Locating an Employee's Supplement Information

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**

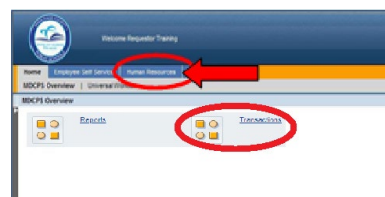▼ **Click**   on the **ERP** tab

On the **MDCPS Overview** screen,
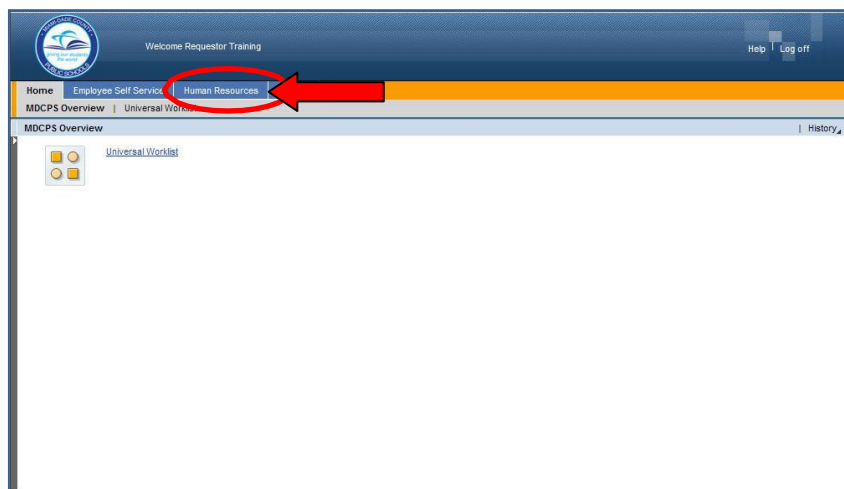
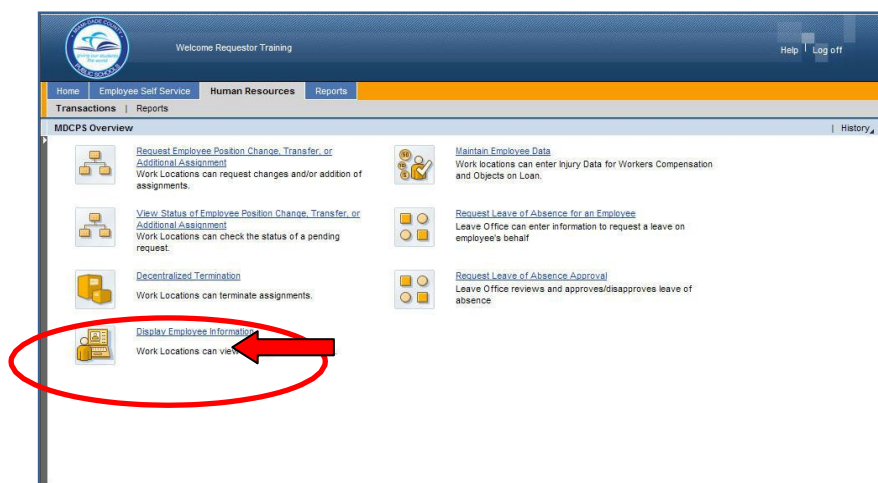

▼ **Click**   on the **Human Resources** tab

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

Click on **Transactions**

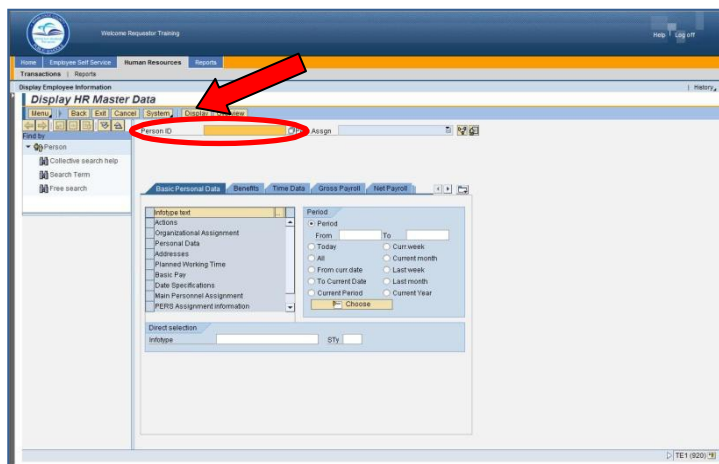On the **Human Resources Transactions** screen,

▼ **Click** on **Display Employee Information**

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

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.
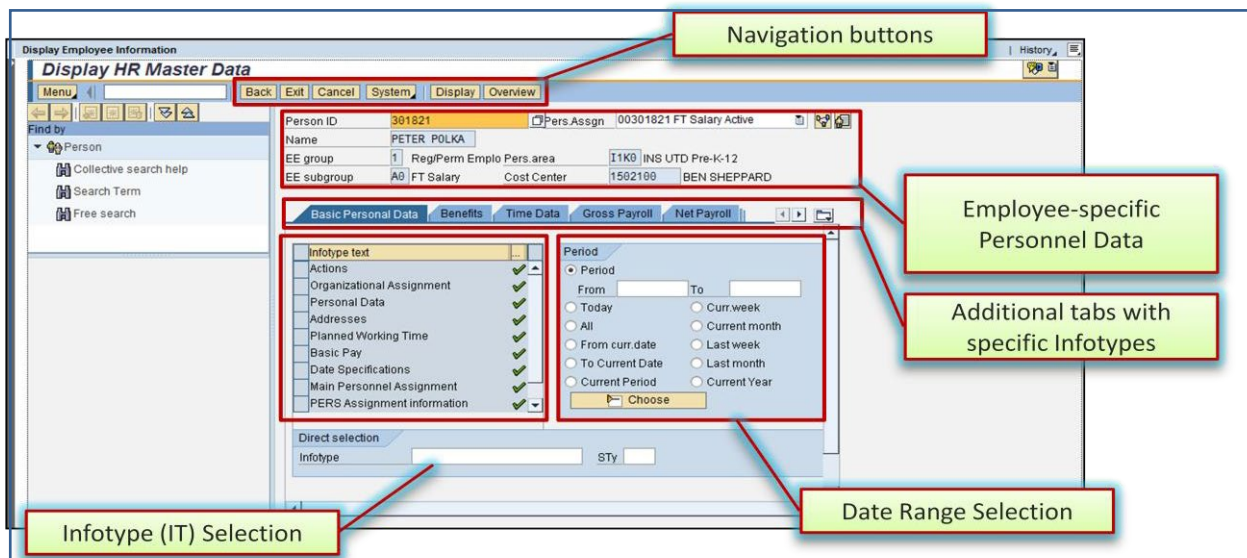
Locating an Employee's Supplement Information

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.
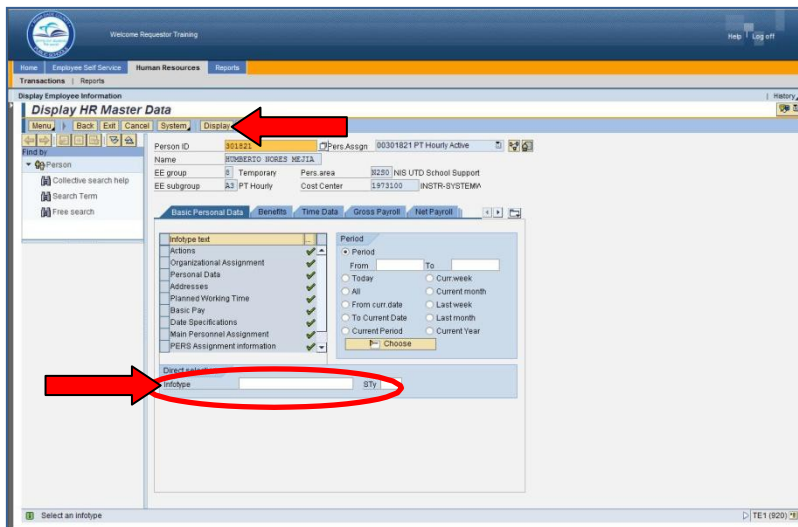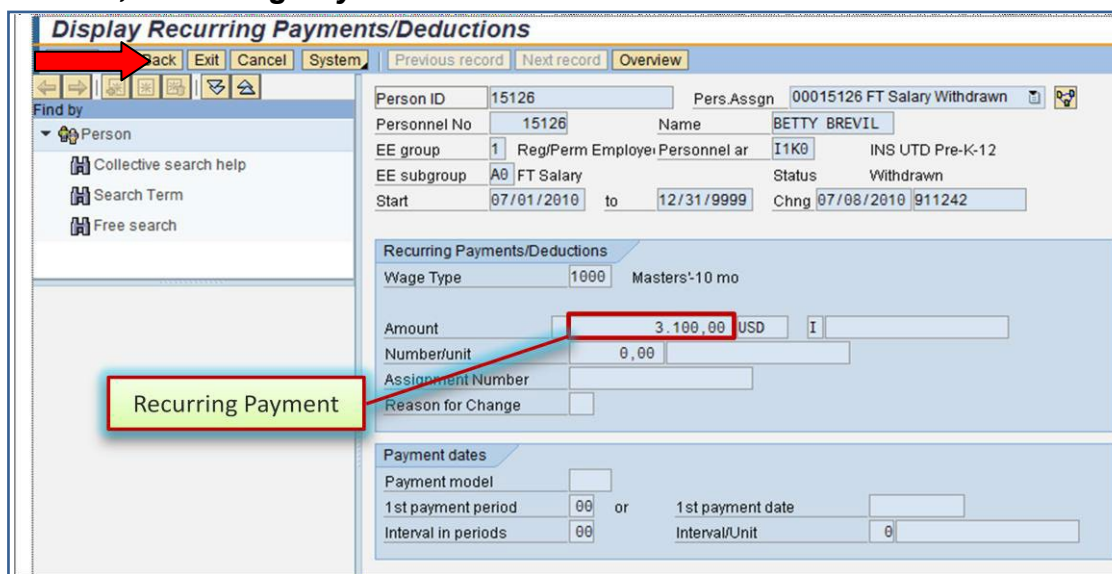

To view **IT 0014, Recurring Payments/Deductions**, in the **Direct selection** section,

▼   **Type**   the IT number (0014) in the **Infotype** field

▼   **Click**   on **Display**

The **IT 0014, Recurring Payments/Deductions** screen will be displayed.

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

IT 0014, Recurring Payments/Deductions 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