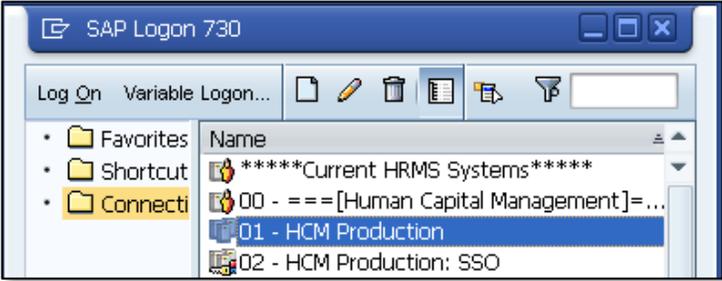
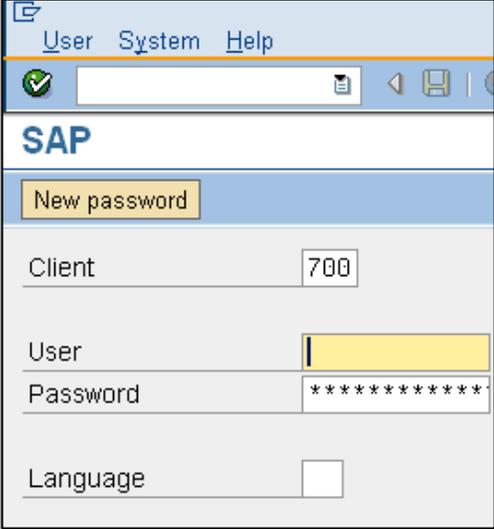
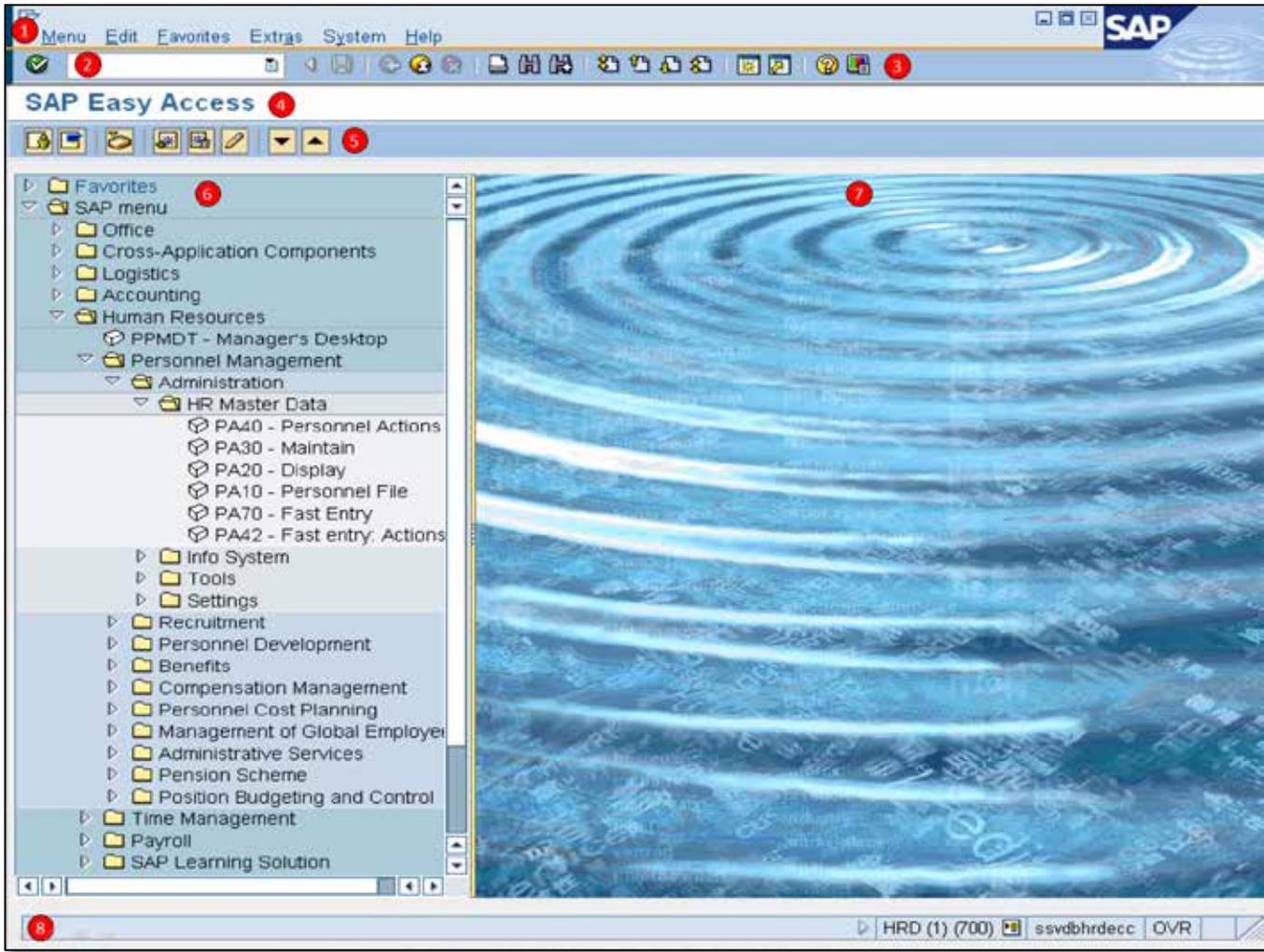


HRMS Basics Job Aid #1: How to Log in

| Step | Action |
|------|--|
| 1 | On the Windows desktop, double-click the SAP Logon Pad icon  |
| 2 | Double-click the server application for your agency: <ul style="list-style-type: none"> · 01-HCM Production for non-single sign-on agencies · 02-HCM Production SSO for single sign-on agencies  |
| 3 | For Non-SSO Only Confirm the Client number and enter the User identification and Password.  |

Screen Elements



| Item | Label | Description |
|------|---------------------|--|
| 1 | Menu | The menu may vary depending on the transaction. |
| 2 | Command Field | Enter a transaction code to go directly to the transaction. |
| 3 | Standard Toolbar | Any unavailable buttons will be greyed out. |
| 4 | Title Bar | Shows your current location and activity in HRMS. |
| 5 | Application Toolbar | Shows functions available for the current application. |
| 6 | Menu Tree | Shows Favorites folder and SAP menu. Allows quick access to folders within HRMS. |
| 7 | Main Body | Shows transaction or system data. |
| 8 | Status Bar | Shows system messages to include errors and warnings. |