

Position Description Report

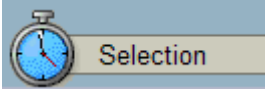

Transaction Code:
S_AHR_61016511

- Purpose** This procedure demonstrates how to generate a report that provides a summary of select infotype records that are created for a position.
- General description
 - In-training
 - JVAC
 - Shift designation
- Trigger** Perform this procedure when analysis on the Position Description is needed.
- Prerequisites** Employee is active in HRMS.
- End User Roles** In order to perform this transaction you must be assigned the following role:
Organizational Management Inquirer, Organizational Management Processor

Change History	Change Description
1/26/2009	Procedure created.


Menu Path N/A

Transaction Code S_AHR_61016511


Helpful Hints	<p>Consider the following: This report results may take a few minutes to display. There will be a</p>  <p>(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.</p>
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Procedure

1. Start the transaction using the transaction code **S_AHR_61016511**.

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





You may also enter a single position number directly into the field or by using  (Multiple Selection) you may enter several positions numbers.



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



It is recommended to select only one or two organizational units at a time depending on the size. This report does take some time to display.

Name	ID	Code	Valid from	Val...
<input type="checkbox"/> Office of the Secretary of State	O 30000195	085	01/01/2005	Unlin
<input type="checkbox"/> HOUSE OF REPRESENTATIVE	O 30000247	011	01/01/2005	Unlin
<input type="checkbox"/> GOVERNORS OFFICE OF INDI	O 30000307	086	01/01/2005	Unlin
<input type="checkbox"/> Commission on Asian Pacific	O 30000308	087	01/01/2005	Unlin
<input type="checkbox"/> Office of State Treasurer	O 30000309	090	01/01/2005	Unlin
<input type="checkbox"/> REDISTRICTING COMMISSION	O 30000324	091	01/01/2005	Unlin
<input type="checkbox"/> STATE AUDITOR'S OFFICE	O 30000325	095	01/01/2005	Unlin
<input type="checkbox"/> Citizen's Commissions on Sal	O 30000358	099	01/01/2005	Unlin
<input type="checkbox"/> ATTORNEY GENERAL	O 30000377	100	01/01/2005	Unlin
<input type="checkbox"/> Office of Administrative Hearing	O 30000479	110	01/01/2005	Unlin
<input checked="" type="checkbox"/> Department of Personnel	O 30000491	111	01/01/2005	Unlin
<input type="checkbox"/> WASHINGTON'S LOTTERY	O 30000527	116	01/01/2005	Unlin
<input type="checkbox"/> GAMBLING COMMISSION	O 30000555	117	01/01/2005	Unlin
<input type="checkbox"/> Commission on Hispanic Affai	O 30000581	118	01/01/2005	Unlin
<input type="checkbox"/> Commission on African Americ	O 30000582	119	01/01/2005	Unlin
<input type="checkbox"/> HUMAN RIGHTS COMMISSION	O 30000583	120	01/01/2005	Unlin
<input type="checkbox"/> Personnel Appeals Board	O 30000588	122	01/01/2005	Unlin
<input type="checkbox"/> State of Washington Caseload	O 30000600	101	01/01/2005	Unlin
<input type="checkbox"/> DEPT OF FINANCIAL INST	O 30000606	102	01/01/2005	Unlin
<input type="checkbox"/> DEPT COMM/TRADE/ECON DE	O 30000630	103	01/01/2005	Unlin
<input type="checkbox"/> Office of the Forecast Council	O 30000664	104	01/01/2005	Unlin

 The message bar will display the number of objects selected. 

4. Click  (Continue) to continue.
5. Click  (Execute) to execute the report.

List Edit Goto View System Help

Position Description

Plan version : 01 Current plan Status vector: 12 Reporting period: 01/01/1900 - 12/31/9999

Position
 S 70005798 DIRECTOR
 Approved hours per month Position S 70005798 DIRECTOR

Approved hours
 173.60

Organizational integration Position S 70005798 DIRECTOR

Key	Object Description
0 30000492	DIRECTOR'S OFFICE

Desc. Position S 70005798 DIRECTOR

Description

Shift Designation:
 1-Days

Holder Position S 70005798 DIRECTOR

Key	Object Description	Staffing percentage
P 00297748	MATT	100.00
P 00600379	SANTOS	100.00

Super- and subordination Position S 70005798 DIRECTOR

Relationship	Key	Object Description
Is line supervisor of	S 70005827	CONF. SECRETARY
Is line supervisor of	S 70005872	DEP DIR PERS

Describing job Position S 70005798 DIRECTOR

Key	Object Description
C 50003589	DIRECTOR

6. You have completed this transaction.

Results
You have generated the report.
Comments
None.