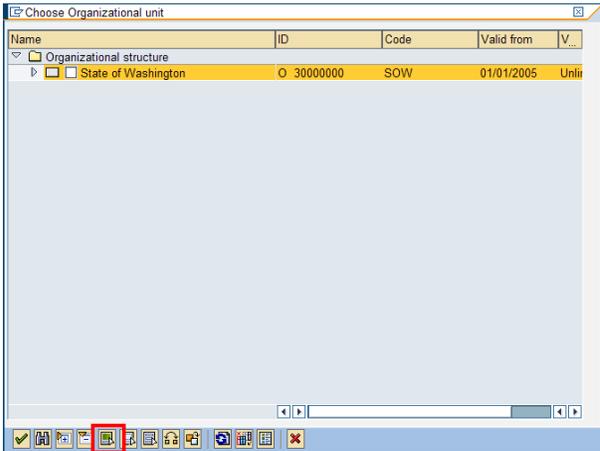


Organizational Management Transaction Reports – Abolished Positions

- Purpose** Use this procedure to view abolished positions that have been abolished (delimited).
- Trigger** Perform this procedure when viewing abolished positions for a specific position or within an entire organizational unit.
- Prerequisites**
 - The position has been delimited within the specified time frame.
- End User Roles** In order to perform this transaction you must be assigned the following role: Organizational Management Processor/Inquirer, Time and Attendance Supervisor

Change History	
Date	Change Description
11/2/2009	New procedure created.

Transaction Code ZHR_RPTOMN01

Helpful Hints	<ul style="list-style-type: none"> • When searching by Structure Search, use the  (Select subtree option) found on the bottom of the Choose Organizational Unit window. Once your Business Area or Personnel Area has been selected, the <i>Select subtree option</i> will select all your applicable options from that subtree. <div style="text-align: center; margin-top: 10px;">  </div>
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Procedure

1. Start the transaction using the transaction code **ZHR_RPTOMN01**.

Program Edit Goto System Help

Organizational Management Transaction Reports

Select Report

All Position, Org and Job Changes
 Vacant Positions
 Abolished Positions
 New Positions
 Positions transferred
 Positions reallocated

Selection

Object ID 
Object Type 

User Id
Info Type to 

Period

Changed Date to

2. In the *Select Report* area, select **Abolished Positions**:

Program Edit Goto System Help

Organizational Management Transaction Reports

Select Report

- All Position, Org and Job Changes
- Vacant Positions
- Abolished Positions
- New Positions
- Positions transferred
- Positions reallocated

3. In the *Selection* area, complete the following fields:

Selection

Select an object type : O-Org Unit S-Position C-Job

Object ID: 31003778

Org Unit Abbreviation: []

Position Abbreviation: []

Job Abbreviation: []

Personnel Area: []

Personnel Sub Area: []

Position Duty Station: []

User Id: []

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Object type	C	This is a type of object, such as position, job, or organization unit.  Choose the appropriate radio button. Example: O (Organizational Unit) or S (Position)
Object ID	C	This is the system-assigned number of an object type.  Click the  (Matchcode) to open the selection list. Search by Structure Search to view your entire agency's organizational structure. See the Helpful Hints section above for additional information. Example: 31003778

Org Unit Abbreviation	C	The abbreviation of the organizational unit (department, division or units).  There is a maximum of 12 characters in the abbreviation. Example: ADM
Position Abbreviation	C	The abbreviation of the position. This is also known as the position short text.  There is a maximum of 5 characters in the abbreviation. Example: RTR1
Job Abbreviation	C	The abbreviation of the job classification. This is also known as the job class code. Job class codes can be found on the Department of Personnel's website .  There is a maximum of 5 characters in the abbreviation. Example: 102B (Customer Service Specialist 2)
Personnel Area	C	A specific agency/sub-agency in the State of Washington.  Click the  (Matchcode) to open the selection list. Example: 3570 (Department of Early Learning)
Personnel Sub Area	C	A subdivision of Personnel Area that identifies Bargaining Units, WMS, Exempt and non-Represented positions.  Click the  (Matchcode) to open the selection list. Example: 0001 (Non Represented)
Position Duty Station	C	This is the position's county information.  Click the  (Matchcode) to open the selection list. Example: 34 (Thurston County)
User Id	C	This is the processor's personnel Id number. Example: 2000XXXX

Note: A selection is not required for each field.

Selection

Select an object type : O-Org Unit S-Position C-Job

Object ID 

Org Unit Abbreviation 

Position Abbreviation 

Job Abbreviation 

Personnel Area 

Personnel Sub Area 

Position Duty Station 

User Id

4. In the *Period* area, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Effective Date	R	This is the date in which data on the infotype becomes valid. It is based upon a valid start date and valid delimit date. Example: 01/01/2008 to 12/31/9999
Changed Date	R	This is the actual date in which data was maintained or created on. Example: 01/01/2008 to 12/31/9999

Period

Effective Date to

Changed Date to

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

State of Washington – HRMS Abolished Positions

Note: Results are shown in two screenshots. The left side of page and then right side.

Report ID: ZHR_RPTOMN01
 User : JANETP
 Run Date : 11/02/2009
 Effective Date: 01/01/2008 through 12/31/9999
 Changed On: 01/01/2008 through 12/31/9999
 Records reported: 2
 Run Time: 00:00:10

Effective Start Date	Effective End Date	Transaction Date	Position Number	Position Abbr	Position Title	Org Unit Number	Org Unit Abbr	Org Unit Title
07/01/2007	01/24/2008	01/24/2008	71004196	1038	SOCIAL & HEALTH PROGRAM CONSULTANT 3	31001100	357	Dept of Early Learning
07/01/2007	01/24/2008	01/24/2008	71004199	1041	SOCIAL & HEALTH PROGRAM CONSULTANT 3	31001100	357	Dept of Early Learning

State of Washington – HRMS Abolished Positions (cont’d)

Report ID: ZHR_RPTOMN01
 User : JANETP
 Run Date : 11/02/2009
 Effective Date: 01/01/2008 through 12/31/9999
 Changed On: 01/01/2008 through 12/31/9999
 Records reported: 2
 Run Time: 00:00:10

Job Number	Job Abbr	Personnel Area	Personnel Area Title	Personnel Sub Area	Personnel Sub Area Title	Employee Group	Employee Sub Group	Duty Station County	Planning Status
50000998	349G	3570	Dept of Early Learning	0001	Non Represented	0 (Permanent)	01 (Monthly(M) OT Exem...	34 (Thurston County)	1 (Active)
50000998	349G	3570	Dept of Early Learning	0001	Non Represented	0 (Permanent)	01 (Monthly(M) OT Exem...	34 (Thurston County)	1 (Active)



The above screenshot displays the Effective Start Date, Effective End Date, Transaction Date, Created by (has been hidden for security purposes), Position Number, Position Abbr, Position Title, Org Unit Number, Org Unit Abbr, Org Unit Title, Job Number, Job Abbr, Personnel Area, Personnel Area Title, Personnel Sub Area, Personnel Sub Area Title, Employee Group, Employee Sub Group, Duty Station County, and Planning Status.

- 6. You have completed this transaction.

Results
You have generated the abolished positions report.
Comments
None.