## PERS Information Screens and Corresponding HR 2.0 Infotypes

Using the SAP system, the following instructions will assist you in viewing information about the employee, located in the **Employee Inquiry,** selection **9** in the *Personnel Reporting System (PERS) Applications Menu.* We will look at the following PERS screens: 101 Assignment Information, 010 Certificate, 011 Personal, and 026 Leave Information.
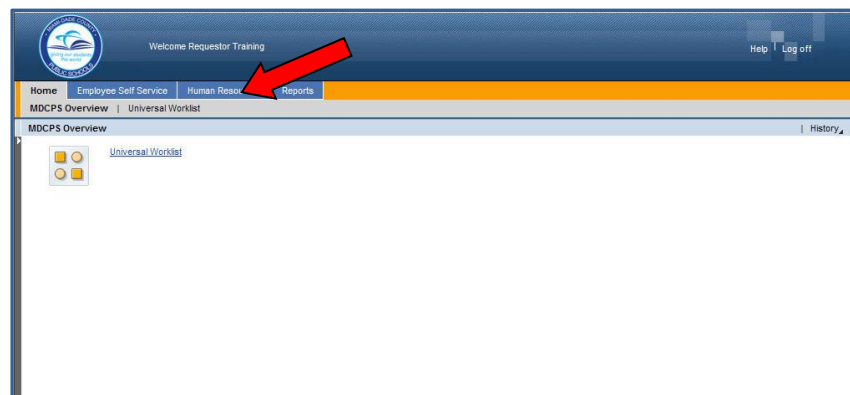
To access **Human Resources**,

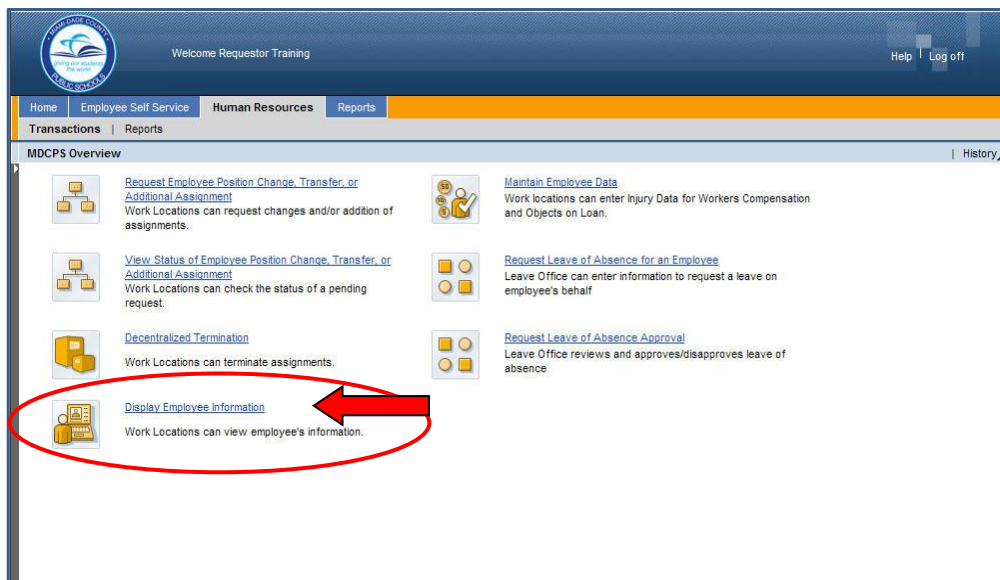▼ **Log in** to the **Employee Portal**

▼ **Click** on the **ERP** tab

On the **MDCPS Overview** screen,

▼ **Click** on the **Human Resources** tab

*You will need Quad A authorization to HR_SITE_DISPLAY_NNNN to access Human Resources (HR).*

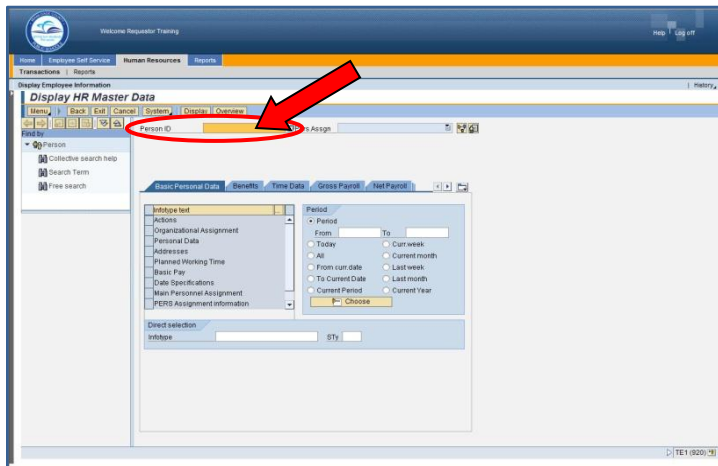

The **Human Resources Transactions** screen will display.



▼ **Click** on **Display Employee Information**

The **HR Master Data** screen will display.

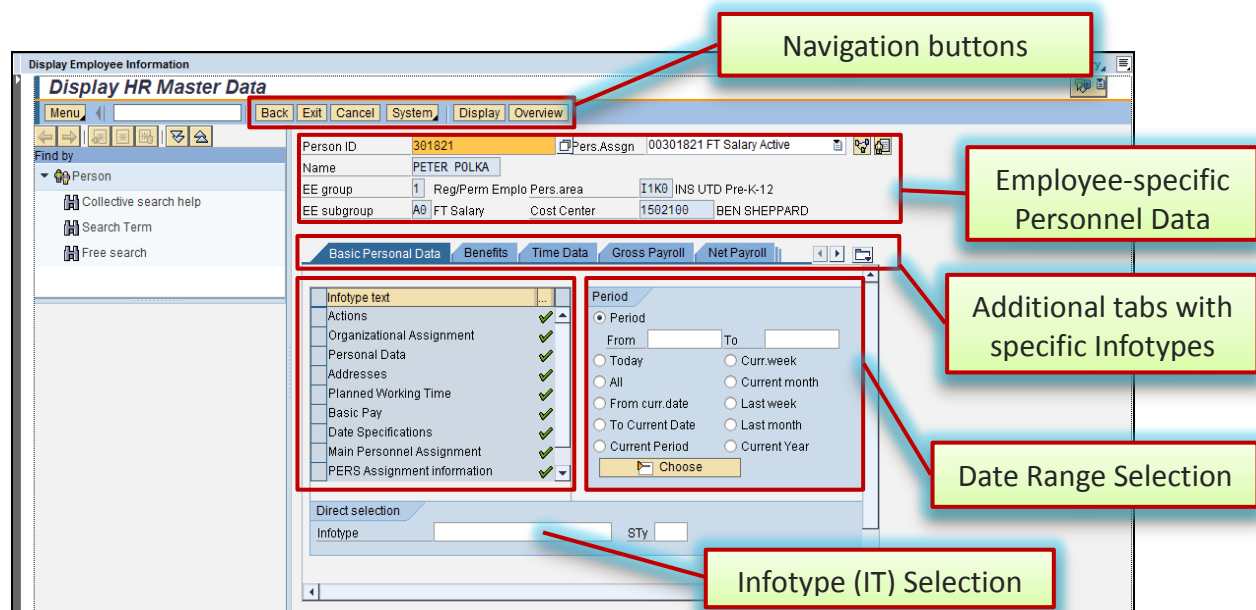On the **HR Master Data** screen, in the **Person ID** field,



▼ **Type**    the employee number

▼ **Click**    on **Display**

The **Display HR Master Data** screen will display for the employee.

## HR Master Data Screen

The **HR Master Data** screen displays employee-specific personnel data. From this screen, information viewed in **the PERS screen 101** can be viewed by typing the assigned Infotype (IT) number in the **Infotype Selection** field as shown in the following PERS and IT sample screens.

## PERS Assignment Information (101) Screen



**Note: The PERS 101 screen information is displayed on six different IT screens.**

## PERS 101 & Corresponding Infotype (IT) Numbers

This table will assist you in locating **PERS 101** screen information in the various **HR 2.0 Infotypes**.

| PERS 101 & Corresponding Infotype (IT) Numbers | | |
|---|---|---|
| **PERS FIELD** | **DESCRIPTION** | **HR 2.0 INFOTYPE Numbers** |
| **LEAVE BEG LEAVE RET** | *Leave Beginning Date/ Return date* | **IT 0000: Actions** *(not pre-HR 2.0)* |
| **START DT (Current Postion)** | *Position Start Date* | **IT 0001: Organizational Assignment** *(Refer to PERS for start dates before 10/11/2009)* |
| **LOC** | *Location* | **IT 0001: Organizational Assignment** |
| **JOB ASSG** | *Job Assignment* | **IT 0001: Organizational Assignment** |
| **BASE SAL** | *Base Salary* | **IT 0008: Basic Pay** |
| **SUP/AMT** | *Supplement(s) and Amounts* | **IT 0014: Recurring Payments/Deductions** *(Master/Specialist/Doctorate)* |
| **CONTRACT TYPE STATUS** | | **IT 0016: Contract Elements** |
| **TERM DATE** | *Termination Date* | **IT 0041: Date Specifications** |

## IT 0000, Actions Screen

The employee's beginning and/or ending leave dates are viewed on IT 0000.

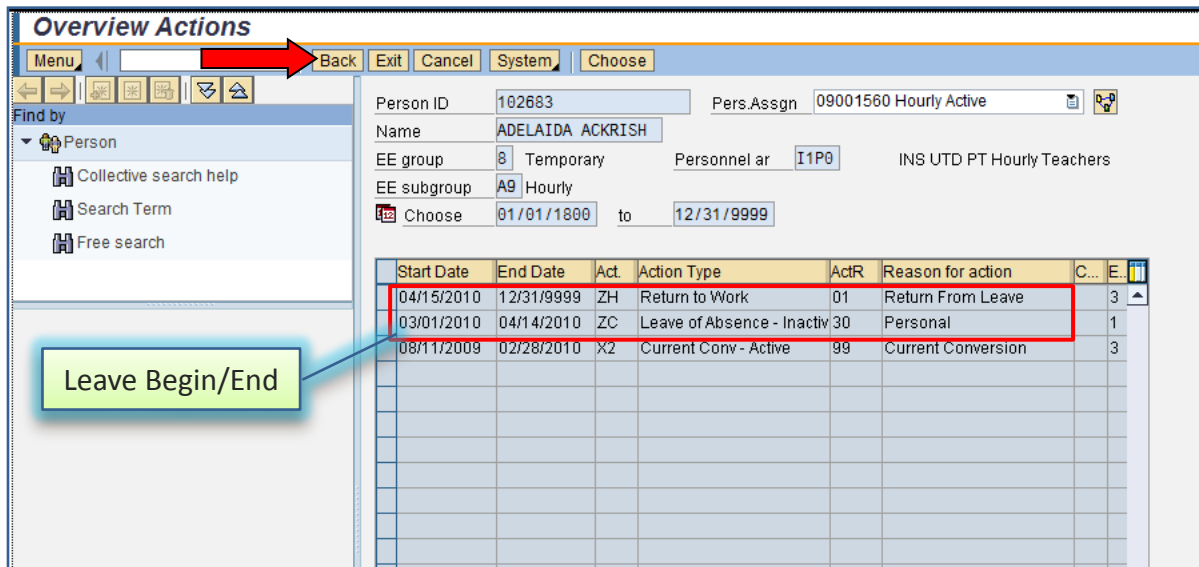To view **IT 0000**, in the **Direct** selection section,
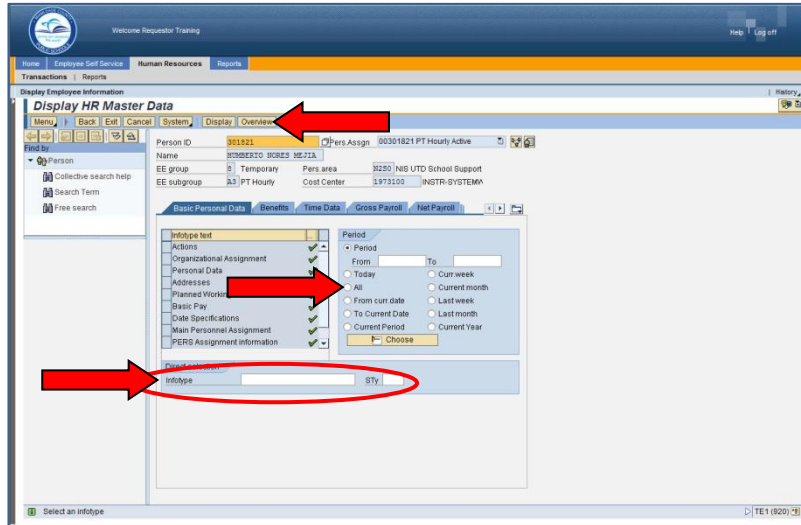


▼ **Click**    **All** under Period

▼ **Type**    the IT number (0000) in the **Infotype** field

▼ **Click**    on **Overview**

The **IT 0000, Actions** screen will be displayed.

*Note: Infotypes can also be viewed by clicking/scrolling on the specific tabs.*
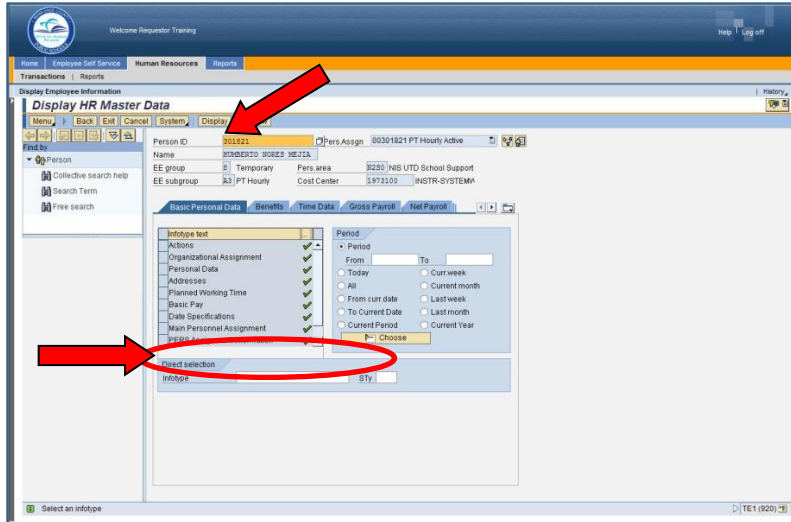
## IT 0000, Actions Screen



▼ **Click**    on **Back** to return to the **HR Master Data** screen

## IT 0001, Organizational Assignment Screen

The employee's work location, job assignment, and position start date are viewed on IT 0001.

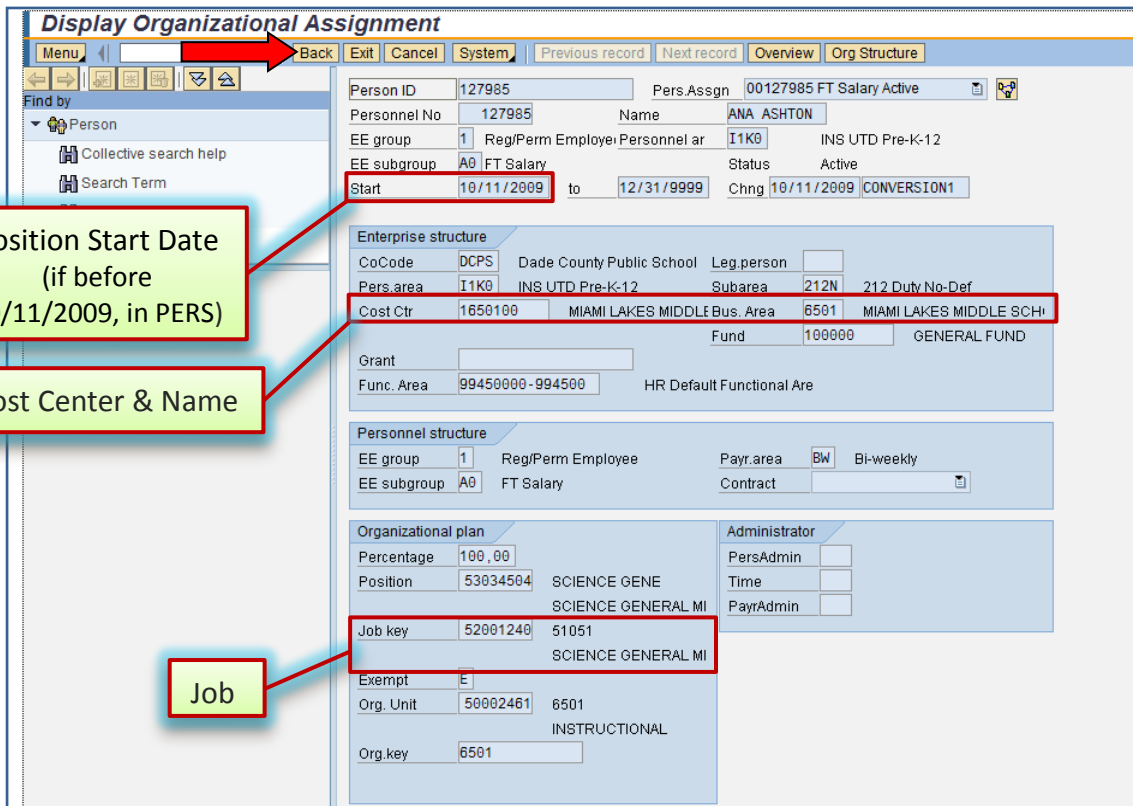To view **IT 0001**, in the **Direct selection** section,



▼ **Type** the IT number (0001) in the **Infotype** field

▼ **Click** on **Display**

The **IT 0001, Organizational Assignment** screen will be displayed.

*Note: Infotypes can also be viewed by clicking/scrolling on the specific tabs.*
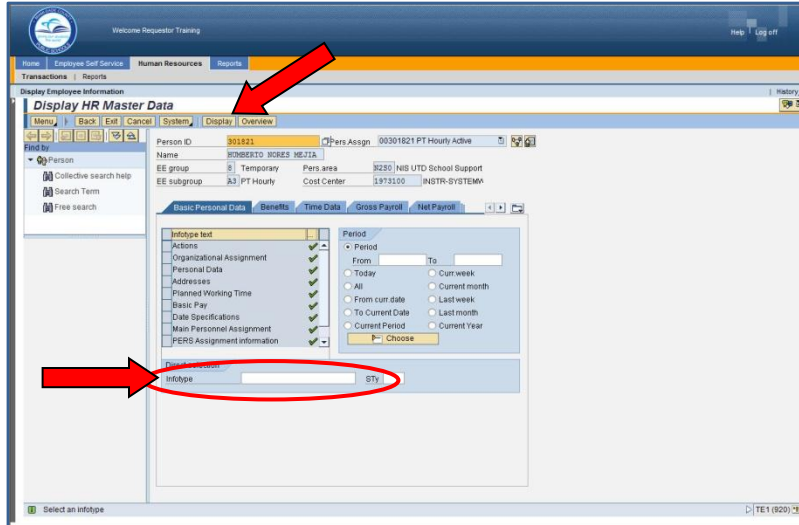
## IT 0001, Organizational Assignment Screen



▼ **Click** on **Back** to return to the **HR Master Data** screen

## IT 0008, Basic Pay Screen

The employee's base salary is viewed on IT 0008.

To view **IT 0008**, in the **Direct selection** section,



▼ **Type** the IT number (0008) in the **Infotype** field

▼ **Click** on **Display**

The **IT 0008, Basic Pay** screen will be displayed.

> *Note: Infotypes can also be viewed by clicking/scrolling on the specific tabs.*

## IT 0008, Basic Pay Screen



Base Salary

> *Note: Master, Specialist, and Doctorate information is available on IT 0022. Other supplements are viewed in PERS.*

▼ **Click** on **Back** to return to the **HR Master Data** screen

## IT 0014, Recurring Payments/Deductions Screen

The employee's supplements and amounts are viewed on IT 0014. Master, Specialist, and Doctorate information is available; other supplements are viewed in PERS.



To view **IT 0014**, in the **Direct selection** section,

▼  **Type**   the IT number (0014) in the **Infotype** field

▼  **Click**   on **Display**

The **IT 0014, Recurring Payments/Deductions** screen will display.

**Note: Infotypes can also be viewed by clicking/scrolling on the specific tabs.**

## IT 0014, Recurring Payments/Deductions Screen



▼  **Click**   on **Back** to return to the **HR Master Data** screen

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## IT 0016, Contract Elements Screen

The employee's contract type status is viewed on IT 0016.

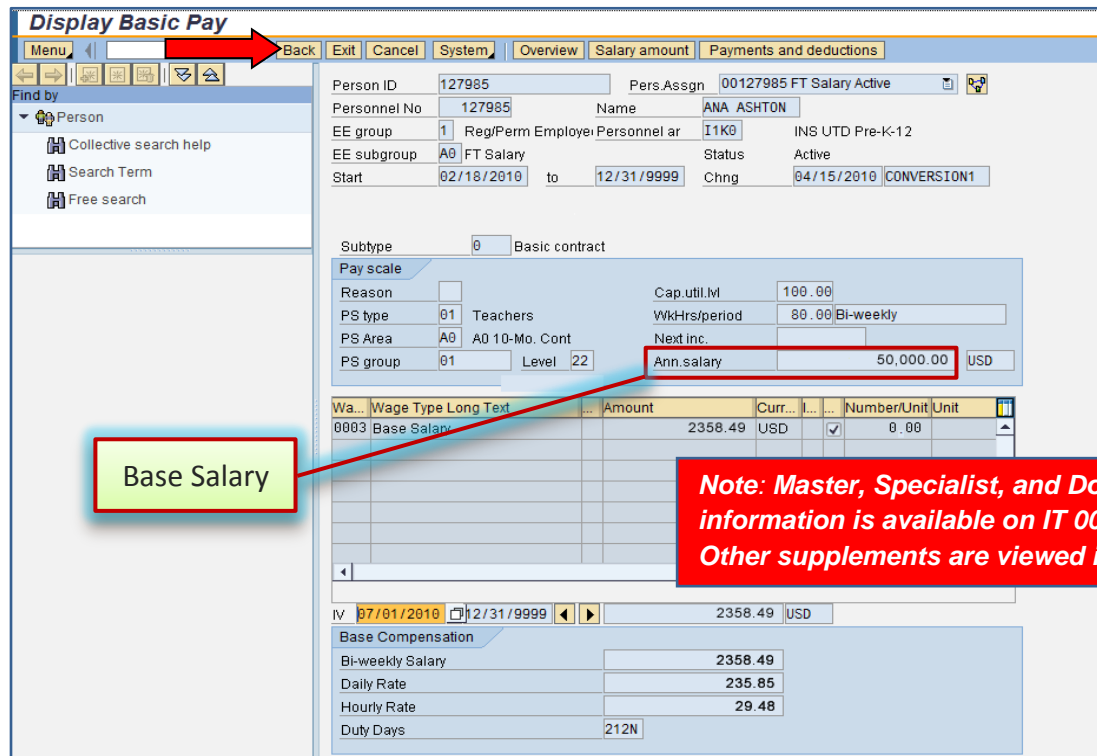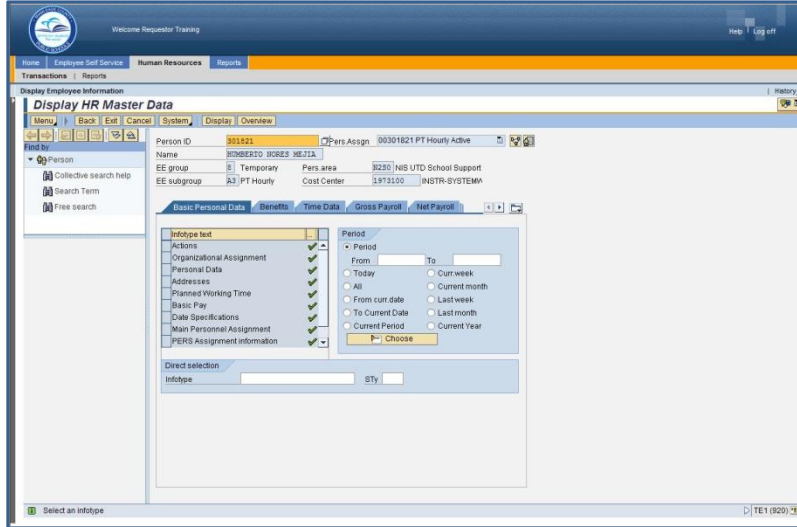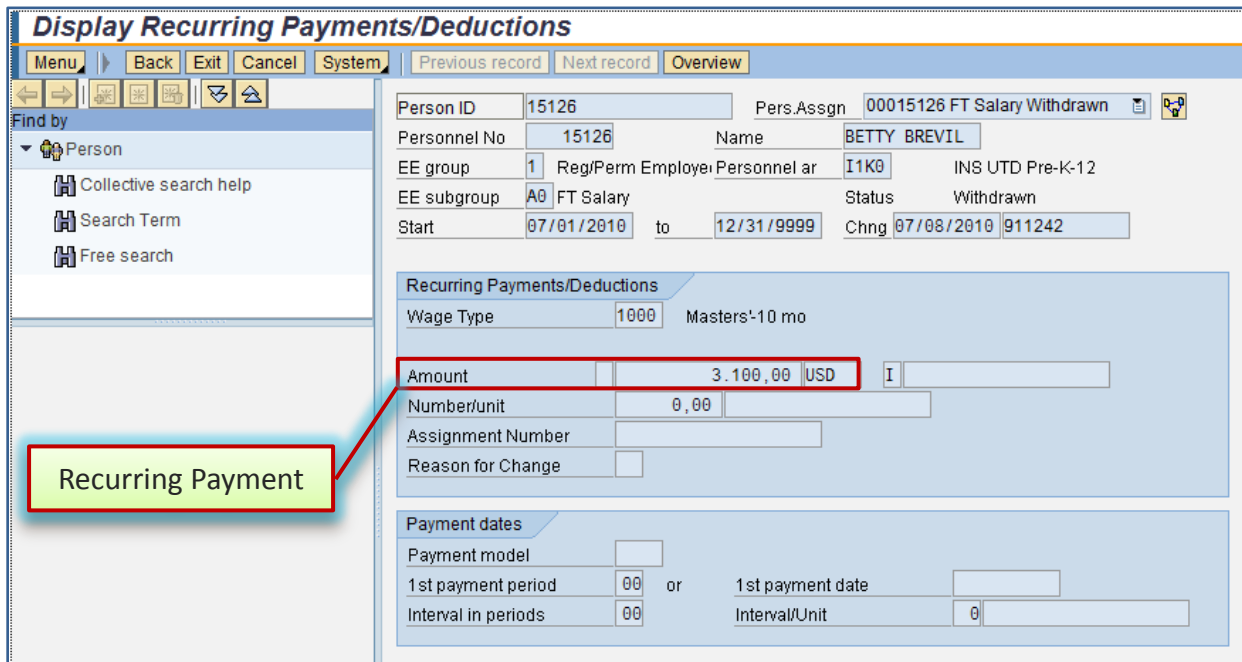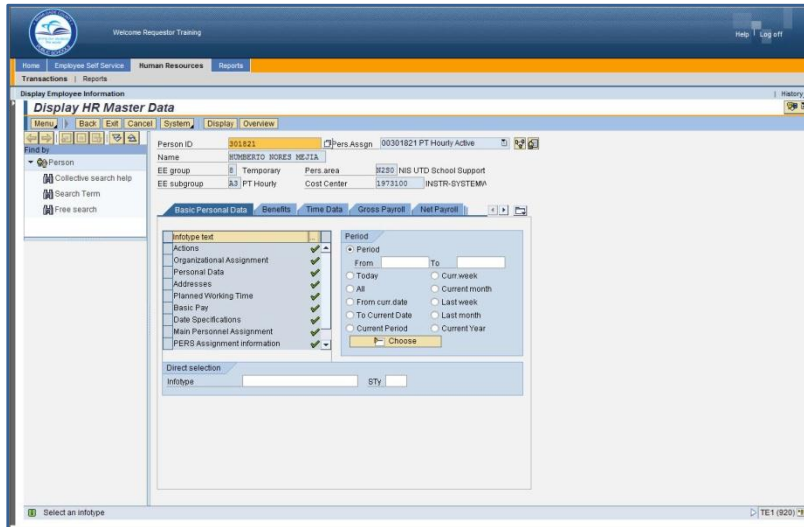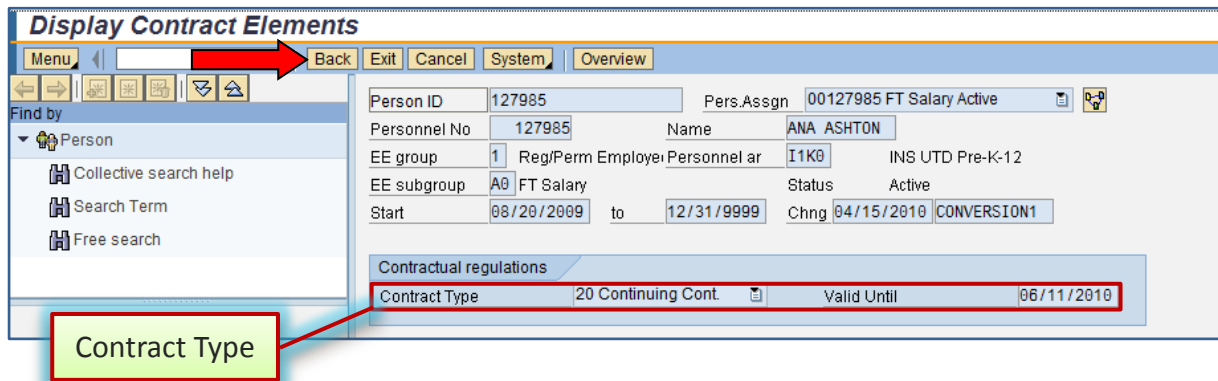To view **IT 0016**, in the **Direct selection** section,



▼ **Type** the IT number (0016) in the **Infotype** field

▼ **Click** on **Display**

The **IT 0016, Contract Elements** screen will be displayed.

*Note: Infotypes can also be viewed by clicking/scrolling on the specific tabs*.
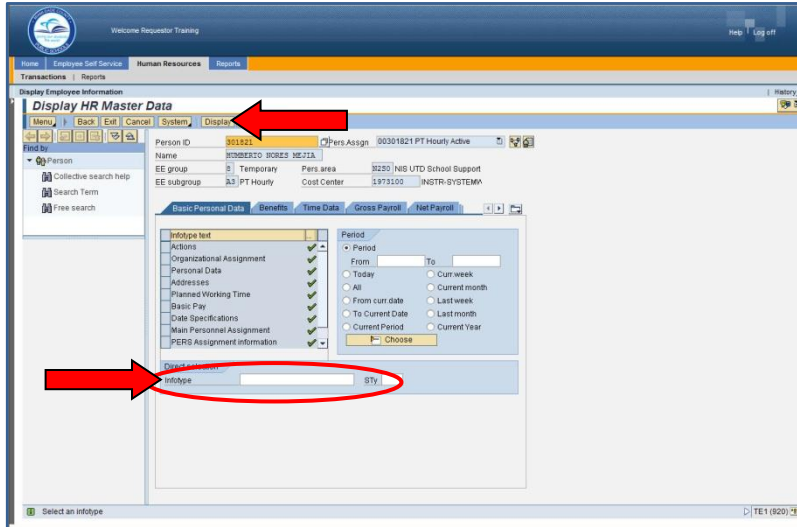
## IT 0016, Contract Elements Screen



Contract Type

▼ **Click** on **Back** to return to the **HR Master Data** screen

## IT 0041, Date Specifications Screen

The employee's termination date is viewed on IT 0041.



To view **IT 0041**, in the **Direct selection** section,
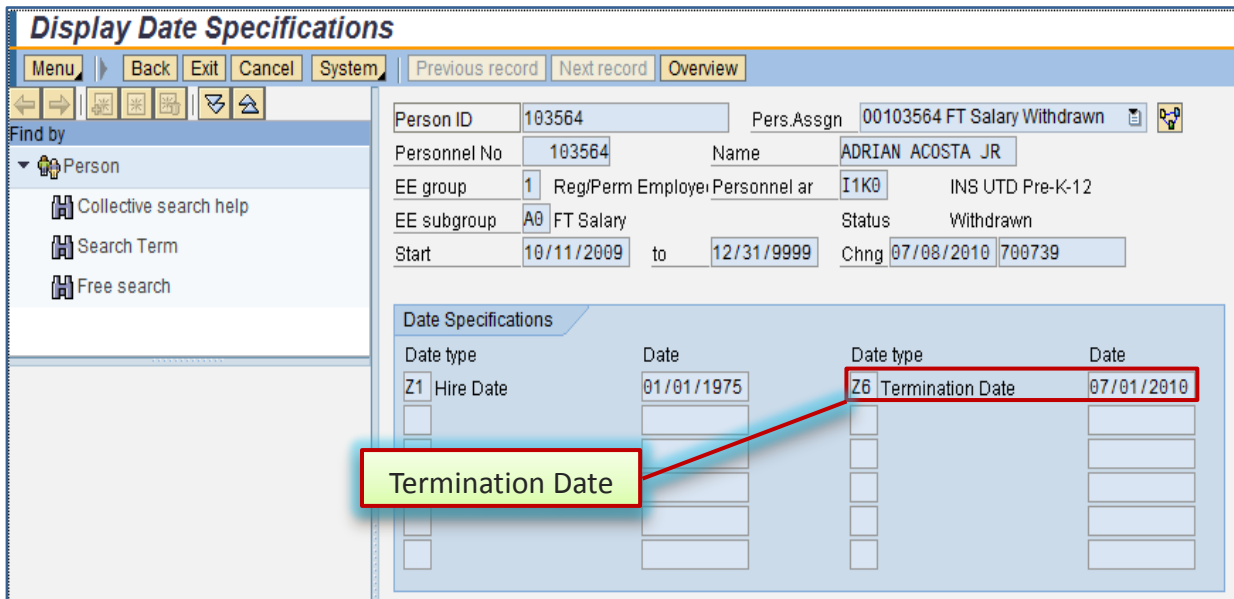
▼ **Type** the IT number (0041) in the **Infotype** field

▼ **Click** on **Display**

The **IT 0041, Date Specifications** screen will display.

> *Note: Infotypes can also be viewed by clicking/scrolling on the specific tabs.*

## IT 0041, Date Specifications Screen



▼ **Click** on **Back** to return to the **HR Master Data** screen

## HR Master Data Screen

The **HR Master Data** screen displays employee-specific personnel data. From this screen, information viewed in the **PERS screen 010** can be viewed by typing the assigned Infotype (IT) number in the **Infotype Selection** field as shown in the following PERS and IT sample screens. *[See page 1 for SAP log in information.]*

## PERS Certification Information (010) Screen



> **Note: The PERS 010 certification information is displayed on one IT screen.**

## PERS 010 & Corresponding Infotype (IT) Numbers

This table will assist you in locating **PERS 010** screen information in the various **HR 2.0 Infotypes**.

| PERS 010 & Corresponding Infotype (IT) Numbers | | |
|---|---|---|
| **PERS FIELD** | **DESCRIPTION** | **HR 2.0 INFOTYPE Numbers** |
| **DOE NUMBER/DISTRICT NUMBER** | | **IT 0795: Certification and Licensing** |
| **SUBJECT/LEVEL** | *Certification(s) by Subject, Grade Level, Expiration Year, Level and Type* | **IT 0795: Certification and Licensing** |

## IT 0795, Certification and Licensing Screen

The employee's certification information is viewed on IT 0795.
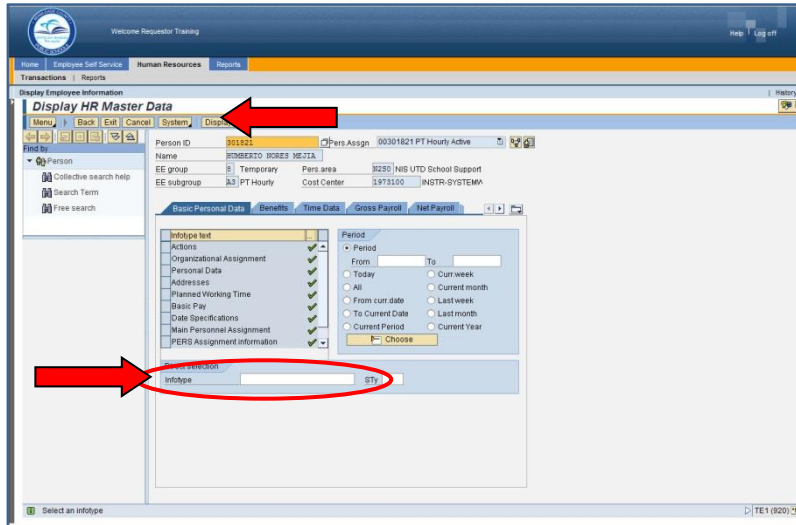


To view **IT 0795**, in the **Direct selection** section,

▼ **Type**   the IT number (0795) in the **Infotype** field

▼ **Click**   on **Display**

The **IT 0795, Certification and Licensing** screen will display.

*Note: Infotypes can also be viewed by clicking/scrolling on the specific tabs.*

## IT 0795, Certification and Licensing Screen
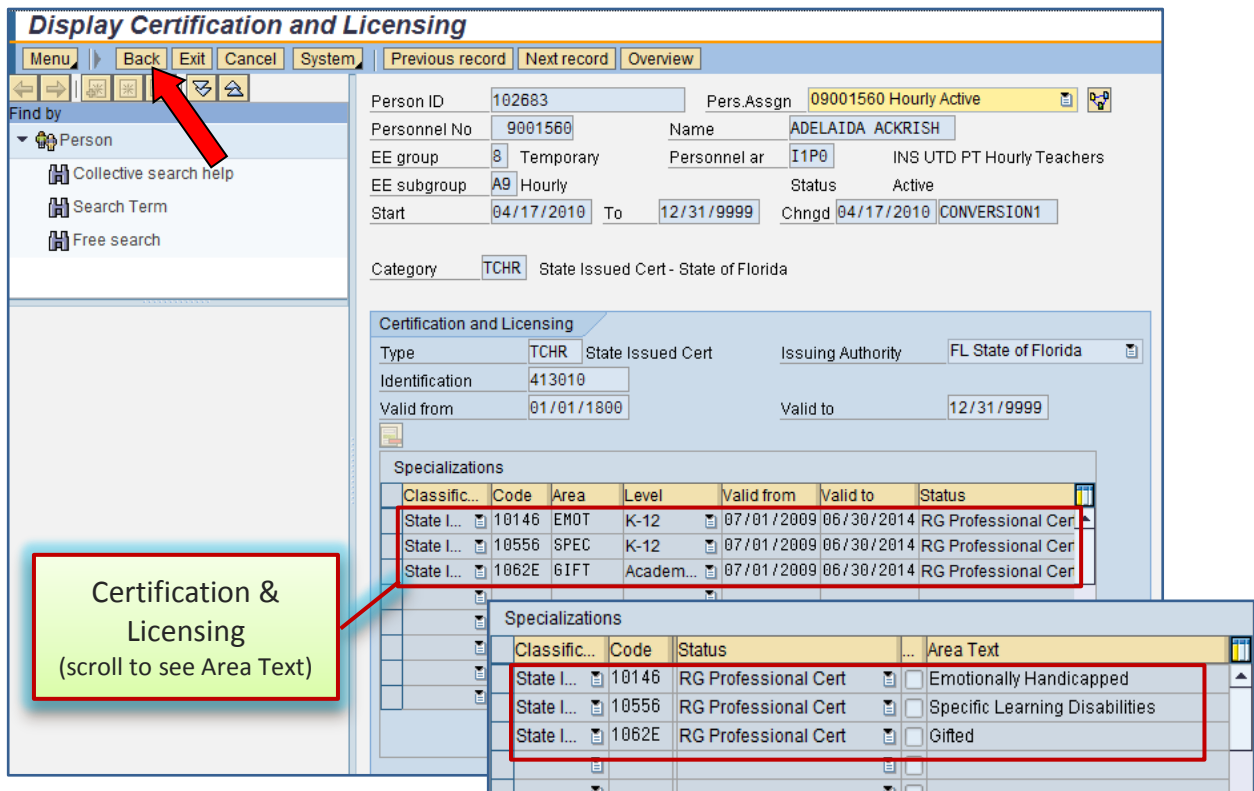


▼ **Click**   on **Back** to return to the **HR Master Data** screen

### HR Master Data Screen

The **HR Master Data** screen displays employee-specific personnel data. From this screen, the information viewed in the **PERS screen 011** can be viewed by typing the assigned Infotype (IT) number in the **Infotype Selection** field as shown in the following PERS and IT sample screens. *[See page 1 for SAP log in information.]*

### PERS Personal Information (011) Screen



> **Note: The PERS 011 screen information is displayed on three different IT screens**.

### PERS 011 & Corresponding Infotype (IT) Numbers

This table will assist you in locating **PERS 011** screen information in the various **HR 2.0 Infotypes**.

| PERS 011 & Corresponding Infotype (IT) Numbers | | |
|---|---|---|
| **PERS FIELD** | **DESCRIPTION** | **HR 2.0 INFOTYPE Numbers** |
| **BDATE** | *Date of Birth* | **IT 0002: Personal Data** |
| **HOME ADDRESS** | *Home Address and Telephone Number* | **IT 0006: Addresses** |
| **SCHOOL OF GRADUATION/ YEAR/PROGRAM** | *School(s), Program(s), and Date(s) of Graduation* | **IT 0022: Education** |

## IT 0002, Personal Data Screen

The employee's birth date is viewed on IT 0002.
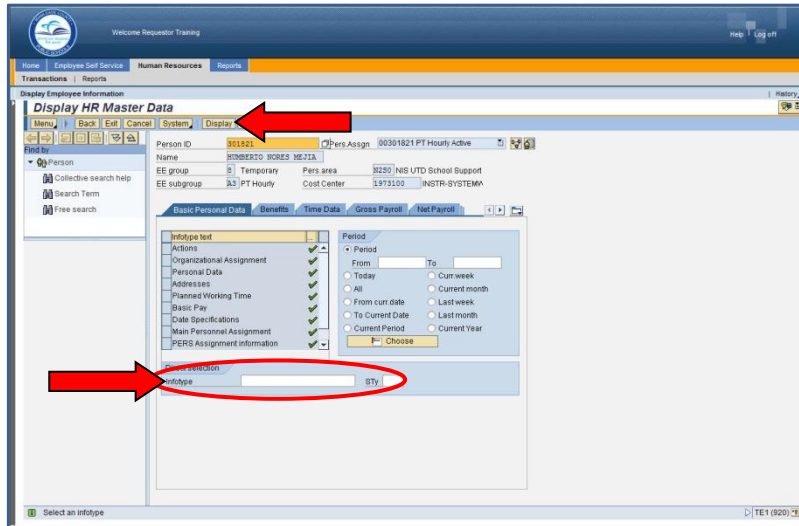


To view **IT 0002**, in the **Direct selection** section,

▼ **Type** the IT number (0002) in the **Infotype** field

▼ **Click** on **Display**

The **IT 0002, Personal Data** screen will display.

*Note: Infotypes can also be viewed by clicking/scrolling on the specific tabs.*

## IT 0002, Personal Data Screen



▼ **Click** on **Back** to return to the **HR Master Data** screen

---

## IT 0006, Addresses Screen

The employee's home address and telephone number are viewed on IT 0006.



To view **IT 0006**, in the **Direct selection** section,

▼ **Type** the IT number (0006) in the **Infotype** field

▼ **Click** on **Display**

The **IT 0006, Addresses** screen will display.

*Note: Infotypes can also be viewed by clicking/scrolling on the specific tabs.*

## IT 0006, Addresses Screen



▼ **Click** on **Back** to return to the **HR Master Data** screen

### IT 0022, Education Screen

The employee's school(s), date(s), and program(s) of graduation are viewed on IT 0022.
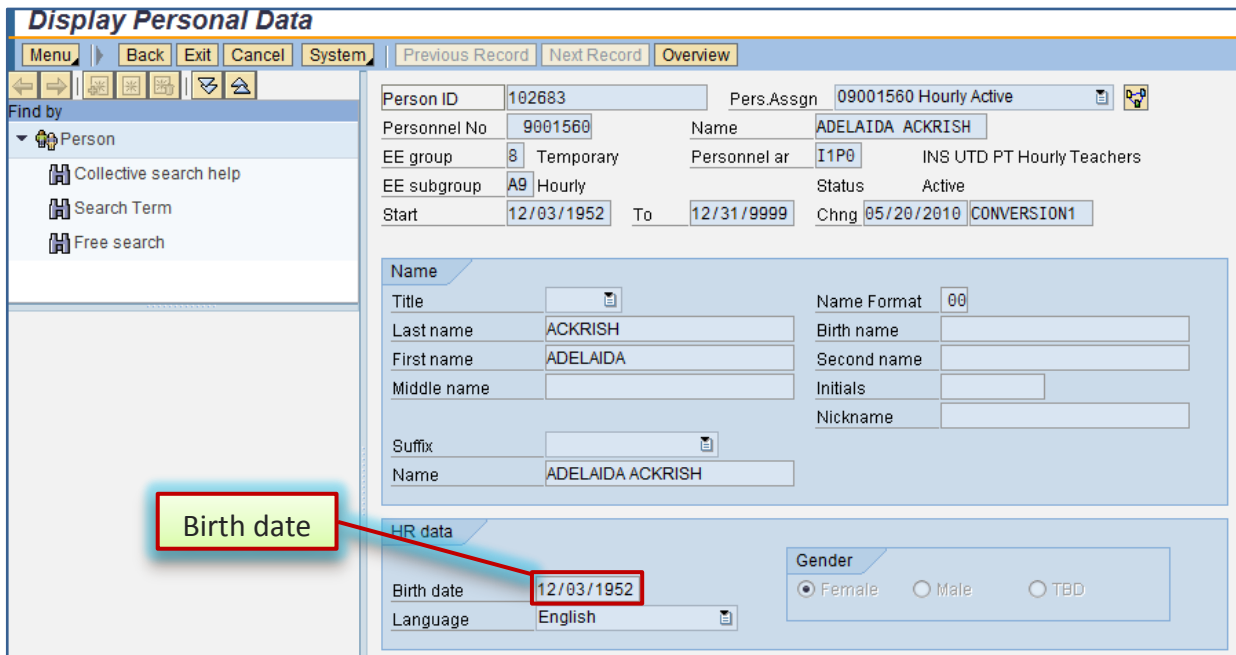


To view **IT 0022**, in the **Direct selection** section,

▼ **Type** the IT number (0022) in the **Infotype** field

▼ **Click** on **Overview**

The **IT 0022, Education** screen will display.

*Note: Infotypes can also be viewed by clicking/scrolling on the specific tabs.*
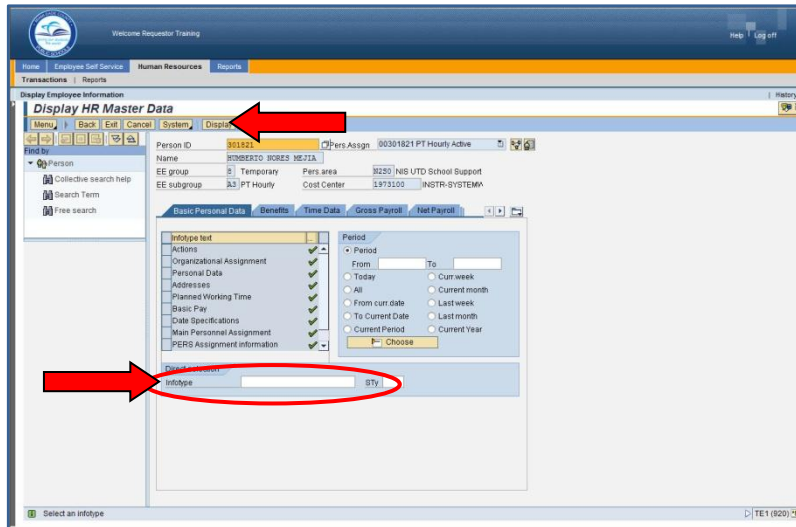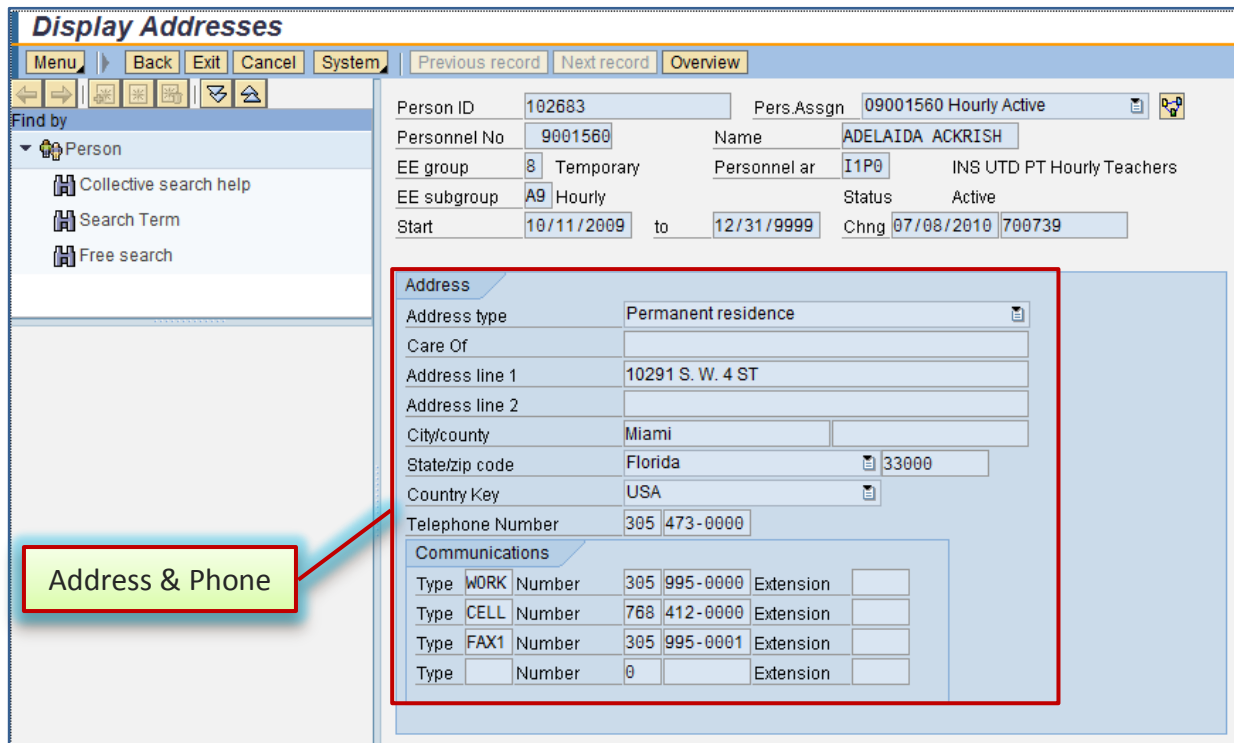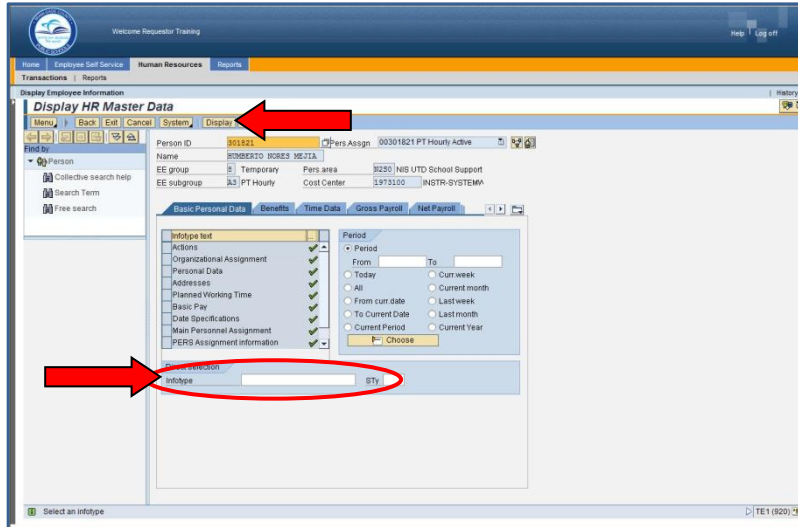
### IT 0022, Education Screen
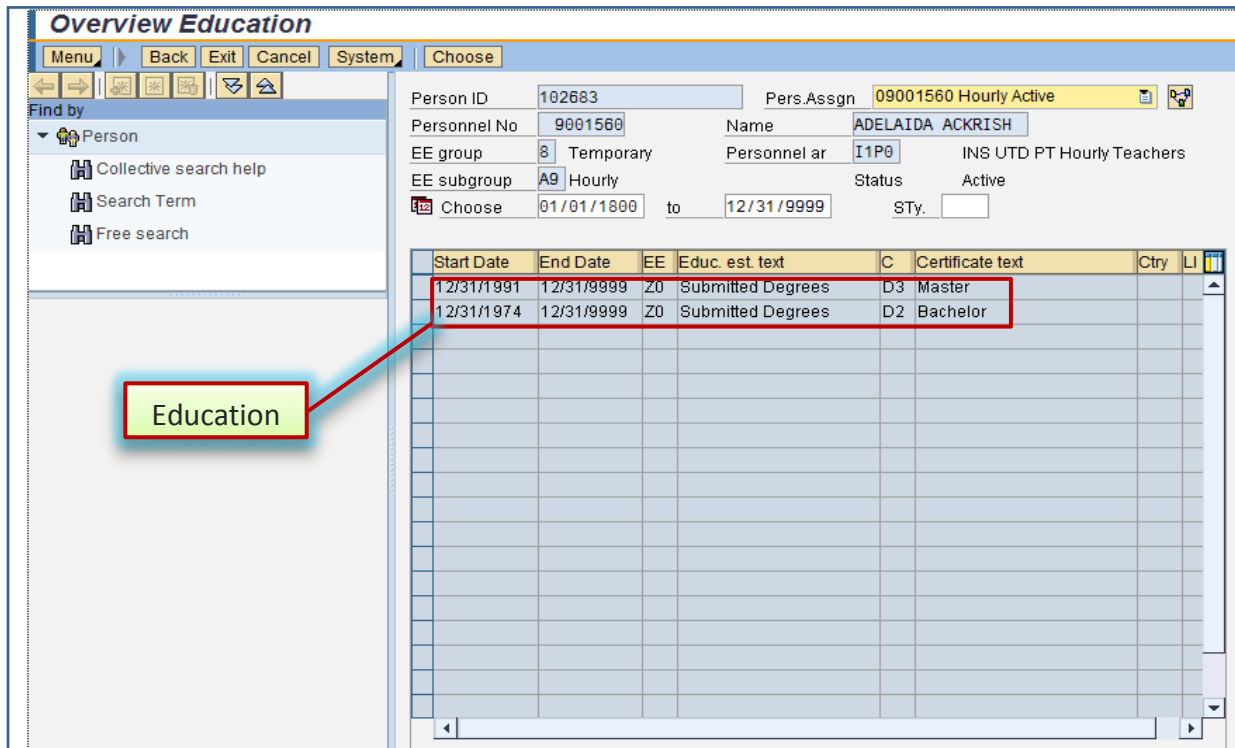


▼ **Click** on **Back** to return to the **HR Master Data** screen

## HR Master Data Screen

The **HR Master Data** screen displays employee-specific personnel data. From this screen, information viewed in the **PERS screen 026** can be viewed by typing the assigned Infotype (IT) number in the **Infotype Selection** field as shown in the following PERS and IT sample screens.

## PERS Employee Leave Information System Applications Menu (026) Screen

```
EL01-G6LH           NEXT: ___    EMPNO:  000000  ◄◄◄   09/26/12  09:48:57


                     EMPLOYEE LEAVE INFORMATION SYSTEM
                             APPLICATIONS MENU




                 1.  EMPLOYEE LEAVE HISTORY
                 2.  EMPLOYEE LEAVE HISTORY CHANGE
                 3.  SUBSTITUTE WORK HISTORY
                 4.  SUBSTITUTE WORK HISTORY CHANGE
                 5.  COMMENT CODES
                 6.  SALARY ADJUSTMENTS
                 7.  CONTAGIOUS DISEASE TRANSACTIONS

                     ENTER SELECTION         1   ◄◄◄



     *PRESS CLEAR TO EXIT
```

## PERS Employee Leave History (01)

```
EL02-G6LH                    NEXT: ___    EMPNO:  000000   09/26/12  09:50:35
                          EMPLOYEE LEAVE HISTORY
                                        BEGIN DATE: _____    PRINTER: ___
NAME: SAMPLE EMPLOYEE
LOC/PAYCODE:      C            DATE      DAY TYPE SPV DAY/HR    SOURCE    COM
JOB CODE:    4381-82094       20100701  THU PAVL  P    6.000   ACCR
BOARD CODE:  45Z  PAY YEAR: 23 20100708  THU ****       0.000   PARS
BARG UNIT:   3    SICK BANK: 3           SICR  S  -   0.500   PARS
CHECK LOC:        ACCR FLAG: Y 20100723  FRI SAVL  S    5.000   ACCR
LV BEG: 000000   LV END: 000000          VAVL  V      1.500   ACCR
HIRE/REHIRE DATE: 881107      20100823  MON SICK  S  -   1.000   PARS
                              20100824  TUE SAVL  S    1.000   ACCR
                                        VAVL  V      1.500   ACCR
VAC DROP DAYS PAID    0.0     20100910  FRI ****       0.000   PARS
                                        VACN  V  -   0.500   PARS
        TIME    TAKEN    BAL  20100913  MON VACN  V  -   1.000   PARS
        AVAIL   YTD      FWD  20100914  TUE VACN  V  -   1.000   PARS
VACN   27.348  12.00   32.598 20100915  WED VACN  V  -   1.000   PARS
PERS    6.00    2.50         20100916  THU VACN  V  -   1.000   PARS
SICK   24.50           16.50 20100917  FRI VACN  V  -   1.000   PARS
OUTC                         20100921  TUE SAVL  S    1.000   ACCR
* PRESS PF3 FOR EMP LEAVE CHANGE        * PRESS PF8 FOR LEAVE TYPES
* PRESS ENTER TO PAGE FORWARD           * PRESS CLEAR TO RETURN TO MENU
```

## IT 2001, Overview Absences Screen

The employee's types of absences that were taken and the dates on which they were taken, is viewed on the IT 2001.
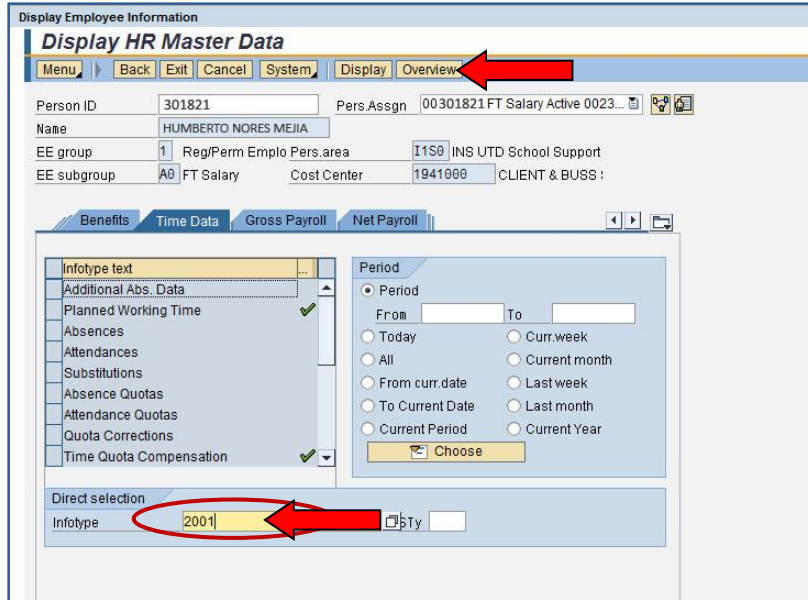
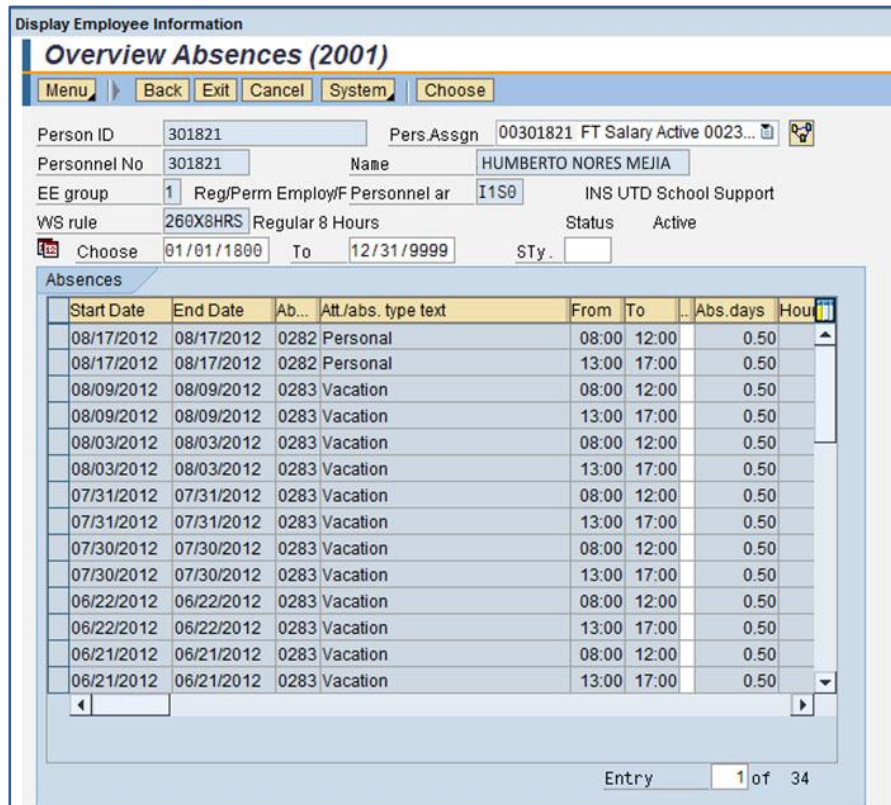

To view **IT 2001**, in the **Direct selection** section,

▼ **Type** the IT number (2001) in the **Infotype** field

▼ **Click** on **Overview**

The **IT 2001, Overview Absences (2001) page** will display.

## IT 2001, Overview Absences Screen

### PERS 101, 010, 011 and 026 Information and Corresponding Infotypes (IT) Numbers

This table will assist you in locating **PERS 101, 010, 011** and **026** screen information in the various **HR 2.0 Infotypes**.

| PERS 101 & Corresponding Infotype (IT) Numbers | | |
|---|---|---|
| **PERS FIELD** | **DESCRIPTION** | **HR 2.0 INFOTYPE Numbers** |
| **LEAVE BEG LEAVE RET** | *Leave Beginning Date/ Return date* | **IT 0000: Actions** *(not pre-HR 2.0)* |
| **START DT (Current Postion)** | *Position Start Date* | **IT 0001: Organizational Assignment** *(Refer to PERS for start dates before 10/11/2009)* |
| **LOC** | *Location* | **IT 0001: Organizational Assignment** |
| **JOB ASSG** | *Job Assignment* | **IT 0001: Organizational Assignment** |
| **BASE SAL** | *Base Salary* | **IT 0008: Basic Pay** |
| **SUP/AMT** | *Supplement(s) and Amounts* | **IT 0014: Recurring Payments/Deductions** *(Master/Specialist/Doctorate)* |
| **CONTRACT TYPE STATUS** | | **IT 0016: Contract Elements** |
| **TERM DATE** | *Termination Date* | **IT 0041: Date Specifications** |
| PERS 010 & Corresponding Infotype (IT) Numbers | | |
| **PERS FIELD** | **DESCRIPTION** | **HR 2.0 INFOTYPE Numbers** |
| **DOE NUMBER/DISTRICT NUMBER** | | **IT 0795: Certification and Licensing** |
| **SUBJECT/LEVEL** | *Certification(s) by Subject, Grade Level, Expiration Year, Level and Type* | **IT 0795: Certification and Licensing** |
| PERS 011 & Corresponding Infotype (IT) Numbers | | |
| **PERS FIELD** | **DESCRIPTION** | **HR 2.0 INFOTYPE Numbers** |
| **BDATE** | *Date of Birth* | **IT 0002: Personal Data** |
| **HOME ADDRESS** | *Home Address and Telephone Number* | **IT 0006: Addresses** |
| **SCHOOL OF GRADUATION/ YEAR/PROGRAM** | *School(s), Program(s), and Date(s) of Graduation* | **IT 0022: Education** |
| PERS 026 & Corresponding Infotype (IT) Numbers | | |
| **PERS FIELD** | **DESCRIPTION** | **HR 2.0 INFOTYPE Numbers** |
| **EMPLOYEE LEAVE HISTORY** | *Types of absences that were taken and the dates on which they were taken* | **IT 2001: Overview Absences (2001)** |

## *Whom to Contact for Assistance*

For questions or comments, please submit a *Self Service* incident at
http://selfservice.dadeschools.net.

## *For Help with PERS to SAP Transition*

Go to the SAP ERP Training Resources site. It provides up-to-date SAP Training resources, step-by-step tutorials, quick tip guides, and important links to assist you with the MDCPS district processes in SAP.