

**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

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**Procedure**

1. Start the transaction using the transaction code **ZHR\_RPTTM084**.

Program Edit Goto System Help

**Attendance System Change Report**

Selections from Search helps Org. structure

**Period**

Today       Current month       Current year  
 Up to today       From today  
 Other period  
 Period  To

**Selection**

Personnel Number    
 Employment status    
 Personnel area    
 Personnel subarea    
 Employee group    
 Employee subgroup    
 Business area    
 Payroll area

**Quota selection**

Quota type  to   
 Deduction period  To

**Display**

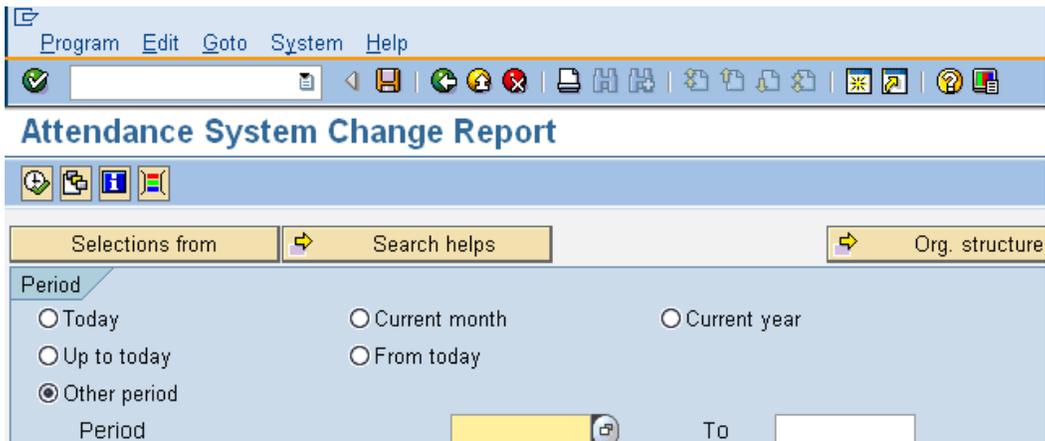
Only EEs with selected quotas       All selected EEs

**Data format**

Layout

**Additional Data**

2. In the **Period** section, complete the following fields:



R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Today	C	This selection option will run the report using the system date (current date).
Current Month	C	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	C	This selection option will display employees who have had a leave activity during the current year.
Up to today	C	This selection option displays employees entire leave history.
From to today	C	This selection option displays employees current leave activity as of today.
Other Period	C	<p>This selection allows you to specify specific dates.  <b>(Recommended option)</b></p> <p> <b>Tip:</b>                      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.</p>

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

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

Employee group	C	Status of an employee or position within the State of Washington. <b>Example:</b> 0 (Permanent)
Employee subgroup	C	A sub-division of employee group which defines work period designation and salary rate unit. <b>Example:</b> 00 Hourly (H) OT Exempt
Business Area	C	A specific agency in the State of Washington. This is associated with each Employer Identification Number (EIN). <b>Example:</b> 1000 (Attorney General)
Payroll Area	C	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	<input type="text"/>
Employment status	3
Personnel area	1000
Personnel subarea	<input type="text"/>
Employee group	<input type="text"/>
Employee subgroup	<input type="text"/>
Business area	<input type="text"/>
Payroll area	<input type="text"/>

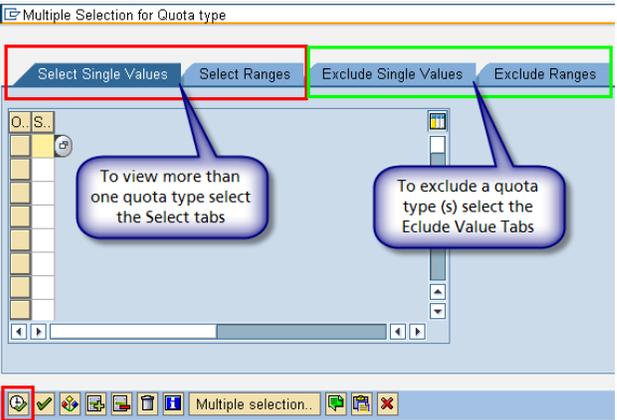
- In the **Quota selection** section complete the following fields:

Quota selection

Quota type  to

Deduction period  To



R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Quota Type	C	<p>Type of quota. To enter more than one quota type click on the  (multiple selection)</p>  <p> If you want to view all quota types, leave this field blank.</p> <p><b>Example:</b> 30 (Sick Leave)</p>
Deduction Period	R	<p>The entries in the deduction from date and deduction to date determine the quota accrual period.</p> <p> <b>Tip:</b> 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.</p> <p><b>Example:</b> 10/16/2010 to 10/31/2010</p>

Quota selection

Quota type  to

Deduction period  To



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

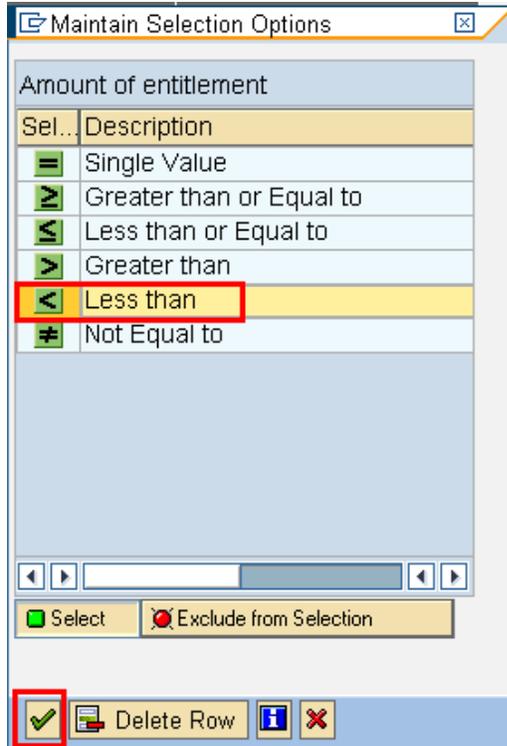
R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Only EEs with Selected quotas	C	Use this option to display only employees with activity during the period for selected quota. (Default selection)
Only EEs with entitlement	C	Use this option to display only employees who have beginning balance during the period for selected quota.
EEs w/rem. ent. only	C	Use this option to display only employees who have an ending balance during the period for selected quota. This option can help to identify employees with negative leave balances.
Only EEs w/compensation	C	Use this option to identify employees who had a quota buyout.
EEs w/qta used only	C	Use this option to specify quota hours used.
EEs w/qta accrued only	C	Use this option to display employees who accrued selected quota.



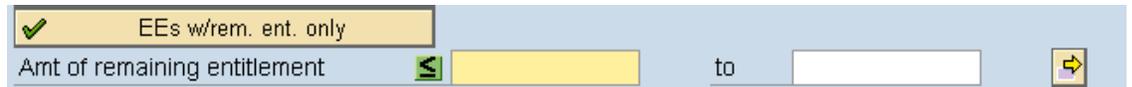
Click the field you want to use to enter your desired information.

**5.1 For Example:** To view all employees who have a quota balance less than 0 click

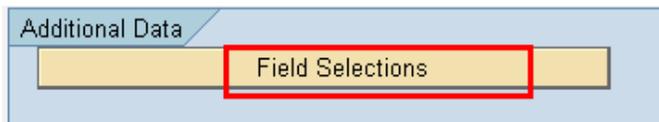
**5.2** Place your curor into the first field and double click to display selection options:



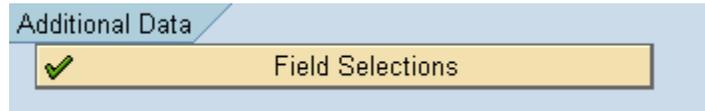
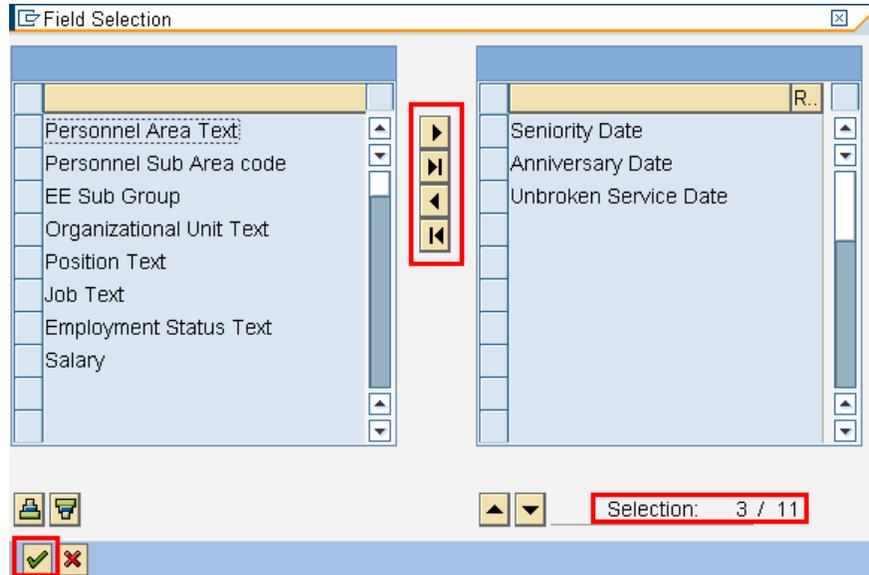
5.3 Make appropriate selection and click  (Copy) to return to Attendance System Change Selection Criteria screen



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



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

Program Edit Goto System Help

**Attendance System Change Report**

Today     
  Current month     
  Current year  
 Up to today     
  From today  
 Other period

Period  To

**Selection**

Personnel Number	<input type="text"/>	<input type="button" value="↕"/>
Employment status	<input type="text"/>	<input type="button" value="↕"/>
Personnel area	<input type="text" value="1000"/>	<input type="button" value="↕"/>
Personnel subarea	<input type="text"/>	<input type="button" value="↕"/>
Employee group	<input type="text"/>	<input type="button" value="↕"/>
Employee subgroup	<input type="text"/>	<input type="button" value="↕"/>
Business area	<input type="text"/>	<input type="button" value="↕"/>
Payroll area	<input type="text"/>	<input type="button" value="↕"/>

**Quota selection**

Quota type  to   
 Deduction period  To

**Display**

Only EEs with 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**

Field Selections

Screen Shot 1 of 2

State of Washington - HRMS  
Attendance System Change Report

Report ID: ZHR\_RPTTM084  
User: KELLYW  
Run Date: 03/01/2012  
Period: 10/16/2010 thru 10/31/2010

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>40hrs/wk	40000027	500101027	SHRIVERSON, CAROL	70003275	0659	51000983
1000	Non Represented	30000394	13A	B	Civil Service Exempt	Monthly(M) OT Exempt	40000028	500101028	FOSTER, JEANNETTE	70003239	0620	50003621
1000	Non Represented	30000473	R34	B	Civil Service Exempt	Monthly(M) OT Exempt	40000029	500101029	HEINZ, JOHN	70002920	0236	50003621
1000	Non Represented	30000598	T84	0	Permanent	Monthly(M) OT Exempt	40000030	500101030	OSHAUNESSY, MAUREEN	70116733	1860	50001548

Screen Shot 2 of 2

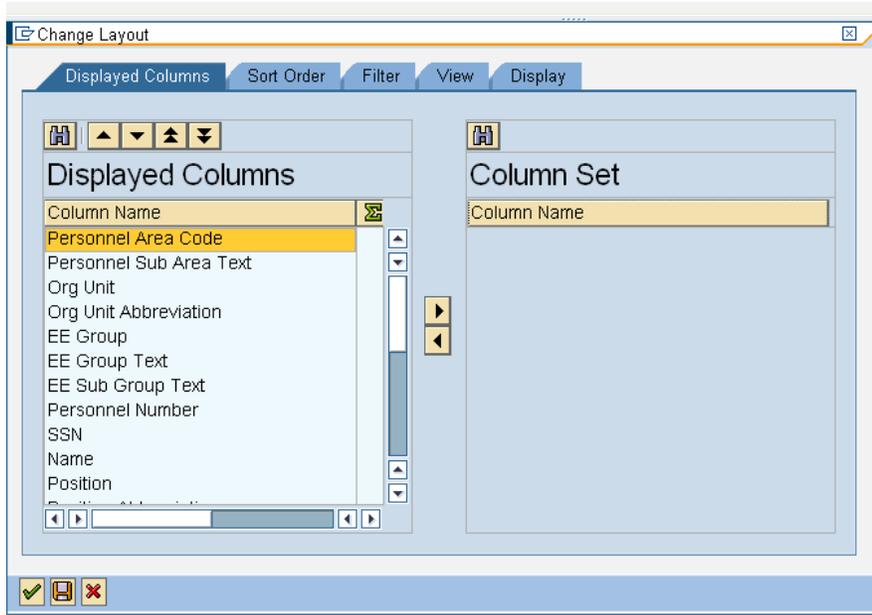
State of Washington - HRMS  
Attendance System Change Report

Report ID: ZHR\_RPTTM084  
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/Repor	Paid/Repor	Adjustment	Donated	Returned	Ending Bal	Seniority	Anniversar	Unbroken S
426E		30	Sick Leave	10/31/2010	122.60000	8.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	130.60000	10/01/2002	04/24/1987	10/01/2002
EX076		30	Sick Leave	10/31/2010	280.40000	8.00000	0.00000	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	8.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	652.28000	10/02/1989	10/02/1989	10/02/1989
426G		30	Sick Leave	10/31/2010	304.00000	8.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	312.00000	02/01/1990	02/01/1990	02/01/1990

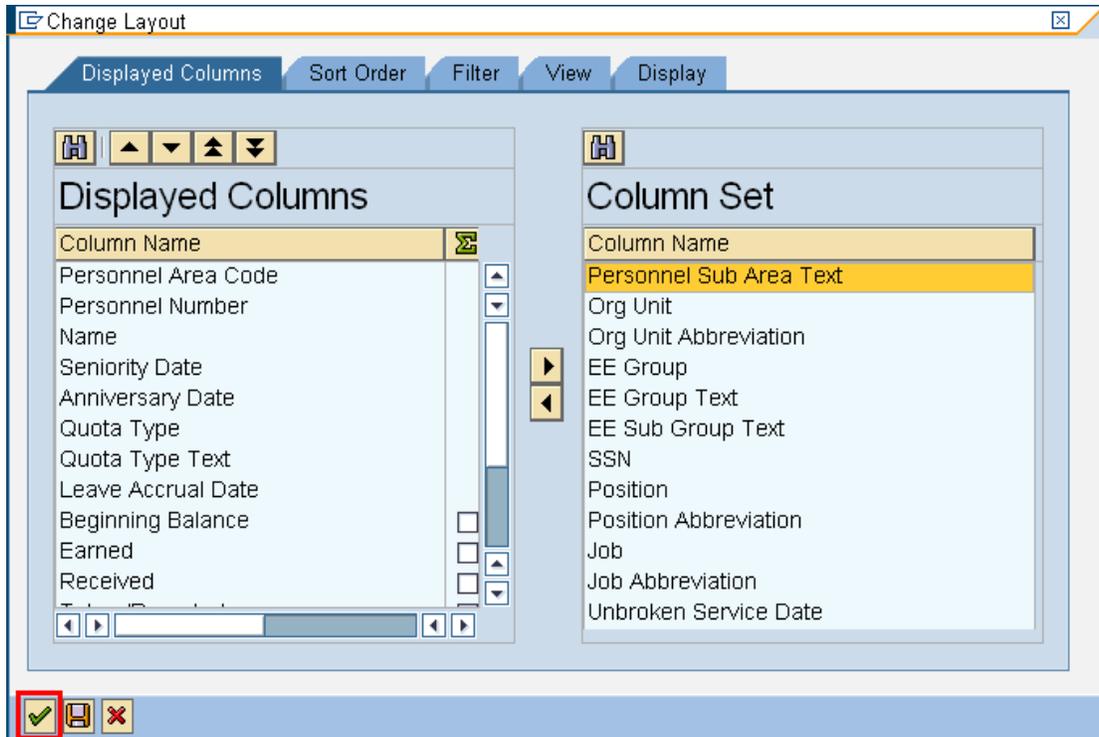
9

To remove unwanted columns click the  (Change Layout) icon on the application toolbar.



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

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.



12. Click  (Copy) to return to the report.

Personnel Name	Seniority	Anniversar	Quot...	Quota Type	Leave Accr	Beginning	Earned	Receiv...	Taken...	Paid/...	Adjustm...	Donated	Return...	Ending Bal
40000027 SHRIVERSON, CAROL	10/01/2002	04/24/1987	30	Sick Leave	10/31/2010	122.60000	8.00000	0.00000	0.000...	0.00...	0.00000	0.00000	0.00000	130.60000
40000028 FOSTER, JEANNETTE	09/26/2005	09/26/2005	30	Sick Leave	10/31/2010	280.40000	8.00000	0.00000	0.000...	0.00...	0.00000	0.00000	0.00000	288.40000
40000029 HEINZ, JOHN	10/02/1989	10/02/1989	30	Sick Leave	10/31/2010	644.28000	8.00000	0.00000	0.000...	0.00...	0.00000	0.00000	0.00000	652.28000
40000030 OSHAUNESSY, MAUREEN	02/01/1990	02/01/1990	30	Sick Leave	10/31/2010	304.00000	8.00000	0.00000	0.000...	0.00...	0.00000	0.00000	0.00000	312.00000

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.