Employee and Position Status Report

Transaction Code:
ZHR_RPTPA231

Purpose	Use this procedure to provide a comparison/match of employee information and position information.
Trigger	Perform this procedure when you need to display position and employee detail and/or detail for Underfills, Overfills, Invalid Position Lists, Invalid Job Lists, Multifills and Employees with Part Time Indicator, Employees with Workforce Indicator, Employees with Disability Indicator, and Employees with Job to Person Relationships.
Prerequisites	None.
End User Roles	In order to perform this transaction you must be assigned the following role: Organizational Management Processor, Organizational Management Inquirer, Personnel Administration Processor, Personnel Administration Inquirer, Personnel Administration Supervisor

Change History	Change Description
7/25/2011	Created

Transaction Code	ZHR_RPTPA231
Helpful Hints	This report contains a main report and drill-down to the cost distribution level of information.
	If an employee has an "Invalid Position" they will also be reported as an "Overfill".

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Procedure

1. Start the transaction using the above menu path or transaction code **ZHR_RPTPA231**

2. Under SELECTIONS complete the following field:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Key Date (As-of-Date)	R	This is the date on which a search for information is being performed. The key date can be one day or a period. **Example:** 7/26/2011
Personnel Number	C	The employee's unique identifying number. **Example**: **40000006**
Business Area	C	A specific agency in the State of Washington. This is associated with each Employer Identification Number (EIN). Click the (Matchcode) to open the selection list. **Example: 1110 (Department of Personnel)**
Personnel Area	C	A specific agency/sub-agency in the State of Washington. **Example: 1110 (Dept. of Personnel)**
Personnel Sub Area	C	A subdivision of Personnel Area that identifies Bargaining Units, WMS, Exempt and non-Represented positions **Example: 0001 (Non Represented)**
Organizational Unit	C	Represents departments, regions, divisions, units or other groupings within an Agency. Click the (Matchcode) to open the selection list. Search to view your entire agency's organizational structure. Be sure to select all your applicable organizational units. **Example: 30000606**
Employee group	C	Status of an employee or position within the State of Washington. **Note:** This is the status of the position only, not the employee. **Example: 0 (Permanent)**
Employee subgroup	C	A sub-division of Employee Group which defines work period designation and salary rate unit

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		Example: 01 (Monthly OT Exempt)
Employee Status	C	Describes the employee's employment status with the agency. **Example: 3 (Active)**
Time Administrator	C	The employee's attendance unit that is set up on the Time Administrator Field **Example: 0DA (Administration)**
Workforce Indicator	C	The workforce indicator is used to identify At-will, Classified, and Non-Classified **Example: 80146901- At-Will**
Part-Time Indicator	C	Enter 'X' to search for Part-Time Employees

3. Under CHECK BOXES TO LIMIT REPORT TO ONE OR MORE OF THE FOLLOWING: select:

Note: The report results default will display all selections.

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Include ONLY	C	Check this radio button to display only the selected details.
EXCLUDE items checked	C	Check this radio button to exclude only the selected details:
		• **Underfills-** An employee is an underfill if the payscale group on their *Basic Pay(IT0008)*is less than the **Pay Scale Group** from the *Planned Compensation (IT1005)* **on the position.**
		• **Overfills-** An employee is an overfill if the Pay Scale group on the employees' *Basic Pay (IT0008)* is greater than the **Pay Scale Group** from the *Planned Compensation (IT1005)* **on the position.**
		• **Multifill-** An employee is a multifill if there is more than one position holder relationship found.
		• **Invalid Positions-** The employee is in an invalid position if the position number on the *Organizational Assignment (IT0001)* is blank or 99999999 and the employees has a 1 (inactive) or 3 (active) for their employee status as of report date.
		• **Invalid Jobs-** The employee is in an invalid job if the job key/number on *Organizational Assignment (IT 0001)* is blank or 00000000 as or report date.
		• **Employee with Part Time Indicator-** Will include/exclude employee's that have the Part-Time Indicator box checked on the *Planned Working Time (IT 0007).*
		• **Employee with Workforce Indicator-** Will include/exclude employee's that have the

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		Worksorce Indicator relationships set up with their job class. • **Employee with Disability Indicator –** Will include/exclude employee's that have the Disability Indicator checked on their *Additional Personal Data* Infotype (0077). • **Employees with Job to Person Relationship-** Will include/exclude employees' that have a job to person relationship set up with job class.

CHECK BOXES TO LIMIT REPORT TO ONE OR MORE OF THE FOLLOWING:

⦿ INCLUDE ONLY items checked below.
○ EXCLUDE items checked below.
  ☐ Underfills
  ☐ Overfills
  ☐ Multifills
  ☑ Invalid Positions
  ☑ Invalid Jobs
  ☐ Employees with Part Time Indicator
  ☐ Employees with Workforce Indicator
  ☐ Employees with Disability Indicator
  ☐ Employees with Job to Person Relationship

4. Click (Execute) to generate the report.

List Edit Goto Views Settings System Help

Employee and Position Status Report

State of Washington - HCM
Employee and Position Status report

Report ID: ZHR_RPTPA231
User ID: KELLYW
Run Date: 07/26/2011
Selection Date: 07/26/2011
Report limited to: Invalid Positions
                        Invalid Jobs
Records reported: 2
Run Time: 00:00:08

Double-click any line for Cost Distribution drilldown (IT0027/IT1018).

BA	PA	PSA	POS	POS AB...	POS TITLE	POS COUNTY	JOB	JOB ABBR	JOB TITLE	EEOC	ORG	ORG ABBR	ORG TITLE	JV...	EE GROUP	EE SUBGROUP
1110	1111	0001	99999999	None	None	None	None	None	None		00000000				0 Permanent	01 Monthly(M) OT Exempt
1110	1111	0001	71020469	0455	IT SPEC 3	Thurston County	None	None	None		31006877	ISD-HRMS SEC	HRMS SECURITY		0 Permanent	06 M-OT Elig>40hrs/wk

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The report results display depending upon the selection. Use the scroll bar to view all results of the report.

4A. The report has drill down option. To view the Cost Distribution, double click any line to view:

ℹ️ If the employee has a *Cost Distribution (IT 0027)* created, the **ZHR_RPTFI0027 IT 0027 Employee Cost Distribution report** will display**.**

ℹ️ If the employee does not have a *Cost Distribution (IT 0027)* created, the ZHR_**RPTFI1018 IT 1018 Position Cost Distribution report** will display.

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 Use the scroll bar to view all data.

Results
You have generated the Employee Position Status report.