Employee Basic Pay IT 8 Report by Personnel Area

Purpose	Use this procedure to view your entire Personnel Area's current Basic Pay (0008) infotype.
Trigger	Perform this procedure when viewing your agency's current Basic Pay (0008) infotype.
Prerequisites	• Employees must have Basic Pay (0008) infotype created.
End User Roles	In order to perform this transaction you must be assigned the following role: Personnel Administration Inquirer/Processor/Supervisor

Change History	
Date	**Change Description**
08/10/2009	New procedure created.

Transaction Code   ZHR_RPTPAIT08

Helpful Hints	None.

Procedure

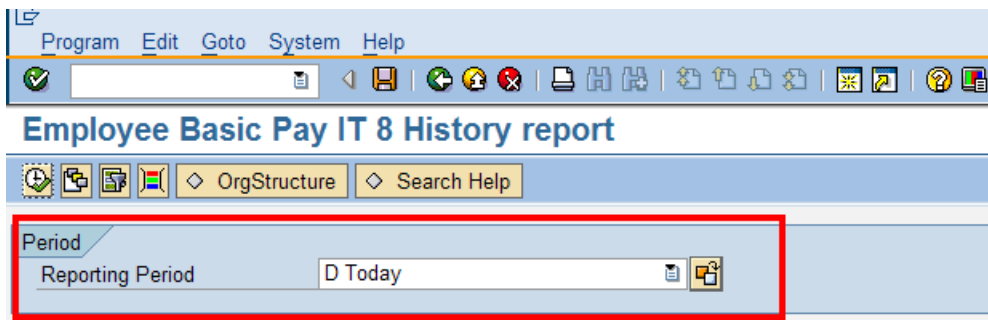1. Start the transaction using the transaction code **ZHR_RPTPAIT08**.

Program Edit Goto System Help

Employee Basic Pay IT 8 History report
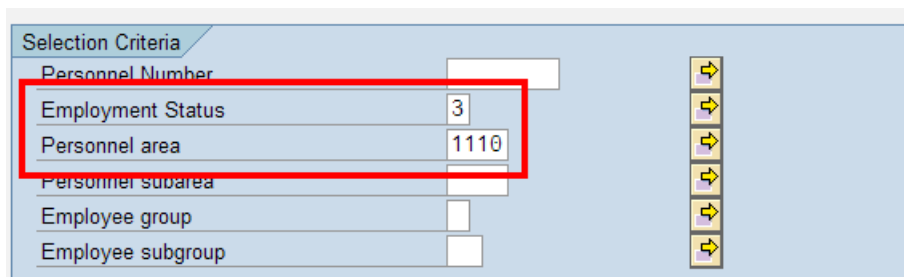
OrgStructure   Search Help

Period

Reporting Period   D Today

Selection Criteria

Personnel Number

Employment Status

Personnel area

Personnel subarea

Employee group

Employee subgroup

Program selections

Job		to	
Basic Pay Start Date		to	
Basic Pay End Date		to	
Indicator for indirect va		to	
Wage type		to	
Date of next increase		to	
Pay scale type		to	
Pay Scale Area		to	
Pay Scale Group		to	

Output format

SAP List Viewer

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

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

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
Employment status	R	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:** 1110 (Department of Personnel)

4. In the Program selections area, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Job	O	This is similar to today's job class. **Example:** 50000185
Basic Pay Start Date	O	This is the date on which the Basic Pay record begins. **Example:** 07/01/2009
Basic Pay End Date	O	This is the Basic Pay end date. **Example:** 07/31/2009
Indicator for indirect va	O	This indicates whether the record is 'directly' or 'indirectly' valuated. **Example:** I
Wage type	O	It separates amounts and time units for various business processes. It enables the system to process amounts and time units in different ways during the payroll run. **Example:** 1003
Date of next increase	O	This is the date of the next scheduled increase in the employee's pay. **Example:** 04/01/2009
Pay Scale Type	O	Represents the State of Washington's compensation structure (salary bands, hour based step increases, and bargaining units). **Example:** 00
Pay Scale Area	O	A collection of pay ranges/steps and bands – coincides with the type of Position. **Example:** 01
Pay Scale Group	O	A range or band. **Example:** 35

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

ℹ️ The following fields have been hidden for security purposes: Personnel Number, Last Name, and First Name.

6. You have completed this transaction.

Results
You have generated the Employee Basic Pay IT 8 History report.

Comments
See other related procedures: • Employee Basic Pay IT8 Report by Specified Time Frame • Employee Basic Pay IT8 History Report