

HRMS

Job Class Planned Compensation Report

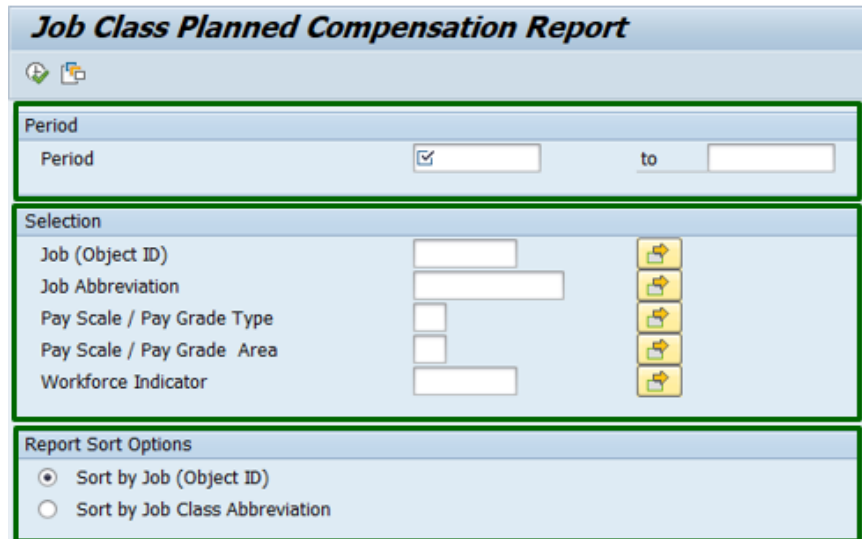
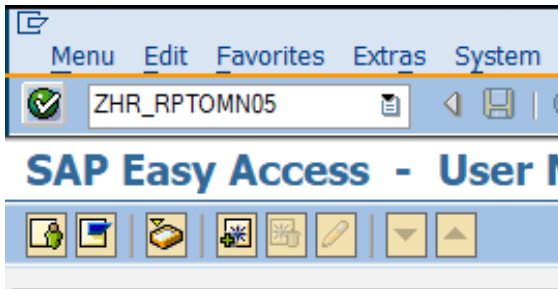
Use this procedure to view Job Classification Planned Compensation information.

Roles: Personnel Administration Inquirer, Personnel Administration Processor, Personnel Administration Supervisor, Organizational Management Processor, and Organizational Management 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_RPTOMN05” in the Command field and click the “Enter” button (✓) or press Enter on the keyboard

2. The Job Class Planned Compensation Report has three (3) selection areas to assist in filtering report results:
 - Period
 - Selection
 - Report Sort Options



3. The Period can be entered as a single date or a date range:

The following fields are required:

- **Period**


4. Completing the “Selection” will assist in getting only information needed.

The following fields are optional:

- Job (Object ID)
- Job Abbreviation
- Pay Scale/Pay Grade Type
- Pay Scale/Pay Grade Area
- Workforce Indicator

5. The “Report Sort Option” contains two (2) radio buttons that will determine the sort order of the report results:






- Sort by Job (Object ID)
- Sort by Job Class Abbreviation

6. Click “Execute” button  or press F8 on the keyboard to run the Job Class Planned Compensation Report.

Period		
Period	<input checked="" type="checkbox"/>	to <input type="text"/>

 **Tip**

- **Period** can be entered as single value or date range.
- The date(s) entered in the **Period** field will determine the report results and is based on the effective dates of the Job’s Planned Compensation (1005) infotype.

Selection		
Job (Object ID)	<input type="text"/>	
Job Abbreviation	<input type="text"/>	
Pay Scale / Pay Grade Type	<input type="text"/>	
Pay Scale / Pay Grade Area	<input type="text"/>	
Workforce Indicator	<input type="text"/>	

 **Tip**

- **Job Abbreviation** field is case sensitive.

Report Sort Options	
<input checked="" type="radio"/>	Sort by Job (Object ID)
<input type="radio"/>	Sort by Job Class Abbreviation

 **Tip**

- The report will default to **Sort by Job (Object ID)**, but may be changed.

7. The standard results will show eighteen (18) columns containing information:

- Job (Object ID)
- Job Class Abbreviation
- Job Class Title
- Object Start Date
- Object End Date
- Planned Compensation Start Date
- Planned Compensation End Date
- Pay Scale/Pay Grade Type
- Pay Scale/Pay Grade Type Title
- Pay Scale/Pay Grade Area
- Pay Scale/Pay Grade Area Title
- Pay Scale/Pay Grade Group
- Min Pay Scale/Pay Grade Level
- Max Pay Scale/Pay Grade Level
- ESG
- Minimum Pay Scale/Pay Grade Amount
- Maximum Pay Scale/Pay Grade Amount
- Workforce Indicator Title

8. You have successfully completed the Job Class Planned Compensation report.

Job Class Planned Compensation Report



State of Washington - HRMS Job Class Planned Compensation Report

Program Name ZHR_RPTOMN05
UserID Z_OMPROC
Start Date 01/01/2018
End Date 12/31/9999
Sort Sequence By Job (Object ID)
Record Count 3788
Run Time 00:00:00

Job (Object ID)	Job Class Abbreviation	Job Class Title	Object Start Date	Object End Date	Planned Comp Start Date
50000001	00002	ASST DIRECTOR	01/01/2005	12/31/9999	01/01/2005
50000002	00004	OFFICE ASSISTANT	01/01/2005	12/31/9999	01/01/2005
50000003	00005	FAC MGT/PROG MGR	01/01/2005	12/31/9999	01/01/2005
50000004	00006	PAYROLL COORD	01/01/2005	12/31/9999	01/01/2005

Planned Comp End Date	Pay Scale/Pay Grade Type	Pay Scale/Pay Grade Type Title	Pay Scale/Pay Grade Area	Pay Scale/Pay Grade Area Title
12/31/9999	09	Printers	54	ZDNU - PNTR Admin
12/31/9999	09	Printers	54	ZDNU - PNTR Admin
12/31/9999	09	Printers	54	ZDNU - PNTR Admin
12/31/9999	09	Printers	54	ZDNU - PNTR Admin

Pay Scale/Pay Grade Area Title	Pay Scale/Pay Grade Group	Min Pay Scale/Pay Grade Level	Max Pay Scale/Pay Grade Level	ESG	Min Pay Scale/Pay Grade Amount
ZDNU - PNTR Admin	M22	A	A	3	3,376.50
ZDNU - PNTR Admin	H70	A	K	1	5.94
ZDNU - PNTR Admin	M43	A	K	3	2,203.00
ZDNU - PNTR Admin	M02	A	K	3	1,365.00




Min Pay Scale/Pay Grade Level	Max Pay Scale/Pay Grade Level	ESG	Min Pay Scale/Pay Grade Amount	Max Pay Scale/Pay Grade Amount	Workforce Indicator Title
A	A	3	3,376.50	3,376.50	At-Will
A	K	1	5.94	7.49	
A	K	3	2,203.00	2,819.50	
A	K	3	1,365.00	1,742.00	

Tip

- This report uses the Planned Compensation (1005) infotype effective dates to pull the data. The report results will show all Planned Compensation information that was active during the period you selected.
- Multiple rows may display for one Planned Compensation record if the Job Object (1000) infotype was changed during that time. Object Start Date and Object End Date fields are included to help identify object changes.
- The full column names will display when you hover the cursor over the column headings.

Tip

If all columns are not needed, a 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.