



HR Information Services (SAP)



SAP Revisited



Creation of / Changes to Positions

■ Part-Time (be patient)

- Submit (email) request to Hrparttime@dadeschools.net
- Provide
 - Location Number
 - Job assignment (4-digit job code)
 - Program (4-digit)
 - Function (4-digit)
 - Pay Code

■ Full-Time

- Contact the Budget Office

Part Time Pay Code Issues

- Rules are driven by PERS not SAP
 - Information is entered in SAP each day and moved (interfaced) to PERS each night
 - Only 1 Part-time assignment can exist per Pay Code per employee within location (B, E, F, G, L)
 - Pay Code is determined at the time a position is created (by job code)
 - Part Time position can have multiple holders (overloaded)





Personnel Actions

- Current Options
 - Change of position
 - Add Assignment (Part Time Only)
- NEW on-screen Options (Site Specific)
 - Employee
 - Move to (Open Equivalent position)
 - Swap employees (2 positions)
 - Position (Job Code)
 - Vacant initiated by location
 - Filled initiated by Staffing Office



Personnel Actions

Create PCR

Menu ▶ Back Exit Cancel System ▶

Type of Action

Change of Position, Adjudicate Pay

Use this option to transfer an employee to another position, where eligibility, qualifications/certifications, and pay will be assessed by the appropriate departments.

Add Assignment

Use this option to create an additional Part Time position assignment for an employee at your location. You can search for employees in different locations; however you are limited to filling positions at your specific site.

Move Instructional Employee to an Equivalent Vacant Position (No Pay impact)

Use this option to move an Instructional Full Time employee from one position to another of equal standing. This is not pay impacting.

Equivalent Instructional Position Trade for 2 Employees (No Pay impact)

Use this option to swap the positions of two Full Time Instructional employees simultaneously, when both exist in positions of equal standing.



E-Recruitment

- Verify that the position you are requisitioning is in your location
- Positions are created at the location level not in the sub-groups



Organizational Management

- Removal of old Part Time positions
 - Send a request to Hrparttime@dadeschools.net
 - Provide
 - Location number
 - Position Id number (53xxxxxx)
 - Ensure the position is vacant!



Information Reference

- Hrparttime@dadeschools.net
 - Part Time position creation requests
 - Part Time position removal
- <http://HRinfo.dadeschools.net/>
 - Links to instructional guides produced by HR



Human Resources Information Services

Monday, May 2, 2011

STUDENTS

PARENTS

EMPLOYEES

COMMUNITY

Dadeschools > Human Resources > [Information Services](#)



Human Resources Information Services provides support to all district and school locations regarding SAP and Personnel Data.

Instructional guides for SAP:

The HR Information Services Team has created easy-to-use instructional guides for SAP. Guides will be periodically updated as changes in SAP occur. [Click here](#)

- "Additional Assignment" for employees in your location
- "Additional Assignment" for employees not in your location
- "Change of Position"
- Part-time requisitions for eRecruiting
- Required steps for "Candidate Selection"
- "Decentralized Termination"
- "Position Control Report"
- "Real-Time Vacancy Report"

Coming Soon

- "Move instructional Employee to an Equivalent Vacant Position"
- "Equivalent Instructional Position Trade for 2 Employees"

News

- [SAP Showcase](#)
- [Employee Portal](#)

Additional Resources

- [Office of Human Resources](#)
- [Employee Self Service](#)

9325 News

- [New guide for Internal Candidate Profile](#)
- [New guide for Non-Instructional Search & Apply](#)

HR Info Website

Questions and Answers

SAP HR Support

For general questions, please contact [HRinfo](#)
For eRecruiting questions, please contact [eRecruiting](#)
For Workflow questions, please contact [HRSupport](#)
For Organizational Management, please contact [OMSupport](#)

For assistance in SAP (i.e. Procurement, Reports, or Finance),
questions should be directed to HEAT Self Service, select HR
SUPPORT ([HEAT](#))

