

HRMS Basics – Screen Elements

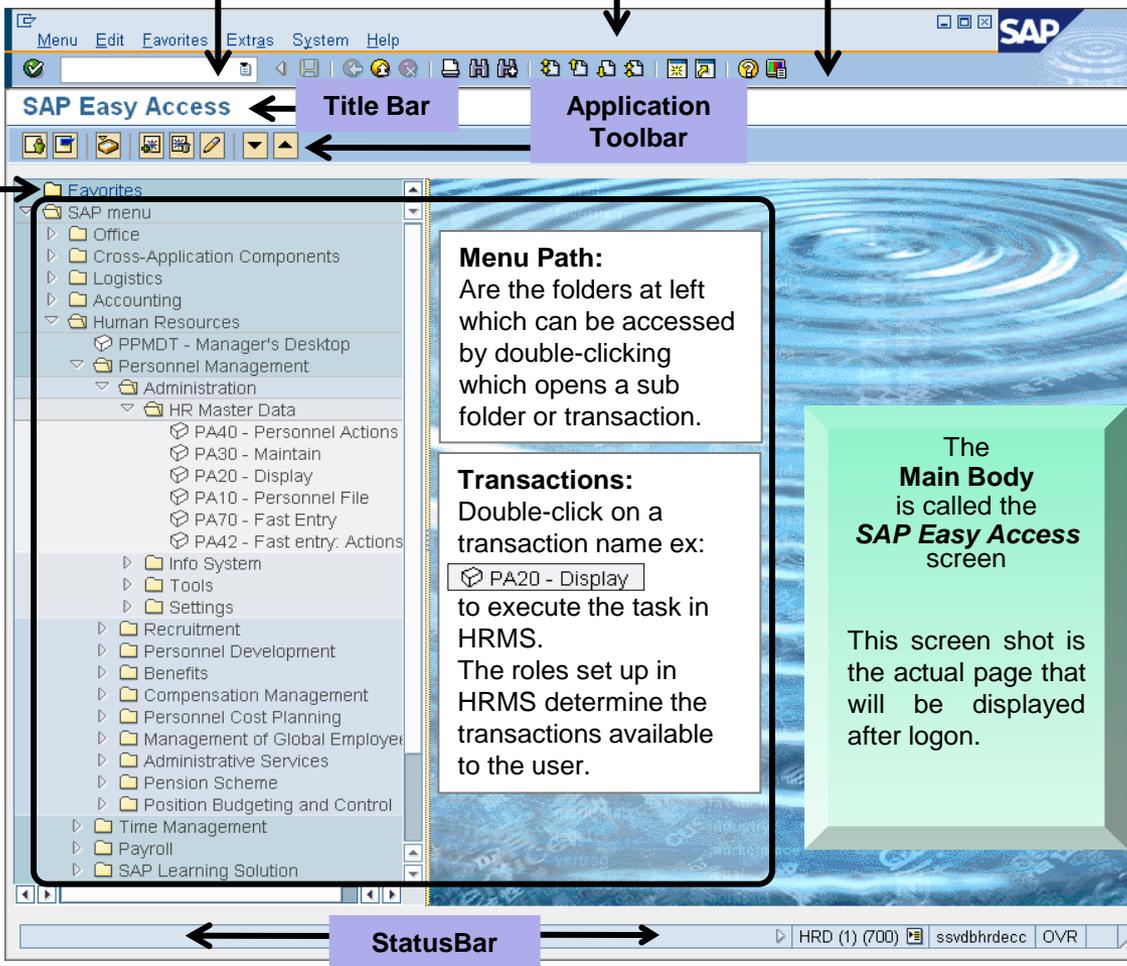
Favorites:

Each user can add transactions, reports, files, and web sites that he/she uses most.

Command Field (white box)

Menu Bar

Standard Toolbar



Menu Path:

Are the folders at left which can be accessed by double-clicking which opens a sub folder or transaction.

Transactions:

Double-click on a transaction name ex: to execute the task in HRMS. The roles set up in HRMS determine the transactions available to the user.

The Main Body is called the SAP Easy Access screen

This screen shot is the actual page that will be displayed after logon.

Command Field: Use this field to go to transactions directly by entering the transaction code. The transaction codes can be found either in the SAP Easy Access menu tree or in the relevant application under *System* → *Status*.

Menu Bar: The menus shown here vary depending on which transaction you are working in.

Standard Toolbar: Buttons that are unavailable on a particular screen are dimmed. When the cursor is left on a button briefly, a small flag appears with the name or function of that icon and the corresponding function key.

Title Bar: Displays your current location and activity in HRMS.

Application Toolbar: Displays the functions available for the current application.

Main Body: The largest part of the screen. Contains fields where you can enter or view data for a transaction or system task.

Menu Path: Displays the path of transactions to enable users to locate the transaction they need.

Status Bar: Displays information such as warning and error messages.

OLQR web address: <http://www.hr.wa.gov/payroll/HRMS/OnLineQuickReference/Pages/default.aspx>

What is HRMS

HRMS is the Human Resource Management System designed to process payroll and personnel functions for the state of Washington.

What is SAP?

SAP is the software program that is updated and designed to manage HRMS functions.

SAP = Systems, Applications, and Products in Data Processing

Transaction Codes	Common Transactions
PA10	Display Personnel File
PA20	Display HR Master Data
PA30	Maintain HR Master Data
PA40	Personnel Actions

Key Terms

Transaction

- A process that an end user performs to complete a business task, such as displaying employee information. Each transaction is assigned a transaction code.

Transaction Code

- A code that provides end users access to the initial screen of a transaction, or specific area of HRMS to view business related information and/or to perform business related tasks (based on assigned roles).

Infotype

- Screens within a transaction in which specific criteria is entered into individual employee files or records. An example of an infotype is IT0007, (Planned Working Time) this displays the selected employees work schedule.

Matchcode

- A dropdown list of possible entries for specific areas of an infotype.

Variant

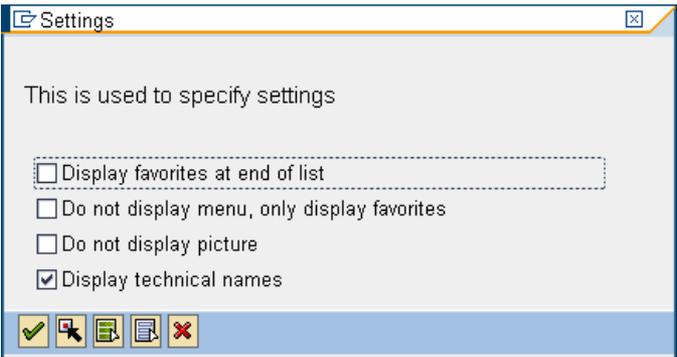
- A customized report with specific criteria. This function allows you to use the same report on a regular basis without reentering key data each time the report is needed.

On-line Quick Reference (OLQR)

- Online help procedures and reference tools designed to help users complete business tasks.

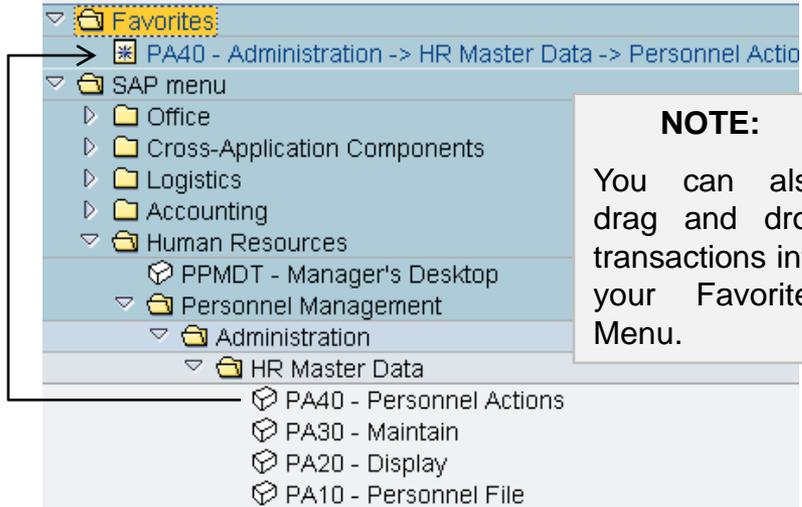
To view transaction codes in the menu lists, perform the following:

1. From the Menu bar, go to Extras → Settings.
2. Click on “Display Technical Names”.
3. Click  (Enter).



Add transaction codes to your Favorites Menu

1. Drill-down to the transaction code you wish to add.
2. Menu Bar → Favorites → Add, or click  on the toolbar
3. The transaction is added to your Favorites Menu.



NOTE:
You can also drag and drop transactions into your Favorites Menu.

There are two ways to access a transaction screen in HRMS:

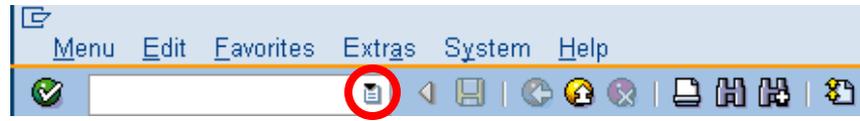
- 1) Menus
 - Allow you to navigate through a series of drop-down options similar to Windows Explorer
 - Menu options include the transaction description as well as the transaction code
 - Example: PA40 – Personnel Actions
- 2) System Transaction Codes
 - Specific code that takes you directly to a specific transaction screen in HRMS. Enter the transaction code in the Command field on the Standard toolbar.

Using Transaction Codes in the Command Field

To view the transaction code bar, click on the right-facing triangle located on the tool bar.



Once the transaction code bar is displayed, enter the alpha-numeric code for the transaction desired. The box with arrow provides a drop-down that displays the last few transaction codes used.



Toolbar buttons on HRMS transaction and infotype screens will vary. The majority of these buttons are from the Menu bar and Application toolbar.

Save	Back	Exit	Cancel	Print	Find	Find Next	First Page	Prev Page	Last Page	Next Page	New Session															
Save [Ctrl + S] Stores changes	Back [F3] Returns to previous screen	Exit [Shift + F3] Returns to SAP Easy Access, warning to save data	Cancel [F12] Returns to SAP Easy Access, no warning to save data	Enter [Enter] Validates required fields are entered before continuing	Display [F7] Shows selected infotype data	Local Layout [Alt + F12] Customizes HRMS	Change [Shift + F5] Changes a record	Copy [Shift + F9] Copies a record <i>Maintains audit trail</i>	Shortcut Creates shortcut to desktop	Standard Menu [Ctrl + Shift + F3] Shows complete overview of HRMS	User Menu [Ctrl + Shift + F11] Specific to user currently logged on	New Session Opens a new session	Matchcode Opens a selection list	Add to Favorites [Ctrl + Shift + F6]	Delete from Favorites [Ctrl + Shift + F3]	Move Favorite item up in list [Ctrl + Shift + F2]	Move Favorite item down in list [Ctrl + Shift + F2]	Execute [F8] Processes the transaction	Overview [Shift + F8] Provides history of actions associated with an infotype	Continue/Accept [Enter] Usually from a window or selection list	Help [F1] Accesses HRMS Help and OLQR	Print [Shift + P] Prints current screen	Moves to First Page in document [Ctrl + Page Up]	Moves to Previous Page in document [Page Up]	Moves to Last Page in document [Ctrl + Page Down]	Moves to Next Page in document [Page Down]

SYSTEM MESSAGES



An error message appears when a required entry has not been completed. HRMS will not allow you to continue until you correct the error. A red circle with an “X” appears on the status bar.



A warning message displays when HRMS detects a possible error. If everything has been entered correctly, you can press enter and continue with your work.



An information message appears once you complete a process. Information messages do not require any further action.

System Abend messages

System abend messages indicate a problem with hardware or HRMS. Contact HRMS support for your agency if you encounter a system abend message.