

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	<ul style="list-style-type: none"> 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. <p>The state-wide variants are:</p> <table border="1" data-bbox="521 1524 1430 1766"> <thead> <tr> <th>Variant Name</th><th>Description</th></tr> </thead> <tbody> <tr> <td>SWV DATESPECS</td><td>Date Specifications</td></tr> <tr> <td>SWV EMP SHAPSH</td><td>Employee Snapshot</td></tr> <tr> <td>SWV PID</td><td>PID Variant</td></tr> </tbody> </table>	Variant Name	Description	SWV DATESPECS	Date Specifications	SWV EMP SHAPSH	Employee Snapshot	SWV PID	PID Variant
Variant Name	Description								
SWV DATESPECS	Date Specifications								
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Procedure

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

The screenshot shows the SAP transaction ZHR_RPTPAN02. The title bar includes 'Program Edit Goto System Help'. The main title is 'State of Washington Flexible Employee Data Report'. Below the title, there are four tabs: 'Further selections', 'Search helps', 'Sort order', and 'Org. structure'. The 'Further selections' tab is active, showing three sections: 'Key date' with radio buttons for 'Today' (selected) and 'Other keydate', and a 'Key Date' input field; 'Selection' with a 'Personnel Number' input field and a search icon; and 'Data Limiter' with a 'Number of Employees' input field set to '100'. At the bottom, there is an 'Additional data' section with a 'Field selection' button.



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).

Program Edit Goto System Help

State of Washington Flexible Employee Data Report

Further selections Search helps Sort order Org. structure

Key date
☒ Today
☐ Other keydate
 Key Date

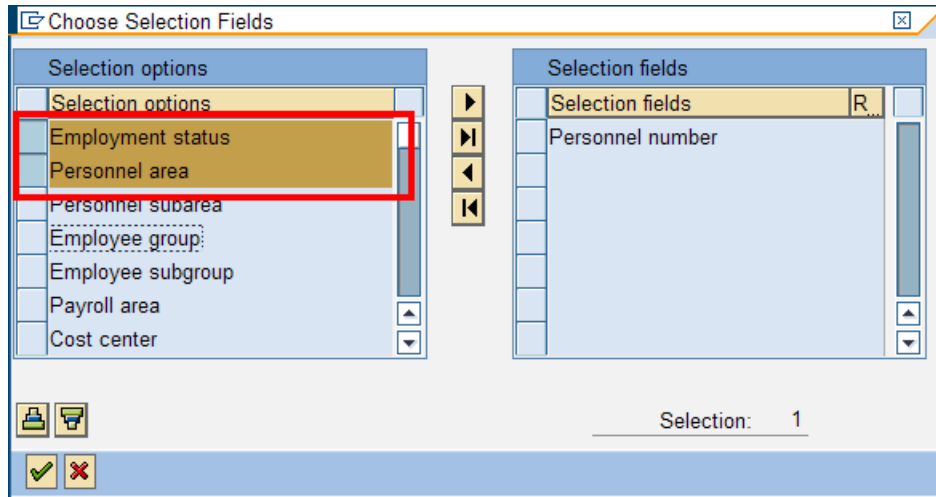
Selection
 Personnel Number

Data Limiter
 Number of Employees

Additional data
 Field selection

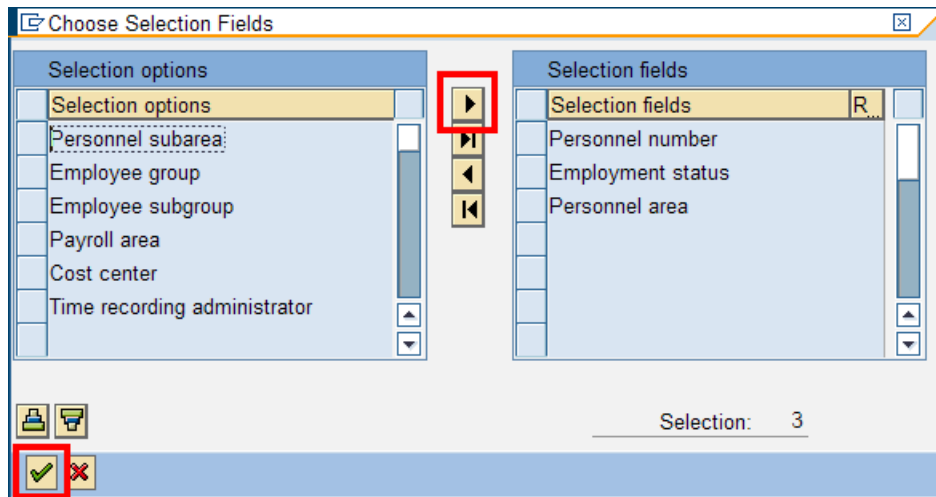
3. To add additional selection fields, click **Further selections** (Further selections). For this example, the Employment Status and Personnel Area will be added. For this report, the Employment Status and Personnel Area will be added. Based on these criteria, information will only display for Active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

Program Edit Goto System Help

State of Washington Flexible Employee Data Report

Further selections Search helps Sort order Org. structure

Key date
☒ Today
☐ Other keydate
 Key Date


Selection
 Personnel Number
 Employment status 3
 Personnel area 2350




Data Limiter
 Number of Employees 100


Additional data
 Field selection

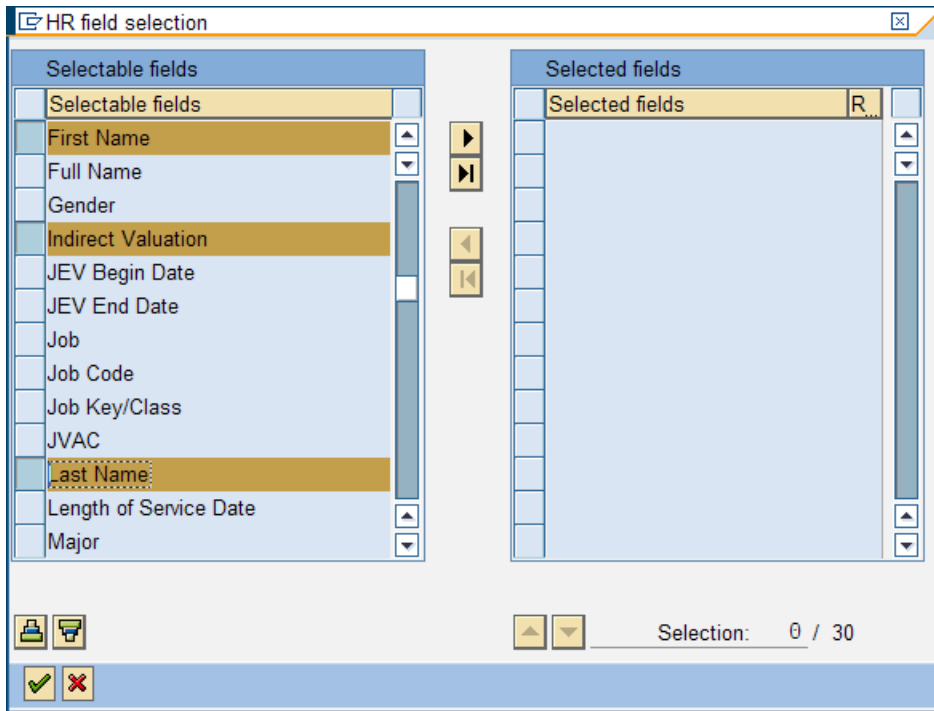
6. In the Selection section, complete the following fields:

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).
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The image shows a dialog box titled "HR field selection". It contains two main columns: "Selectable fields" on the left and "Selected fields" on the right. The "Selectable fields" column lists various fields: Selectable fields, First Name, Full Name, Gender, Indirect Valuation, JEV Begin Date, JEV End Date, Job, Job Code, Job Key/Class, JVAC, Last Name, Length of Service Date, and Major. The "Selected fields" column is currently empty. Between the two columns are four arrow buttons: a right arrow, a double right arrow, a left arrow, and a double left arrow. At the bottom of the dialog, there are icons for a printer, a copy, and a checkmark/cross. A status bar at the bottom right indicates "Selection: 0 / 30".




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.
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 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.

List Edit Goto Views Settings System Help			
State of Washington Flexible Employee Data Report			
State of Washington Flexible Employee Data Report			
Date Range: 07/27/2009 - 07/27/2009			
First Name	Last Name	Indirect Valuation	Personnel Number
BRUCE	PARE	I	40000055
MARGARET	MASON	I	40000056
ROBERT	SCOTT	I	40000057
AMY	PREZ	I	40000058
WILLIAM	ETHINGTON	I	40000059
FLORENCE	BRYANT	I	40000090
HANK	RHYNE	I	40000091
BILLY	CALHOUN	I	40000092
ANGELICA	NASSER	I	40000093
MISTY	BELL	I	40000094

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