

Employee Basic Pay IT 8 Report by Specified Time Frame

Purpose Use this procedure to view updates made to an employee’s Basic Pay (0008) for a specified time frame.

Trigger Perform this procedure when viewing changes made to an employee’s Basic Pay (0008) infotype for a specified time frame.

Prerequisites • Employee must have Basic Pay (0008) infotype created.

End User Roles In order to perform this transaction you must be assigned the following role:
Personnel Administration Inquirer/Processor/Supervisor

Change History	
Date	Change Description
08/10/2009	New procedure created.

Transaction Code ZHR_RPTPAIT08

Helpful Hints	None.
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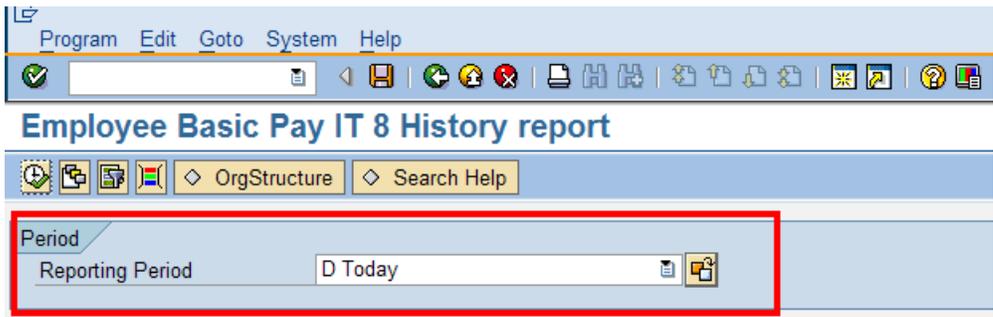
Procedure

1. Start the transaction using the transaction code **ZHR_RPTPAIT08**.

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

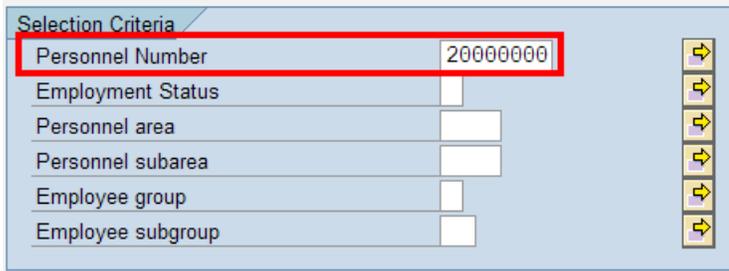
R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Reporting Period	C	This is the time frame in which data entry was created and stored.

		 Click  (Dropdown) to view the selection list. See the OLQR HRMS Report website for information regarding Date Selection for Reports . Example: Today (Default option)
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3. In the Selection Criteria area, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel area	R	An employee's unique identifying number. Example: 2XXXXXXX



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

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Basic Pay Start Date	R	This is the date on which the Basic Pay record begins. Example: 03/01/2009 to 03/31/2009

Program selections

Job		to		
Basic Pay Start Date	03/01/2009	to	03/31/2009	
Basic Pay End Date		to		
Indicator for indirect va		to		
Wage type		to		
Date of next increase		to		
Pay scale type		to		
Pay Scale Area		to		
Pay Scale Group		to		

Output format

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

Employee Basic Pay IT 8 History report

S	Ty	Ar	PS group	Lv	Start Date	End Date	Next inc.	Position	Position	PA	Wage t...	Amount	Crcy	Re	Reason for Changing Master Dat	I
3	00	01	58	L	03/13/2009	12/31/9999	00/00/0000	70005953	HUM RES CNSLT 4	1110	1003	2,697.50	USD	01	Periodic Increment	I

 The above screenshot reflects the employee's record with changes to their Basic Pay (0008) from 03/01/2009 through 03/31/2009.

 The following fields have been hidden for security purposes: Personnel Number, Last Name, and First Name.

6. You have completed this transaction.

Results
You have generated the Employee Basic Pay IT 8 History report by employee.
Comments
See other related procedures: <ul style="list-style-type: none"> Employee Basic Pay IT8 Report by Personnel Area Employee Basic Pay IT8 History Report