# 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.*

*The following statewide variant is available for the Standard Occupational Classification (SOC) on thePosition Cost Distribution report: SWV_SOC*

**1.** Enter transaction code **ZHR_RPTFI1018** in the Command field and click the **Enter** button (✅) or press **Enter** on the keyboard
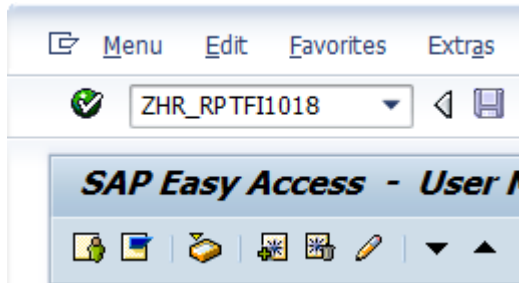


**2.** The IT1018 Position Cost Distribution has four (4) selection areas to assist in filtering report results:

- 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 (![icon]) or press F8 on the keyboard to run the Position Cost Distribution (1018) report.

**8.** The standard results will show **fifty-five (55)** 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
- EE Group Desc

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### IT1018 Position Cost Distribution

**State of Washington - HRMS**
**IT1018 Position Cost Distribution**

| | |
|---|---|
| **Report ID:** | ZHR_RPTFI1018 |
| **User:** | LISAB |
| **Run Date:** | 01/25/2023 |
| **Effective Date:** | 01/25/2023 |
| **Business Area:** | Include - 1050 |
| **Personnel Area:** | All |
| **Personnel SubArea:** | All |

| BUSINESS AREA | BUSINESS AREA DESC. | PERSONNEL AREA | PERSONNEL AREA DESC. | PERSONNEL SUBAREA |
|---|---|---|---|---|
| 1050 | Office of Financial Management | 1050 | Office of Financial Mgmt | 0001 |
| 1050 | Office of Financial Management | 1050 | Office of Financial Mgmt | 0001 |
| 1050 | Office of Financial Management | 1050 | Office of Financial Mgmt | 0001 |
| 1050 | Office of Financial Management | 1050 | Office of Financial Mgmt | 0001 |

| PERSONNEL SUBAREA DESC. | ORGANIZATION UNIT | ORGANIZATION UNIT DESCRIPTION | POSITION | POSITION SHORT TEXT |
|---|---|---|---|---|
| Non Represented | 31000201 | ORGANIZATIONAL PROCESS UNIT | 70003341 | 0427 |
| Non Represented | 31000201 | ORGANIZATIONAL PROCESS UNIT | 70003342 | 0428 |
| Non Represented | 31000201 | ORGANIZATIONAL PROCESS UNIT | 70003343 | 0429 |
| Non Represented | 31004005 | BUDGET PORTFOLIO | 70003344 | 0430 |

| POSITION TITLE | POS START DATE | POS END DATE | VACANCY STATUS | PERSON (PRNR) | EMPLOYEE NAME |
|---|---|---|---|---|---|
| SR EXEC POL COOR | 01/01/2005 | 12/31/9999 | 2 | 94450395 | TURNER, PAIGE |
| SR EXEC POL COOR | 01/01/2005 | 12/31/9999 | 0 | | No Employee Assigned |
| EXEC POLICY ANAL | 01/01/2005 | 12/31/9999 | 2 | 40200000 | HEMSWORTH, LIAM |
| SOC POLICY COOR | 09/01/2007 | 12/31/9999 | 2 | 40200002 | HEMSWORTH, CHRIS |

| COST DIST. START | COST DIST. END | COST CENTER | COST CENTER DESC. | FUND | FUND DESC. |
|---|---|---|---|---|---|
| 03/16/2006 | 12/31/9999 | 1050000000 | DEFAULT AGENCY 105 | 10500101&0 | SALARIES AND EXPENSES |
| 03/16/2006 | 12/31/9999 | 1050000000 | DEFAULT AGENCY 105 | 10500101&0 | SALARIES AND EXPENSES |
| 03/16/2006 | 12/31/9999 | 1050000000 | DEFAULT AGENCY 105 | 10500101&0 | SALARIES AND EXPENSES |
| 07/01/2007 | 12/31/9999 | 1050000000 | DEFAULT AGENCY 105 | 10500101&0 | SALARIES AND EXPENSES |

| FUNCTIONAL AREA | FUNCTIONAL AREA DESC. | COST OBJECT | COST OBJECT DESC. | PROJECT |
|---|---|---|---|---|
| 1050002000000000 | BUDGET | 105000000000 | DEFAULT AGENCY 105 | 10500000000 |
| 1050002000000000 | BUDGET | 105000000000 | DEFAULT AGENCY 105 | 10500000000 |
| 1050006100000000 | STATEWIDE POLICY | 105000000000 | DEFAULT AGENCY 105 | 10500000000 |
| 1050003000000000 | SOC POLICY | 105000000000 | DEFAULT AGENCY 105 | 10500000000 |

| PROJECT DESC. | ALLOCATION | ALLOCATION DESC. | COST DIST PERCENTAGE |
|---|---|---|---|
| DEFAULT AGENCY 105 | 1050000 | DEFAULT AGENCY 105 | 100.00 |
| DEFAULT AGENCY 105 | 1050000 | DEFAULT AGENCY 105 | 100.00 |
| DEFAULT AGENCY 105 | 1050000 | DEFAULT AGENCY 105 | 100.00 |
| DEFAULT AGENCY 105 | 1050000 | DEFAULT AGENCY 105 | 30.00 |

| BUDGETED | RETIREMENT ELIGIBLE | EE_GRP | EE GROUP DESC |
|---|---|---|---|
| X | X | B | Civil Service Exempt |
| X | X | B | Civil Service Exempt |
| X | X | B | Civil Service Exempt |
| X | X | 0 | Permanent |

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- 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
- SOC Code
- SOC Text

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

| EE_SGRP | EE SUBGROUP DESC. | TELEWORK (EE) | FLEXTIME (EE) | FLEXTIME HOURS FROM | FLEXTIME HOURS TO |
|---------|-------------------|---------------|---------------|---------------------|-------------------|
| 01 | Monthly(M) OT Exempt | Not Participating | Not Participating | 00:00:00 | 00:00:00 |
| 01 | Monthly(M) OT Exempt | | | 00:00:00 | 00:00:00 |
| 01 | Monthly(M) OT Exempt | Full time/near full time remote | EE Participating | 07:00:00 | 16:00:00 |
| 01 | Monthly(M) OT Exempt | | | 00:00:00 | 00:00:00 |

| COMPRESSED WORKWEEK (EE) | TELEWORK (POS) | FLEXTIME (POS) | COMPRESSED WORKWEEK (POS) | RELATED JOB CLASS |
|--------------------------|----------------|----------------|---------------------------|-------------------|
| Not Participating | | | | 50003007 |
| EE Participating | | | | 50003007 |
| EE Participating | | | | 50003008 |
| Not Participating | | | | 50003006 |

| JOB CLASS DESCRIPTION | PAY SCALE/GRADE TYPE | PAY SCALE/GRADE AREA | PAY SCALE/GRADE GROUP |
|-----------------------|----------------------|----------------------|-----------------------|
| SR EXEC POL COOR | 00 | 01 | 66 |
| SR EXEC POL COOR | 00 | 01 | 66 |
| EXEC POLICY ANAL | 00 | 01 | 62 |
| SR EXEC POL COOR | 00 | 01 | 58 |

| PAY SCALE/GRADE GROUP | LOWEST ELIGIBLE LEVEL | HIGHEST ELIGIBLE LEVEL | SOC CODE | SOC TEXT |
|-----------------------|-----------------------|------------------------|----------|----------|
| 66 | A | K | 13-1199 | Business Operations Speci |
| 66 | A | K | 13-1199 | Business Operations Speci |
| 62 | A | K | 13-1199 | Business Operations Speci |
| 58 | A | L | 13-1199 | Business Operations Speci |

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ⓘ **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.