Locating an Employee's Birth Date
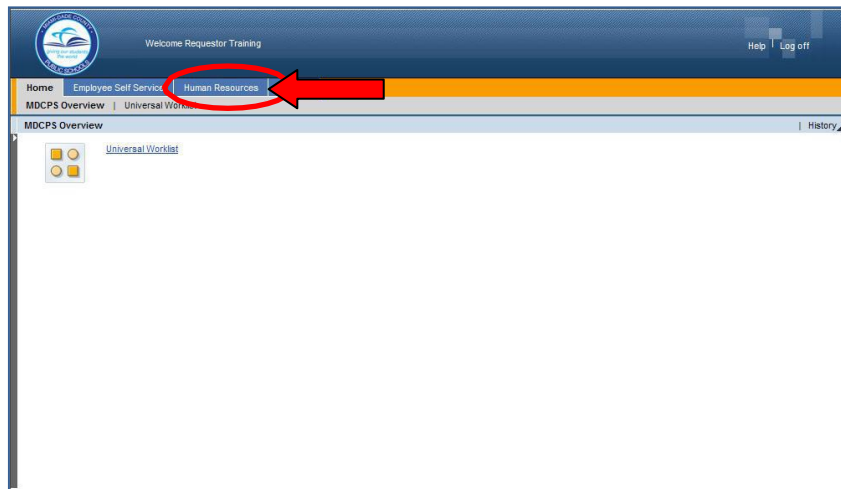
Logging in to SAP HR 2.0

The following instructions will assist you in viewing an employee's birth date on the **IT 0002, Personal Data SAP HR 2.0 Infotype**.

To access **Human Resources**,

▼ Log in to the **Employee Portal**

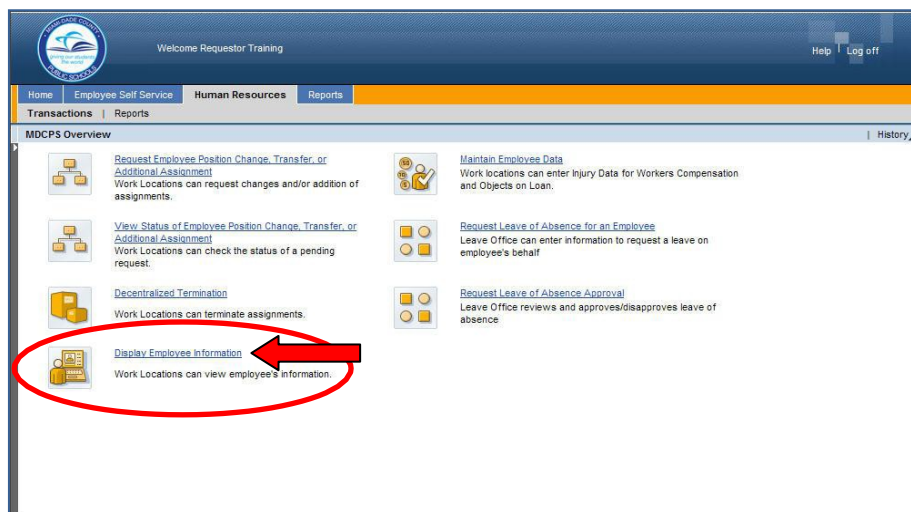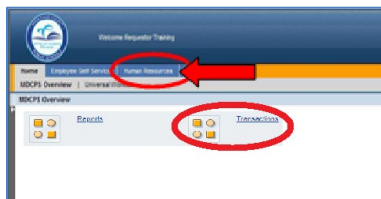▼ **Click** on the **ERP** tab

On the **MDCPS Overview** screen,

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

The **Human Resources Transactions** screen will be displayed, followed by an intermediate Menu.
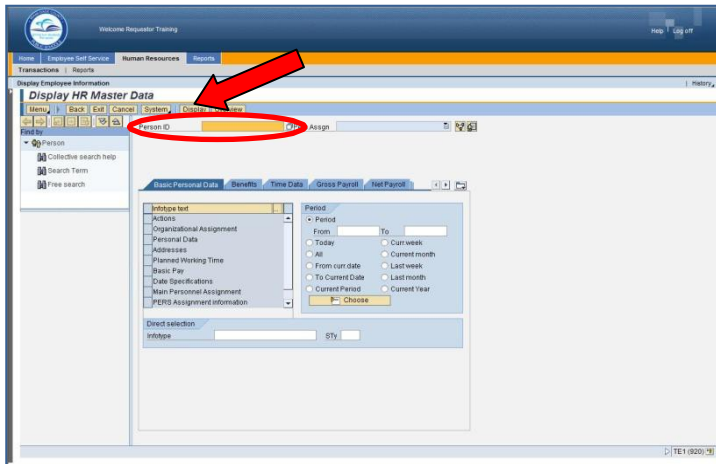
Click on **Transactions**

On the **Human Resources Transactions** screen,

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

The **HR Master Data** screen will be displayed.

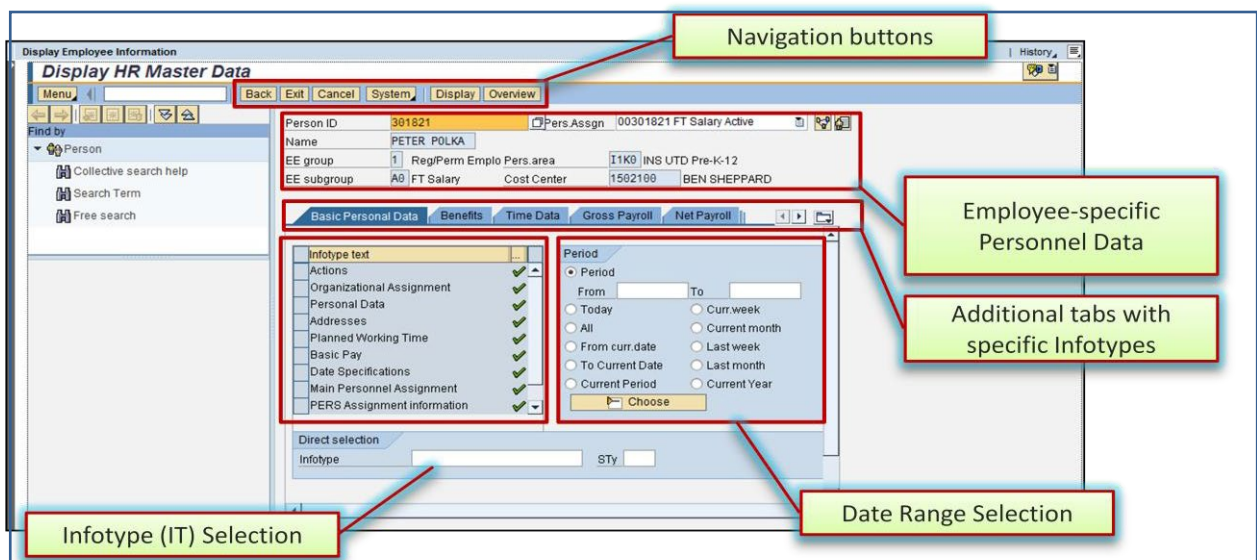On the **HR Master Data** screen, in the **Person ID** field,

▼ **Type**   the employee number

▼ **Click**   on **Display**

The **Display HR Master Data** screen will be displayed for the employee.
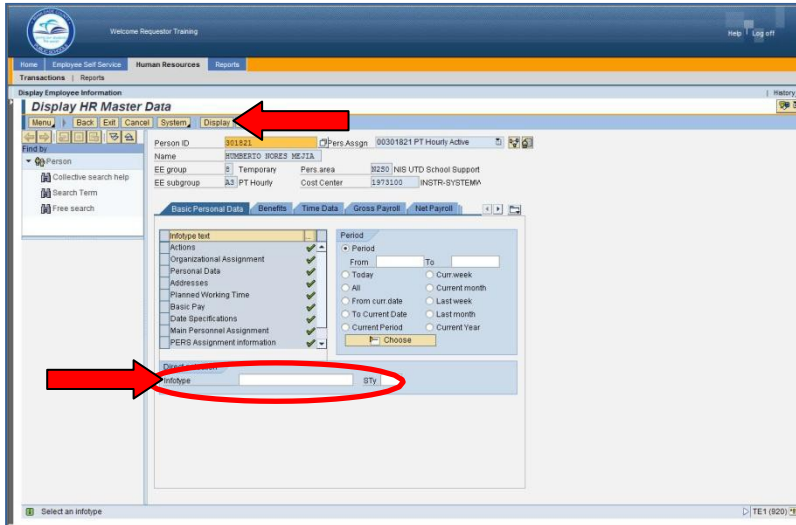
HR Master Data Screen

The **HR Master Data** screen displays employee-specific personnel data. From this screen information can be viewed by typing the assigned Infotype (IT) number in the **Infotype Selection** field.

Locating an Employee's Birth Date

IT 0002, Personal Data Screen

The employee's birth date is viewed on **IT 0002, Personal Data**.

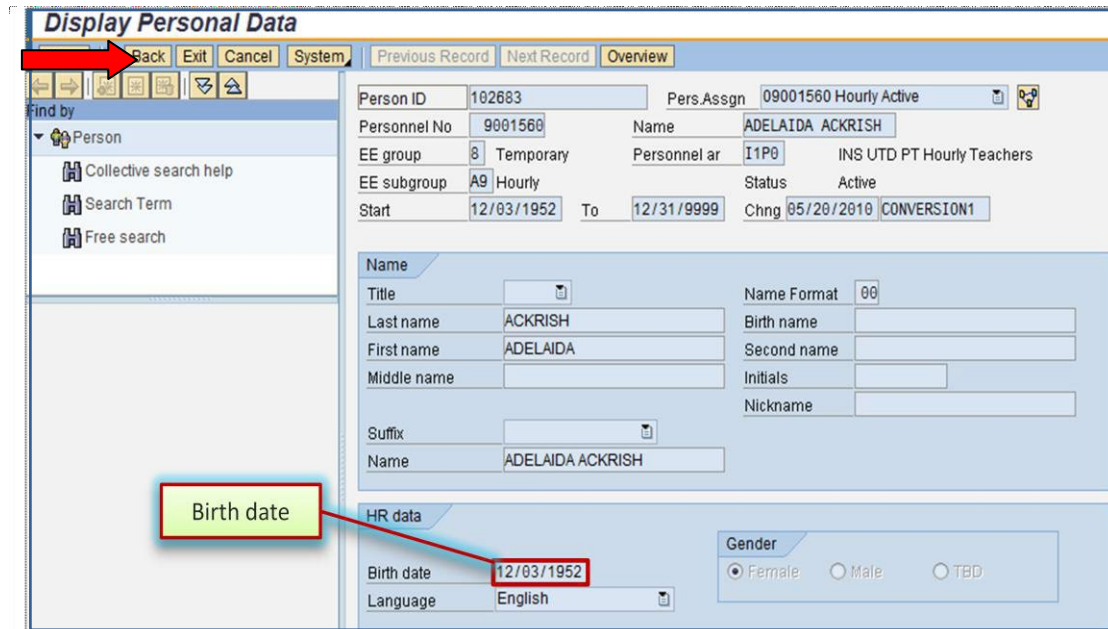To view **IT 0002, Personal Data**, in the **Direct selection** section,

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

▼ **Click** on **Display**

The **IT 0002, Personal Data** screen will be displayed.

> **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

Whom to Contact for Assistance

For questions or comments, please submit a *Self Service* incident at: http://ism.dadeschools.net/HEAT/Default.aspx