


## Employee Cost Distribution Report- Withdrawn Employees

Transaction Codes:  
ZHR\_RPTFI0027 and PA30

- Purpose** Use this procedure to display the withdrawn employees that have an active *Cost Distribution (0027)*.
- Trigger** Perform this procedure when checking for non-end dated employee Cost Distribution.
- Prerequisites** None.
- End User Roles** In order to perform this transaction you must be assigned one of the following roles:  
Financial Reporting Processor, Payroll Analyst, Payroll Inquirer, Payroll Processor, Payroll Supervisor, Personnel Administration Inquirer, Personnel Administration Processor, Personnel Administration Supervisor.

Change History	Change Description
8/29/2013	Procedure created

<b>Helpful Hints</b>	 Use the State Wide Variant <b>SWV W/D EE'S (Withdrawn EEs with active IT27)</b> to find this data.
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**Transaction Code** ZHR\_RPTFI0027

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## Procedure



### Scenario:

You need to identify all **withdrawn** employees within your agency who have an active **Cost Distribution (0027)** Infotype.

Once you have identified the **withdrawn** employees with an **active** *Cost Distribution (0027)*, end date the the *Cost Distribution* infotype.

1. Start the transaction using the transaction code **ZHR\_RPTFI0027**.

The screenshot shows the SAP selection screen for IT0027 Employee Cost Distribution. The menu bar includes Program, Edit, Goto, System, and Help. The title bar reads 'IT0027 Employee Cost Distribution'. Below the title bar are icons for back, forward, and search. The 'Effective Date' section has 'Effective Date Start/End' set to '08/28/2013' and 'to' set to '08/28/2013'. The 'Employee Selections' section includes fields for Payroll Area, Employee Status, Business Area, Personnel Area, Personnel Sub Area, and Personnel Number, each with a 'to' field and a selection arrow. The 'Infotype Selections' section includes fields for Fund, Functional Area, Cost Center, Cost Object, AFRS Project Structure, and AFRS Allocation Code, each with a 'to' field and a selection arrow. The 'ALV Report Variant' section has an 'ALV Variant Name' field.

2. Click  (Get Variant).
3. Remove the contents in the *Created by* field and enter **SWV\*** into the *Variant Name* field and click  (Execute).

The screenshot shows the 'Find Variant' dialog box in SAP. The 'Variant' field is highlighted with a red box and contains the text 'swv\*'. The 'Environment' field is empty. The 'Created by' field is empty. The 'Changed by' field is empty. The 'Original language' field is empty. At the bottom right, there is a red box around the 'Execute' icon (a green circle with a white play button) and a close icon (a red X).


4. Double click **SWV W/D EE's** to select

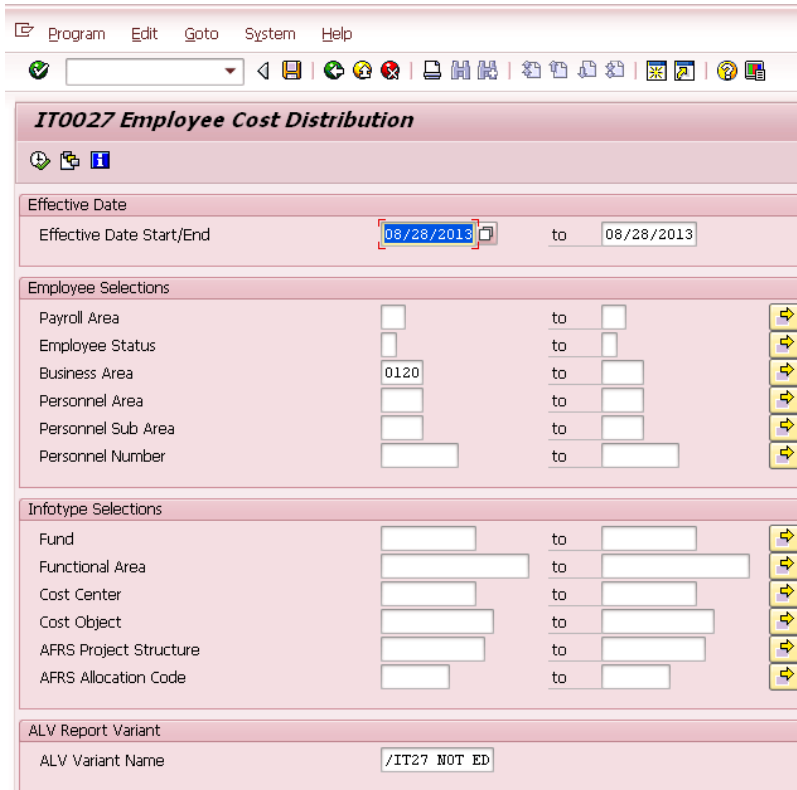
ABAP: Variant Directory of Program ZHR\_RPTFI0027


Variant catalog for program ZHR\_RPTFI0027

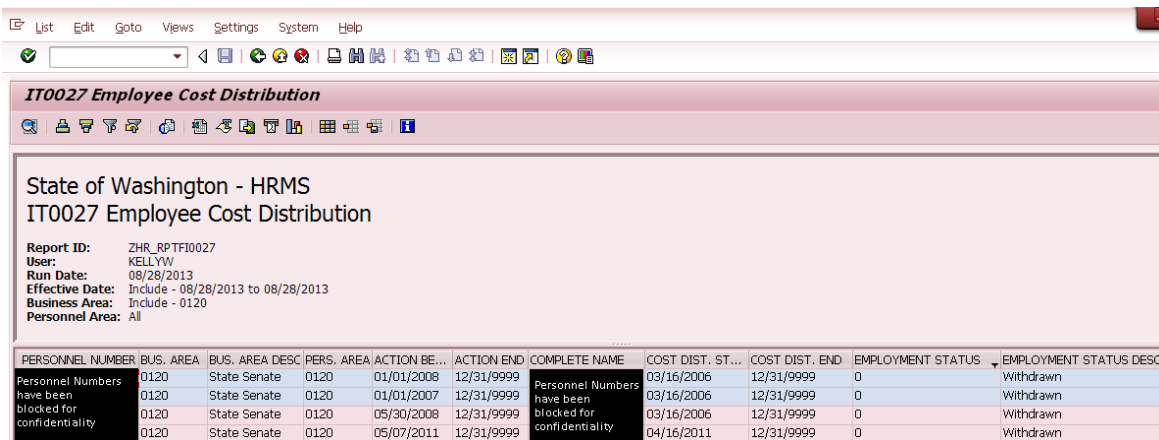
Variant name	Short description	Environment	Protected
SWV EE COSTING	EE Costing w/Percentage	A	X
SWV IFACE 38	Interface 38 Layout	A	X
SWV W/D EE'S	Withdrawn EEs with active IT27	A	

5. Complete the following fields:


R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Effective Date Start/End	R	The date on which the record begins.  <b>Example:</b> 8/28/2013
Business Area	C	Description of Business Area.   A specific agency in the State of Washington  <b>Example:</b> 0120 – State Senate




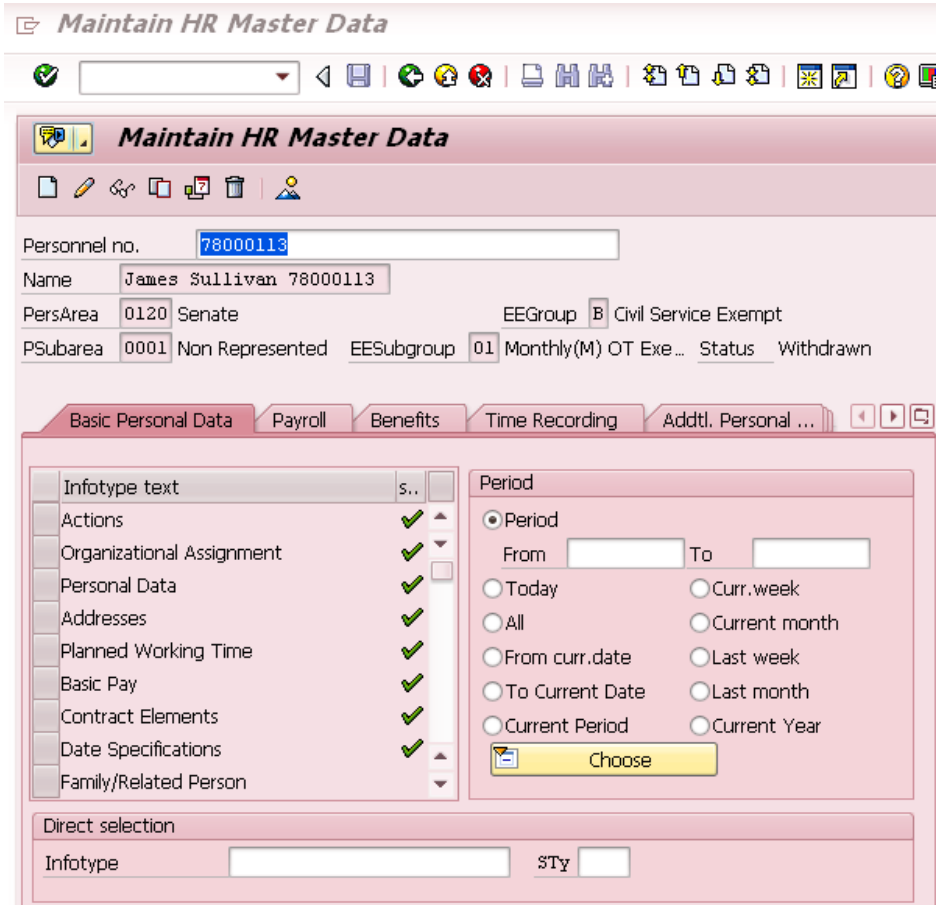
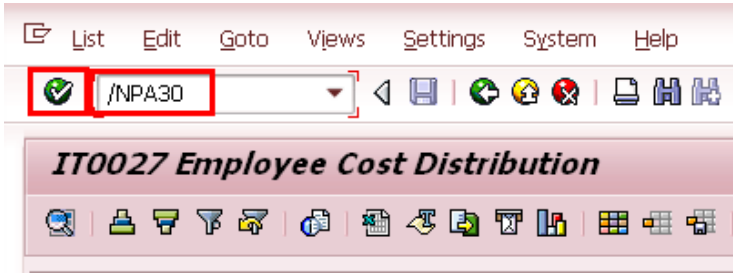
6. Click  (Execute) to generate the report.



PERSONNEL NUMBER	BUS. AREA	BUS. AREA DESC	PERS. AREA	ACTION BE...	ACTION END	COMPLETE NAME	COST DIST. ST...	COST DIST. END	EMPLOYMENT STATUS	EMPLOYMENT STATUS DESC
Personnel Numbers have been blocked for confidentiality	0120	State Senate	0120	01/01/2008	12/31/9999	Personnel Numbers have been blocked for confidentiality	03/16/2006	12/31/9999	0	Withdrawn
	0120	State Senate	0120	01/01/2007	12/31/9999		03/16/2006	12/31/9999	0	Withdrawn
	0120	State Senate	0120	05/30/2008	12/31/9999		03/16/2006	12/31/9999	0	Withdrawn
	0120	State Senate	0120	05/07/2011	12/31/9999		04/16/2011	12/31/9999	0	Withdrawn

 Employees identified on this report will need to have their *Cost Distribution (0027)* infotype **end dated**.

7. Enter **/NPA30** into the command field and press  (Enter) to be taken to the *Maintain HR Mater Data Screen*.



8. Select the **Payroll** (Payroll Tab) and click the box to the left of *Cost Distribution* to select.

9. Select the  All radio button

HR master data Edit Goto Extras Utilities(M) Settings System Help

**Maintain HR Master Data**

Personnel no. 78000113

Name James Sullivan 78000113

PersArea 0120 Senate EEGroup B Civil Service Exempt

PSubarea 0001 Non Represented EESubgroup 01 Monthly(M) OT Exe... Status Withdrawn

Basic Personal Data Payroll Benefits Time Recording Addtl. Personal ...

Infotype text s..

Basic Pay

Recurring Payments/Deductions

Additional Payments

**Cost Distribution**

Bank Details

External Transfers

Payroll Status

Residence Tax Area

Work Tax Area

Period

Period

From 01/01/1800 To 12/31/9999

Today  Curr. week

All  Current month

From curr.date  Last week


To Current Date  Last month

Current Period  Current Year

Choose

Direct selection

Infotype Cost Distribution STy

10. Click  (Overview).

List Cost Distribution (0027)


Personnel No. 78000113 Name James Sullivan 78000113

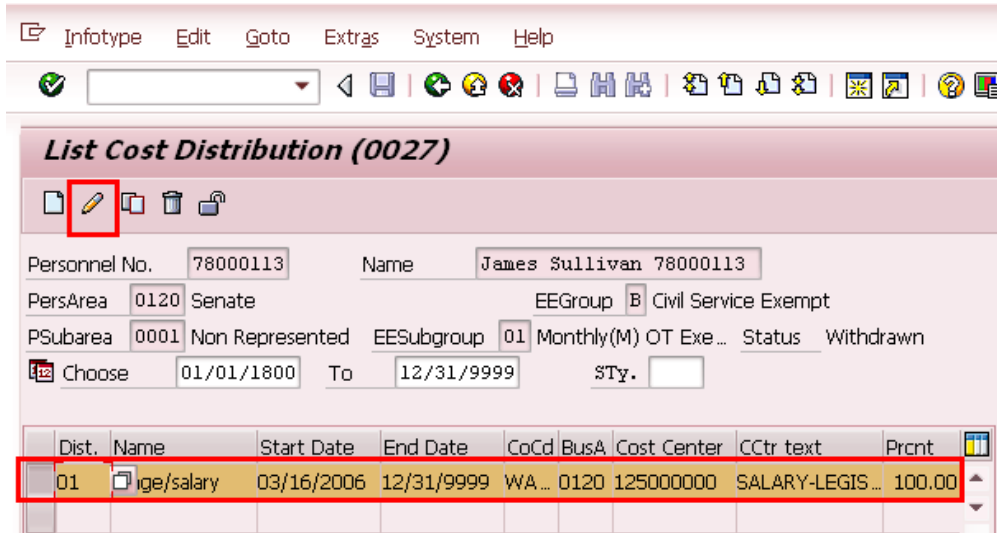
PersArea 0120 Senate EEGroup B Civil Service Exempt

PSubarea 0001 Non Represented EESubgroup 01 Monthly(M) OT Exe... Status Withdrawn


Choose 01/01/1800 To 12/31/9999 STy.

Dist.	Name	Start Date	End Date	CoCd	BusA	Cost Center	CCTR text	Prcnt
01	Wage/salary	03/16/2006	12/31/9999	WA...	0120	125000000	SALARY-LEGIS...	100.00

11. Select the most current record (end date of 12/31/9999) and click  (Change).



12. Complete the following field:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
To	R	<p>Enter the last date of the <b>prior</b> period that you currently are in.</p> <p> If you are making the change on the record on 8/28/2013, you would use the <b>8/15/2013</b> as the To date, even if the employee left several years ago. This is considered best practice to avoid a retro back to when the employee left the agency.</p> <p><b>Example: 8/15/2013</b></p>

Change Cost Distribution (0027)

Org. Management info

Personnel No. 78000113 Name James Sullivan 78000113

PersArea 0120 Senate EGroup B Civil Service Exempt

PSubarea 0001 Non Represented ESubgroup 01 Monthly(M) OT Exe... Status Withdrawn


Start 03/16/2006 To 08/15/2013 Chng 08/28/2013

Distrib. 01 Wage/salary

Master cost center 120000000 DEFAULT AGENCY 012

CoCd	Cost ctr	Pct.	BusA	Fund	Name	Functional Area	Cost Object
WA01	125000000	100...	0120	01200101&0	SALARIES AND EXPENSE	0120001000000000	012000000000

New entries Entry 1 / 1

13. Click  (Enter) to validate entries.

14. Click  (Save) to save record

### Results

You have successfully end dated a *withdrawn employees'* active Cost Distribution (0027)