

Instructions for Accessing Training/Qualification data in SAP

Occupational Health and Safety (OHS), Integrated Administrative Systems (IAS -ITS) and the Staff Development Unit SDU have been using the SAP Training and Events module since 2006 and much of their historical data has been uploaded into SAP. This data provides a reliable record of training undertaken by Monash staff in these areas and can now be accessed by **HR Departmental users**.

Please follow the instructions below to view and produce training data reports for your staff.

1. Viewing training undertaken by a staff member

On completion of a training course a record of attendance is transferred to the Qualification info type which can then be viewed in SAP HR using the 'Display HR Master Data' transaction PA20.

The Qualification Info type appears in the Personal Data tab in the PA20 screen. You will need to scroll down to the Qualification option as it is located at the bottom of the list, select Qualifications and click on the display icon to bring up the qualification screen (see Figure 1).

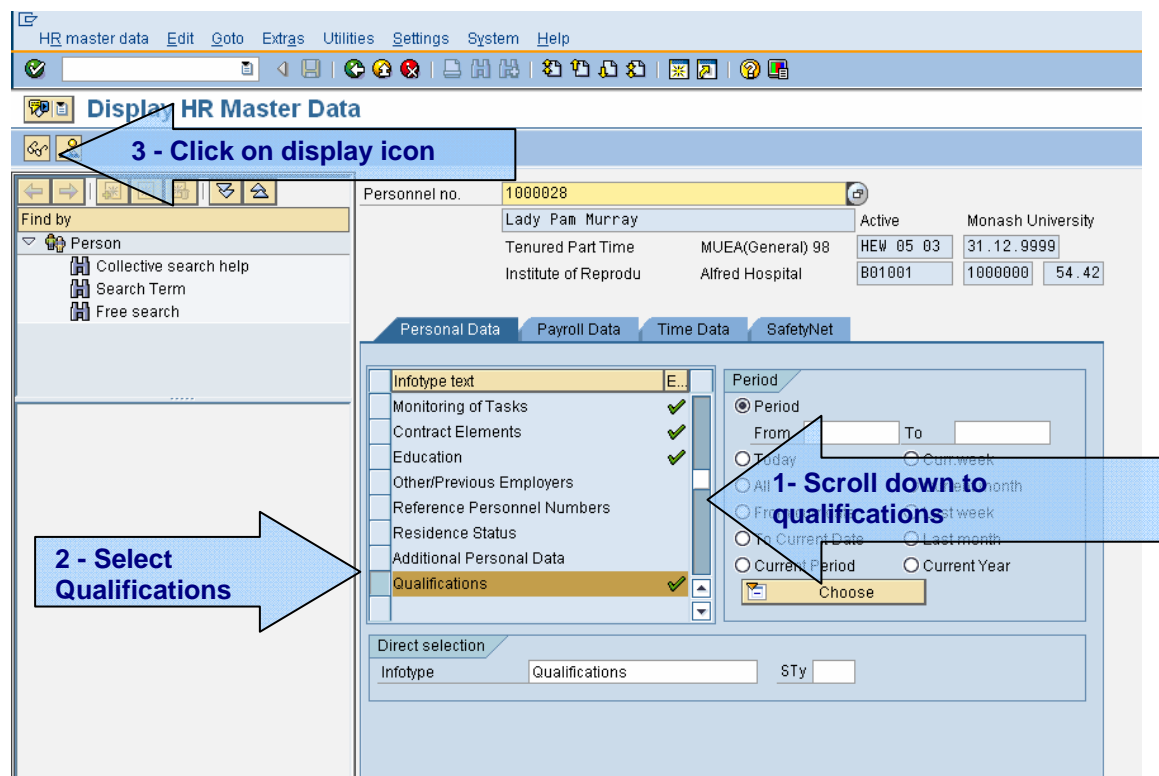


Figure 1: Display HR Master Data (PA20)

The Qualification screen has a qualification tab that lists all of the qualifications and training undertaken by the staff member (see Figure 2). At this stage only training provided by OHS, IAS/ITS and SDU are recorded in SAP.

Qualification group	T...	ObjectID	Name	ID	Proficny	Start date	End Date	Note	Us
First Aid Training	Q	50023367	CPR Refresher	1	Not Evaluated	01.04.2007	31.03.2010		IK
First Aid Training	Q	50023370	First Aid Level 1	1	Not Evaluated	01.03.2007	28.02.2010		IK
Training For Staff in OHSE Roles	Q	50023380	Introduction OHS	1	Not Evaluated	01.05.2007	31.12.9999		IK
Training For Staff in OHSE Roles	Q	50023382	Risk Management Workshop	1	Not Evaluated	01.06.2007	31.12.9999		IK

Figure 2: Qualifications Tab

2. Finding a staff member who has undertaken a particular training course

A report has been added to SAP that will allow you to look up staff members who have undertaken a particular training course. This report can be found in the SAP User Menu under HR & Payroll – Reports – Personal Development (see Figure 3) and is called Qualification/Training Search.

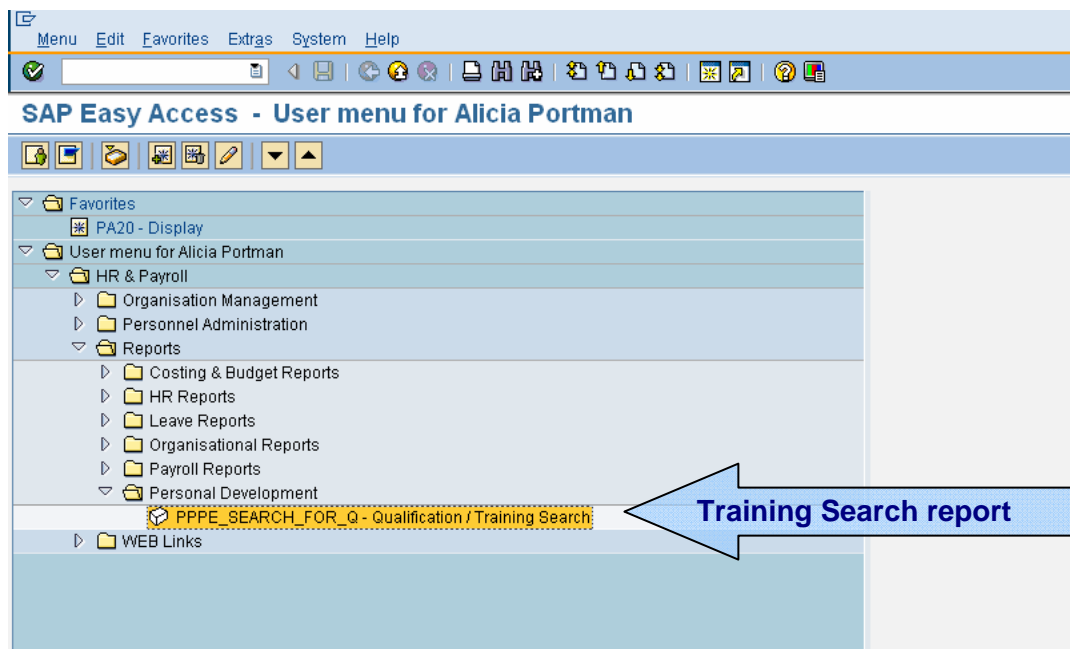


Figure 3: SAP User Menu

Select the report by double clicking on it, this will open the report screen. In this screen you will need to select the Qualifications or Training courses that you wish to search for (see Figure 4).

This can be done by:

1. Clicking on the Qualification folder in the 'Find By' section and choosing 'Structure Search'. This will open up a structure view of the Qualification Catalogue.
2. Drill down the folders in the Qualification Catalogue to find the course or training that you wish to search for.
3. Double-click on the name of the course or training to move it across to the 'Qualifications Required' section.
4. The report defaults the Key Date to today, which means it is looking for staff members that hold the qualifications as of today's date. It is possible to change this by entering a different date into the Key Date field located below the Qualifications Required section. This might be useful if you wish to find someone with an expired qualification such as First Aide or CPR where the qualification has an expiry date in the past.
5. When you are ready to run the report, click the 'Execute' button

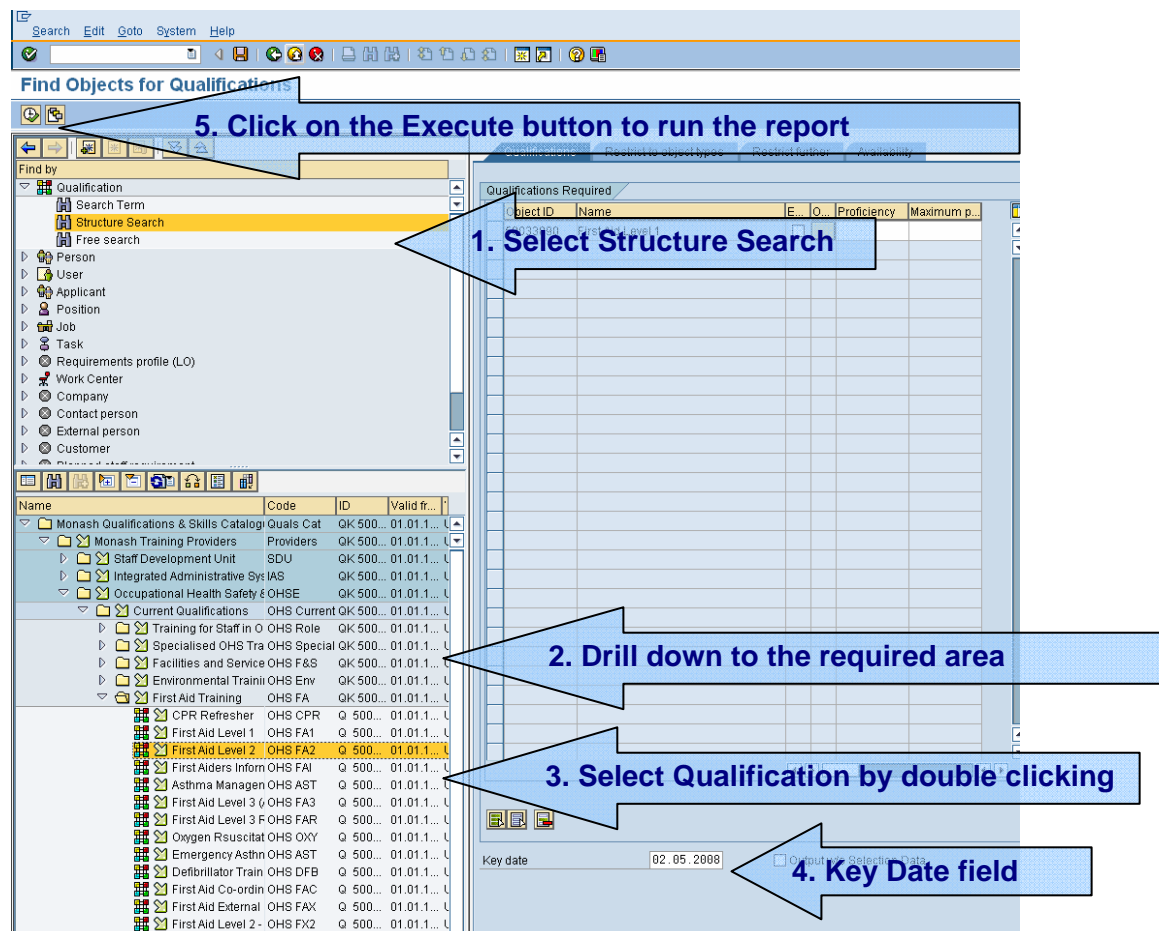


Figure 4: Qualifications Catalogue and Qualifications Required Screen

When the report runs it will return a list of staff members who hold the qualification on the 'Key Date' (see Figure 5). It is possible to drill down on this list to see all of the qualifications held by a particular staff member. To open a record, double click on the staff member's name.

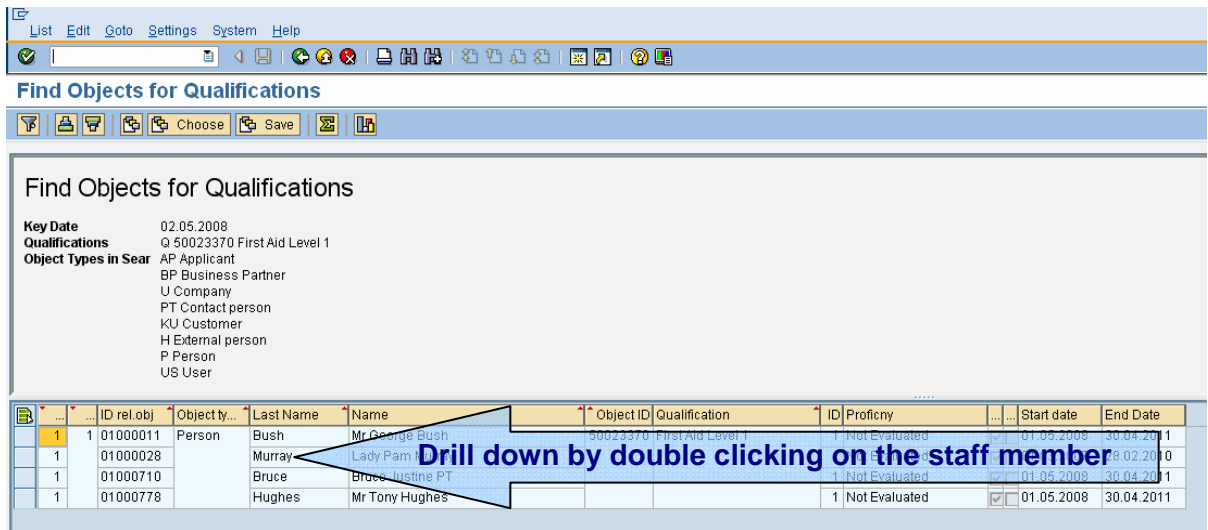


Figure 5: Qualifications Report

If you have searched for multiple qualifications, by default the report will return the names of staff members that have either qualification.

If you wish to narrow down your search to only include staff members that have all of the qualifications you have searched for, simply check the 'Essential Requirement' box located on the Qualifications Required section (see Figure 6).

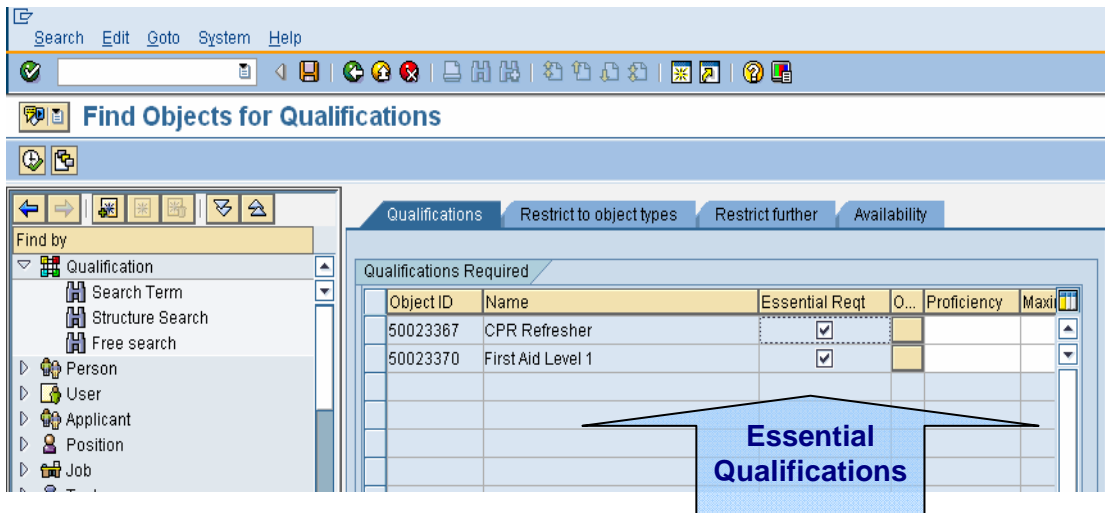


Figure 6: Requesting Essential Qualifications