Authorized Positions Report   Transaction Code:
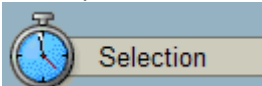   ZHR_RPTOM090

Purpose   Use this procedure to identify agency authorized positions.

Trigger   Perform this procedure when you need to identify how many full-time and part-
                     time positions by job class are filled, vacant or budgeted for an organizational unit.

Prerequisites   None.

End User Roles   In order to perform this transaction you must be assigned the following role:
                     Organizational Management Inquirer, Organizational Management Processor,
                     Personnel Administration Inquirer, Personnel Administration Processor

Change History	Change Description
1/22/2009	Procedure created.

Menu Path   N/A

Transaction Code ZHR_RPTOM090

Helpful Hints	Consider the following: This report results may take a few minutes to display. There will be a (Selection clock) displayed on the status bar. You may use the (Create New Session) to open another session if accessing HRMS using the SAP GUI to work on other business transactions if needed. Additional sessions may not be created if accessing HRMS using the Web Gui (Portal) method.

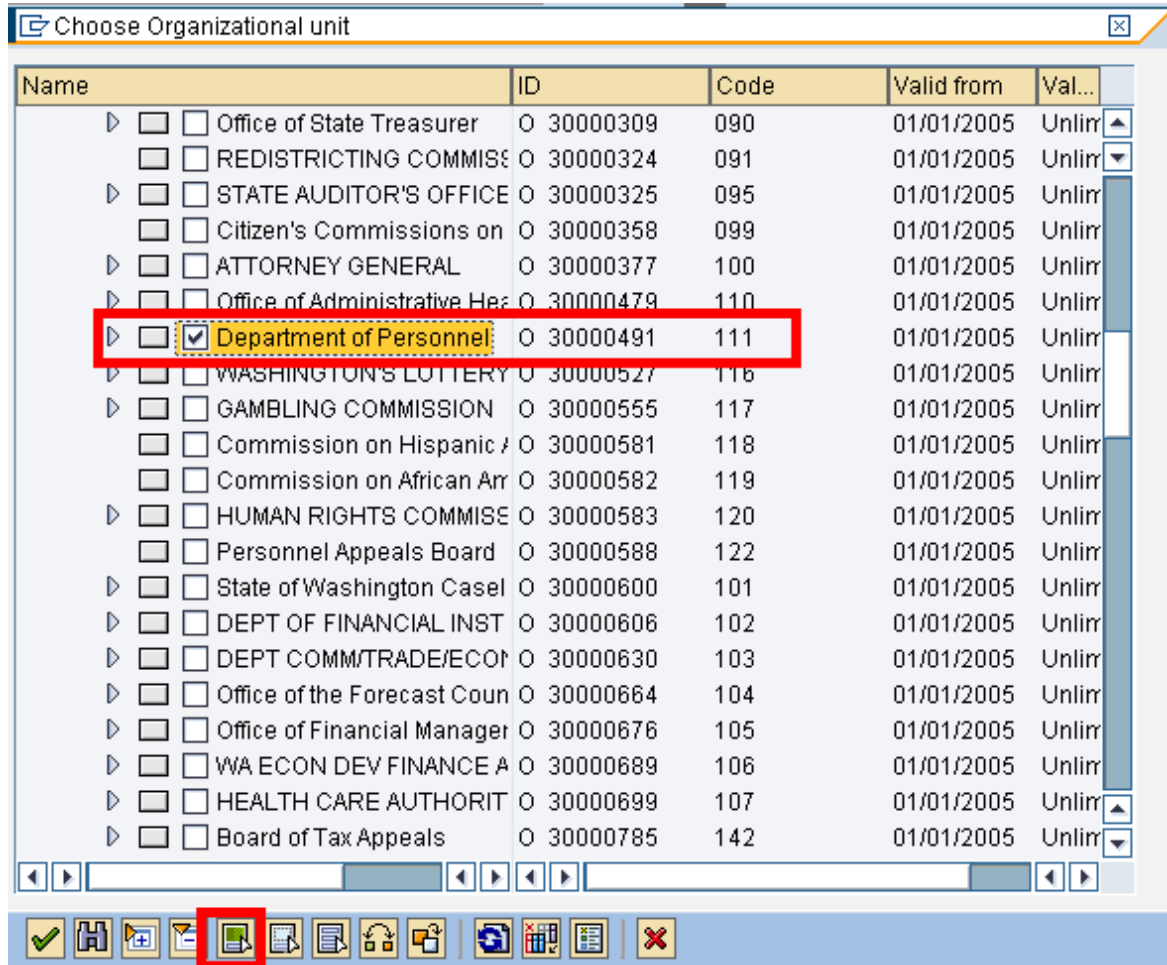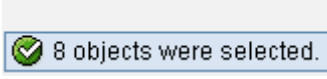## Procedure

1. Start the transaction using the transaction code **ZHR_RPTOM090**.

2. In the Object ID field, click the ⊡ (Matchcode) to open the structure search. Click the arrow next to State of Washington to expand the list.

3.
Select your agency from the list. Click the [icon] (Select subtree) button to select all of your agency's organizational units.

Name			ID		Code	Valid from	Val...
▷ ☐ ☐	Office of State Treasurer		O	30000309	090	01/01/2005	Unlim
☐ ☐	REDISTRICTING COMMISS		O	30000324	091	01/01/2005	Unlim
▷ ☐ ☐	STATE AUDITOR'S OFFICE		O	30000325	095	01/01/2005	Unlim
☐ ☐	Citizen's Commissions on		O	30000358	099	01/01/2005	Unlim
▷ ☐ ☐	ATTORNEY GENERAL		O	30000377	100	01/01/2005	Unlim
▷ ☐ ☐	Office of Administrative Hea		O	30000479	110	01/01/2005	Unlim
▷ ☐ ☑	Department of Personnel		O	30000491	111	01/01/2005	Unlim
▷ ☐ ☐	WASHINGTON'S LOTTERY		O	30000527	116	01/01/2005	Unlim
▷ ☐ ☐	GAMBLING COMMISSION		O	30000555	117	01/01/2005	Unlim
☐ ☐	Commission on Hispanic /		O	30000581	118	01/01/2005	Unlim
☐ ☐	Commission on African Am		O	30000582	119	01/01/2005	Unlim
▷ ☐ ☐	HUMAN RIGHTS COMMISS		O	30000583	120	01/01/2005	Unlim
☐ ☐	Personnel Appeals Board		O	30000588	122	01/01/2005	Unlim
▷ ☐ ☐	State of Washington Casel		O	30000600	101	01/01/2005	Unlim
▷ ☐ ☐	DEPT OF FINANCIAL INST		O	30000606	102	01/01/2005	Unlim
▷ ☐ ☐	DEPT COMM/TRADE/ECON		O	30000630	103	01/01/2005	Unlim
▷ ☐ ☐	Office of the Forecast Coun		O	30000664	104	01/01/2005	Unlim
▷ ☐ ☐	Office of Financial Manager		O	30000676	105	01/01/2005	Unlim
▷ ☐ ☐	WA ECON DEV FINANCE A		O	30000689	106	01/01/2005	Unlim
▷ ☐ ☐	HEALTH CARE AUTHORIT		O	30000699	107	01/01/2005	Unlim
▷ ☐ ☐	Board of Tax Appeals		O	30000785	142	01/01/2005	Unlim

[i icon] The message bar will display the number of objects selected. ✅ 8 objects were selected.

4.
Click [✓] (Continue) to continue.

5.
Click [icon] (Execute) to execute the report.

[i icon] The report breaks the results apart by Organizational Unit. Use the scroll bar to scroll down and view all results.

HR
WSD **Personnel**

Scroll to the bottom of the report to view totals for all of the Organizational units.

6.   You have completed this transaction.

Results
You have generated the report.

Comments
None.