

# Human Resources Overview HR\_200 Practice Guide

#### Table of contents

HR_200 Practice Guide Overview	1
Exercise 1 – Logging into the IRIS Training Sandbox & Accessing PA20	2
Exercise 2 – Display Employee Master Data - PA20	5
Exercise 3 – Display Employee Time Data – PA20	8
Exercise 4 – Display Employee Organizational Data – PA20	.10

#### HR\_200 Practice Guide Overview

This Practice Guide is intended to accompany the **HR\_200 Human Resources Overview** WBT. It provides all the procedures necessary to practice the demonstrations shown in the online course in the IRIS Training Sandbox.

This course is intended to give you a high level overall perspective of the Human Resources/Payroll module in the IRIS system and how to use the display functionality to view an employee's personnel records. Specific information covering creating and changing employee records, including entering work time, will be provided in the Level 300 courses listed in your training plan.

The way to get comfortable with the IRIS system is through practice...practice.

Remember the IRIS Training Sandbox is available 24/7 for you to practice the exercises contained in this practice guide as many times as you like.



# Exercise 1 – Logging into the IRIS Training Sandbox & Accessing PA20

#### Scenario

You will be logging into the IRIS Training Sandbox, adding PA20 as a Favorite, and then changing your settings so that you can see the transaction codes in the SAP menus. Next you will be accessing PA20 and hiding the object manager.

To Log in	to IRIS and Add a Favorite:	
1. 🗌	Click Launch Pad	Launch Pad Employee Self-Service Employee Self-Service IRIS Systems IRIS Systems
2.	When the <b>IRIS Launch Pad</b> appears, click on the <b>Training Sandbox</b> link	IRIS Launch Pad From here you can select a system to launch. IRIS Training Sandbox
3. 🗌	The IRIS Main Menu will display	
4.	To add a transaction to your <b>Favorites</b> folder, right-click on the <b>Favorites</b> folder and select <b>Insert Transaction</b> from the menu	SAP Easy Access Control of the second secon
5.	In the <b>Transaction Code</b> field, type <b>PA20</b>	Manual entry of a transaction     Transaction Code     PA20     PA20     X
6. 🗌	Press <b>Enter</b>	



7.	Notice the transaction is now available in your <b>Favorites</b> folder <b>NOTE:</b> If you DO see the t-code next to "Display HR Master Data", you can skip to step 13! <b>y the Technical Code in the Favorites Fo</b>	SAP Easy Access
8.	Using the <b>Menu Bar</b> , select <b>Extras</b>	Menu Edit Favorites Extras Sys
9. 🗌	Click on <b>Settings</b>	Edit       Extras       System       Help         Administration information       Ctrl+Shift+F8       Assign users         Assign users       Display documentation       Shift+F6         Display documentation       Shift+F1       Image: Comparison of the start transaction         Vorites       Set start transaction       Shift+F7         P menu       Set start transaction       Shift+F7
10.	Select the <b>Display Technical Names</b> checkbox	Settings This is used to specify settings Display favorites at end of list Do not display menu, only display favorites Do not display picture Display technical names R R R R X
11. 🗌	Press Enter	
12.	Notice that the transaction code now appears with the name of the transaction	AF menu
13.	To open the transaction, double-click on <b>PA20 – Display HR Master Data</b>	Constant of the second se



14.	HR Master Data screen is now	[2] HR master data Edit Goto Edrags Utilides Settings System Help 중 문 식 등 중 중 중 등 등 등 등 등 등 등 등 등 등 등 등 등 등 등
	available	Display HR Master Data
		중 요
		Find by ⊽ \$\$\$ Person
		A) Collective se     A) C
		OK Persona Data     UK Payoni Data     UK Payo
		Actions (0000)         ● Period           Personal Data (0002)         From         To           Organizational Assignment (0001)         O Today         Currweek
		Addresses (0006)
		Cost Distribution (0027) Date Specifications (0041) Residence Status (0094) Current Pate Current Pate Current Vear Current
		Additional Personal Data (0077)
		Infotype STy
🗆	Click Settings	
15. 🗌		Extr <u>a</u> s Utilities <u>S</u> ettings S <u>v</u> s
	Note: The Objective Manager is	🛛 🛯 🛛 😋 🔂 🔂 🔂
	available on the left side of the screen	
	and is useful for searching for	
	employees. It will not be used for these	
	exercises.	
16. 🗌	Select Hide Object Manager	
		Jtilities <u>S</u> ettings System Help
	Note: The same steps can be used to	😋 🚱 🤇 Hide Object Manager 🌔 🛐
	show (display) the Object Manager at a	<u>C</u> ountry version
	later time.	
17.	The Object Manager is now hidden until	문 HR master data Edit <u>G</u> oto Extr <u>a</u> s Utilities Settings System <u>H</u> elp
17. 🗆	you decide to display it.	②      ■ 4 目 ● ○ ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●
		Cal Display IIK Waster Data
		Person ID OPers Assgn
		UK Personal Data UK Payroli Data UK Benefits UK Organizational Data 1, ( )
		Infotype text E
		Actions (0000)  Personal Data (0002)  From To
		Organizational Assignment (0001)         Today         Curr.week           Addresses (0006)         All         Current month
		Basic Pay (0008)  Cost Distribution (0027)  Date Sedications (0041) Contract Date Clast week Cost Distribution (0027) Cos
		Current Period Ocurrent Year     Residence Status (0094)     Additional Personal Data (0077)
		Direct selection STy
		anyye 311



### Exercise 2 – Display Employee Master Data - PA20

#### Scenario

You will be searching for Anthony P. Bates and viewing his basic employee master data.

To Displa	y Employee Master Data:	
1. 🗌	In the <b>Person ID</b> field, enter <b>=bates</b>	Person ID =bates
2.	Press Enter to search for the employee	
3.	When the search list appears, double- click on <b>Anthony P. Bates</b>	Image: Second condition         Image: Second
4.	Notice that the employee's records are now available	Image: Second Display HR Master Data         Image: Second Display HR Master Data         Person ID       10001761         Person ID       Person ID         Anthony P. Bates       Empl. % 100.00         EE group A       Staff         Personal Data       UK Personal Data         UK Personal Data (UKP ayroli Data       UK Benefits         UK Personal Data (UKP ayroli Data       Image: Data (UKP ayroli Data         Infotype text       Feriod         Personal Data (0002)       Image: Data (UKP ayroli Data         Image: Data (UKP ayroli Dat
5.	What is the employee's <b>Person ID</b> number?	
6.	What is the employee's <b>Pers Assgn</b> (PerNr) number?	



7. 🗌 8. 🗌	On the <b>UK Personal Data</b> tab, click on the <b>Select</b> button to the left of <b>Actions</b> (0000) Click on the <b>Display</b> icon in the <b>Application Toolbar</b>	Actions (0000) Personal Data (0002) Organizational Assignment (0001) Addresses (0006)
9. 🗌	What is the <b>Position</b> number?	Barcon ID
10. 🗌	What is the <b>Employee Group</b> ?	
11. 🗌	Click on the <b>Back</b> icon	ioto Extr <u>a</u> s System Holp I I I I C I S I I I I I C I S I I I I I I I I I I I I I I I I I I I
12.	Click on the <b>Select</b> button to the left of <b>Organizational Assignment (0001)</b>	Rersonal Data (0002) Orbanizational Assignment (0001) Addresses (0006) Basic Pay (0008)
13. 🗌	Click on the <b>Display</b> icon in the <b>Application Toolbar</b>	
14. 🗌	What is the <b>Cost Center</b> ?	
15.	What is the <b>Personnel Area</b> ?	
16.	Click on the <b>Back</b> icon	De <u>E</u> dit <u>G</u> oto Extr <u>a</u> s System Help ■



17. 🗌	Click on the <b>Select</b> button to the left of <b>Basic Pay (0008)</b>	Addresses (0006) Bisic Pay (0008) Cost Distribution (002) Date Specifications (0)
18. 🗌	Click on the <b>Display</b> icon in the <b>Application Toolbar</b>	
19. 🗌	What is the <b>Annual Salary</b> ?	
20.	What is the <b>Wage Type</b> ?	
21.	Click on the <b>Back</b> icon	/age types Extras System ■
22.	Click on the <b>Select</b> button to the left of <b>Residence Status (0094)</b>	Cost Distribution (0027) Date Specifications (0041) Residence Status (0094) Additional Personal Data (007
23. 🗌	Click on the <b>Display</b> icon in the <b>Application Toolbar</b>	
24. 🗌	What is the <b>Residence Status</b> ?	
25.	If there is an <b>Expiry</b> date, what is it?	
26.	Click on the <b>Back</b> icon	Extr <u>a</u> s System Holp I I I C G & e Status (0094)



# Exercise 3 – Display Employee Time Data – PA20

#### Scenario

You will be viewing Anthony P. Bates' time data.

To Displa	y Employee Time Data:	
1. 🗌	Click on the <b>Tab List</b> icon to the right of the tabs	its UK Organizational Data
2.	Select <b>UK Time Data</b>	ta h I I I I I I I I I I I I I I I I I I
3.	On the <b>UK Time Data</b> tab, click on the <b>Select</b> button to the left of <b>Planned Working Time (0007)</b>	Planned Working Time (0007) Basic Pay (0008) Absences (2001)
4.	Click on the <b>Display</b> icon in the <b>Application Toolbar</b>	
5. 🗌	What is the <b>Employment Percent</b> (FTE – Full Time Equivalence)?	
6.	What is the Work Schedule Rule?	
7. 🗌	Click on the <b>Back</b> icon	Goto Extr <u>a</u> s System Help I I I I C I I Ined Working Time (000

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8.	Click on the <b>Select</b> button to the left of <b>Basic Pay (0008)</b>	Rlanned Working Tin Blsic Pay (0008) Absences (2001) Attendances (2002)
9. 🗌	Click on the <b>Display</b> icon in the <b>Application Toolbar</b>	Person ID 10001761
10. 🗌	What is the Work Hours/Period?	
11. 🗌	Click on the <b>Back</b> icon	<u>Wage types</u> Extrac System ■



# Exercise 4 – Display Employee Organizational Data – PA20

#### Scenario

You will be viewing Anthony P. Bates' organizational data.

To Displa	To Display Employee Organizational Data:	
1. 🗌	Click on the <b>UK Organizational Data</b> tab	up 06 Non-Exempt 37 Pers. subarea 00 Benefits UK Organizational Data UK Time D
2.	On the <b>UK Organizational Data</b> tab, click on the <b>Select</b> button to the left of <b>Organizational Assignment (0001)</b>	Oganizational Assignment (0001) Monitoring of Tasks (0019) Date Specifications (0041)
3.	Click on the <b>Display</b> icon in the <b>Application Toolbar</b>	
4. 🗌	What is <b>Payr Area</b> (Payroll Area)?	
5. 🗌	What is the <b>Subarea</b> ?	
6.	Click on the <b>Back</b> icon	as System Lictp ■
7. 🗌	Click on the <b>Select</b> button to the left of <b>Date Specifications (0041)</b>	Monitoring of Tasks (0019) Date Specifications (0041) Qualifications (0024)



8.	Click on the <b>Display</b> icon in the <b>Application Toolbar</b>	
9. 🗌	What is the <b>Reg Service Date</b> ?	
10. 🗌	What is the Current Hire Date?	
11. 🗌	Click on the <b>Back</b> icon to exit the infotype	to Extr <u>a</u> s System Help I I I I I I I I I Specifications (0041)
12.	Click on the <b>Back</b> icon to exit the transaction	oto Extr <u>a</u> s Utilities <u>S</u> etti I I I C Q Q Master Data