

Department of Personnel  
HRMS Reporting  
Logged Changes in IT Report  
PPA Presentation  
Patty Peterson  
2/26/09

The screenshot shows the HRMS On-Line Quick Reference page. The header includes the HR logo and navigation links like 'Contact DOP', 'About Us', 'Topic Index A-Z', 'Forms', 'Publications', and 'Calendar'. A search bar is present. Below the header is a navigation menu with buttons for 'Home', 'Strategic HR', 'Compensation & Job Classes', 'Training', 'Recruitment', 'Rules', 'Diversity', 'Payroll', and 'More DOP Services'. The main content area is titled 'On-Line Quick Reference' and contains introductory text about the OLQR system and a list of functional areas and roles. A red arrow points to the 'On-Line Quick Reference' link in the left sidebar.

**HR** Washington State Department of Personnel

Home > Payroll > Human Resource Management System > On-Line Quick Reference [Print Friendly](#)

**Payroll - HRMS**

- HRMS Support
- Payroll Calendars & Schedules
- Training
- On-Line Quick Reference

### On-Line Quick Reference

The On-Line Quick Reference (OLQR) contains instructional materials to help you perform day-to-day tasks in the Human Resource Management System (HRMS).

It is organized by functional areas and roles, job aids, HRMS reports, user procedures, course manuals, and glossary.

- [Functional Areas and Roles](#)
- [Job Aids](#)
- [HRMS Reports](#)
- [User Procedures](#)
- [Course Manuals](#)
- [Glossary](#)

**Related Links**  
[HRMS/BI Portal \(SSO\)](#)  
[HRMS/BI Portal \(All\)](#)

**Related Documents**  
[HRMS Upgrade Impacts](#)

**Contact Us**  
360-664-6400 or [E-Mail](#)

Updated: 3/25/09

Logged Changed in Infotype Data (S\_AHR\_61016380)



## Logged Changes in Infotype Data

   Read from archive

### Read documents from database

- Long-term documents
- Short-term documents

1

### Selection

#### Transaction class

- Master data
- Appl. data
- All

Personnel number	<input type="text"/>	to	<input type="text"/>	
Infotype	<input type="text"/>	to	<input type="text"/>	
Changed on	<input type="text"/>	to	<input type="text"/>	
Changed by	<input type="text"/>	to	<input type="text"/>	

2

### Output options

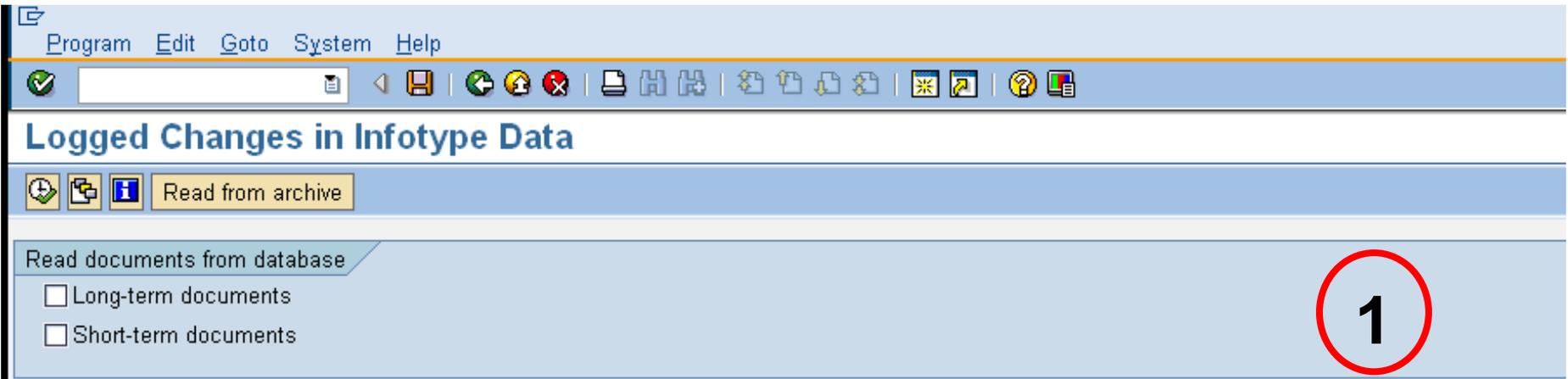
Default currency

- Direct output of docs
- Output program selections
- New page per doc.
- Output in ALV

3

### Sort order

- Time
- Personnel no.
- Infotype
- User



§ Long term documents are sorted by personnel number and infotype. They are used for revision purposes, in other words to find out who changed, deleted or created what and when.

§ Short term documents are sorted by date on which the last change was made.

Selection

Transaction class

Master data

Appl. data

All

2

Personnel number

to



Infotype

to



Changed on

to



Changed by

to



Output options

Default currency

3

Direct output of docs

New page per doc.

Output program selections

Output in ALV

Sort order

Time

Personnel no.

Infotype

User