

**Non-State Employee**

**ZHR\_RPTPA765**

**Change History**

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

<b>Date</b>	<b>Name</b>	<b>Change Description</b>
01/19/2007	Janet Pasion	Draft
01/26/2007	Janet Pasion	Update edits from Lesa Terry.

**Purpose**

Use this procedure to identify Merit System 9 employees in the agency.

This report will provide the employee's name, personnel number, position name, position abbreviation, job class code, employee subgroup/group and appointment date.

**Trigger**

Perform this procedure when identifying Merit System 9 employees.

**Prerequisites**

- Agency has hired a Merit System 9 employee.

**Transaction Code**

ZHR\_RPTPA765

Date	Procedure Update Log
01/19/2007	Created

**Helpful Hints**

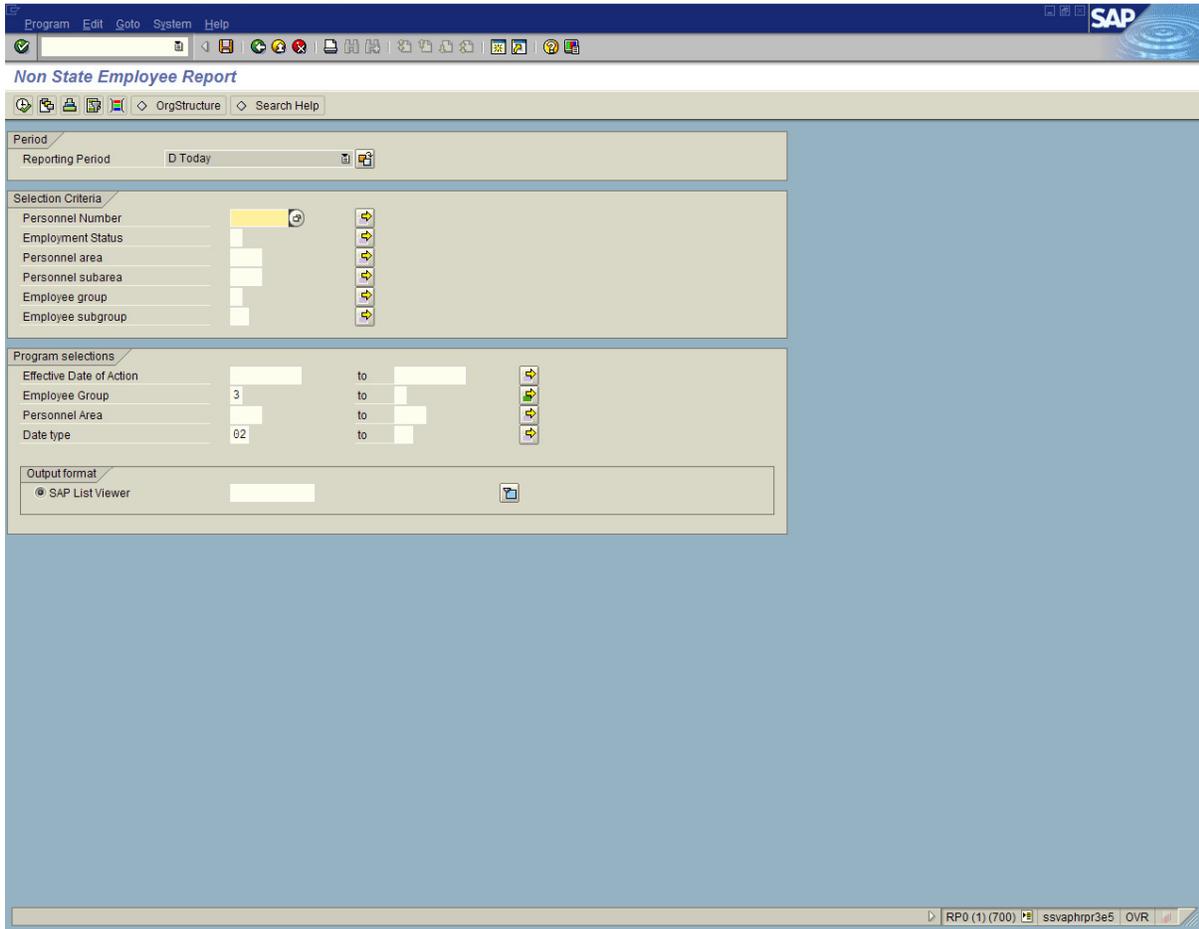
The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
<b>Error</b> 	<b>Example:</b>  Make an entry in all required fields.  <b>Action:</b> Fix the problem(s) and then click  (Enter) to proceed.
<b>Warning</b> 	<b>Example:</b>  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. <b>Action:</b> If an action is required, perform the action. Otherwise, click  (Enter) to proceed.
<b>Confirmation</b>  or 	<b>Example:</b>  Save your entries. <b>Action:</b> Perform the required action to proceed.

**Procedure**

1. Start the transaction using the transaction code **ZHR\_RPTPA765**.

**Non State Employee Report**



2. Complete the following fields:

Field Name	R/O/C	Description
Employment Status	O	Describes the employee's employment status with the agency. <b>Example:</b> 3 (Active)
Personnel Area	R	A specific agency/sub-agency in the State of Washington. <b>Example:</b> 1110 (Department of Personnel)

## Non State Employee Report



This report has been programmed with a customized variant and no additional criteria are needed.

The Employee Group field has the following selections:

Field	Value
3	Volunteer
8	Elected
9	Appointed
A	Board/Commission
E	Retired Fire Fighters

**Title: Non-State Employee**  
**Processes :**  
**Sub-Processes :**

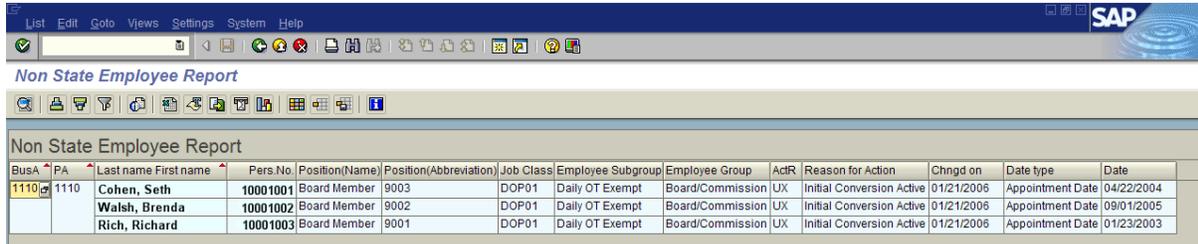
HRMS Training Documents

The Date Type field has the following selection:

Field	Value
2	Appointment Date

3. Click  (Execute) to execute the report.

### Non State Employee Report



The screenshot shows the SAP interface for the 'Non State Employee Report'. The report displays a table with the following data:

BusA	PA	Last name	First name	Pers No	Position(Name)	Position(Abbreviation)	Job Class	Employee Subgroup	Employee Group	AcR	Reason for Action	Chngd on	Date type	Date
1110	1110	Cohen, Seth		10001001	Board Member	9003	DOP01	Daily OT Exempt	Board/Commission	UX	Initial Conversion Active	01/21/2006	Appointment Date	04/22/2004
		Walsh, Brenda		10001002	Board Member	9002	DOP01	Daily OT Exempt	Board/Commission	UX	Initial Conversion Active	01/21/2006	Appointment Date	09/01/2005
		Rich, Richard		10001003	Board Member	9001	DOP01	Daily OT Exempt	Board/Commission	UX	Initial Conversion Active	01/21/2006	Appointment Date	01/23/2003

4. You have completed this transaction.

#### Result

You have generated the report.

#### Comments

None