Learning Aid: Create an Ad Hoc Training Request using the SAPlogon-pad (ZZHTR01)

There are two training course types that can be requested utilizing SAP: A Planned course or an Ad Hoc course. Planned training are scheduled courses available in the SAP Business Events training catalog, usually onsite and sponsored by HRO. Ad Hoc courses are not offered in the SAP Business Events training catalog (i.e. college courses, conferences & symposiums). This document has been developed to assist users with the creation and edit of the Ad Hoc Training Request using the SAPlogon-pad.

Helpful Hints:

- Drop down icons are available in each parameter selection box to allow you to search for appropriate selection data. Double click on entry to select.
- The Ad Hoc training request (1556 form) will be routed through SAP workflow to obtain approvals from the employee's Supervisor, Financial manager and Training manager.
- Ad hoc classes still require the employee to register with the vendor.
- Select the **User menu** icon, or the **SAP menu** icon to switch between the menus.
- To display mandatory fields on the Training request (1556 form), click the **Display** Display icon.

Step by step instructions to **Create** Training Request for Ad Hoc course:

1. Log on to SAP R/3 using the **SAPlogon-pad**
2. Enter **ZZHTR01** in the Transaction Code Box and click the **Enter** icon, or follow the menu path: **User Menu > ESS > Training > Ad Hoc Attendance Request**
3. Enter **Course Name**
4. Enter **Start Date** and **End Date**.
5. Click the **Proceed to Request** button.
6. Click **Request Attendance** button.

NOTE: A message will appear "Go to your SAP Business Workflow INBOX and fill out form 1556".

7. Click the **Enter** icon in the information box.
8. Click the **SAP Business Workplace** icon on the Application bar.
9. Click the **Inbox** Inbox icon.
10. Double click on the "**Please fill out or revise the 1556 form for…"** for the course requested.
11. The *Attendee Data* tab is displayed.
12. Click in the **Position Level Code** field, then click the **Drop Down** icon and make a selection.

NOTE: Scroll down to view additional fields that may be completed include:

Do you require special accommodations?
Would you like your home address printed on the 1556 form?
Would you like your phone number printed on the 1556 form?

These fields default to "No" and appear blank unless you chose to change to "Yes"

13. Select the *Course Data* tab.
14. Click in the **Training Objective** field, and enter your objective.
15. Scroll down to complete mandatory fields:
    - Training Source, School, or Facility name and address
    - Source Location
    - Purpose
    - Priority
    - Method of Training
    - Reason for Training
16. Select the *Course Cost* tab.
17. Enter the **Tuition** costs.
18. Enter the number of **Hours: Duty, Non-duty**.
19. Scroll down to complete additional fields if applicable:
    - Books, Materials, and Other Costs
    - Travel Cost
    - Per Diem Cost
20. Select **Method of Payment**.
    a. If *3 – Regular*, enter **Training Source Address** on *Course Data* tab.
21. Click the **Save** icon when all required fields are completed.
22. A message "All required fields are filled" will appear. Click **Continue**.
23. Depending on your personal settings, a message "Record created" may appear. If this appears, click **Ok**.
24. Choose one of the following options:
    Continue – Enter Supervisor's name. Continue with step #25.
    Delete – Cancels Request Immediately.
    Edit – Change Request. See step by step instructions to edit below.
    Cancel and keep work item in Inbox. Go to step #28.
25. Enter the supervisor's last name, followed by the * (i.e., Smith*). Click the **Drop Down** icon.
26. Double click the supervisors name from the list.
27. Click the **Apply and Return** button.
28. Click the **Back** icon to return to the SAP Easy Access menu.

<u>Step by step instructions to **Edit** Training Request for Ad Hoc course</u>:

1. Click the **SAP Business Workplace** icon on the Application bar.
2. Click the **Inbox** Inbox icon.
3. Double click on the "**Fill out or revise the 1556 Form…"** for the course your requested.

NOTE: If this is the first time editing the training request, and the fields appear blank, please see the step by step instructions for the First time Edit of a Training Request.

4. Click the **Back** icon.
5. A message "All required fields are filled" will appear. Click **Continue**.
6. Select **Edit – Change Request**
7. Review data and make changes as needed.
8. Click the **Save** icon when all required fields are completed.
9. A message "All required fields are filled" will appear. Click **Continue**.

10. Choose one of the following options:
    Continue – Enter Supervisor's name. Continue with step #11.
    Delete – Cancels Request Immediately.
    Edit – Change Request.
    Cancel and keep work item in Inbox. Go to step #14.
11. Enter your supervisor's last name, followed by the * (i.e., Smith*). Click the **Drop Down** icon.
12. Double click the supervisor's name from the list.
13. Click the **Apply and Return** button.
14. Click the **Back** icon to return to the SAP Easy Access menu.

<u>Step by step instructions for the **First time Edit** of a Training Request</u>:

1. Click the **SAP Business Workplace** icon on the Application bar.
2. Click the **Inbox** icon.
3. Double click on the "**Fill out or revise the 1556 Form…"** for the course your requested.
4. Click the **Back** icon.
5. A message "Not all required Fields are filled in. Do you want to continue?" will appear. Click **Continue**.
6. Select **Edit – Change Request.** You will be returned to the SAP Business Workplace.
7. Click the **Update** icon.
8. Double click on the "**Fill out or revise the 1556 Form…"** for the course your requested.
9. Review data and make changes as needed.
10. Click the **Save** icon when all required fields are completed.
11. A message "All required fields are filled" will appear. Click **Continue**.
12. Choose one of the following options:
    Continue – Enter Supervisor's name. Continue with step #13.
    Delete – Cancels Request Immediately.
    Edit – Change Request.
    Cancel and keep work item in Inbox. Go to step #16.
13. Enter your supervisor's last name, followed by the * (i.e., Smith*). Click the **Drop Down** icon.
14. Double click the supervisor's name from the list.
15. Click the **Apply and Return** button.
16. Click the **Back** icon to return to the SAP Easy Access menu.