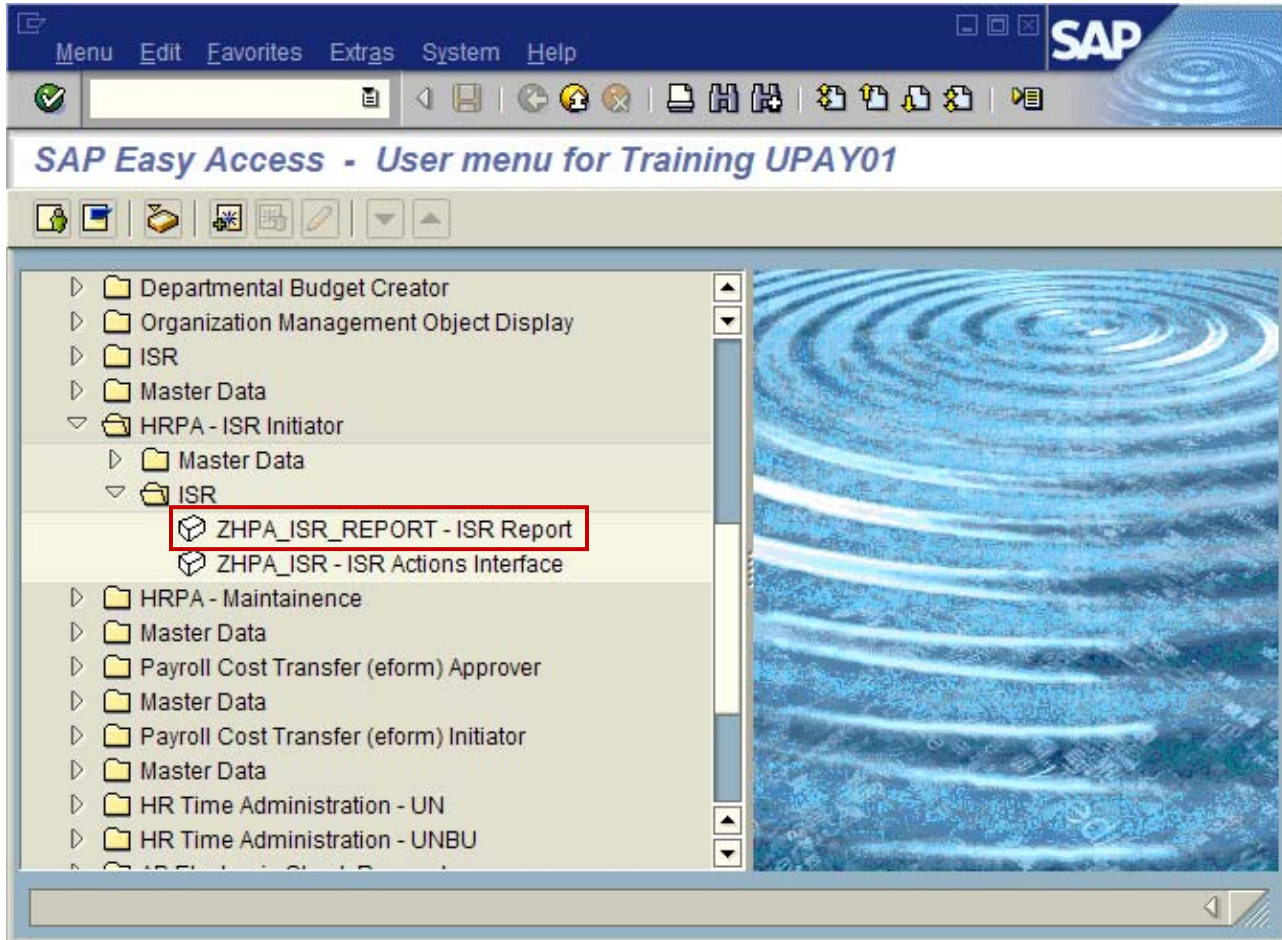1. Starting from your SAP User Menu, click open the HRPA – ISR Initiator folder, click open the ISR folder, and then double-click "ISR Report."

2. You'll arrive at an ISR Report variable screen. This screen contains a series of empty fields. You can use these fields to identify the information that you want to include in your ISR report.

ISR Number – If you want to run the report on a specific ISR and you know the ISR number assigned by SAP, you can enter that number here.

ISR Actions – You can define your report by specifying an ISR action. ISR actions include things like "Hire," "Salary Change," and "Bonus/Supplemental Pay." You specify an ISR action by entering a certain code. (For instance, the code for "Hire" is J1. The code for "Salary Change" is J4.) If you don't know the codes, simply click inside this field and then click the Search button. You'll be provided with a list of the codes along with brief descriptions.

Personnel number/Object Id – In this field, you can enter the personnel (employee) number or the position/org unit number included on a specific ISR.

ISR Status – You can define your report by specifying an ISR status. ISR statuses include things like "Initiated," "Approved," and "Rejected."

User Name – If you enter your JHED ID in this field, the system will generate a report containing information about the ISRs that you've submitted. Please note that it will ONLY include ISRs that have a status of "Initiated." (When an ISR is first submitted, it always has a status of "Initiated." Later, after being reviewed, it may get a status of "Approved" or "Rejected" and it will be associated with the JHED ID of the Approver – not your JHED ID.)

Initiator – If you enter your personnel number in this field, the system will generate a report containing about the ISRs that you've created, including information about the statuses of those ISRs.

Effective Date – You can enter the effective date of the ISR in this field.

Create/Change Date – This is a required field. You're required to enter the date when the ISR was created. If you don't know the exact date when the ISR was created, you can enter a range of dates.

3. If you have previously created and saved a customized report layout, and you want to use it, you can enter the code for your layout in the Layout field. If you don't have a customized report layout, just clear the information out of this field. The system will generate your report using the default view.

4. Click the Execute button to generate your report. If you don't receive the desired results, you can try running the report again using a broader set of criteria. Just click the Back button, and enter your new criteria.