

# Employee Hiring and Processing Infotypes

Common Date Specification (0041) Date Types	
01	Anniversary Date
02	Appointment Date
03	Original Hire Date
04	Prior PID Date
05	Seniority Date
07	Unbroken Service Date
08	WMS Review Date
13	Prsnl HolidayElgblty
<i>Planned Working Time</i> infotype (0007) - Additional Time Date ID Field	
00	Normal Leave Accrual
01	No Leave Accrual
02	Sick Leave Accrual Only

Commonly Used Infotypes		
Infotype Name	Infotype #	Information Included
<i>Actions</i>	IT0000	Hire Action and Reason, Position, Personnel Area
<i>Organizational Assignment</i>	IT0001	Position, Job, Contract Status
<i>Personal Data</i>	IT0002	First Name, Last Name, SSN, Date of Birth
<i>Addresses</i>	IT0006	Street No., Telephone #
<i>Planned Working Time</i>	IT0007	Work Schedule, Employee Percent
<i>Basic Pay</i>	IT0008	Salary, Next Increase Date
<i>Contract Elements</i>	IT0016	State service status
<i>Monitoring of Tasks</i>	IT0019	Task Types, Task Dates
<i>Education</i>	IT0022	Institute, Training, Certificates
<i>Date Specifications</i>	IT0041	Important employee dates (Anniversary, Seniority)
<i>Additional Personal Data</i>	IT0077	Ethnicity, Disability, Veteran Status

# Employee Hiring and Processing Reason Codes

PA40 – Personnel Actions	
New Hire	
Change of Status	
Concurrent Employment	
Appointment Change	
Quick Hire	
Separation	
Rehire	
Leave of Absence- Active	
Leave of Absence - Inactive	
Return from Leave of Absence	
Common Leave of Absence-Inactive Reasons Actions*	
<b>06</b> Worker's Compensation	
<b>07</b> LWOP	
<b>10</b> Military	
<b>14</b> Suspension	
<b>18</b> Seasonal-Career Layoff 3-8 m	
<b>14</b> Suspension	

Common New Hire Reasons for Actions*	
<b>02</b> Probationary	
<b>05</b> WMS	
<b>11</b> In-Training	
<b>12</b> Non-Perm On Call	
<b>13</b> Project	
<b>14</b> Seasonal - Career	
<b>18</b> Non-Perm Limited	

Common Separation Reasons for Actions*	
<b>01</b> Abandonment of Position	
<b>04</b> Death	
<b>05</b> Disability - Voluntary	
<b>06</b> Disability - Involuntary	
<b>07</b> Dismissal	
<b>21</b> Resign	
<b>23</b> Retirement	
<b>33</b> Layoff - Voluntary	
<b>54</b> End of Appointment	

Common Appointment Change Reasons for Actions*	
<b>01</b> Promotion	
<b>03</b> In-Training	
<b>07</b> WMS	
<b>11</b> In-Training Level- Complete	
<b>12</b> In-Training Series- Complete	
<b>13</b> Demotion - Disciplinary	
<b>14</b> Demotion- In Lieu of Layoff	
<b>18</b> Elevation	
<b>24</b> Exempt	
<b>27</b> Non-Perm Period- Extend	
<b>28</b> Non-Perm On Call	
<b>53</b> Seasonal – Career	
<b>58</b> Transfer	
<b>59</b> Non-Perm Limited	
<b>62</b> Change in EE Subgroup	
<b>63</b> Change in EE group	
<b>64</b> Layoff Option Accepted	

\* **Note:** The *common action types* are **not** complete lists. For a complete list of each action refer to the HRMS Data Definitions

# Employee Hiring and Processing Transaction Codes

## Common Transactions Codes

<b>PA10</b>	Display Personnel File ( <i>display all infotypes in an employee's file</i> )
<b>PA20</b>	Display Infotype ( <i>display one infotype for one employee</i> )
<b>PA30</b>	Maintain Infotype
<b>PA40</b>	Personnel Actions

## Function Keys

 <b>(Create)</b>	Use to create new record information.
 <b>(Copy)</b>	Use to update an existing record while maintaining history.
 <b>(Change)</b>	Use to change an existing record. – Commonly for mistakes or corrections.

## Available Resources

- **HRMS Support:**

<http://hr.wa.gov/payroll/HRMS/HRMSSupport/Pages/default.aspx>

- **OLQR:**

<http://hr.wa.gov/payroll/HRMS/OnLineQuickReference/Pages/default.aspx>

- **HRMS Data Definitions:**

<http://hr.wa.gov/payroll/HRMS/OnLineQuickReference/Pages/HRMSDataDefinitions.aspx>

# Employee Hiring and Processing Reports

Report Name	Transaction Code	Use
Actions Report	<b>ZHR_RPTPA457</b>	Use to identify new hires, transfers and/or separations within the organization.
Task Monitoring	<b>S_PHO_48000450</b>	Use to identify what tasks have been created on <i>Monitoring of Task</i> infotype (0019).
Reference Personnel Number	<b>S_AHR_61016358</b>	Use to identify employees in the personnel area that have Reference Personnel Number (two or more personnel numbers).
Date Specifications Report	<b>ZHR_RPTPA765</b>	Use to view and verify the <i>Date Specifications (0041)</i> . This report will provide the employee's name, personnel number, date types enter on the Date Specifications (0041) infotype of the employee, the start date of each date type, the position name, position abbreviation, job class code, employee subgroup/group, action type and reason for action.
Flexible Employee Data Report	<b>ZHR_RPTPAN02</b> <b>S_AHR_61016362</b>	Use to create ADHOC reports.
WMS/EMS Employee Report	<b>ZHR_RPTPA802</b>	Use to identify WMS/EMS employees in the agency and their information.
Personnel Actions Process	<b>ZHR_RPTPA200</b>	Use to display types of Personnel Actions that were created.
Movement – Turnover Report	<b>ZHR_RPTPYU26</b>	Use to identify employees who have transferred between agencies or sub-agencies