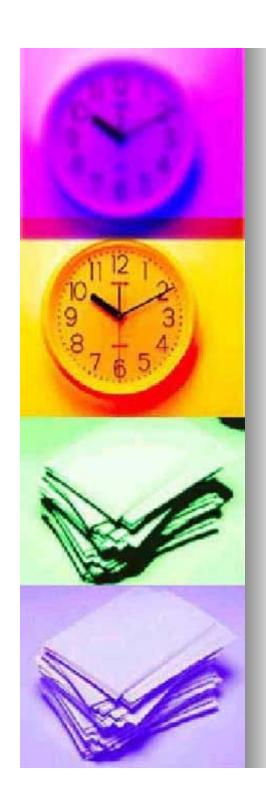
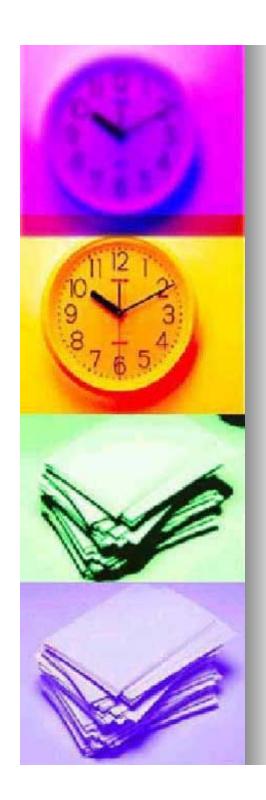
HR Information Services (SAP) SAP Revisited



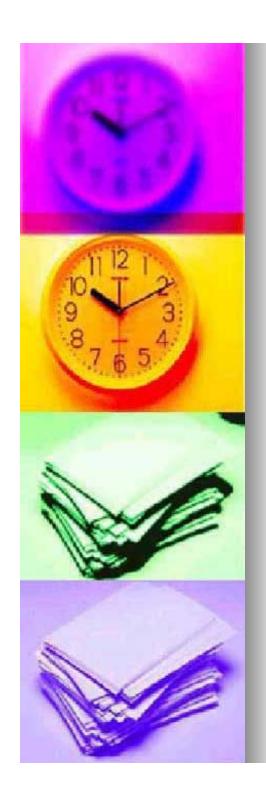
Creation of / Changes to Positions

- Part-Time (be patient)
 - Submit (email) request to <u>Hrparttime@dadeschools.net</u>
 - 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

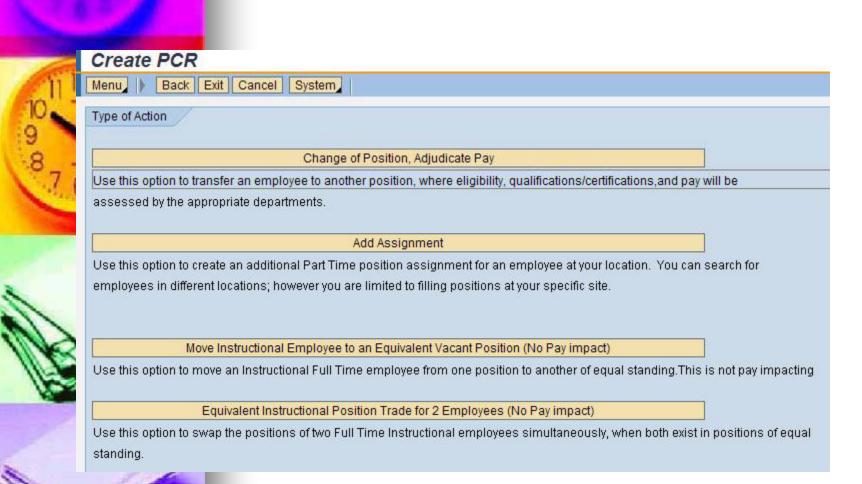
- Rules are driven by PERS not SAP
 - Information is entered in SAP each day and moved (interfaced) to PERS each night
 - Only 1 Part-time assignment can exist per Pay Code per employee within location (B, E, F, G, L)
 - Pay Code is determined at the time a position is created (by job code)
 - Part Time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

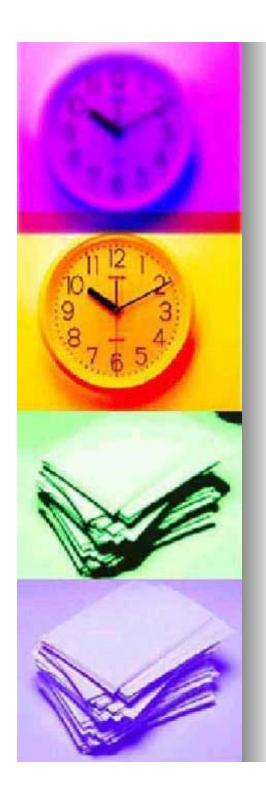


Personnel Actions

- 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

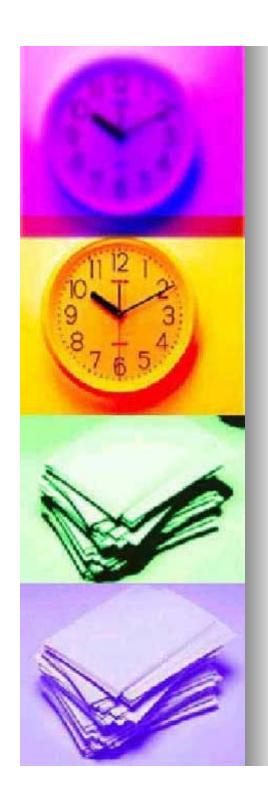
Personnel Actions





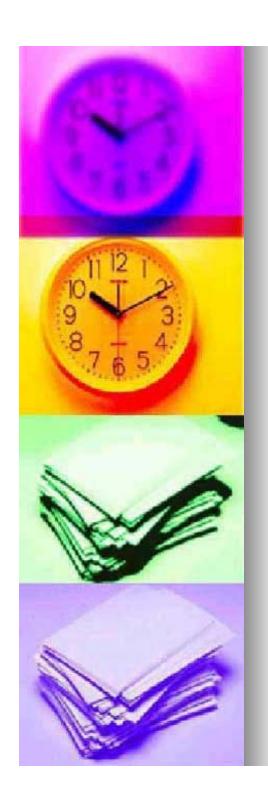
E-Recruitment

- 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 <u>Hrparttime@dadeschools.net</u>
 - 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





Dadeschools > Human Resources > Information Services

Human Resources Information Services

STUDENTS

PARENTS

Medical Ran

EMPLOYEES COMMUNITY



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

News

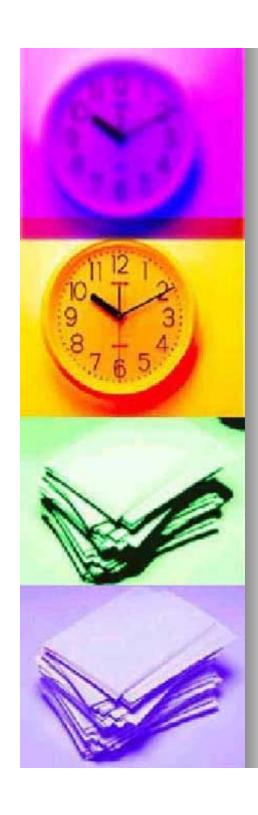
- SAP Showcase
- Employee Portal

Additional Resources

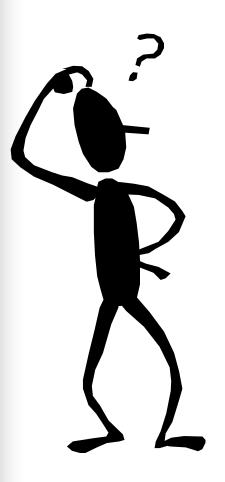
- Office of Human Resources
- Employee Self Service
- .

9325 News

- New guide for Internal Candidate Profile
- New guide for Non-Instructional Search & Apply



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)