### **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</i> Report User Procedure.			
	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

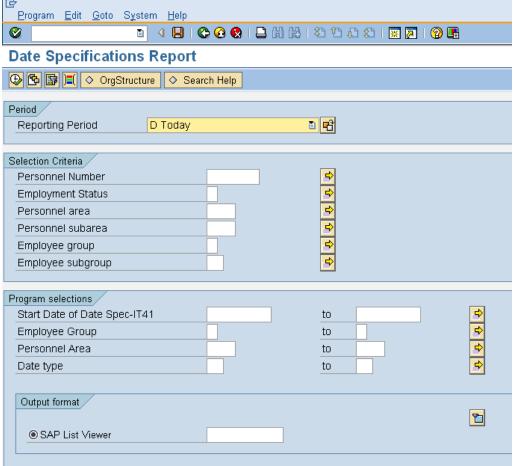


		Retired Fire Fighters	
Data Tuna Field	Value		
Date Type Field	value		
2	Appoin	tment Date	



## **Procedure**

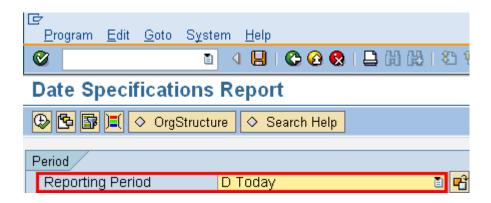
1. Start the transaction using the above menu path or transaction code **ZHR\_RPTPA765**.



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	This is the time frame in which data entry was created and					
		Click (Dropdown) to view the selection list. See the OLQR HRMS Report website for information regarding the Date Selection for Reports					
<b>Example:</b> Today (Default Option)							





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

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



9	Selection Criteria						
	Personnel Number				<b>⇒</b>		
	Employment Status	3	7		<b>⇒</b>		
	Personnel area	1790			<u>\$</u>		
	Personnel subarea				<b>\$</b>		
	Employee group				<b>⇒</b>		
	Employee subgroup				<b>⇒</b>		

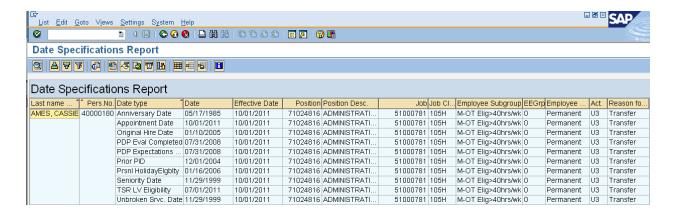
4. In the Program selections complete the following fields:

R=I	Required	Entry O=Optional Entry C=Conditional Entry						
Field Name	R/O/C	Description						
State Date of	0	The start date of the Date Specifications (0041).						
Date Spec-		. ,						
IT41		<b>Example:</b> 5/1/2012						
Employee	0	Status of an employee or position within the State of						
Group		Washington.						
		Example: 0 (Permanent)						
Personnel	0	A specific agency/sub- agency in the State of Washington.						
Area								
		<b>Example:</b> 1790 (Department of Enterprise Services)						
Date Type	0	Defines the meaning of a particular date.						
		(i)						
		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		to	4
Employee Group		to	\$
Personnel Area	1790	to	4
Date type		to	4

5. Click (Execute) to generate the report.





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.

