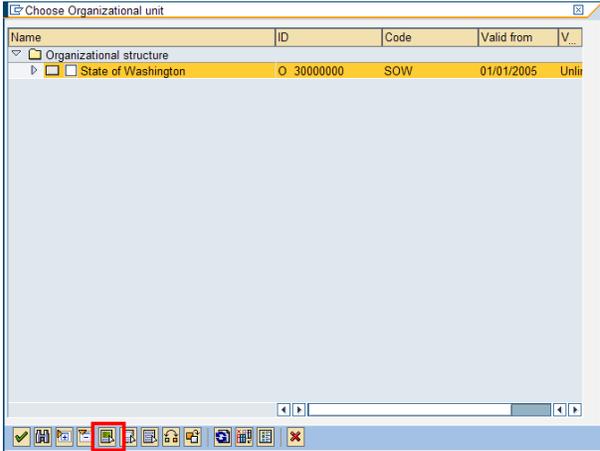


**Organizational Management Transaction Reports – Positions Transferred**

- Purpose** Use this procedure to view positions that have transferred to another Organizational Unit within a specified time frame.
- Trigger** Perform this procedure when viewing positions that have transferred 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

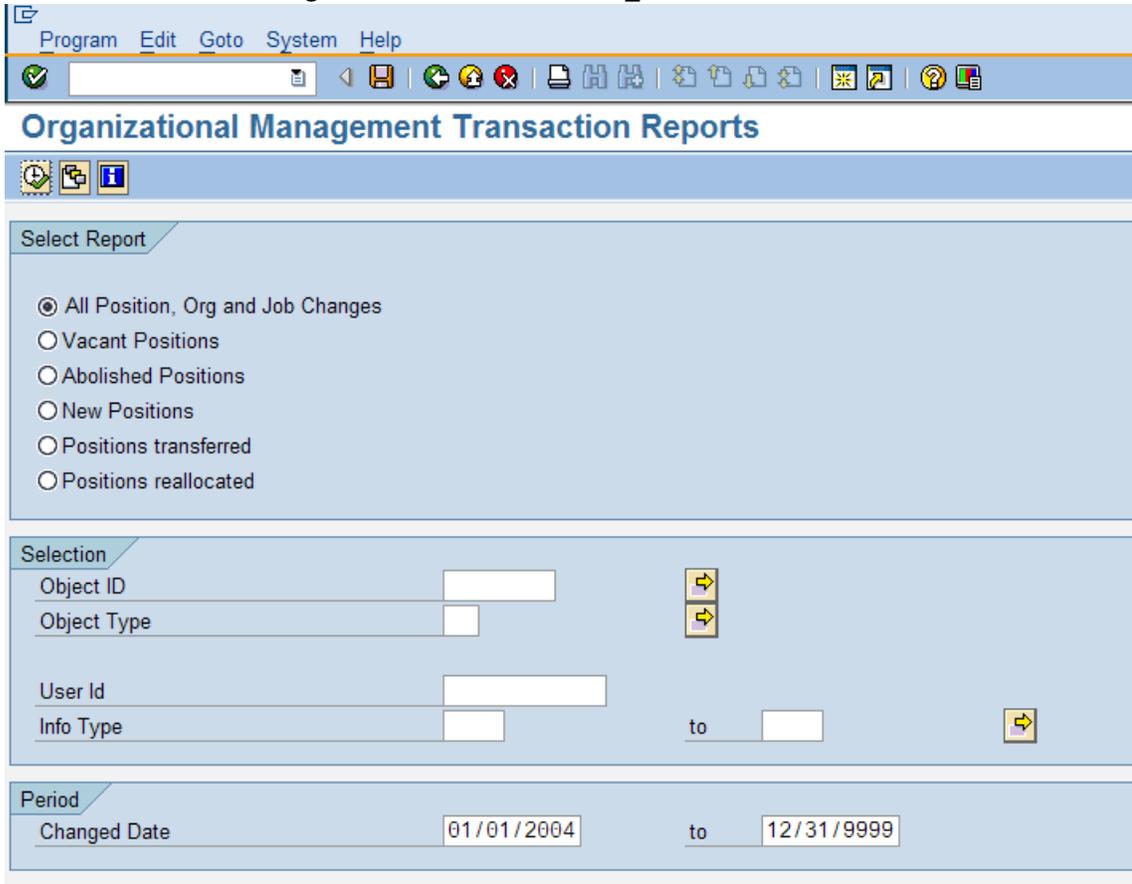
Change History	
Date	Change Description
11/2/2009	New procedure created.

**Transaction Code** ZHR\_RPTOMN01

<b>Helpful Hints</b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul> <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   to

Info Type

Period

Changed Date  to

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

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

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. <b>Example:</b> 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. <b>Example:</b> 51000001
"Transfer From"	C	This is the organizational unit that the position transferred from.

Org Number		 Organizational Unit system-assigned numbers begin with a 3. <b>Example:</b> 31000001
“Transfer To” Org Number	C	<p>This is the organizational unit that the position transferred to.</p>  Organizational Unit system-assigned numbers begin with a 3. <b>Example:</b> 31000002
Position Abbreviation	C	<p>The abbreviation of the position. This is also known as the position short text.</p>  There is a maximum of 5 characters in the abbreviation. <b>Example:</b> RTR1
Job Abbreviation	C	<p>The abbreviation of the job classification. This is also known as the job class code. Job class codes can be found on the <a href="#">Department of Personnel’s website</a>.</p>  There is a maximum of 5 characters in the abbreviation. <b>Example:</b> 102B (Customer Service Specialist 2)
“From” Org Abbreviation	C	<p>This is the abbreviation of the organizational unit that the position transferred from.</p> <b>Example:</b> ADMIN
“To” Org Abbreviation	C	<p>This is the abbreviation of the organizational unit that the position transferred to.</p> <b>Example:</b> HROFFICE
Personnel Area	C	<p>A specific agency/sub-agency in the State of Washington.</p>  Click the  (Matchcode) to open the selection list. <b>Example:</b> 1110 (Department of Personnel)
Personnel Sub Area	C	<p>A subdivision of Personnel Area that identifies Bargaining Units, WMS, Exempt and non-Represented positions.</p>  Click the  (Matchcode) to open the selection list. <b>Example:</b> 0001 (Non Represented)
Position Duty Station	C	<p>This is the position’s county information.</p>  Click the  (Matchcode) to open the selection list. <b>Example:</b> 34 (Thurston County)
User Id	C	<p>This is the processor’s personnel Id number.</p> <b>Example:</b> 2000XXXX

**Note:** A selection is not required for each field.

Selection		
Position Number	<input type="text"/>	
Job Number	<input type="text"/>	
"Transfer From" Org Number	<input type="text"/>	
"Transfer To" Org Number	<input type="text"/>	
Position Abbreviation	<input type="text"/>	
Job Abbreviation	<input type="text"/>	
"From" Org Abbreviation	<input type="text"/>	
"To" Org 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. <b>Example:</b> 09/01/2008 to 12/31/9999
Changed Date	R	This is the actual date in which data was maintained or created on. <b>Example:</b> 09/01/2008 to 12/31/9999

Period			
Effective Date	<input type="text" value="09/01/2008"/>	to	<input type="text" value="12/31/9999"/>
Changed Date	<input type="text" value="09/01/2008"/>	to	<input type="text" value="12/31/9999"/>

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

**State of Washington – HRMS Positions Transferred**

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

List Edit Goto Views Settings System Help

Organizational Management Transaction Reports

### State of Washington - HRMS Positions Transferred

Report ID: ZHR\_RPTOMN01  
 User : JANETP  
 Run Date : 11/02/2009  
 Effective Date: 09/01/2008 through 12/31/9999  
 Changed On: 09/01/2008 through 12/31/9999  
 Records reported: 7,461  
 Run Time: 00:00:06

Effective Start Date	Effective End Date	Transaction Date	Position Number	Position Abbr	Position Title	Job Number
01/08/2007	01/04/2009	01/15/2009	70000008	A0601	LA PARKER	50003761
01/05/2009	12/31/9999	01/15/2009	70000008	A0601	LA PARKER	50003761
01/01/2005	01/04/2009	01/15/2009	70000009	A0602	LA DRISCOLL	50003761
01/05/2009	12/31/9999	01/15/2009	70000009	A0602	LA DRISCOLL	50003761
01/01/2005	01/04/2009	01/15/2009	70000296	A4101	LA MAXWELL	50003761
01/05/2009	12/31/9999	01/15/2009	70000296	A4101	LA MAXWELL	50003761
01/01/2005	12/15/2008	12/30/2008	70000303	A4402	LA HOPE	50003761
12/16/2008	12/31/9999	12/30/2008	70000303	A4402	LA HOPE	50003761
07/01/2006	10/01/2008	10/15/2008	70000774	I070	PROJECT MANAGEMENT OFFICE COORDINATOR	51001650
10/02/2008	12/31/9999	10/15/2008	70000774	I070	PROJECT MANAGEMENT OFFICE COORDINATOR	51001650
06/01/2007	10/01/2008	10/15/2008	70000778	I049	SENIOR INTEGRATOR	51001529
10/02/2008	12/31/9999	10/15/2008	70000778	I049	SENIOR INTEGRATOR	51001529
06/01/2007	10/01/2008	10/15/2008	70000779	I050	SENIOR INTEGRATOR	51001529
10/02/2008	12/31/9999	10/15/2008	70000779	I050	SENIOR INTEGRATOR	51001529
01/01/2005	10/01/2008	10/15/2008	70000794	I067	SENIOR SYSTEM SUPPORT ANALYST	51001533
10/02/2008	12/31/9999	10/15/2008	70000794	I067	SENIOR SYSTEM SUPPORT ANALYST	51001533

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

List Edit Goto Views Settings System Help

Organizational Management Transaction Reports

### State of Washington - HRMS Positions Transferred

Report ID: ZHR\_RPTOMN01  
 User : JANETP  
 Run Date : 11/02/2009  
 Effective Date: 09/01/2008 through 12/31/9999  
 Changed On: 09/01/2008 through 12/31/9999  
 Records reported: 7,461  
 Run Time: 00:00:06

Job Abbr	Job Title	Personnel Area	Personnel Area Title	Personnel Sub Area	Personnel Sub Area Title	Employee Group
J4J4J	Default Job 4 Pay Scale Monthly	0110	House of Representatives	0003	Exempt	B (Civil Service Exempt)
J4J4J	Default Job 4 Pay Scale Monthly	0110	House of Representatives	0003	Exempt	B (Civil Service Exempt)
J4J4J	Default Job 4 Pay Scale Monthly	0110	House of Representatives	0003	Exempt	B (Civil Service Exempt)
J4J4J	Default Job 4 Pay Scale Monthly	0110	House of Representatives	0003	Exempt	B (Civil Service Exempt)
J4J4J	Default Job 4 Pay Scale Monthly	0110	House of Representatives	0003	Exempt	B (Civil Service Exempt)
J4J4J	Default Job 4 Pay Scale Monthly	0110	House of Representatives	0003	Exempt	B (Civil Service Exempt)
J4J4J	Default Job 4 Pay Scale Monthly	0110	House of Representatives	0003	Exempt	B (Civil Service Exempt)
J4J4J	Default Job 4 Pay Scale Monthly	0110	House of Representatives	0003	Exempt	B (Civil Service Exempt)
J4J4J	Default Job 4 Pay Scale Monthly	0110	House of Representatives	0003	Exempt	B (Civil Service Exempt)
JUD-A073	PROJECT MANAGEMENT OFFICE COORDINATOR	0550	Admin for the Courts	0003	Exempt	B (Civil Service Exempt)
JUD-A073	PROJECT MANAGEMENT OFFICE COORDINATOR	0550	Admin for the Courts	0003	Exempt	B (Civil Service Exempt)
JUD-A038	SENIOR INTEGRATOR	0550	Admin for the Courts	0003	Exempt	B (Civil Service Exempt)
JUD-A038	SENIOR INTEGRATOR	0550	Admin for the Courts	0003	Exempt	B (Civil Service Exempt)
JUD-A038	SENIOR INTEGRATOR	0550	Admin for the Courts	0003	Exempt	B (Civil Service Exempt)
JUD-A038	SENIOR INTEGRATOR	0550	Admin for the Courts	0003	Exempt	B (Civil Service Exempt)
JUD-A072	SENIOR SYSTEM SUPPORT ANALYST	0550	Admin for the Courts	0003	Exempt	B (Civil Service Exempt)
JUD-A072	SENIOR SYSTEM SUPPORT ANALYST	0550	Admin for the Courts	0003	Exempt	B (Civil Service Exempt)
JUD-A038	SENIOR INTEGRATOR	0550	Admin for the Courts	0003	Exempt	B (Civil Service Exempt)

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



State of Washington - HRMS  
Positions Transferred

Report ID: ZHR\_RPTOMN01  
 User : JANETP  
 Run Date : 11/02/2009  
 Effective Date: 09/01/2008 through 12/31/9999  
 Changed On: 09/01/2008 through 12/31/9999  
 Records reported: 7,461  
 Run Time: 00:00:06

Employee Sub Group	From Org Number	From Org Unit Abbr	To Org Number	To Org Unit Abbr	Duty Station County	Planning Status
01 (Monthly(M) OT Exempt)	30000261	HRC-LA	30000256	HDC-LA	34 (Thurston County)	1 (Active)
01 (Monthly(M) OT Exempt)	30000256	HDC-LA	30000261	HRC-LA	34 (Thurston County)	1 (Active)
01 (Monthly(M) OT Exempt)			30000261	HRC-LA	34 (Thurston County)	1 (Active)
01 (Monthly(M) OT Exempt)	30000261	HRC-LA	30000256	HDC-LA	34 (Thurston County)	1 (Active)
01 (Monthly(M) OT Exempt)			30000261	HRC-LA	34 (Thurston County)	1 (Active)
01 (Monthly(M) OT Exempt)	30000261	HRC-LA	30000256	HDC-LA	34 (Thurston County)	1 (Active)
01 (Monthly(M) OT Exempt)			30000256	HDC-LA	34 (Thurston County)	1 (Active)
01 (Monthly(M) OT Exempt)	30000256	HDC-LA	30000261	HRC-LA	34 (Thurston County)	1 (Active)
01 (Monthly(M) OT Exempt)	30000168	Plan Admin	30000138	ISD Admin	34 (Thurston County)	1 (Active)
01 (Monthly(M) OT Exempt)	30000138	ISD Admin	30000141	ISD S & P	34 (Thurston County)	1 (Active)
01 (Monthly(M) OT Exempt)	30000179	Data Integ	30000141	ISD S & P	34 (Thurston County)	1 (Active)
01 (Monthly(M) OT Exempt)	30000141	ISD S & P	30000143	ISD Business	34 (Thurston County)	1 (Active)
01 (Monthly(M) OT Exempt)	30000179	Data Integ	30000141	ISD S & P	34 (Thurston County)	1 (Active)
01 (Monthly(M) OT Exempt)	30000141	ISD S & P	30000143	ISD Business	34 (Thurston County)	1 (Active)
01 (Monthly(M) OT Exempt)			30000171	ISD Tech	34 (Thurston County)	1 (Active)
01 (Monthly(M) OT Exempt)	30000171	ISD Tech	30000142	ISD Data Mgt	34 (Thurston County)	1 (Active)
01 (Monthly(M) OT Exempt)	30000179	Data Integ	30000141	ISD S & P	34 (Thurston County)	1 (Active)
01 (Monthly(M) OT Exempt)	30000141	ISD S & P	30000142	ISD Data Mgt	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, From Org Number, From Org Unit Abbreviation, To Org Number, To Org Unit Abbreviation, Employee Number (has been hidden for security purposes), Duty Station County, and Planning Status.

6. You have completed this transaction.

<b>Results</b>
You have generated the positions transferred report.
<b>Comments</b>
None.