Organizational Management Transaction Reports – New Positions

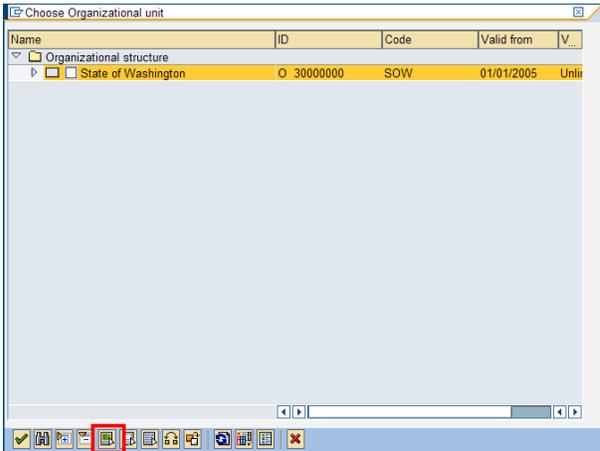|	
Purpose	Use this procedure to view positions that have been created within a specified time frame in your agency.
Trigger	Perform this procedure when viewing newly created positions within your agency.
Prerequisites	• The position must exist.
End User Roles	In order to perform this transaction you 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.

Procedure

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

2. In the *Select Report* area, select **New 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
Position Number	C	This is a system-assigned number given to a particular position. ℹ️ Position system-assigned numbers begin with a 7. **Example:** 71000001
Job Number	C	This is a system-assigned number given to a particular job class. ℹ️ Job class system-assigned numbers begin with a 5. **Example:** 51000001
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. ℹ️ Click the 🗗 (Matchcode) to open the selection list. **Example:** 1110 (Department of Personnel)
Personnel Sub	C	A subdivision of Personnel Area that identifies Bargaining Units, WMS, Exempt and non-Represented positions.

Area		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.

```
Selection
Position Number          [          ]        ⇨
Job Number               [          ]        ⇨

Position Abbreviation    [            ]       ⇨
Job Abbreviation         [            ]       ⇨
Personnel Area           [1110      ]         ⇨
Personnel Sub Area       [   ]               ⇨
Position Duty Station    [  ]                ⇨
User Id                  [            ]
```

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

```
Period
Effective Date    01/01/2008    to    12/31/9999
Changed Date      01/01/2008    to    12/31/9999
```

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

State of Washington – HRMS New Positions

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

State of Washington – HRMS New 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, Job Number, Job Abbreviation, Job Title, Personnel Area, Personnel Area Title, Personnel Sub Area, Personnel Sub Area Title, Employee Group, Employee Sub Group, Pay Scale Area Code, Staffing Status, Employee Number, Duty Station County, and Planning Status.

6. You have completed this transaction.

Results
You have generated the new positions report.
Comments
None.