

**List Employees Related by Reference Personnel Number**

- Purpose** Use this procedure to identify concurrent employees in your Personnel Area on a specific reference date and identify Department of Retirement Systems (DRS) out-of-balance issues.
- Trigger** Perform this procedure when viewing your agency's concurrent employees or when identifying DRS out-of-balance issues.
- Prerequisites**
  - n/a
- End User Roles** In order to perform this transaction you must be assigned the following role:  
Personnel Administration Inquirer/Processor/Supervisor

Change History	
Date	Change Description
08/18/2009	New procedure created.

**Transaction Code** ZHR\_RPTPYU38


<b>Helpful Hints</b>	None.
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**Procedure**

1. Start the transaction using the transaction code **ZHR\_RPTYU38**.

The screenshot shows the SAP transaction ZHR\_RPTYU38. The title bar includes 'Program Edit Goto System Help'. The main title is 'List Employees Related by Reference Personnel Number'. Below the title, there is a 'Parameters' section with a 'Reference Date' field set to '08/18/2009'. Underneath is the 'Program Mode' section with two radio buttons: 'View by Central Person' (selected) and 'View by Employee'. At the bottom is the 'ALV' section with a 'Layout Variant' field.


2. In the Parameters section, complete the following fields:


R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Reference Date	R	This is the date on which a search for information is being performed. This is similar to Key Date.  The system will default with the current date. <b>Example:</b> 08/18/2009

This is a close-up of the 'Parameters' section from the previous screenshot. It shows the 'Reference Date' field with the value '08/18/2009'. The entire section is highlighted with a red border.

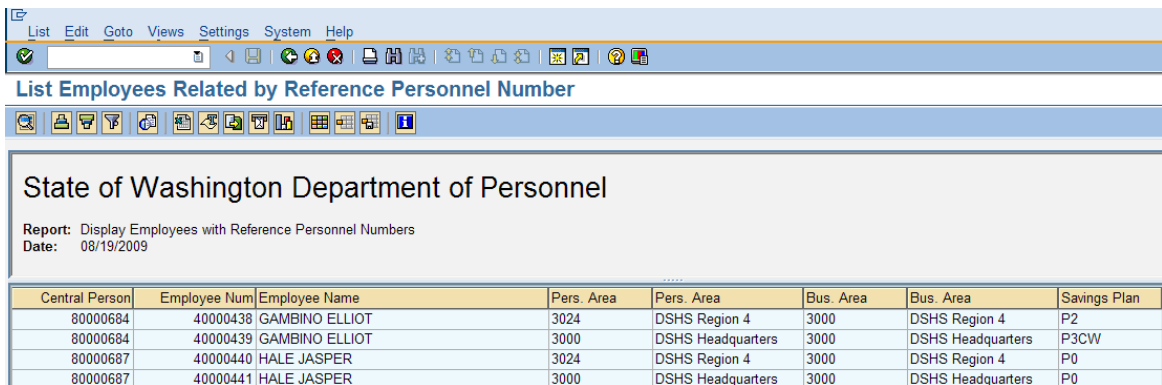
3. In the Program Mode area, choose a radio button:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
View by Central Person	C	This will display Concurrent employees by the Central Person Number. This is a system assigned number that connects the employee's Concurrent Employment.

		 Every employee in HRMS is assigned a central person number and is separate from the Personnel Number. <b>Example:</b> 80000000
View by Employee	C	This will display results by the Personnel number. <b>Example:</b> 20000000


4.  (Execute) to execute a process or action.

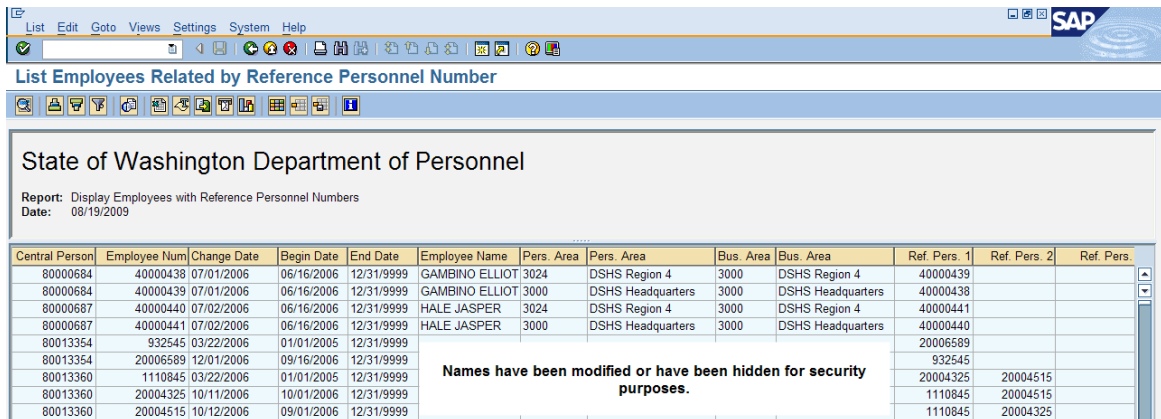
#### Results: View by Central Person



The screenshot shows a web application interface for the State of Washington Department of Personnel. The title bar reads 'List Employees Related by Reference Personnel Number'. Below the title bar, there is a report header: 'State of Washington Department of Personnel', 'Report: Display Employees with Reference Personnel Numbers', and 'Date: 08/19/2009'. The main content is a table with the following data:

Central Person	Employee Num	Employee Name	Pers. Area	Pers. Area	Bus. Area	Bus. Area	Savings Plan
80000684	40000438	GAMBINO ELLIOT	3024	DSHS Region 4	3000	DSHS Region 4	P2
80000684	40000439	GAMBINO ELLIOT	3000	DSHS Headquarters	3000	DSHS Headquarters	P3CW
80000687	40000440	HALE JASPER	3024	DSHS Region 4	3000	DSHS Region 4	P0
80000687	40000441	HALE JASPER	3000	DSHS Headquarters	3000	DSHS Headquarters	P0

 The above screenshot displays Central Person, Employee Number (Personnel No.), Employee Name, Pers. Area, Bus. Area, and Savings Plan.

**Results: View by Employee**



The screenshot shows the SAP interface for the report 'List Employees Related by Reference Personnel Number'. The title bar indicates 'State of Washington Department of Personnel'. The report parameters are: Report: Display Employees with Reference Personnel Numbers, Date: 08/19/2009. The table displays employee data with columns: Central Person, Employee Num, Change Date, Begin Date, End Date, Employee Name, Pers. Area, Bus. Area, Ref. Pers. 1, Ref. Pers. 2, and Ref. Pers. 3. The data includes employees like GAMBINO ELLIOT and HALE JASPER. A note states: 'Names have been modified or have been hidden for security purposes.'

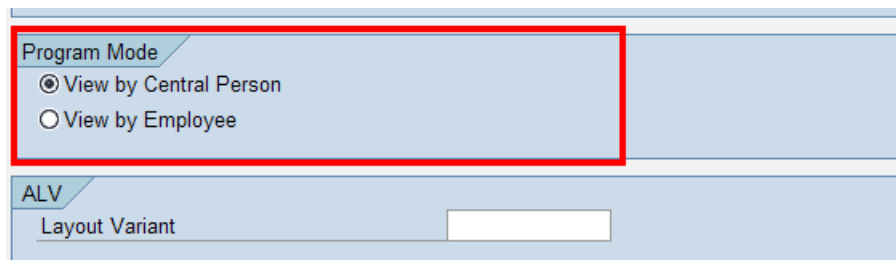
Central Person	Employee Num	Change Date	Begin Date	End Date	Employee Name	Pers. Area	Bus. Area	Ref. Pers. 1	Ref. Pers. 2	Ref. Pers. 3
80000684	40000438	07/01/2006	06/16/2006	12/31/9999	GAMBINO ELLIOT	3024	DSHS Region 4	40000439		
80000684	40000439	07/01/2006	06/16/2006	12/31/9999	GAMBINO ELLIOT	3000	DSHS Headquarters	40000438		
80000687	40000440	07/02/2006	06/16/2006	12/31/9999	HALE JASPER	3024	DSHS Region 4	40000441		
80000687	40000441	07/02/2006	06/16/2006	12/31/9999	HALE JASPER	3000	DSHS Headquarters	40000440		
80013354	932545	03/22/2006	01/01/2005	12/31/9999	Names have been modified or have been hidden for security purposes.					
80013354	20006589	12/01/2006	09/16/2006	12/31/9999						
80013360	1110845	03/22/2006	01/01/2005	12/31/9999						
80013360	20004325	10/11/2006	10/01/2006	12/31/9999						
80013360	20004325	10/12/2006	09/01/2006	12/31/9999						



The above screenshot displays the Central Person, Employee Number (Personnel no.), Change Date, Begin Date, End Date, Employee Name, Pers. Area, Bus. Area, Ref. Pers. 1, Ref. Pers. 2, and Ref. Pers. 3. **Note:** There are a total of 5 Ref. Pers. columns and are not fully displayed in the screenshot above.



To select another report type, click  (Back) to return to the selection screen. Select a different report type and click  (Execute) once again to view your results.



The screenshot shows the 'Program Mode' section with two radio buttons: 'View by Central Person' (selected) and 'View by Employee'. Below this is the 'ALV' section with a 'Layout Variant' field.

- You have completed this transaction.

<b>Results</b>
You have generated the List Employees Related by Reference Personnel Number report.
<b>Comments</b>
None.