Johns Hopkins

HR Shared Services

Reviewing

the

ISR Log

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. "zhpa_isr_report" (Step 1). Select the green check mark to the left of the transaction window to execute (Step 2).
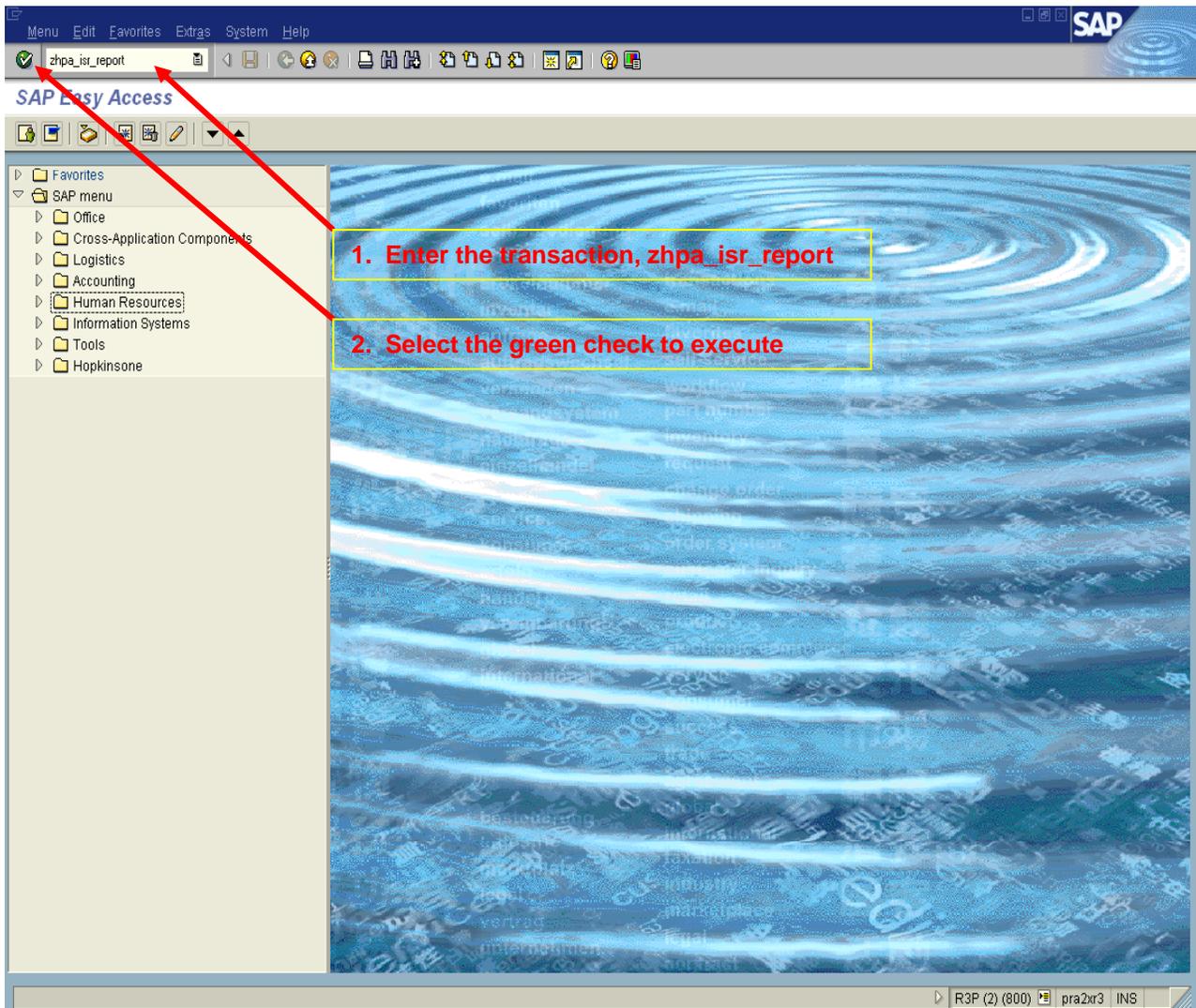
In step 1 below, enter the original ISR number that you submitted to HR Shared Services. After entering the ISR number in the ISR Number field, select the "Execute" button as indicated in step 2 below.

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.

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.

1. Scroll to far right to find Position number (object ID).

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

1. Position number (object ID) found here in Comments section.

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

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.