

**Task Monitoring**

**S\_PH0\_48000450**

**Change History**

Update the following table as necessary when this document is changed:

<b>Date</b>	<b>Name</b>	<b>Change Description</b>
1/17/2007	Janet Pasion	DRAFT
1/18/2007	Janet Pasion	Sent to Lesa for review.
1/19/2007	Janet Pasion	Update changes.
4/11/2007	Chylynn Hansel	SME Review
04/16/2007	Janet Pasion	Update with SME Review (Incident 58547)
5/14/2008	Janet Pasion	Resubmit for final review to SME
5/22/2008	Janet Pasion	Edits per SME review

### Purpose

Use this procedure to identify what tasks have been entered for employees within the organization.

### Trigger

Perform this procedure when identifying tasks created for employees within the agency for a specific period or due to expire.

**Example:** Use this report to identify employees whose probation period or trial service is about to expire.

### Prerequisites

- Infotype *Monitoring of Tasks* (0019) has been created for the employee.

### Transaction Code

**S\_PH0\_48000450**

Date	Procedure Update Log
01/17/2007	Created

**Procedure**

1. Start the transaction using the transaction code **S\_PHO\_48000450**.

**Task Monitoring**

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

Field Name	R/O/C	Description
Other Period – Date Selection Period	C	This reflects the dates of the tasks created. <b>Example:</b> 01/01/2007 to 03/31/2007

**Title: Task Monitoring**  
**Processes :**  
**Sub-Processes :**

HRMS Training Documents

Field Name	R/O/C	Description
Person selection period	C	The date range for employees who worked at least one day in the specified period. <b>Example:</b> 01/01/2007 to 03/31/2007

## Task Monitoring

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Program Edit Goto System Help

Further selections Search helps Org. structure

Period

Today
  Current month
  Current year  
 Up to today
  From today  
 Other period

Data Selection Period 01/01/2007 To 03/31/2007

Person selection period To

Selection

Personnel Number  
 Employment status  
 Personnel area  
 Personnel subarea  
 Employee group  
 Employee subgroup

Program selections

Task to  
 Reminder Date to  
 Task Type to  
 Processing Indicator to  
 Administrator for Person to

Output format

SAP List Viewer

State of Washington HRMS

**3.** As required in the Selection area, complete/review the following fields:

Field Name	R/O/C	Description
Personnel Number	O	<p>This is a unique identifying number assigned by HRMS for identification purposes. This number will follow the employee throughout his/her employment with the State of Washington. This will replace the use of identifying employees by social security number.</p> <p> Leaving this field blank will bring back all results. If you have a large agency, you may want to refine your search criteria by running your report by a specific employee(s).</p> <p><b>Example:</b> 10002345</p>
Employment status	O	<p>Describes the employee's employment status with the agency.</p> <p><b>Example:</b> 3 (Active)</p>
Personnel area	R	<p>A specific agency/sub-agency in the State of Washington.</p> <p><b>Example:</b> 1110 (Department of Personnel)</p>

## Task Monitoring

4. In the Program Selections area, complete/review the following fields:

Field Name	R/O/C	Description
Task	C	This is the date of when the task should be completed.  This represents the Date of Task field found on Monitoring of Tasks (0019).
Reminder Date	C	The date set as a reminder for the task created. <b>Example:</b> 01/01/2007 to 03/31/2007

Field Name	R/O/C	Description
Task Type	C	<p>Describes the type of task.</p>  <p>If the <b>Task Type</b> field is left blank, the report will include all types. Use the  (matchcode) to view all selections available.</p> <p><b>Example:</b> Prob per to expire</p>



The following are available task types to select:

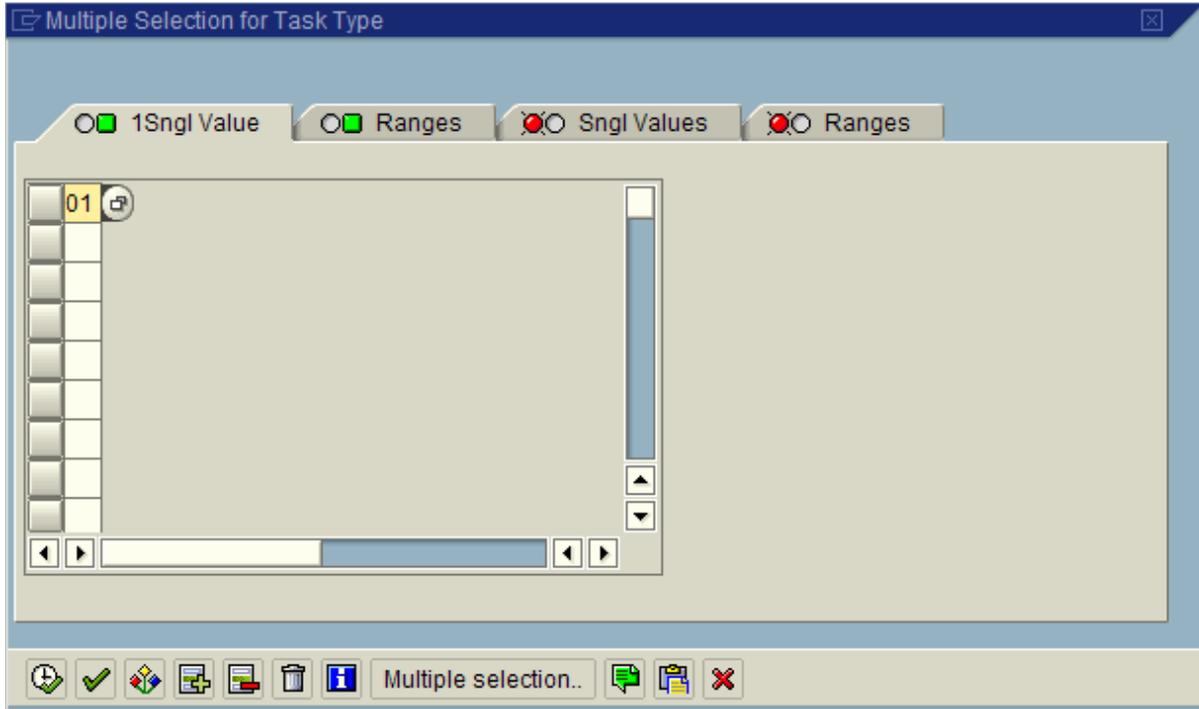
Task Type	Task Type Text
01	Prob per to expire (Probation Period)
02	Trial Service expire
03	In-Training Complete
04	Next Appraisal Due (PDP Complete)
05	End of Leave (Return from Leave of Absence)

**4.1** Perform one of the following:

If	Go To
You generate a report with multiple task types	<a href="#">Step 5</a>
You generate a report for a single task type	<a href="#">Step 7</a>

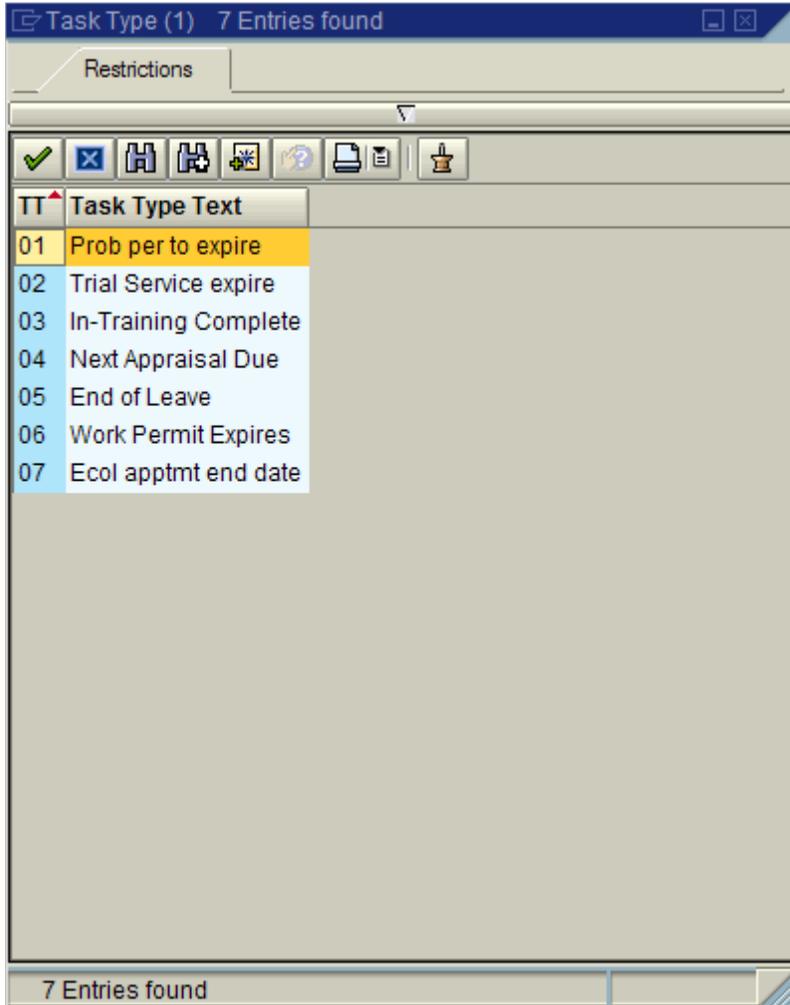
5. Click  (Multiple Selection) to the right of the **Task Type** fields.

## Multiple Selection for Task Type



6. Click in the empty field and then click on the  (Matchcode) to open the selection list.

**Task Type (1) 7 Entries found**

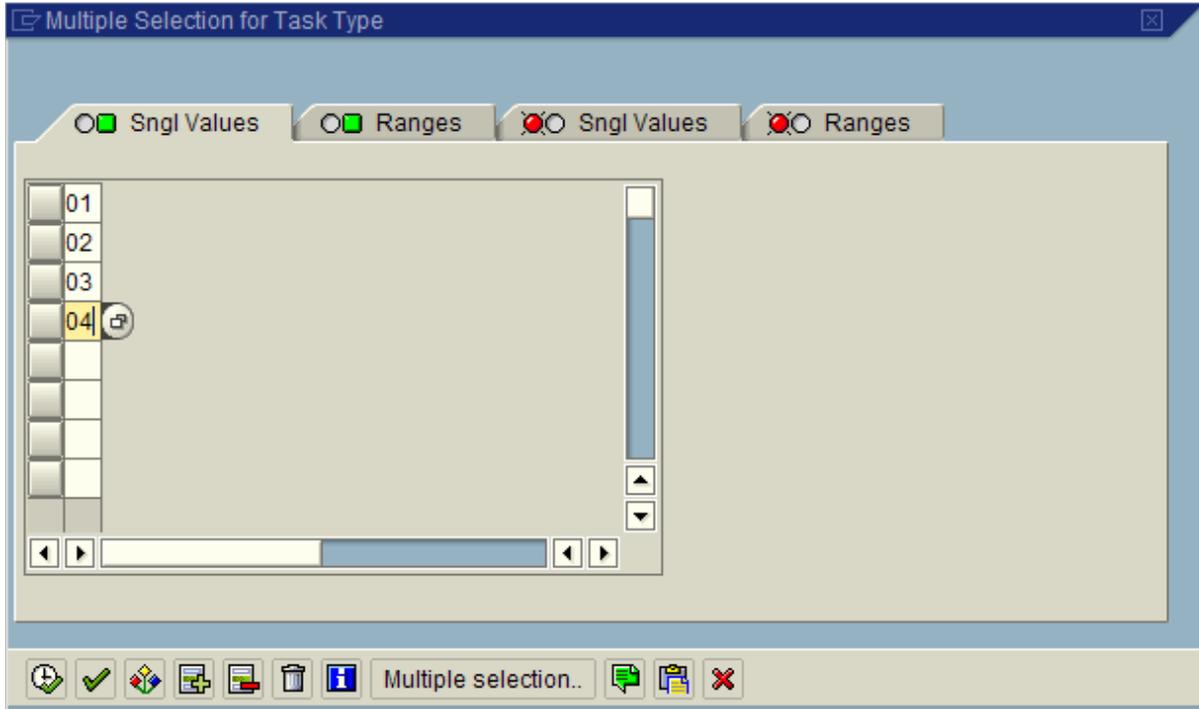


**6.1** Select the task type by double-clicking on the name of the task.



Continue to the next empty field to select additional task types.

## Multiple Selection for Task Type



**6.2**      Once your selections have been made, click  (Copy) to accept.

## Task Monitoring

Program Edit Goto System Help

Task Monitoring

Further selections Search helps Org. structure

Period

Today  Current month  Current year

Up to today  From today

Other period

Data Selection Period 01/01/2007 To 03/31/2007

Person selection period To

Selection

Personnel Number

Employment status 3

Personnel area 1110

Personnel subarea

Employee group

Employee subgroup

Program selections

Task to

Reminder Date to

Task Type 01 to

Processing Indicator to

Administrator for Person to

Output format

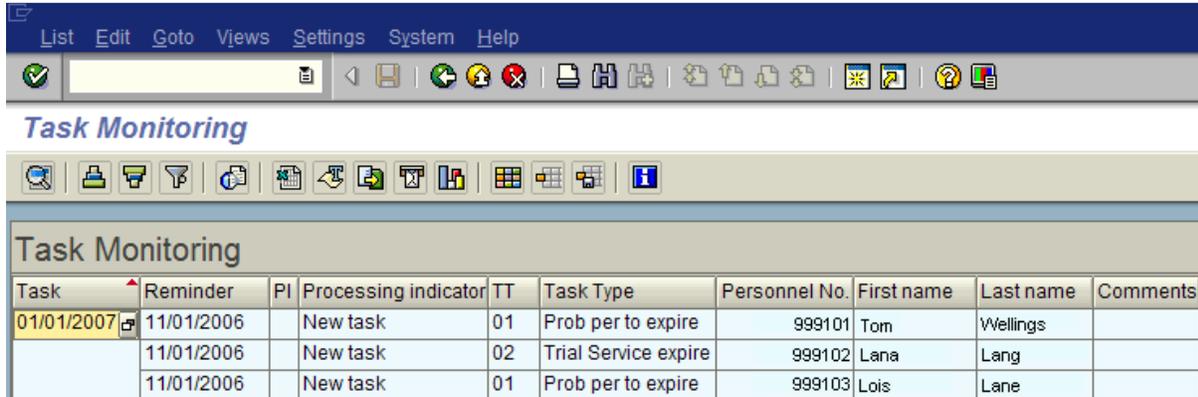
SAP List Viewer



Notice the  (Multiple Selection Active) button now has a green box indicating the additional data entered for this field.

7. Click  (Execute) to execute the report.

## Task Monitoring



The screenshot shows the SAP Task Monitoring report interface. At the top is a menu bar with options: List, Edit, Goto, Views, Settings, System, Help. Below the menu is a toolbar with various icons for navigation and actions. The main area is titled "Task Monitoring" and contains a table with the following data:

Task	Reminder	PI	Processing indicator	TT	Task Type	Personnel No.	First name	Last name	Comments
01/01/2007	11/01/2006		New task	01	Prob per to expire	999101	Tom	Wellings	
	11/01/2006		New task	02	Trial Service expire	999102	Lana	Lang	
	11/01/2006		New task	01	Prob per to expire	999103	Lois	Lane	



This report is based on the examples used in the above listed steps.

8. You have completed this transaction.

### Result

You have successfully generated the Task Monitoring report.

### Comments

None