Attendance System Change Report

Purpose	Use this procedure to display date specific quota balances, view employees who had attendance activities such as accrued leave, took or donated leave during the selected reporting period.
Trigger	Perform this procedure to view an employee's quota balance during the selected reporting period.
Prerequisites	None.
End User Roles	In order to perform this transaction you must be assigned the following role: Payroll Processor, Payroll Supervisor, Time and Attendance Processor, Time and Attendance Inquirer, Time and Attendance Supervisor.

Change History			
Date	Change Description		
4/1/2012	Created		

Transaction Code ZHR_RPTTM084

Procedure

1. Start the transaction using the transaction code **ZHR_RPTTM084**.

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Other period				_		_	
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Personnel Number							
Employment status							
Personnel area				4			
Personnel subarea				4			
Employee group				4			
Employee subgroup				\$			
Business area				\$			
Payroll area				\$			
Quota selection							
Quota type				to		_	P
Deduction period		01/01/180	90	То	12/31/999	19	
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Only EEs w	ith selected quota	s		All	selected EEs		
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O Up to today	○ From today		
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2. In the *Period* section, complete the following fields:

F	R=Required Entry O=Optional Entry C=Conditional Entry				
Field Name	R/O/C	Description			
Today	С	This selection option will run the report using the system date (current date).			
Current Month	С	This selection option will display employees who have leave during the current month. The first and last day of the month are used as the start and end dates for the person and data selection.			
Current Year	С	This selection option will display employees who have had a leave activity during the current year.			
Up to today	С	This selection option displays employees entire leave history.			
From to today	С	This selection option displays employees current leave activity as of today.			
Other Period	С	This selection allows you to specify specific dates. (Recommended option) Tip: Run this report in half month intervals (1-15) or (16- the end			
		of the month). If researching a quota problem it may be easier to identify differences when running by pay period.			

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🔿 Today	O Current month	O Current year
O Up to today	○ From today	
Other period		
Period	10/16/201	10 <u>To</u> 10/31/2010

3. In the *Selection* section complete the following fields:

Selection	
Personnel Number	⇒
Employment status	₽
Personnel area	₽
Personnel subarea	\$
Employee group	₽
Employee subgroup	\$
Business area	➡
Payroll area	_

ŀ	R=Required Entry O=Optional Entry C=Conditional Entry				
Field Name	R/O/C	Description			
Personnel Number	С	The employee's unique identifying number. Example: 40000235			
Employment Status	С	Describes the employee's employment status with the agency. Example: 3 (Active)			
Personnel Area	С	A specific agency/sub agency in the State of Washington. Example: 3008 (Western State Hospital)			
Personnel Subarea	С	A subdivision of Personnel Area that identifies bargaining units, WMS, Exempt and non-represented positions. Example: 0001- Non represented			

Employee group	С	Status of an employee or position within the State of Washington. Example: 0 (Permanent)
Employee subgroup	С	A sub-division of employee group which defines work period designation and salary rate unit. Example: 00 Hourly (H) OT Exempt
Business Area	С	A specific agency in the State of Washington. This is associated with each Employer Identification Number (EIN). Example: 1000 (Attorney General)
Payroll Area	С	A payroll area groups and designates the employees whose payroll is run on the same date. Payroll area 11 is the default for the State of Washington. Payroll area 10 is the default for the Board of Volunteer Firefighters only.

The **Period** section is used to restrict the employee selection based on the employee's Organizational Assignment Infotype (0001) record.

For example:

If you want to run the report for all active employees within your agency for a specific pay period you would enter the start and to date of the pay period in the **period** selection and enter your personnel area in the **Selection** section and using the value '3' (Active) in the Employment status field.

Selection	
Personnel Number	
Employment status	3 🖻
Personnel area	1000
Personnel subarea	
Employee group	
Employee subgroup	
Business area	
Payroll area	

4. In the *Quota selection* section complete the following fields:

Quota selection		
Quota type	to	_
Deduction period	То	

	R=Require	ed Entry O=Optional Entry C=Conditional Entry
Field Name	R/O/C	Description
Quota Type	C	Type of quota. To enter more than one quota type click on the (multiple selection) Wultiple Selection for Quota type Select Single Values Select Ranges Exclude Single Values Exclude Ranges To view more than one quota type select the Select tabs To exclude a quota type (s) select the Ecclude Value Tabs To view more than To exclude a quota type (s) select the Select tabs To view more than To exclude a quota type (s) select the Final Multiple selection Final Multiple selection
Deduction Period	R	The entries in the deduction from date and deduction to date determine the quota accrual period. Tip: Run this report in half month intervals (1-15) or (16- the end of the month). If researching a quota problem it may be easier to identify differences when running by pay period. Example: 10/16/2010 to 10/31/2010

Quota selection			
Quota type	30	to	_
Deduction period	10/16/2010	To 10/31/2010	

 Display

 Image: Constraint of the selected quotas

 All selected EEs

 Only EEs with entitlement

 EEs w/rem. ent. only

 Only EEs w/compensation

 EEs w/qta used only

 EEs w/qta accrued only

R=Required E	ntry O=O	ptional Entry C=Conditional Entry
Field Name	R/O/C	Description
Only EEs with Selected	С	Use this option to display only employees with
quotas		activity during the period for selected quota.
		(Default selection)
Only EEs with entitlement	С	Use this option to display only employees who
		have beginning balance during the period for
		selected quota.
FFaw/rom ont only		Use this ention to display only employees whe
ees w/rem: ent. omy	C	baye an ending balance during the period for
		selected quota. This option can beln to identify
		employees with negative leave balances.
Only EEs w/compensation	С	Use this option to identify employees who had a
		quota buyout.
EEs w/qta used only	С	Use this option to specify quota hours used.
EEs w/qta accrued only	C	Use this option to display employees who accrued
		selected quota.

- Click the field you want to use to enter your desired information.
- 5.1 For Example: To view all employees who have a quota balance less than 0 click EEs w/rem. ent. only

✔ EEs w/rem. ent. only		
Amt of remaining entitlement	to	S

5.2 Place your curor into the first field and double click to display selection options:

5. In the *Display* section complete the following fields:

C Maintain Selection Options	$\overline{\times}$	
Amount of entitlement		
SelDescription		
📃 Single Value		
Greater than or Equal to		
Less than or Equal to		
Sreater than		
Less than		
🗾 Not Equal to		
Select Q Exclude from Selection		
🖌 📑 Delete Row 🖪 🗶		
5.3 Make appropriate selection and	click 🖌	(Copy) to return to Attendance System
Change Selection Critieia screen		

✓ EEs w/rem. ent. only		
Amt of remaining entitlement	to	=

6. In the *Additional Data* click the field selection to add additional data



7. Check the box to the left of the field to add and click the (Show/Hide selection) and click (copy) to return back to the report

C Field Selection	⊠ ∕
Personnel Area Text: Personnel Sub Area code EE Sub Group Organizational Unit Text Position Text Job Text Employment Status Text Salary T	Seniority Date Anniversary Date Unbroken Service Date Unbroken Service Tate
××	
Additional Data / Field Selections	
6	

8. Click (Execute) to execute a process or action.

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S S S S S S S S S S S S S S S S S S S
Attendance System Change Report
O Today O Current month O Current year O Up to today O From today Image: Other period Image: Other period Period 10/16/2010 Payroll period
Selection Personnel Number Employment status Personnel area 1000 Personnel subarea Employee group Employee subgroup Business area Payroll area
Quota selection Image: Constraint of the selection Quota type 30 Deduction period 10/16/2010 To 10/31/2010
Display Image: Constraint of the selected quotas All selected EEs Only EEs with entitlement EEs w/rem. ent. only Only EEs w/compensation EEs w/qta used only EEs w/qta accrued only
Data format Layout
Additional Data Image: Additional Data Image: Selections

Screen Shot 1 of 2

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Report	D: 7HR RPTTM)84											
User :	KELLYW												
Run Dat	e: 03/01/2012	10/01/00											
Period :	10/16/2010 thr	u 10/31/20	10										
Personnel	Personnel	Org Unit	Org Unit A	EE Group	EE Group Text	EE Sub Group	Text	Personnel	SSN	Name	Position	Position A	Job
1000	Non Represented	30000394	13A	0	Permanent	M-OT Elig>40h	rs/wk	40000027	500101027	SHRIVERSON, CAROL	70003275	0659	51000983
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1000	Non Represented	30000473	R34	В	Civil Service Exempt	Monthly(M) OT	Exempt	40000029	500101029	HEINZ, JOHN	70002920	0236	50003621
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Attendance System Change Report	
State of Washington - HRMS Attendance System Change Report User: KELLYW Run Date: 03/01/2012 Period: 10/16/2010 thru 10/31/2010	
Job Abbrev Quota Type Quota Type Leave Accr Beginning Earned Received Taken/Repo Paid/Repor Adjustment Donated Returned Ending Bal Seniority Anniversar Unbro	ken S
426E 30 Sick Leave 10/31/2010 122.6000 8.00000 0.00000 0.00000 0.00000 0.00000 130.6000 1/0/1/202 0/2/24/1987 1/0/1/	2002
EX076 30 Sick Leave 10/31/2010 280.40000 8.00000 0.00000 0.00000 0.00000 0.00000 0.00000 288.40000 09/26/2005 09/26/2005 09/26/	2005
EX076 30 Sick Leave 10/31/2010 644.28000 8.0000 0.00000 0.00000 0.00000 0.00000 0.00000 0.00000 0.00000 10/02/1989 10/02/1989 10/02/1989 10/02/	1989
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- To remove unwanted columns click the 🔳 (Change Layout) icon on the application toolbar.

聞 ▲▼★▼ Displayed Columns		🕅 Column Set	
Column Name Personnel Area Code Personnel Sub Area Text Org Unit Org Unit Abbreviation EE Group EE Group Text EE Sub Group Text Personnel Number SSN Name Position	•	Column Name	

10. Use the Use the report. (Select Fields up/down) to rearrange the order of the columns

11.

Use the (Show/hide selected fields) to move unwanted columns into the **Column Set**. All columns listed in the **Column Set** will not display on the report.

	*			間		
Displayed (Columns			Column Set		
Column Name		Σ		Column Name		
Personnel Area C Personnel Numbe Name Seniority Date Anniversary Date Quota Type Quota Type Text Leave Accrual Da Beginning Balanc Earned Received	ite e		•	Org Unit Org Unit Org Unit Abbreviation EE Group EE Group Text EE Sub Group Text SSN Position Position Position Abbreviation Job Job Abbreviation Unbroken Service Date		
Click (Copy) t	to return to the rep	oort.	2 @ F		_	

- 13. The report results display.
- 14. You have completed this transaction.

Results

You have generated the Attendance System Change Report to display an employee's quota balance for the selected reporting period.