

Appointments with EIC at Year End Report

ZHR_RPTPY675

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
11/15/2006	Janet Pasion	Draft

Purpose

Use this procedure to view active employees who have Earned Income Credit (EIC).

Trigger

Perform this procedure when viewing active employees who have Earned Income Credit at year-end.

Prerequisites

- Employees that have indicated an EIC status on their W-5 form. This information is located on the Withholding Info W4/W5 (0210).

Transaction Code

ZHR_RPTPY675

Helpful Hints

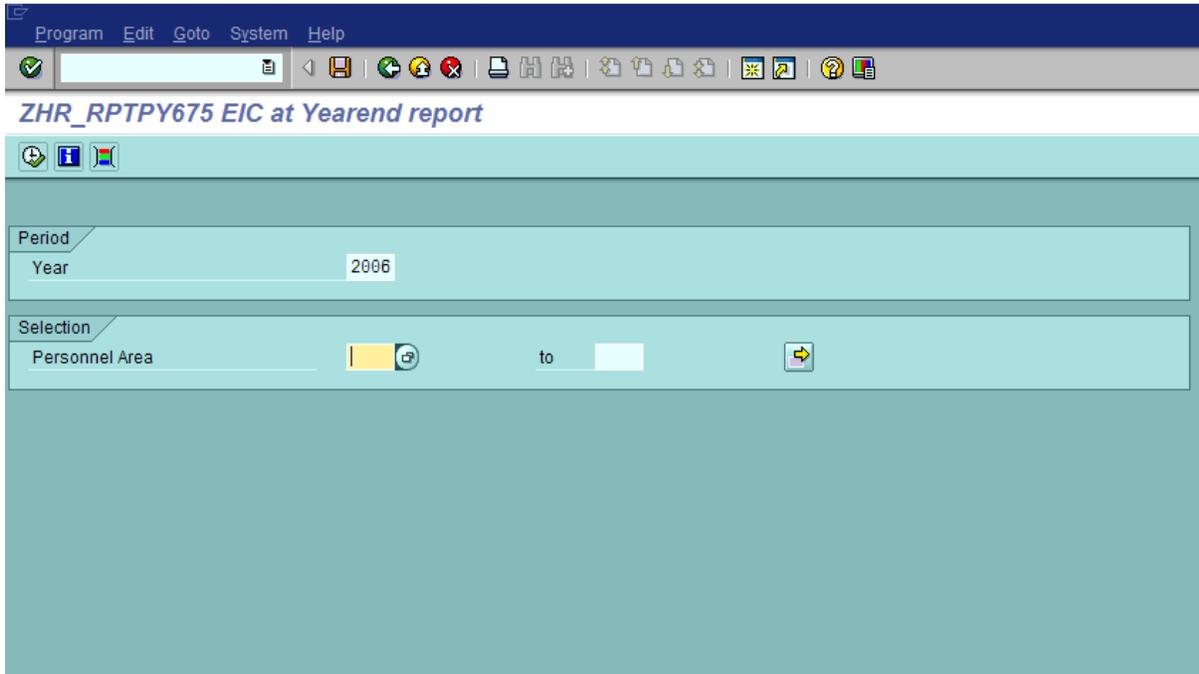
The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

Procedure

1. Start the transaction using transaction code ZHR_RPTPY675.

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2. Complete the following fields:

Field Name	R/O/C	Description
Year	C	The year to run report.  The current year will default in.
Personnel Area	R	A specific agency/sub-agency in the State of Washington. Example: 1110

3. Click in the Personnel Area field and then click  (Matchcode) to open the selections list.

Personnel Area (1) 183 Entries Found

PA	Personnel Area Text	CoCd	CGrpg
0460	Wa State Law Library	WA01	10
0480	Court of Appeals	WA01	10
0500	Comm on Judicial Conduct	WA01	10
0550	Admin for the Courts	WA01	10
0560	Office of Public Defense	WA01	10
0570	Office of Civil Legal Aid	WA01	10
0750	Office of the Governor	WA01	10
0800	Lieutenant Governor Office	WA01	10
0820	Public Disclosure Comm	WA01	10
0850	Secretary of State	WA01	10
0860	Govs Ofc Indian Affairs	WA01	10
0870	Asian/American Affairs	WA01	10
0900	State Treasurer	WA01	10
0910	Redistricting Commission	WA01	10
0950	State Auditor	WA01	10
0990	Citzs Com/Sal Elect Off	WA01	10
1000	Attorney General	WA01	10
1010	Caseload Forecast Council	WA01	10
1020	Dept of Financial Inst	WA01	10
1030	Dept Comm/Trade/Econ Dev	WA01	10
1040	Forecast Council	WA01	10
1050	Office of Financial Mgmt	WA01	10
1060	Wa Econ Dev Finance Auth	WA01	10
1070	Health Care Authority	WA01	10
1100	Office of Admn Hearings	WA01	10
1110	Dept of Personnel	WA01	10
1111	Human Res Info Sys Div	WA01	10

4. Select your agency from the list by double-clicking on the name.

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5. Click  (Execute) to execute the report.

Organization Code	Employee Number	Employee Name	EIC Filing Status Code
1B	999998	Jamison, Austin	1

Filing Status 1 : Single or married, spouse not filing form W-5
 Filing Status 2 : Married, both spouses filing form W-5



Screenshot below shows results with no employees found.

Title: Appointments with EIC at Year End Report
Processes :
Sub-Processes :

HRMS Training Documents

The screenshot shows a SAP report window with a menu bar (List, Edit, Goto, System, Help) and a toolbar. The report title is 'ZHR_RPTPY675 EIC at Yearend report'. The report header includes: Report ID: ZHR_RPTPY675, State of Washington - HRMS, Run Date: 11/16/2006, User: JANETP, Employees with EIC at Yearend 2006, Page: 1. A table header is visible with columns: Organization Code, Employee Number, Employee Name, and EIC Filing Status Code. Below the table, a message states 'No employees with EIC were found.' A legend box defines the filing status codes: Filing Status 1: Single or married, spouse not filing form W-5; Filing Status 2: Married, both spouses filing form W-5.

6. You have completed this transaction.

Result

You have generated the Appointments with EIC at Year End report.

Comments

None

State of Washington HRMS