Locating an Employee's Termination Date
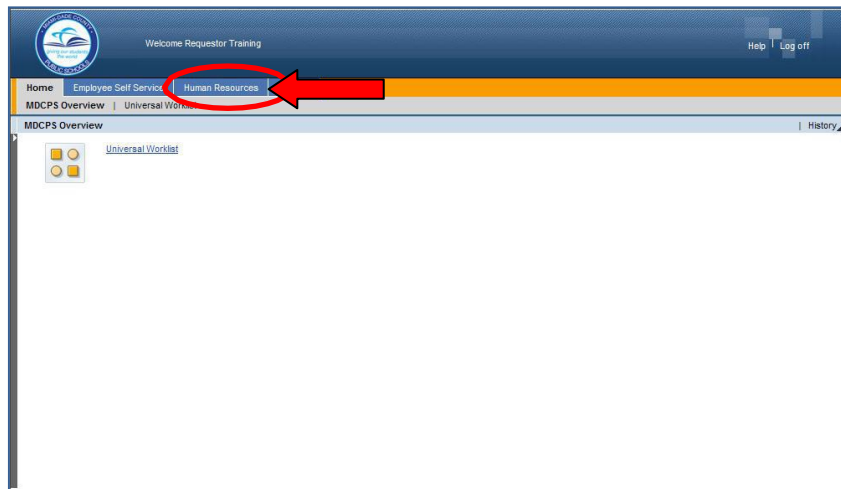
Logging in to SAP HR 2.0

The following instructions will assist you in viewing an employee's termination date on the **IT 0041, Date Specifications SAP HR 2.0 Infotype**.

To access **Human Resources**,

▼ Log in to the **Employee Portal**
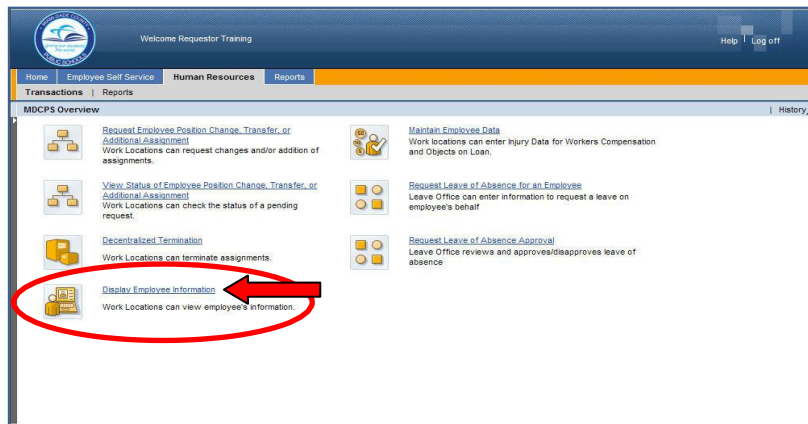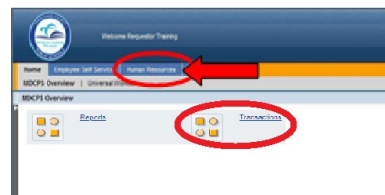
▼ **Click** on the **ERP** tab

On the **MDCPS Overview** screen,

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

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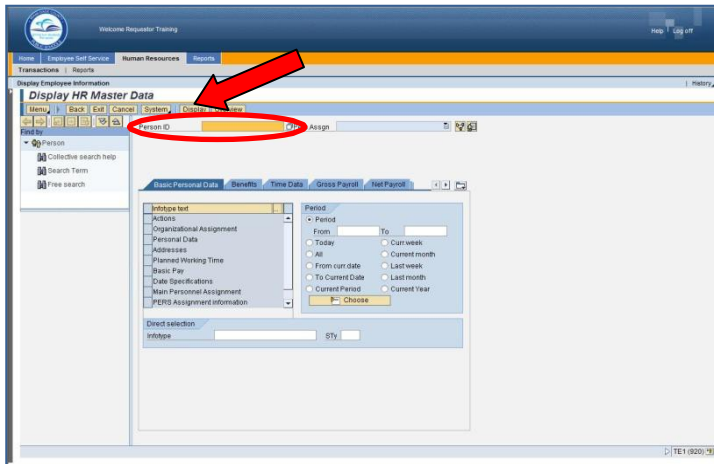
Click on **Transactions**

On the **Human Resources Transactions** screen,

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

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

Locating an Employee's Termination Date

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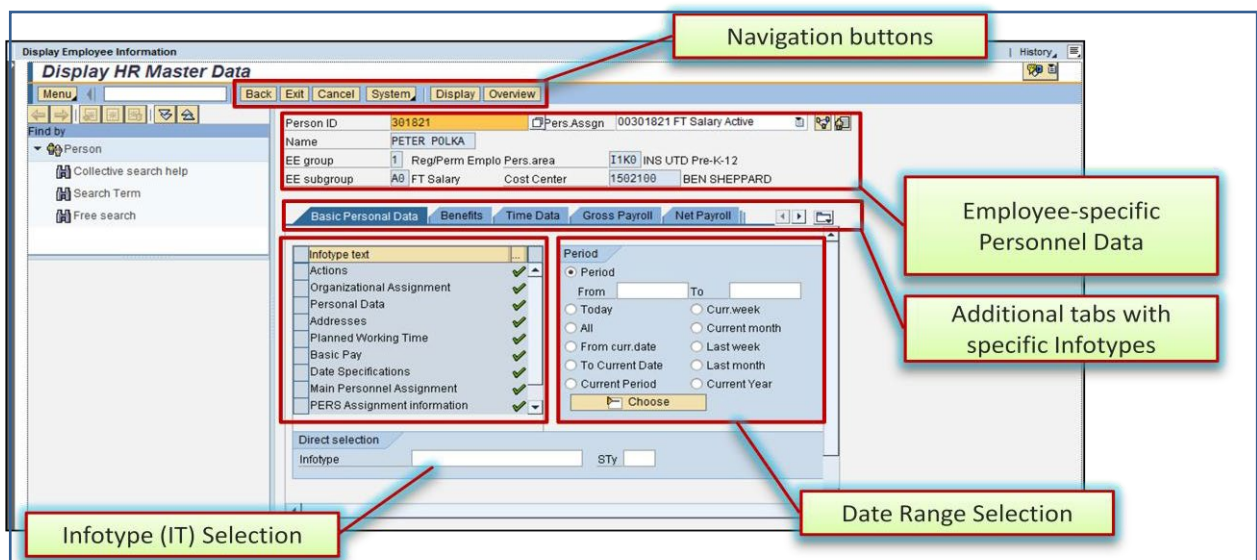

▼ **Type**   the employee number

▼ **Click**   on **Display**

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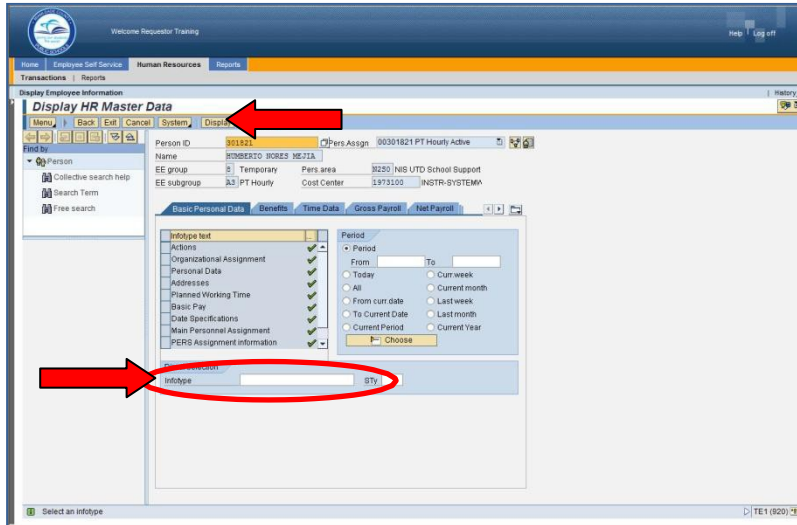

HR Master Data Screen

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 Termination Date

IT 0041, Date Specifications Screen

The employee's termination date is viewed on **IT 0041, Date Specifications**.

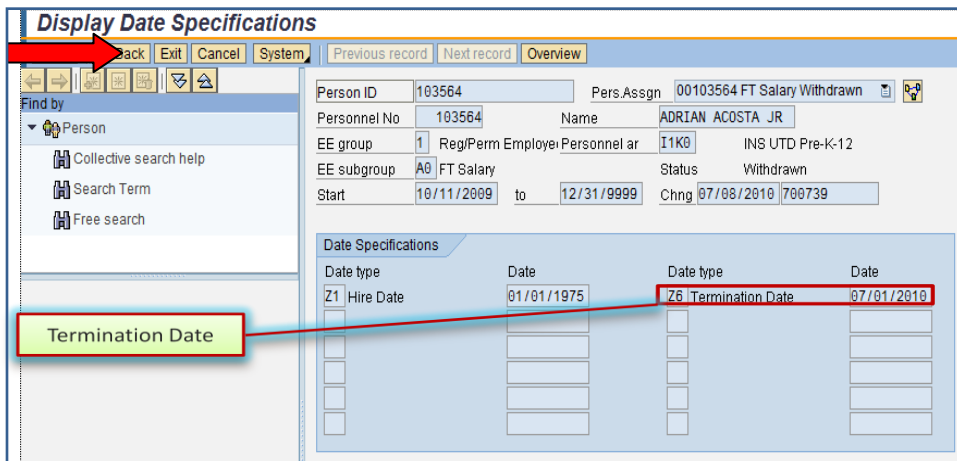 To view **IT 0041, Date Specifications**, in the **Direct selection** section,

▼ **Type** the IT number (0041) in the **Infotype** field

▼ **Click** on **Display**

The **IT 0041, Date Specifications** screen will be displayed.

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

IT 0041, Date Specifications 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