

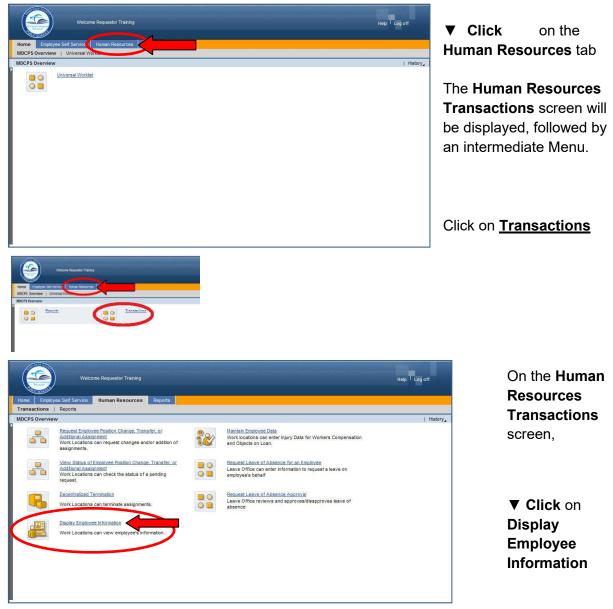
Logging in to SAP HR 2.0

The following instructions will assist you in viewing an employee's home address on the **IT 0006, Addresses 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,



The HR Master Data screen will be displayed.



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

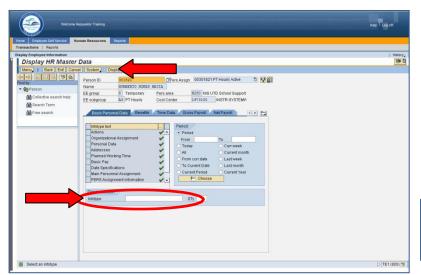
The **HR Master Data** screen displays employee-specific personnel data. From this screen information can be viewed by typing the assigned Infotype (IT) number in the **Infotype Selection** field.

Display Employee Information Display HR Master Da Menu	Navigation buttons I History Back Exit Cancel System Display Overview
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Infotype (IT) Sel	ection Date Range Selection



IT 0006, Addresses Screen

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



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

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

Click on Display

The **IT 0006, Addresses** screen will be displayed.

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

IT 0006, Addresses Screen

Display Addresses			
Back Exit Cancel System	n Previous record Next r	ecord Overview	
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	Address line 2		
	City/county	Miami	
	State/zip code	Florida	33000
	Country Key	USA	
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	Communications		
	Type WORK Number	305 995-0000 Extension	n
Address & Phone	Type CELL Number	768 412-0000 Extension	n
	Type FAX1 Number	305 995-0001 Extension	
	Type Number	0 Extension	

▼ 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>