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# Human Resources Overview

## HR\_200

### Practice Guide

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#### 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.

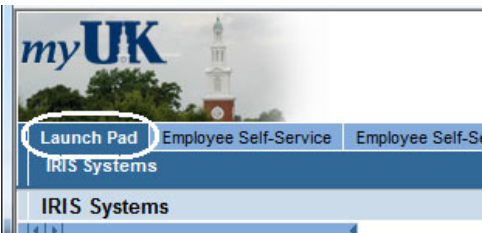
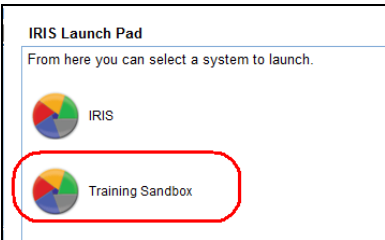
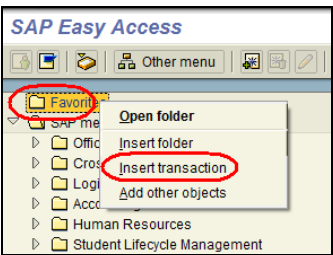
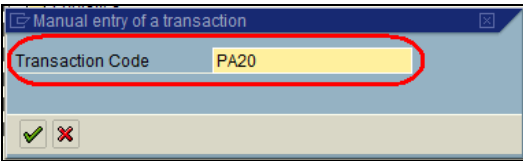
The way to get comfortable with the IRIS system is through practice...practice...practice.

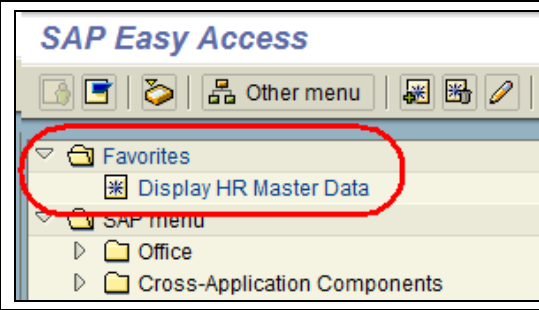
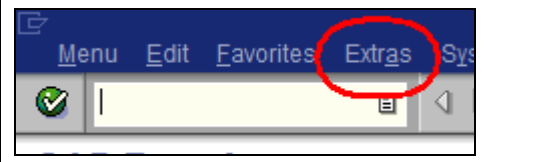
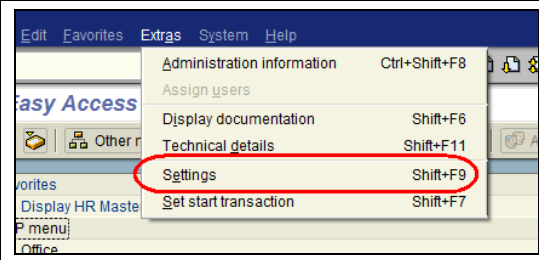
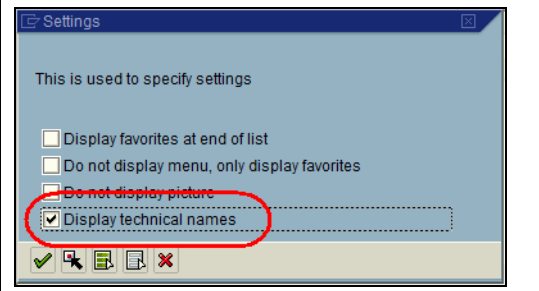
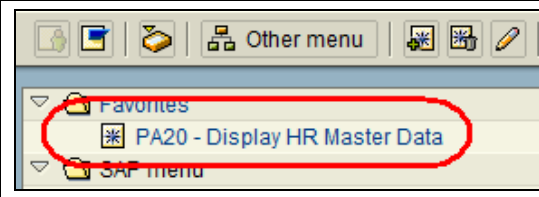
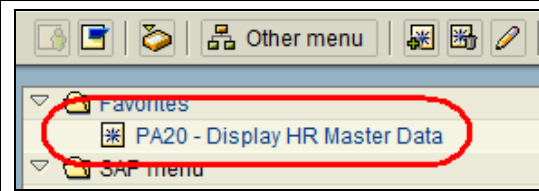
Remember the IRIS Training Sandbox is available 24/7 for you to practice the exercises contained in this practice guide as many times as you like.

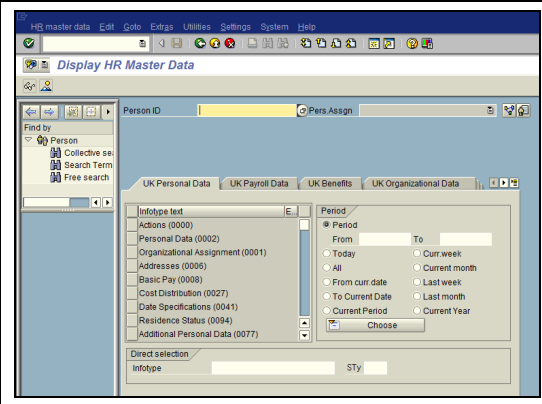
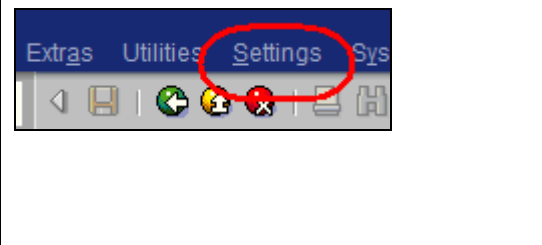
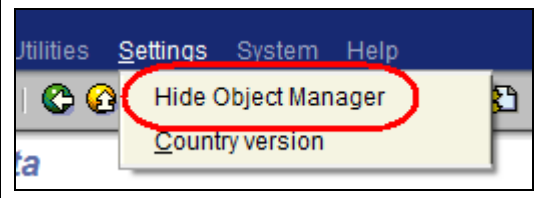
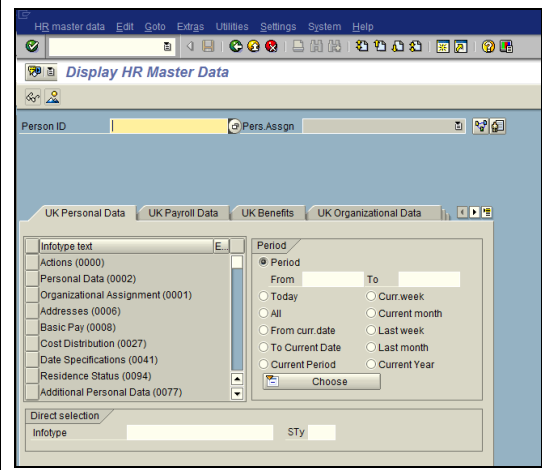
## Exercise 1 – Logging into the IRIS Training Sandbox & Accessing PA20

### 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 into IRIS and Add a Favorite:		
1. <input type="checkbox"/>	Click <b>Launch Pad</b>	
2. <input type="checkbox"/>	When the <b>IRIS Launch Pad</b> appears, click on the <b>Training Sandbox</b> link	
3. <input type="checkbox"/>	The <b>IRIS Main Menu</b> will display	
4. <input type="checkbox"/>	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	
5. <input type="checkbox"/>	In the <b>Transaction Code</b> field, type <b>PA20</b>	
6. <input type="checkbox"/>	Press <b>Enter</b>	

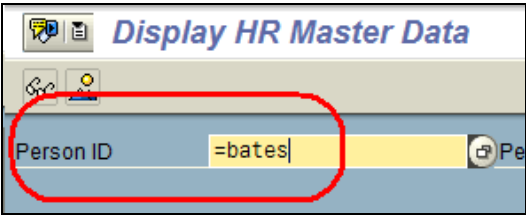
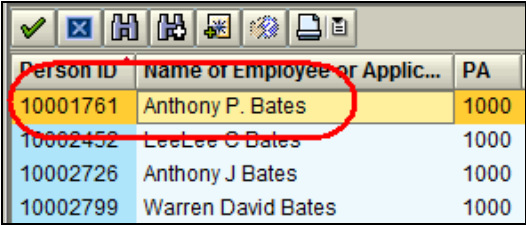
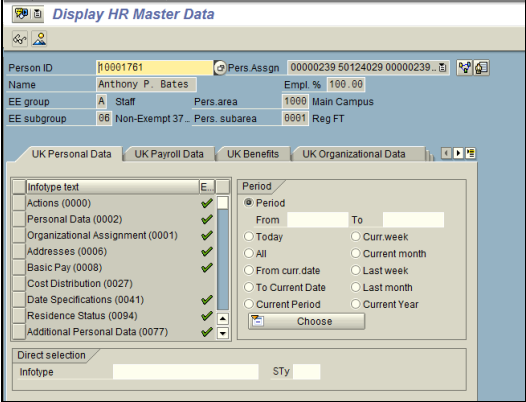
<p>7. <input type="checkbox"/></p>	<p>Notice the transaction is now available in your <b>Favorites</b> folder</p> <p><b>NOTE:</b> If you DO see the t-code next to “Display HR Master Data”, you can skip to step 13!</p>	
<p><b>To Display the Technical Code in the Favorites Folder, if Not Already Showing:</b></p>		
<p>8. <input type="checkbox"/></p>	<p>Using the <b>Menu Bar</b>, select <b>Extras</b></p>	
<p>9. <input type="checkbox"/></p>	<p>Click on <b>Settings</b></p>	
<p>10. <input type="checkbox"/></p>	<p>Select the <b>Display Technical Names</b> checkbox</p>	
<p>11. <input type="checkbox"/></p>	<p>Press <b>Enter</b></p>	
<p>12. <input type="checkbox"/></p>	<p>Notice that the transaction code now appears with the name of the transaction</p>	
<p>13. <input type="checkbox"/></p>	<p>To open the transaction, double-click on <b>PA20 – Display HR Master Data</b></p>	

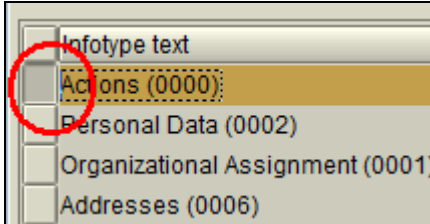
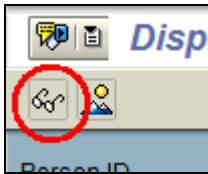
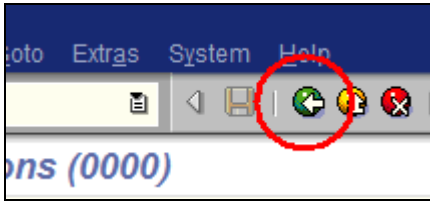
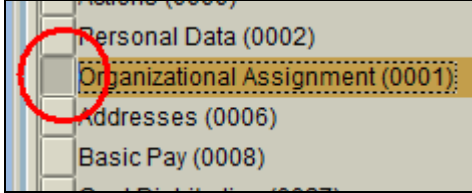
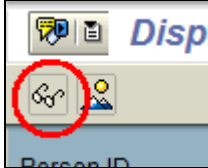
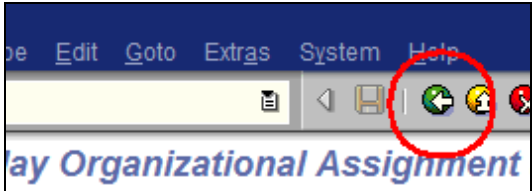
<p>14. <input type="checkbox"/></p>	<p><b>HR Master Data</b> screen is now available</p>	
<p>15. <input type="checkbox"/></p>	<p>Click <b>Settings</b></p> <p><b>Note:</b> The <b>Objective Manager</b> is available on the left side of the screen and is useful for searching for employees. It will not be used for these exercises.</p>	
<p>16. <input type="checkbox"/></p>	<p>Select <b>Hide Object Manager</b></p> <p><b>Note:</b> The same steps can be used to show (display) the Object Manager at a later time.</p>	
<p>17. <input type="checkbox"/></p>	<p>The Object Manager is now hidden until you decide to display it.</p>	

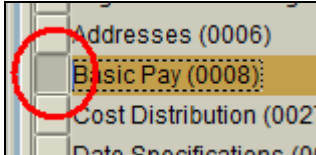
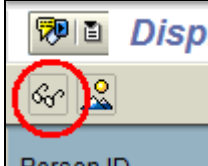
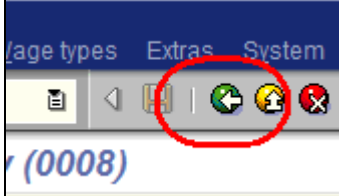
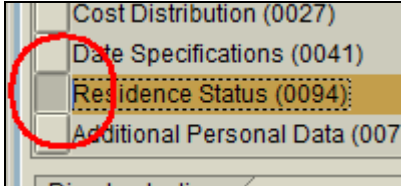
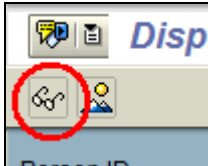
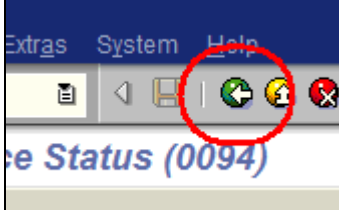
## Exercise 2 – Display Employee Master Data - PA20

### Scenario

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

To Display Employee Master Data:																	
1. <input type="checkbox"/>	In the <b>Person ID</b> field, enter <b>=bates</b>																
2. <input type="checkbox"/>	Press <b>Enter</b> to search for the employee																
3. <input type="checkbox"/>	When the search list appears, double-click on <b>Anthony P. Bates</b>	 <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="text-align: left;">Person ID</th> <th style="text-align: left;">Name of Employee or Applic...</th> <th style="text-align: left;">PA</th> </tr> </thead> <tbody> <tr style="background-color: yellow;"> <td>10001761</td> <td>Anthony P. Bates</td> <td>1000</td> </tr> <tr> <td>10002452</td> <td>LeeLee C Bates</td> <td>1000</td> </tr> <tr> <td>10002726</td> <td>Anthony J Bates</td> <td>1000</td> </tr> <tr> <td>10002799</td> <td>Warren David Bates</td> <td>1000</td> </tr> </tbody> </table>	Person ID	Name of Employee or Applic...	PA	10001761	Anthony P. Bates	1000	10002452	LeeLee C Bates	1000	10002726	Anthony J Bates	1000	10002799	Warren David Bates	1000
Person ID	Name of Employee or Applic...	PA															
10001761	Anthony P. Bates	1000															
10002452	LeeLee C Bates	1000															
10002726	Anthony J Bates	1000															
10002799	Warren David Bates	1000															
4. <input type="checkbox"/>	Notice that the employee's records are now available																
5. <input type="checkbox"/>	What is the employee's <b>Person ID</b> number?																
6. <input type="checkbox"/>	What is the employee's <b>Pers Assgn</b> (PerNr) number?																

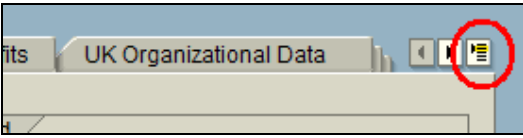
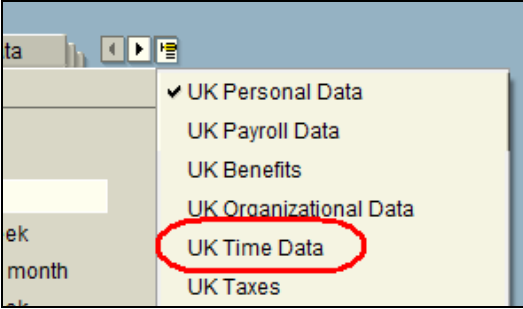
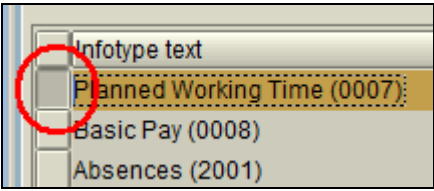
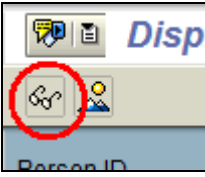
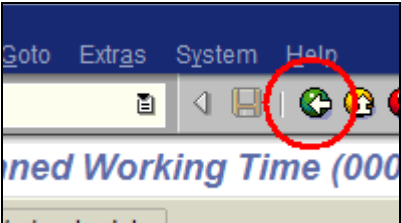
7. <input type="checkbox"/>	On the <b>UK Personal Data</b> tab, click on the <b>Select</b> button to the left of <b>Actions (0000)</b>	
8. <input type="checkbox"/>	Click on the <b>Display</b> icon in the <b>Application Toolbar</b>	
9. <input type="checkbox"/>	What is the <b>Position</b> number?	
10. <input type="checkbox"/>	What is the <b>Employee Group</b> ?	
11. <input type="checkbox"/>	Click on the <b>Back</b> icon	
12. <input type="checkbox"/>	Click on the <b>Select</b> button to the left of <b>Organizational Assignment (0001)</b>	
13. <input type="checkbox"/>	Click on the <b>Display</b> icon in the <b>Application Toolbar</b>	
14. <input type="checkbox"/>	What is the <b>Cost Center</b> ?	
15. <input type="checkbox"/>	What is the <b>Personnel Area</b> ?	
16. <input type="checkbox"/>	Click on the <b>Back</b> icon	

17. <input type="checkbox"/>	Click on the <b>Select</b> button to the left of <b>Basic Pay (0008)</b>	
18. <input type="checkbox"/>	Click on the <b>Display</b> icon in the <b>Application Toolbar</b>	
19. <input type="checkbox"/>	What is the <b>Annual Salary</b> ?	
20. <input type="checkbox"/>	What is the <b>Wage Type</b> ?	
21. <input type="checkbox"/>	Click on the <b>Back</b> icon	
22. <input type="checkbox"/>	Click on the <b>Select</b> button to the left of <b>Residence Status (0094)</b>	
23. <input type="checkbox"/>	Click on the <b>Display</b> icon in the <b>Application Toolbar</b>	
24. <input type="checkbox"/>	What is the <b>Residence Status</b> ?	
25. <input type="checkbox"/>	If there is an <b>Expiry</b> date, what is it?	
26. <input type="checkbox"/>	Click on the <b>Back</b> icon	

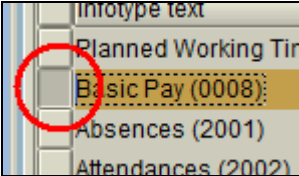

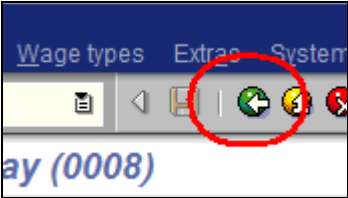
## Exercise 3 – Display Employee Time Data – PA20

### Scenario

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

To Display Employee Time Data:		
1. <input type="checkbox"/>	Click on the <b>Tab List</b> icon to the right of the tabs	
2. <input type="checkbox"/>	Select <b>UK Time Data</b>	
3. <input type="checkbox"/>	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>	
4. <input type="checkbox"/>	Click on the <b>Display</b> icon in the <b>Application Toolbar</b>	
5. <input type="checkbox"/>	What is the <b>Employment Percent</b> (FTE – Full Time Equivalence)?	
6. <input type="checkbox"/>	What is the <b>Work Schedule Rule</b> ?	
7. <input type="checkbox"/>	Click on the <b>Back</b> icon	

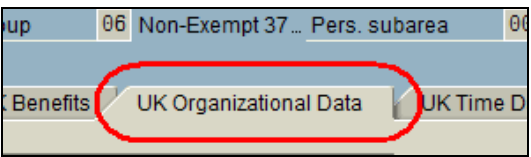
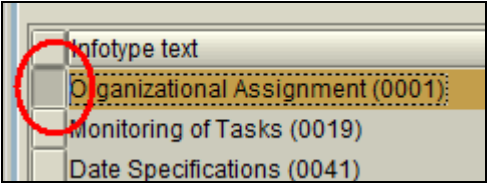
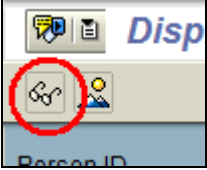
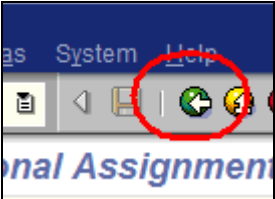
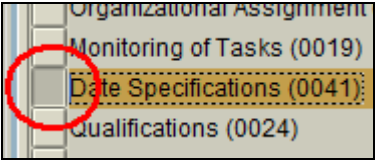


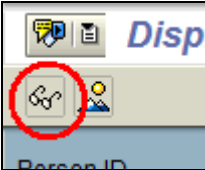
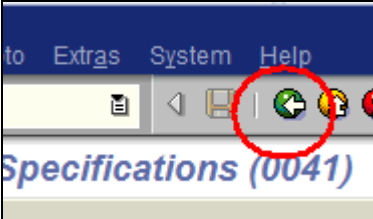
8. <input type="checkbox"/>	Click on the <b>Select</b> button to the left of <b>Basic Pay (0008)</b>	
9. <input type="checkbox"/>	Click on the <b>Display</b> icon in the <b>Application Toolbar</b>	
10. <input type="checkbox"/>	What is the <b>Work Hours/Period?</b>	
11. <input type="checkbox"/>	Click on the <b>Back</b> icon	

## Exercise 4 – Display Employee Organizational Data – PA20

### Scenario

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

To Display Employee Organizational Data:		
1. <input type="checkbox"/>	Click on the <b>UK Organizational Data</b> tab	
2. <input type="checkbox"/>	On the <b>UK Organizational Data</b> tab, click on the <b>Select</b> button to the left of <b>Organizational Assignment (0001)</b>	
3. <input type="checkbox"/>	Click on the <b>Display</b> icon in the <b>Application Toolbar</b>	
4. <input type="checkbox"/>	What is <b>Payr Area</b> (Payroll Area)?	
5. <input type="checkbox"/>	What is the <b>Subarea</b> ?	
6. <input type="checkbox"/>	Click on the <b>Back</b> icon	
7. <input type="checkbox"/>	Click on the <b>Select</b> button to the left of <b>Date Specifications (0041)</b>	

8. <input type="checkbox"/>	Click on the <b>Display</b> icon in the <b>Application Toolbar</b>	
9. <input type="checkbox"/>	What is the <b>Reg Service Date</b> ?	
10. <input type="checkbox"/>	What is the <b>Current Hire Date</b> ?	
11. <input type="checkbox"/>	Click on the <b>Back</b> icon to exit the infotype	
12. <input type="checkbox"/>	Click on the <b>Back</b> icon to exit the transaction	