

Federal Employer Identification Numbers

ZHR_RPTPY061

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
1/30/06	Sherrie Sibbett	Create.
11/30/2007	Kelly Welsh	Renamed to meet standards. Updated screen shots. Added who can run report.

Purpose

Use this procedure to obtain the Federal Employer Identification Number for any agency. This information is used to complete financial reports.

Trigger

Perform this procedure when you need to know the Federal EIN for any agency.

Prerequisites

None

In order to perform this transaction you must be assigned the following roles:

Payroll Processor, Payroll Analyst, Payroll Inquirer, Payroll Supervisor, Financial Report Processor, Financial Approver.

Transaction Code

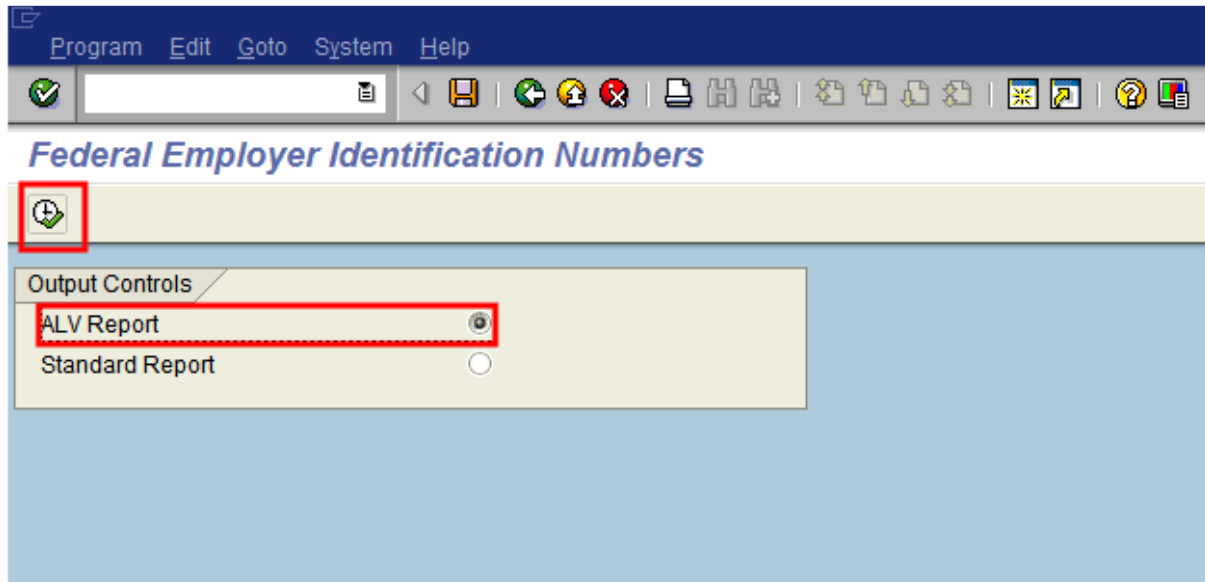
ZHR_RPTPY061

Date	Procedure Update Log
11/30/2007	Renamed user procedure to meet standards. Updated screen shots to meet user procedure standards.

Procedure

1. Start the transaction using the transaction code **ZHR_RPTPY061**.


Federal Employer Identification Numbers



2. Click  to display the report



Selecting the Standard Report option will display the report in SAP standard format.

3. Click  (**Execute**) to generate the report.

Federal Employer Identification Numbers

The screenshot shows a SAP report window titled "Federal Employer Identification Numbers". The report header includes the following information:

- Report ID: ZHR_RPTPY061
- User: KELLYW
- Date: 11/30/2007

The main content of the report is a table with the following columns: Employer ID Number, Personnel Area, and Personnel Area Text. The first row is highlighted in yellow.

Employer ID Number	Personnel Area	Personnel Area Text
916001092	0110	House of Representatives
916001130	0120	Senate
432083966	0130	Joint Transportation Comm
916001900	0140	Joint Leg Audit/Rev Comm
911001556	0200	L.E.A.P Committee
910996352	0350	Office of State Actuary
911340762	0380	Joint Legislative Sys Co
916001909	0400	Perm Statute Law Comm
916001116	0450	Supreme Court
916001209	0460	Wa State Law Library
910845653	0480	Court of Appeals
911145214	0500	Comm on Judicial Conduct
916013419	0550	Admin for the Courts
911727284	0560	Office of Public Defense
043816400	0570	Office of Civil Legal Aid
916001090	0750	Office of the Governor

5. You have completed this transaction.

Result

You have viewed the list of Federal Employer Identification Numbers to obtain the number for a particular agency.

State of Washington HRMS

File name: FEDERAL_EMPLOYER_IDENTIFIC
ATION_NUMBERS_ZHR_RPTPY06
1.DOC
Version: SME Approved Script
Last Modified: 12/4/2007 3:48:00 PM

SAP Parent
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Reference Number:

Comments

None.