

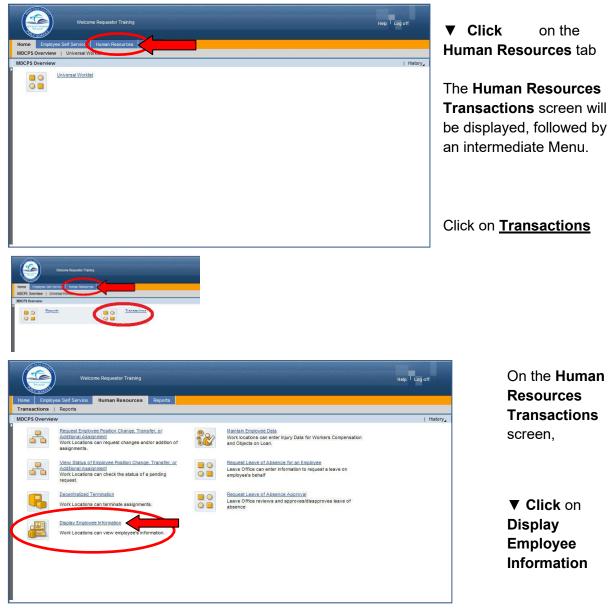
## Logging in to SAP HR 2.0

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

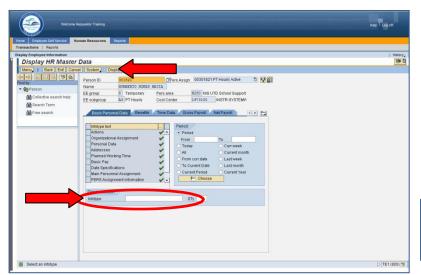
The **HR Master Data** screen displays employee-specific personnel data. From this screen information can be viewed by typing the assigned Infotype (IT) number in the **Infotype Selection** field.

Display Employee Information Display HR Master Da Menu	Navigation buttons       I History       Back       Exit       Cancel       System       Display       Overview
Image: Second Secon	Person ID 301821 Pers Assign 00301821 FT Salary Active PETER POLKA EE group 1 RegPerm Emplo Pers area I1K0 INS UTD Pre-K-12 EE subgroup A0 FT Salary Cost Center 1592100 BEN SHEPPARD Basic Personal Data Gross Payroll Net Payroll IP Period Period Personal Data Additional tabs with Addresses Payroll Addresses Addresses Addresses Addresses Payroll Current Date Last weak Addresses Pay Data Addresses Current Date Last month Direct selection Infotype month information Period Current Year PERS Assignment Information STY
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>