

Date Specifications Report

ZHR_RPTPA765

- Purpose** Use this procedure to view and verify the *Date Specifications (0041)*. This report will provide the employee's name, personnel number, date types entered on the *Date Specifications (0041)* infotype of the employee, the start date of each date type, position name, position abbreviation, job class code, employee subgroup/group, action type, and reason for action.
- Trigger** Perform this procedure when identifying date specifications for an employee or groups of employees.
- Prerequisites** None.
- End User Roles** In order to perform this transaction you must be assigned the following role:
- Personnel Administration Inquirer / Processor / Supervisor
 - Payroll Analyst / Inquirer/ Processor / Supervisor

Change History	
Date	Change Description
05/30/2012	This procedure supersedes the <i>Non-State Employee Report User Procedure</i> . Report Name has Changed

Transaction Code ZHR_RPTPA765

Helpful Hint



The *Non State* information is still available by using report variant: **SWV_NONSTEERPT**.

If the variant **SWV_NONSTEERPT** is used (for non-state information), the following selections are automatically made on the **Date Specifications Report** selection criteria screen.

Employee Group Field	Value
3	Volunteer
8	Elected
9	Appointed
A	Board/Commission



	E		Retired Fire Fighters	
	Date Type Field		Value	
	2		Appointment Date	

Procedure

1. Start the transaction using the above menu path or transaction code **ZHR_RPTPA765**.

The screenshot shows the SAP 'Date Specifications Report' transaction. At the top is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below it is a toolbar with various icons. The main title 'Date Specifications Report' is displayed. Underneath, there are buttons for 'OrgStructure' and 'Search Help'. The 'Period' section contains a 'Reporting Period' dropdown menu currently set to 'D Today'. The 'Selection Criteria' section lists several fields: 'Personnel Number', 'Employment Status', 'Personnel area', 'Personnel subarea', 'Employee group', and 'Employee subgroup', each with an input field and a selection icon. The 'Program selections' section includes 'Start Date of Date Spec-IT41', 'Employee Group', 'Personnel Area', and 'Date type', each with input fields and selection icons. The 'Output format' section has a radio button for 'SAP List Viewer' and a selection icon.

2. In the Period section, complete the following field:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Report Period	R	<p>This is the time frame in which data entry was created and stored.</p> <p> Click  (Dropdown) to view the selection list. See the OLQR HRMS Report website for information regarding the Date Selection for Reports</p> <p>Example: Today (Default Option)</p>

Program Edit Goto System Help

Date Specifications Report

OrgStructure Search Help

Period



Reporting Period D Today

3. In the Selection Criteria area, complete the following fields:


R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel Number	O	An employee's unique identifying number. Example: 40000235
Employment Status	O	Describes the employee's employment status with the agency. Example: 3(Active)
Personnel Area	R	A specific agency/sub- agency in the State of Washington. Example: 1790 (Department of Enterprise Services)
Personnel subarea	O	A subdivision of Personnel Area that identifies Bargaining Units, WMS, Exempt and non-Represented positions. Example: (0001) Non Represented.
Employee Group	O	Status of an employee or position within the State of Washington. Example: 0 (Permanent)
Employee Subgroup	O	Defines employees who are processed according to similar payroll or time rules. Example: 00 (Hourly OT Exempt)

Selection Criteria	
Personnel Number	<input type="text"/>
Employment Status	3
Personnel area	1790
Personnel subarea	<input type="text"/>
Employee group	<input type="text"/>
Employee subgroup	<input type="text"/>

4. In the Program selections complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
State Date of Date Spec-IT41	O	The start date of the <i>Date Specifications (0041)</i> . Example: 5/1/2012
Employee Group	O	Status of an employee or position within the State of Washington. Example: 0 (Permanent)
Personnel Area	O	A specific agency/sub- agency in the State of Washington. Example: 1790 (Department of Enterprise Services)
Date Type	O	Defines the meaning of a particular date.  Place cursor in this field and click on the  (Matchcode) to display all Date Types. Example: 01- Anniversary

Program selections	
Start Date of Date Spec-IT41	<input type="text"/> to <input type="text"/>
Employee Group	<input type="text"/> to <input type="text"/>
Personnel Area	1790 to <input type="text"/>
Date type	<input type="text"/> to <input type="text"/>

5. Click  (Execute) to generate the report.

SAP													
List Edit Goto Views Settings System Help													
Date Specifications Report													
Date Specifications Report													
Last name ...	Pers No.	Date type	Date	Effective Date	Position	Position Desc.	Job	Job Cl.	Employee Subgroup	EEGrp	Employee ...	Act.	Reason fo...
AMES, CASSIE	40000180	Anniversary Date	05/17/1985	10/01/2011	71024816	ADMINISTRATI...	51000781	105H	M-OT Elig>40hrs/wk	0	Permanent	U3	Transfer
		Appointment Date	10/01/2011	10/01/2011	71024816	ADMINISTRATI...	51000781	105H	M-OT Elig>40hrs/wk	0	Permanent	U3	Transfer
		Original Hire Date	01/10/2005	10/01/2011	71024816	ADMINISTRATI...	51000781	105H	M-OT Elig>40hrs/wk	0	Permanent	U3	Transfer
		PDP Eval Completed	07/31/2008	10/01/2011	71024816	ADMINISTRATI...	51000781	105H	M-OT Elig>40hrs/wk	0	Permanent	U3	Transfer
		PDP Expectations ...	07/31/2008	10/01/2011	71024816	ADMINISTRATI...	51000781	105H	M-OT Elig>40hrs/wk	0	Permanent	U3	Transfer
		Prior PID	12/01/2004	10/01/2011	71024816	ADMINISTRATI...	51000781	105H	M-OT Elig>40hrs/wk	0	Permanent	U3	Transfer
		Prsnl HolidayEligbly	01/16/2006	10/01/2011	71024816	ADMINISTRATI...	51000781	105H	M-OT Elig>40hrs/wk	0	Permanent	U3	Transfer
		Seniority Date	11/29/1999	10/01/2011	71024816	ADMINISTRATI...	51000781	105H	M-OT Elig>40hrs/wk	0	Permanent	U3	Transfer
		TSR LV Eligibility	07/01/2011	10/01/2011	71024816	ADMINISTRATI...	51000781	105H	M-OT Elig>40hrs/wk	0	Permanent	U3	Transfer
		Unbroken Srv. Date	11/29/1999	10/01/2011	71024816	ADMINISTRATI...	51000781	105H	M-OT Elig>40hrs/wk	0	Permanent	U3	Transfer



For this screen shot the following fields have been hidden: Business Area, Personnel Area, Position Abbreviation).

6. You have completed this transaction.

Results

You have generated the Date Specifications Report.