

WMS/EMS Reports

- Purpose** Use this procedure to identify WMS employees in the agency. Identify their salary, status and review notification
- Trigger** Perform this procedure when identifying WMS employees in the agency.
- Prerequisites** None.
- End User Roles** In order to perform this transaction you must be assigned the following role:
Personnel Administration Inquirer, Personnel Administration Processor, and Personnel Administration Supervisor.

Change History	
Date	Change Description
4/24/2013	Procedure updated to match current system.

Transaction Code ZHR_RPTPA802

Procedure

1. Start the transaction using the transaction code **ZHR_RPTPA802**.

The screenshot shows the SAP WMS/EMS Reports transaction interface. At the top is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title 'WMS/EMS Reports' is displayed in a green header. Below the title are three buttons: 'Selections from', 'Search helps', and 'Org. structure'. The 'Period' section contains two date fields: 'Period' with a value of '04/24/2013' and 'To' with a value of '04/24/2013'. The 'Selection' section has five input fields with corresponding selection buttons: 'Personnel Number', 'Personnel area', 'Business area', 'Organizational unit', and 'Job'. The 'Report Type Selection' section has four radio buttons: 'WMS Employee Roster' (selected), 'WMS Salary/Status/Review Notification', 'WMS Salary Change Activity Report (Fiscal Year)', and 'EMS Report'.

Program Edit Goto System Help

WMS/EMS Reports

Selections from Search helps Org. structure

Period

Period 04/24/2013 To 04/24/2013

Selection

Personnel Number		
Personnel area		
Business area		
Organizational unit		
Job		


Report Type Selection

- ☒ WMS Employee Roster
- ☐ WMS Salary/Status/Review Notification
- ☐ WMS Salary Change Activity Report (Fiscal Year)
- ☐ EMS Report

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


Period


Period To


R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Period	R	<p>This selection allows you to specify specific dates.</p> <p> The report defaults to current date.</p> <p>Example: 4/1/2013 to 4/15/2013</p>


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


Selection

Personnel Number 


Personnel area 






Business area 

Organizational unit 




Job 


R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel Number	C	<p>The employee's unique identifying number.</p> <p>Example: 40000235</p>
Personnel Area	C	<p>A specific agency/sub agency in the State of Washington.</p> <p>Example: 3008 (Western State Hospital)</p>
Business Area	C	<p>A specific agency in the State of Washington. This is associated with each Employer Identification Number (EIN).</p> <p>Example: 3000 Dept. of Social Health and Services</p>
Organizational Unit	C	<p>Represents departments, regions, divisions, units or other groupings within an Agency.</p>

		 Organizational Units within HRMS begin with the number 3 and are eight digits long.
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Selection		
Personnel Number	<input type="text"/>	
Personnel area	<input type="text"/>	
Business area	<input type="text" value="2350"/>	
Organizational unit	<input type="text"/>	
Job	<input type="text"/>	

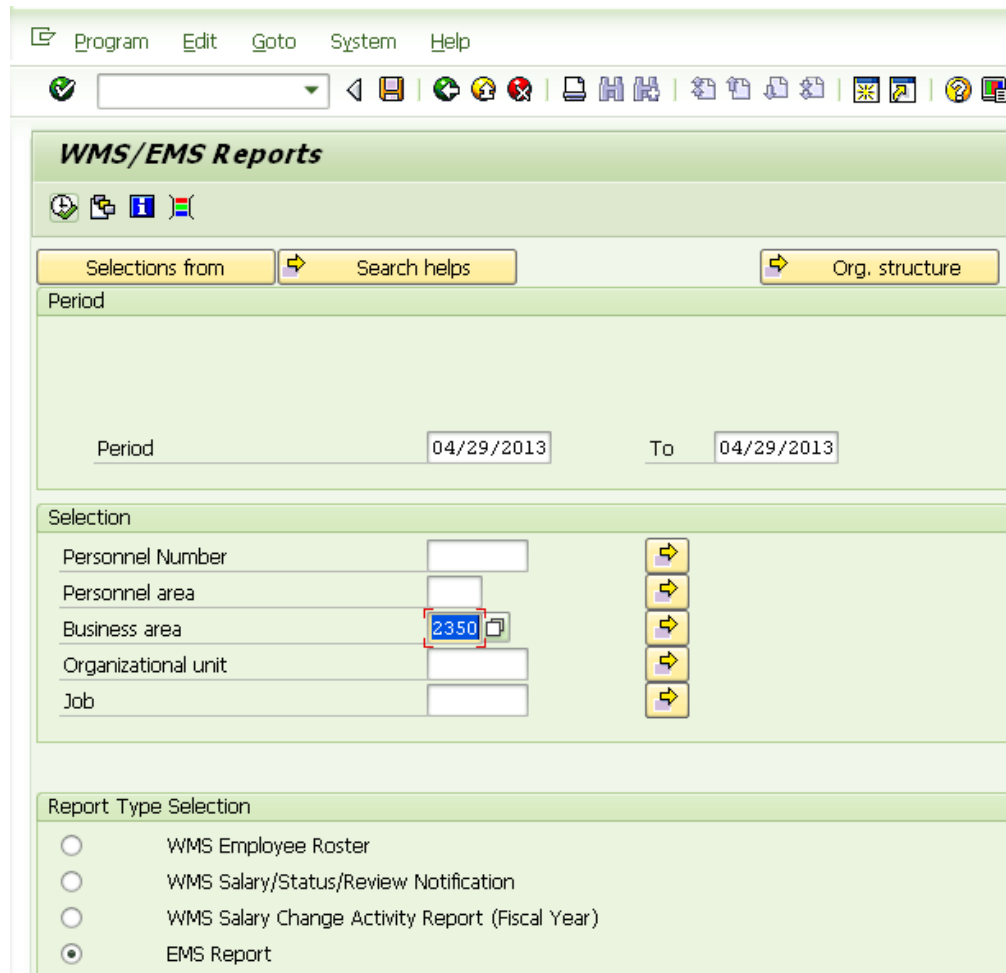
4. In the **Report Type Selection** complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
WMS Employee Roster	C	<p>This will display all the WMS employees that are in the agency within the specified dates.</p>  The report results include: Personnel Area, Organizational Unit, Personnel Number, Employee name, Status, Job Title, Position, Job Value Assessment Chat (JVAC), Personnel Sub Area, Status, Contract, Market Segment, Mgmt Type, WF Indicator, PT Indicator, Infotype 8 effective date, Infotype 8 Reason, PS Group, Total Salary, Next Increase, Term Date, Count
WMS Salary/Status/ Review Notification	C	<p>This will display all the WMS employees that are scheduled for review.</p>  The report results include: Personnel Area, Organizational Unit, Personnel Number, Employee Name, Status, Job, Position, JVAC PSA, EE group, Market Segment, WF Indicator, PT Indicator, Infotype 8 effective date, Infotype 8 Reason, PS Group, Total Salary, Next Increase, Term Date, Anniversary Date, Appointment Date, WMS Review, Count
WMS Salary Change Activity Report (Fiscal Year)	C	<p>This will display all the WMS employees' salary change activity within the specified dates.</p>  The report results include:

		Personnel Area, Business Area, Organizational Unit, Personnel Number, Name, Status, Job/ Job Abbreviation, Position/ Position Title, JVAC, EE group, Market Segment, Mgmt Type, WF Indicator, PT indicator, Infotype 8 effective date, Infotype 8 Reason, PS Group, Previous Salary, New Salary, % Change, Total Change, Lump Sum Date, Count
EMS Report	C	<p>This will display all the EMS employees that are in the agency within the specified dates.</p>  <p>The report results include:</p> <p>Market Segment, Mgmt Type, WF Indicator, PT indicator, Infotype 8 effective date, Infotype 8 Reason, PS Group, Previous Salary, New Salary, % Change, Total Change, Lump Sum Date, Term Date, Count</p>

Report Type Selection	
<input checked="" type="radio"/>	WMS Employee Roster
<input type="radio"/>	WMS Salary/Status/Review Notification
<input type="radio"/>	WMS Salary Change Activity Report (Fiscal Year)
<input type="radio"/>	EMS Report

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



The screenshot shows the WMS/EMS Reports application window. The title bar includes 'Program', 'Edit', 'Goto', 'System', and 'Help'. The main menu bar contains 'Program', 'Edit', 'Goto', 'System', and 'Help'. The toolbar includes various icons for file operations and system functions. The main content area is titled 'WMS/EMS Reports' and contains several sections:

- Period Selection:** Includes buttons for 'Selections from', 'Search helps', and 'Org. structure'. Below these is a 'Period' section with input fields for 'Period' (04/29/2013) and 'To' (04/29/2013).
- Selection Section:** Contains a table with columns for 'Personnel Number', 'Personnel area', 'Business area', 'Organizational unit', and 'Job'. The 'Business area' field is highlighted with a red box and contains the value '2350'. To the right of each row is a yellow button with a right-pointing arrow.
- Report Type Selection:** A section with radio buttons for selecting the report type:
 - ☐ WMS Employee Roster
 - ☐ WMS Salary/Status/Review Notification
 - ☐ WMS Salary Change Activity Report (Fiscal Year)
 - ☒ EMS Report

ListEditGotoViewsSettingsSystemHelp

WMS/EMS Reports

State of Washington - HRMS
Exempt Management Service (EMS) Report

Report ID : ZHR_RPTPA802

User : KELLYW

Run Date : 06/24/2013


Period : 04/29/2013 through 04/29/2013

PERNRS reported: 35

Records reported: 35

Run Time: 00:02:07

PERNR	Employee Name	JVAC	Status	Term	Perm	Market Seg	EE...	Contract	IT 8 ...	IT 8 Reason Text	PS Group	Previo...	New Sal	% Chg	Total % Chg	Lump...	Lump Sum	Count
20035755	EASTER, F P	C4Y	Active	None	Y	Lic Reg Saf B	Exempt	05	Salary Adjmnt by Le...	BAND 3	3,54...	3,610.00	1.91	1.91				1
63146	FREED, CHRISTINE P	D4Y	Active	None	Y	Ins	B	Exempt	05	Salary Adjmnt by Le...	BAND 4	4,30...	4,175.50	2.99-	2.99-			1
79781	WILSON, ROGER J	C4Y	Active	None	Y	Fin	B	Exempt	05	Salary Adjmnt by Le...	BAND 3	4,00...	3,880.00	3.00-	3.00-			1
978636	RODRIGUEZ, JOSE A	D5Y	Active	None	Y	Lic Reg Saf B	Exempt	20	Appointment Change	BAND 4	3,72...	4,355.00	17.02	17.02				1
276257	CONTRIS, KIM K	C3Y	Active	None	N	Mkt/Comm B	Permanent	05	Salary Adjmnt by Le...	BAND 3	4,17...	4,048.50	2.99-	2.99-				1

- 9
- To remove unwanted columns or add additional columns click the  (Change Layout) icon on the application toolbar.

Change Layout

Displayed ColumnsSort OrderFilterViewDisplay

H

▲▼▲▼

Displayed Columns

Column Name

PERNR

Employee Name

JVAC

Status

Term Date

Perm

Market Seg

EE Group

Contract

IT 8 Reason

IT 8 Reason Text

PS Group

H

Column Set

Column Name

BA

PA

Org Unit

Org Title

Job

Job Abbr

Position

Position Title

IT 1 Start Date

Mgmt Type


WF Indicator

PT Indicator

✓

📁


✗

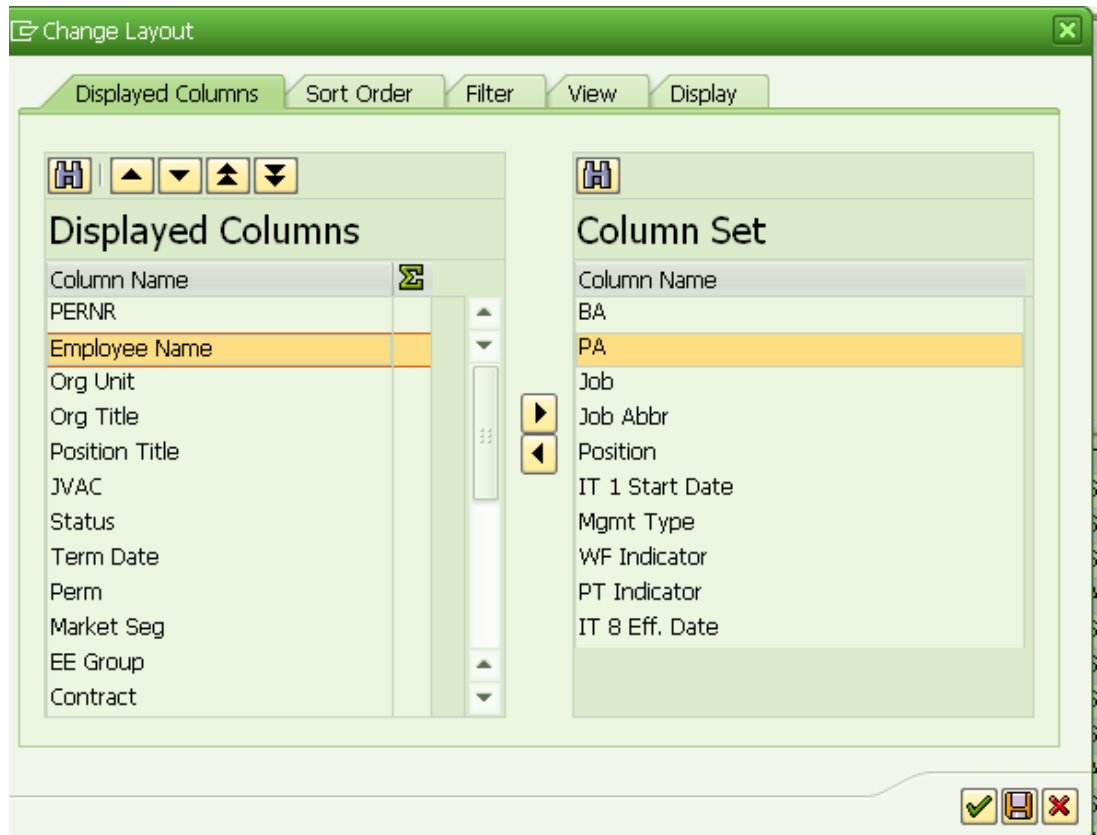
10.
- Use the  (Select Fields up/down) to rearrange the order of the columns

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.

WMS/EMS Reports

State of Washington - HRMS
Exempt Management Service (EMS) Report

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User : KELLYW

Run Date : 06/24/2013

Period : 04/29/2013 through 04/29/2013

PERNRS reported: 35

Records reported: 35

Run Time: 00:02:07

PERNR	Employee Name	Org Unit	Org Title	Position Title	JVAC	Status	Term Date	Perm	Market Seg	EE Group	Contract	IT 8 Reason	IT 8 Reason Text	PS Group	Previous Sal
20035755	EASTER, F P	30002478	REGION 4\ADMIN\N/A	REG ADMIN L&I	C4Y	Active	None	Y	Lic Reg Saf	B	Exempt	05	Salary Adjmnt by Leg Action	BAND 3	3,542.00
63146	FREED, CHRISTINE P	30002494	ADMIN SVS\ADMIN...	A/D FOR ADML...	D4Y	Active	None	Y	Ins	B	Exempt	05	Salary Adjmnt by Leg Action	BAND 4	4,304.50
79781	WILSON, ROGER J	30002513	ADMIN SVS\MGMT S...	BUDGET DIRE...	C4Y	Active	None	Y	Fin	B	Exempt	05	Salary Adjmnt by Leg Action	BAND 3	4,000.00

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

Results

You have generated the report.