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**.

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	This selection option will run the report using the specified values entered into the date selection. Click the radio button to select this option. **Example:** 7/11/2013

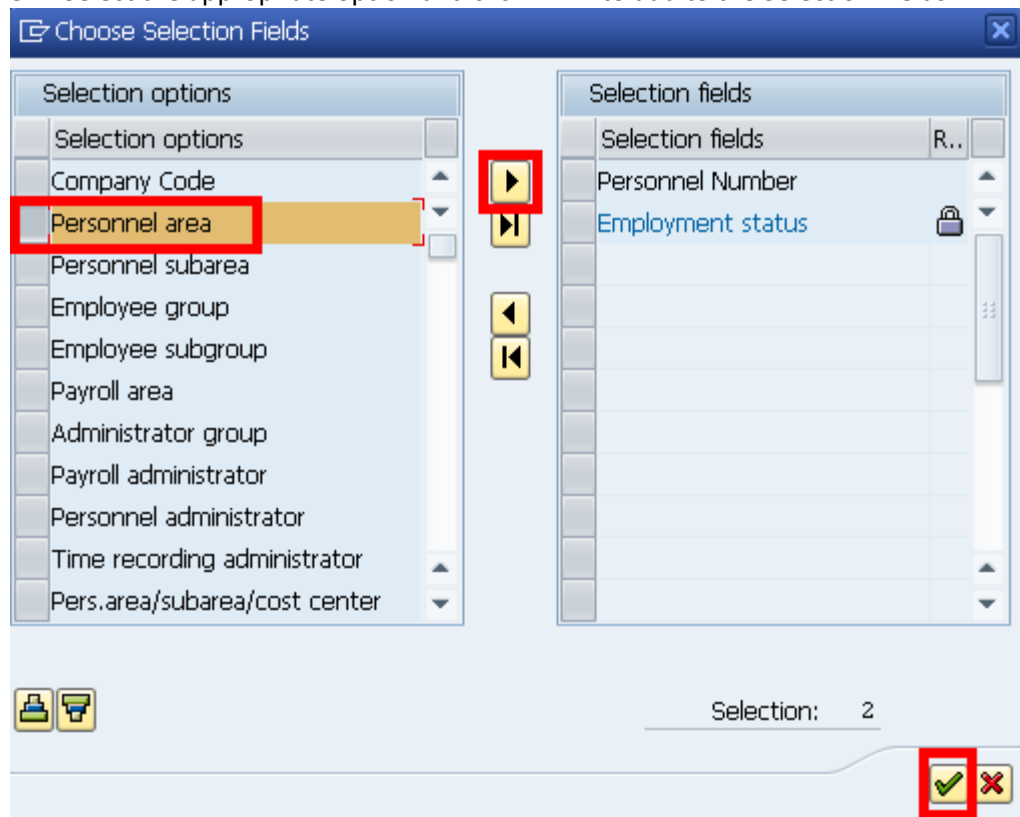3.   Under the `Selection` Section complete the following:

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 Defaults in as not equal to 0 (withdrawn).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

ℹ️ 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

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

3C. Complete the following Field:

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

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.. ℹ️ • 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

5. Click (Execute) to generate the report.

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.

6. You have completed this transaction.

Results
You have generated the **Time Spent in Pay Scale Group/level**

Comments
None.