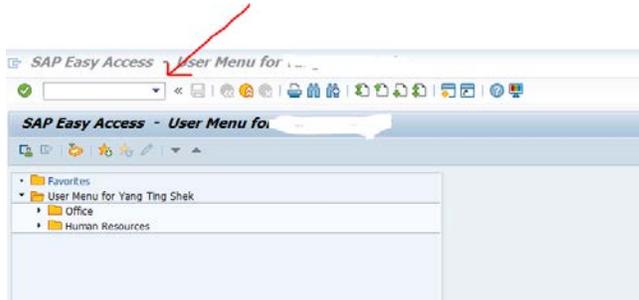


How to Access Training Report for EHS002 Basic Health and Safety Awareness Training (BHSAT) in SAP

Date: January 29, 2018

- 1) Log onto SAP
- 2) To locate the Mandatory University Training Monitoring Report, type in "ZHMR239" into the search field. Then click the Green checkmark button on the left side of the search field.



- 3) Type in the following:

Reporting period – use **01.01.2014** as the beginning date range (The report will only say “yes” for completed if the employee took the training in the date range you search. If your date range is too narrow, those who took it outside of the date range will appear as “no”).

Business event type – **8646**

Organization Unit – enter the number appropriate for your organization



Mandatory University Training Monitoring Report

Then click the Execute button.



- 4) Look for the column called Comp Training. This column is usually beside the HR Office Name column. It may be condensed and you may see “C” only in the header row. If that is the case, widen the column using your mouse. “Y” means the employee has completed the training and “N” means they have not. Again, this is specific to the date range you used.
- 5) The report will provide information for both Active and Withdrawn Employees. You can highlight the CurEmpStat (i.e. current employee status) column at the end of the report and then click the Sort in Ascending Order button. You can also Export the report into Excel and sort the Excel file.

