



## LOCATE PERS INFORMATION IN SAP

### **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.

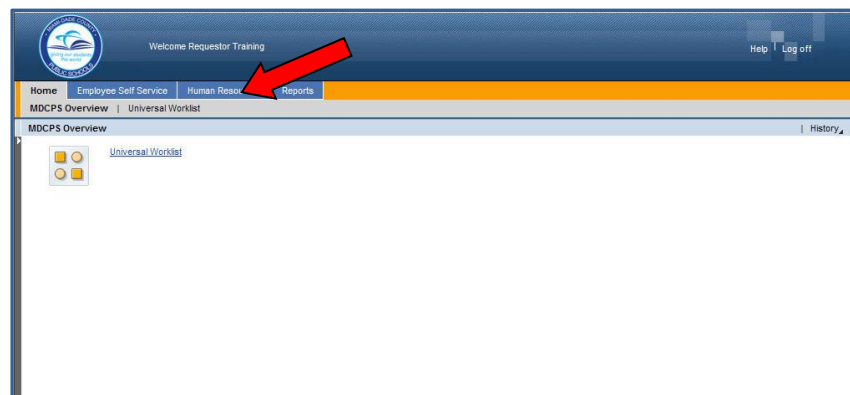
To access **Human Resources**,

- ▼ **Log in** to the **Employee Portal**
- ▼ **Click** on the **ERP** tab

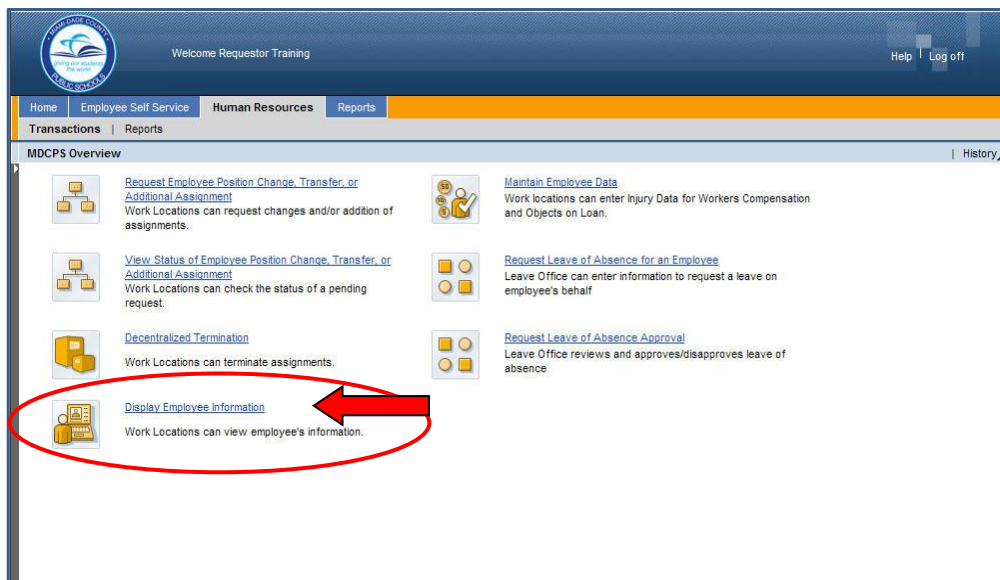
On the **MDCPS Overview** screen,

- ▼ **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.

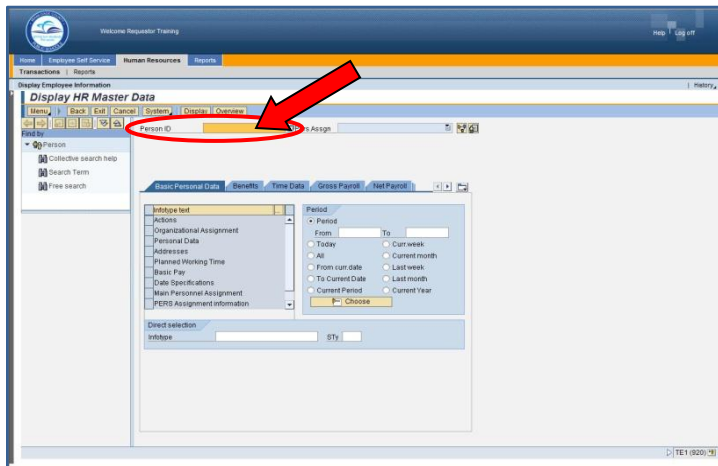


- ▼ **Click** on **Display Employee Information**

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

# LOCATE PERS INFORMATION IN SAP

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



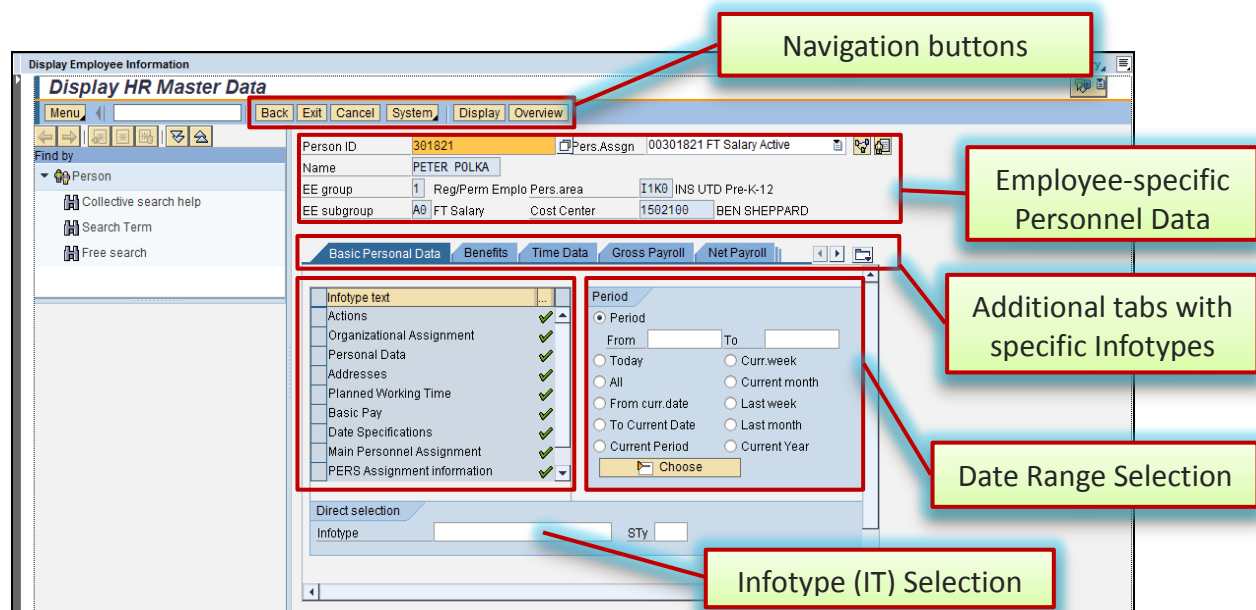
▼ **Type** the employee number

▼ **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.





# LOCATE PERS INFORMATION IN SAP

## PERS Assignment Information (101) Screen

PS02-X2V7      **CURR: 101**      EMPNO: 987654

ASSIGNMENT INFORMATION

NAME: RESOURCES, HUGH M.  
MIAMI MIDDLE SCHOOL      LAST MAINT 03/23/10

LOC	PAY	BA	FUND	OBJ.	FUNC	PROG	POS.CNT.	JOB ASSG	PAY RATE	TP
0001	H	45Z	2	5144	5102	6020	0016	1240-51051		D

SCIENCE GENERAL MIDDLE

**IT 0001**      **IT 0001**

FISCAL DATE	BASE SAL.	ANNUAL SAL.	SCHD GR	STEP	CONTRACT TYPE	STATUS
12/25/09	50,000.00		C0		20	CC

**IT 0008**      **IT 0016**

SUP1	SUP-AMT	SUP2	SUP-AMT	SUP3	SUP-AMT	SUP4	SUP-AMT	SUP5	SUP-AMT
		P00H	340.00						
SUP6	SUP-AMT	SUP7	SUP-AMT	SUP8	SUP-AMT	SUP9	SUP-AMT	SUP10	SUP-AMT

**IT 0014; Master/Specialist/Doctorate**      **IT 0041**

BOARD DATE	LEAVE BEG	LEAVE RET	PROB END	CURR POS	TERM DATE	START DT	LAST PMT
12/25/09				06/30/98		06/30/88	07/02/10

**IT 0000 (not pre HR 2.0)**      **Position Start Date, IT 0001; if before 10/11/2009, in PERS**

PRIME	PRV	TRADE	OCC.CD	OPTION	BARG	DAYS	EMPL	W/S	YRS:	USP	NPS	FLA	SAL	ADM
0001-H			28		1		212					31	32	

**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.

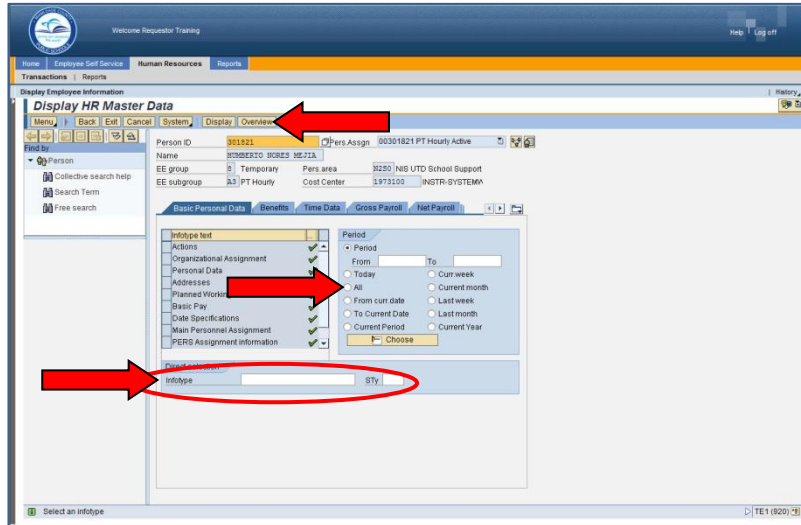
PERS 101 & Corresponding Infotype (IT) Numbers		
PERS FIELD	DESCRIPTION	HR 2.0 INFOTYPE Numbers
LEAVE BEG LEAVE RET	Leave Beginning Date/ Return date	IT 0000: Actions (not pre-HR 2.0)
START DT (Current Postion)	Position Start Date	IT 0001: Organizational Assignment (Refer to PERS for start dates before 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

# LOCATE PERS INFORMATION IN SAP

## 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,

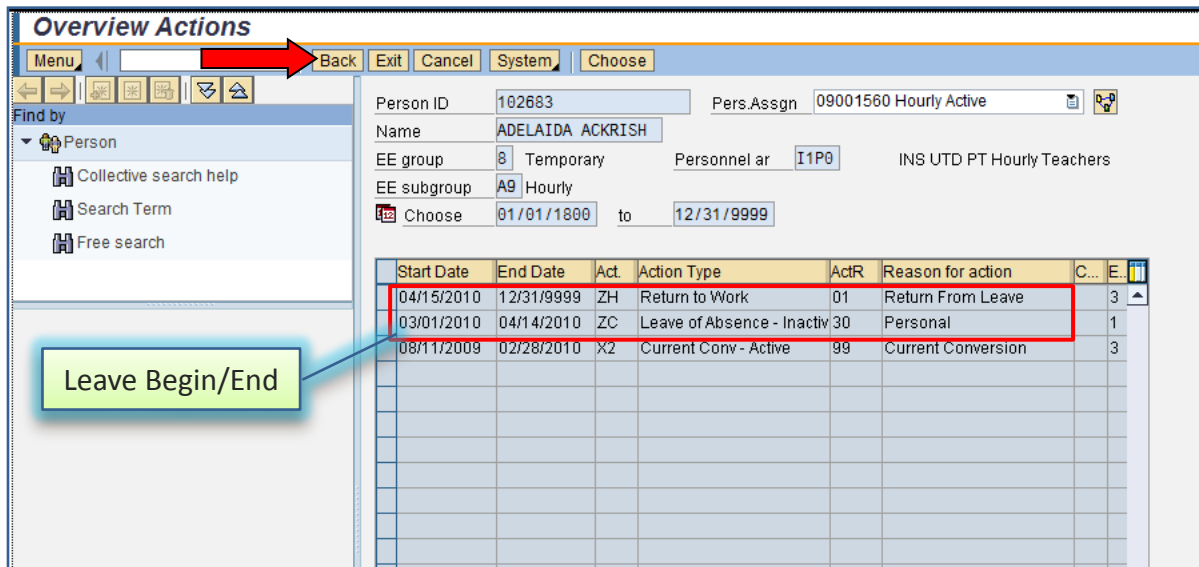


- ▼ Click **All** under Period
- ▼ Type the IT number (0000) in the **Infotype** field
- ▼ Click on **Overview**

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



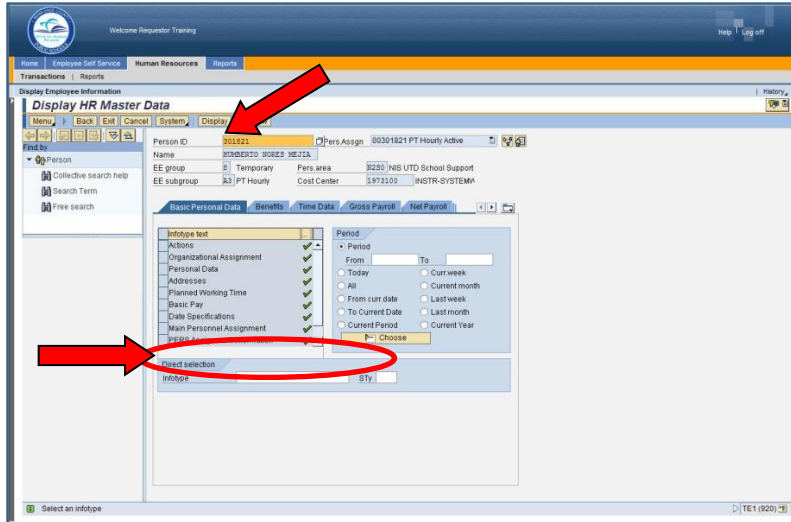
- ▼ Click on **Back** to return to the **HR Master Data** screen

# LOCATE PERS INFORMATION IN SAP

## 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,



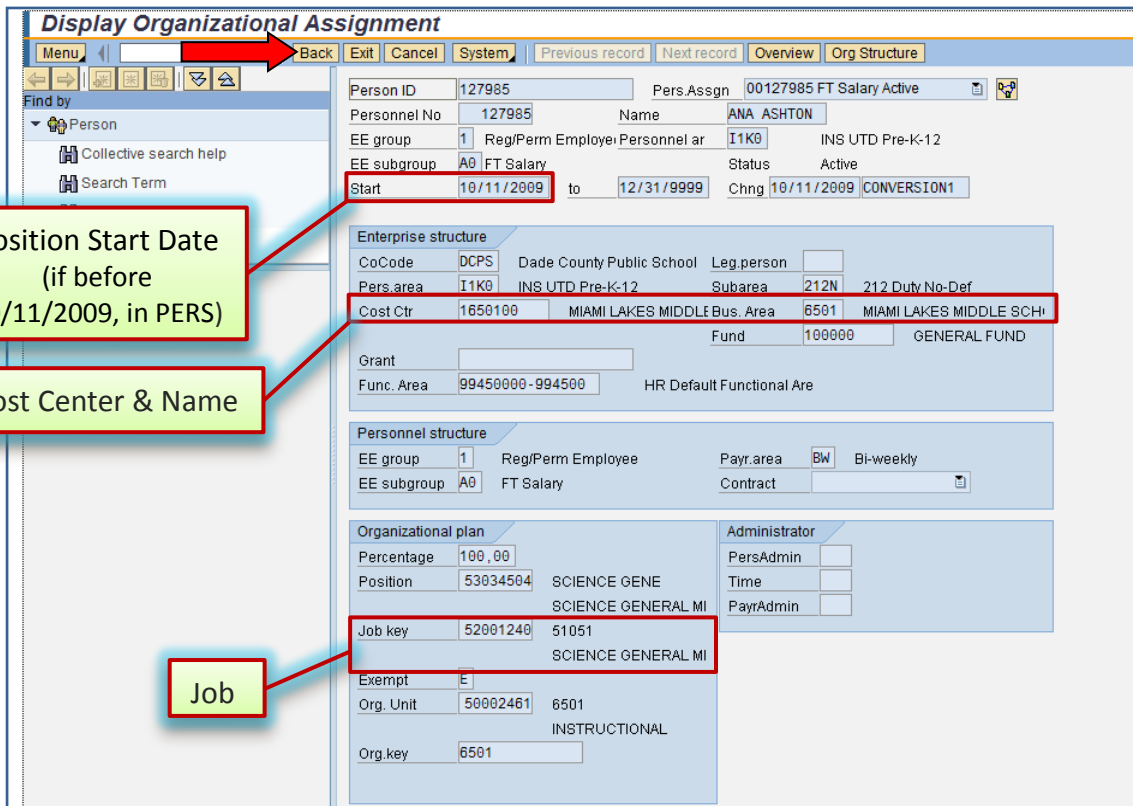
▼ **Type** the IT number (0001) in the **Infotype** field

▼ **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



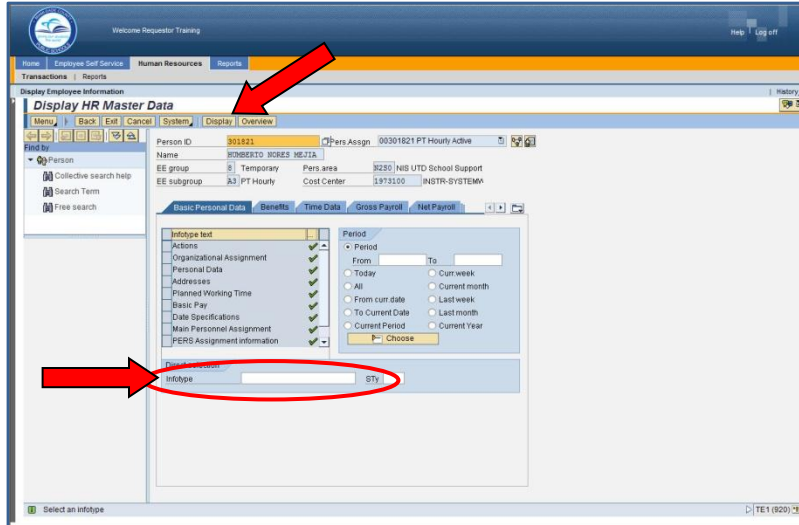
▼ **Click** on **Back** to return to the **HR Master Data** screen

# LOCATE PERS INFORMATION IN SAP

## IT 0008, Basic Pay Screen

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

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



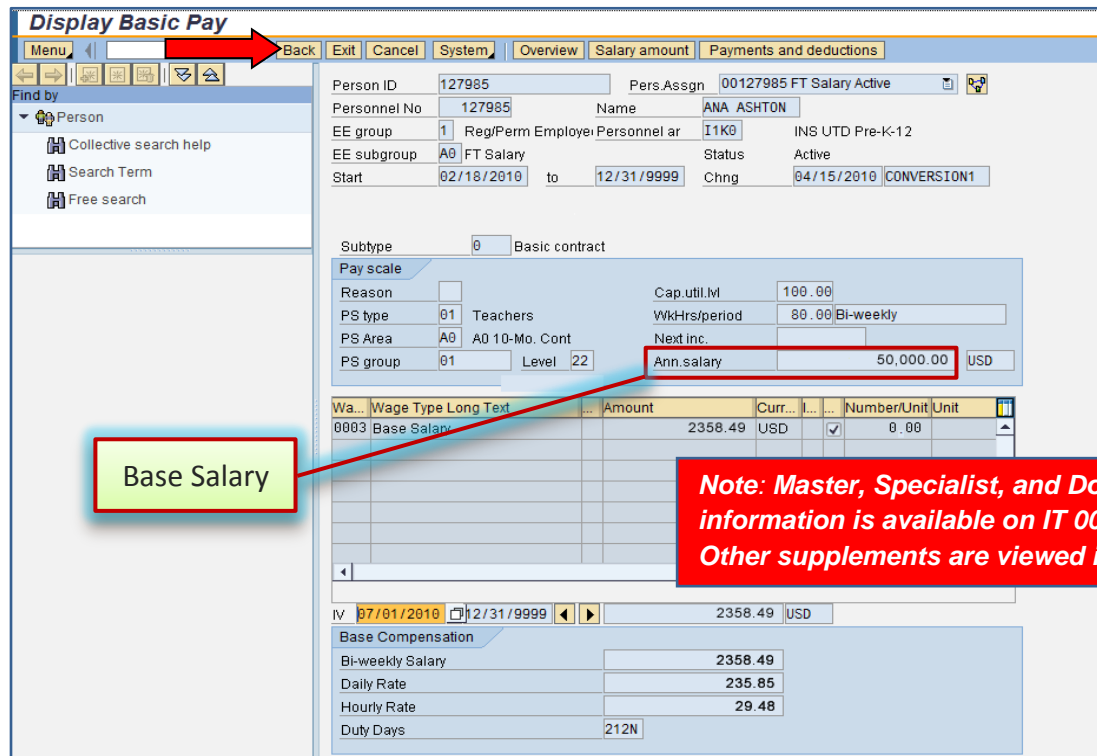
▼ **Type** the IT number (0008) in the **Infotype** field

▼ **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

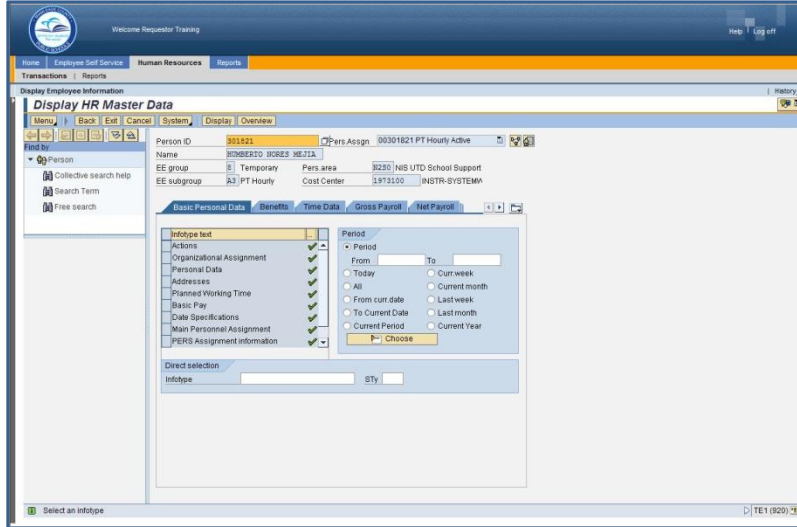


▼ **Click** on **Back** to return to the **HR Master Data** screen

# LOCATE PERS INFORMATION IN SAP

## 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,

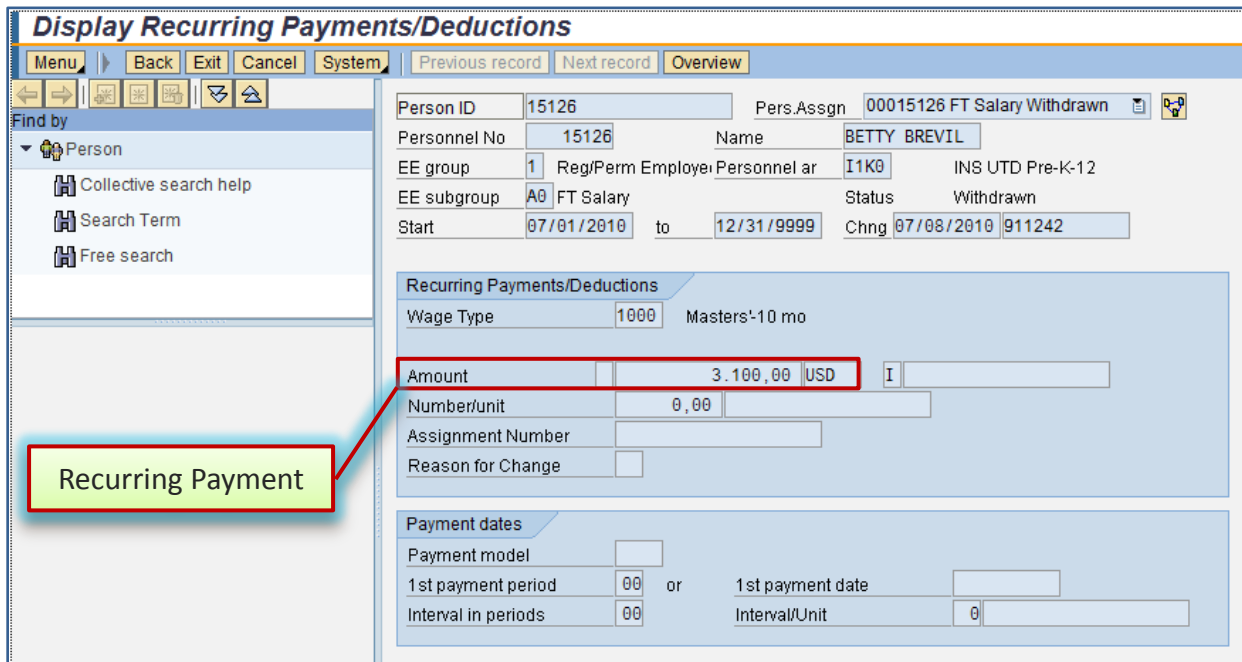
▼ **Type** the IT number (0014) in the **Infotype** field

▼ **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



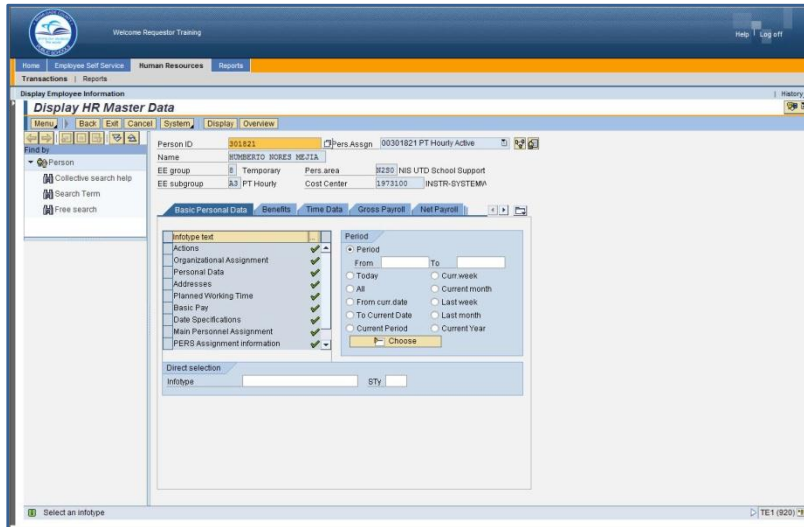
▼ **Click** on **Back** to return to the **HR Master Data** screen

# LOCATE PERS INFORMATION IN SAP

## 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,



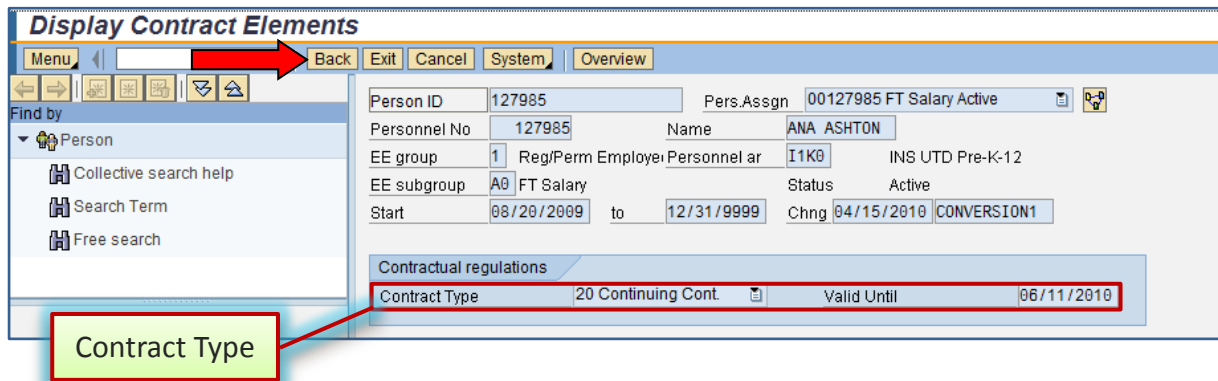
▼ **Type** the IT number (0016) in the **Infotype** field

▼ **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



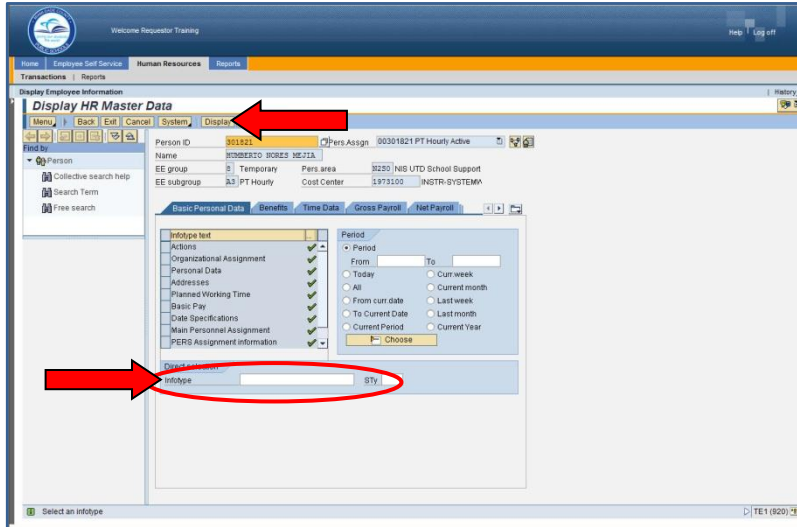
▼ **Click** on **Back** to return to the **HR Master Data** screen



# LOCATE PERS INFORMATION IN SAP

## IT 0041, Date Specifications Screen

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



To view IT 0041, in the **Direct selection** section,

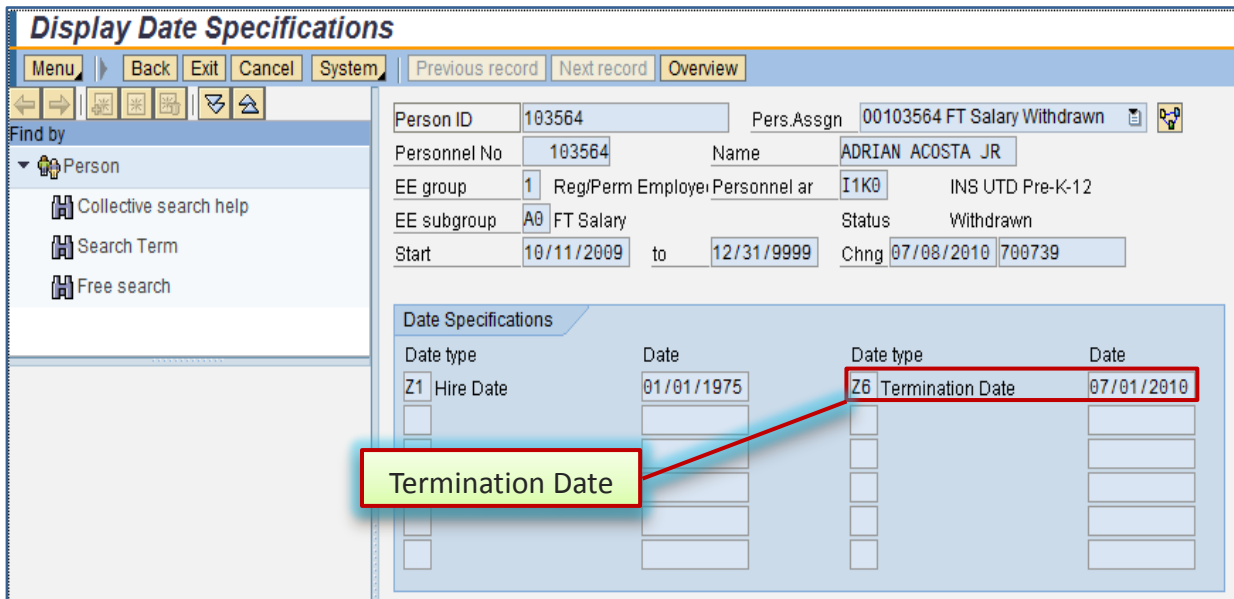
▼ **Type** the IT number (0041) in the **Infotype** field

▼ **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



## LOCATE PERS INFORMATION IN SAP

### 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

```

PS03-X2V7      CURR: 010 : ---      EMPLOYEE NUMBER: 987654
                ** CERTIFICATION INFORMATION **

NAME: RESOURCES, HUGH M.                LAST MAINT: 07/10/29
CERTIFIABLE SUBJECT AREAS: 0000 0000 0000 0000 0000 0000
CERTIFICATES:  DOE NUMBER: 0000197116   DISTRICT NUMBER: 0000018179
                                                    IT 0795

                ** SUBJECT **                ** LEVEL **
META OTHER: Y  STATE FULL-TIME  BIOLOGY                GRADES 6-12
ESOL:          EXP YEAR: 2013   MG GENERAL SCI        GRADES 5-9
CCE/ESOL: Y   LEVEL: 2         MIDDLE GRADES      ENDORSEMENT
CCHL/BCC:
CLINICAL ED: Y
META DATE: 000000
WAIVER:
OTHER CERTIFICATES:  EXP YEAR  LEVEL  TYPE  SUBJECT                ** LEVEL **
STATE
DISTRICT #1          1990                NS  SUB  TEACH                ELEM/SEC
DISTRICT #2

FINGERPRINT CODE PRINTED SENT  RECEIVED  CLEARED  CLAST  PRAXIS  RULE  ETHICS
Y 090527 090527 000000 Y 000000 000000 000000 000000
HQT SAE SAE DATE 000000

```

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

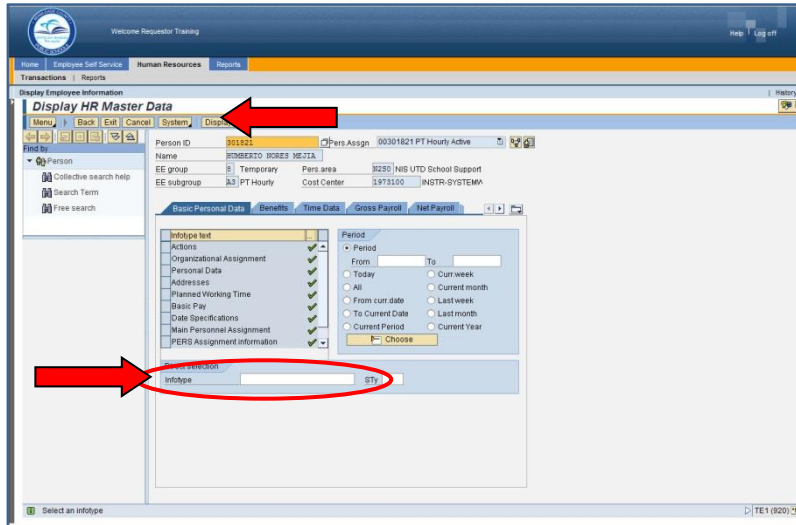
### PERS 010 & Corresponding Infotype (IT) Numbers

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.



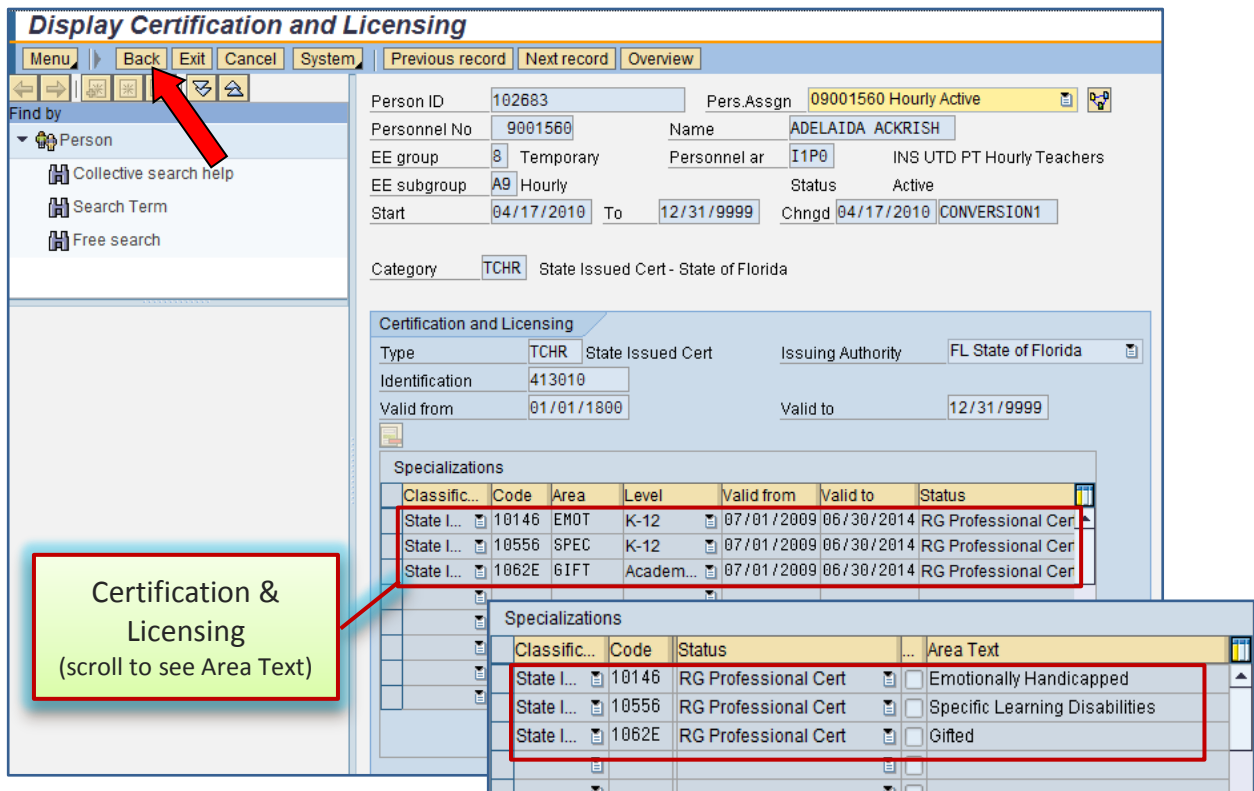
To view **IT 0795**, in the **Direct selection** section,

- ▼ **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



## LOCATE PERS INFORMATION IN SAP

### 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

PS04-X2V7 **CURR: 011** EMPLOYEE NO: 987654

**P E R S O N A L I N F O R M A T I O N** IT0002

NAME: RESOURCES, HUGH M. BDATE: 11/19/1943 PREV. EMP. NO.:

SEX: F / ETH: WHT

ORIG DATE: 02/01/1982 RET PLAN: DP 12.25 LAP CODE:

RET. DATE: PREV RET: HA 7.83 LEAVE BEGIN DATE:

M-10 DATE: SVB FORM: 03/19/1999 LEAVE END DATE:

PRIME WORK LOC: 0001 MIAMI MIDDLE SCHOOL CHECK LOC:

HOME ADDRESS: 12345 MIAMI COURT MIAMI FL 33333 HOME PHONE: (305)555-6666 BPR/CELL: / (305)335-2606 OFFICE PHONE: (305)555-1000

----- FEDERAL WITHHOLDING DATA -----  
 PROCESS M/S EX T/M AMT/PERC EIC CODE  
 03/26/1997 S DROP: BEG 11/01/2005 END 07/01/2010

IT0006 SCHOOL OF GRADUATION ST YEAR PROGRAM OF GRADUATION

HIGH SCHOOL ASSOCIATE BACHELOR 01536 UNIVERSITY OF MIAMI FL 1961 116 BIOLOGY MASTER 01466 BARRY UNIVERSITY FL 1967 116 BIOLOGY SPECIALIST DOCTORATE OTHER: TOTAL COLLEGE SEMESTER CREDITS: 000 INSTITUTION: RET TYPE: HQP: \_ PARA PRO TEST: IT0022; select Overview

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

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

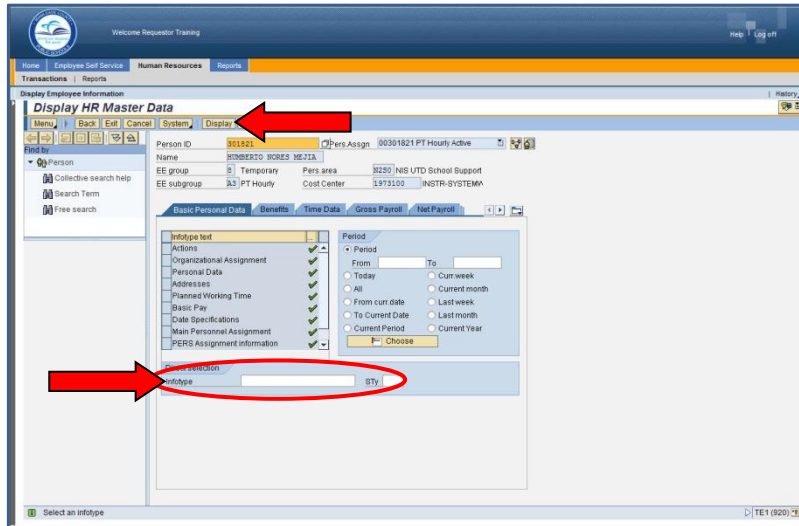
This table will assist you in locating **PERS 011** screen information in the various **HR 2.0 Infotypes**.

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

# LOCATE PERS INFORMATION IN SAP

## IT 0002, Personal Data Screen

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



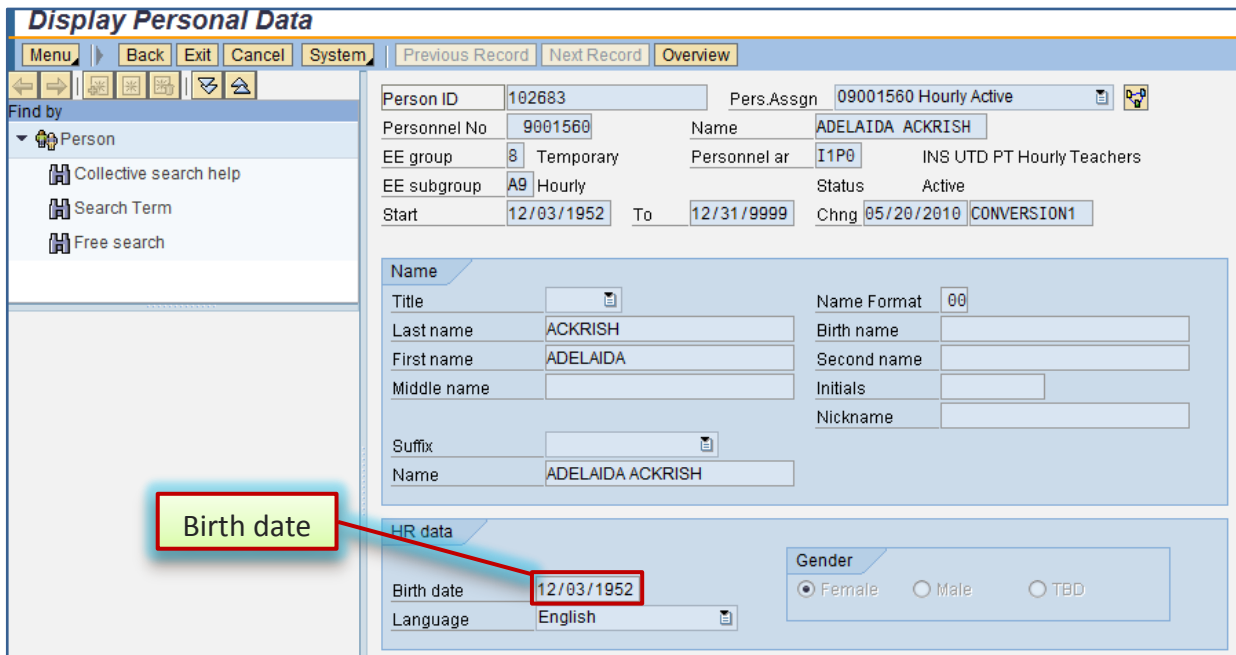
To view IT 0002, in the **Direct selection** section,

- ▼ **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

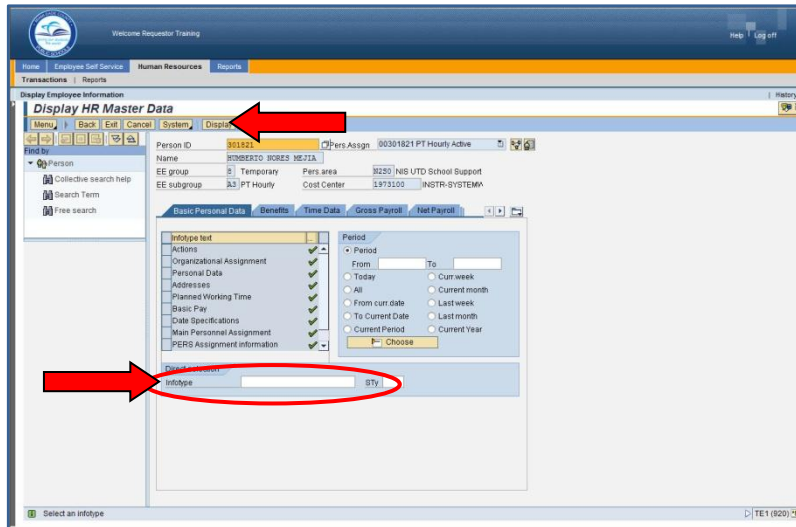


- ▼ **Click** on **Back** to return to the **HR Master Data** screen

# LOCATE PERS INFORMATION IN SAP

## 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,

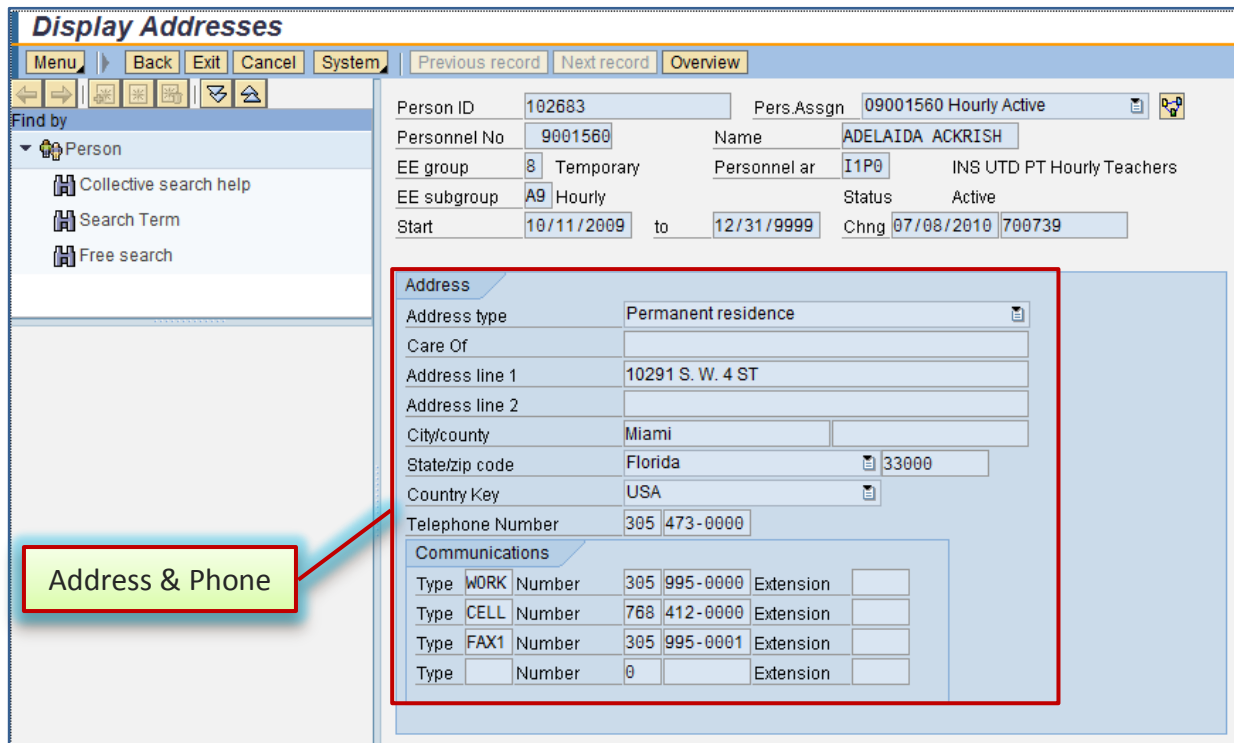
▼ **Type** the IT number (0006) in the **InfoType** field

▼ **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

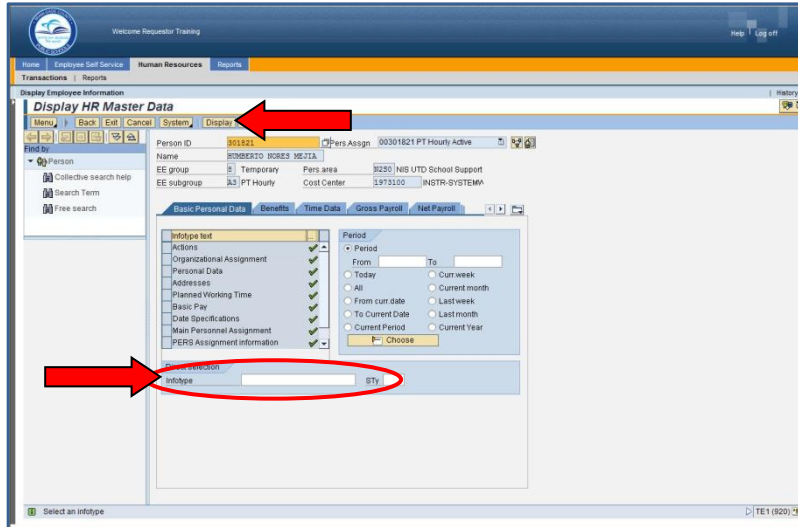


▼ **Click** on **Back** to return to the **HR Master Data** screen

# LOCATE PERS INFORMATION IN SAP

## IT 0022, Education Screen

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



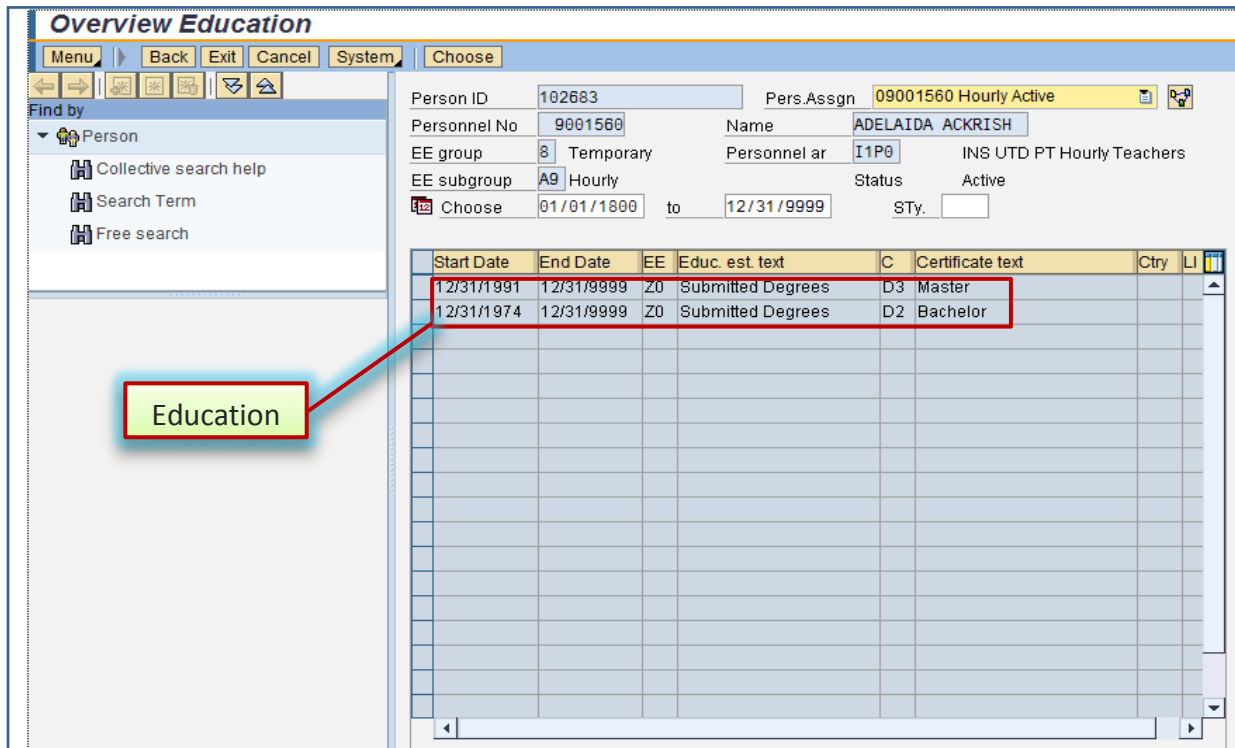
To view IT 0022, in the **Direct selection** section,

- ▼ **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



# LOCATE PERS INFORMATION IN SAP

## 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

```

EL01-66LH          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)

```

EL02-66LH          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

```

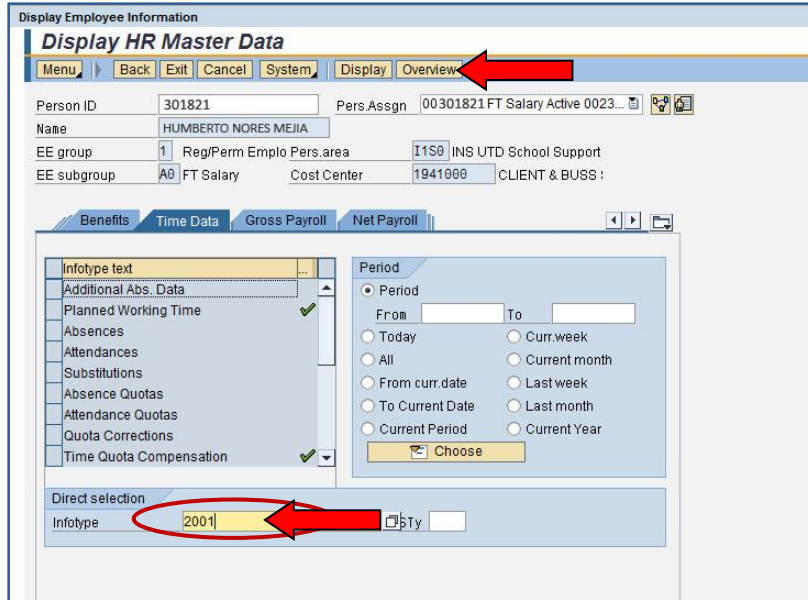




# LOCATE PERS INFORMATION IN SAP

## 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.



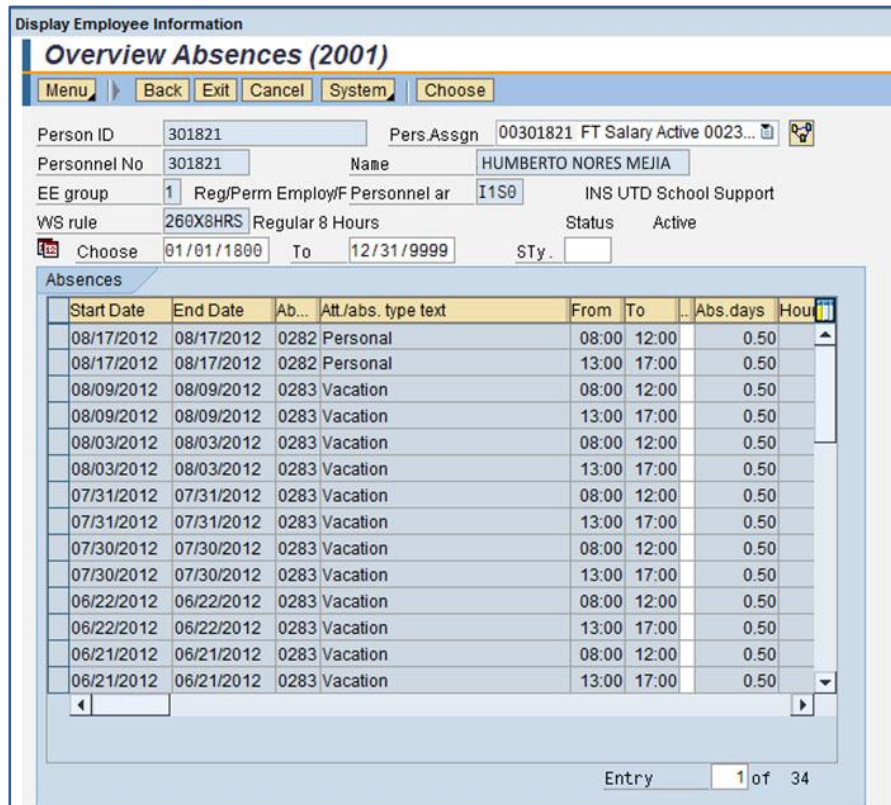
To view IT 2001, in the **Direct selection** section,

▼ **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





## LOCATE PERS INFORMATION IN SAP

### **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**.

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



## LOCATE PERS INFORMATION IN SAP

### **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.

