

Organizational Management Transaction Reports – New Positions

Purpose Use this procedure to view positions that have been created within a specified time frame in your agency.

Trigger Perform this procedure when viewing newly created positions within your agency.

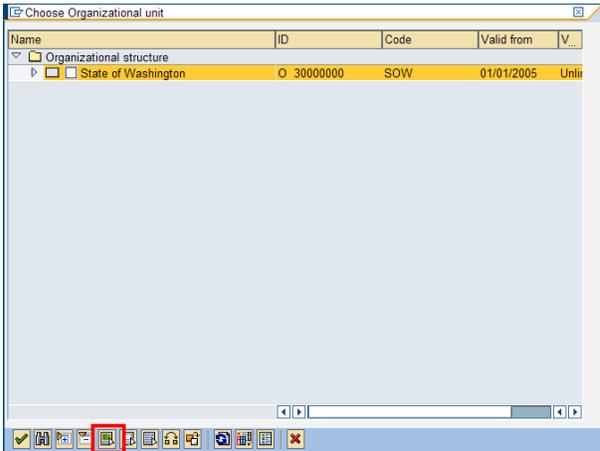
Prerequisites

- The position must exist.

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 **New 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:

The screenshot shows a form titled "Selection" with the following fields: Position Number, Job Number, Position Abbreviation, Job Abbreviation, Personnel Area, Personnel Sub Area, Position Duty Station, and User Id. Each field has a corresponding input box and a dropdown arrow icon to its right. A red rectangular border highlights the input boxes for Position Number, Job Number, Position Abbreviation, Job Abbreviation, Personnel Area, Personnel Sub Area, and Position Duty Station.

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Position Number	C	This is a system-assigned number given to a particular position.  Position system-assigned numbers begin with a 7. Example: 71000001
Job Number	C	This is a system-assigned number given to a particular job class.  Job class system-assigned numbers begin with a 5. Example: 51000001
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: 1110 (Department of Personnel)
Personnel Sub	C	A subdivision of Personnel Area that identifies Bargaining Units, WMS, Exempt and non-Represented positions.

Area		 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

Position Number	<input type="text"/>		
Job Number	<input type="text"/>		
Position Abbreviation	<input type="text"/>		
Job Abbreviation	<input type="text"/>		
Personnel Area	<input type="text" value="1110"/>		
Personnel Sub Area	<input type="text"/>		
Position Duty Station	<input type="text"/>		
User Id	<input type="text"/>		

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	<input type="text" value="01/01/2008"/>	to	<input type="text" value="12/31/9999"/>
Changed Date	<input type="text" value="01/01/2008"/>	to	<input type="text" value="12/31/9999"/>

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

State of Washington – HRMS New Positions

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

State of Washington - HRMS
New Positions

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: 00:00:09

Effective Start Date	Effective End Date	Transaction Date	Position Number	Position Abbr	Position Title	Job Number	Job Abbr	Job Title	Personnel Area
05/01/2008	12/31/9999	05/14/2008	71013537	0447	HUM RES CNSLT 2	51000796	119F	HUMAN RESOURCE CONSULTANT 2	1110
11/01/2008	11/15/2008	11/14/2008	71015976	0448	EMP PERF/DEV M...	50003921	WMS01	WMS BAND 1	1110

State of Washington – HRMS New Positions (cont'd)

State of Washington - HRMS
New Positions

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: 00:00:09

Personnel Area Title	Personnel Sub Area	Personnel Sub Area Title	Employee Group	Employee Sub Group	Pay Scale Area Code	Staffing Status	Duty Station County	Planning Status
Dept of Personnel	0001	Non Represented	0 (Permanent)	06 (M-OT Elig>40hrs/wk)	01 (Standard Progression)	Filled since 06/16/2008	34 (Thurston County)	1 (Active)
Dept of Personnel	0002	WMS	0 (Permanent)	01 (Monthly(M) OT Exem...	02 (WMS)	Vacant since 11/04/2008	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, Job Number, Job Abbreviation, Job Title, Personnel Area, Personnel Area Title, Personnel Sub Area, Personnel Sub Area Title, Employee Group, Employee Sub Group, Pay Scale Area Code, Staffing Status, Employee Number, Duty Station County, and Planning Status.

- You have completed this transaction.

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