

Time Spent in each Pay Scale Area/Type/Group/Level

Purpose This report allows you to display the pay scale classification and the duration of an assignment to a pay scale or level for individual employees.

Trigger Perform this procedure to identify employee's time spent in a Pay Scale Area/Type/Group or Level.

This procedure could be used to identify employee's within your agency who may be eligible for Step M or Step U. For rules regarding the eligibility refer to the [Civil Service Rules](#) or the [Collective Bargaining Agreements](#).

Prerequisites The affected employees are assigned to a pay scale structure. The employees cannot be directly valuated nor assigned to a pay grade structure. (The report will **only** display the most current Basic Pay Infotype data for directly valuated employees not the total time spent at the pay scale/type/group/level.)

A Basic Pay (0008) infotype must exist for the affected employee.

End User Roles In order to perform this transaction you must be assigned the following role: Personnel Administration Inquirer, Personnel Administration Processor, Personnel Administration Supervisor

Change History	
Date	Change Description
7/23/2013	Procedure created

Transaction Code S_AHR_61016356


Procedure

1. Start the transaction using the above menu path or transaction code **S_AHR_61016356**.


The screenshot shows the SAP transaction interface for 'Time spent in each pay scale area/type/group/level'. The menu bar includes Program, Edit, Goto, System, and Help. Below the menu bar is a toolbar with various icons. The main area is divided into several sections:

- Time spent in each pay scale area/type/group/level**: The title of the transaction.
- Further selections**: A button to search for help.
- Key date**: A section with two radio buttons: 'Today' (selected) and 'Other keydate'. Below the radio buttons is a text field for 'Key Date' with a calendar icon.
- Selection**: A section with two input fields: 'Personnel Number' and 'Employment status'. The 'Employment status' field has a value of '0' and a green icon.
- Additional data**: A section with four rows of input fields: 'Pay Scale Area', 'Pay scale type', 'Pay scale group', and 'Pay scale level'. Each row has a 'to' field and a right arrow button.

2. Under the **Key date** 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 Key Date	C	<p>This selection option will run the report using the specified values entered into the date selection.</p> <p> Click the radio button to select this option.</p> <p>Example: 7/11/2013</p>


3. Under the **Selection** Section complete the following:

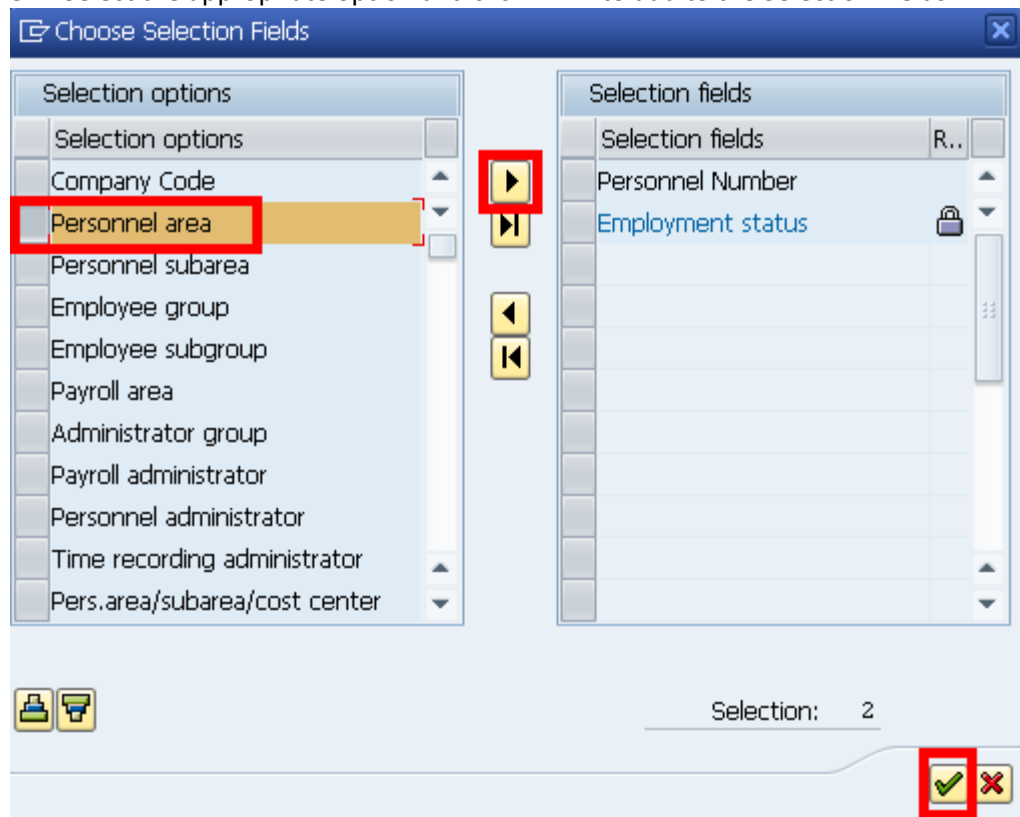
Personnel Number	C	<p>The employee's unique identifying number.</p> <p> Run this report by the employee's Personnel Number to limit the amount of data displayed.</p> <p>Example: 40000235</p>
Employment status	C	<p>The system status of the employee. Defaults in as not equal to 0 (withdrawn).</p> <p>Example: 3- Active</p>



To add the *Personnel Area* to the Selection screen click

Further selections

- 3A. Select the appropriate option and click  to add to the Selection Fields



Choose Selection Fields


Selection options

- Selection options
- Company Code
- Personnel area**
- Personnel subarea
- Employee group
- Employee subgroup
- Payroll area
- Administrator group
- Payroll administrator
- Personnel administrator
- Time recording administrator
- Pers.area/subarea/cost center

Selection fields

- Selection fields R..
- Personnel Number
- Employment status

Selection: 2

- 3B. Click the  (Continue) to return to the Selection Screen.

Selection		
Personnel Number	<input type="text"/>	
Employment status	<input type="text" value="0"/>	
Personnel area	<input type="text"/>	

3C. Complete the following Field:

Personnel Area	C	A specific agency/sub-agency within the State of Washington. Example: 5400 (Employment Security Department)
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Further selections **Search helps**

Key date

☒ Today
☐ Other keydate
 Key Date

Selection

Personnel Number	<input type="text"/>	
Employment status	<input type="text" value="0"/>	
Personnel area	5400	

4. Under the **Additional data** Section complete the following:

Pay Scale Area	C	This identifies a collection of pay ranges, steps, and rates that comprise a pay schedule based on the rules for the State of Washington. Example: 01- Standard Progression
Pay Scale Type	C	This represents the State of Washington's compensation (salary bands, hour based step increases, and bargaining units).

		Example: 00- Non-Represented
Pay Scale Group	C	A range or band. Example: 66
Pay Scale Level	C	The Pay Scale Level is the step within a range for compensation.. <div data-bbox="678 380 743 443" data-label="Image"></div> <ul style="list-style-type: none"> • If using the report to identify employee's at step M enter the Pay Scale Area L (for M eligibility) • If using this report to identify employee's at step U enter the Pay Scale Area T (for U eligibility) Example: L

Program Edit Goto System Help

Time spent in each pay scale area/type/group/level

Further selections Search helps

Key date

☒ Today
☐ Other keydate

Key Date

Selection

Personnel Number

Employment status
☒ 0

Personnel area
 5400

Additional data

Pay Scale Area
to

Pay scale type
to

Pay scale group
to

Pay scale level
to

5. Click (Execute) to generate the report.

<div> <div>List Edit Goto Views Settings System Help</div> <div> <div> <div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div> </div> <div> <div></div> <div></div> </div> </div> </div>										
<div> <div>Time spent in pay scale group/level</div> <div> <div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div> </div> </div>										
<div> <div>Time spent in pay scale group/level</div> <div> <div>Key date: 07/23/2013</div> <div>The report includes 117 Employees</div> </div> </div>										
Pers.No.	ID number	Employee/app.name	PSA	Ty.	PS group	Lv	since	Years	Months	
04000732	500101746	BENTEEN WILLIAM	01	01	48	L	07/01/2007	06	00	
04000733	500101747	CALVERT CATHLEEN	01	01	48	L	07/01/2007	06	00	
04000734	500101748	HAMPTON WADE	01	01	48	L	07/01/2007	06	00	
04000735	500101749	TARLETON BRENT	01	01	48	L	07/01/2007	06	00	
04000736	500101750	MTICHELL MARGARET	01	01	48	L	07/01/2007	06	00	
04000737	500101751	SALANDER LISBETH	01	01	48	L	07/01/2007	06	00	
04000738	500101752	VANGER HENRIK	01	01	48	L	07/01/2007	06	00	
04000739	500101753	BERGER ERIKA	01	01	48	L	07/01/2007	06	00	
04000740	500101754	PETERSON WENDI	01	01	48	L	07/01/2007	06	00	
04000741	500101755	PARKER PETER	01	01	48	L	07/01/2007	06	00	
04000742	500101756	STARK TONY	01	01	48	L	07/01/2007	06	00	
04000743	500101757	WAYNE BRUCE	01	01	48	L	07/01/2007	06	00	
04000744	500101758	BENNETT ELIZABETH	01	01	48	L	07/01/2007	06	00	
04000745	500101759	KARENINA ANNA	01	01	48	L	07/01/2007	06	00	
04000746	501101760	BOND JAMES	01	01	48	L	07/01/2007	06	00	
04000747	500101761	SALMON SUSIE	01	01	48	L	07/01/2007	06	00	



The fields on this report include: Personnel Number, ID Number, Pay Scale Area, Pay Scale Type, Pay Scale Group, Pay Scale Level, Start Date, Years, and Months.

- You have completed this transaction.

Results
You have generated the Time Spent in Pay Scale Group/level
Comments
None.