

## Employee and Position Status Report

Transaction Code:  
**ZHR\_RPTPA231**

**Purpose** Use this procedure to provide a comparison/match of employee information and position information.

**Trigger** Perform this procedure when you need to display position and employee detail and/or detail for Underfills, Overfills, Invalid Position Lists, Invalid Job Lists, Multifills and Employees with Part Time Indicator, Employees with Workforce Indicator, Employees with Disability Indicator, and Employees with Job to Person Relationships.

**Prerequisites** None.

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

Change History	Change Description
7/25/2011	Created

**Transaction Code** ZHR\_RPTPA231

**Helpful Hints** This report contains a main report and drill-down to the cost distribution level of information.

If an employee has an "Invalid Position" they will also be reported as an "Overfill".

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## Procedure

1. Start the transaction using the above menu path or transaction code **ZHR\_RPTPA231**

The screenshot shows the SAP 'Employee and Position Status Report' selection screen. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main title 'Employee and Position Status Report' is displayed in a blue header. Below the header, there are three icons: a green checkmark, a document, and an information icon. The 'SELECTIONS' section contains a list of fields for selection, each with a corresponding input field and a dropdown arrow icon. The 'Key Date (As-of date)' field is highlighted in yellow and contains the date '07/25/2011'. The 'CHECK BOXES TO LIMIT REPORT TO ONE OR MORE OF THE FOLLOWING:' section contains two radio buttons: 'INCLUDE ONLY items checked below.' (which is selected) and 'EXCLUDE items checked below.'. Below these are several checkboxes for filtering the report, all of which are currently unchecked.

Field	Value	Action
Key Date (As-of date)	07/25/2011	Dropdown
Personnel Number		Dropdown
Business Area		Dropdown
Personnel Area		Dropdown
Personnel Sub Area		Dropdown
Organizational Unit		Dropdown
Employee group		Dropdown
Employee subgroup		Dropdown
Employee Status		Dropdown
Time Administrator		Dropdown
Workforce Indicator		Dropdown
Part-Time Indicator		Dropdown

**CHECK BOXES TO LIMIT REPORT TO ONE OR MORE OF THE FOLLOWING:**

- INCLUDE ONLY items checked below.
- EXCLUDE items checked below.
  - Underfills
  - Overfills
  - Multifills
  - Invalid Positions
  - Invalid Jobs
  - Employees with Part Time Indicator
  - Employees with Workforce Indicator
  - Employees with Disability Indicator
  - Employees with Job to Person Relationship

2. Under **SELECTIONS** complete the following field:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Key Date (As-of-Date)	R	This is the date on which a search for information is being performed. The key date can be one day or a period.  <b>Example: 7/26/2011</b>
Personnel Number	C	The employee's unique identifying number.  <b>Example: 40000006</b>
Business Area	C	A specific agency in the State of Washington. This is associated with each Employer Identification Number (EIN).   Click the  (Matchcode) to open the selection list.  <b>Example: 1110 (Department of Personnel)</b>
Personnel Area	C	A specific agency/sub-agency in the State of Washington.  <b>Example: 1110 (Dept. of Personnel)</b>
Personnel Sub Area	C	A subdivision of Personnel Area that identifies Bargaining Units, WMS, Exempt and non-Represented positions  <b>Example: 0001 (Non Represented)</b>
Organizational Unit	C	Represents departments, regions, divisions, units or other groupings within an Agency.   Click the  (Matchcode) to open the selection list. Search to view your entire agency's organizational structure. Be sure to select all your applicable organizational units.  <b>Example: 30000606</b>
Employee group	C	Status of an employee or position within the State of Washington. <b>Note:</b> This is the status of the position only, not the employee.  <b>Example: 0 (Permanent)</b>
Employee subgroup	C	A sub-division of Employee Group which defines work period designation and salary rate unit

		<b>Example: 01 (Monthly OT Exempt)</b>
Employee Status	C	Describes the employee's employment status with the agency.  <b>Example: 3 (Active)</b>
Time Administrator	C	The employee's attendance unit that is set up on the Time Administrator Field  <b>Example: 0DA (Administration)</b>
Workforce Indicator	C	The workforce indicator is used to identify At-will, Classified, and Non-Classified  <b>Example: 80146901- At-Will</b>
Part-Time Indicator	C	Enter 'X' to search for Part-Time Employees

Program Edit Goto System Help

### Employee and Position Status Report

SELECTIONS

Key Date (As-of date)	07/25/2011	
Personnel Number		→
Business Area	3000	→
Personnel Area		→
Personnel Sub Area		→
Organizational Unit		→
Employee group		→
Employee subgroup		→
Employee Status	3	→
Time Administrator		→
Workforce Indicator		→
Part-Time Indicator		→

3. Under **CHECK BOXES TO LIMIT REPORT TO ONE OR MORE OF THE FOLLOWING:** select:

**Note:** The report results default will display all selections.

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Include ONLY	C	Check this radio button to display only the selected details.
EXCLUDE items checked	C	Check this radio button to exclude only the selected details:
		<ul style="list-style-type: none"> <li>• <b>Underfills-</b> An employee is an underfill if the payscale group on their <i>Basic Pay( IT0008 )</i> is less than the <b>Pay Scale Group</b> from the <b>Planned Compensation (IT1005) on the position.</b></li> <li>• <b>Overfills-</b> An employee is an overfill if the Pay Scale group on the employees' <i>Basic Pay (IT0008)</i> is greater than the <b>Pay Scale Group</b> from the <b>Planned Compensation (IT1005) on the position.</b></li> <li>• <b>Multifill-</b> An employee is a multifill if there is more than one position holder relationship found.</li> <li>• <b>Invalid Positions-</b> The employee is in an invalid position if the position number on the <i>Organizational Assignment (IT0001)</i> is blank or 99999999 and the employees has a 1 (inactive) or 3 (active) for their employee status as of report date.</li> <li>• <b>Invalid Jobs-</b> The employee is in an invalid job if the job key/number on <i>Organizational Assignment (IT 0001)</i> is blank or 00000000 as or report date.</li> <li>• <b>Employee with Part Time Indicator-</b> Will include/exclude employee's that have the Part-Time Indicator box checked on the <i>Planned Working Time (IT 0007).</i></li> <li>• <b>Employee with Workforce Indicator-</b> Will include/exclude employee's that have the</li> </ul>

		<p>Workforce Indicator relationships set up with their job class.</p> <ul style="list-style-type: none"> <li>• <b>Employee with Disability Indicator</b> – Will include/exclude employee’s that have the Disability Indicator checked on their <i>Additional Personal Data</i> Infotype (0077).</li> <li>• <b>Employees with Job to Person Relationship-</b> Will include/exclude employees’ that have a job to person relationship set up with job class.</li> </ul>
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CHECK BOXES TO LIMIT REPORT TO ONE OR MORE OF THE FOLLOWING:

INCLUDE ONLY items checked below.

EXCLUDE items checked below.

Underfills

Overfills

Multifills

Invalid Positions

Invalid Jobs

Employees with Part Time Indicator

Employees with Workforce Indicator

Employees with Disability Indicator

Employees with Job to Person Relationship

4. Click  (Execute) to generate the report.

SAP

Employee and Position Status Report

State of Washington - HCM  
Employee and Position Status report

Report ID: ZHR\_RPTPA231  
 User ID: KELLYW  
 Run Date: 07/26/2011  
 Selection Date: 07/26/2011  
 Report limited to: Invalid Positions  
 Invalid Jobs  
 Records reported: 2  
 Run Time: 00:00:08

Double-click any line for Cost Distribution drilldown (IT0027/IT1018).

BA	PA	PSA	POS	POS AB...	POS TITLE	POS COUNTY	JOB	JOB ABBR	JOB TITLE	EEOC	ORG	ORG ABBR	ORG TITLE	JV...	EE GROUP	EE SUBGROUP
1110	1111	0001	99999999	None	None	None	None	None	None		00000000				0 Permanent	01 Monthly(M) OT Exempt
1110	1111	0001	71020469	0455	IT SPEC 3	Thurston County	None	None	None		31006877	ISD-HRMS SEC	HRMS SECURITY		0 Permanent	06 M-OT Elig>40hrs/wk



The report results display depending upon the selection. Use the scroll bar to view all results of the report.

SAP

List Edit Goto Views Settings System Help

Employee and Position Status Report

State of Washington - HCM  
Employee and Position Status report

Report ID: ZHR\_RPTPA231  
User ID: KELLYW  
Run Date: 07/26/2011  
Selection Date: 07/26/2011  
Report limited to: Invalid Positions  
Invalid Jobs  
Records reported: 2  
Run Time: 00:00:08

Double-click any line for Cost Distribution drilldown (IT0027/IT1018).

COST CENT...	EE PS TY...	EE PS AR...	EE PS GRP	EE PS LVL	POS PS TYPE	POS PS AREA	POS PS GRP LOW	POS PS GRP HIGH	POS PS LVL L...	POS PS LVL HI...	RATE	SPEC P...
1110000000	00	01	62	L							2,889...	0.00
	00	01	58	G	00	01	58	58	A	L	2,313...	0.00

SAP

List Edit Goto Views Settings System Help

Employee and Position Status Report

State of Washington - HCM  
Employee and Position Status report

Report ID: ZHR\_RPTPA231  
User ID: KELLYW  
Run Date: 07/26/2011  
Selection Date: 07/26/2011  
Report limited to: Invalid Positions  
Invalid Jobs  
Records reported: 2  
Run Time: 00:00:08

Double-click any line for Cost Distribution drilldown (IT0027/IT1018).

PID DATE	EMPLOY %	LAST ACTION	LAST ACTION EFF. DATE	SENIORITY DATE	ETHNIC ORIGIN	ETHNICITY NEW	MILITARY STATUS	VET ST...
	100.00	U3 Appointment Ch...	03/01/2011	07/23/2001	01 White/Not Hispanic origin	E2 Not Hispanic/...	15 Non/Unspec Vet's St...	V1 Non...
08/01/2...	100.00	UJ Change of Status	10/01/2010	08/01/2008	01 White/Not Hispanic origin	E2 Not Hispanic/...	14 1 yr + w/honor disc <...	V2 Spe...

State of Washington - HCM  
Employee and Position Status report

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Run Date: 07/26/2011  
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Invalid Jobs  
Records reported: 2  
Run Time: 00:00:08

Double-click any line for Cost Distribution drilldown (IT0027/IT1018).

DISABI...	PT I...	WF IND	UNDERFILL	OVERFILL	MULTIFILL	INVALID POS	INVALID J...	JOB TO PER RELAT	EE STAT	SHIFT
			X			X			3 Active	
							X		3 Active	1=DAYS

4A. The report has drill down option. To view the Cost Distribution, double click any line to view:



If the employee has a *Cost Distribution (IT 0027)* created, the **ZHR\_RPTFI0027 IT 0027 Employee Cost Distribution** report will display.



If the employee does not have a *Cost Distribution (IT 0027)* created, the **ZHR\_RPTFI1018 IT 1018 Position Cost Distribution** report will display.

State of Washington - HRMS  
IT0027 Employee Cost Distribution

Report ID: ZHR\_RPTFI0027  
User: KELLYW  
Run Date: 07/26/2011  
Effective Date: Include - 07/26/2011 to 07/26/2011  
Business Area: All  
Personnel Area: All

PAY. AR...	BUS. AR...	BUS. AREA DESC	PER...	ACTION BEGIN	ACTION END	PERS...	COST DIST. ...	COST DIST. ....	FUND	FUND DESCRIPTION	FUNCTIONAL AREA	FUNCTIONAL ...
11	1110	Department of P...	1111	03/01/2011	12/31/9999	0001	06/01/2011	12/31/9999	11141...	ZDNU_HUMAN RESOU...	1110990000000000	ZDNU_HRMS



Use the scroll bar to view all data.

IT0027 Employee Cost Distribution

State of Washington - HRMS  
IT0027 Employee Cost Distribution

Report ID: ZHR\_RPTFI0027  
User: KELLYW  
Run Date: 07/28/2011  
Effective Date: Include - 07/28/2011 to 07/28/2011  
Business Area: All  
Personnel Area: All

COST OB...	COST OBJECT DE...	COST CENT...	COST CENTER DESC	AFRS PRO...	AFRS PROJECT STR...	AFRS ALLO...	AFRS ALL...	COST ...	DISTRIB...	EMPLO...	EMPLO...
11100000...	DEFAULT AGENC...	11100000000	DEFAULT AGENCY 111	11191020...	ZDNU_HRMS IMPLEM...	1110000	DEFAULT ...	100.00	01 Wag...	3	Active

**Results**

You have generated the Employee Position Status report.