

WMS/EMS Reports

- Purpose** Use this procedure to identify WMS employees in the agency. Identify their salary, status and review notification
- Trigger** Perform this procedure when identifying WMS employees in the agency.
- Prerequisites** None.
- End User Roles** In order to perform this transaction you must be assigned the following role:
Personnel Administration Inquirer, Personnel Administration Processor, and Personnel Administration Supervisor.

Change History	
Date	Change Description
4/24/2013	Procedure updated to match current system.

Transaction Code ZHR_RPTPA802

Procedure

1. Start the transaction using the transaction code **ZHR_RPTPA802**.

The screenshot shows the SAP WMS/EMS Reports transaction interface. At the top is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title 'WMS/EMS Reports' is displayed in a green header. Below the title are three buttons: 'Selections from', 'Search helps', and 'Org. structure'. The 'Period' section contains two date fields: 'Period' with a value of '04/24/2013' and 'To' with a value of '04/24/2013'. The 'Selection' section has five input fields: 'Personnel Number', 'Personnel area', 'Business area', 'Organizational unit', and 'Job', each with a corresponding selection button. The 'Report Type Selection' section has four radio buttons: 'WMS Employee Roster' (selected), 'WMS Salary/Status/Review Notification', 'WMS Salary Change Activity Report (Fiscal Year)', and 'EMS Report'.

Program Edit Goto System Help

WMS/EMS Reports

Selections from Search helps Org. structure

Period

Period 04/24/2013 To 04/24/2013

Selection

Personnel Number		
Personnel area		
Business area		
Organizational unit		
Job		


Report Type Selection

- ☒ WMS Employee Roster
- ☐ WMS Salary/Status/Review Notification
- ☐ WMS Salary Change Activity Report (Fiscal Year)
- ☐ EMS Report

2. In the **Period** section, complete the following fields:


Period


Period To


R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Period	R	<p>This selection allows you to specify specific dates.</p> <p> The report defaults to current date.</p> <p>Example: 4/1/2013 to 4/15/2013</p>


3. In the **Selection** section complete the following fields:


Selection

Personnel Number 


Personnel area 






Business area 

Organizational unit 




Job 


R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel Number	C	<p>The employee's unique identifying number.</p> <p>Example: 40000235</p>
Personnel Area	C	<p>A specific agency/sub agency in the State of Washington.</p> <p>Example: 3008 (Western State Hospital)</p>
Business Area	C	<p>A specific agency in the State of Washington. This is associated with each Employer Identification Number (EIN).</p> <p>Example: 3000 Dept. of Social Health and Services</p>
Organizational Unit	C	<p>Represents departments, regions, divisions, units or other groupings within an Agency.</p>

		 Organizational Units within HRMS begin with the number 3 and are eight digits long.
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Selection		
Personnel Number	<input type="text"/>	
Personnel area	<input type="text"/>	
Business area	<input type="text" value="2350"/>	
Organizational unit	<input type="text"/>	
Job	<input type="text"/>	


4. In the **Report Type Selection** complete the following fields:

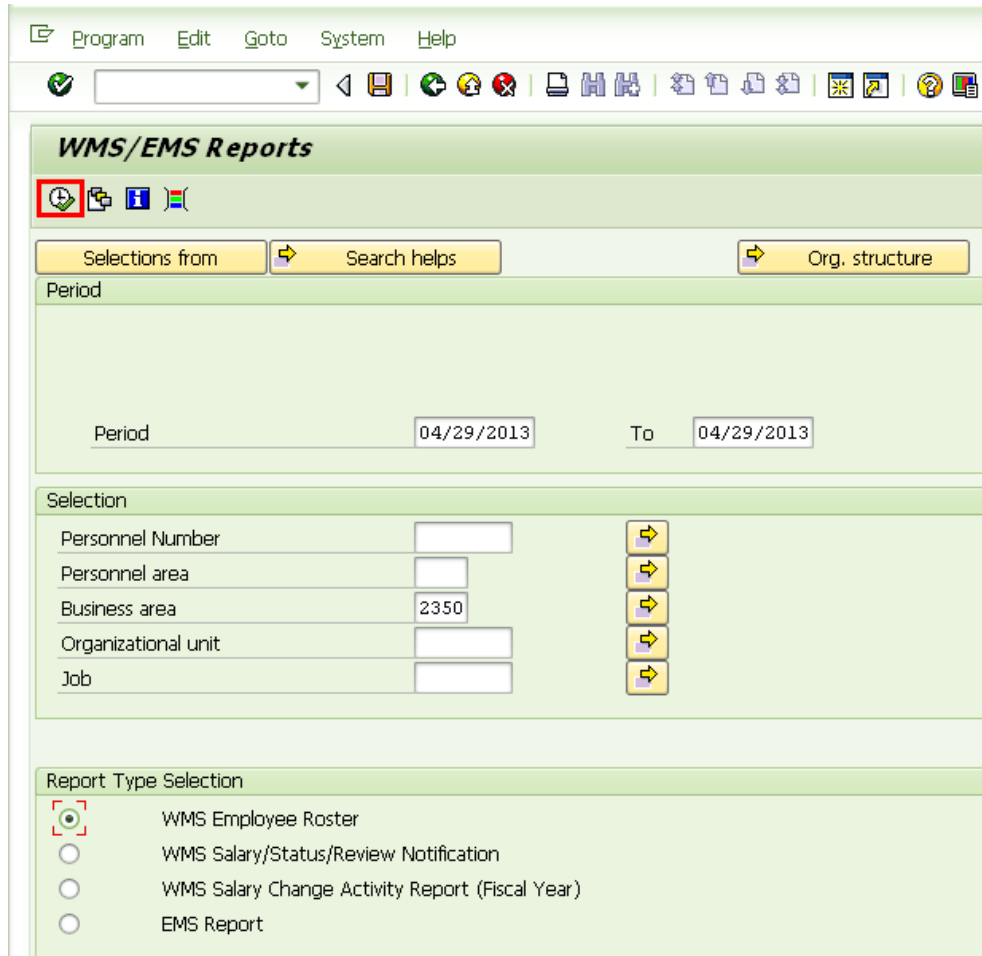
R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
WMS Employee Roster	C	<p>This will display all the WMS employees that are in the agency within the specified dates.</p>  The report results include: Personnel Area, Organizational Unit, Personnel Number, Employee name, Status, Job Title, Position, Job Value Assessment Chat (JVAC), Personnel Sub Area, Status, Contract, Market Segment, Mgmt Type, WF Indicator, PT Indicator, Infotype 8 effective date, Infotype 8 Reason, PS Group, Total Salary, Next Increase, Term Date, Count
WMS Salary/Status/ Review Notification	C	<p>This will display all the WMS employees that are scheduled for review.</p>  The report results include: Personnel Area, Organizational Unit, Personnel Number, Employee Name, Status, Job, Position, JVAC PSA, EE group, Market Segment, WF Indicator, PT Indicator, Infotype 8 effective date, Infotype 8 Reason, PS Group, Total Salary, Next Increase, Term Date, Anniversary Date, Appointment Date, WMS Review, Count
WMS Salary Change Activity Report (Fiscal Year)	C	<p>This will display all the WMS employees' salary change activity within the specified dates.</p>  The report results include:

		Personnel Area, Business Area, Organizational Unit, Personnel Number, Name, Status, Job/ Job Abbreviation, Position/ Position Title, JVAC, EE group, Market Segment, Mgmt Type, WF Indicator, PT indicator, Infotype 8 effective date, Infotype 8 Reason, PS Group, Previous Salary, New Salary, % Change, Total Change, Lump Sum Date, Count
EMS Report	C	<p>This will display all the EMS employees that are in the agency within the specified dates.</p>  The report results include: Market Segment, Mgmt Type, WF Indicator, PT indicator, Infotype 8 effective date, Infotype 8 Reason, PS Group, Previous Salary, New Salary, % Change, Total Change, Lump Sum Date, Term Date, Count

Report Type Selection	
<input checked="" type="radio"/>	WMS Employee Roster
<input type="radio"/>	WMS Salary/Status/Review Notification
<input type="radio"/>	WMS Salary Change Activity Report (Fiscal Year)
<input type="radio"/>	EMS Report

5.

Click  (Execute) to execute a process or action.



Program Edit Goto System Help






WMS/EMS Reports

Selections from Search helps Org. structure

Period

Period 04/29/2013 To 04/29/2013

Selection

Personnel Number		
Personnel area		
Business area	2350	
Organizational unit		
Job		

Report Type Selection

☒ WMS Employee Roster

☐ WMS Salary/Status/Review Notification

☐ WMS Salary Change Activity Report (Fiscal Year)

☐ EMS Report

Screen Shot 1 of 2 of the WMS Employee Roster

ListEditGotoViewsSettingsSystemHelp

WMS/EMS Reports

State of Washington - HRMS
WMS Employee Roster

Report ID : ZHR_RPTPA802

User : KELLYW

Run Date : 04/29/2013

Period : 04/01/2013 through 04/15/2013

PERNRS reported: 20

Records reported: 20

Run Time: 00:00:04

PA	Org Abbr	PERNR	Employee Name	Status	Job Title	Position	Position Title
1790	ESS-4	80000574	BRANDON, ASH	Active	WMS BAND 2	71000506	ESS TEST POSITION 5 CHIEF
1790	ASSET MGMT	40000267	HANNA, NANCY	Active	WMS BAND 2	71024817	ADMIN OPERATIONS MANAGER
1790	ASSET MGMT	40000268	HUMPHREYS, HELEN	Active	WMS BAND 2	71024817	ADMIN OPERATIONS MANAGER
1790	ASSET MGMT	10312011	JACKIE 10312011, NURSE	Active	WMS BAND 2	71025511	WMS 2 - PROPERTY MANAGEMENT MANAGER
1790	ASSET MGMT	10312012	JACKIE 10312012, NURSE	Active	WMS BAND 2	71025511	WMS 2 - PROPERTY MANAGEMENT MANAGER
1790	ASSET MGMT	40000273	KELLY, EDNA	Active	WMS BAND 2	71025511	WMS 2 - PROPERTY MANAGEMENT MANAGER

Screen Shot 2 of 2 of the WMS Employee Roster

ListEditGotoViewsSettingsSystemHelp

WMS/EMS Reports

State of Washington - HRMS
WMS Employee Roster

Report ID : ZHR_RPTPA802

User : KELLYW

Run Date : 04/29/2013

Period : 04/01/2013 through 04/15/2013


PERNRS reported: 20

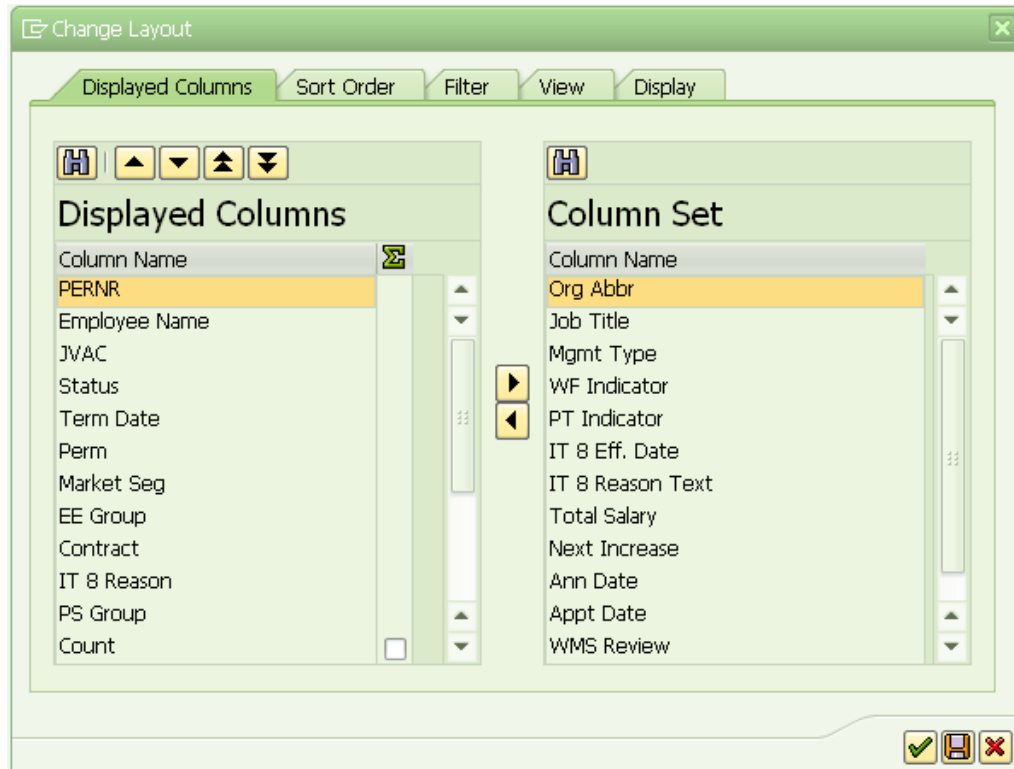
Records reported: 20


Run Time: 00:00:04



JVAC	PSA	Perm	EE Group	Contract	Market Seg	Mgmt Type	WF Indicator	PT Indicator	IT 8 Eff. Date	IT 8 Reason	IT 8 Reason Text	PS Group	Total Salary	Next Increase	Term Date	Count
None	0002	N	Permanent	Permanent	None		Classified WMS		10/01/2011	20	Appointment Change	BAND 2	3,999.00			1
B2X-0570	0002	Y	Permanent	Permanent	None		Classified WMS		10/01/2011	20	Appointment Change	BAND 2	3,000.00			1
B2X-0570	0002	Y	Permanent	Permanent	None		Classified WMS		10/01/2011	20	Appointment Change	BAND 2	3,000.00			1
B3X - 0586	0002	Y	Permanent	Permanent	None	POLICY	Classified WMS		10/01/2011	20	Appointment Change	BAND 2	3,350.50			1
B3X - 0586	0002	Y	Permanent	Permanent	None	POLICY	Classified WMS		10/01/2011	20	Appointment Change	BAND 2	3,350.50			1
B3X - 0586	0002	Y	Permanent	Permanent	None	POLICY	Classified WMS		10/01/2011	20	Appointment Change	BAND 4	3,058.50			1

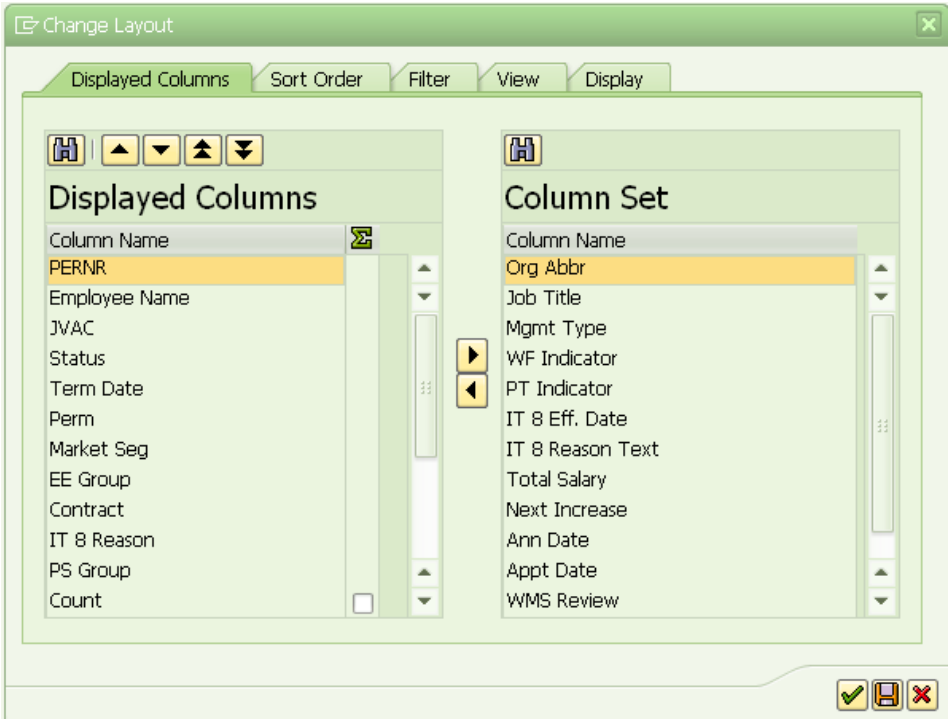
9


To remove unwanted columns or add additional columns click the  (Change Layout) icon on the application toolbar.



10. Use the  (Select Fields up/down) to rearrange the order of the columns displayed on the report.

11.  Use the  (Show/hideselected fields) to move unwanted columns into the **Column Set**. All columns listed in the **Column Set** will not display on the report.



12.  (Copy) to return to the report.

WMS/EMS Reports

State of Washington - HRMS
WMS Employee Roster

Report ID : ZHR_RPTA802
User : KELLYW
Run Date : 04/29/2013
Period : 04/01/2013 through 04/15/2013
PERNRS reported: 20
Records reported: 20
Run Time: 00:00:04

PERNR	Employee Name	Status	Position	Position Title	JVAC	PSA	EE Group	Contract	Mg...	WF Indic...	IT 8 Eff. D...	IT 8 Reason Text	PS Group	Total Sa...	Ann Date
80000574	BRANDON, ASHLEY	Active	71000506	ESS TEST POSITION 5 C...	None	0002	Permanent	Permanent		Classified	10/01/2011	Appointment Change	BAND 2	3,999.00	09/24/2007
40000267	HANNA, NANCY	Active	71024817	ADMIN OPERATIONS MA...	B2X-0570	0002	Permanent	Permanent		Classified	10/01/2011	Appointment Change	BAND 2	3,000.00	04/01/1989
40000268	HUMPHREYS, HELEN	Active	71024817	ADMIN OPERATIONS MA...	B2X-0570	0002	Permanent	Permanent		Classified	10/01/2011	Appointment Change	BAND 2	3,000.00	04/01/1989
10312011	JACKIE 10312011, N...	Active	71025511	WMS 2 - PROPERTY MAN...	B3X - 0586	0002	Permanent	Permanent	POL...	Classified	10/01/2011	Appointment Change	BAND 2	3,350.50	03/23/1998

13. The report results display.
14. You have completed this transaction.

Results

You have generated the report.