Position Description Report
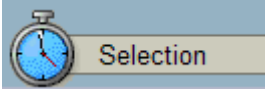
Transaction Code:
S_AHR_61016511

Purpose   This procedure demonstrates how to generate a report that provides a summary of select infotype records that are created for a position.
- General description
- In-training
- JVAC
- Shift designation

Trigger   Perform this procedure when analysis on the Position Description is needed.

Prerequisites   Employee is active in HRMS.

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

Change History	Change Description
1/26/2009	Procedure created.

Menu Path   N/A

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Helpful Hints	Consider the following: This report results may take a few minutes to display. There will be a (Selection clock) displayed on the status bar. You may use the (Create New Session) to open another session if accessing HRMS using the SAP GUI to work on other business transactions if needed. Additional sessions may not be created if accessing HRMS using the Web Gui (Portal) method.

Procedure

1. Start the transaction using the transaction code **S_AHR_61016511**.

2. In the Position field, click the [Matchcode icon] (Matchcode) to open the structure search. Click the arrow next to State of Washington to expand the list.

    [info icon] You may also enter a single position number directly into the field or by using [icon] (Multiple Selection) you may enter several positions numbers.

3. Select your agency from the list. Click the [icon] (Select subtree) button to select **all** of your agency's organizational units.

    [info icon] It is recommended to select only one or two organizational units at a time depending on the size. This report does take some time to display.

HR
WSD Personnel

The message bar will display the number of objects selected. ✓ 258 objects were selected.

4. Click ✓ (Continue) to continue.

5. Click 🕒 (Execute) to execute the report.

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6. You have completed this transaction.

Results
You have generated the report.

Comments
None.