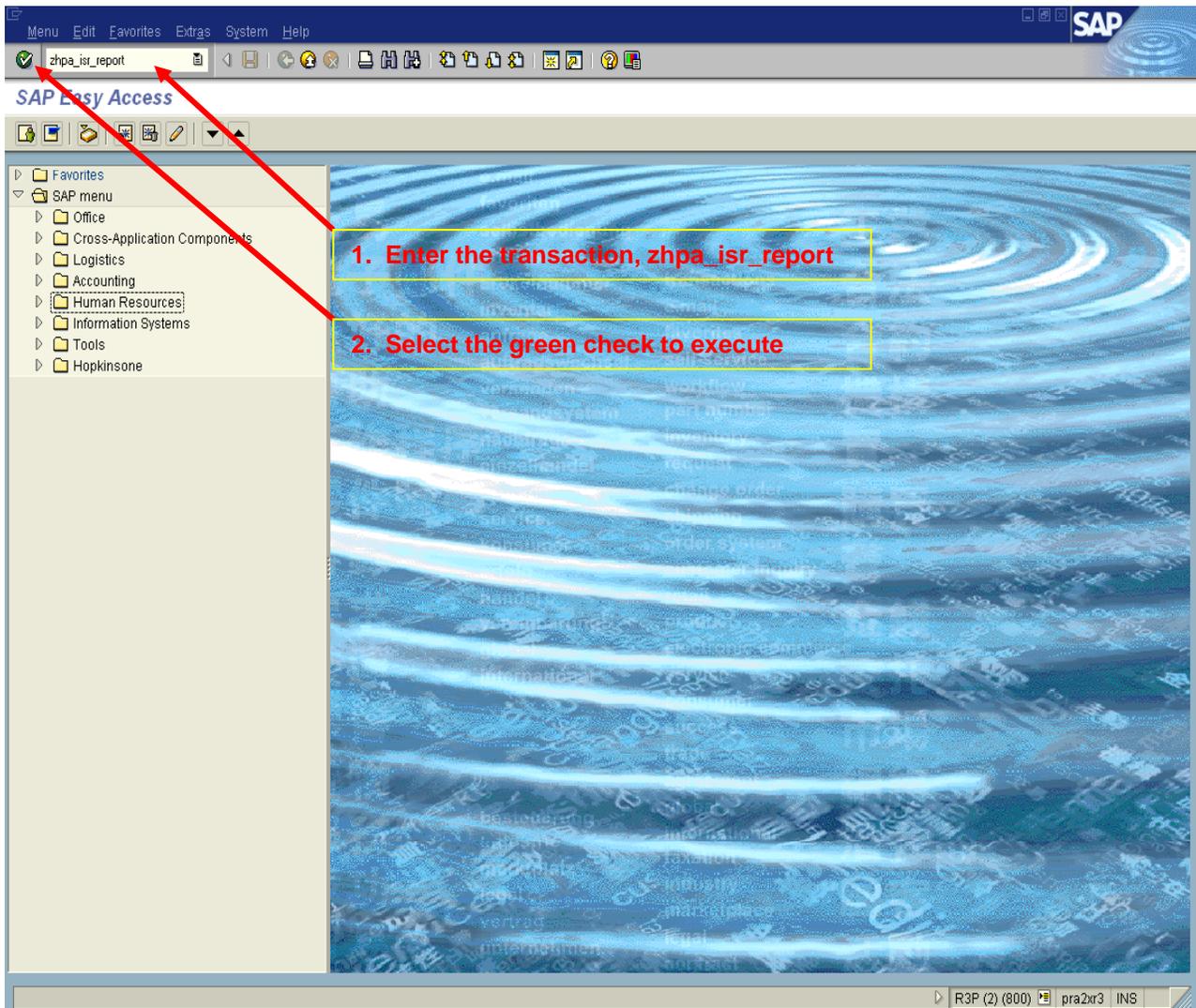
**Reviewing
the
ISR Log**

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As an end-user it is important to be able to track the progress of ISRs that have been initiated or approved by your organization. This is especially true once the ISR has been approved (or rejected) by HR Shared Services. You will need to know how to retrieve the Object ID number for the org unit, job, or position for which you have submitted an SAP action.

The first step in this process is to log into the SAP database using your individual logon and password. Once you have successfully logged in, you should be at the SAP Easy Access screen shown in the illustration below.

In the transaction, or command window at the top left of the screen, type in the transaction code. “zpha_isr_report” (Step 1). Select the green check mark to the left of the transaction window to execute (Step 2).



In step 1 below, enter the original ISR number that you submitted to HR Shared Services. After entering the ISR number in the ISR Number field, select the “Execute” button as indicated in step 2 below.

The screenshot shows the SAP 'ISR Report' interface. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main content area is divided into three sections: 'Selection Criteria', 'Approver Details', and 'Display options'. The 'Selection Criteria' section contains a table with columns for field names, values, and comparison operators. The 'Approver Details' section contains a table with columns for field names, values, and comparison operators. The 'Display options' section contains a 'Layout' field. A red arrow points from the 'ISR Number' field in the 'Selection Criteria' section to a yellow box containing the text '1. Enter ISR number in this field'. Another red arrow points from a yellow box containing the text '2. Select execute button' to the 'Execute' button in the toolbar.

1. Enter ISR number in this field

2. Select execute button

Field	Value	Operator	Action
ISR Number		to	Execute
Sequence Number		to	Execute
ISR Actions		to	Execute
Personnel number/Object Id		to	Execute
ISR Status		to	Execute
Title, First Name, Last Name		to	Execute
User Name		to	Execute
Changed On		to	Execute
Time	00:00:00	to	Execute
Effective Date		to	Execute
Initiator		to	Execute

Field	Value	Operator	Action
Approver1		to	Execute
Approver2		to	Execute
HR Recipient Work Center		to	Execute
Actual Approver1		to	Execute
Actual Approver2		to	Execute
Actual HR Approver		to	Execute

Display options
Layout

R3P (2) (800) pra2xr3 INS

After selecting the “Execute” button, the following screen will appear (ISR Report). Click once on any of the underlined fields to advance to the status screen for the ISR you have selected.

The screenshot shows the SAP 'ISR Report' interface. At the top, there is a header bar with 'System Help' and the SAP logo. Below this is a toolbar with various icons. The main content area has a header with user and system information: 'User id: DBLAND3', 'Date: 01/02/2007', 'Time: 12:32:22', 'Johns Hopkins', 'ISR Report', 'Page: 1', 'System: R3P / 800', and 'ZHPAR_ISR_REPORT'. Below the header is a table with the following data:

Action Type	Action Text	Action Text	Personnel No./Obj ID	Initiator
<u>OMPUC</u>	<u>OM-JHU Position Create</u>			12880

Three red arrows point from a yellow callout box to the underlined fields 'OMPUC', 'OM-JHU Position Create', and '12880'. The callout box contains the text: '1. Click once on any underlined item'. At the bottom right of the window, there is a status bar showing 'R3P (2) (800)', 'pra2xr3', and 'INS'.

On this screen you will see status line items for the ISR indicating “Initiated”, “Approved”, and/or “Approved & Completed” or “Rejected”. On this screen you will also be able to scroll to the far right using the scroll bar at the bottom of the screen to find the Object ID for the selected ISR.

The screenshot shows the SAP 'ISR Report' interface. At the top, there is a menu bar with 'System' and 'Help'. Below it is a toolbar with various icons. The main header area contains the following information: User id: DBLAND3, Date: 01/02/2007, Time: 12:32:58, Johns Hopkins ISR Report, Page: 2, System: R3P / 800, and ZHPAR_ISR_REPORT. Below the header is a table with the following columns: ISR Number, Sequence No., Action Type, Effective date, Object ID, Name, ISR Status, Initiator, Approver1, Approver2, and Final Recij. The table contains three rows of data. A yellow box with a red border contains the text '1. Scroll to far right to find Position number (object ID).'. A red arrow points from this box to the rightmost part of the scroll bar at the bottom of the screen.

ISR Number	Sequence No.	Action Type	Effective date	Object ID	Name	ISR Status	Initiator	Approver1	Approver2	Final Recij
ZZ	1	QMPUC	01/02/2007			INITIATED	12860	15026		10000
ZZ	2	QMPUC	01/02/2007			APPROVED	12860	15026		10000
ZZ	3	QMPUC	01/02/2007			APPR&CO...	12860	15026		10000

Under the column titled “Final Recipient Comm” you will find comments made by the HR Shared Services representative that worked on the ISR. The comment will include the Object ID number as indicated below.

The screenshot shows the SAP 'ISR Report' interface. At the top, the user is identified as 'Johns Hopkins' and the report is titled 'ISR Report'. The page number is 2, and the system is R3P / 800. The report is titled 'ZHPAR_ISR_REPORT'. Below the header, there is a table with the following data:

Final Recipient Comm	User Name	Changed On	Changed A
	KTAYL011	12/26/2006	14:15:36
	KHAYES2	12/26/2006	14:26:43
Created object ID 50000077 Senior Media Relations Coordinator_DWB	DBLAND3	12/26/2006	15:17:33

A red arrow points from a yellow box containing the text '1. Position number (object ID) found here in Comments section.' to the comment 'Created object ID 50000077 Senior Media Relations Coordinator_DWB' in the table.

At the ISR Report screen, you can drill down to look at the detailed data for the ISR.

The screenshot shows the SAP 'ISR Report' interface. At the top, the SAP logo is visible. Below it, the title 'ISR Report' is displayed. The user information bar shows 'User id: DBLAND3', 'Date: 01/02/2007', 'Time: 12:32:58', 'Johns Hopkins', 'ISR Report', 'Page: 2', 'System: R3P / 800', and 'ZHPAR_ISR_REPORT'. A table with 11 columns is shown: 'ISR Number', 'Sequence No.', 'Action Type', 'Effective date', 'Object ID', 'Name', 'ISR Status', 'Initiator', 'Approver1', 'Approver2', and 'Final Recit'. The first row is highlighted in yellow. A yellow callout box with red text and arrows points to the first row of the table.

ISR Number	Sequence No.	Action Type	Effective date	Object ID	Name	ISR Status	Initiator	Approver1	Approver2	Final Recit
ZZ	1	OMPUC	01/02/2007			INITIATED	12860	15026		10000
ZZ	2	OMPUC	01/02/2007			APPROVED	12860	15026		10000
ZZ	3	OMPUC	01/02/2007			PR&CO	12860	15026		10000

1. Click on any link to drill down to ISR data fields screen.

After drilling down from the ISR Report screen, you will be presented with an ISR report window that will enable you to scroll up and down to view the corresponding data that has been entered for each field of the ISR.

1. ISR data fields.

Group description	Cell Content
Client	
Object Abbreviation	REPMR-ADM
Object Name	Senior Media Relations Coordinator
ID of Related Object	10000039
ID of Related Object	20001057
Pay scale type	
Pay Scale Area	
Pay Scale Group	
Pay Scale Group	
Pay Scale Level	
Pay Scale Level	
Pay Grade Type	ST
Pay Grade Area	U
Pay grade	GEEXMP

2. Scroll up and down.

Cost distribution data

S	Valid From	End Date	Cost Center	Order	WBS Element	Fund	Grant	Pct.	Fun
☑			2350033000	80011497		1023500000		100.00	999