Flexible Employee Data – Next Increase Date

Purpose	Use this procedure to identify employees Next Increase Date also known as the Periodic Increment Date (PID).
Trigger	Perform this procedure when identifying employee's next increase date.
Prerequisites	• Employees must have <i>Basic Pay</i> (0008) infotype created and an entry has been made in the Next Increase Date field.
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				
7/28/2009	Added information to Helpful Hints. Updated screenshots and new template.			

Transaction Code ZHR_RPTPAN02

Helpful Hints	The employee's pay increase will occur when:				
	 The employee's next increase date falls on the 1st through the 15th, it will be processed on the night of DAY 1 Payroll Processing for the 25th payroll. 				
	 The employee's next increase date falls on the 16th through the 31st, it will be processed on the night of DAY 1 Payroll Processing for the 10th payroll. 				
	• After the increase occurs, the Next Increase Date field located on the <i>Basic Pay</i> (0008) infotype will be blank and will need to be set for the employee's next increase (if needed).				
	 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.				



٠	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**.

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O Other keydate					
Key Date					
Selection Personnel Number	[\$		
Data Limiter Number of Employees		100			
Additional data	n				

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

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	С	This selection option will run the report using the system date (current date).				
Other keydate	С	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).				



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Key date Today O Other keydate Key Date			
Personnel Number		\$	
Data Limiter Number of Employees	100		
Additional data			

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)



C Choose Selection Fields					\times
Selection options		Selection fields			
Selection options		Selection fields		R	
Employment status Personnel area	►	Personnel numbe	۱ſ		
Personnel subarea Employee group Employee subgroup Payroll area Cost center					
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There is no limit to the selections. Follow the steps above to add more fields.

Once the selections have been made, click (Choose) to move the selected fields over to the *Selection fields* column.

Choose Selection Fields			×
Selection options		Selection fields	
Selection options		Selection fields	R.
Personnel subarea		Personnel number	
Employee group		Employment status	
Employee subgroup		Personnel area	
Payroll area			
Cost center			
Time recording administrator			
	5		
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5. Click 🗹 (Continue) to accept selections.



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Key Date				
Selection				
Personnel Number				
Employment status	3	\$		
Personnel area	2350	\$		
Data Limiter				
Number of Employees	100			
Additional data				
Field selection				
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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 Full Name (Full Name).
7.2	Click Next Increase Date (Next Increase Date).
7.3	Click Personnel Number (Personnel Number).



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7.4 Click Prior Periodic Increment Date (Prior Periodic Increment Date)
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C HR field selection			×
Selectable fields		Selected fields	
Selectable fields		Selected fields	R
Personnel Area Code			
Personnel Number			
Personnel Subarea			
Personnel Subarea Code			
Position Long Text			
Position Number			
Position Short Text			
Postal Code			
Postal Code - Type 5			
Prior Periodic Increment Date			
Pro Period Number			
Pro Period Unit			
Rate/Salary per Period	-		•
89		Selection:	0 / 30
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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 fields to the Selected fields column.
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C HR field selection			×
Selectable fields		Selected fields	
Selectable fields		Selected fields	R
Personnel Subarea Code		Full Name	
Position Long Text	N	Next Increase Date	
Position Number		Personnel Number	
Position Short Text		Prior Periodic Increment Date	
Postal Code	K		
Postal Code - Type 5			
Pro Period Number			
Pro Period Unit			
Rate/Salary per Period			
Reason Action Code			
Reason for Action			
Recommission Date			
Reference Transaction	•		
aə		Selection: 4 / 3	30
✓ ×			

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.
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Further selections 🔄 Search helps 🔄 Sort order 🔄 Org. structure					
Key date					
Today					
O Other keydate					
Key Date					
Selection Decomposition (1)					
Personnel area					
Data Limiter					
Number of Employees 100					
Additional data					
Field selection					
View Votice 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	0	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.



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State of Washington Flexible Employee Data Report						
State of Wa	ashington	Flexible E	Employee Data	Report		
D . D	_					
Date Range: 07/28/200	09 - 07/28/2009					
Full Name	Next Increase Date	Personnel Number	Prior Periodic Increment Date			
	Next increase Date	40000182	08/01/2001			
SULLIVAN TINA		40000182	11/01/2004			
CRAIG. TIM		40000184	04/01/2002			
LOES, NORMA		40000185	04/01/2001			
ACKERSON, SUE		40000186	02/01/1995			
AMOS, OLIVIA		40000313	09/01/1995			
BRADY, TONYA	07/01/2009	40000314	05/01/1995			
FRANKLIN, DENNIS		40000315	02/01/1989			
ZIMMER, ALICE		40000316	08/01/2002			
ROMAN, HAYWORD		40000317	02/01/2006			
NILSSON, HERBERT		40000318	07/01/2002			
SLUSHER, JOY	08/01/2009	40000320	06/01/2008			
PRAWDZIK, AMY		40000321	03/01/1999			
WINEGAR, TAMERA		40000322	05/01/2002			
ROBERTS, JUDY	01/01/2010	40000323	03/01/1996			
KJESBU, AMY	12/01/2009	40000325	01/01/1997			
KRAMER, HEATHER		40000326	09/01/2005			
SAUCEDA, JAQUELINE		40000327	09/01/1997			

10. You have completed this transaction.

Results

You have generated the Flexible Employee Data Report with results including the employee's Name, Personnel Number, Next Increase Date and Prior Periodic Increment Date.

Comments

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- SI Reference the additional Flexible Employee Report procedures:
- Flexible Employee Data Indirect Value
- Flexible Employee Data

Re-run the report using the SWV PID variant.

