



Locating an Employee's Start Date, Location, & Job Assignment

Logging in to SAP HR 2.0

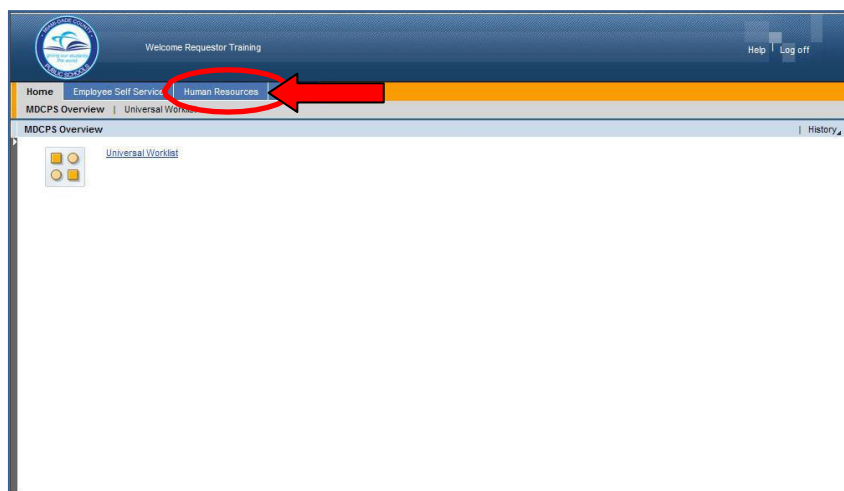
The following instructions will assist you in viewing an employee's work location, job assignment, and position start date on the IT 0001, **Organizational Assignment SAP HR 2.0 Infotype**.

To access **Human Resources**,

▼ Log in to the **Employee Portal**

▼ Click on the **ERP** tab

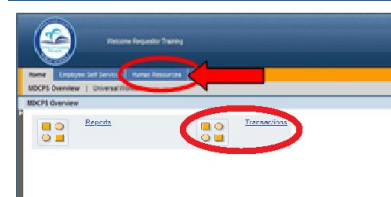
On the **MDCPS Overview** screen,



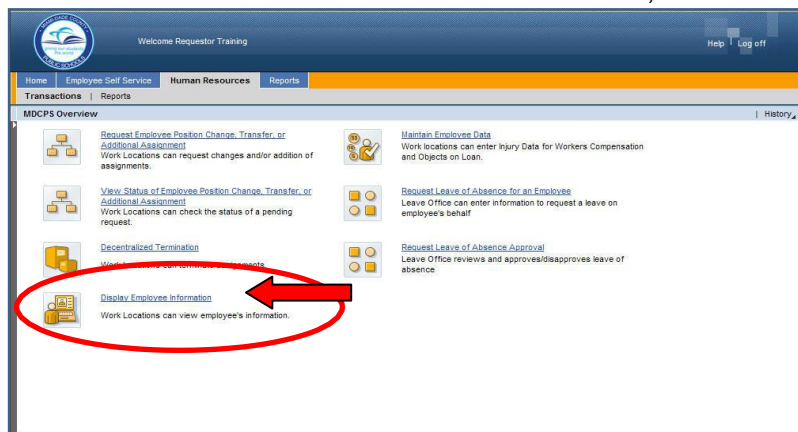
▼ Click on the **Human Resources** tab

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

Click on **Transactions**



On the **Human Resources Transactions** screen,

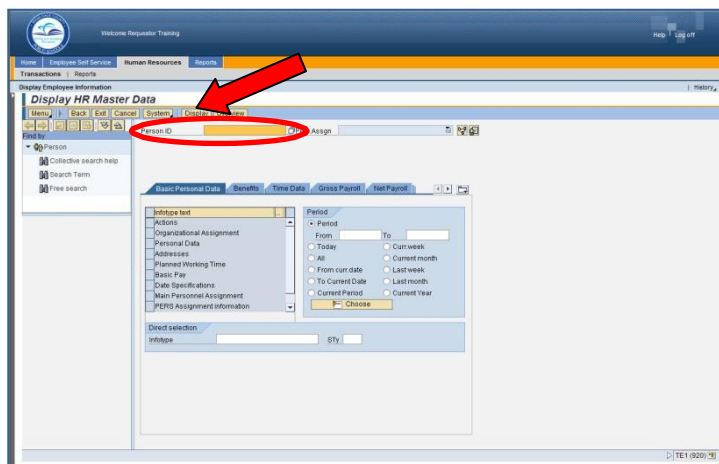


▼ Click on **Display Employee Information**

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

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



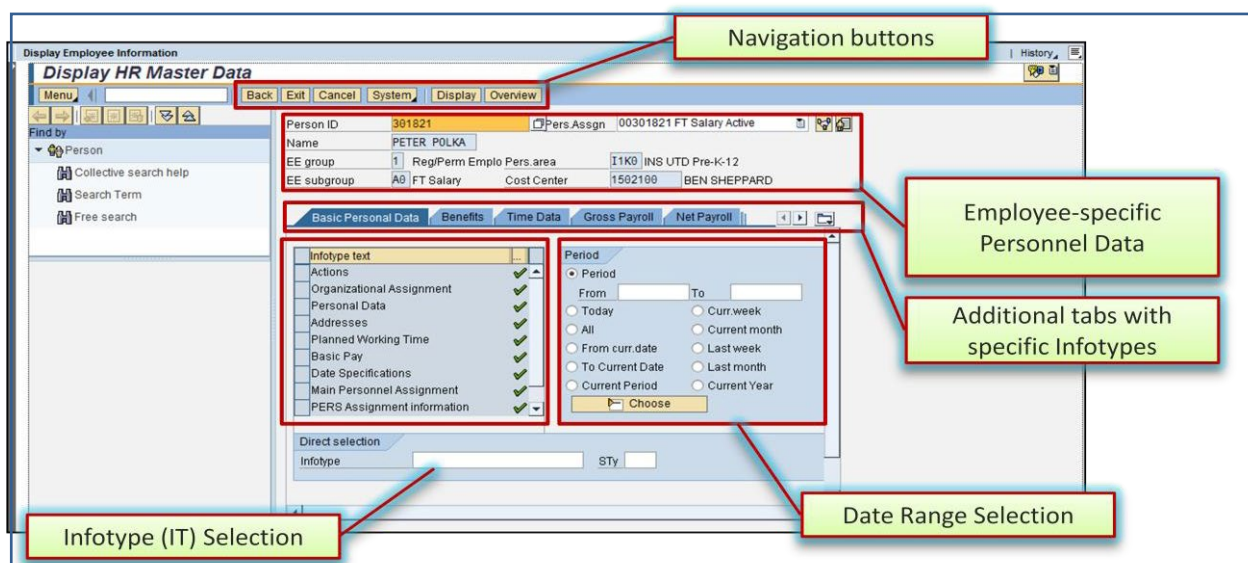
▼ **Type** the employee number

▼ **Click** on **Display**

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

HR Master Data Screen

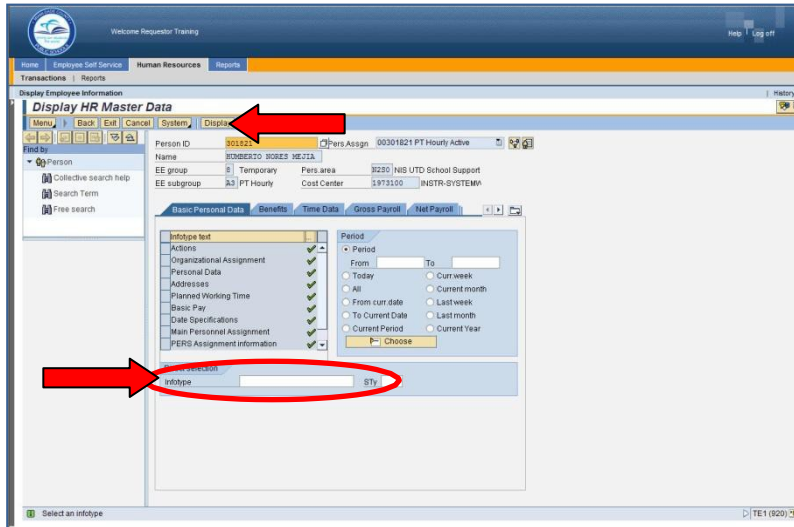
The **HR Master Data** screen displays employee-specific personnel data. From this screen information can be viewed by typing the assigned Infotype (IT) number in the **Infotype Selection** field.





IT 0001, Organizational Assignment Screen

The employee's work location, job assignment, and position start date are viewed on IT 0001, Organizational Assignment.



To view IT 0001, Organizational Assignment, in the Direct selection section,

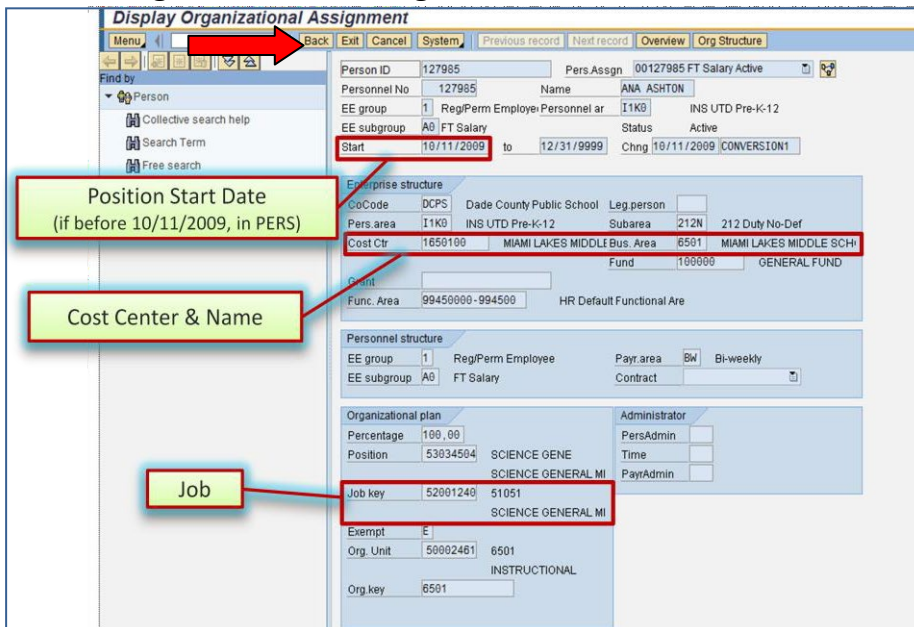
▼ Type the IT number (0001) in the Infotype field

▼ Click on Display

The IT 0001, Organizational Assignment screen will be displayed.

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

IT 0001, Organizational Assignment 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>