# HRMS
Position Cost Distribution Report (1018)

Use this procedure to view Position Cost Distribution information for positions in your agency based on a report effective date. The report can also help identify vacant, budgeted and retirement eligible positions.

Roles: Organizational Management Processor, Organizational Management Inquirer, Benefits Processor, Financial Reporting Processor, Payroll Inquirer, Payroll Supervisor, Personnel Administration Inquirer, and Personnel Administration Supervisor.

Note: Field definitions can be accessed within HRMS by pressing the "F1" key on the keyboard, or via On Line Quick Reference (OLQR), HRMS Data Definitions Resource Guide, and Glossary.

1. Enter transaction code **ZHR_RPTFI1018** in the Command field and click the **Enter** button (✅) or press **Enter** on the keyboard
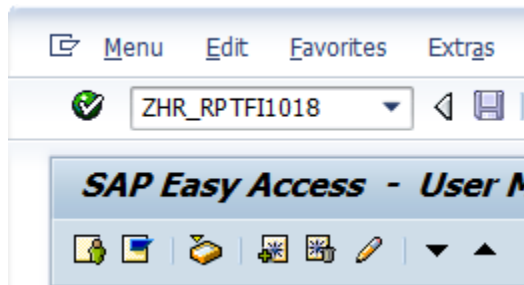
2. The IT1018 Position Cost Distribution has four (4) selection areas to assist in filtering report results:

- Effective Date
- Position Selections
- Infotype Selections
- ALV Report Variant
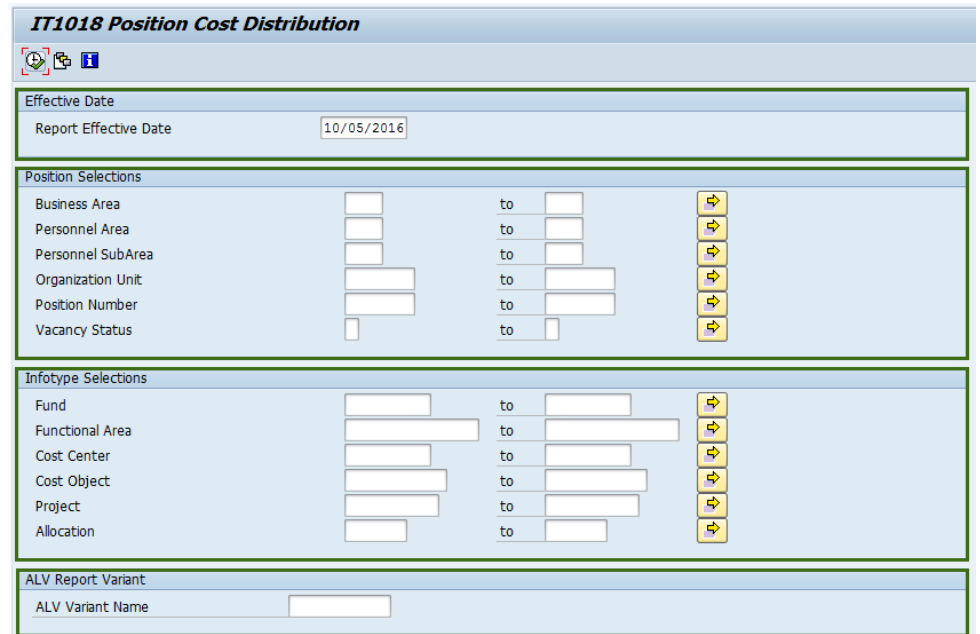
Position Cost Distribution Report (1018) (cont.)

3. In the Effective Date section, enter a date in the **Report Effective Date** field.

Effective Date

Report Effective Date   10/05/2016

> ⓘ **Tip**
> - **Report Effective Date:** field defaults to current date, but may be changed.

4. Completing the **Position Selections** area will assist in getting only information needed.

The following fields are optional:
- Business Area
- Personnel Area
- Personnel SubArea
- Organization Unit
- Position Number
- Vacancy Status

Position Selections

Business Area		to	
Personnel Area		to	
Personnel SubArea		to	
Organization Unit		to	
Position Number		to	
Vacancy Status		to	

> ⓘ **Tip**
> - A selection is not required for each field.
> - **Vacancy Status:** this is the vacancy indicator found on the position's Vacancy (1007) infotype. It indicates the availability of the position as Open or Vacancy filled.

5. Completing the **Infotype Selections** area will assist in getting only information needed.

The following fields are optional:
- Fund
- Functional Area
- Cost Center
- Cost Object
- Project
- Allocation

Infotype Selections

Fund		to	
Functional Area		to	
Cost Center		to	
Cost Object		to	
Project		to	
Allocation		to	

> ⓘ **Tip**
> - A selection is not required for each field.
> - For guidance in the Infotype Selection fields, see the Cost Accounting Equivalency Crosswalk (AFRS to HRMS) in the *Financial Reporting* Job Aid located in the OLQR.

6. Previously saved layout variants may be added to the **ALV Report Variant** area. This field is optional.

ALV Report Variant

ALV Variant Name

7. Click the **Execute** button (🔘) or press F8 on the keyboard to run the Position Cost Distribution (1018) report.

8. The standard results will show **fifty-three (53)** columns containing information.

- Business Area
- Business Area Desc.
- Personnel Area
- Personnel Area Desc.
- Personnel Subarea
- Personnel Subarea Desc.
- Organization Unit
- Organization Unit Description
- Position
- Position Short Text
- Position Title
- Pos Start Date
- Pos End Date
- Vacancy Status
- Person (PRNR)
- Employee Name
- Cost Dist. Start
- Cost Dist. End
- Cost Center
- Cost Center Des.
- Fund
- Fund Desc.
- Functional Area
- Functional Area Des.
- Cost Object
- Cost Object Des.
- Project
- Project Desc.
- Allocation
- Allocation Des.
- Cost Dist Percentage
- Budgeted
- Retirement Eligible
- EE_Grp

IT1018 Position Cost Distribution

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State of Washington - HRMS
IT1018 Position Cost Distribution

Report ID:	ZHR_RPTFI1018
User:	00879301
Run Date:	10/05/2016
Effective Date:	10/05/2016
Business Area:	Include - 1630
Personnel Area:	All
Personnel SubArea:	All

BUSINESS AREA	BUSINESS AREA DESC.	PERSONNEL AREA	PERSONNEL AREA DESC.	PERSONNEL SUBAREA	PERSONNEL SUBAREA DESC.	ORGANIZATION UNIT
1630	Consolidated Technology Svcs	1630	Consolidated Technology Svcs	0001	Non Represented	31015211
1630	Consolidated Technology Svcs	1630	Consolidated Technology Svcs	0001	Non Represented	31008991
1630	Consolidated Technology Svcs	1630	Consolidated Technology Svcs	0001	Non Represented	31015211

ORGANIZATION UNIT DESCRIPTION	POSITION	POSITION SHORT TEXT	POSITION TITLE	POS START DATE
IA DEVELOP HR/LR APPS HR LABOR RELATIONS	71024788	0488	IT SPECIALIST 4	07/01/2011
IA BSNS OPS BTS BSNS PRCSS/SYST ANALYSIS	71024790	0489	IT SPECIALIST 4	06/01/2013
IA DEVELOP HR/LR APPS HR LABOR RELATIONS	71024791	0490	IT SPECIALIST 4	11/01/2011

POS END DATE	VACANCY STATUS	PERSON (PRNR)	EMPLOYEE NAME	COST DIST. START	COST DIST. END	COST CENTER	COST CENTER DESC.
12/31/9999	2			07/01/2013	12/31/9999	1790000000	DEFAULT AGENCY 179
12/31/9999	0		No Employee Assigned	06/16/2014	12/31/9999	1790000000	DEFAULT AGENCY 179
12/31/9999	2			07/01/2013	12/31/9999	1790000000	DEFAULT AGENCY 179

FUND	FUND DESC.	FUNCTIONAL AREA	FUNCTIONAL AREA DESC.	COST OBJECT	COST OBJECT DESC.	PROJECT
1794220000	DEFAULT AGENCY	1790000000000000	DEFAULT AGENCY 179	179000D02000	EMPLOYEE ASSISTANCE PROGRAM	17900000000
1794220000	DEFAULT AGENCY	1790000000000000	DEFAULT AGENCY 179	179000E11500	DISTRIBUTION	17900000000
1794220000	DEFAULT AGENCY	1790000000000000	DEFAULT AGENCY 179	179000D04200	TALENT ACQUISITION SERVICES	17900000000

PROJECT DESC.	ALLOCATION	ALLOCATION DESC.	COST DIST PERCENTAGE	BUDGETED	RETIREMENT ELIGIBLE	EE_GRP
DEFAULT AGENCY 179	1790000	DEFAULT AGENCY 179	100.00	X	X	0
DEFAULT AGENCY 179	1790000	DEFAULT AGENCY 179	100.00	X	X	0
DEFAULT AGENCY 179	1790000	DEFAULT AGENCY 179	100.00	X	X	0

Position Cost Distribution Report (1018) (cont.)

- EE Group Desc.
- EE_Sgrp
- EE Subgroup Desc.
- Telework (EE)
- Flextime (EE)
- Flextime Hours From
- Flextime Hours To
- Compressed Workweek (EE)
- Telework (Pos)
- Flextime (Pos)
- Compressed Workweek (Pos)
- Related Job Class
- Job Class Description
- Pay Scale/Grade Type
- Pay Scale/Grade Area
- Pay Scale/Grade Group
- Lowest Eligible Level
- Highest Eligible Level

9. You have successfully completed the **Position Cost Distribution Report (1018).**

EE GROUP DESC	EE_SGRP	EE SUBGROUP DESC.	TELEWORK (EE)	FLEXTIME (EE)	FLEXTIME HOURS FROM	FLEXTIME HOURS TO	COMPRESSED WORKWEEK (EE)
Permanent	01	Monthly(M) OT Exempt			00:00:00	00:00:00	
Permanent	01	Monthly(M) OT Exempt			00:00:00	00:00:00	
Permanent	01	Monthly(M) OT Exempt			00:00:00	00:00:00	

TELEWORK (POS)	FLEXTIME (POS)	COMPRESSED WORKWEEK (POS)	RELATED JOB CLASS	JOB CLASS DESCRIPTION	PAY SCALE/GRADE TYPE
			50001075	EMPLOYEE ASSISTANCE PROFESSIONAL EXP/SUP	00
			50000306	PROGRAM SPECIALIST 5	00
			50000658	HUMAN RESOURCE CONSULTANT 4	00

PAY SCALE/GRADE TYPE	PAYSCALE/GRADE AREA	PAY SCALE/GRADE GROUP	LOWEST ELIGIBLE LEVEL	HIGHEST ELIGIBLE LEVEL
00	01	56	A	M
00	01	60	A	M
00	01	58	A	M

> ⓘ **Tip**
>
> If all columns are not needed, a layout can be changed, saved or a previously saved layout can be selected.
> - Change Layout: Click on the "Change Layout" button (⊞) to add, remove, or reorder columns, subtotals, or filters.
> - Save Layout: After changing your report layout you can save it for future use by clicking the "Save Layout" button (⊞).
> - Select Layout: If a layout has been previously saved, you can retrieve it by clicking the "Select Layout" button (⊞) and selecting the layout.