

Actions

ZHR_RPTPA457

Change History

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

Date	Name	Change Description
1/16/2007	Janet Pasion	Draft
1/18/2007	Janet Pasion	Sent to Lesa for review.
1/19/2007	Janet Pasion	Updated changes.
8/10/2007	Janet Pasion	Report has been modified with the following options: reporting period is available for selection, report defaults removed and results now include personnel number, action type/name and end date.
8/13/2007	Janet Pasion	Roles have been included in procedures.

Purpose

Use this procedure to identify new hires, transfers and/or separations within the organization.

Trigger

Perform this procedure when viewing employees who have been hired, transferred or separated from the organization within a specified period.

Prerequisites

- An action (**PA40**) has been completed for an employee.

In order to perform this transaction you must be assigned the following roles:

Personnel Administration Processor/Supervisor/Inquirer

Transaction Code

ZHR_RPTPA457

Date	Procedure Update Log
01/17/2007	Created
8/10/2007	The report has been modified to include additional selection criteria as well as more detail results. Screenshots and steps have been updated in this procedure.
8/13/2007	The roles table has been added to the Prerequisites section.

Helpful Hints

None

Procedure

1. Start the transaction using the transaction code **ZHR_RPTPA457**.

Action Report

2. Complete the following fields:

Field Name	R/O/C	Description
Reporting Period	C	<p>This is the time frame in which data entry was created and stored.</p> <p> The selection 'All' will include all actions created for the specified time frame. The report default as 'Today'.</p> <p>Example: All</p>
Personnel Number	C	<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>Example: 20099999</p>

Title: Actions
Processes :
Sub-Processes :

HRMS Training Documents

Field Name	R/O/C	Description
Employment Status	O	Describes the employee's employment status with the agency. Example: Withdrawn, Inactive, Retiree or Active
Personnel Area	C	A specific agency/sub-agency in the State of Washington. Example: 2250 (Washington State Patrol)

Action Report

3. In the Program selections area, complete the following fields:

Field Name	R/O/C	Description
Effective Date of Action	R	The dates of the employment action. Example: 03/01/2007 to 03/31/2007
Action Type	R	The reason for the action. Example: U0 (New Hire)

3.1 Perform one of the following:

If	Go To
You generate a report with multiple actions types	Step 6

State of Washington HRMS

If	Go To
You generate a report for a single action type	Step 9



If the **Action Type** field is left blank, the report will include all types.

- Click  (Multiple Selection) to the right of the **Action Type** field.

Multiple Selection for Action Type

The screenshot shows the SAP 'Action Report' form. The 'Program selections' section contains the following fields:

- Reporting Period: A All
- Selection Criteria: Personnel Number, Employment Status, Personnel area (2250), Personnel subarea, Employee group, Employee subgroup.
- Program selections: Effective Date of Action (03/01/2007 to 03/31/2007), Action Type.
- Output format: SAP List Viewer.

A red box highlights the 'Effective Date of Action' and 'Action Type' fields. A red arrow points to the 'Multiple Selection' icon (two arrows pointing left and right) located to the right of the 'Action Type' field.

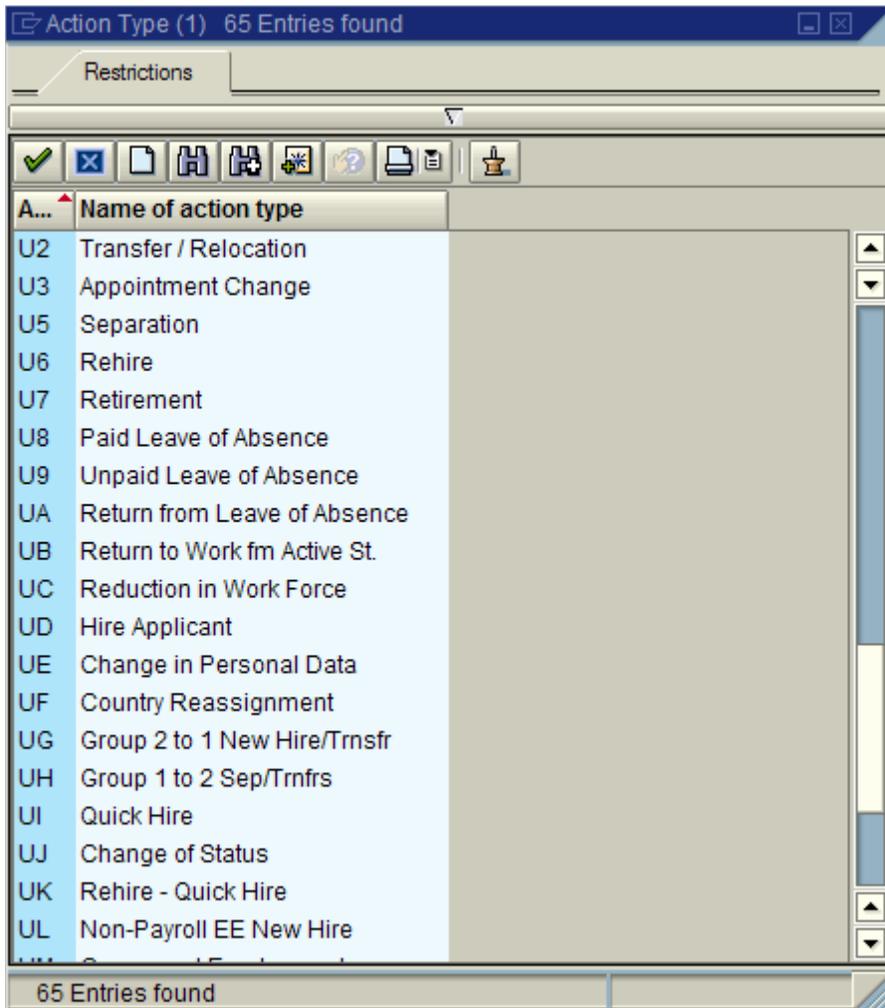
- Click in the empty field and then click on the  (Matchcode) to open the selection list.



You can select several action types. Below are the most commonly used:

Field	Value
U0	New Hire
U3	Appointment Change
U5	Separation
U6	Rehire

Action Type (1) 65 Entries found



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

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

Action Report

Program Edit Goto System Help

Action Report

OrgStructure Search Help

Period
Reporting Period A All

Selection Criteria

Personnel Number		
Employment Status		
Personnel area	2250	
Personnel subarea		
Employee group		
Employee subgroup		

Program selections

Effective Date of Action	03/01/2007	to	03/31/2007
Action Type	U0	to	

Output format

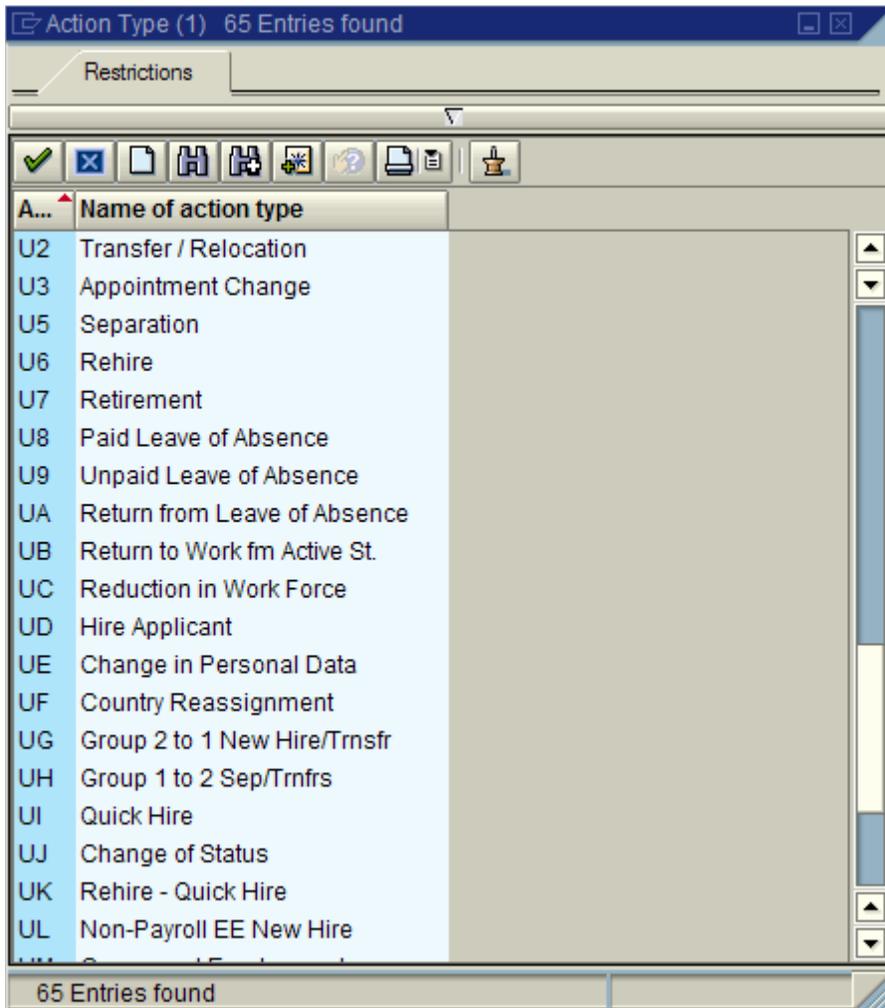
SAP List Viewer



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

7. Click in the **Action Type** field and then click on the  (Matchcode) to open the selection list.

Action Type (1) 65 Entries found



8. Select the action by double-clicking on the name of the action type.

Action Report

The screenshot shows the SAP 'Action Report' configuration interface. The 'Program' menu is open, and the 'Action Report' title is displayed. The 'Reporting Period' is set to 'A All'. Under 'Selection Criteria', several fields are visible, with 'Personnel area' set to '2250'. In the 'Program selections' section, 'Effective Date of Action' is '03/01/2007' to '03/31/2007', and 'Action Type' is 'U0', which is highlighted with a red box. The 'Output format' is set to 'SAP List Viewer'.

9. Click  (Execute) to execute the report.

Action Report

Note: Results are shown in two screenshots. Left side of page then right side.

The screenshot shows the results of the Action Report in a table format. The table has columns for Personnel Area, Personnel Subarea, Duty Station County, Position, Job, Last name First name, Effective Date, and End Date. The data is as follows:

Personnel Area	Personnel Subarea	Duty Station County	Position	Job	Last name First name	Effective Date	End Date
Washington State Patrol	WMS	34	70083068	WMS BAND 3	PASION, JINAY	03/01/2007	12/31/9999
	Crime Labs	27	71005728	FORENSIC SCI 3	DORNAN, MICHAEL	03/01/2007	12/31/9999

Action Report (cont'd)



Act	Reason for Action	Org. un.	ED *	Personnel ID	Name of Action Type
U0	In-Training Appointment	30002328		20000337	New Hire
U6	Non-Perm. On Call	30011832	00	99200029	Rehire

10. You have completed this transaction.

Result

You have generated the report.

Comments

None