Utilizing the SAP ISR Report to Monitor ISRs

Purpose

The ISR report in SAP allows you to review individual ISRs by various parameters; such as: ISR number, ISR type, Initiator, Approver I or II, and/or Effective date. The tool will also allow you to identify if changes were made to the ISR by Approver 1 or II. Lastly, the tool will allow you to identify when/if the ISR moved from Approver to HR Shared Service for processing.

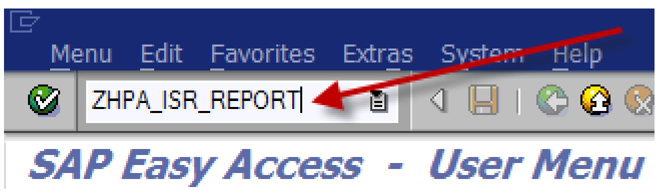
Associated Roles

In order to have structural authorization to access this report, the user's position must have one of the following roles:

ZRHR_PA_ISRAPPROVE_ALL
ZRHR_PA_ISRINITIAT_ALL
ZRHR_PA_MAINTNANCE_ALL
ZRHR_PT_DATAMAINT_ALL

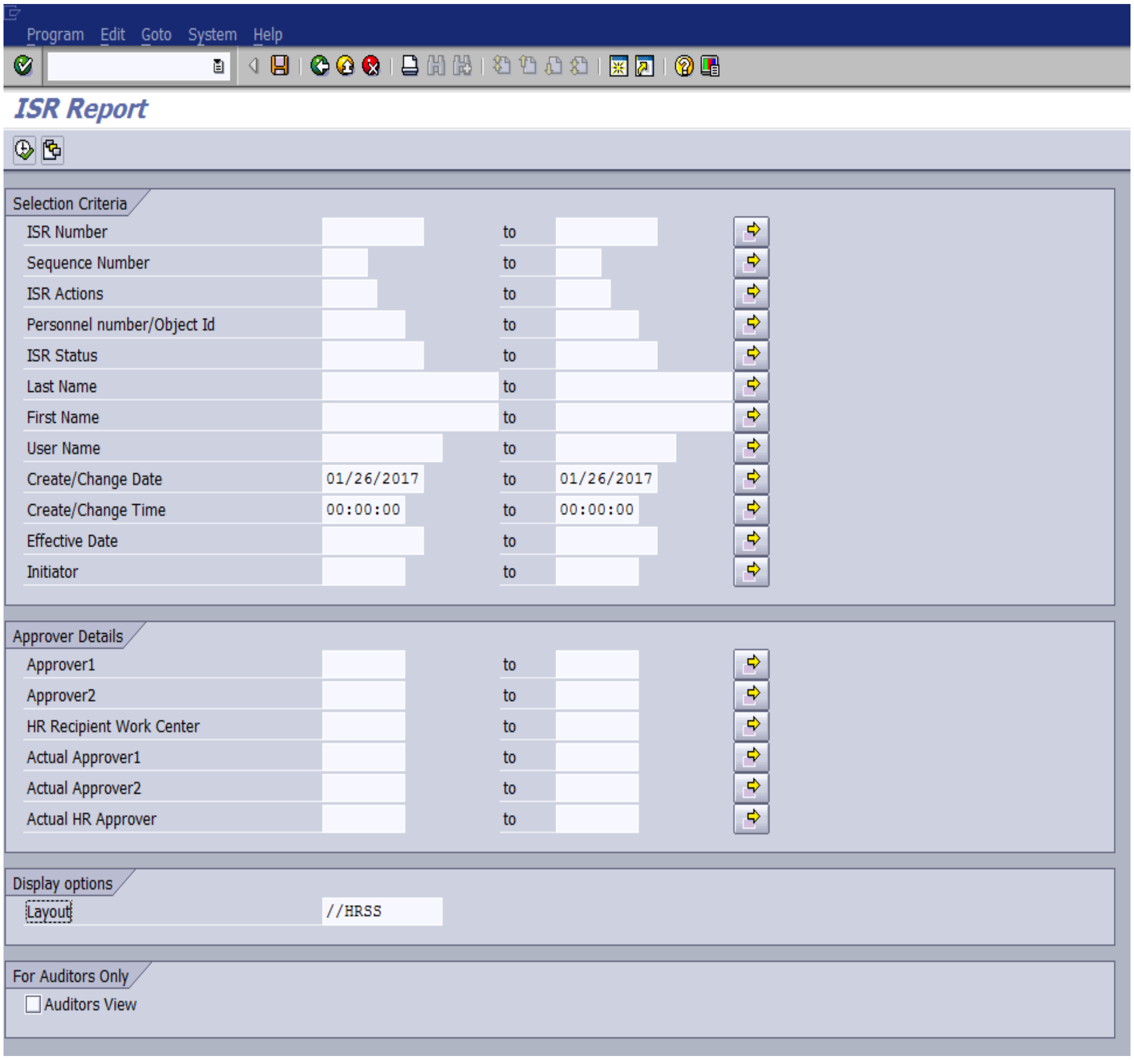
Process Instructions

Transaction code: ZHPA_ISR_Report



The ISR report is categorized into 3 sections.

1. Selection Criteria.
   a. The fields in this section are optional except the create/change date.
   b. Identifying what you are looking for is critical in this section as these fields are critical in determining the results you receive.
2. Approver Details.
   a. These fields are optional.
   b. Entering the PRNR of the approver in their prospective field will produce data on ISRs approved by that individual.
3. Display Options.
   a. This field is mandatory.
   b. It allows the user to choose a report layout from the drop down menu.
   c. You can create your own layout if you do not have one that meets your needs (see below in Setting up Personal layout)
      i. CAUTION: when creating your layout do not set it as default or it will default for ALL ISR Report users, not just you.



Field Definitions and Usage

Field Name	Field Definition	Field Usage
ISR Number	Assigned at ISR creation	Use if you are searching individual ISRs
Sequence Number	Not in use	
ISR Actions	Drop down list of ISR types	Use if you don’t have the ISR number but know what type of ISR you want to retrieve
Personnel number/Object ID	PRNR or Position Number	Use if you want to see ISRs submitted for a specific person or position*
ISR Status	Where the ISR is in workflow	Initiated, Approved, Rejected, Appr& Completed**
Last Name and First Name	Names associated with PRNRs	Use if you cannot determine the PRNR or ISR number
User Name	JHED ID associated with ISR Status	Use this if you want to see what ISRs someone has initiated, approved or

		rejected. This field is good if you initiate and approve ISRs otherwise you can use one of the other fields; Initiator, Approver 1 or Approver 2
Create/Change Date	Date stamp on the ISR when it was initiated or moved to another status. This field is critical.	Defaults with the date the ISR Report is opened. You must change this date to see ISRs submitted prior to today. For ease of use we recommend moving it a few weeks back unless you know that you are looking for a specific time. The second date you can keep as of today (date you open the report tool)
Create/Change Time	Time stamp on the ISR when it was initiated or moved to another status	Use if you want to narrow down the time on a specific date
Effective date	Date on the ISR when the change is effective	Use if you are backing into why an action was run on a specific date for an employee.
Initiator	Who created the ISR	Use if you are identifying ISRs submitted by 1 person***
Approver I and Approver 2	When Initiated who was identified to approve the ISR (by PRNR)	Can search by approver PRNR however it is better to use the “Actual” approver searches
HR Request Work Center	Not in use	
Actual Approver 1 and Approver 2	Who actually approved the ISR (by PRNR)	Use to monitor who is approving ISRs
Actual HR Approver	Who completed the ISR in HR Shared Services	Not recommended to search by this field
Layout	Determines what fields are displayed in search results	See instructions below how to create a layout that works for you

*The following ISRs are only retrievable by Position number

- Position Maintain/PAC
- Position Copy (only by the original Position number)
- All other use PRNR or Name

**If you identify a status be you will not get all ISRs. Only those who have that particular status assigned to them at one point or another in the workflow

*** Please know that the ISR groups like actions together so you cannot use this to get a count of ISRs. If you are looking for a count please use the ISR Detail Report in Analysis

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1. Open ISR Report
2. Enter in Search Parameters based on definitions and use chart and what you are searching for in SAP
3. Identify your preferred layout
4. Click on execute icon 
5. Results are displayed in rows
   a. How ISR results are displayed are determined by a combination of search parameters and layout. Below is an example of what the results will look like if you search by ISR number

ISR Number	ISR Status	Action Type	Effective date	Name	Perso...	Initiator	Initiato
1705643	INITIATED	J1	10/01/2016	ISR Test		151440	
	APPROVED	J1	10/01/2016	ISR Test		151440	
	APPR&COMPL	J1	10/01/2016	ISR Test		151440	
1705645	INITIATED	J1	10/01/2016	ISR Test		151440	
	APPROVED	J1	10/01/2016	ISR Test		151440	
	APPR&COMPL	J1	10/01/2016	ISR Test		151440	

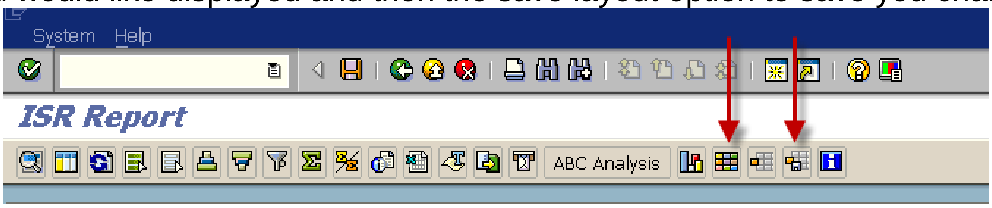
   b. You can click on each line listed to see what data was entered when the ISR was initiated versus what the approver approved. HRSS does not have capacity to change the ISR
   c. For Hire ISR types you can click on the Approved & Completed row to retrieve the PRNR assigned to the employee. You will need to scroll down to the bottom in the ISR Data box

Veteran Status-Prefe	
Protected Veterans	
Savings Eligibility	00/00/0000
Additional time	
PILOB Rate	
FLSA Override	X
Hire Employee Number	00012345

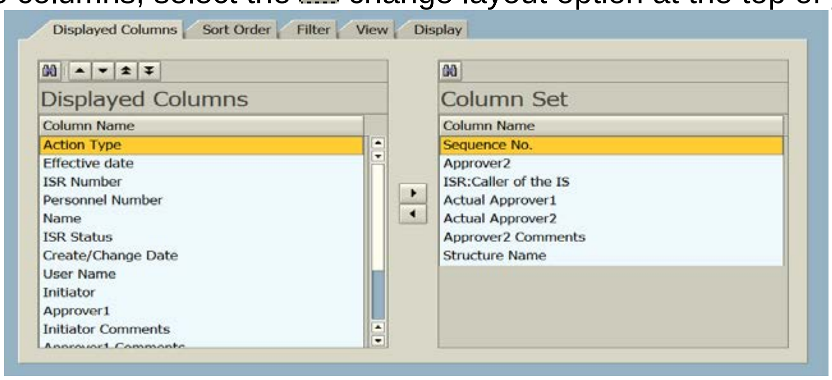
   d. In this display please always include comments so you can see why ISRs are rejected or if there were issues identified.
      i. HRSS uses comments frequently to communicate issues

Setting up a Personal Layout

Once the ISR Report has been run you can use the change layout option to select the fields you would like displayed and then the save layout option to save you changes.



To add/remove columns, select the  change layout option at the top of your screen



Once you have finished organizing the layout in this tool, click on the green check. Then select the save layout option.

Enter in your own unique Layout Name
Uncheck default setting.

> Checking this will make this be the default setting for all ISR Report Users (not just yourself)

Then select the green check.
When you see the “Layout Saved” message you have created a new layout.

For Further Questions

Please contact HR Shared Services at 443-997-5828