

Johns Hopkins HR Shared Services



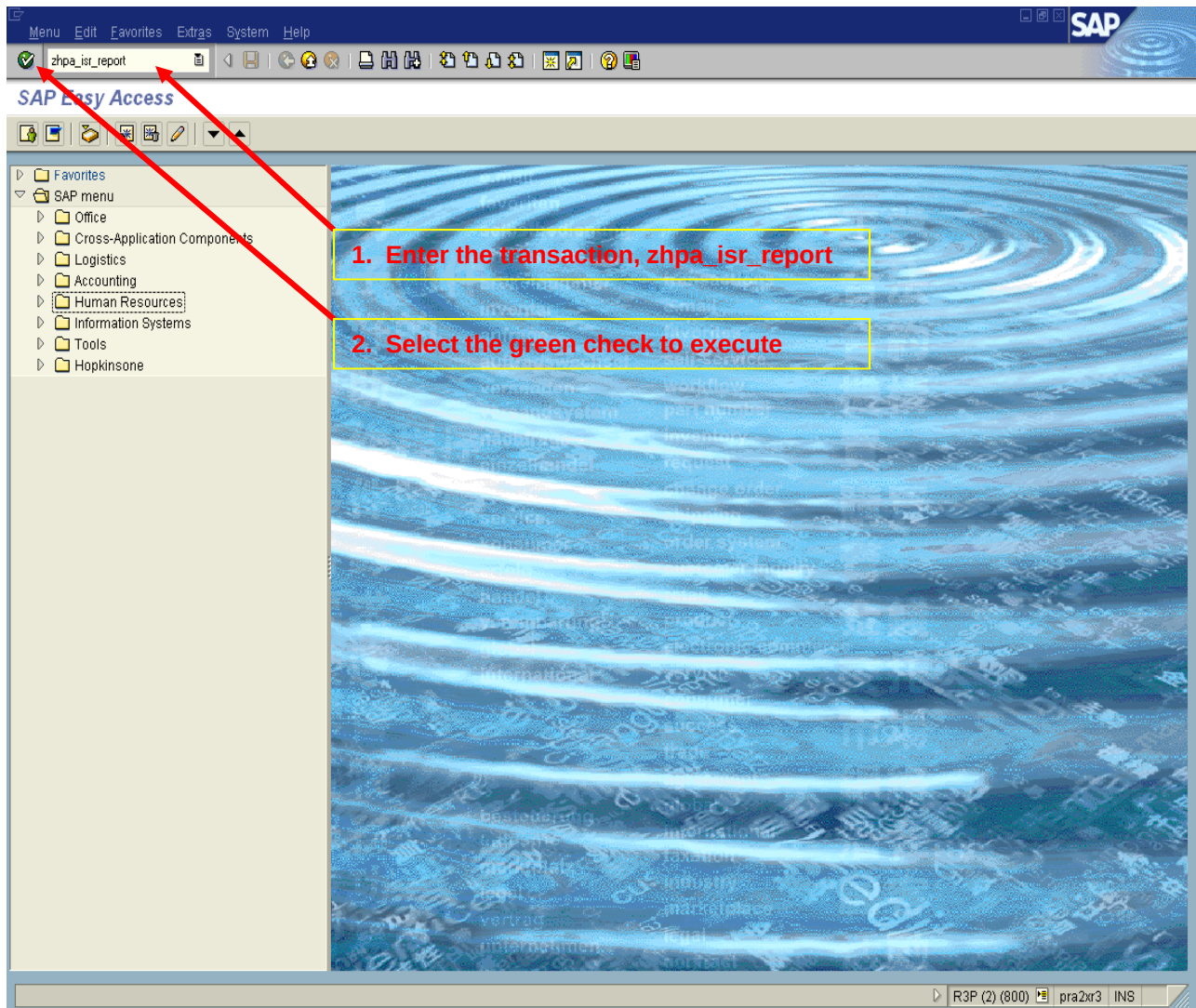
**Reviewing
the
ISR Log**

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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. A red arrow points from the 'ISR Number' field in the 'Selection Criteria' section to a yellow box labeled '1. Enter ISR number in this field'. Another red arrow points from the 'Execute' button (a green play icon) in the top toolbar to a yellow box labeled '2. Select execute button'.

Selection Criteria

Field	Value	to	Value	Action
ISR Number		to		Execute
Sequence Number		to		Execute
ISR Actions		to		Execute
Personnel number/Object id		to		Execute
ISR Status		to		Execute
Title, First Name, Last Name		to		Execute
User Name		to		Execute
Changed On		to		Execute
Time	00:00:00	to	00:00:00	Execute
Effective Date		to		Execute
Initiator		to		Execute

Approver Details

Field	Value	to	Value	Action
Approver1		to		Execute
Approver2		to		Execute
HR Recipient Work Center		to		Execute
Actual Approver1		to		Execute
Actual Approver2		to		Execute
Actual HR Approver		to		Execute

Display options

Layout:

Footer: R3P (2) (800) pra2xr3 INS

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 displays the SAP ISR Report interface. At the top, the SAP logo is visible. Below the logo, the title "ISR Report" is shown. The interface includes a menu bar with "System" and "Help" options. A toolbar with various icons is located below the menu bar. The main content area shows the following information:

User id: DBLAND3
Date : 01/02/2007
Time : 12:32:22

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ISR Report

Page: 1
System: R3P / 800
ZHPAR_ISR_REPORT

Action Type	Action Text	Action Text	Personnel No./Obj ID	Initiator
<u>OMPUC</u>	<u>OM-JHU Position Create</u>		<u>12860</u>	

1. Click once on any underlined item

The bottom status bar shows "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.

System Help

ISR Report

User id: DBLAND3
Date : 01/02/2007
Time : 12:32:58

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ISR Report

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System: R3P / 800
ZHPAR_ISR_REPORT

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

1. Scroll to far right to find Position number (object ID).

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 displays the SAP ISR Report interface. At the top, the SAP logo is visible. Below the header, the title "ISR Report" is shown. The interface includes a menu bar with options like "System" and "Help". The main content area shows a table with the following data:

Final Recipient Comm	User Name	Changed On	Changed A
	KTAYL011	12/26/2006	14:15:36
	KHAYES2	12/26/2006	14:26:43
Created object ID 50000077 Senior Media Relations Coordinator. DWB	DBLAND3	12/26/2006	15:17:33

A red arrow points to the comment "Created object ID 50000077 Senior Media Relations Coordinator. DWB" in the "Final Recipient Comm" column. A yellow box with red text states: "1. Position number (object ID) found here in Comments section."

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

System Help

ISR Report

Userid: DBLAND3
Date: 01/02/2007
Time: 12:32:58

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ISR Report

Page: 2
System: R3P / 800
ZHPAR_ISR_REPORT

ISR Number	Sequence No.	Action Type	Effective date	Object ID	Name	ISR Status	Initiator	Approver1	Approver2	Final Recd
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			APPR&CO	12860	15026		10000

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

R3P (2) (800) pra2xr3 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.

ISR Data

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

1. ISR data fields.

2. Scroll up and down.

Cost distribution data

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