Flexible Employee Data – Indirect Value

Purpose	Use this procedure to identify employees in the agency who do or do not have the Indirect Value indicator in the *Basic Pay* (0008) infotype.
Trigger	Perform this procedure when identifying employees in the agency who do or do not have the Indirect Value indicator.
Prerequisites	• The employee must have a *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, Leave Correction Processor, Payroll Supervisor, Time And Attendance Inquirer/Supervisor

Change History	
Date	**Change Description**
7/27/2009	Update missing hyperlinks and placed procedure in new template.

Transaction Code ZHR_RPTPAN02

Helpful Hints	• The standard Flexible Employee Data report is also available using the transaction code **S_AHR61016362**. This report has the same selection concepts, but provides additional field options. • The Business Intelligence (BI) may also provide you will additional information, please see your agency's BI user for assistance. • Department of Personnel has created various state-wide variants to help agencies with their reconciliations. Use the procedure ***Variants – Create and Retrieve*** for steps to access the state-wide variants. When accessing the variants remember to input your personnel area and update the payroll dates. There is no need to save your own variants. DOP recommends that you retrieve the state-wide variants for these are maintain by DOP and will stay current. See Statewide Variant List for additional information. The state-wide variants are:

Variant Name	Description
SWV DATESPECS	Date Specifications
SWV EMP SHAPSH	Employee Snapshot
SWV PID	PID Variant

Procedure

1. Start the transaction using the transaction code **ZHR_RPTPAN02**.

 This report can also be used for searching for other criteria. (See the procedure Flexible Employee Data)

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

| R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Today	C	This selection option will run the report using the system date (current date).
Other keydate	C	This selection option will run the report using the specified values for the person and data selection period. **Example:** 07/01/2009 (The report will display data as of the date entered).

3. To add additional selection fields, click [Further selections] (Further selections). For this example, the Employment Status and Personnel Area will be added. For this report, the Employment Status and Personnel Area will be added. Based on these criteria, information will only display for Active employees in the specified Personnel Area.

3.1	Click __ Employment status (Employment Status)
3.2	Click Personnel area (Personnel Area)
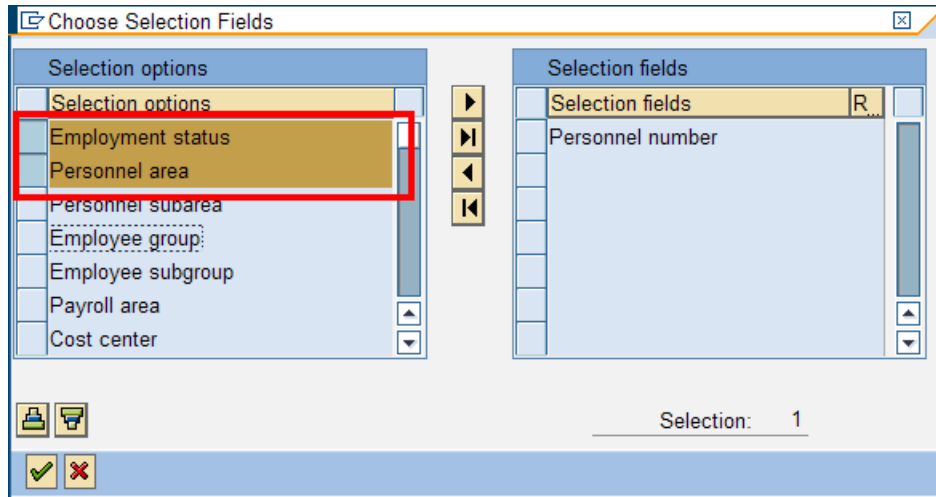
There is no limit to the selections. Follow the steps above to add more fields.

4. Once the selections have been made, click ▶ (Choose) to move the selected fields over to the *Selection fields* column.
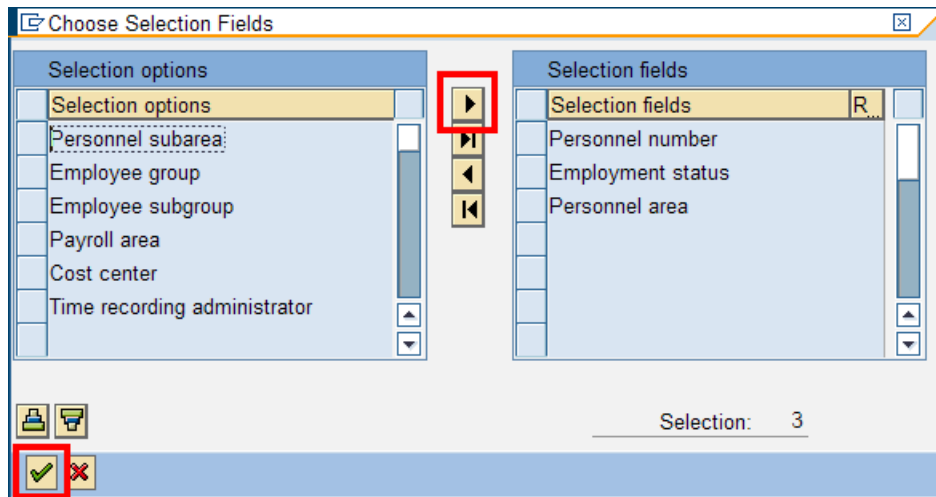
5. Click ✔ (Continue) to accept selections.
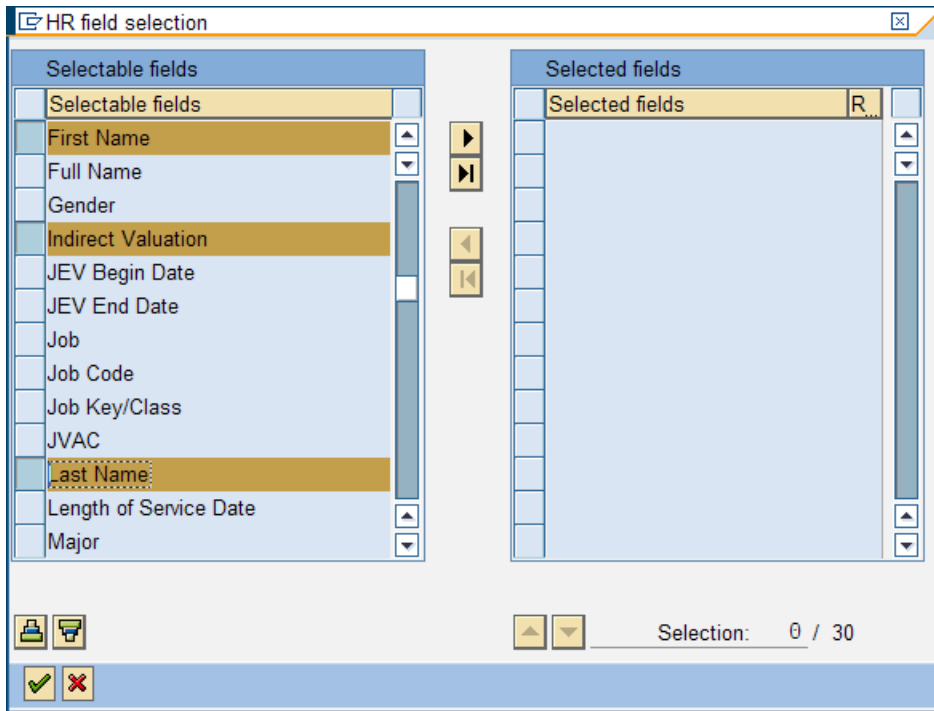
6. In the Selection section, complete the following fields:

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:** 2350 (Department of Labor & Industries)

7. In the Additional data section, click the ⇨ Field selection (Field selection) to include and display additional data on the report. For this report, the First Name, Last Name, Indirect Valuation and Personnel Number will be added.

7.1	Click First Name (First Name).
7.2	Click Indirect Valuation (Indirect Valuation).
7.3	Click Last Name (Last Name).

7.4	Click ☐ Personnel Number (Personnel Number).

❌ There is a maximum of 30 selections allowed. Follow the steps above to add more fields.

7.5	Once the selections have been made, click ▶ (Choose) to move the highlighted fields to the Selected fields column.

Notice the (Move Entry Up/Down) buttons. This allows you to change the order of the column results based on your Selected fields.

7.5	Click (Continue) to accept selections.

Notice the ➡ Field selection (Field selection active) button now has a green box indicating the additional data entered for this field.

8. In the Data Limiter section, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Number of Employees	O	Indicates the number of employee records to display on your report results. **Example:** 100 (Default amount)

9. Click 🕒 (Execute) to execute a process or action.

State of Washington

10. You have completed this transaction.

Results
You have generated the Flexible Employee Data Report with results including the employee's Name, Personnel Number and Indirect Value field value.

Comments
Reference the additional Flexible Employee Report procedures: • Flexible Employee Data Next Increase Date • Flexible Employee Data