

Logging in to SAP HR 2.0

The following instructions will assist you in viewing an employee's supplements and amounts on the **IT 0014, Recurring Payments/Deductions SAP HR 2.0 Infotype**. Master, Specialist, and Doctorate information is available; other supplements are viewed in PERS.

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.

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.

Display Employee Information	Navigation buttons
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IT 0014, Recurring Payments/Deductions Screen

The employee's supplements and amounts are viewed on IT 0014, Recurring Payments/Deductions. Master, Specialist, and Doctorate information is available; other supplements are viewed in PERS.

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

Display Recurring Paymer	nts/Deductions	th the back to
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	Payment dates Payment model 1st payment period 00 Interval in periods 00	

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