

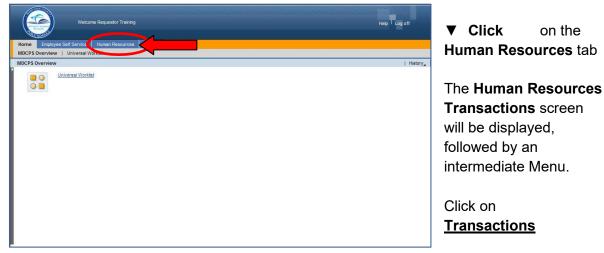
Logging in to SAP HR 2.0

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,







Miami-Dade County Public Schools



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

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- ▼ **Type** the employee number
- ▼ Click on Display

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

HR Master Data Screen

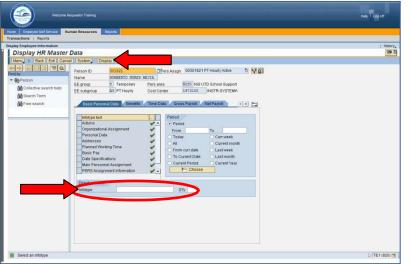
The **HR Master Data** screen displays employee-specific personnel data. From this screen information can be viewed by typing the assigned Infotype (IT) number in the **Infotype Selection** field.

	Navigation buttons
Find by ▼ ∰ Person (∰ Collective search help (∰ Search Term (∰ Free search	Person ID 301821 Pers Assgn 00301821 FT Salary Active PETER POLKA EE group 1 RegPerm Emplo Pers area IKK0 NS UTD Pre-K-12 EE subgroup A8 FT Salary Cost Center 1592180 BEN SHEPPARD Basic Personal Data Benefits Time Data Gross Payroll Net Payroll () Period Period Period To Person Data Actions Period To Person Data Actions Additional tabs with Personal Data Current Port Curr week Addresses Basic Pay Date Specifications Main Personel Assignment PERS Assignment information Period Current Year PERS Assignment information Period Stry
Infotype (IT) Sele	ction Date Range Selection



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.

Display Personal Data					
Back Exit Cancel System	Previous Reco	ord Next Record 0	verview		
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Birth date	HR data				
Dirtirdate	The Gala		G	Sender	
	Birth date	12/03/1952	(Female O	Male O TBD
	Language	English			

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: <u>http://ism.dadeschools.net/HEAT/Default.aspx</u>