

QUICK REFERENCE: TRANSACTION LOG

All of the Student Hourly transactions will be recorded in a transaction log, available through SAPgui. The transaction log can be accessed by the Service Center to view transactions which have been processed successfully, generated a warning or encountered an error and need to be resolved.

VIEWING THE TRANSACTION LOG

1. In SAPgui, execute the transaction code `zhr_hsa_log`
2. Enter search criteria as needed
 - Note that in the **Request Status** section, the checkboxes for *Review errors* and *Review pending items* will default on
 - In the **Specific Selection Criteria** section, you can narrow the search by type of transaction, position, or student
3. Select **Execute** when ready to perform the search.
4. The Transaction Log will display (below).


Hourly Students Transactions - Log

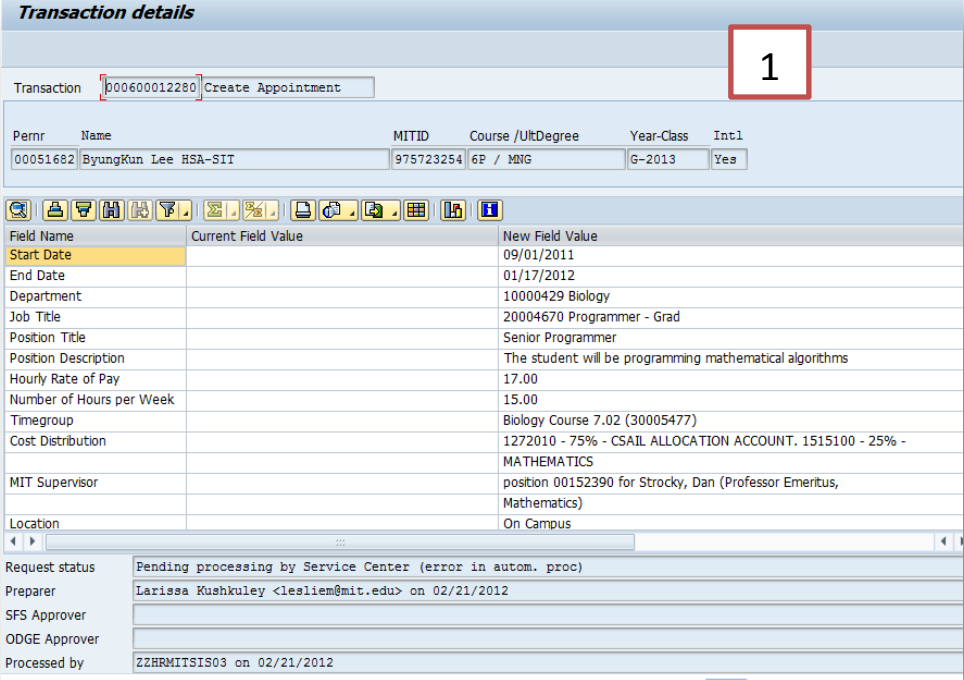
16 requests. Action required 16, Completed 0, Pending 0.

Transaction #	Msg type	Pers.No.	MIT ID	Org. Unit	Msg No	Message Text	Submit Date	Processed date	Request Status	Action taken	Comple...	Position	Start Da
600012212	E			100005...	000:	inf. 0105 does not exist as of Effective date	01/26/2012	01/27/2012	REV_ERRORS	Fixed pemr	N		02/01/2012
600012212	E			100005...	125:ZHRP	Employee 00082275 has already processed as ho...	01/26/2012	01/27/2012	REV_ERRORS	Fixed pemr	N		02/01/2012
600012212	E			100005...	111:ZHSA	Error calling ZHR_HOURLY_GRAD, weekly pemr m...	01/26/2012	01/27/2012	REV_ERRORS	Fixed pemr	N		02/01/2012
600012212	E			100005...	111:ZHSA	Error calling ZHR_HOURLY_GRAD, weekly pemr m...	01/26/2012	01/27/2012	REV_ERRORS	Fixed pemr	N		02/01/2012
600012244	E	83440	910826894	100002...	301:5A	No authorization for S 00173059 1011 1	02/13/2012	02/13/2012	REV_ERRORS	authorization co...	N	173059	02/13/2012
600012244	E	83440	910826894	100002...	301:5A	No authorization for S 00173059 1011 1	02/13/2012	02/13/2012	REV_ERRORS	authorization co...	N	173059	02/13/2012
600012244	E	83440	910826894	100002...	301:5A	No authorization for S 00173059 1011 1	02/13/2012	02/13/2012	REV_ERRORS	authorization co...	N	173059	02/13/2012
600012244	E	83440	910826894	100002...	301:5A	No authorization for S 00173059 1011 1	02/13/2012	02/13/2012	REV_ERRORS	authorization co...	N	173059	02/13/2012
600012246	E	83440	910826894	100004...	301:5A	No authorization for S 00173060 1011 1	02/13/2012	02/13/2012	REV_ERRORS		N	173060	02/13/2012
600012257	W	61016	921819726	100004...	038:ZHSA	Student does not have an SSN on file. SSN is req...	02/14/2012	02/14/2012	REV_ERRORS		N	172948	12/27/2011
600012257	E	61016	921819726	100004...	033:ZHSA	You must provide at least one cost object and p...	02/14/2012	02/14/2012	REV_ERRORS		N	172948	12/27/2011
600012258	E	61016	921819726	100004...	033:ZHSA	You must provide at least one cost object and p...	02/14/2012	02/14/2012	REV_ERRORS		N	172948	12/27/2011
600012264	W	85262	910804591	100004...	038:ZHSA	Student does not have an SSN on file. SSN is req...	02/14/2012	02/14/2012	REV_ERRORS		N	172957	03/12/2012
600012264	E	85262	910804591	100004...	301:5A	No authorization for S 00172957 1011 1	02/14/2012	02/14/2012	REV_ERRORS		N	172957	03/12/2012
600012264	E	85262	910804591	100004...	199:PG	End date precedes start date	02/14/2012	02/14/2012	REV_ERRORS		N	172957	03/12/2012
600012280	W	51682	975723254	100004...	080:ZHSA	Since the start date is in the past, it will be route...	02/21/2012	02/21/2012	REV_ERRORS		N		09/01/2011

PROCESSING TRANSACTIONS

From the Transaction log:

1. Double-click on any **Transaction Number** to open the *Transaction details*. The data that was created or edited on the appointment will be shown in the white area. The **Request status** near the bottom of the screen will indicate what action needs to be taken. **Tip:** To print the Transaction details, press the Print button  in the toolbar right above the transaction fields.
2. Double-click on the **Pers.No.** for any transaction to open the *Master Data (PA30)*.
3. Double-click the **Action taken** field and enter the details of your actions.
4. Double-click the **Completed** field (the 'N') and select the appropriate option.



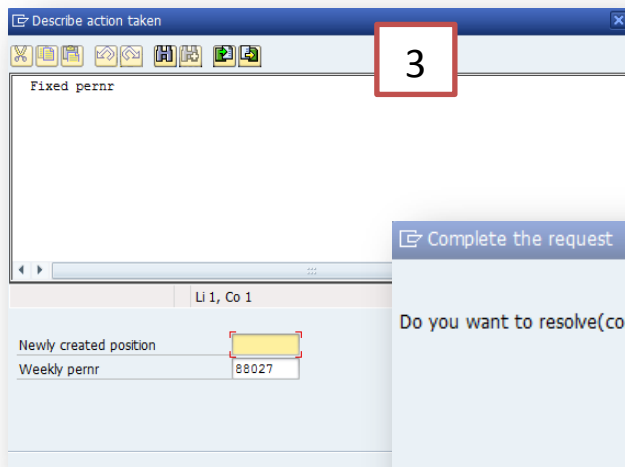
Transaction details

Transaction: 000600012280 Create Appointment

Pernr	Name	MITID	Course /UltDegree	Year-Class	Int1
00051682	ByungKun Lee HSA-SIT	975723254	6P / MNG	G-2013	Yes

Field Name	Current Field Value	New Field Value
Start Date		09/01/2011
End Date		01/17/2012
Department		10000429 Biology
Job Title		20004670 Programmer - Grad
Position Title		Senior Programmer
Position Description		The student will be programming mathematical algorithms
Hourly Rate of Pay		17.00
Number of Hours per Week		15.00
Timegroup		Biology Course 7.02 (30005477)
Cost Distribution		1272010 - 75% - CSAIL ALLOCATION ACCOUNT. 1515100 - 25% - MATHEMATICS
MIT Supervisor		position 00152390 for Strocky, Dan (Professor Emeritus, Mathematics)
Location		On Campus

Request status: Pending processing by Service Center (error in autom. proc)
 Preparer: Larissa Kushkuley <lesliem@mit.edu> on 02/21/2012
 SFS Approver:
 ODGE Approver:
 Processed by: ZZHRMITSIS03 on 02/21/2012

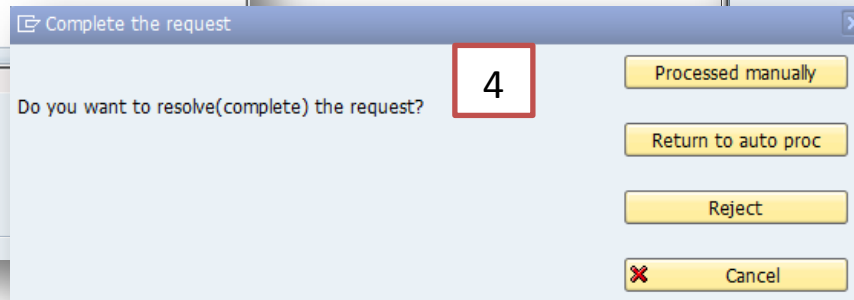


Describe action taken

Fixed pernr

Li 1, Co 1

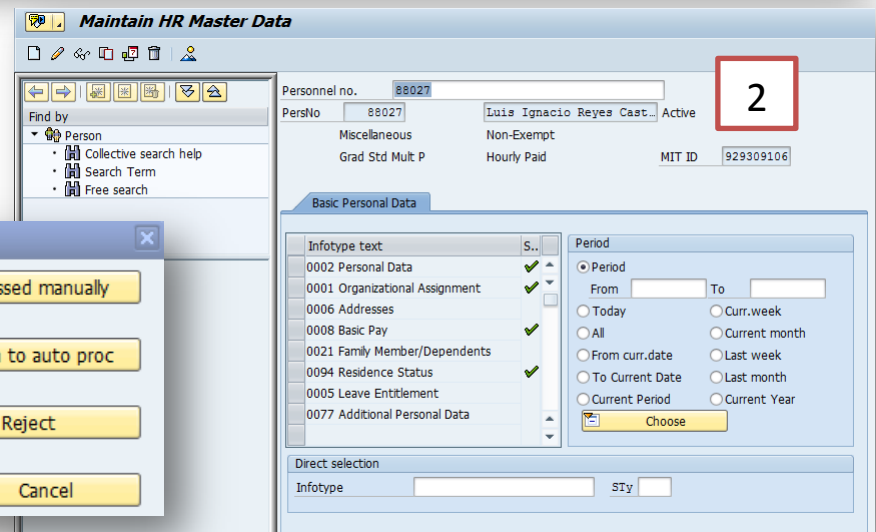
Newly created position
 Weekly pernr: 88027



Complete the request

Do you want to resolve(complete) the request?

Processed manually
 Return to auto proc
 Reject
 Cancel



Maintain HR Master Data

Personnel no.: 88027
 PersNo: 88027 Luis Ignacio Reyes Cast. Active
 Miscellaneous: Non-Exempt
 Grad Std Mult P: Hourly Paid MIT ID: 929309106

Basic Personal Data

Infotype text	S...	Period
0002 Personal Data	✓	<input type="radio"/> Period From: [] To: [] <input type="radio"/> Today <input type="radio"/> Curr.week <input type="radio"/> All <input type="radio"/> Current month <input type="radio"/> From curr.date <input type="radio"/> Last week <input type="radio"/> To Current Date <input type="radio"/> Last month <input type="radio"/> Current Period <input type="radio"/> Current Year <input type="button" value="Choose"/>
0001 Organizational Assignment	✓	
0006 Addresses	✓	
0008 Basic Pay	✓	
0021 Family Member/Dependents	✓	
0094 Residence Status	✓	
0005 Leave Entitlement		
0077 Additional Personal Data		

Direct selection
 Infotype: [] S1y: []