

Reference Personnel Numbers

S_AHR_61016358

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
1/19/2007	Janet Pasion	Draft
1/20/2007	Janet Pasion	Sent to Lesa for review.
1/22/2007	Lesla Terry	Reviewed & Edited.
2/07/2007	Chyllynn Hansel	SME Review
2/13/2007	Chyllynn Hansel	SME Approved

Purpose

Use this procedure to identify employees in the personnel area that have a Reference Personnel Number (two or more personnel numbers) created in HRMS.

Trigger

Perform this procedure when identifying employee's who have a Reference Personnel Number (two or more personnel numbers).

Prerequisites

- Employees must have had a Concurrent Employment action performed or a reference personnel number created.

Transaction Code

S_AHR_61016358

Date	Procedure Update Log
02/13/2007	Created

Helpful Hints

During a Concurrent Employment action a Reference Personnel Number is created.

A Concurrent Employment action is performed when an employee in your personnel area who also works in another personnel area **or** in the same personnel area and the employee works in **two** positions that have different employee subgroups.

A Reference Personnel Number may also be created when a former state employee who was not converted into HRMS was hired without their data warehouse number in the personnel number field. After the employee is paid the agency finds out the employee had a data warehouse number and the *Reference Personnel Number* infotype (0031) is created with the data warehouse number.

Procedure

1. Start the transaction using the transaction code **S_AHR_61016358**.

Reference Personnel Numbers

The screenshot shows the SAP 'Reference Personnel Numbers' transaction screen. The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar. The main area is divided into several sections: 'Further selections' with a 'Search helps' button; 'Period' with radio buttons for 'Today', 'Current month', 'Current year', 'Up to today', 'From today', and 'Other period' (selected), along with date selection fields; 'Selection' with input fields for 'Personnel Number', 'Payroll area', 'Pers. area/subarea/cost center', and 'Employee group/subgroup'; and 'Additional data' with checkboxes for 'Group by employee', 'Display detailed information' (with sub-checks for 'Highlight changes' and 'Highlight incorrect data'), 'Display error list', and 'Display statistics list'. The status bar at the bottom shows 'RP0 (1) (700)' and 'ssvaphrpr3e5 OVR'.

2. As required, complete/review the following fields:

Field Name	R/O/C	Description
<input type="radio"/> Today	C	This selection option will run the report using the system date (current date).
<input type="radio"/> Current month	C	This selection option will run the report using the first and last days of the current month.
<input type="radio"/> Current year	C	This selection option will run the report using the first and last days of the current year.

Title: Reference Personnel Numbers
Processes :
Sub-Processes :

HRMS Training Documents

Field Name	R/O/C	Description
<input type="radio"/> Up to today	C	This selection option will run the report using the 01/01/1800 date and the system date (current date) as the beginning and end date.
<input type="radio"/> From today	C	This selection option will run the report using the system date (current date) and 12/31/9999 (end date) as the beginning and end date.
<input type="radio"/> Other period	C	This selection option will run the report using the specified values for the data selection and person period.
<input type="button" value="Payroll period"/>	C	This selection option will run the report using the specified payroll period.

Reference Personnel Numbers

3. To add additional selection fields, click (Further Selections).

State of Washington HRMS

File name: REFERENCE_PERSONNEL_NUMB
Version: SME Approved Script
Last Modified: 2/23/2007 3:49:00 PM
 ERS_S_AHR_61016358.DOC
Reference Number:

SAP Parent
 Page 4 / 11



For this example, the Employment Status and Personnel Area will be added.

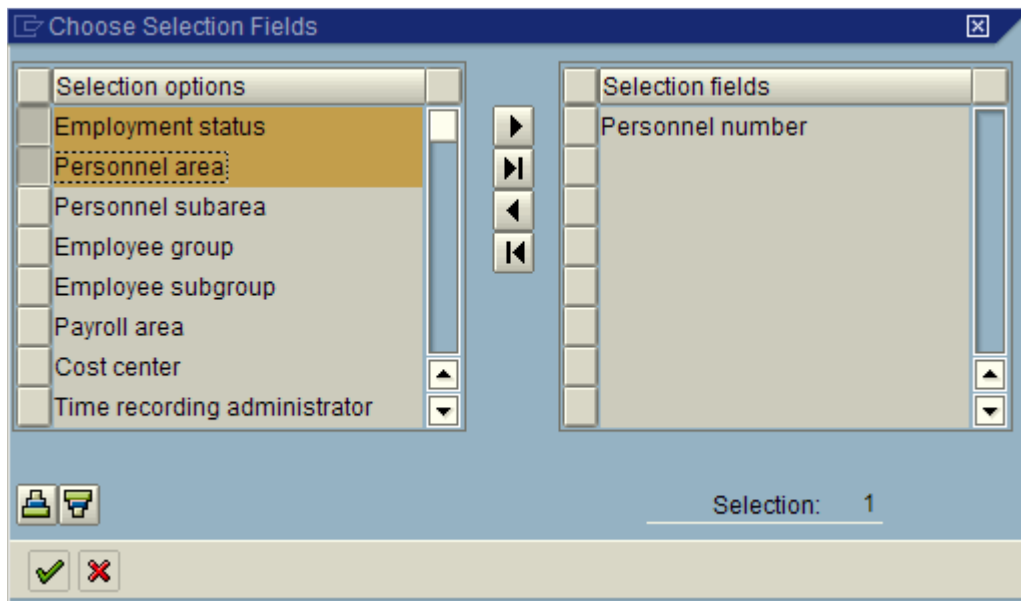
Choose Selection Fields



The selection options column display the field that can be selected to use as search criteria.

- 3.1 Click  (Employment status) to select.
- 3.2 Click  (Personnel area) to select.

Choose Selection Fields



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

Choose Selection Fields


Selection options

- Action type
- Reason for action
- Customer-specific status
- Special payment status
- Company code
- Personnel subarea
- Employee group
- Employee subgroup
- Organization key
- Business area
- Legal person
- Work contract
- Controlling area
- Cost center

Selection fields

- Personnel number
- Employment status
- Personnel area
- Payroll area
- Pers.area/subarea/cost center
- Employee group/subgroup

Selection: 6

5. Click  (Continue (Enter)) to continue.

Reference Personnel Numbers

6. Complete the following fields:

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)




The more selections made, the more specific the results. Use this when searching for specific scenarios.

Reference Personnel Numbers

The screenshot shows the SAP 'Reference Personnel Numbers' report selection interface. At the top is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below it is a toolbar with various icons. The main area is titled 'Reference Personnel Numbers' and contains several sections:

- Further selections:** Includes a 'Search helps' button.
- Period:** Contains radio buttons for 'Today' (selected), 'Up to today', 'Other period', 'Current month', 'From today', and 'Current year'. Below these are input fields for 'Data Selection Period' and 'Person selection period', each with a 'To' field. A 'Payroll period' button is also present.
- Selection:** A list of selection criteria with input fields and arrow buttons:
 - Personnel Number: []
 - Employment status: 3
 - Personnel area: 1110
 - Payroll area: []
 - Pers.area/subarea/cost cente: []
 - Employee group/subgroup: []
- Additional data:** A list of checkboxes:
 - ☒ Group by employee
 - ☒ Display detailed information
 - ☒ Highlight changes
 - ☒ Highlight incorrect data
 - ☒ Display error list
 - ☒ Display statistics list

7. Click  (Execute) to execute the report.

Reference Personnel Numbers

Reference personnel numbers overview

Name **Cooper, Minnie**
Reporting period 01/01/1800 to 12/31/9999

Sort: in ascending order by pers.no.

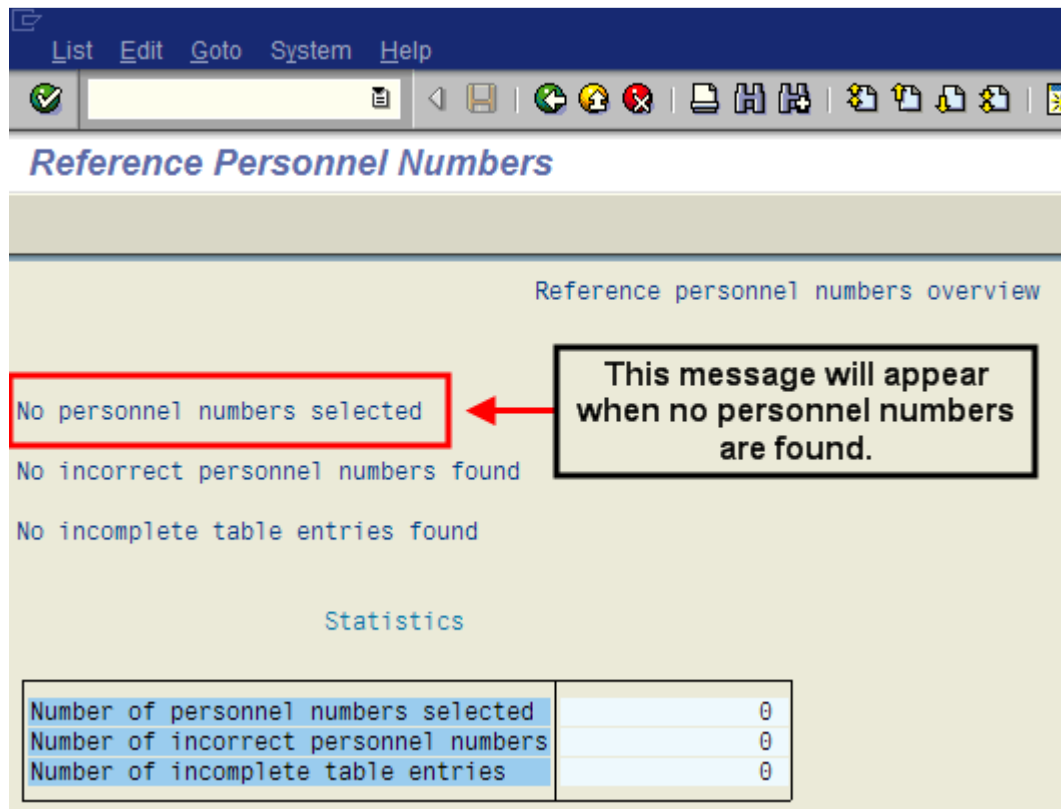
PerNo.	StaffStatus	Company code	Personnel area	EmplGroup	EmplSubgroup	Empl. %
Data in period from 06/16/2006 to 06/30/2006:						
00001002	3 Active	WA01 STATE OF WASHIN	3011 Rainier School	0 Permane	06 M-OT Elig>40hrs/wk	100.00 %
Data in period from 07/01/2006 to 12/31/9999:						
00001002	3 Active	WA01 STATE OF WASHIN	3011 Rainier School	0 Permane	06 M-OT Elig>40hrs/wk	100.00 %
10009999	3 Active	WA01 STATE OF WASHIN	2201 Vol Firefighter	E Retired	07 M-Flat Rate Retiree	100.00 %



The above screenshot shows the reporting period of 01/01/1800 to 12/31/9999 (using the period selection "Today"). From the period of 06/16/2006 to 06/30/2006, the employee was assigned personnel number 1002 and worked at agency 3011. From the period 07/01/2006 to 12/31/9999, the employee is now working at agency 3011 and 2201 with personnel numbers 1002 and 10009999.

8. Scroll to the bottom of the report to view the Statistics.

Reference Personnel Numbers



9. You have completed this transaction.

Result

You have generated the report.

Comments

None