

# HRMS

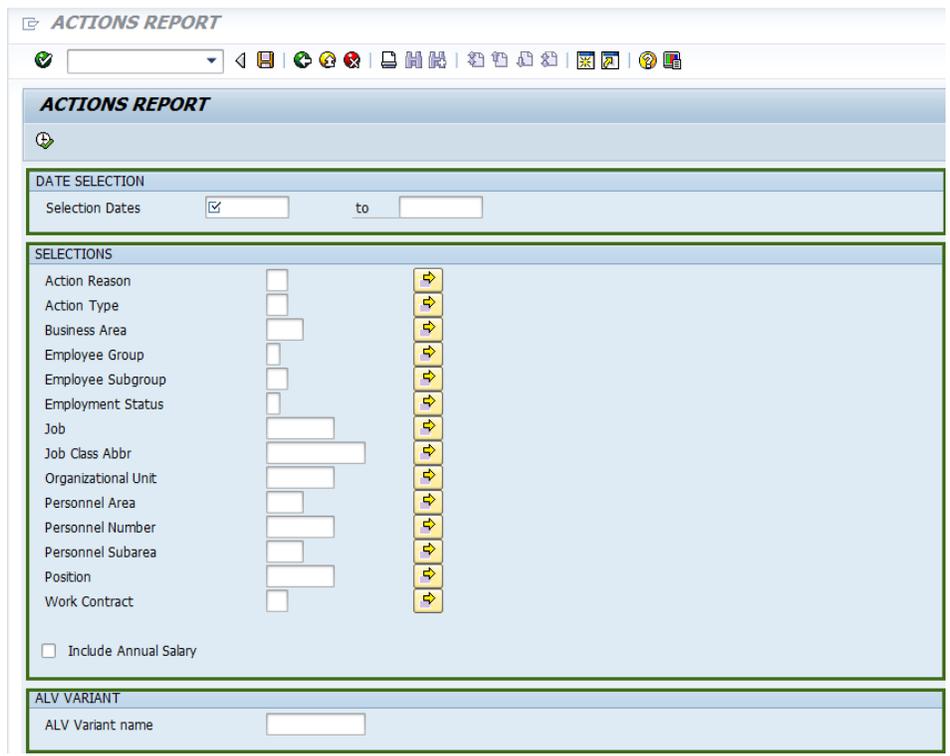
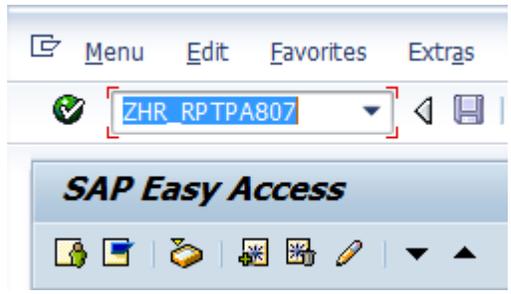
## Actions Report

The purpose of this report is to identify personnel actions within a specified date range. Use this procedure to identify new hires, appointment changes, separations and/ or all other personnel actions.

**Roles:** Personnel Administration Processor, Personnel Administration Supervisor and Personnel Administration Inquirer

**Note:** Field definitions can be accessed within HRMS by pressing the "F1" key on the keyboard, or via [On Line Quick Reference \(OLQR\)](#), [HRMS Data Definitions Resource Guide](#), and [Glossary](#).

1. Enter transaction code "ZHR\_RPTPA807" in the Command field and click the "Enter" (✓) button or press Enter on the keyboard
2. The Actions Report has three (3) selection areas to assist in filtering report results:
  - Date Selection
  - Selections
  - ALV Variant



## Actions Report (cont.)

3. The “Date Selection” fields will determine the date range of actions that display in the results. The following fields will default to blank, but are required:

- Date From
- Date To

### ACTIONS REPORT



#### DATE SELECTION

Selection Dates

to



#### Tips

- The report will only display actions with an “**Effective Date**” during the date range entered.
- The report results will be the active valid record on the start date of the action.

## Actions Report (cont.)

**4.** Completing the default field **Selections** criteria will assist in getting only information needed:

The following fifteen (15) fields are optional:

- Action Reason
- Action Type
- Business Area
- Employee Group
- Employee Subgroup
- Employment Status
- Job
- Job Class Abbr
- Organizational Unit
- Personnel Area
- Personnel Number
- Personnel Subarea
- Position
- Work Contract
- Include Annual Salary

SELECTIONS

Action Reason	<input type="text"/>	
Action Type	<input type="text"/>	
Business Area	<input type="text"/>	
Employee Group	<input type="text"/>	
Employee Subgroup	<input type="text"/>	
Employment Status	<input type="text"/>	
Job	<input type="text"/>	
Job Class Abbr	<input type="text"/>	
Organizational Unit	<input type="text"/>	
Personnel Area	<input type="text"/>	
Personnel Number	<input type="text"/>	
Personnel Subarea	<input type="text"/>	
Position	<input type="text"/>	
Work Contract	<input type="text"/>	

Include Annual Salary

### Tips

- A selection is not required for each field.
- If the **Action Type** field is left blank, the report will return all **Action Types** within the selected date range.

### Caution

- Checking **Include Annual Salary** will make report run times slower.
- HRMS security structural authorization exists. Users will only be able to view data allowed by their security role(s).

## Actions Report (cont.)

5. Previously saved layout variates may be added to "ALV Options". This field is optional.

6. Click the "Execute" button (📄) or press F8 on the keyboard to run the Actions report.

7. The standard results will show thirteen (13) columns for actions that meet the selection criteria in the following order:

- Personnel Number
- Full Name
- Effective Date of Action
- Action Type
- Action Reason
- Personnel Area Code
- Personnel Area
- Position Number
- Position
- Job Class Abbr
- Job
- Work Contract
- Include Annual Salary

ALV VARIANT

ALV Variant name

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**ACTIONS REPORT**

📄 Execute (F8)

Selection Dates  to

SELECTIONS

Action Reason	<input type="text"/>	➔
Action Type	<input type="text" value="01"/>	➔
Business Area	<input type="text"/>	➔
Employee Group	<input type="text"/>	➔
Employee Subgroup	<input type="text"/>	➔
Employment Status	<input type="text"/>	➔
Job	<input type="text"/>	➔
Job Class Abbr	<input type="text"/>	➔
Organizational Unit	<input type="text"/>	➔
Personnel Area	<input type="text"/>	➔
Personnel Number	<input type="text"/>	➔
Personnel Subarea	<input type="text"/>	➔
Position	<input type="text"/>	➔
Work Contract	<input type="text"/>	➔

Include Annual Salary

**ACTIONS REPORT**

State of Washington - HRMS  
Actions Report

Report ID ZHR\_RPTPA807  
User ID JOELS  
Run Date 09/22/2017  
Start Date 01/01/2017  
End Date 09/01/2017  
Actions Count 7,723  
Pernr Count 6,981  
Run Time 00:00:05

*Action Effective Dates are between start / end dates above.  
Secondary data is as-of the Action Effective Date.  
Annual Salary was not requested.*

Personnel Number	Full Name	Effective Date of Action	Action Type	Action Reason	Personnel Area Code	Personnel Area
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List Edit Goto Views Settings System Help

**ACTIONS REPORT**

State of Washington - HRMS  
Actions Report

Report ID ZHR\_RPTPA807  
User ID JOELS  
Run Date 09/25/2017  
Start Date 01/01/2017  
End Date 09/01/2017  
Actions Count 7,723  
Pernr Count 6,981  
Run Time 00:03:46

*Action Effective Dates are between start / end dates above.  
Secondary data is as-of the Action Effective Date.  
Annual Salary was requested.*

Action Type	Action Reason	Personnel Area Code	Personnel Area	Position	Job Class Abbr	Job	Work Contract	Annual Salary
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## Actions Report (cont.)

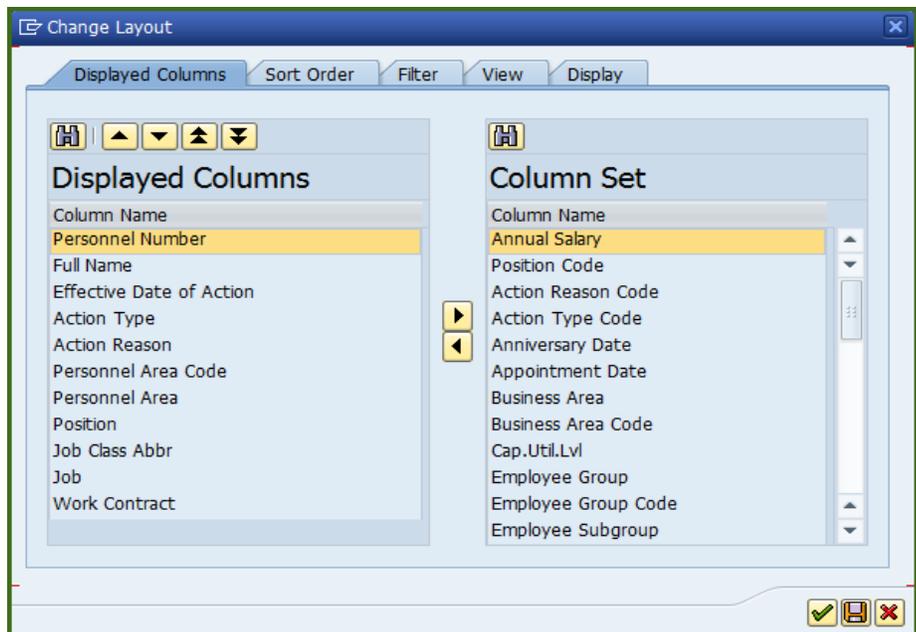
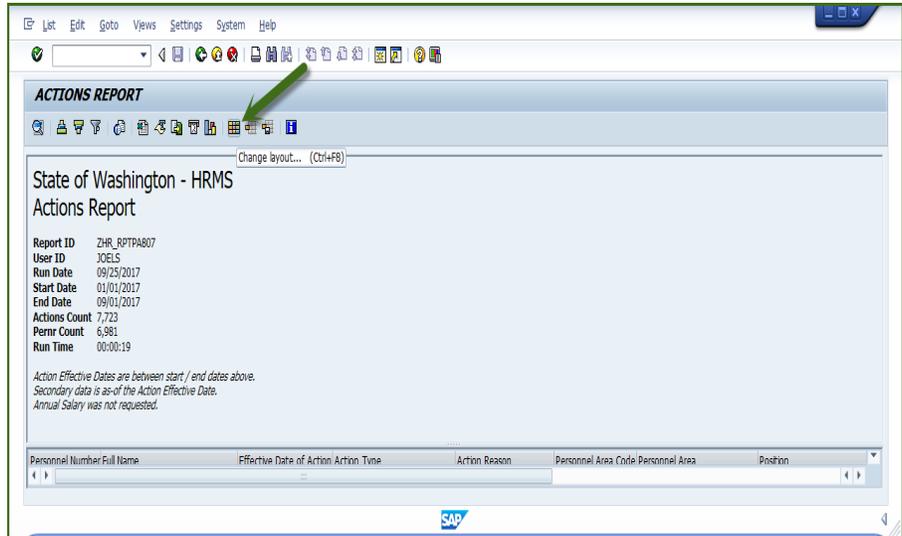
8. The standard results will show twelve (12) columns for actions that meet the selection criteria in the following order:

- Personnel Number
- Full Name
- Effective Date of Action
- Action Type
- Action Reason
- Personnel Area Code
- Personnel Area
- Position
- Job Class Abbr
- Job
- Work Contract
- Annual Salary

9. The Actions Report provides the ability to add the following thirty five (35) optional selection criteria using the “**Change Layout**” button (🔧).

### Tip

- The full column names will display when hovering the cursor over the column headings.
- **Effective Date of Action** is the effective date of action record on the PA40 (infotype 0000).
- **Include Annual Salary** will only appear in the default report layout when selected.



## Actions Report (cont.)

The following fields can be added to the report layout:

- ACA Status Code
- Action Reason Code
- Action Type Code
- Anniversary Date
- Annual Salary
- Appointment Date
- Business Area
- Business Area Code
- Cap.util.lvl
- Employee Group
- Employee Group Code
- Employee Subgroup
- Employee Subgroup Code
- Employment Percentage
- Employment Status
- Employment Status Code
- End Date of Action
- Hire Date
- Job Code
- Organizational Key
- Organizational Unit
- Organizational Unit Abbr
- Organization Unit Code
- Pay Scale Level
- Personnel Subarea
- Personnel Subarea Code
- Position Abbr
- PT Indicator
- Seniority Date
- UFI County (Employee)
- UFI County (Position)
- Unbroken Service Date
- Work Contract Code
- Workforce Indicator
- Workforce Indicator Code

**10.** You have successfully completed the Actions Report.

### Tip

- The report layout can be changed, saved or a previously saved layout can be selected.
- Change Layout: Click on the “Change Layout” button () to add, remove, or reorder columns, subtotals, or filters.
- Save Layout: After changing your report layout you can save it for future use by clicking the “Save Layout” button () .
- Select Layout: If a layout has been previously saved, you can retrieve it by clicking the “Select Layout” button () and selecting the layout.