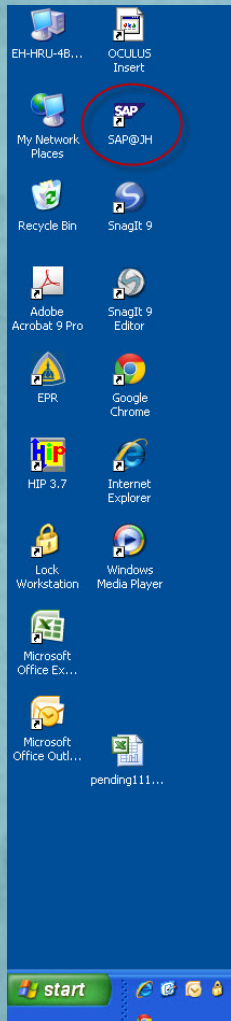


# Getting Started in SAP

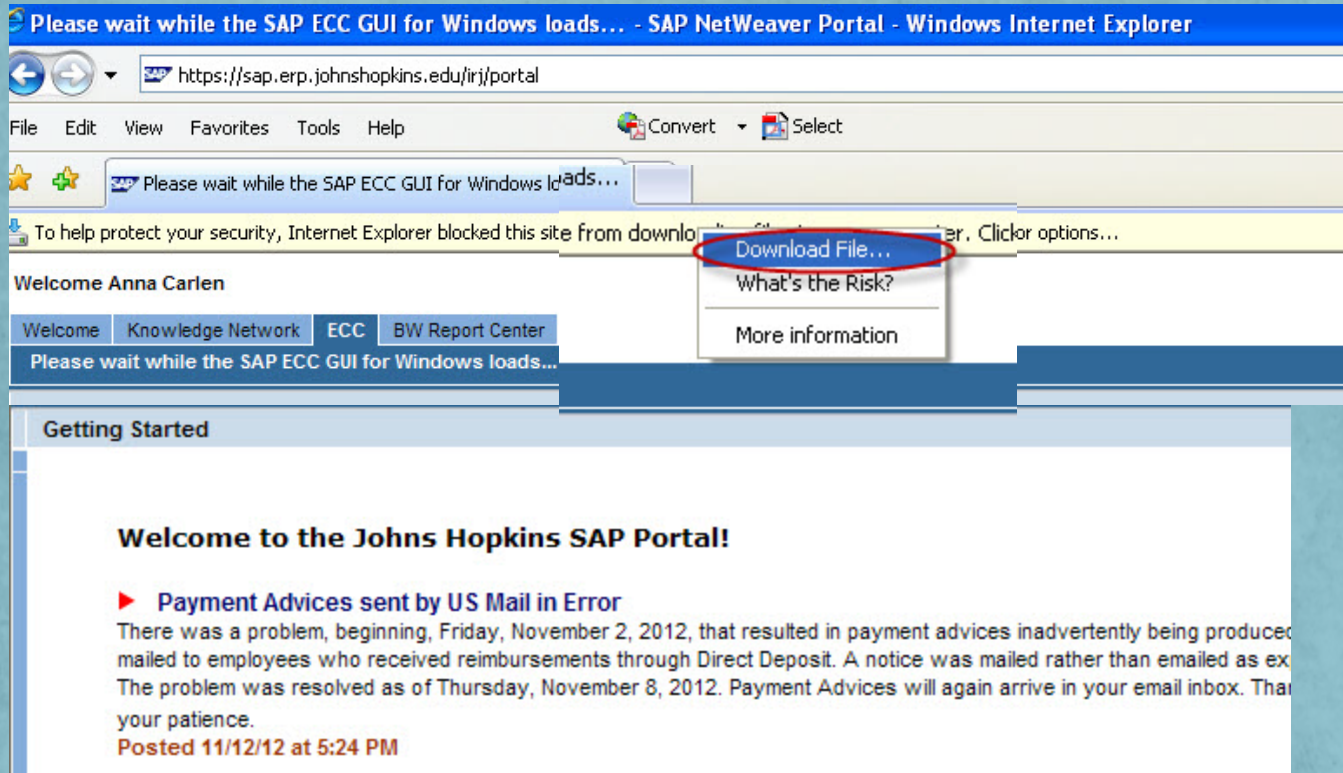
# Opening SAP



- Double click the SAP icon on your desktop
- An Internet Explorer browser window will open and start execution of the SAP system.

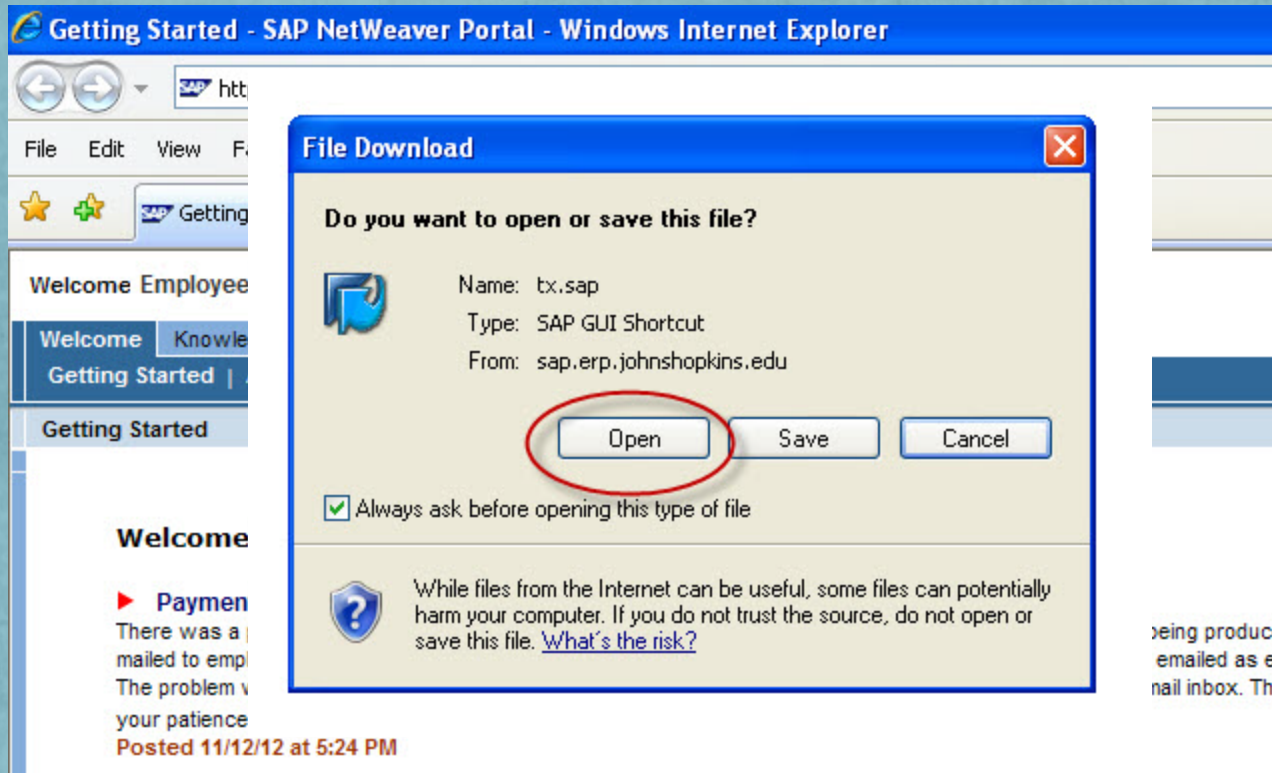


# Opening SAP



- Click on the ECC tab
- Generally a pop-up blocker will appear
- Right click and select "Download File"

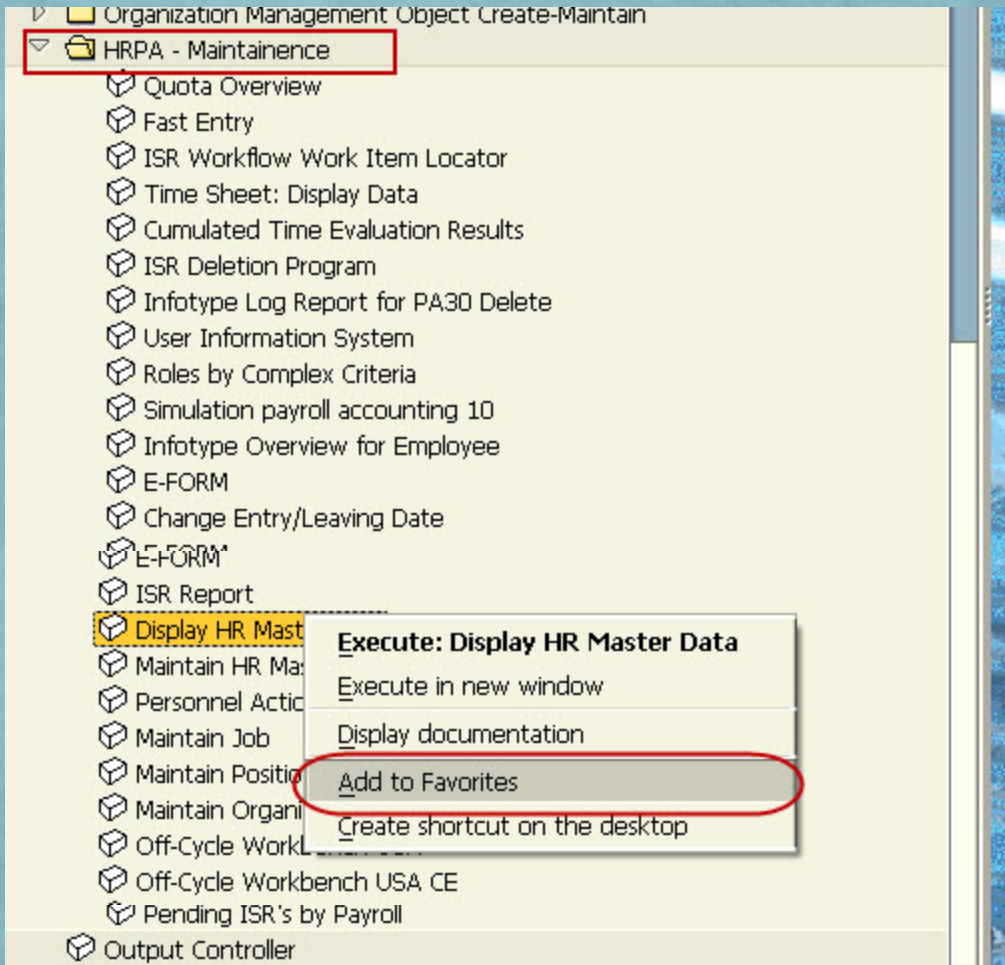
# Opening SAP



- Now that the pop-up has been accepted, the ECC tab will need to be clicked again
- The pop-up for the file download will appear -- Select OPEN
- To stop seeing this warning in the future, go to the following link:  
[http://ssc.jhmi.edu/hr\\_payroll/DataFiles\\_HR\\_Payroll/browser\\_settings.pdf](http://ssc.jhmi.edu/hr_payroll/DataFiles_HR_Payroll/browser_settings.pdf)

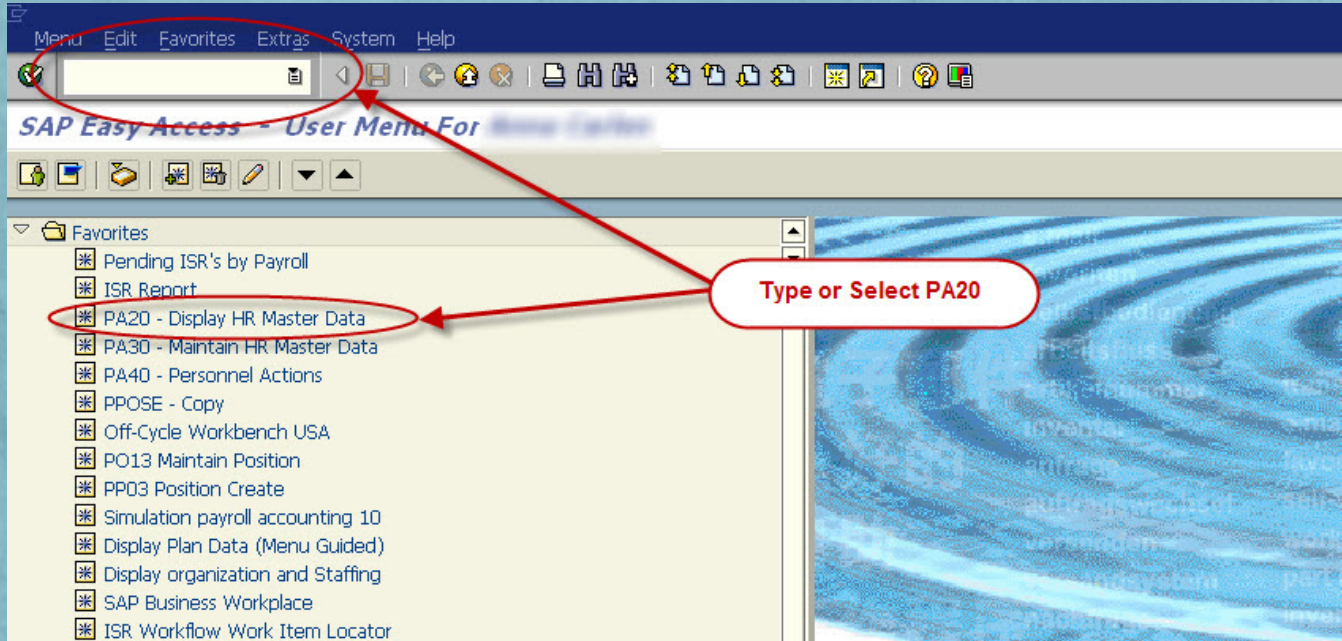


# Saving SAP Actions to Favorites



- Find the SAP action you would like to add to Favorites
- Right click and select “add to Favorites”
- The action will now also appear in Favorites

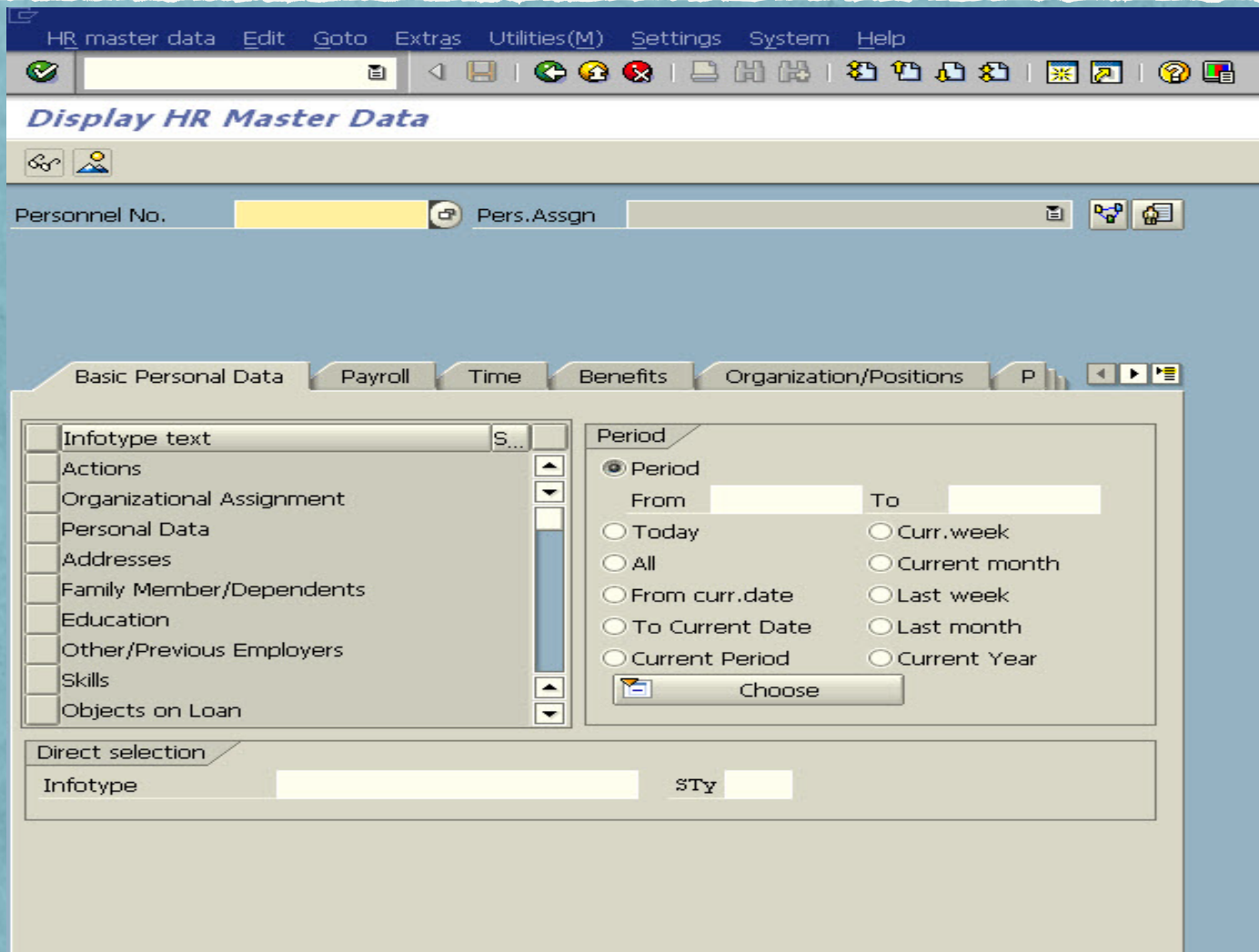
# Getting to Master Data



- Once in SAP, you'll want to work within Display HR Master Data to view employees' records.

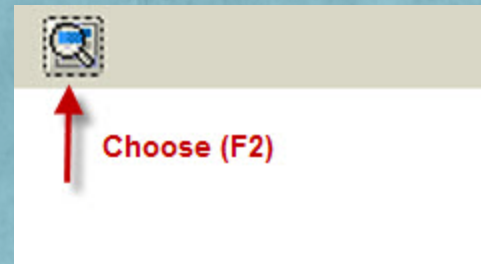
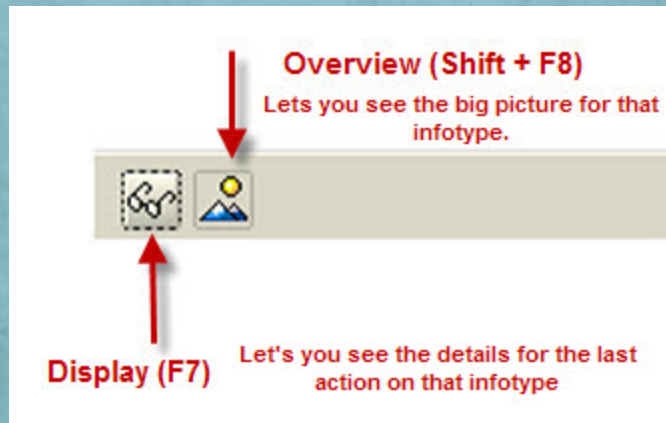


# PA20 – Master Data

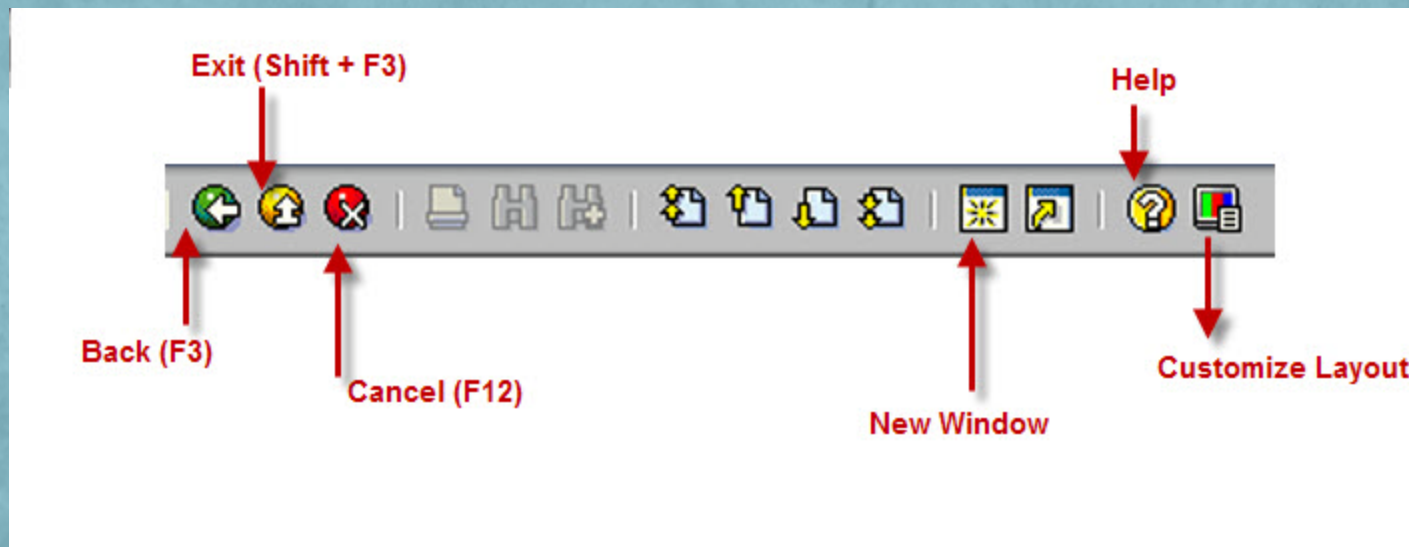


- Display HR Master Data will open as a blank screen.

# Buttons in PA20



- Keyboard shortcuts are in parenthesis





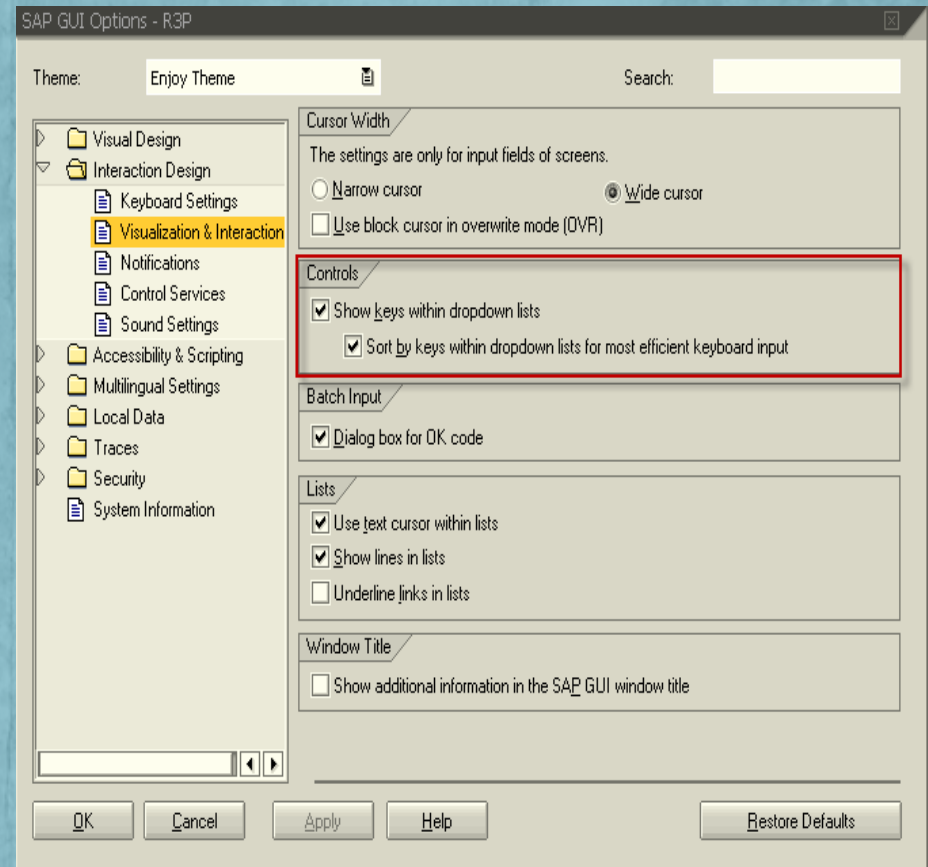
# Customize Layout



- After clicking this ICON, click on Options



- Click on the Interaction Design Folder and then on the Visualization & Interaction Link



# Finding an Employee

HR master data Edit Goto Extras Utilities(M) Settings System Help

Display HR Master Data

Personnel No.  Pers.Assgn

If you know the pernr of the employee you can enter it in Personnel No. and hit enter.

Display HR Master Data

Personnel No.  Pers.Assgn

Name	Jenn	Mathias	Position	PHYSICAL MEDICINE AIDE	Active
EE group	1	Full Time	PersArea	HS20	Suburban Hospital Inc
EE subgroup	23	W1/B1 Hrly Non-Exmpt	PSubarea	H001	Regular



# Searching for an Employee

Pers.Assgn

Personnel Number (1)

Last name - First name

Person ID

Personnel ID Number

Organizat

Last name

First name

**Under the tab LAST NAME - FIRST NAME, you can search by entering the First and Last names of the employee**

Personnel Number (1)

Person ID

Personnel ID Number

Organizational assignment

TRIP

Pers. ID modifier

ID number

Personnel number

Start Date

End Date

**Under the tab PERSONNEL ID NUMBER, you can also search by entering the SSN**

Personnel Number (1)

Last name - First name

Person ID

Personnel ID Number

Organizat...

Last name

First name

**If you are unsure of the spelling, you can use an asterick with some of the letters you know are correct.**

# Basics of PA20's main page

**Display HR Master Data**

Personnel No. 90003609    Pers.Assgn 90003609 PHYSICAL MEDICINE AI...

Name	Jenn Mathias	Position	PHYSICAL MEDICINE AIDE	Active
EE group	1 Full Time	PersArea	H320 Suburban Hospital Inc	
EE subgroup	23 W1/B1 Hrly Non-Exmpt	PSubarea	H001 Regular	

Basic Personal Data    Payroll    Time    Benefits    Organization/Positions    P...

Infotype text S...  
 Actions  
 Organizational Assignment  
 Personal Data  
 Addresses  
 Family Member/Dependents  
 Education  
 Other/Previous Employers  
 Skills  
 Objects on Loan

Period  
 Period  
 From    To  
 Today     Curr. week  
 All     Current month  
 From curr. date     Last week  
 To Current Date     Last month  
 Current Period     Current Year

Direct selection  
 Infotype    Actions    STy

If the employee has multiple positions - you can switch between them in this dropdown.

This section shows the basics for the employee:  
 Name  
 Position  
 EE Group/Subgroup  
 PersArea

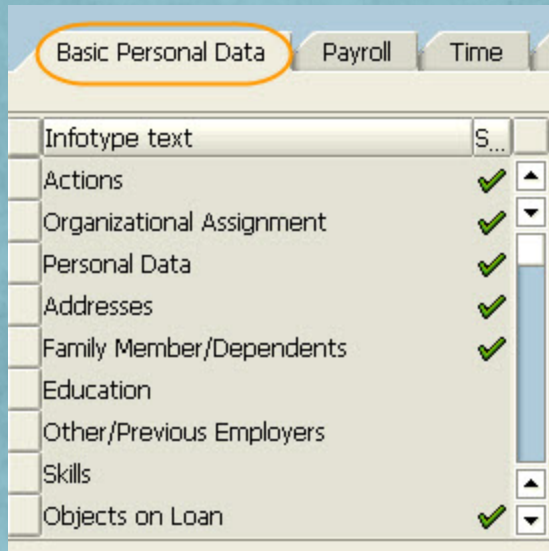
These tabs let you chose a category for infotypes

Breakdown of infotypes under each category/tab.  
 If there is a green checkmark, it means there is information under that topic.

You can type the infotype number here - as a shortcut to finding it within the list.



# Working with Infotypes – Personal Data



- Basic Personal Data
  - Actions (is found under ALL tabs)
  - Organizational Assignment
  - Personal Data
  - Addresses
  - Emergency Contact
  - Education
  - Skills
  - Residence Status

# Actions – IT-0

Pers. No. 90003609      Pers.Assgn 90003609 PHYSICAL THERAPIST ...

Name Jenn Mathias      Position PHYSICAL THERAPIST      Active

EE group 1 Full Time      PersArea HS20 Suburban Hospital Inc

EE subgroup 23 W1/B1 Hrly Non-Exmpt      PSubarea H001 Regular

Choose 01/01/1800 to 12/31/9999


Start Date	End Date	Act.	Action Type	ActR	Reason for action	Cu...	E
11/01/2012	12/31/9999	JF	JHEN Employee Reassign...	01	Promotion	3	3
09/27/2012	10/31/2012	JG	JHEN Hours Change	02	Decrease in Hours	3	3
09/01/2012	09/26/2012	J4	JHEN Salary Change	01	Annual/Merit Increase	3	3
08/12/2012	08/31/2012	Z1	Current Conversion:Active			3	3
04/01/1996	08/11/2012	ZZ	Initial Conversion				3


- Provides overview on the actions that have occurred with this employee
  - Hire
  - Salary Change
  - Reassignment
  - Hours Change
  - PAC
  - Termination



# Actions – IT-0

**Overview Actions (0000)**






Pers. No. 90003609      Pers.Assgn 90003609 PHYSICAL THERAPIST ... 

Name Jenn Mathias      Position PHYSICAL THERAPIST      Active

EE group 1 Full Time      PersArea HS20      Suburban Hospital Inc

EE subgroup 23 W1/B1 Hrly Non-Exmpt      PSubarea H001      Regular

 Choose 01/01/1800 to 12/31/9999

Start Date	End Date	Act.	Action Type	ActR	Reason for action	Cu...	E	
11/01/2012	12/31/9999	JF	JHEN Employee Reassign...	01	Promotion	3	3	
09/27/2012	10/31/2012	JG	JHEN Hours Change	02	Decrease in Hours	3	3	
09/01/2012	09/26/2012	J4	JHEN Salary Change	01	Annual/Merit Increase	3	3	
08/12/2012	08/31/2012	Z1	Current Conversion:Active			3	3	
04/01/1996	08/11/2012	ZZ	Initial Conversion				3	

To view more details on an action - select that line item by clicking the button which will highlight it - and then selecting the magnifying glass

# Actions – IT-0

**Display Actions (0000)**

Pers.No.  Pers.Assgn

Name   Position  Active

EE group  Full Time PersArea  Suburban Hospital Inc

EE subgroup  W1/B1 Hrly Non-Exmpt PSubarea  Regular

Start  to  Chng

---

**Personnel action**

Action Type

Reason for Action  Decrease in Hours

---

**Status**

Customer-specific  Active

Employment  Active

---

**Organizational assignment**

Position  PHYSICAL MEDICINE AIDE

Personnel area  Suburban Hospital Inc

Employee group  Full Time

Employee subgroup  W1/B1 Hrly Non-Exmpt

---

**Additional actions**

Start Date	Act.	Action Type	ActR	Reason for action
09/27/2012	JG	JHEN Hours Change	02	Decrease in Hours

- Display view of the last action on the record – Hours Change



# Organizational Assignment – IT-1

Pers. No. 90003609 Pers.Assgn 90003609 PHYSICAL THERAPIST ...

Name Jenn Mathias Position PHYSICAL THERAPIST Active

EE group 1 Full Time PersArea HS20 Suburban Hospital Inc

EE subgroup 23 W1/B1 Hrly Non-Exmpt PSubarea H001 Regular

Selection 01/01/1800 to 12/31/9999

Start Date	CoCd	PA	EEGrp	ESgrp	Cost Center	Cost center...	Org. Unit	Position	Job key
11/01/2012	JHEN	HS20	1	23	6007437098	PHYSICAL T...	60099999...	THERLICR ...	
08/12/2012	JHEN	HS20	1	23	6007437098	PHYSICAL T...	60099999...	TCHCRTLB ...	
04/01/1996	JHEN	HS20	Z	ZZ				Default po ...	

- Doing an overview into the Org Assignment will let you see how many updates this InfoType has
- You can then click into the individual items to find out more information or what changes were made

# Organizational Assignment – IT-1

Pers. No.	90003609	Pers.Assgn	90003609 PHYSICAL THERAPIST ...	
Name	Jenn	Mathias	Position	PHYSICAL THERAPIST Active
EE group	1 Full Time	PersArea	HS20	Suburban Hospital Inc
EE subgroup	23 W1/B1 Hrly Non-Exmpt	PSubarea	H001	Regular
Start	11/01/2012 to 12/31/9999	Chng	11/21/2012	ACARLEN1

Enterprise structure				
CoCode	JHEN	JOHNS HOPKINS ENTERPR...		
Pers.area	HS20	Suburban Hospital Inc	Subarea	H001 Regular
Cost Ctr	6007437098	PHYSICAL THERAPY	Bus. Area	600 SUBURBAN HOSPITAL, I...
Fund	1060000000	SUBURBAN OPERA...		

Personnel structure				
EE group	1 Full Time	Payr.area	B1	JH BI-Weekly
EE subgroup	23 W1/B1 Hrly Non-Exmpt	Contract		

Organizational plan		Administrator	
Percentage	100.00	PersAdmin	SUI SHHS HR DPT
Position	50072616 THERLICRE-CS PHYSICAL THERAPIST	PayrAdmin	P12 SUBURBAN HOSPITAL
Job key	00000000		
Exempt			
Org. Unit	60003171 6009999999 Physical Therapy		

- Taking a closer look at the most recent record - 11/01/2012 - we can see this update was from the promotion action on 11/01/2012
  - On this detail page is:
    - Position Number/Title
    - Org Unit
    - PersAdmin/Payr Admin



# Personal Data – IT-2

## Display Personal Data (0002)



Pers. No.	90003609	Pers.Assgn	90003609 PHYSICAL THERAPIST ...			
Name	Jenn Mathias	Position	PHYSICAL THERAPIST Active			
EE group	1 Full Time	PersArea	HS20 Suburban Hospital Inc			
EE subgroup	23 W1/B1 Hrly Non-Exmpt	PSubarea	H001 Regular			
Start	08/08/1978	To	12/31/9999	Chng	11/16/2012	ACARLEN1


Name			
Title	4 Ms.	Name Format	00
Last name	Mathias	Birth name	
First name	Jenn	Second name	
Middle name	W		
Second title		Nickname	
Suffix			
Name	Mathias , Jenn		



HR data				
Birth date	08/08/1978	Gender		
Language	EN English	<input checked="" type="radio"/> Female	<input type="radio"/> Male	<input type="radio"/> TBD
Nationality	US American US			

- The data on this infotype can be updated using a PDC ISR
  - Name correction/change
  - Birthdate
  - Nationality
  - Gender
  - SSN (hidden on this infotype)

# Addresses – IT-6

## Overview Addresses (0006)





Pers. No. 90003609 Pers.Assgn 90003609 PHYSICAL THERAPIST ...  

Name Jenn Mathias Position PHYSICAL THERAPIST Active

EE group 1 Full Time PersArea HS20 Suburban Hospital Inc

EE subgroup 23 W1/B1 Hrly Non-Exmpt PSubarea H001 Regular

 Choose 01/01/1800  To 12/31/9999 STy.

STy.	Start Date	Address	Telephone no.	LI	2nd Address Line
1	08/12/2012	6008 Belle Court	2024150980		
4	08/12/2012	8600 Old Georgetown Rd	3018963100		
5	08/12/2012	8600 Old Georgetown Rd	3018963100		

Permanent Residence (1)

Work Physical (4)

Work Mailing (5)

- ESS is used to update Permanent Residence
- PDC ISR is used to update Work Physical/Mailing addresses



# Emergency Contact – IT-21

Basic Personal Data | Payroll | Time | Benefits | Organization/Positions | P

Infotype text | S... | Period

Member | 7 Emergency contact | Number

Personal data

Last name | Mathias

First name | Bob | Initials

Title

Gender |  Female |  Male

Birth date | Ref.Pers.No.

Telephone number | 555 | 555-5555

**To view Emergency Contacts - select Family Member/Dependents and type 7 in the Sub Info Type box**

# Education – IT-9022

## Display Education (9022)

Pers. No.	90003609	Pers.Assgn	90003609 PHYSICAL THERAPIST ...
Name	Jenn Mathias	Position	PHYSICAL THERAPIST Active
EE group	1 Full Time	PersArea	HS20 Suburban Hospital Inc
EE subgroup	23 W1/B1 Hrly Non-Exmpt	PSubarea	H001 Regular
		Chngd	11/21/2012 ACARLEN1

Education	
Degree	B.A. Bachelor of Arts
Degree Year	2001 Terminal
Years of Education	
Institution	2657 SHIPPENSBURG UNIV PA
Country Code	US
Branch of Study 1	0
Branch of Study 2	0

Keycode - used in ISRs to provide the university name

- Education Infotype can be maintained by the department.

# Skills – IT-24

**List Skills (0024)**

☰ ✎ 🗑️ 📄 🔒

Pers. No. 90003609      Pers.Assgn 90003609 PHYSICAL THERAPIST ... 📄 🗑️

Name Jenn Mathias      Position PHYSICAL THERAPIST      Active

EE group 1 Full Time      PersArea HS20      Suburban Hospital Inc

EE subgroup 23 W1/B1 Hrly Non-Exmpt      PSubarea H001      Regular

📅 Choose 01/01/1800 📅 to 12/31/9999

Start Date	End Date	Qualificat...	Proficny	Qualification Text
10/15/2012	10/15/2017	100000780		PT-Physical Therapist
09/15/2012	10/17/2016	100000160		CPR - Basic CPR

📄 ⬆️ ⬇️ ⬆️

- The Skills infotype is where two elements can be found:
  - Score for annual reviews
  - License and certification information



# Residence Status – IT-94

**Display Residence Status (0094)**

Pers. No. 90003609 Pers. Assgn 90003609 PHYSICAL THERAPIST ...

Name Jenn Mathias Position PHYSICAL MEDICINE AIDE Active

EE group 1 Full Time PersArea HS20 Suburban Hospital Inc

EE subgroup 23 W1/B1 Hrly Non-Exmpt PSubarea H001 Regular

Start 08/12/2012 to 12/31/9999 Changed on 09/20/2012 FF\_HR01

**Personal identification**

Residence status **P Pending I9**

ID type

**Employment verification**

Work Permit

Issuing Authority

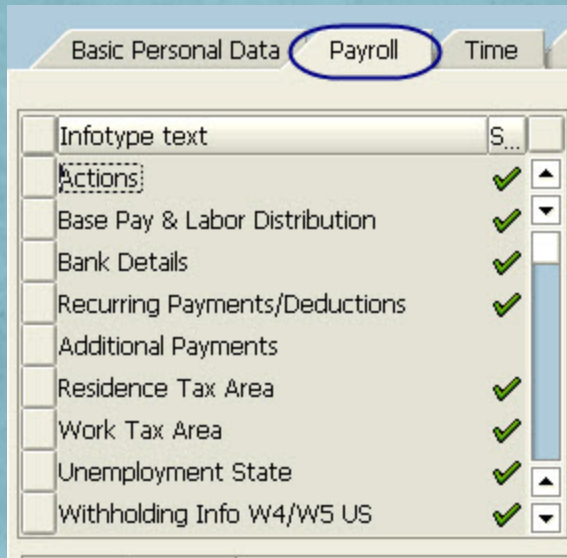
Work permit number

Issuing date

Expiry of WP

- This infotype will display if the employee's I-9 has been verified.
- If the approval is still pending, it will display as "pending".
  - Pending I-9 stops the employee from being able to update their direct deposit in ESS.

# Working with Infotypes - Payroll



- Payroll
  - Actions
  - Base Pay
  - Recurring Payments/Deductions
  - Additional Payments



# Base Pay – IT-9027

**Overview Base Pay & Labor Distribution (9027)**

Pers. No. 90003609 Pers.Assgn 90003609 PHYSICAL THERAPIST ...

Name Jenn Mathias Position PHYSICAL THERAPIST Active

EE group 1 Full Time Pers.Area HS20 Suburban Hospital Inc

EE subgroup 23 W1/B1 Hrly Non-Exmpt PSubarea H001 Regular

Choose 01/01/1800 To 12/31/9999 STy.

Start Date	End Date	Annual salary	Period Amount	Period hours	L...
11/01/2012	12/31/9999	72,800.00	35.00	80.00	
09/27/2012	10/31/2012	81,616.00	16.00	76.00	
09/01/2012	09/26/2012	85,360.00	17.00	80.00	
08/12/2012	08/31/2012	25,938.00	12.47	80.00	

Start date of new pay amount

End date of pay amount

Annual Salary amount

Hourly rate or Semi-Monthly pay amount

How many hours the employee is working in the pay period.

- An overview of the Base Pay shows the changes in pay over the working history of the employee



# Base Pay – IT-9027

## Display Base Pay & Labor Distribution (9027)

Salary amount    Payments and deductions

Pers. No. 90003609    Pers.Assgn 90003609 PHYSICAL THERAPIST ...

Name Jenn Mathias    Position PHYSICAL THERAPIST    Active

EE group 1 Full Time    PersArea HS20 Suburban Hospital Inc

EE subgroup 23 W1/B1 Hrlly Non-Exmpt    PSubarea H001 Regular

Start 11/01/2012    To 12/31/9999    Chngd 11/21/2012 ACARLEN1

Base Pay    General Distribution

Master cost center 6007437098 PHYSICAL THERAPY

Cost distribution

CoCd	Cost ctr	Order	WBS element	Name	Pct.	Name of
JHEN	6007437098			PHYSICAL THERAPY	100.00	

Entry 1 / 1

- The first tab is Base Pay – which displays the Hourly/Semi Monthly Rate
- The second tab is Distribution – which provides the Cost Distribution (cost center, i/o OR WBS element) and the percentage.

# Recurring Payments/Deductions – IT-14

**Overview Recurring Payments/Deductions (0014)**

Pers. No. 90003609 Pers. Assgn 90003609 PHYSICAL THERAPIST ...

Name Jenn Mathias Position PHYSICAL THERAPIST Active

EE group 1 Full Time PersArea HS20 Suburban Hospital Inc

EE subgroup 23 W1/B1 Hrly Non-Exmpt PSubarea H001 Regular

Choose 01/01/1800 to 12/31/9999 STy.

Wage type	Wage Type Long Text	From	To	O	Amount	Crcy
6758	Vol Supp STD	08/12/2012	12/31/9999	A	10.88	USD

Wage type

Date Range of Payment/Deduction

Amount of Payment/Deduction

- Common Deductions are:
  - Parking
  - Johns Hopkins Credit Union
  - Voluntary Benefits

# Additional Payments – IT-15

## Overview Additional Payments (0015)



Pers. No. 90003609 Pers.Assgn 90003609 PHYSICAL THERAPIST ...  
Name Jenn Mathias Position PHYSICAL THERAPIST Active  
EE group 1 Full Time PersArea HS20 Suburban Hospital Inc  
EE subgroup 23 W1/B1 Hrly Non-Exmpt PSubarea H001 Regular  
Choose 01/01/1800 to 12/31/9999 STy.

Wa...	Wage type long text	Date	Amount	Crcy	I	Number	Unit t
3055	Supplement, proj-misc	10/01/2012	5,000.00	USD		0.00	

Wage type

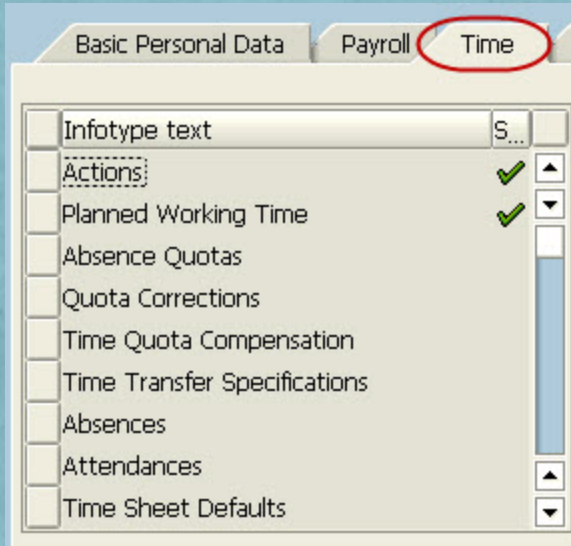
Date of Payment (Bonus)

Amount of Payment (Bonus)

- Additional Payments are one-time payments owed to an employee



# Working with Infotypes - Time



- Time
  - Actions
  - Planned Working Time

# Planned Working Time – IT-7

**Overview Planned Working Time (0007)**

Pers. No. 90003609 Pers.Assgn 90003609 PHYSICAL THERAPIST ...

Name Jenn Mathias Position PHYSICAL THERAPIST Active

EE group 1 Full Time PersArea HS20 Suburban Hospital Inc

EE subgroup 23 W1/B1 Hrly Non-Exmpt PSubarea H001 Regular

Choose 01/01/1800 12/31/9999

Start Date	End Date	WS rule	T	Empl.	MoHrs	Wk.hrs	Hrs/Da	WkDys	P	LI	AI
11/01/2012	12/31/9999	DAY 08	1	100.00	173.33	40.00	8.00	5.00			
09/27/2012	10/31/2012	DAY 12	1	95.00	164.66	38.00	11.40	3.00			
08/12/2012	09/26/2012	DAY 12	1	100.00	173.33	40.00	12.00	3.00			

Start date of new hours (red circle) points to 11/01/2012

End date of hours (blue circle) points to 12/31/9999

Work Schedule Rule (green circle) points to DAY 08

Total hours per week (orange circle) points to 40.00

- An overview of the Planned Working Time shows the changes in hours over the working history of the employee



# Resources

- SAP Job Aids
  - [http://ssc.jhmi.edu/hr\\_payroll/job\\_aids.html](http://ssc.jhmi.edu/hr_payroll/job_aids.html)
- Questions can be directed to HRSS @
  - 443.997.5828
  - HRSharedServices-HealthSystemclients@jhu.edu