

HRMS

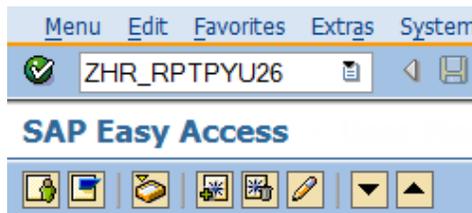
Movement and Turnover Report

Use this procedure to identify when employees had movement between business areas, personnel areas, organizational units, job classes, or positions.

Roles: Personnel Administration Inquirer, Personnel Administration Processor, Personnel Administration Supervisor, Payroll Analyst, Payroll Inquirer, Payroll Processor, Payroll Supervisor, Financial Reporting Processor, Benefits Processor

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_RPTPYU26” in the Command field and click the “Enter” button (✓) or press Enter on the keyboard
2. The Movement and Turnover Report has four (4) selection areas to assist in filtering report results:
 - Selection Criteria
 - Report Behavior Options
 - Action Behavior Options
 - ALV Options



Movement / Turnover Report

Selection Criteria

Date From	01/01/1800		
Date To	12/31/9999		
Personnel Number		to	
Business Area		to	
Personnel Area		to	
Org Unit		to	
Job Class		to	
Job Class Abbrev.			
Action Type		to	
Action Reason		to	

Report Behavior Options

- Track changes in Business Area
- Track changes in Personnel Area
- Track changes in Org Unit
- Track changes in Job
- Track changes in Position
- Show Annual Salary
- Show all items

Action Behavior Options

- Show only changes generated by an action
- Show all changes

ALV Options

Layout Variant

Movement and Turnover Report (cont.)

3. Completing the “Selection Criteria” will assist in getting only information needed:

The following fields will default, but may be changed:

- Date From
- Date To

The following fields are optional:

- Personnel Number
- Business Area
- Personnel Area
- Organizational (Org) Unit
- Job Class
- Job Class Abbrev.
- Action Type
- Action Reason

Selection Criteria			
Date From	<input type="text" value="01/01/1800"/>		
Date To	<input type="text" value="12/31/9999"/>		
Personnel Number	<input type="text"/>	to	<input type="text"/>
Business Area	<input type="text"/>	to	<input type="text"/>
Personnel Area	<input type="text"/>	to	<input type="text"/>
Org Unit	<input type="text"/>	to	<input type="text"/>
Job Class	<input type="text"/>	to	<input type="text"/>
Job Class Abbrev.	<input type="text"/>	<input type="text"/>	<input type="text"/>
Action Type	<input type="text"/>	to	<input type="text"/>
Action Reason	<input type="text"/>	to	<input type="text"/>

✘ Stop – The Select Ranges function does not work for the Job Class Abbrev field. For multiple selections in the Job Class Abbrev. Field, enter each Job Class rather than using the Select Ranges function.

4. The “Report Behavior Options” contain seven (7) check boxes that determine what will display in the results.

The following fields will default as selected:

- Track changes in Business Area
- Track changes in Personnel Area

The following fields are optional:

- Track changes in Org Unit
- Track changes in Job
- Track changes in Position
- Show Annual Salary
- Show all items

Report Behavior Options
<input checked="" type="checkbox"/> Track changes in Business Area
<input checked="" type="checkbox"/> Track changes in Personnel Area
<input type="checkbox"/> Track changes in Org Unit
<input type="checkbox"/> Track changes in Job
<input type="checkbox"/> Track changes in Position
<input type="checkbox"/> Show Annual Salary
<input type="checkbox"/> Show all items

i Tip

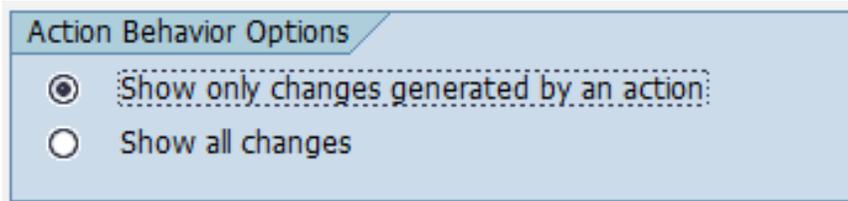
- Track changes in Business Area: Tracks movement between Business Areas.
- Track changes in Personnel Area: Tracks movement between Personnel Areas.
- Track changes in Org Unit: Tracks movement between Organizational Units.
- Track changes in Job: Tracks movement between Jobs.
- Track changes in Position: Tracks movement between Positions.
- Show Annual Salary: Displays Beginning and Ending salaries based on all above movement changes.
- Show all items: Displays all possible movement and report fields.

⚠ Caution

- HRMS security remains the same, no changes or enhancements have been made.
- Losing agencies will not be able to see the salary for other agencies.

Movement and Turnover Report (cont.)

5. The “Action Behavior Options” contains the following two (2) radio buttons:
- Show only changes generated by an action
 - Show all changes.



Action Behavior Options

Show only changes generated by an action

Show all changes

 **Tip**

- Show only changes generated by an action: Defaults to only return records that were initiated by an action.
- Show all changes: Choose this option to return records generated by any change to Infotypes; Actions (IT0000), Organizational Assignment (IT0001), Planned Working Time (IT0007), or Basic Pay (IT0008).

6. Previously saved layout variants may be added to “ALV Options”. This field is optional.



ALV Options

Layout Variant

7. Click “Execute” button  or press F8 on the keyboard to run the Movement and Turnover Report

Movement and Turnover Report (cont.)

8. The standard results show eighteen (18) columns containing information for each move. If “Show Annual Salary” or “Show all items” were selected above, the results will display the New Annual Salary and Old Annual Salary columns as well.

State of Washington Movement/Turnover Report

Program: ZHR_RPTPYU26
 User:
 Start Date: 01/01/2016
 End Date: 12/31/2016
 Run Date: 02/25/2016
 Employees Reported: 6

Double-click any line for HR Master Data.

Personnel Num	Employee Name	Old Business Area	New Business Area	Old Pers Area	New Pers Area	Begin Date	End Date
		3000	4650	3008	4650	01/18/2016	12/31/9999
		3000	3000	3023	3023	01/01/2016	12/31/9999
		3000	3000	3023	3023	01/01/2016	12/31/9999
		3000	4650	3008	4650	01/18/2016	12/31/9999
		3000	4650	3008	4650	01/18/2016	12/31/9999
		2350	3000	2350	3013	02/08/2016	12/31/9999

Action	Action Description	Reason	Reason Description	Old Workforce Indica...	New Workforce Indicator
U3	Appointment Change	58	Transfer	80002123 Classified...	80002123 Classified WA...
U5	Separation	21	Resign	80002123 Classified...	80002123 Classified WA...
U5	Separation	21	Resign	80002123 Classified...	80002123 Classified WA...
U3	Appointment Change	58	Transfer	80002123 Classified...	80002123 Classified WA...
U3	Appointment Change	58	Transfer	80002123 Classified...	80002123 Classified WA...
U6	Rehire	02	Probationary	80002123 Classified...	80002123 Classified WA...

Old PT Indicator	New PT Indicator	Old Work Contract	New Work Contract
		Permanent	Permanent
		In Training	In Training

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.

Tip

Double clicking on any employee line in the report results screen will automatically take you to that employee’s PA20 master data screens. To return to the Movement and Turnover Report, click on the “Back Arrow”  one time.

Movement and Turnover Report (cont.)

9. The table to the right maps each field to the Infotype.

10. You have successfully completed the Movement and Turnover Report

The Movement and Turnover Report results pulls data from the following fields.		
Report Field	Infotype Name	Infotype Number
Personnel Num	Organizational Assignment	0001
Employee Name	Organizational Assignment	0001
Old Business Area	Organizational Assignment	0001
New Business Area	Organizational Assignment	0001
Old Pers Area	Organizational Assignment	0001
New Pers Area	Organizational Assignment	0001
Begin Date	Actions	0000
End Date	Actions	0000
Old Org Unit ID	Organizational Assignment	0001
Old Org Unit Abbrev	Org Unit Object	1000
Old Org Unit Title	Org Unit Object	1000
New Org Unit ID	Organizational Assignment	0001
New Org Unit Abbrev	Org Unit Object	1000
New Org Unit Title	Org Unit Object	1000
Old Job Class	Organizational Assignment	0001
Old Job Class Short	Job Object	1000
Old Job Class Long Text	Job Object	1000
New Job Class	Organizational Assignment	0001
New Job Class Short Text	Job Object	1000
New Job Class Long Text	Job Object	1000
Old Position	Organizational Assignment	0001
Old Position Description	Position Object	1000
New Position	Organizational Assignment	0001
New Position Description	Position Object	1000
Old Salary	Basic Pay	0008
New Salary	Basic Pay	0008
Action	Actions	0000
Action Description	Actions	0000
Reason	Actions	0000
Reason Description	Actions	0000
Old Workforce Indicator	Job Relationship	1001
New Workforce Indicator	Job Relationship	1001
Old PT Indicator	Planned Working Time	0007
New PT Indicator	Planned Working Time	0007
Old Work Contract	Organizational Assignment	0001
New Work Contract	Organizational Assignment	0001