Employee Cost Distribution Report- Withdrawn Employees

Transaction Codes:
ZHR_RPTFI0027 and PA30

Purpose	Use this procedure to display the withdrawn employees that have an active *Cost Distribution (0027)*.
Trigger	Perform this procedure when checking for non-end dated employee Cost Distribution.
Prerequisites	None.
End User Roles	In order to perform this transaction you must be assigned one of the following roles: Financial Reporting Processor, Payroll Analyst, Payroll Inquirer, Payroll Processor, Payroll Supervisor, Personnel Administration Inquirer, Personnel Administration Processor, Personnel Administration Supervisor.

Change History	Change Description
8/29/2013	Procedure created

Helpful Hints	Use the State Wide Variant **SWV W/D EE'S (Withdrawn EEs with active IT27)** to find this data.

Transaction Code   ZHR_RPTFI0027

HR
WSD **Personnel**

Procedure

Scenario:

You need to identify all **withdrawn** employees within your agency who have an active **Cost Distribution (0027)** Infotype.

Once you have identified the **withdrawn** employees with an **active** *Cost Distribution (0027)*, end date the the *Cost Distribution* infotype.

1. Start the transaction using the transaction code **ZHR_RPTFI0027**.

2. Click ⬜ (Get Variant).

3. Remove the contents in the *Created* by field and enter **SWV*** into the *Variant* Name field and click 🔵 (Execute).

4.   Double click **SWV W/D EE's** to select

5.   Complete the following fields:

| R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Effective Date Start/End	R	The date on which the record begins. **Example:** 8/28/2013
Business Area	C	Description of Business Area. ![i] A specific agency in the State of Washington **Example**: 0120 – State Senate

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6. Click (Execute) to generate the report.

 Employees identified on this report will need to have their *Cost Distribution (0027)* infotype **end dated.**

7. Enter **/NPA30** into the command field and press (Enter) to be taken to the *Maintain HR Mater Data Screen.*
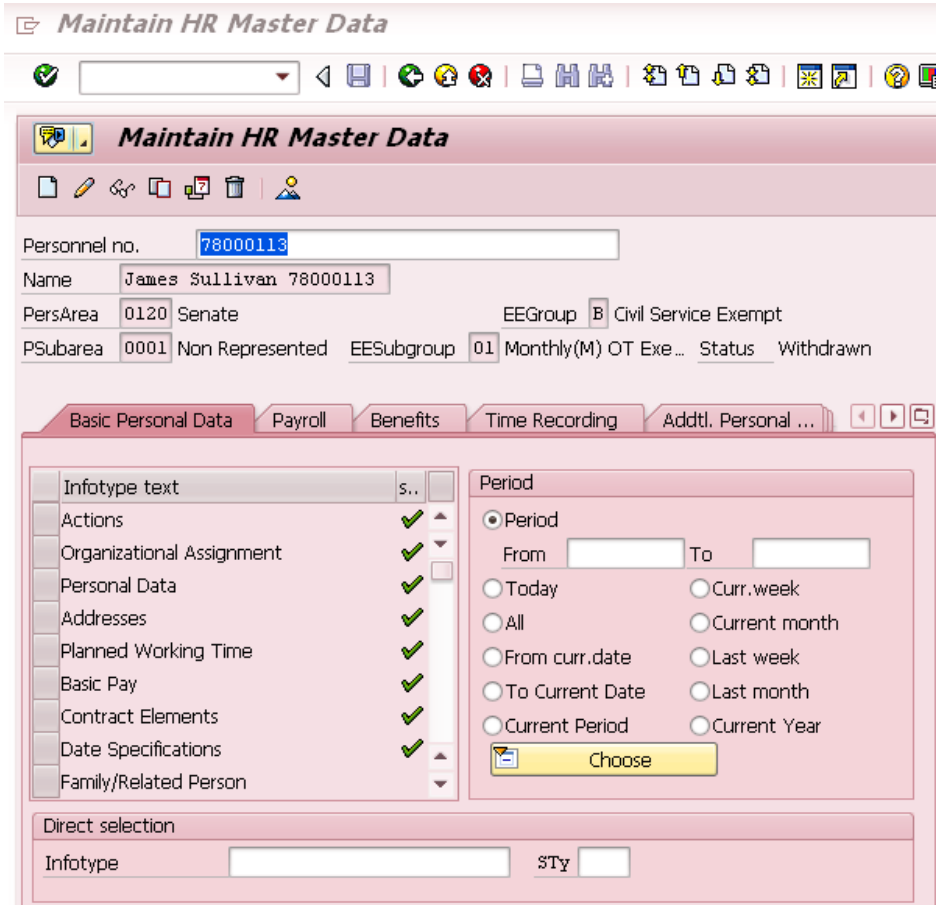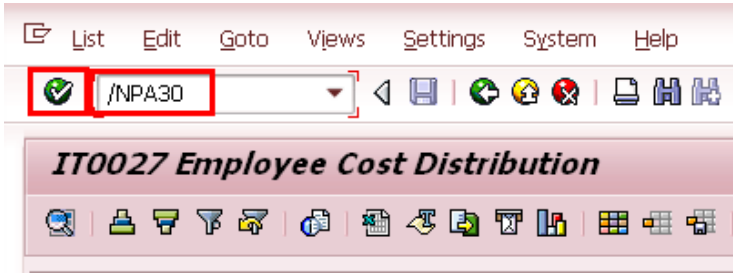
8.   Select the **Payroll** (Payroll Tab) and click the box to the left of *Cost Distribution* to select.

9. Select the ⊙All radio button

10. Click 👤 (Overview).

11. Select the most current record (end date of 12/31/9999) and click ✏️ (Change).

12. Complete the following field:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
To	R	Enter the last date of the **prior** period that you currently are in. ℹ️ If you are making the change on the record on 8/28/2013, you would use the **8/15/2013** as the To date, even if the employee left several years ago. This is considered best practice to avoid a retro back to when the employee left the agency. **Example:** 8/15/2013

13. Click (Enter) to validate entries.

14. Click (Save) to save record

Results
You have successfully end dated a *withdrawn employees'* active *Cost Distribution (0027)*