



Summary Sheet for recording the compulsory health and safety information, which forms part of the HR induction form, in SAP HR Departmental TEM

Introduction: Human Resources/Health and Safety induction

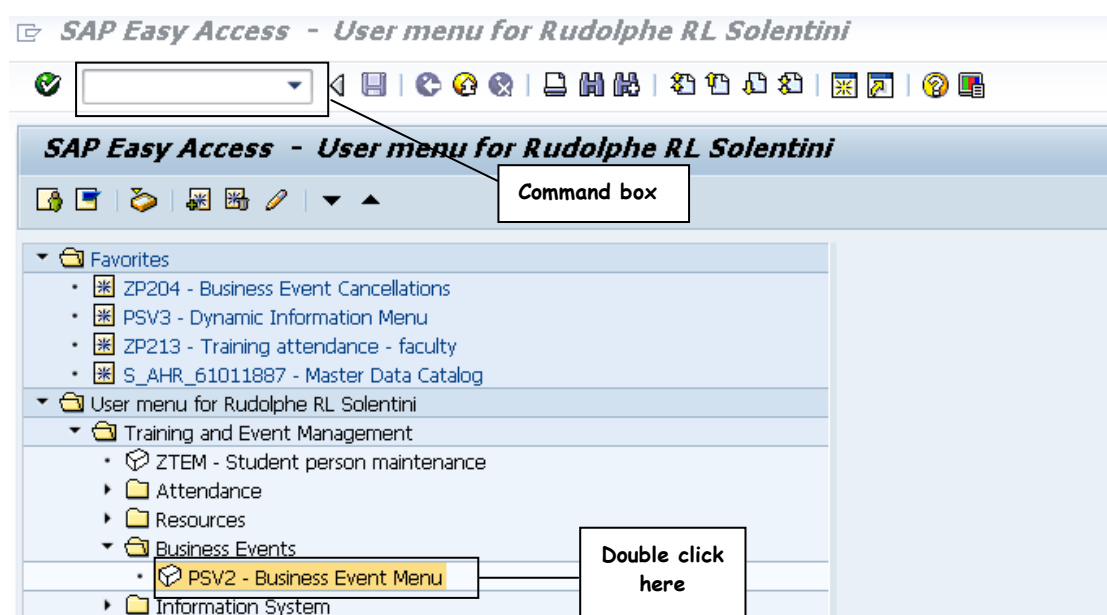
The University’s HR/health and safety induction is given to new employees during their first week of employment and is generally delivered by line managers. It can be found here: http://www.sddu.leeds.ac.uk/uploaded/2012_Induction_Checklist_updateSeptember2012.doc

The whole induction covers a number of topics, which include holiday and working arrangements, general welfare and health and safety. Whilst it is not compulsory to cover all the elements in the University’s comprehensive induction form, all employees **MUST** receive the health and safety information contained in the document (sections 3, 11b, 11c and annex 1).

When line managers have delivered the compulsory health and safety induction to their new staff (as required in the Health and Safety training protocol) they should inform their local SAP TEM¹ user so this can be recorded locally using the SAP template. The SAP TEM user can then record this information following the same processes as for the recording of training in SAP TEM. The SAP template can then be used to support the school/service evidence base when they receive a health and safety audit.


Step 1: Access the Business Event Menu

From the **Main SAP screen** locate the transaction **Business Event Menu** or alternatively type “PSV2” in the white command box and then press [Enter]



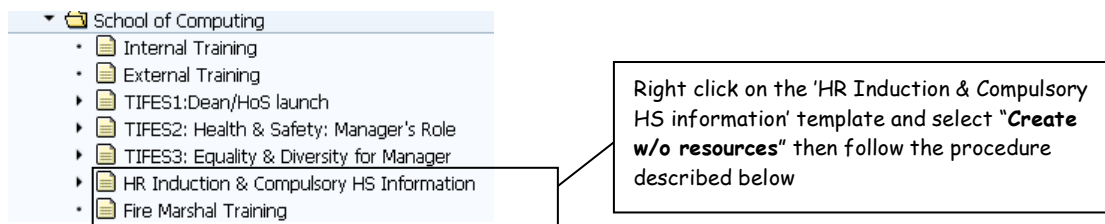
¹ TEM: Training and Events Management

Step 2: Create an “event” for the recording of the induction – Business Event Menu

Click on the **change setting** icon  and change the “From date” in the current plan to 01.09.2012 and the “To date” to 31.12.9999”.



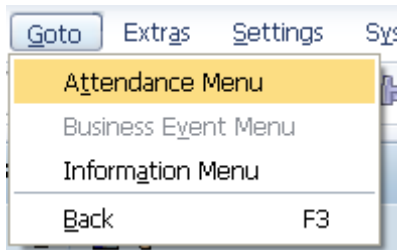
For departmental TEM users navigate to the “**HR Induction & Compulsory HS Information**” as shown below. For full TEM users, please navigate to the **Departmental Training Catalogue**. If unsure, please contact Gerard Aylward (34097) from SDDU or Deborah Marcus (33624) from the SAP team for further guidance.



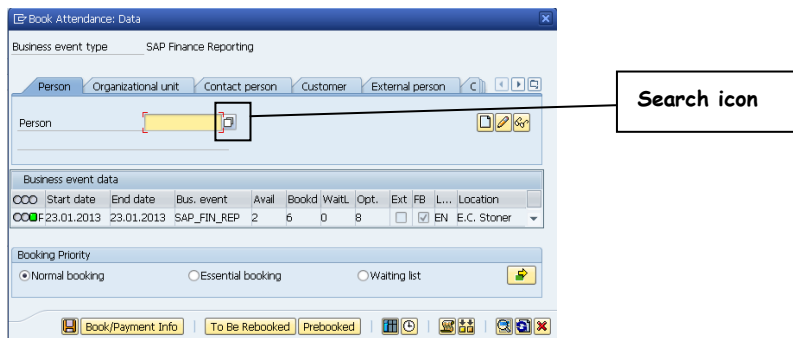
- a) Right click on the “**HR Induction & Compulsory HS Information**” template as shown above
- b) Select ‘**Create w/o Resources**’
- c) Enter the ‘**Start date**’ as the first date of the current month
- d) Select ‘**Firmly bkd**’
- e) DO NOT amend the name and description field as these are already populated with the induction name
- f) Click ‘Save’

Step 3: Record that a person has received the induction

- a) Navigate to the **Attendance Menu**, by clicking on the “**Goto**” menu on the top of the screen and selecting **Attendance Menu**:



- b) Right Click on the event you created under “**HR Induction & Compulsory HS Information**”
c) Select **‘Book’**
d) In the ‘Person’ field either enter the attendee’s personnel number or search for them using the search icon (for further details regarding searching please refer to the [SAP HR Departmental TEM training guide](#)²)



- e) The attendee’s payroll number should now be displayed in the “**Person**” field.
f) Click the ‘Save’ icon to enrol the attendee on the induction

Step 4: Record that a person has received the induction (Follow up)

WARNING: Changes cannot be made once you have followed up a course

Navigate to the **Business Event Menu**, by clicking on the “**Goto**” menu on the top of the screen and selecting **Business Event Menu**:

- a) Right Click the event you created under “**HR Induction & Compulsory HS Information**”
b) Select **‘Follow up’**
c) Click **‘Data Screen’**
d) If you are happy to go ahead, click **‘Save’**

² The document is accessible at:

http://iss.leeds.ac.uk/filestore/secure/infosystems/hr_finance/Support/SAP_Training/Training_Material/HR_FACRO/HR_FAC_TEM/SAP%20TEM%20for%20Faculties%20with%20new%20VI.pdf

For further help and advice, please contact Gerard Aylward (34097) from SDDU or Deborah Marcus (33624) from the SAP team