

Johns Hopkins

HR Shared Services



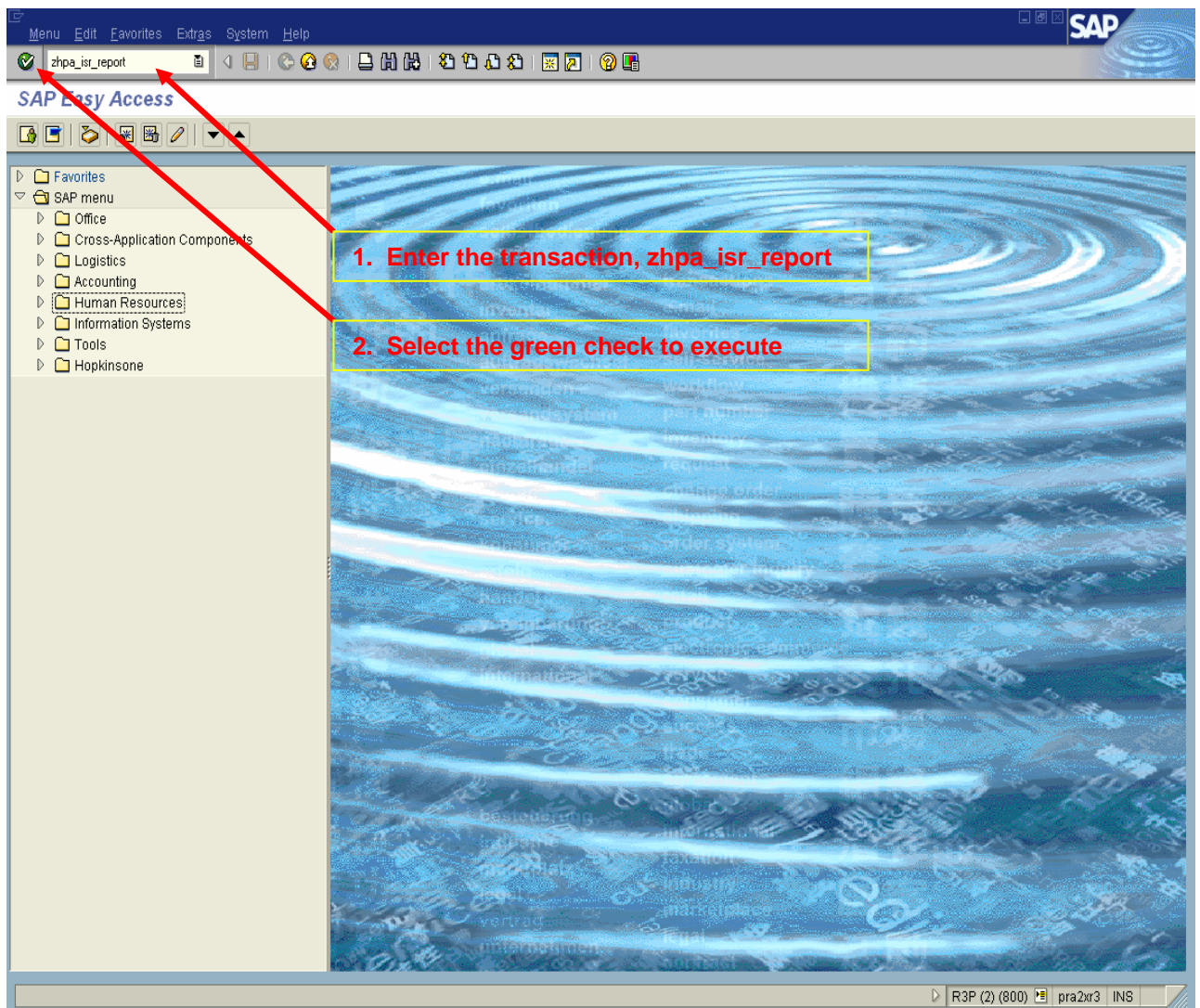
Reviewing the ISR Log

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As an end-user it is important to be able to track the progress of ISRs that have been initiated or approved by your organization. This is especially true once the ISR has been approved (or rejected) by HR Shared Services. You will need to know how to retrieve the Object ID number for the org unit, job, or position for which you have submitted an SAP action.

The first step in this process is to log into the SAP database using your individual logon and password. Once you have successfully logged in, you should be at the SAP Easy Access screen shown in the illustration below.

In the transaction, or command window at the top left of the screen, type in the transaction code. “zhpa_isr_report” (Step 1). Select the green check mark to the left of the transaction window to execute (Step 2).



In step 1 below, enter the original ISR number that you submitted to HR Shared Services. After entering the ISR number in the ISR Number field, select the “Execute” button as indicated in step 2 below.

The screenshot shows the SAP 'ISR Report' interface. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main content area is divided into three sections: 'Selection Criteria', 'Approver Details', and 'Display options'. The 'Selection Criteria' section contains a table with fields for 'ISR Number', 'Sequence Number', 'ISR Actions', 'Personnel number/Object Id', 'ISR Status', 'Title, First Name, Last Name', 'User Name', 'Changed On', 'Time', 'Effective Date', and 'Initiator'. The 'Approver Details' section contains fields for 'Approver1', 'Approver2', 'HR Recipient Work Center', 'Actual Approver1', 'Actual Approver2', and 'Actual HR Approver'. The 'Display options' section contains a 'Layout' field. A red arrow points from a yellow box labeled '1. Enter ISR number in this field' to the 'ISR Number' field in the 'Selection Criteria' section. Another red arrow points from a yellow box labeled '2. Select execute button' to the 'Execute' button (represented by a play icon) in the top-left corner of the main content area. The bottom status bar shows 'R3P (2) (800) pra2xr3 INS'.

1. Enter ISR number in this field

2. Select execute button

After selecting the “Execute” button, the following screen will appear (ISR Report). Click once on any of the underlined fields to advance to the status screen for the ISR you have selected.

The screenshot shows the SAP 'ISR Report' interface. At the top, there is a header bar with 'System Help' and the SAP logo. Below this is a toolbar with various icons. The main content area has a light blue header with the following information:

- User id: DBLAND3
- Date: 01/02/2007
- Time: 12:32:22
- Johns Hopkins
- ISR Report
- Page: 1
- System: R3P / 800
- ZHPAR_ISR_REPORT

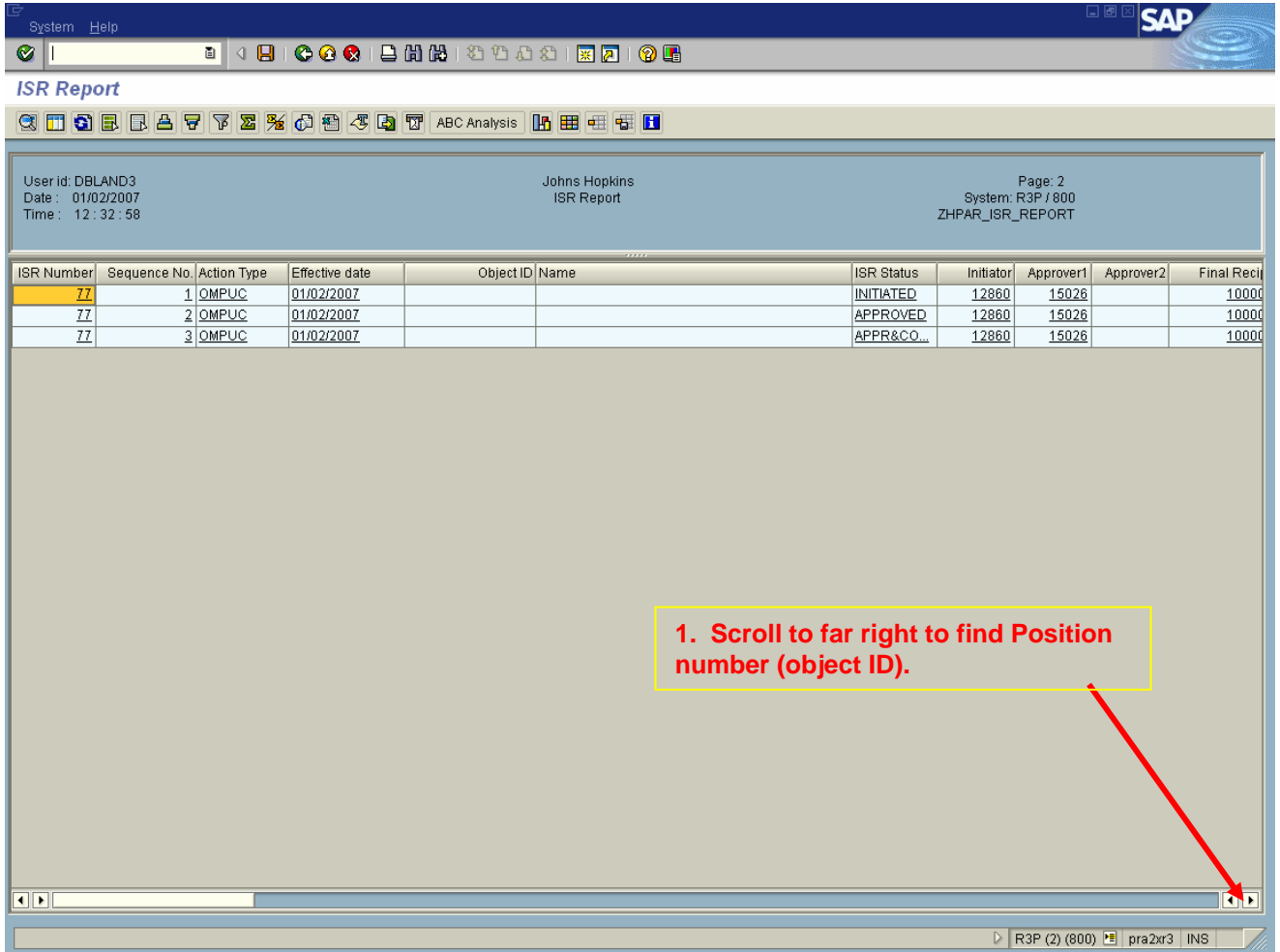
Below the header is a table with the following data:

Action Type	Action Text	Action Text	Personnel No./Obj ID	Initiator
<u>OMPUC</u>	<u>OM-JHU Position Create</u>			12880

Three red arrows point from a yellow callout box to the underlined fields 'OMPUC', 'OM-JHU Position Create', and '12880'. The callout box contains the text: "1. Click once on any underlined item".

At the bottom right of the screen, there is a status bar showing "R3P (2) (800)", "pra2xr3", and "INS".

On this screen you will see status line items for the ISR indicating “Initiated”, “Approved”, and/or “Approved & Completed” or “Rejected”. On this screen you will also be able to scroll to the far right using the scroll bar at the bottom of the screen to find the Object ID for the selected ISR.



The screenshot shows the SAP 'ISR Report' interface. At the top, the SAP logo and 'System Help' are visible. Below the title bar, there is a toolbar with various icons. The main content area has a header with the following information:

- User id: DBLAND3
- Date: 01/02/2007
- Time: 12:32:58
- Johns Hopkins
- ISR Report
- Page: 2
- System: R3P / 800
- ZHPAR_ISR_REPORT

Below the header is a table with the following columns: ISR Number, Sequence No., Action Type, Effective date, Object ID, Name, ISR Status, Initiator, Approver1, Approver2, and Final Recij. The first row is highlighted in yellow.

ISR Number	Sequence No.	Action Type	Effective date	Object ID	Name	ISR Status	Initiator	Approver1	Approver2	Final Recij
77	1	QMPUC	01/02/2007			INITIATED	12860	15026		10000
77	2	QMPUC	01/02/2007			APPROVED	12860	15026		10000
77	3	QMPUC	01/02/2007			APPR&CO...	12860	15026		10000

At the bottom of the screen, there is a scroll bar. A red arrow points to the right arrow of the scroll bar, with a text box containing the instruction: "1. Scroll to far right to find Position number (object ID)."

At the bottom right of the screen, the status bar shows: R3P (2) (800) pra2xr3 | INS

Under the column titled “Final Recipient Comm” you will find comments made by the HR Shared Services representative that worked on the ISR. The comment will include the Object ID number as indicated below.

The screenshot shows the SAP 'ISR Report' interface. At the top, there is a header bar with 'System Help' and the SAP logo. Below this is a toolbar with various icons. The main content area has a blue header with the following information:

- User id: DBLAND3
- Date: 01/02/2007
- Time: 12:32:58
- Johns Hopkins
- ISR Report
- Page: 2
- System: R3P / 800
- ZHPAR_ISR_REPORT

Below the header is a table with the following columns: 'Final Recipient Comm', 'User Name', 'Changed On', and 'Changed A'. The table contains two rows of data:

Final Recipient Comm	User Name	Changed On	Changed A
	KTAYL011	12/26/2006	14:15:36
Created object ID 50000077 Senior Media Relations Coordinator. DWR	DBLAND3	12/26/2006	15:17:33

A red arrow points from a yellow-bordered box containing the text '1. Position number (object ID) found here in Comments section.' to the 'Created object ID 50000077' entry in the 'Final Recipient Comm' column.

At the bottom of the window, there is a status bar showing 'R3P (2) (800)' and 'pra2xr3 | INS'.

At the ISR Report screen, you can drill down to look at the detailed data for the ISR.

The screenshot shows the SAP 'ISR Report' interface. At the top, the SAP logo and system information are visible. Below the title bar, there is a toolbar with various icons. The main content area displays a table with the following data:

ISR Number	Sequence No.	Action Type	Effective date	Object ID	Name	ISR Status	Initiator	Approver1	Approver2	Final Recit
ZZ	1	OMPUC	01/02/2007			INITIATED	12860	15026		10000
ZZ	2	OMPUC	01/02/2007			APPROVED	12860	15026		10000
ZZ	3	OMPUC	01/02/2007			APR&CO	12860	15026		10000

Red arrows point from a yellow callout box to the 'ISR Number' column of the first three rows, and to the 'Initiator' and 'Approver1' columns of the second row. The callout box contains the following text:

1. Click on any link to drill down to ISR data fields screen.

At the bottom of the screen, the status bar shows 'R3P (2) (800)' and 'pra2x3 | INS'.

After drilling down from the ISR Report screen, you will be presented with an ISR report window that will enable you to scroll up and down to view the corresponding data that has been entered for each field of the ISR.

The screenshot displays the 'ISR Report' window. At the top, there is a section titled 'ISR Data' containing a table with two columns: 'Group description' and 'Cell Content'. The 'Client' row is highlighted in yellow. Below this table, there is a section for 'Cost distribution data' with a table containing columns for 'S...', 'Valid From', 'End Date', 'Cost Center', 'Order', 'WBS Element', 'Fund', 'Grant', 'Pct.', and 'Fun'. The first row of data in this table shows values: '2350033000', '80011497', '1023500000', and '100.00 999'. Two red arrows point to specific parts of the interface: one points to the 'ISR Data' table with the label '1. ISR data fields.', and the other points to the vertical scrollbar of the table with the label '2. Scroll up and down.'.

Group description	Cell Content
Client	
Object Abbreviation	REPMR-ADM
Object Name	Senior Media Relations Coordinator
ID of Related Object	10000039
ID of Related Object	20001057
Pay scale type	
Pay Scale Area	
Pay Scale Group	
Pay Scale Group	
Pay Scale Level	
Pay Scale Level	
Pay Grade Type	ST
Pay Grade Area	U
Pay grade	GEEXMP

S...	Valid From	End Date	Cost Center	Order	WBS Element	Fund	Grant	Pct.	Fun
☑			2350033000	80011497		1023500000		100.00	999