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

${igsim}$ Please wait while the SAP ECC GUI for Windows loads SA	AP NetWeaver Portal - Windows Internet Explorer
🕒 💽 👻 https://sap.erp.johnshopkins.edu/irj/portal	
File Edit View Favorites Tools Help 😪 😪	onvert 👻 🛃 Select
🚖 🔅 🖅 Please wait while the SAP ECC GUI for Windows Id ^{ads}	
🖕 To help protect your security, Internet Explorer blocked this site from dow	nlor Download File er. Clickor options
Welcome Anna Carlen	What's the Risk?
Welcome Knowledge Network ECC BW Report Center	More information
Please wait while the SAP ECC GUI for Windows loads	
Getting Started	

Welcome to the Johns Hopkins SAP Portal!

Payment Advices sent by US Mail in Error

There was a problem, beginning, Friday, November 2, 2012, that resulted in payment advices inadvertently being produced mailed to employees who received reimbursements through Direct Deposit. A notice was mailed rather than emailed as ex The problem was resolved as of Thursday, November 8, 2012. Payment Advices will again arrive in your email inbox. That your patience. Posted 11/12/12 at 5:24 PM

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

Opening SAP

C Getting Started - S	AP NetWeaver Portal - Windows Internet Explorer	
🔆 🗸 🖉 htt		
File Edit View Fo	File Download	
🚖 🏟 🖅 Getting	Do you want to open or save this file?	
Welcome Employee	Name: tx.sap	
Welcome Knowle	My Type: SAP GUI Shortcut From: sap.erp.johnshopkins.edu	
Getting Started		
Getting Started	Open Save Cancel	
	Always ask before opening this type of file	
Welcome	While files from the Internet can be useful, some files can potentially	
Paymen There was a	harm your computer. If you do not trust the source, do not open or	being produced
mailed to empl The problem v	save this file. <u>What's the risk?</u>	emailed as ex nail inbox. That
your patience Posted 11/12/12	at 5-24 DM	inan moox. man

- 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_payr oll/DataFiles_HR_Payroll/br owser_settings.pdf

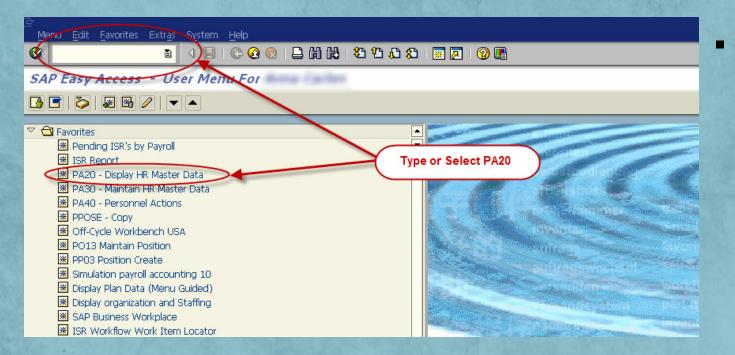
Saving SAP Actions to Favorites

	ement Object Create-Maintain							
🏱 🔂 HRPA - Maintainenc								
🖓 Quota Overview	/							
💬 Fast Entry								
🖓 ISR Workflow W	🛇 ISR Workflow Work Item Locator							
💬 Time Sheet: Display Data								
Cumulated Time Evaluation Results								
🖓 ISR Deletion Pro	Since the second sec							
🗭 Infotype Log Re	Ø Infotype Log Report for PA30 Delete							
🖓 User Information	n System							
🗭 Roles by Comple	Proles by Complex Criteria							
	Simulation payroll accounting 10							
🗭 Infotype Overvi	Infotype Overview for Employee							
C E-FORM								
🗭 Change Entry/Li	eaving Date							
SE-FORM"								
🗇 ISR Report								
💬 Display HR Mast	Execute: Display HR Master Data							
💬 Maintain HR Ma:								
🖓 Personnel Actic	Execute in new window							
🗭 Maintain Job	Display documentation							
Maintain Positio	Add to Favorites							
𝗭 Maintain Organi ♥ Off-Cycle WorkL	Create shortcut on the desktop							
Off-Cycle Workb	ench USA CE							
Pending ISR's b								
Output Controller								

- 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

5

Getting to Master Data



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

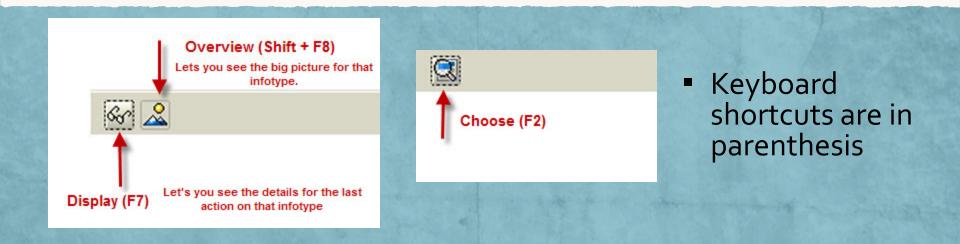
PA20 – Master Data

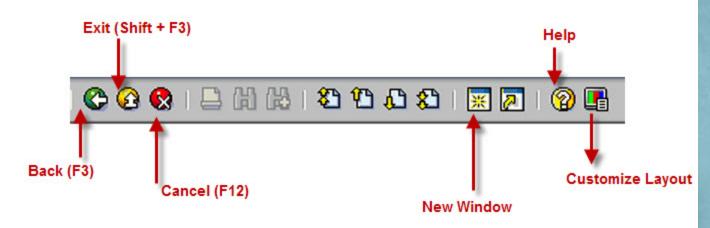
<u>~</u>			
onnel No.	Pers.Assgn		I 67 67
Basic Personal Data Payr	oll Time B	enefits Organizatio	on/Positions P
		Devied /	
nfotype text Actions	<u>S</u>	Period Period	
Organizational Assignment		From	То
zi ganizational Assignment		FIOIT	
Personal Data		○ Today	O Curr week
		 ○ Today ○ All 	O Curr.week
Addresses		⊖ All	O Current month
Addresses amily Member/Dependents			
Addresses amily Member/Dependents ducation		○ All ○ From curr.date	○ Current month ○ Last week
Personal Data Addresses Samily Member/Dependents Education Other/Previous Employers Skills		○ All ○ From curr.date ○ To Current Date	 Current month Last week Last month

 Display HR Master
 Data will
 open as a
 blank
 screen.

7

Buttons in PA20





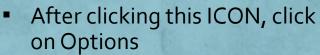
8

Customize Layout



Click on the Interaction Design Folder and

then on the Visualization & Interaction Link

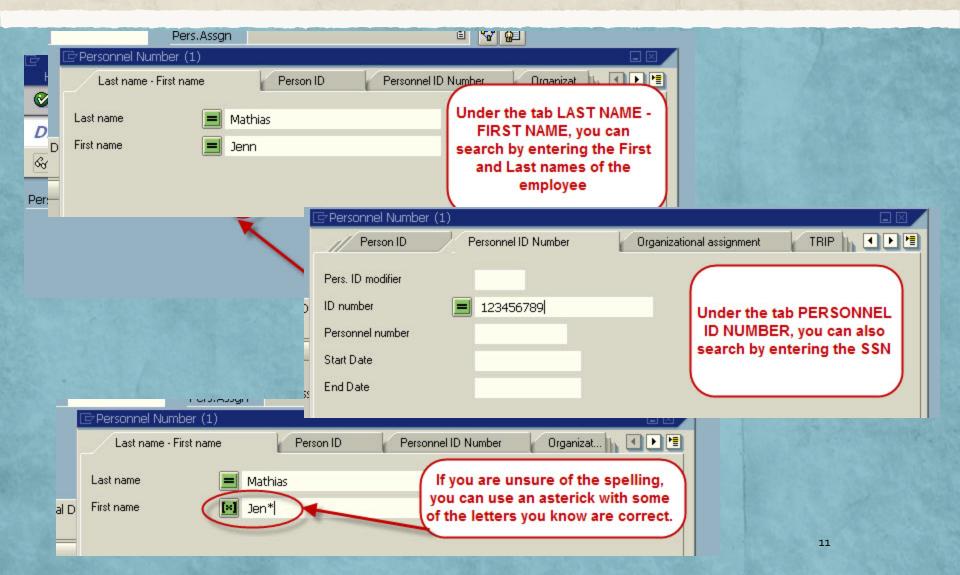


SAP GUI Op	otions - R3P			X	1000	SAP G	GUI Options	- R3P			⊠
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D C Ini D Ac D Mi D C Ic D C Tr							📑 Visu 🖹 Noti 🖹 Con	on Design board Settings l <mark>alization & Interaction</mark> fications trol Services	○ <u>N</u> arrow cursor	y for input fields of screens.	sor
D 🗋 Se	ecurity vstem Information	SAP NetW						nd Settings bility & Scripting		vs within dropdown lists for most efficient	: keyboard input
≣ 39	sieminiumation	SAP GUI FOR W	INDOWS OPTIONS						Batch Input		<u> </u>
		Adjust keyboard settings, options in accordance with	isualization options, audio feedback, ar your personal preferences.	nd various other		Þ	C Local D Traces Security		Dialog box for 0 Lists Use text cursor Show lines in list Underline links in Window Title	within lists ts	
<u>0</u> K	Cancel	Apply Help		<u>R</u> estore Defaults			<u>0</u> K	<u>C</u> ancel	<u>Apply</u>	elp	<u>R</u> estore Defaults

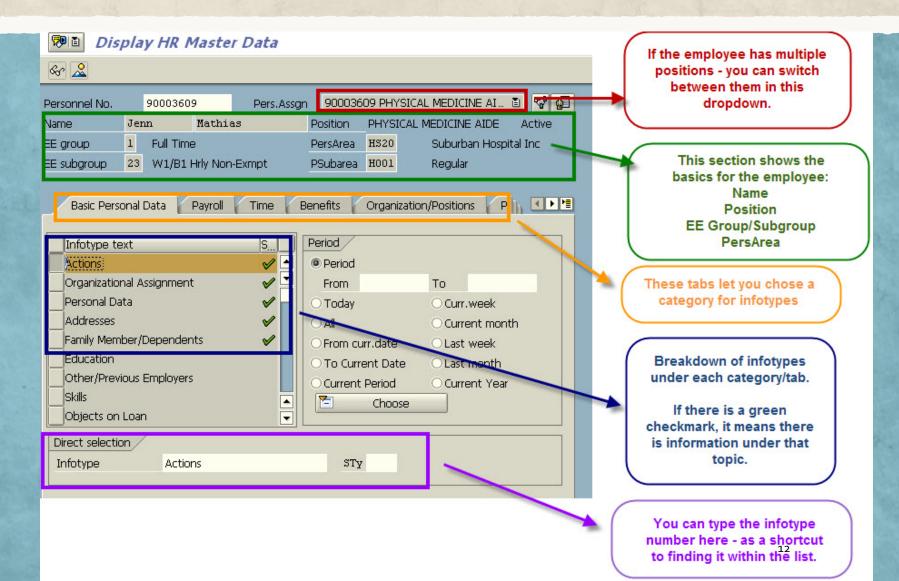
Finding an Employee

		1							
<i>≓</i> H <u>R</u> master data	<u>E</u> dit <u>G</u> oto Extr <u>a</u> s	Utilities(<u>M)</u> Settin	ngs S <u>y</u> stem <u>H</u> elp						
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Display HR I	Display HR Master Data								
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Personnel No.	3)	Pers.Assgn	i 😪 🔄						
	-								
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Dis	play HR Master	ent							
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		Data	ter it in Personnel No. and hit enter.						
€3° <u>~</u>		Pers.Assgn	ter it in Personnel No. and hit enter.						
Personnel No.	90003609	Pers.Assgn 9	90003609 PHYSICAL MEDICINE AI 🗈 😪 🕼						

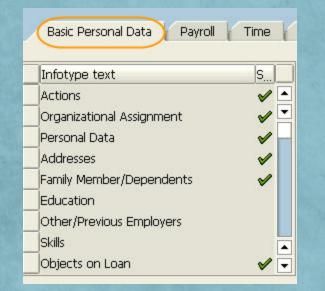
Searching for an Employee



Basics of PA20's main page



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-O

	0003609		Pers.Assgn		90003	609 PH	YSICAL THERAPIST	ē 😪
Name Je	enn	Mathias		Pos	ition	PHYSI	CAL THERAPIST	Active
EE group 1	Full Time	ç.		Per	sArea	HS20	Suburban Hospi	tal Inc
EE subgroup 23	3 W1/B1 H	Irly Non-Ex	mpt	PSu	ibarea	H001	Regular	
🔤 Choose 🛛 01	1/01/1800	to	12/31/9999	9				

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	З	З	
09/27/2012	10/31/2012	JG	JHEN Hours Change	02	Decrease in Hours	З	3	
09/01/2012	09/26/2012	J4	JHEN Salary Change	01	Annual/Merit Increase	З	З	
08/12/2012	08/31/2012	Z1	Current Conversion:Active			З	З	
04/01/1996	08/11/2012	zz	Initial Conversion				З	
			1					\square

 Provides overview on the actions that have occurred with this employee

- Hire
- Salary Change
- Reassignment
- Hours Change
- PAC
- Termination

Actions – IT-O

ers. Np.	90003609		Pers.Assgn	9000	3609 P	HYSICAL THERAPIST 🛙		2	
ame	Jenn	Math	ias	Position	PHY:	SICAL THERAPIST	Activ	е	
E group	1 Full Tim	е		PersArea	HS20	Suburban Hospita	al Inc		
E subgroup	23 W1/B1	Hrly No	n-Exmpt	PSubarea	HOOL	L Regular			
Choose	01/01/1800	to	12/31/9999	9					
								- 1	
Start Date	End Date	Act.	Action Type		ActR	Reason for action	Cu	-	
	12/31/9999		JHEN Employee (Reassign	01	Promotion	З	3	-
09/27/20 2	10/31/2012	JG	JHEN Hours Char	nge	02	Decrease in Hours	3	З	\Rightarrow
99/01/2012	09/26/2012	J4	JHEN Salary Char	nge	01	Annual/Merit Increase	З	3	
08/12/2012	08/31/2012	Z1	Current Conversi	on:Active			З	З	
04)01/1996	08/11/2012	ZZ	Initial Conversion					З	
									_
1	1								

Actions – IT-O

Display Actions (0000)

Pers.No.	900	03609		Pers.As	sgn	90(003609 PH	IYSICAI	. THER	APIST 9 🖹	0 -0	
Name	Jen	n		Mathias			Position	PHYS	ICAL M	EDICINE AID	E	Active
EE group	1 Full Time			PersArea	HS20		Suburban He	ospit	al Inc			
EE subgroup	23 W1/B1 Hrly Non-Exmpt			PSubarea	H001		Regular					
Start	09/	27/201	2	to	10/31/2	2012	2 Chng	11/21	/2012	ACARLEN1		
Personnel actio	n/											
Action Type			JG JHEN Hours Change					Ē				
Reason for Act	ion		02 Decrease in Hours									
Status		0										
Customer-spec	ific		3	Active						ē		
Employment			3	Active						ē		
			_									
Organizational a	issigr	nment	/									
Position			50	50072615 PHYSICAL MEDICINE AIDE								

50072	615 PHYSICAL MEDICINE AIDE
HS20	Suburban Hospital Inc
1	Full Time
23	W1/B1 Hrly Non-Exmpt
	HS20 1

Additional actions

Start Date	Act.	Action Type	ActR	Reason for action
09/27/2012	JG	JHEN Hours Change	02	Decrease in Hours
0				
••				

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

Organizational Assignment – IT-1

Pers. No.	9000:	3609		Pe	ers.Assgn		900036	509 Pł	HYSICAL THE	ERAPIST 🖺	•••	
Name	Jenn		Math	ias		Pos	sition	PHYS	SICAL THERA	PIST	Active	
EE group	1 F	-ull Tin	ne			Per	sArea	HS20	Subu	irban Hospita	l Inc	
EE subgroup	23 \	W1/B1	Hrly No	on-Exm	pt	PS	ubarea	H001	Regu	ılar		
🔤 Selection	01/0	1/180	o 🕑 to	12	2/31/999	9						
Start Date	CoCd	PA	EEGrp	ESgrp	Cost Cent	ter	Cost ce	nter	Org. Unit	Position	Job key	
11/01/2012	JHEN	HS20	1	23	60074370	98	PHYSIC	AL T.	.600999999	THERLICR		•
08/12/2012	JHEN	HS20	1	23	60074370	98	PHYSIC	AL 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	90003	3609 PI	HYSICA	L THERAPIST .	. 🗈 🐶
Name	Jenn	Mathias		Position	PHYS	SICAL T	HERAPIST	Active
EE group	1 Full Tim	e		PersArea	HS20		Suburban Hosp	ital Inc
EE subgroup	23 W1/B1	Hrly Non-E	xmpt	PSubarea	H001		Regular	
Start	11/01/2012	to	12/31/9999	9 Chng	11/21	/2012	ACARLEN1	
Enterprise struc	ture							
CoCode	JHEN JOH	INS HOPKIN	NS ENTERPR.					
Pers.area	HS20 Sub	urban Hosp	bital Inc	Subarea	H	1001	Regular	
Cost Ctr	6007437098	PHYSIC	AL THERAPY	/ Bus. Are	a 6	00	SUBURBAN HO	SPITAL, I
Fund	1060000000	SUBUR	BAN OPERA					
Personnel struc	ture					5-14		
EE group	1 Full Tir	ne		Payr.ar	ва	B1 .	JH Bi-Weekly	
EE subgroup	23 W1/B	L Hrly Non-I	Exmpt	Contrac	t		Ē	1
Organizational p	olan			Admini	strator	/ .		
Percentage	100.00			PersA	dmin	SUI 9	SHHS HR DPT	
Position	50072616	THERLICF	E-CS	PayrA	dmin	P12 9	SUBURBAN HOS	PITAL
		PHYSICAL	. THERAPIST					
Job key	00000000							
Exempt								
prg. Unit	60003171	60099999	999					
		Physical T	herapy					

 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)

90003609		Pers.Assgn	9000	3609 PH	IYSICA	L THERAPIS	т 🗈 🧏	1
Jenn	Mathias		Position	PHYSI	CAL T	HERAPIST	Activ	e
1 Full Time	в		PersArea	HS20		Suburban H	lospital Inc	
23 W1/B1	Hrly Non-E	xmpt	PSubarea	H001		Regular		
08/08/1978	То	12/31/9999	9 Chng	11/16/	2012	ACARLEN1		
2.0								
4 Ms.	1		Name	e Format	00			
Mathias			Birth	name				
Jenn			Seco	nd name				
W								
		Ē.	Nickr	ame				
		Ē						
Mathias	, Jenn							
				1000				
			Gender	/				
08/08/1	978		Female	le () Male	ОТ	BD	
EN Englis	h	Ē						
US Ameri	ican US 🖺							
	Jenn 1 Full Tim 23 W1/B1 08/08/1978 4 Ms. 6 Mathias Jenn W Mathias 108/08/1 EN Englis	Jenn Mathias Full Time 3 W1/B1 Hrly Non-E 08/1978 To 4 Ms. Mathias Jenn	Jenn Mathias 1 Full Time 23 W1/B1 Hrly Non-Exmpt 08/08/1978 To 12/31/9999 4 Ms. Image: Comparison of the second of the seco	Jem Mathias Position 1 Full Time PersArea 23 W1/B1 Hrly Non-Exmpt PSubarea 08/08/1978 To 12/31/9999 Ching 4 Ms. To 12/31/9999 Ching 9 Mathias To 12/31/9999 Name 9 Mathias Jenn Second Name 9 Mathias Jenn To Second 9 Mathias Jenn	Jem Mathias Position PHYSI 1 Full Time PersArea HS20 23 W1/B1 Hrly Non-Exmpt PSubarea H001 08/08/1978 To 12/31/9999 Chng 11/16/ 4 Ms. Image: Comparison of the second name Birth name Second name 4 Ms. Image: Comparison of the second name Nickname Second name W Image: Comparison of the second name Nickname Second name Mathias , Jenn Image: Comparison of the second name Second name 08/08/1978 Image: Comparison of the second of the second of the second name Second name Image: Comparison of the second name Image: Comparison of the second of the se	Jem Mathias Position PHYSICAL T 1 Full Time PersArea HS20 23 W1/B1 Hrly Non-Exmpt PSubarea H001 08/08/1978 To 12/31/9999 Chng 11/16/2012 4 Ms. To Second name I Jenn Second name Second name I W To To Second name I W To To Second name I W To To Second name I Mathias , Jenn To Second name I 08/08/1978 Second name Male Indication Second name M	Jenn Mathias Position PHYSICAL THERAPIST 1 Full Time PersArea HS20 Suburban H 23 W1/B1 Hrly Non-Exmpt PSubarea H001 Regular 08/08/1978 To 12/31/9999 Chng 11/16/2012 ACARLEN1 4 Ms. Image: Mathias Name Format 00 Mathias Image: Mathias Birth name Image: Mathias Image: Mathias Jenn Image: Mathias Nickname Image: Mathias Image: Mathias Mathias , Jenn Image: Mathias Image: Mathias Image: Mathias Image: Mathias 08/08/1978 Image: Mathias Image: Mathias Image: Mathias Image: Mathias	Jenn Mathias Position PHYSICAL THERAPIST Active 1 Full Time PersArea HS20 Suburban Hospital Inc 23 W1/B1 Hrly Non-Exmpt PSubarea H001 Regular 08/08/1978 To 12/31/9999 Chng 11/16/2012 ACARLEN1 4 Ms. a Name Format 00 Mathias Birth name Second name W Nickname Nickname Mathias Jenn Gender 08/08/1978 Gender Premale Male TBD

 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

	0)ver	view	Add	dress	es (00	06)							A Start and
	Ç	3												
	Pe	ers. No		9000	3609		Pers.Assgn	90003	3609 PH	YSICAL	THERA	PIST 🖹	6	
	Na	ame		Jenn	i	Mathias	3	Position	PHYSI	CAL THE	ERAPIS	T Ad	tive	
	EE	: group	0	1	Full Time	9		PersArea	HS20	S	uburba	n Hospital Ir	nc	
	EE	: subgr	oup	23	W1/B1 H	Hrly Non-E	Exmpt	PSubarea	H001	R	egular			
	12	Choo	se	01/0	1/1800	🕑 То	12/31/999	9 8	бТу.					
								10. 10.						
		STy.	Start D)ate	Addres	s		Т	elephon	e no.	LI	2nd Addres	ss Line	
ermanent Residence (1)		1	08/12/	2012	6008 B	elle Court		20	0241509	980				
Work Physical (4)		4	08/12/	2012	8600 C	ld George	etown Rd	30	018963:	100				
		5	08/12/	2012	8600 0	ld George	etown Rd	3(018963:	100		2		

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

Emergency Contact – IT-21

Basic Persor		roll Time	Benefits Organization/Po	sitions P T	
Actions	- 597	1	Deriod		
Member	7 Emergenc	y contact	Ē	Number	
Personal data	/				
Last name	Mathias				
First name	Bob		Initials		
Title		Ē			
Gender	○ Female	Male			
Birth date			Ref.Pers.No.		
			Telephone number	555 555-5555	
To view			ect Family Member/De ub InfoType box	pendents and	

Education – IT-9022

Display E	ducation	(9022)	- 144						1.10	
	<u>90003609</u>	Deve	0.000	00003		Vetca	L THERAPIST	ē 😵		
Pers. No. Name	Jenn	Pers. Mathias	Assgn	sition			HERAPIST	Active		
EE group	1 Full Tim			rsArea	HS20	CALI	Suburban Hosp			
EE subgroup	in the second second	- Hrly Non-Exmpt			H001		Regular			
		,			11/21,	2012	ACARLEN1			
Education										
Degree	B.A		Bachelor	of Arts						
Degree Year	200	1	Terminal							
tre tre										
Years of Educa	ation									\frown
T	000			ITU DA						Keycode - used
Institution	265 US	7 SHIPPE	NSBURG UN	VIV PA						in ISRs to
Country Code	0.5			Acres 1					_	provide the
Branch of Stud	lv 1 0									university name
Branch of Stud										
		1.65				_				

 Education Infotype can be maintained by the department.

Skills – IT-24

List Skills (0024)

🗋 🥖 🖬 🛱

Pers. No.	90	003609		Pers.Assgn		90003	609 PH	IYSICAL THERAPIST 🖹 😽
Name	Je	nn	Mathias		Pos	ition	PHYS:	ICAL THERAPIST Active
EE group	1	Full Tim	ie		Per	sArea	HS20	Suburban Hospital Inc
EE subgroup	23	W1/B1	Hrly Non-E	xmpt	PS	ubarea	H001	Regular
🔤 Choose	01	/01/1800	🔁 to	12/31/999	9			

Start Date	End Date	Qualificat Proficny	Qualification Text		3
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)

6 8 .

Pers. No.	1	900	03609		Pers.As	ssgn	900	03609 Pł	HYSICAL	THERAPI	ST ì	1
Name		Jen	n	Ma	athias		Position	PHYS	ICAL ME	DICINE AI	IDE	Active
EE group		1	Full T	ïme			PersAre	a HS20	9	Suburban I	Hospit	al Inc
EE subgrou	.p	23	W1/8	31 Hrly	Non-Exmpt		PSubare	a HOOl	F	Regular		
Start	08/1	12/2	012	to	12/31/9999	C	hanged c	n 09/2	0/2012	FF_HR01		
Personal io	dentif	icatio	n/									
Residence	e stat	us	0	P Pe	nding I9		l	\mathbf{D}				
ID type								Ē				
Employme	nt ve	rifica	tion	6								
Work Per	mit								Ē			
Issuing Au	uthori	ty										
Work per	mit n	umbe	er									
Issuing da	ate											
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

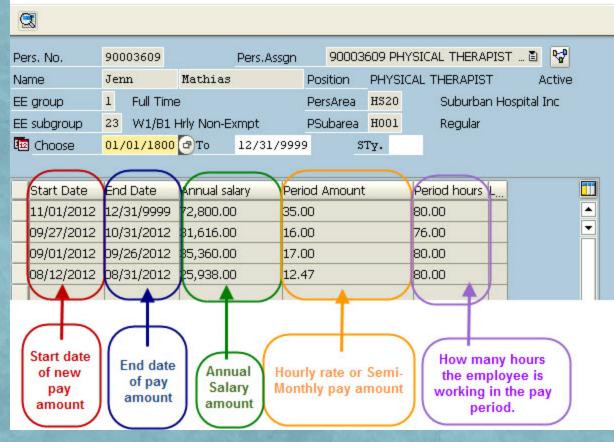
Infotype text	S
Actions	
Base Pay & Labor Distribution	1
Bank Details	1
Recurring Payments/Deductions	V
Additional Payments	
Residence Tax Area	v
Work Tax Area	v
Unemployment State	V
Withholding Info W4/W5 US	1

Payroll

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

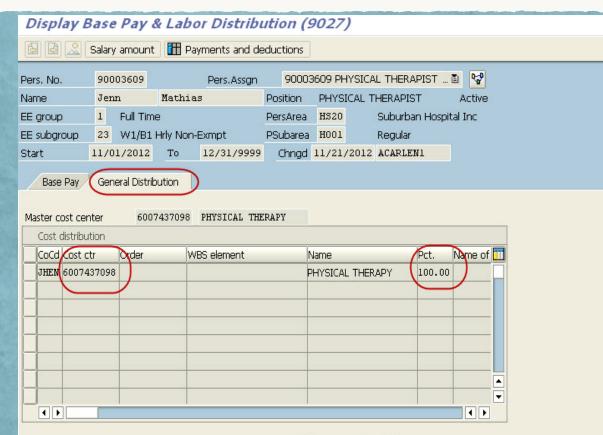
Base Pay – IT-9027

Overview Base Pay & Labor Distribution (9027)



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

Base Pay – IT-9027



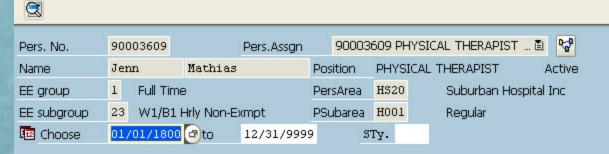
Entry 1 / 1

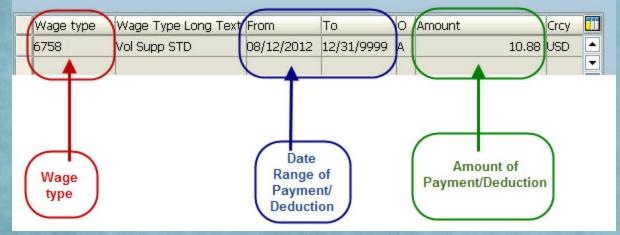
 The first tab is Base Pay – which displays the Hourly/Semi Monthly Rate

 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)

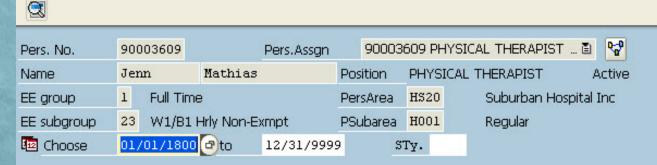




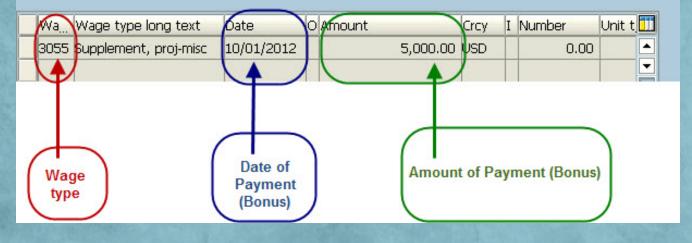
- Common Deductions are:
 - Parking
 - Johns Hopkins Credit Union
 - Voluntary Benefits

Additional Payments – IT-15

Overview Additional Payments (0015)



 Additional Payments are one-time payments owed to an employee



Working with Infotypes - Time

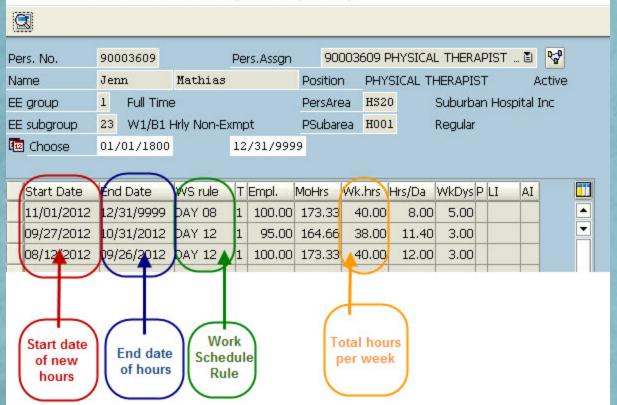
Basic Personal Data Payroll	Time
Infotype text	S
Actions	¥ -
Planned Working Time	1
Absence Quotas	
Quota Corrections	
Time Quota Compensation	
Time Transfer Specifications	
Absences	
Attendances	
Time Sheet Defaults	

Time

- Actions
- Planned Working Time

Planned Working Time – IT-7

Overview Planned Working Time (0007)



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
- Questions can be directed to HRSS @
 - 443.997.5828
 - HRSharedServices-HealthSystemclients@jhu.edu