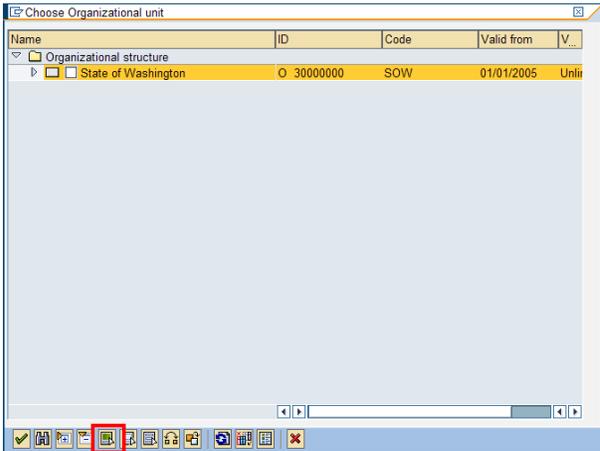**Organizational Management Transaction Reports – Abolished Positions**

Purpose	Use this procedure to view abolished positions that have been abolished (delimited).
Trigger	Perform this procedure when viewing abolished positions for a specific position or within an entire organizational unit.
Prerequisites	• The position has been delimited within the specified time frame.
End User Roles	In order to perform this transaction you must be assigned the following role: Organizational Management Processor/Inquirer, Time and Attendance Supervisor

Change History	
Date	**Change Description**
11/2/2009	New procedure created.

Transaction Code   ZHR_RPTOMN01

Helpful Hints	• When searching by Structure Search, use the (Select subtree option) found on the bottom of the Choose Organizational Unit window. Once your Business Area or Personnel Area has been selected, the *Select subtree option* will select all your applicable options from that subtree.

State of Washington

Procedure

1. Start the transaction using the transaction code **ZHR_RPTOMN01**.

2. In the *Select Report* area, select **Abolished Positions**:

3. In the *Selection* area, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Object type	C	This is a type of object, such as position, job, or organization unit. 🛈 Choose the appropriate radio button. **Example:** O (Organizational Unit) or S (Position)
Object ID	C	This is the system-assigned number of an object type. 🛈 Click the ⬚ (Matchcode) to open the selection list. Search by Structure Search to view your entire agency's organizational structure. See the Helpful Hints section above for additional information. **Example:** 31003778

Org Unit Abbreviation	C	The abbreviation of the organizational unit (department, division or units). ⚠ There is a maximum of 12 characters in the abbreviation. **Example:** ADM
Position Abbreviation	C	The abbreviation of the position. This is also known as the position short text. ⚠ There is a maximum of 5 characters in the abbreviation. **Example:** RTR1
Job Abbreviation	C	The abbreviation of the job classification. This is also known as the job class code. Job class codes can be found on the Department of Personnel's website. ⚠ There is a maximum of 5 characters in the abbreviation. **Example:** 102B (Customer Service Specialist 2)
Personnel Area	C	A specific agency/sub-agency in the State of Washington. ⓘ Click the 🗗 (Matchcode) to open the selection list. **Example:** 3570 (Department of Early Learning)
Personnel Sub Area	C	A subdivision of Personnel Area that identifies Bargaining Units, WMS, Exempt and non-Represented positions. ⓘ Click the 🗗 (Matchcode) to open the selection list. **Example:** 0001 (Non Represented
Position Duty Station	C	This is the position's county information. ⓘ Click the 🗗 (Matchcode) to open the selection list. **Example:** 34 (Thurston County
User Id	C	This is the processor's personnel Id number. **Example:** 2000XXXX

Note: A selection is not required for each field.

4.   In the *Period* area, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Effective Date	R	This is the date in which data on the infotype becomes valid. It is based upon a valid start date and valid delimit date. **Example:** 01/01/2008 to 12/31/9999
Changed Date	R	This is the actual date in which data was maintained or created on. **Example:** 01/01/2008 to 12/31/9999

5.
Click (Execute) to execute a process or action.

State of Washington – HRMS Abolished Positions

Note: Results are shown in two screenshots. The left side of page and then right side.

State of Washington – HRMS Abolished Positions (cont'd)

The above screenshot displays the Effective Start Date, Effective End Date, Transaction Date, Created by (has been hidden for security purposes), Position Number, Position Abbr, Position Title, Org Unit Number, Org Unit Abbr, Org Unit Title, Job Number, Job Abbr, Personnel Area, Personnel Area Title, Personnel Sub Area, Personnel Sub Area Title, Employee Group, Employee Sub Group, Duty Station County, and Planning Status.

6.   You have completed this transaction.

Results
You have generated the abolished positions report.

Comments
None.