To Schedule an Attendee for New Employee Orientation.

In SAP on the SAP Easy Access screen type PV00 at the top in the white space

- Press Enter
- A screen will pop up with “Choose plan version” – click on the green check mark
- Click on “Business Event Type”
- Type “HR” in the box and hit enter
  ○ (This will pull up all HR Business Events)
- Select the orientation that you want (Regular New Employee, FGP, Non-FGP or Resident/Housestaff) and double click
  ▪ (This will pull up all scheduled dates already set up in SAP for that type of orientation)
  ▪ Select the date of the orientation by highlighting it
  ▪ Enter the SAP # of the person you are trying to register in the box labeled person

***NO SAP NUMBER YET! If the person is an applicant and has not been hired yet you will need to use the arrow button and scroll to the right until you see the applicant tab then click the applicant tab and enter the applicant number---The applicant number can be found on the application or on the Display applicant master data page in SAP. If the attendee is not an applicant and has not been hired he/she cannot be registered for orientation. You will need to contact Human Resources at 686-5650 and provide the information of the attendee.***

Choose correct session

SAP or Applicant #

Click to view time of session

Attendee List

Click Book at the bottom of the screen

Your employee is now registered for orientation.

To delete someone that you have registered.
- Click on the correct event type
- Highlight the date that you registered the employee for orientation by clicking on it
- Click on attendee list at the top of the screen
- Click on the name of the person that you want to delete and highlight them
- Click on the trash can at the bottom of the screen

A Cancel Attendance Data Screen will pop up
- Make sure that the employee you are trying to cancel is listed
- Click on the trash can located on the bottom left corner of this pop up screen
- Your attendee should now be cancelled from orientation
- Click the X on the top right corner of the pop up screen
To Review a List of Attendees for New Employee Orientation

- In SAP on the SAP Easy Access screen type PV00 at the top in the white space
- Press Enter
- A screen will pop up with “Choose plan version” – click on the green check mark
- Click on “Business Event Type”
- Type “HR” in the box and hit enter
  - (This will pull up all HR Business Events)
- Select the orientation that you want (Regular New Employee, FGP, Non-FGP or Resident/Housestaff) and double click
  - (This will pull up all scheduled dates already set up in SAP for that type of orientation)
- Select the date of the orientation by highlighting it
- Click on the attendee list button – this will bring up the list of attendees.

To Print your list – click on the picture of the printer at the bottom of the attendee list.