

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 *Basic Pay* (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	<ul style="list-style-type: none"> • The employee’s pay increase will occur when: <ul style="list-style-type: none"> ○ 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.
----------------------	--

- 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**.



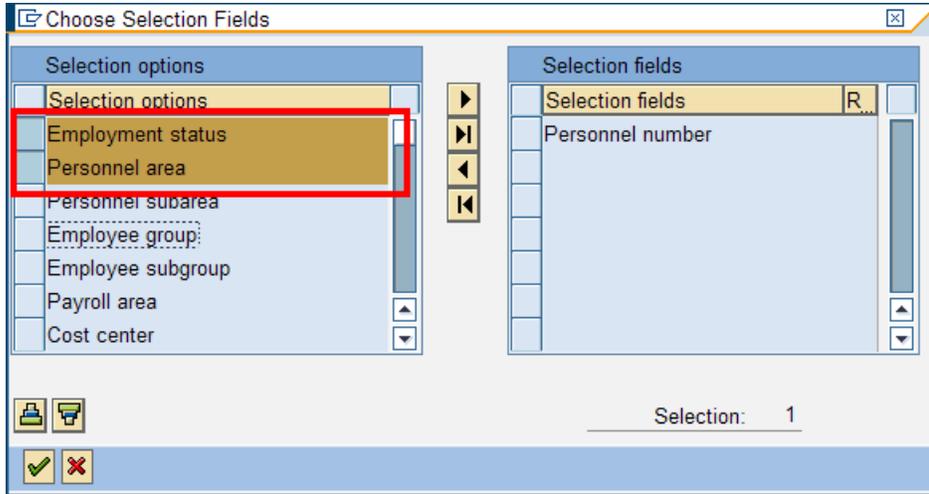
This report can also be used for searching for other criteria. (See the procedure [Flexible Employee Data](#))

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).

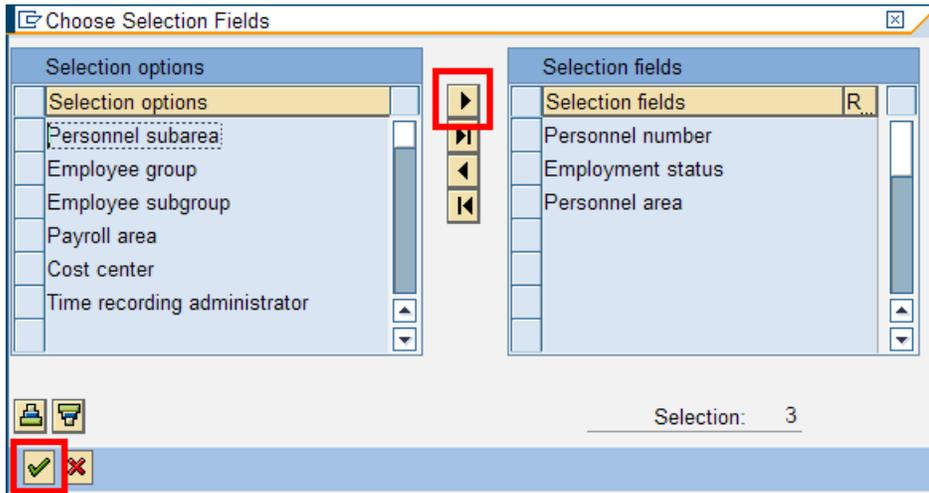
3. To add additional selection fields, click **Further selections** (Further selections). For this example, the Employment Status and Personnel Area will be added. For this report, the Employment Status and Personnel Area will be added. Based on these criteria, information will only display for Active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

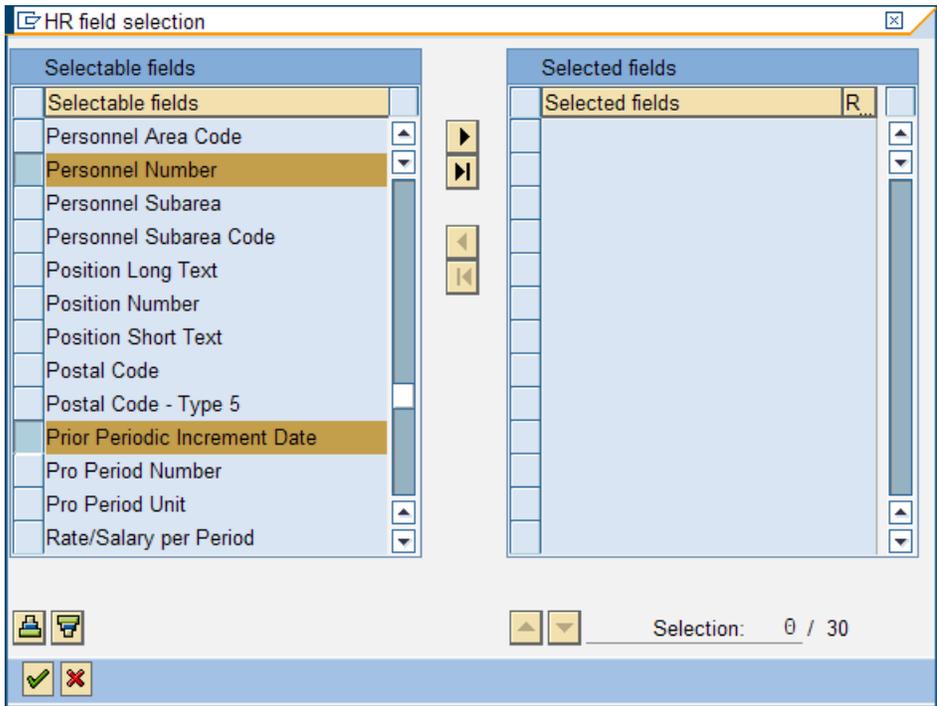
6. In the Selection section, complete the following fields:

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.

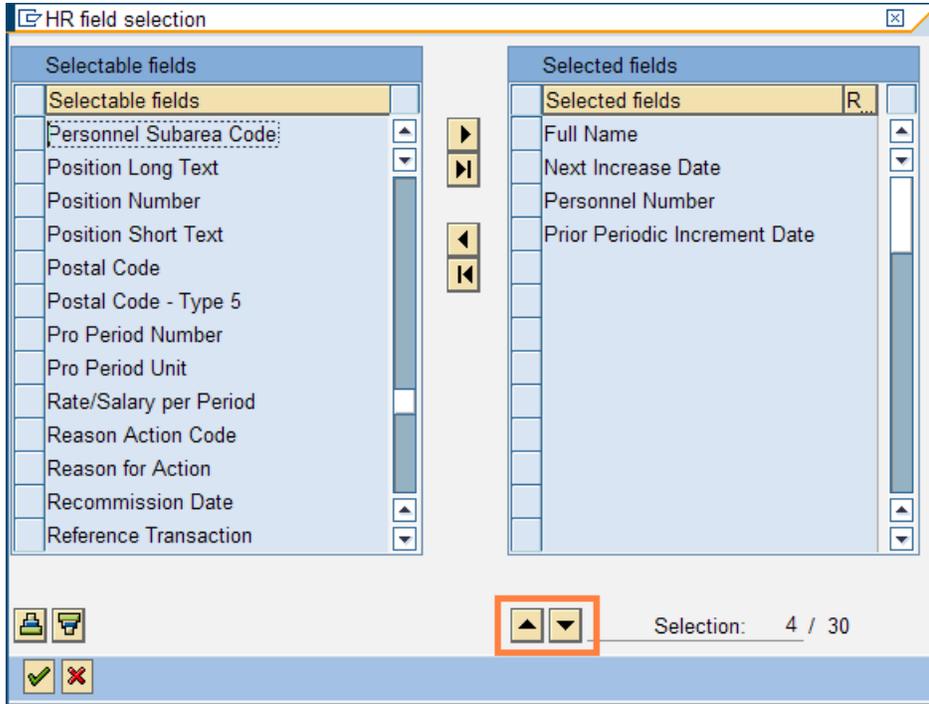
7.1	Click  Full Name (Full Name).
7.2	Click  Next Increase Date (Next Increase Date).
7.3	Click  Personnel Number (Personnel Number).

7.4 Click Prior Periodic Increment Date (Prior Periodic Increment Date)



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.

Full Name	Next Increase Date	Personnel Number	Prior Periodic Increment Date
RODRIGUEZ, ELSIE		40000182	08/01/2001
SULLIVAN, TINA		40000183	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
 Reference the additional Flexible Employee Report procedures: <ul style="list-style-type: none"> • Flexible Employee Data Indirect Value • Flexible Employee Data  Re-run the report using the SWV PID variant.