

Locating an Employee's Contract Type Status

Logging in to SAP HR 2.0

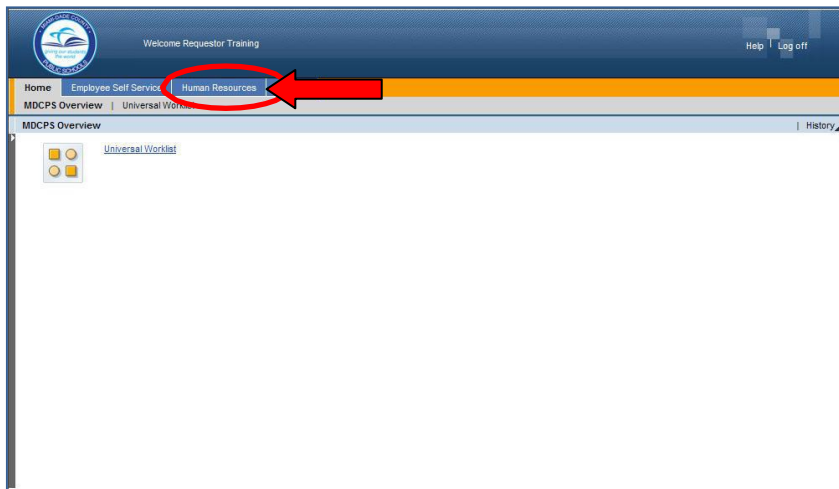
The following instructions will assist you in viewing an employee's contract type status on the **IT 0016, Contract Elements SAP HR 2.0 Infotype**.

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

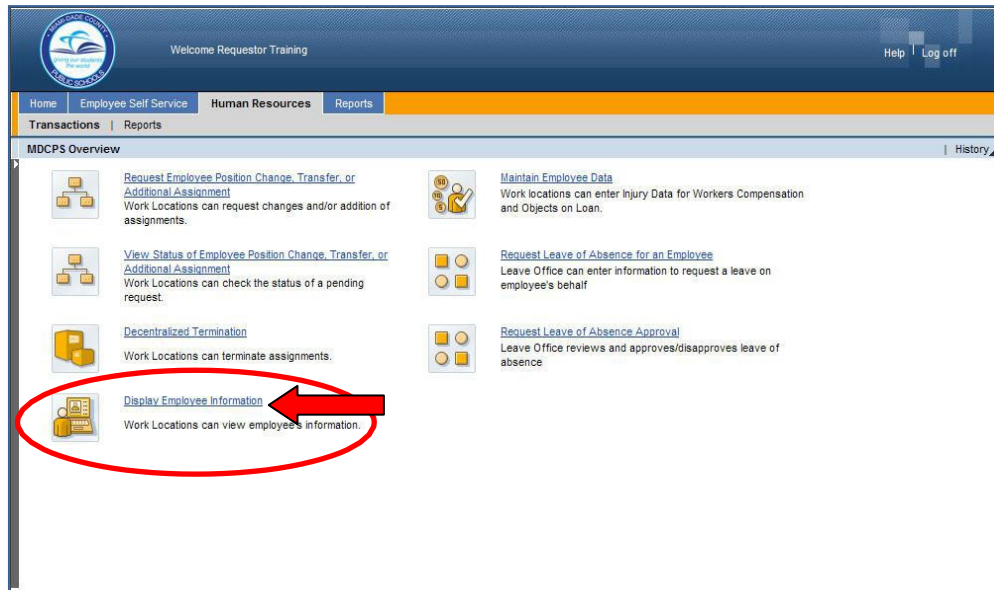
The **Human Resources Transactions** screen will be displayed, followed by an intermediate Menu.

Click on **Transactions**





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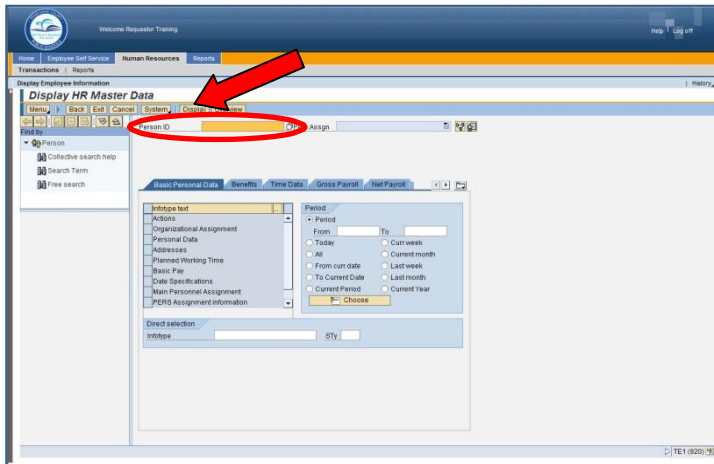
On the **Human Resources Transactions** screen,

▼ **Click on Display Employee Information**

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

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



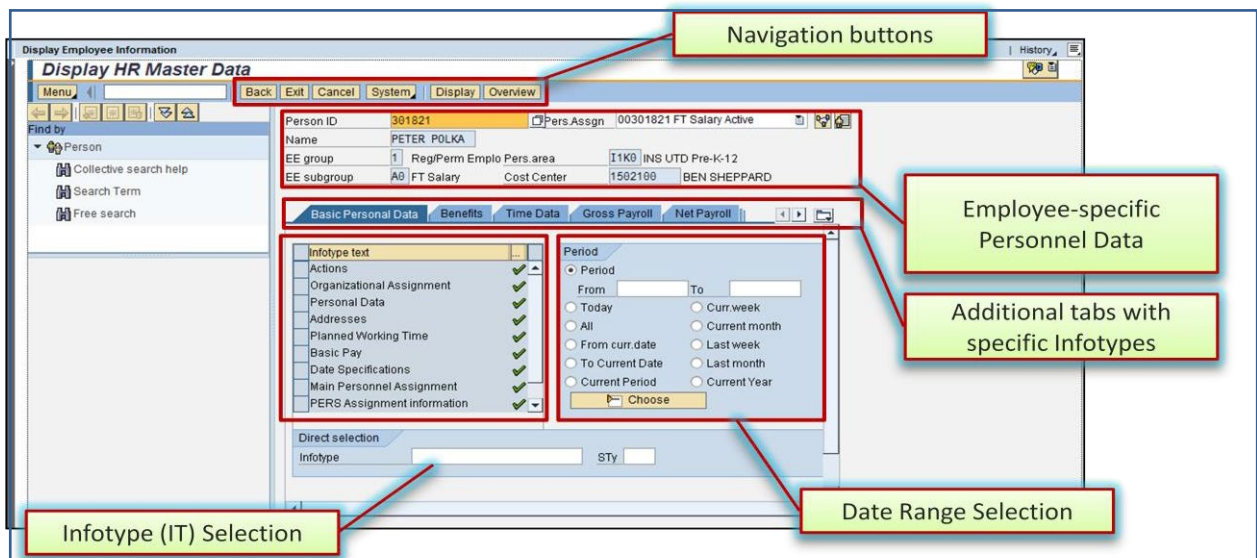
▼ **Type** the employee number

▼ **Click** on **Display**

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

HR Master Data Screen

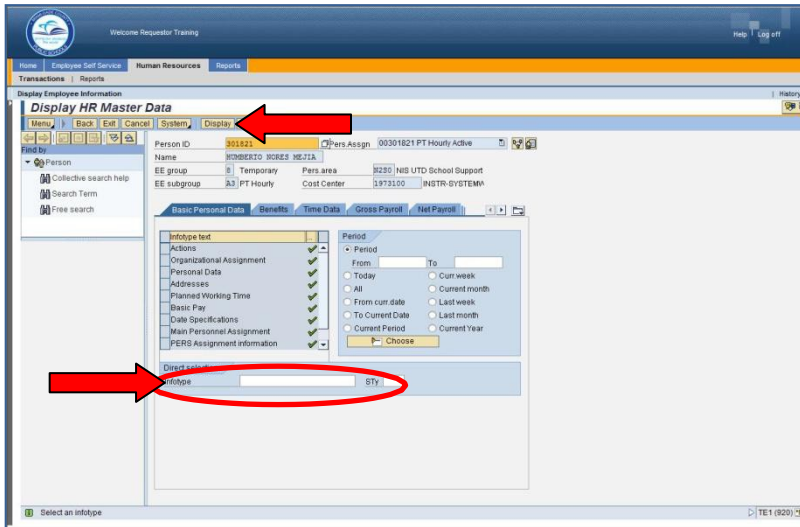
The **HR Master Data** screen displays employee-specific personnel data. From this screen information can be viewed by typing the assigned Infotype (IT) number in the **Infotype Selection** field.



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IT 0016, Contract Elements Screen

The employee's contract type status is viewed on IT 0016, **Contract Elements**.



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

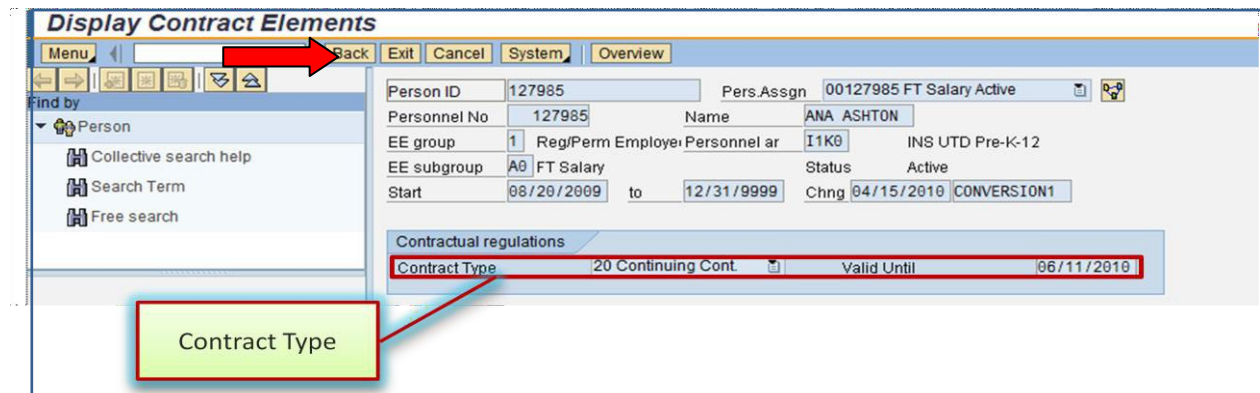
▼ **Type** the IT number (0016) in the **Infotype** field

▼ **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

Whom to Contact for Assistance

For questions or comments, please submit a *Self Service* incident at:

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