Organizational Management Transaction Reports – Vacant Positions

Purpose Use this procedure to view vacant positions within an organizational unit or by a specific position.

Trigger Perform this procedure when viewing a vacancy for a specific position or within an entire organizational unit.

Prerequisites

- The position must exist.
- The position's Vacancy (1007) infotype has been updated with the correct status.

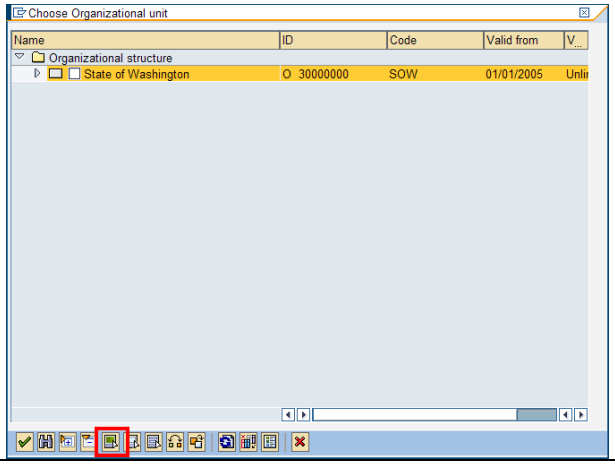
End User Roles In order to perform this transaction you must be assigned the following role: Organizational Management Processor/Inquirer, Time and Attendance Supervisor

Change History	
Date	**Change Description**
10/29/2009	New procedure created.

Transaction Code **ZHR_RPTOMN01**

Helpful Hints

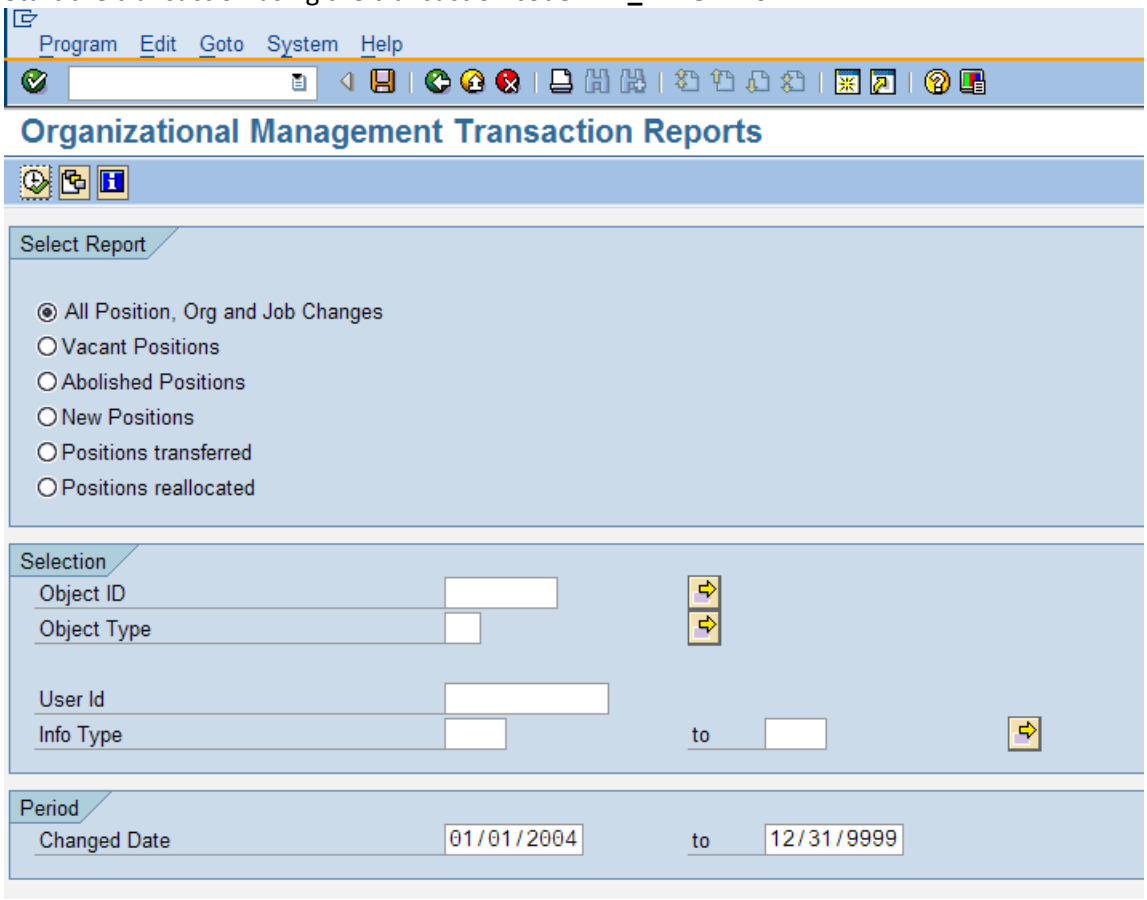
- The results for this report are generated from the Position's Vacancy (1007) infotype. See OLQR User Procedure, Position Maintain Vacancy for assistance.
- When searching by Structure Search, use the (Select subtree option) found on the bottom of the Choose Organizational Unit window. Once your Business Area or Personnel Area has been selected, the *Select subtree option* will select all your applicable options from that subtree.



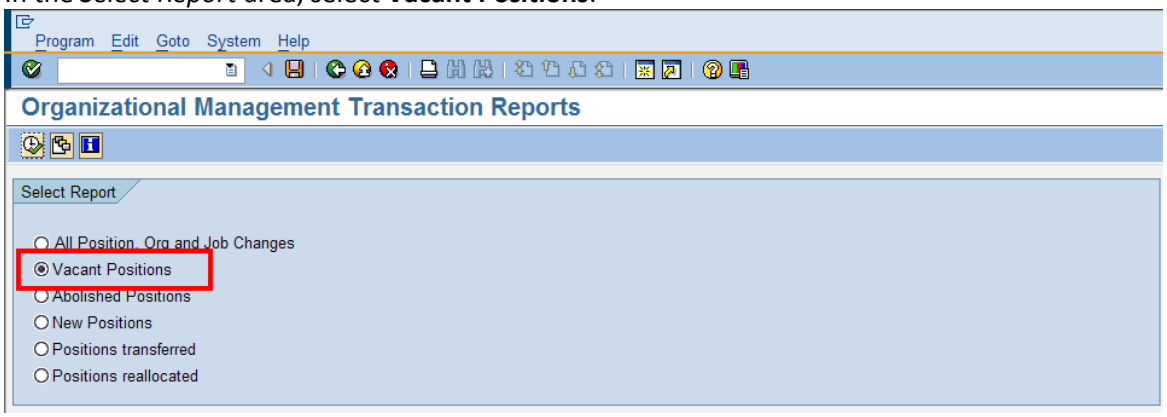
State of Washington

Procedure

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

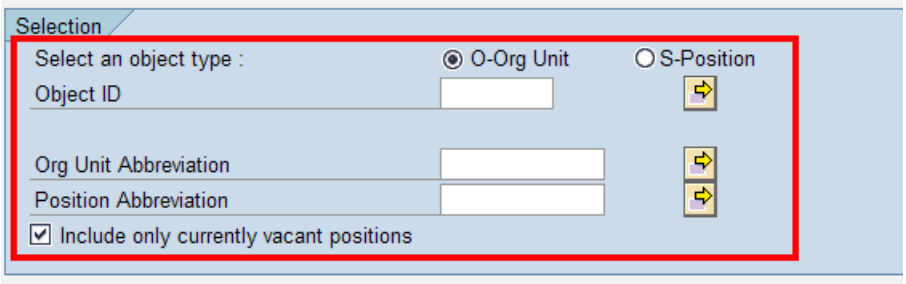


2. In the *Select Report* area, select **Vacant Positions**:



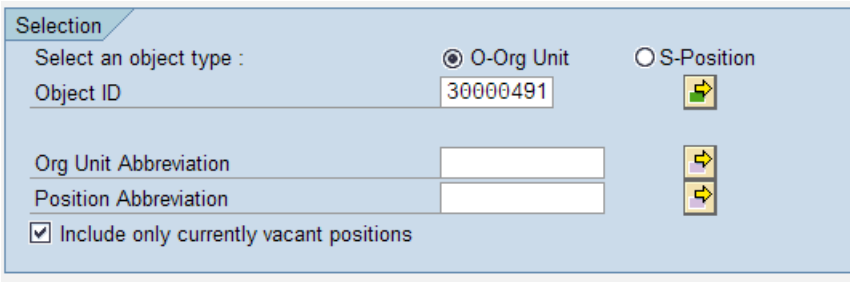
State of Washington

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:** 30000491
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

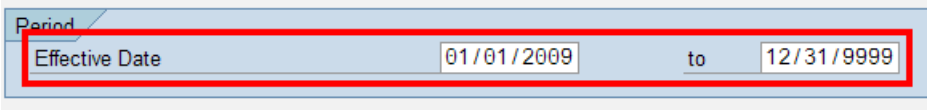
Note: A selection is not required for each field.



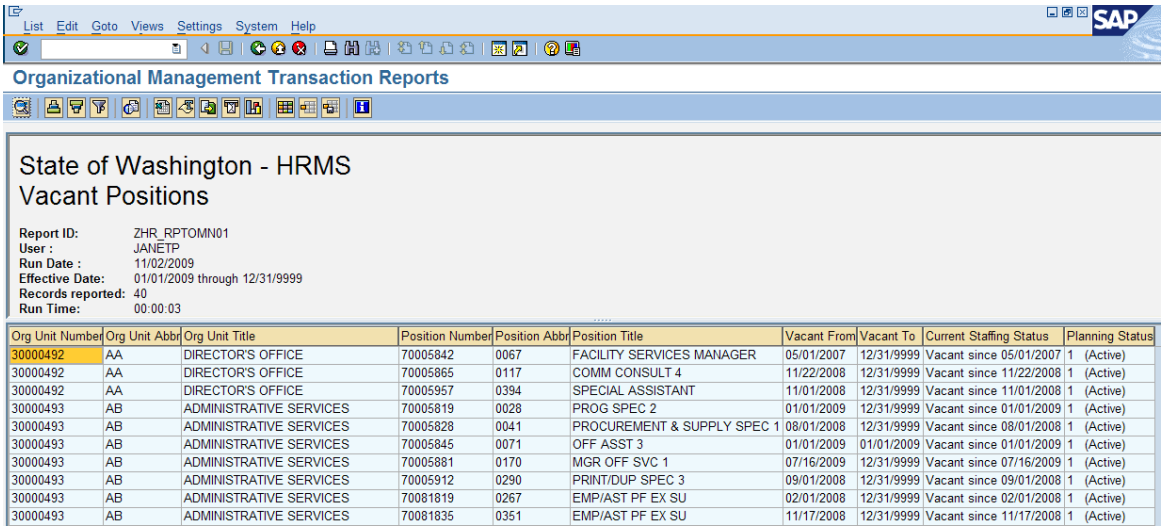
State of Washington

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

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:** 01/01/2009 to 12/31/9999



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



Org Unit Number	Org Unit Abbr	Org Unit Title	Position Number	Position Abbr	Position Title	Vacant From	Vacant To	Current Staffing Status	Planning Status
30000492	AA	DIRECTOR'S OFFICE	70005842	0067	FACILITY SERVICES MANAGER	05/01/2007	12/31/9999	Vacant since 05/01/2007	1 (Active)
30000492	AA	DIRECTOR'S OFFICE	70005865	0117	COMM CONSULT 4	11/22/2008	12/31/9999	Vacant since 11/22/2008	1 (Active)
30000492	AA	DIRECTOR'S OFFICE	70005957	0394	SPECIAL ASSISTANT	11/01/2008	12/31/9999	Vacant since 11/01/2008	1 (Active)
30000493	AB	ADMINISTRATIVE SERVICES	70005819	0028	PROG SPEC 2	01/01/2009	12/31/9999	Vacant since 01/01/2009	1 (Active)
30000493	AB	ADMINISTRATIVE SERVICES	70005828	0041	PROCUREMENT & SUPPLY SPEC 1	08/01/2008	12/31/9999	Vacant since 08/01/2008	1 (Active)
30000493	AB	ADMINISTRATIVE SERVICES	70005845	0071	OFF ASST 3	01/01/2009	01/01/2009	Vacant since 01/01/2009	1 (Active)
30000493	AB	ADMINISTRATIVE SERVICES	70005881	0170	MGR OFF SVC 1	07/16/2009	12/31/9999	Vacant since 07/16/2009	1 (Active)
30000493	AB	ADMINISTRATIVE SERVICES	70005912	0290	PRINT/DUP SPEC 3	09/01/2008	12/31/9999	Vacant since 09/01/2008	1 (Active)
30000493	AB	ADMINISTRATIVE SERVICES	70081819	0267	EMP/AST PF EX SU	02/01/2008	12/31/9999	Vacant since 02/01/2008	1 (Active)
30000493	AB	ADMINISTRATIVE SERVICES	70081835	0351	EMP/AST PF EX SU	11/17/2008	12/31/9999	Vacant since 11/17/2008	1 (Active)

The above screenshot displays the Org Unit Number, Org Unit Abbr, Org Unit Title, Position Number, Position Abbr, Position Title, Vacant From, Vacant To, Current Staffing Status and Planning Status.

6. You have completed this transaction.

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