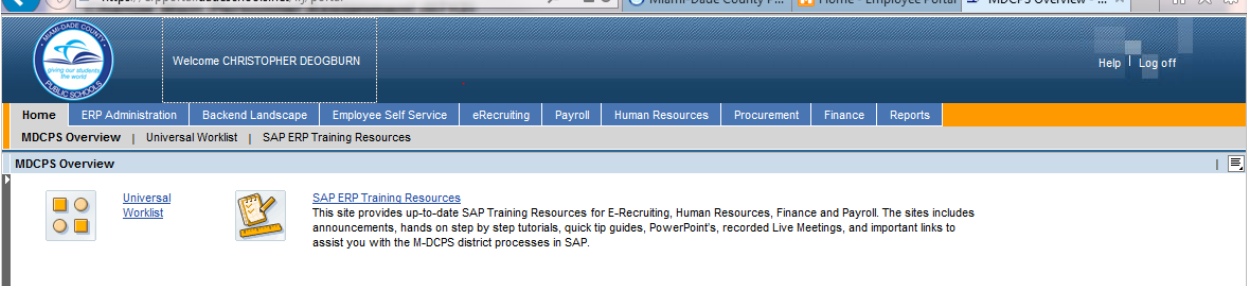
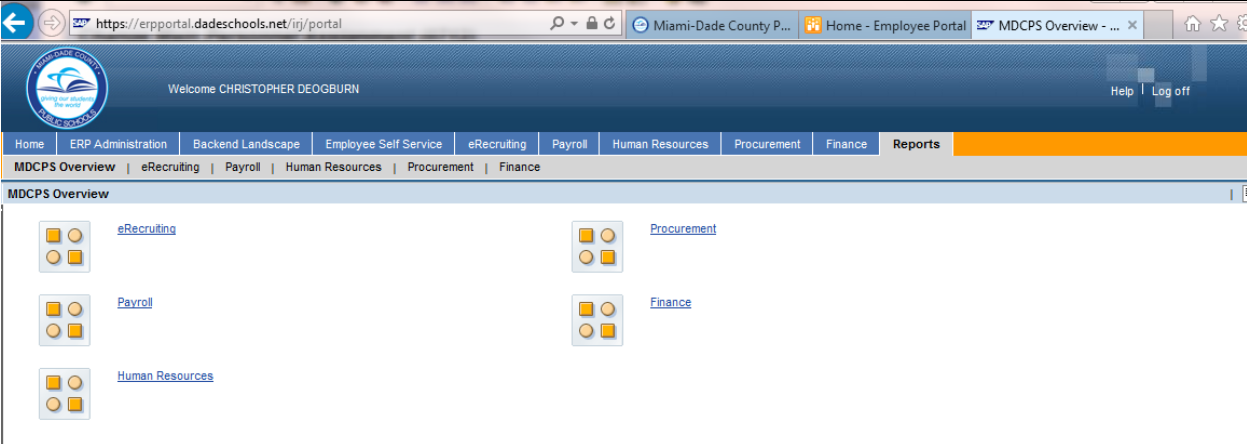



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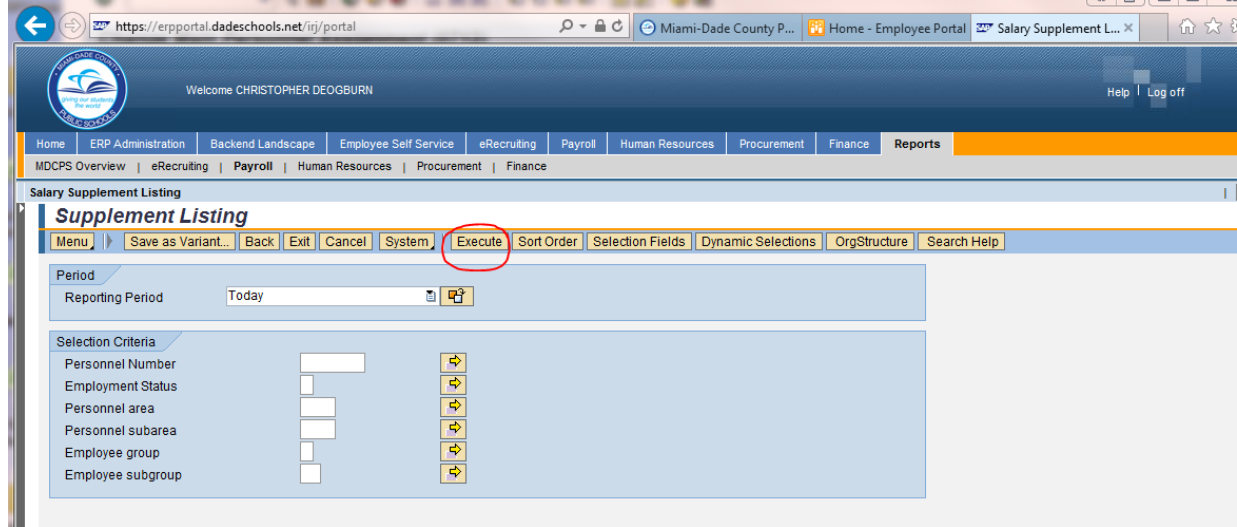
Salary Supplement Listing Report Instructions in SAP

<p>Login to SAP Portal from the www.Dadeschools.net website.</p>	 <p>The screenshot shows the SAP Employee Portal home page. The user is logged in as CHRISTOPHER DEOGBURN. The navigation menu includes Home, ERP Administration, Backend Landscape, Employee Self Service, eRecruiting, Payroll, Human Resources, Procurement, Finance, and Reports. The Reports tab is highlighted. Below the navigation, there are links for Universal Worklist and SAP ERP Training Resources.</p>
<p>From the SAP Portal click on the Reports tab to get the Departmental Reports Category page as shown on the graphic to the right.</p>	 <p>The screenshot shows the SAP Reports Category page. The Reports tab is selected in the navigation menu. The page displays several report categories: eRecruiting, Payroll, Human Resources, Procurement, and Finance. Each category is represented by a grid of colored squares.</p>
<p>Click on the Payroll Link to get the payroll reports menu.</p>	 <p>The screenshot shows the SAP Payroll Reports menu. The Payroll link is selected in the navigation menu. The page displays two report options: Salary Supplement Listing and Average Salary Analysis. Each option includes a brief description of the report's content.</p>

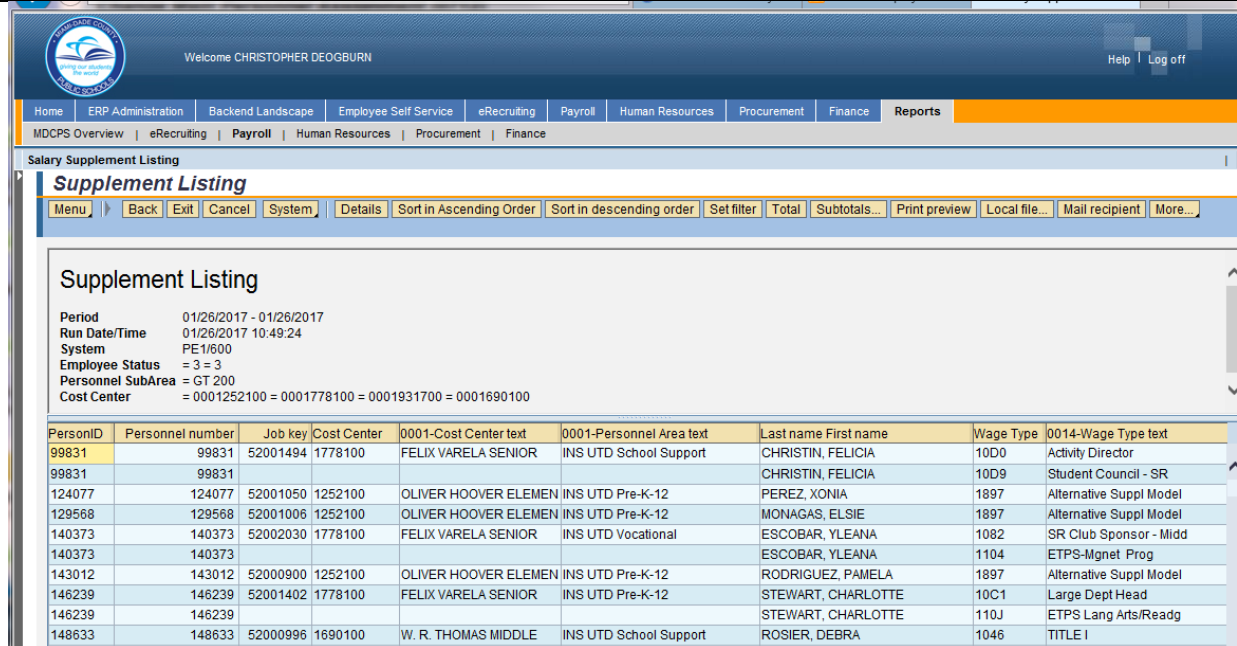
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Salary Supplement Listing Report Instructions in SAP

Click on the Salary Supplement Listing to launch the report interface. Leave the selection fields empty and click on the Execute button to generate the report. The report will only reflect employees at your work location number based on your security role assigned in SAP.



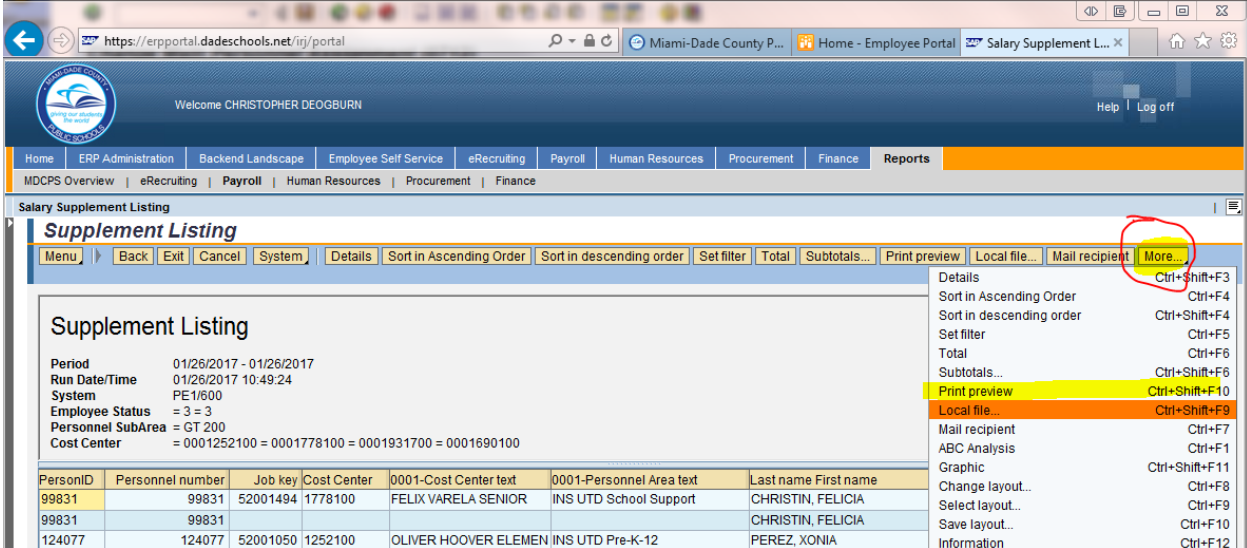
The report will display employees at your work location only.



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Salary Supplement Listing Report Instructions in SAP

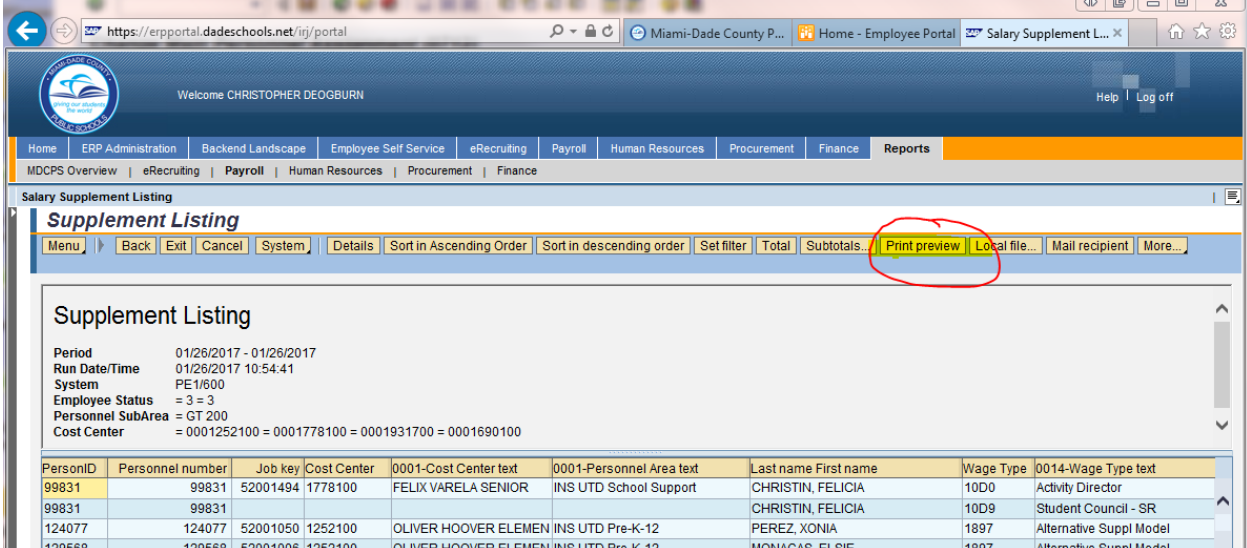
To prepare report for printing click on the Print preview icon.



The screenshot shows the SAP interface for the 'Salary Supplement Listing' report. The 'More...' menu is open, and the 'Print preview' option is highlighted in yellow. Other options include 'Details', 'Sort in Ascending Order', 'Sort in descending order', 'Set filter', 'Total', 'Subtotals...', 'Local file...', and 'Mail recipient'.

PersonID	Personnel number	Job key	Cost Center	0001-Cost Center text	0001-Personnel Area text	Last name First name
99831	99831	52001494	1778100	FELIX VARELA SENIOR	INS UTD School Support	CHRISTIN, FELICIA
99831	99831					CHRISTIN, FELICIA
124077	124077	52001050	1252100	OLIVER HOOVER ELEMEN	INS UTD Pre-K-12	PEREZ, XONIA

To prepare report for printing click on the Print preview icon.



The screenshot shows the same SAP interface, but the 'Print preview' icon in the toolbar is highlighted with a red circle. The report data is updated to include 'Wage Type' and '0014-Wage Type text' columns.

PersonID	Personnel number	Job key	Cost Center	0001-Cost Center text	0001-Personnel Area text	Last name First name	Wage Type	0014-Wage Type text
99831	99831	52001494	1778100	FELIX VARELA SENIOR	INS UTD School Support	CHRISTIN, FELICIA	10D0	Activity Director
99831	99831					CHRISTIN, FELICIA	10D9	Student Council - SR
124077	124077	52001050	1252100	OLIVER HOOVER ELEMEN	INS UTD Pre-K-12	PEREZ, XONIA	1897	Alternative Suppl Model
129568	129568	52001006	1252100	OLIVER HOOVER ELEMEN	INS UTD Pre-K-12	MONAGAS, ELSIE	1897	Alternative Suppl Model

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Salary Supplement Listing Report Instructions in SAP

To format report for printing press the CTRL and “P” keys together to bring up the SAP printer dialog box as shown in graphic to the right.

Click on the green check mark to generate formatted report for printing. It will take a few minutes.

The screenshot shows the SAP 'Salary Supplement Listing' report. A 'Print ALV List' dialog box is open, allowing the user to select the output device (Adobe Web), the number of copies (1), and the number of pages to print (Print all). The background table displays the following data:

Personnel Area text	Last name First name	Wage Type	0014-Wage Type text
School Support	CHRISTIN, FELICIA	1000	Activity Director
	CHRISTIN, FELICIA	1009	Student Council - SR
Pre-K-12	PEREZ, XONIA	1897	Alternative Suppl Model
Pre-K-12	MONAGAS, ELSIE	1897	Alternative Suppl Model
Vocational	ESCOBAR, YLEANA	1082	SR Club Sponsor - Midd
	ESCOBAR, YLEANA	1104	ETPS-Mgnet Prog
	RODRIGUEZ, PAMELA	1897	Alternative Suppl Model

Once the formatted printer output displays press the CTRL and “P” keys together again to bring up the local printer dialog box.

The screenshot shows the SAP 'Salary Supplement Listing' report with a detailed table of employee data. The table includes the following columns: Personnel, Personnel number, Job key, Cost Center, 0001-Cost Center text, 0003-Parsonnel Area text, Last name First name, Wage Type, 0014-Wage Type text, 0014-Amount, Start Date, End Date, Changed on, and Changed By.

Personnel	Personnel number	Job key	Cost Center	0001-Cost Center text	0003-Parsonnel Area text	Last name First name	Wage Type	0014-Wage Type text	0014-Amount	Start Date	End Date	Changed on	Changed By
99831	99831	52001404	1778100	FELIX VARELA SENIOR	INS UTD School Support	CHRISTIN, FELICIA	1000	Activity Director	3,482.00	08/18/2016	12/31/9999		
99831	99831					CHRISTIN, FELICIA	1009	Student Council - SR	1,319.00	08/18/2016	12/31/9999		
124077	124077	52001850	1252100	OLIVER HOOVER ELEMEN	INS UTD Pre-K-12	PEREZ, XONIA	1897	Alternative Suppl Model	725.00	08/18/2016	12/31/9999		
129668	129668	52001006	1252100	OLIVER HOOVER ELEMEN	INS UTD Pre-K-12	MONAGAS, ELSIE	1897	Alternative Suppl Model	725.00	08/18/2016	12/31/9999		
140373	140373	52002030	1778100	FELIX VARELA SENIOR	INS UTD Vocational	ESCOBAR, YLEANA	1082	SR Club Sponsor - Midd	665.00	08/18/2016	12/31/9999		
140373	140373					ESCOBAR, YLEANA	1104	ETPS-Mgnet Prog	10,970.00	08/18/2016	12/31/9999		
143012	143012	52000900	1252100	OLIVER HOOVER ELEMEN	INS UTD Pre-K-12	RODRIGUEZ, PAMELA	1897	Alternative Suppl Model	580.00	08/18/2016	12/31/9999		
146239	146239	52001402	1778100	FELIX VARELA SENIOR	INS UTD Pre-K-12	STEWART, CHARLOTTE	1001	Large Dept Head	2,163.00	08/18/2016	12/31/9999		
146239	146239					STEWART, CHARLOTTE	1103	ETPS Lang Arts/Readg	9,410.00	11/02/2016	12/31/9999		
148633	148633	52000996	1690100	W. H. THOMAS MIDDLE	INS UTD School Support	ROSIER, DEBRA	1046	TITLE 1	100.00	08/18/2016	12/31/9999		
148633	148633					ROSIER, DEBRA	110C	ETPS SCS1 & SARD	9,000.00	08/18/2016	12/31/9999		
151916	151916	52001015	1690100	W. H. THOMAS MIDDLE	INS UTD Pre-K-12	CASTILLO, CLARIA	1046	TITLE 1	100.00	08/18/2016	12/31/9999		
151916	151916					CASTILLO, CLARIA	110X	ETPS Foreign Lang	9,900.00	08/18/2016	12/31/9999		

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Salary Supplement Listing Report Instructions in SAP

Click on the print icon to start printing.

The screenshot shows the SAP 'Print' dialog box overlaid on a 'Supplement Listing' report. The report displays a list of employee records with columns for Personnel Number, Position, and Salary. The print dialog is configured with the following settings:

- Printer: HP LaserJet 4300 PCL 5 (Copy 1)
- Copies: 1
- Print in grayscale (black and white):
- Pages to Print: All
- Pages: 1 - 8
- Page Sizing & Handling: Shrink oversized pages
- Orientation: Auto portrait/landscape
- Scale: 97%
- Page 1 of 8

The 'Print' button is highlighted with a red circle, indicating the next step in the process.

Personnel No.	Personnel Number	Position
99831	99831	5200
99831	99831	5200
124077	124077	5200
129568	129568	5200
140373	140373	5200
140373	140373	5200
143012	143012	5200
146239	146239	5200
146239	146239	5200
148633	148633	5200
148633	148633	5200
151916	151916	5200
151916	151916	5200
152467	152467	5200
152467	152467	5200
152731	152731	5200
152731	152731	5200
153400	153400	5200
153753	153753	5200
153753	153753	5200
156471	156471	5200
156471	156471	5200
161704	161704	5200
161704	161704	5200
164825	164825	5200
169281	169281	5200
170098	170098	5200
170098	170098	5200
170412	170412	5200
170412	170412	5200
170557	170557	5200
170557	170557	5200
170561	170561	5200
171050	171050	5200
174525	174525	5200
174525	174525	5200
174930	174930	5200
177262	177262	5200
179233	179233	5200
179233	179233	5200
179628	179628	5200
188662	188662	5200
188662	188662	5200
190762	190762	5200
190762	190762	5200
192856	192856	5200
192856	192856	5200
192856	192856	5200
193676	193676	5200001