

MyPortal Substitution Report

Use this report to view whether leave approvers have planned or unplanned substitutions in place.

TIPS:

Agencies are required to audit MyPortal substitution relationships and end substitution relationships when no longer needed, such as when a leave approver substitute has separated or moved to a different agency. Run this report to identify those substitutes, then follow the [Substitute Admin Transaction procedures](#) to create, delimit, or delete MyPortal Substitution relationships as needed.

There are several Authorized Roles for this report, however, only the Personnel Administration Processor will be able to view substitute relationships that are still in place after the substitute has moved to a different agency.

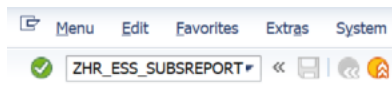
The following statewide variants are available for the MyPortal Substitutions Report:

- SWV-NOSUB
- SWV-PLANNED
- SWV-UPLAN

Refer to the [Statewide Variant List](#) for more information.

Step 1

Enter transaction code ZHR_ESS_SUBSREPORT in the command field and click the Enter button.

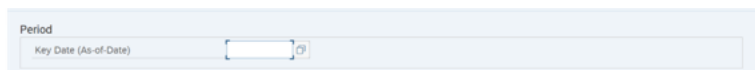


Step 2

Complete the Period section.

The following fields will default:

- Key Date (As-of-Date)

A screenshot of a software interface showing the 'Period' section. The 'Key Date (As-of-Date)' field is highlighted with a light blue background and contains a date input field with a calendar icon.

TIPS:

The Period section will determine the effective date of your report results.

Key date defaults to Today but can be changed to a different date.

Related Procedures:

- [Manage my planned substitutes](#)
- [Manage my unplanned substitutes](#)
- [Turn substitute for option on and off](#)

Authorized Roles:

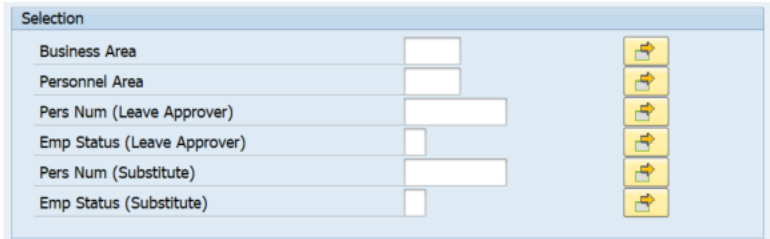
- [Payroll Inquirer](#)
- [Payroll Processor](#)
- [Payroll Supervisor](#)
- [Payroll Analyst](#)
- [Personnel Administration Inquirer](#)
- [Personnel Administration Processor](#)
- [Personnel Administration Supervisor](#)

Step 3

Complete the Selection section.

The following fields are optional:

- Business Area
- Personnel Area
- Pers Num (Leave Approver)
- Emp Status (Leave Approver)
- Pers Num (Substitute)
- Emp Status (Substitute)



Field	Input	Action
Business Area	<input type="text"/>	Dropdown
Personnel Area	<input type="text"/>	Dropdown
Pers Num (Leave Approver)	<input type="text"/>	Dropdown
Emp Status (Leave Approver)	<input type="text"/>	Dropdown
Pers Num (Substitute)	<input type="text"/>	Dropdown
Emp Status (Substitute)	<input type="text"/>	Dropdown

TIPS:

The Selection Criteria section will assist in getting only the information needed. A selection is not required for each field.

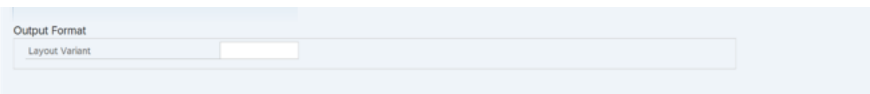
Leaving the Employment status field blank will bring Withdrawn (0) employees into your reports results. This may be useful when determining if withdrawn employees have active substitutes. Restrict your report results to active (3) and/or inactive (1) employees if you are monitoring employees who are active/inactive only.

Step 4

Complete the Output Format section.

The following Layout Variants are optional:

- SWV-NOSUB
- SWV-PLANNED
- SWV-UPLAN



Output Format
Layout Variant:

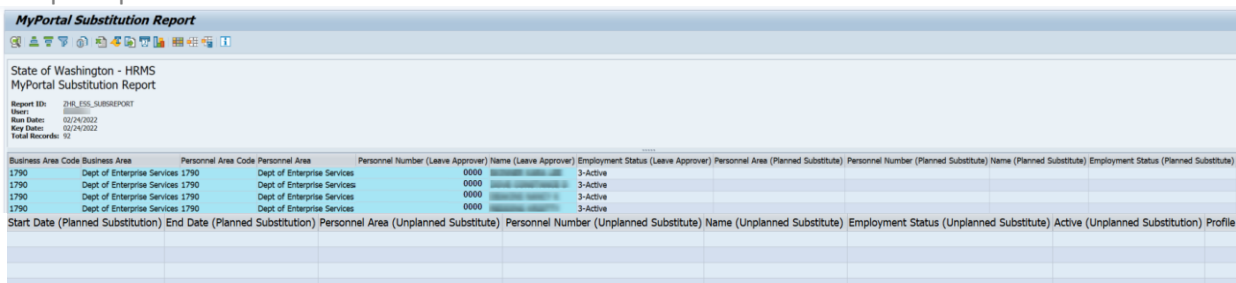
TIPS:

The Output format section determines the format of the report results.

Step 5

Click the Execute button.

Sample report results:



MyPortal Substitution Report

State of Washington - HRMS
MyPortal Substitution Report

Report ID: ZHR_ESIS_SUBSREPORT
User: [redacted]
Run Date: 02/24/2022
Key Dates: 02/24/2022
Total Records: 12

Business Area Code	Business Area	Personnel Area Code	Personnel Area	Personnel Number (Leave Approver)	Name (Leave Approver)	Employment Status (Leave Approver)	Personnel Area (Planned Substitute)	Personnel Number (Planned Substitute)	Name (Planned Substitute)	Employment Status (Planned Substitute)
1790	Dept of Enterprise Services 1790	Dept of Enterprise Services	0000	[redacted]	[redacted]	3-Active				
1790	Dept of Enterprise Services 1790	Dept of Enterprise Services	0000	[redacted]	[redacted]	3-Active				
1790	Dept of Enterprise Services 1790	Dept of Enterprise Services	0000	[redacted]	[redacted]	3-Active				
1790	Dept of Enterprise Services 1790	Dept of Enterprise Services	0000	[redacted]	[redacted]	3-Active				

Start Date (Planned Substitution) End Date (Planned Substitution) Personnel Area (Unplanned Substitute) Personnel Number (Unplanned Substitute) Name (Unplanned Substitute) Employment Status (Unplanned Substitute) Active (Unplanned Substitution) Profile

TIPS:

Columns included in the report results depend on your default layout for this report. The report layout can be changed, saved or a previously saved layout can be selected.

The full column names will display when hovering the cursor over the column headings.

If the profile is not 'All Task Group' the substitute was set up incorrect and process will not work properly. The agency should follow [Substitute Admin Transaction procedures](#) to delimit and create a new substitution with the correct profile.

To Export this report, click on the Excel button within the report results. This will open a Read Only Excel file within your SAP screen. Click on the Save button within the file. You will receive a warning stating the file is Read Only. Click Ok to return to the SAP screen and then click File > Save As.

The following table maps each field to the infotype:

Report Field	Infotype Name	Infotype Number
Business Area Code	Organizational Assignment	0001
Business Area	Organizational Assignment	0001
Personnel Area Code	Organizational Assignment	0001
Personnel Area	Organizational Assignment	0001
Personnel Number (Leave Approver)	Derived value from table	N/A
Name (Leave Approver)	Organizational Assignment	0001
Employment Status (Leave Approver)	Actions	0000
Personnel Area (Planned Substitute)	Organizational Assignment	0001
Personnel Number (Planned Substitute)	Derived value from table	N/A
Name (Planned Substitute)	Organizational Assignment	0001
Employment Status (Planned Substitute)	Organizational Assignment	0001
Start Date (Planned Substitution)	Derived value from table	N/A
End Date (Planned Substitution)	Derived value from table	N/A
Personnel Area (Unplanned Substitute)	Organizational Assignment	0001
Personnel Number (Unplanned Substitute)	Organizational Assignment	0001

Report Field	Infotype Name	Infotype Number
Name (Unplanned Substitute)	Organizational Assignment	0001
Employment Status (Unplanned Substitute)	Organizational Assignment	0001
Active (Unplanned Substitution)	Derived value from table	N/A
Profile	Derived value from table	N/A
Personnel Number (Leave Approver)	Derived value from table	N/A
Name (Leave Approver)	Organizational Assignment	0001