

Organizational Management Transaction Reports – Positions Reallocated

Purpose Use this procedure to view positions that have reallocated to another job classification within a specified time frame.

Trigger Perform this procedure when viewing positions that have reallocated to another job classification.

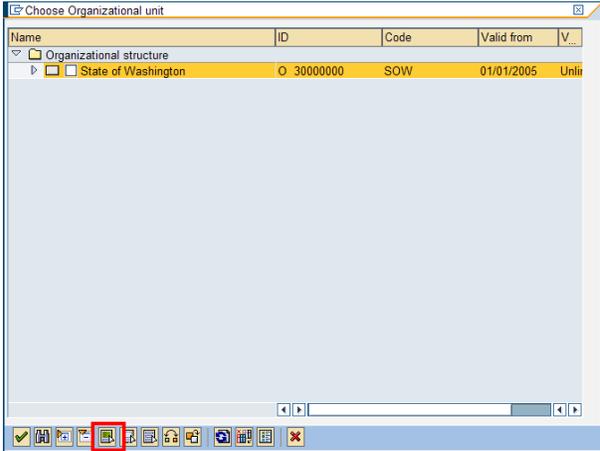
Prerequisites

- The position must exist.

End User Roles In order to perform this transaction you must be assigned the following role: Organizational Management Processor/Inquirer, Time and Attendance Supervisor

Change History	
Date	Change Description
11/2/2009	New procedure created.

Transaction Code ZHR_RPTOMN01

Helpful Hints	<ul style="list-style-type: none"> When searching by Structure Search, use the  (Select subtree option) found on the bottom of the Choose Organizational Unit window. Once your Business Area or Personnel Area has been selected, the <i>Select subtree option</i> will select all your applicable options from that subtree. <div style="text-align: center; margin-top: 10px;">  </div>
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Procedure

1. Start the transaction using the transaction code **ZHR_RPTOMN01**.

The screenshot shows a web-based application interface for 'Organizational Management Transaction Reports'. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons for navigation and actions. The main content area is titled 'Organizational Management Transaction Reports' and contains several sections:

- Select Report:** A section with radio buttons for selecting a report type. The options are: All Position, Org and Job Changes; Vacant Positions; Abolished Positions; New Positions; Positions transferred; and Positions reallocated.
- Selection:** A section with input fields for 'Object ID', 'Object Type', 'User Id', and 'Info Type'. There are also dropdown arrows next to 'Object ID', 'Object Type', and 'Info Type'. A 'to' field is present next to 'Info Type'.
- Period:** A section with input fields for 'Changed Date' and a 'to' field. The 'Changed Date' field contains '01/01/2004' and the 'to' field contains '12/31/9999'.

2. In the *Select Report* area, select **Positions reallocated**:

Program Edit Goto System Help

Organizational Management Transaction Reports

Select Report

- All Position, Org and Job Changes
- Vacant Positions
- Abolished Positions
- New Positions
- Positions transferred
- Positions reallocated

3. In the *Selection* area, complete the following fields:

Selection

Position Number

"Reallocate From" Job Number

"Reallocate To" Job Number

Position Abbreviation

"From" Job Abbreviation

"To" Job Abbreviation

Personnel Area

Personnel Sub Area

Position Duty Station

User Id

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Position Number	C	This is a system-assigned number given to a particular position.  Position system-assigned numbers begin with a 7. Example: 71000001
"Reallocate From" Job Number	C	This is the job classification that the position reallocated from.  Job classification system-assigned numbers begin with a 5. Example: 51000001
"Reallocation To" Job Number	C	This is the job classification that the position reallocated to.

		 Job classification system-assigned numbers begin with a 5. Example: 51000002
Position Abbreviation	C	The abbreviation of the position. This is also known as the position short text.  There is a maximum of 5 characters in the abbreviation. Example: RTR1
“From” Job Abbreviation	C	This is the abbreviation of the job classification the position reallocated from. This is also known as the job class code. Job class codes can be found on the Department of Personnel’s website .  There is a maximum of 5 characters in the abbreviation. Example: 102B (Customer Service Specialist 2)
“To” Job Abbreviation	C	This is the abbreviation of the job classification that the position reallocated to. This is also known as the job class code. Job class codes can be found on the Department of Personnel’s website .  There is a maximum of 5 characters in the abbreviation. Example: HROFFICE
Personnel Area	C	A specific agency/sub-agency in the State of Washington.  Click the  (Matchcode) to open the selection list. Example: 3000 (Department of Social & Health Services)
Personnel Sub Area	C	A subdivision of Personnel Area that identifies Bargaining Units, WMS, Exempt and non-Represented positions.  Click the  (Matchcode) to open the selection list. Example: 0001 (Non Represented)
Position Duty Station	C	This is the position’s county information.  Click the  (Matchcode) to open the selection list. Example: 34 (Thurston County)
User Id	C	This is the processor’s personnel Id number. Example: 2000XXXX

Note: A selection is not required for each field.

Selection	
Position Number	<input type="text"/>
"Reallocate From" Job Number	<input type="text"/>
"Reallocate To" Job Number	<input type="text"/>
Position Abbreviation	<input type="text"/>
"From" Job Abbreviation	<input type="text"/>
"To" Job Abbreviation	<input type="text"/>
Personnel Area	3000
Personnel Sub Area	<input type="text"/>
Position Duty Station	<input type="text"/>
User Id	<input type="text"/>

4. In the *Period* area, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Effective Date	R	This is the date in which data on the infotype becomes valid. It is based upon a valid start date and valid delimit date. Example: 09/01/2008 to 12/31/9999
Changed Date	R	This is the actual date in which data was maintained or created on. Example: 09/01/2008 to 12/31/9999

Period	
Effective Date	09/01/2008 to 12/31/9999
Changed Date	09/01/2008 to 12/31/9999

5. Click  (Execute) to execute a process or action.

State of Washington – HRMS Positions Reallocated

Note: Results are shown in two screenshots. The left side of page and then right side.

Organizational Management Transaction Reports

State of Washington - HRMS Positions Reallocated

Report ID: ZHR_RPTOMN01
 User: JANETP
 Run Date: 11/02/2009
 Effective Date: 09/01/2008 through 12/31/9999
 Changed On: 09/01/2008 through 12/31/9999
 Records reported: 531
 Run Time: 00:01:31

Effective Start Date	Effective End Date	Transaction Date	Position Number	Position Abbr	Position Title	Personnel Area	Personnel Area Title	Personnel Sub Area	Personnel Sub Area Title
07/01/2007	11/30/2008	12/10/2008	70023848	PY22	DEVELOPMENTAL DISABILITIES ...	3000	DSHS Headquarters	00JA	Institutions
07/01/2007	10/31/2008	11/14/2008	70024052	QJ96	CONTRACTS SPEC 2	3000	DSHS Headquarters	00JE	Econ/Social Svcs
07/01/2007	12/31/2008	01/30/2009	70024077	QK98	SOCIAL & HEALTH PROGRAM C...	3000	DSHS Headquarters	00JE	Econ/Social Svcs
08/22/2008	12/31/9999	11/24/2008	70024348	RB22	INFORMATION TECH SYSTEMS/A...	3000	DSHS Headquarters	00JG	Econ/Soc Svcs Sup
07/01/2007	04/30/2009	04/08/2009	70024608	RR50	ADMINISTRATIVE ASSISTANT 3	3000	DSHS Headquarters	00JE	Econ/Social Svcs
07/01/2007	12/31/2008	01/30/2009	70024627	RS63	SECRETARY SENIOR	3000	DSHS Headquarters	00JE	Econ/Social Svcs
07/01/2007	01/19/2009	01/23/2009	70024763	RZ40	OFF ASST 2	3000	DSHS Headquarters	00JE	Econ/Social Svcs
01/20/2009	12/31/9999	01/23/2009	70024763	RZ40	OFF ASST 2	3000	DSHS Headquarters	00JE	Econ/Social Svcs
07/01/2007	12/07/2008	01/12/2009	70024797	SA25	HUMAN RESOURCE CONSULTAN...	3000	DSHS Headquarters	0001	Non Represented
12/08/2008	01/31/2009	01/28/2009	70024797	SA25	HUMAN RESOURCE CONSULTAN...	3000	DSHS Headquarters	0001	Non Represented
07/01/2007	03/31/2009	03/31/2009	70024897	SD94	IT SPEC 4	3000	DSHS Headquarters	00JE	Econ/Social Svcs
06/06/2008	12/31/9999	01/22/2009	70025736	TM54	INFORMATION TECH SYSTEMS/A...	3000	DSHS Headquarters	00JE	Econ/Social Svcs
07/01/2007	11/30/2008	12/02/2008	70025976	TV67	MAINT MECHANIC 1	3000	DSHS Headquarters	00JE	Econ/Social Svcs
07/01/2007	11/30/2008	02/02/2009	70026015	TX05	BOARD	3000	DSHS Headquarters	0001	Non Represented
07/01/2007	12/31/2008	01/09/2009	70026062	TY22	ADMINISTRATIVE ASSISTANT 5	3000	DSHS Headquarters	0001	Non Represented
07/01/2007	10/31/2008	11/14/2008	70101594	PA035	RESEARCH INVESTIGATOR 2	3000	DSHS Headquarters	0001	Non Represented
07/01/2007	04/30/2009	04/30/2009	70101595	PA039	RESEARCH ANALYST 1	3000	DSHS Headquarters	0001	Non Represented

State of Washington – HRMS Positions Reallocated (cont'd)

Organizational Management Transaction Reports

State of Washington - HRMS Positions Reallocated

Report ID: ZHR_RPTOMN01
 User: JANETP
 Run Date: 11/02/2009
 Effective Date: 09/01/2008 through 12/31/9999
 Changed On: 09/01/2008 through 12/31/9999
 Records reported: 531
 Run Time: 00:01:31

Employee Group	Employee Sub Group	From Job Number	From Job Abbr	To Job Number	To Job Abbr	From Pay Scale Group	To Pay Scale Group	Duty Station County	Planning Status
0 (Permanent)	06 (M-OT Elig>40hrs/wk)	50000276	100K	50000276	100K	33	33	32 (Spokane County)	1 (Active)
0 (Permanent)	06 (M-OT Elig>40hrs/wk)	50001560	178H	50001560	178H	50	50	32 (Spokane County)	1 (Active)
0 (Permanent)	06 (M-OT Elig>40hrs/wk)	50001558	178G	50001558	178G	47	47	27 (Pierce County)	1 (Active)
0 (Permanent)	01 (Monthly(M) OT Exem...	50001561	178I	50001561	178I	53	53	17 (King County)	1 (Active)
0 (Permanent)	06 (M-OT Elig>40hrs/wk)	50001558	178G	50001558	178G	47	47	31 (Snohomish County)	1 (Active)
0 (Permanent)	06 (M-OT Elig>40hrs/wk)	50001560	178H	50001560	178H	50	50	27 (Pierce County)	1 (Active)
0 (Permanent)	06 (M-OT Elig>40hrs/wk)	50001560	178H	50001560	178H	50	50	06 (Clark County)	1 (Active)
0 (Permanent)	01 (Monthly(M) OT Exem...	50003923	WMS03	50003923	WMS03	BAND 3	BAND 3	34 (Thurston County)	1 (Active)
0 (Permanent)	01 (Monthly(M) OT Exem...	50003923	WMS03	50003921	WMS01	BAND 3	BAND 1	34 (Thurston County)	1 (Active)
0 (Permanent)	06 (M-OT Elig>40hrs/wk)	50001558	178G	50001558	178G	47	47	03 (Benton County)	1 (Active)
0 (Permanent)	06 (M-OT Elig>40hrs/wk)	50001558	178G	50001558	178G	47	47	31 (Snohomish County)	1 (Active)
0 (Permanent)	06 (M-OT Elig>40hrs/wk)	50001558	178G	50001558	178G	47	47	27 (Pierce County)	1 (Active)
0 (Permanent)	06 (M-OT Elig>40hrs/wk)	50001558	178G	50001558	178G	47	47	27 (Pierce County)	1 (Active)
0 (Permanent)	06 (M-OT Elig>40hrs/wk)	50000283	100T	50000283	100T	33	33	06 (Clark County)	1 (Active)
0 (Permanent)	06 (M-OT Elig>40hrs/wk)	50000274	100J	50001560	178H	31	50	32 (Spokane County)	1 (Active)
0 (Permanent)	06 (M-OT Elig>40hrs/wk)	50001554	178E	50001554	178E	37	37	31 (Snohomish County)	1 (Active)
0 (Permanent)	06 (M-OT Elig>40hrs/wk)	50001560	178H	50001560	178H	50	50	32 (Spokane County)	1 (Active)
0 (Permanent)	01 (Monthly(M) OT Exem...	50001561	178I	50001561	178I	53	53	17 (King County)	1 (Active)



The above screenshot displays the Effective Start Date, Effective End Date, Transaction Date, Created by (has been hidden for security purposes), Position Number, Position Abbr,

Position Title, Personnel Area, Personnel Area Title, Personnel Sub Area, Personnel Sub Area Title, Employee Group, Employee Sub Group, From Job Number, From Job Abbreviation, To Job Number, To Job Abbreviation, From Pay Scale Group, To Pay Scale Group Duty Station County, and Planning Status.

- 6. You have completed this transaction.

Results
You have generated the positions reallocated report.
Comments
None.