

HRMS Reporting Workgroup Presentation

- Helpful Hint / Clip Board
- Movement Turnover Report
- Actions Report



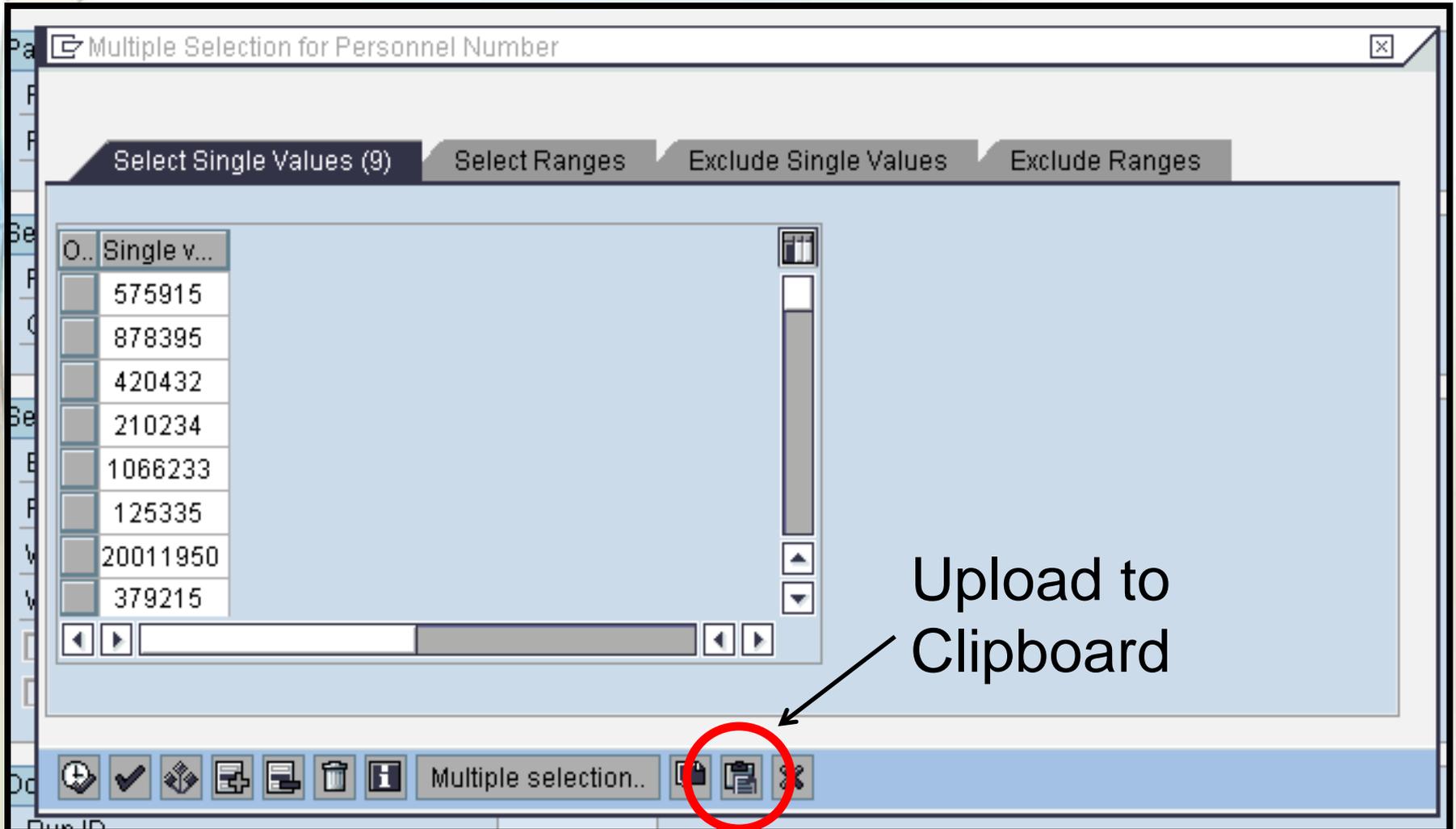
Clip Board Helpful Hints

CTRL 'C'
to copy



	A	B	C	D	
1	Pay Period	PA	Pers.No.		
2					
3	200815	3024	575915		
4	200815	3000	878395		
5	200815	3026	420432		
6	200815	3019	210234		
7	200815	3008	1066233		
8	200815	3024	125335		
9	200815	3024	20011950		
10	200815	3011	379215		
11	200815	3021	575754		

Clip Board Helpful Hints



Clip Board Helpful Hints

- Use “Ctrl + C” on the keyboard *or* right click to copy the personnel numbers.
- Next, select the “Multiple selections” button in the HRMS “Selections” window. This is the yellow arrow next to the field for personnel numbers. 
- Click on the “clipboard” icon shown below and this will copy all personnel numbers to the report.
- Click on the green check and execute the report as described above.

Agenda



- HRMS reports
 - Movement /Turnover Report
 - Actions Report
- Difference between the two reports
 - No org breakdown on Movement Report
- What you will learn
 - How report is used for a proactive review
 - Reconcile new hires, separations and transfers between HRMS and Pay1
 - Promotes team work and communication

Security Roles Matrix

- Movement Turnover Report

HRMS Payroll/Benefit Roles	HRMS Personnel Roles	HRMS Financial Roles
SR3P_CE_BENEFITS_INQ	SR3P_DE_PERS_ADMIN_INQ	SR3P_DE_FIN_RPT_PROC
SR3P_DE_BENE_PROC	SR3P_DE_PERS_ADMIN_PROC	
SR3P_DE_PAY_ANL	SR3P_DE_PERS_ADMIN_SUPV	
SR3P_DE_PAY_INQ		
SR3P_DE_PAY_PROC		
SR3P_DE_PAY_SUPV		
<ul style="list-style-type: none"> 'NEW' Tax Reporter Role will also have this access 		

Movement/Turnover Report: ZHR_RPTPYU26

- Use this report to find the agency to send the EE's personnel file to for a transfer.
- Find data for agency publications, transitions, newsletters, such as totals for:
 - New hires, Retirees, Separations, Resignations
- Removal of security roles for separations or transfers verified.

Movement Report: (cont.)

- Notification to Employment Security Dept
- Executive Management Tool
 - Informative tool of the FTE status
- To ensure restrictions of hiring freeze are followed;
 - Total of non-perm
 - Total of new hires

Movement Report: (cont.)

- Budget Reports
 - Total Hires
 - Total Separations
 - Total WMS
 - Total Retirement
 - Seasonal
- Proactive response for payroll to know when an employee is leaving if they do not hear about the action from HR

Movement Report: (cont.)

- Review old personnel numbers and new
 - find transfers posted as separations
 - incorrect coding for actions
 - process verifications
 - process completion of actions
- Reconciliation of general ledgers
 - Broken down by employee; shows both agencies
 - Can request, by EE, further details just between those two agencies

Separating Employees

- End date the additional payments
- End date the recurring payment screens (if appropriate)
- Post your 2983WT and 2550WT to ensure your medical premiums are posted to accurate general ledgers
- End date your Cost distribution if it is posted on your 0027 employee screens

Separations cont

- End LNI coding with the last pay date the employee will be paid
- Run the report on Day 2 then forward a report to the budget department or Exec mgmt for projected amount of sick leave buy-out and annual leave buy-out for retirees.
- Total numbers for lay-off codes
- Monitor the job class turnover in your agency

Incoming / New Hire or Rehire

- Payroll status IT0003
 - Rehires begin RA date when the employee begins with your agency
- To monitor the job class turnover in your agency
- Recruitment-how long employees stay or don't

Movement Report:

Program Edit Goto System Help

Movement / Turnover Report

Selection Criteria

Date From	<input type="text"/>			
Date To	<input type="text"/>			
Employee Number	<input type="text"/>	to	<input type="text"/>	
Personnel Area	<input type="text"/>	to	<input type="text"/>	
Business Area	<input type="text"/>	to	<input type="text"/>	

ALV Options

Layout Variant

Program Edit Goto System Help

Movement / Turnover Report

Selection Criteria

Date From	09/01/2008			
Date To	12/31/2008			
Employee Number	<input type="text"/>	to	<input type="text"/>	
Personnel Area	3003	to	<input type="text"/>	
Business Area	<input type="text"/>	to	<input type="text"/>	

ALV Options

Layout Variant



State of Washington Movement/Turnover Report

**The Employee's Name and
Personnel Number has been
hidden for security purposes.**

Program: ZHR_RPTPYU26
User: JANETP
Run Date: 05/11/2009

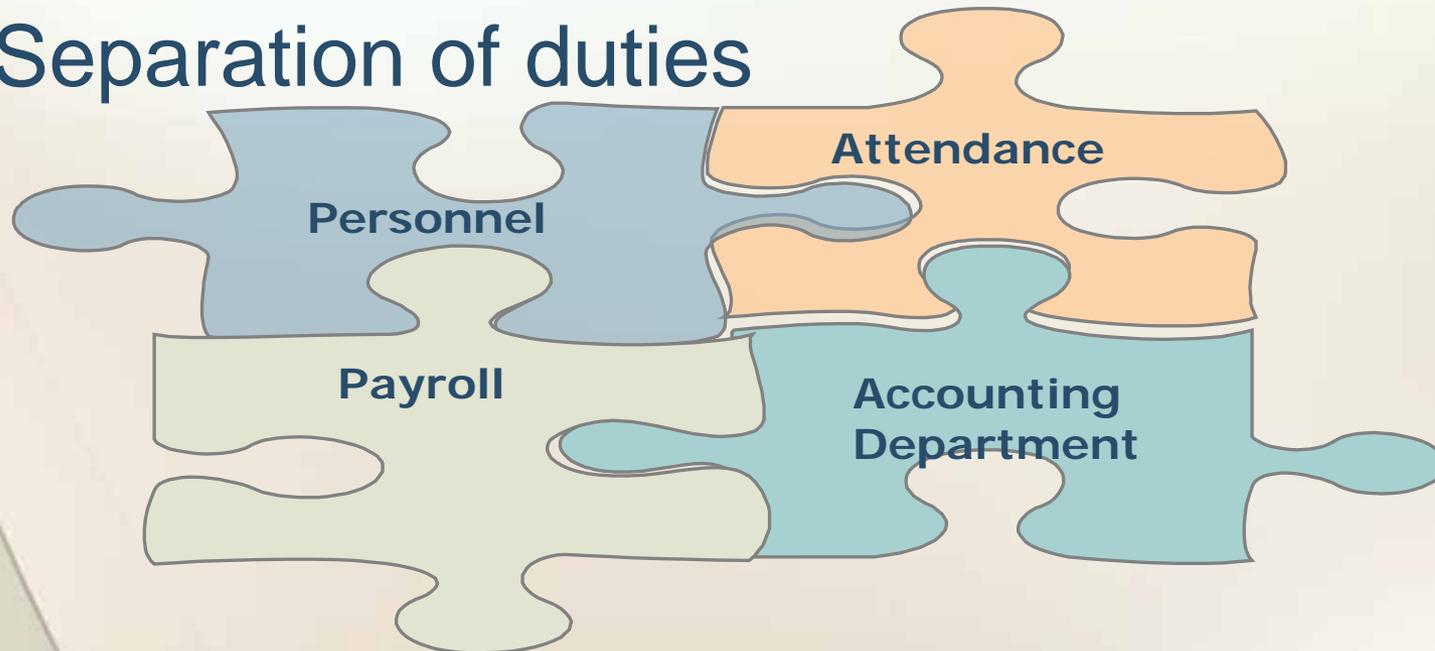
Old Pers. Area	New Pers Area	Old Business ...	New Business...	Begin Date	End Date	Action	Action Description
3000	3000	3000	3000	09/23/2008	12/31/9999	U5	Separation
3000	3000	3000	3000	10/01/2008	12/31/9999	U5	Separation
3000	3030	3000	3030	10/16/2008	10/31/2008	U6	Rehire
3000	3019	3000	3000	12/16/2008	01/31/2009	U3	Appointment Change
3002	3002	3000	3000	10/01/2008	12/31/9999	U5	Separation
3007	3007	3000	3000	09/22/2008	12/31/2008	U6	Rehire
3007	3007	3000	3000	09/22/2008	12/31/2008	U3	Appointment Change
3000	3026	3000	3000	12/16/2008	01/15/2009	U3	Appointment Change
	3010		3000	09/27/2008	02/15/2009	U0	New Hire
3008	3008	3000	3000	10/28/2008	12/31/9999	U5	Separation
3023	3023	3000	3000	11/01/2008	12/31/9999	U5	Separation
	3000		3000	12/01/2008	12/31/9999	U0	New Hire
3008	3025	3000	3000	09/16/2008	09/17/2008	U3	Appointment Change

Program: ZHR_RPTPYU26
User: JANETP
Run Date: 05/11/2009

Reason	Reason Description	Job Class	Job Class Short Text	Job Class Long Text	Old Job Class	Old Job Class Short	Old Job Class
18	Probationary Separation	50001556	178F	SUPPORT ENFORCEMENT OFFICER 1	50001556	178F	SUPPORT EN
23	Retirement	50001515	170E	MEDICAL ASSISTANCE SPECIALIST 1	50001515	170E	MEDICAL ASS
23	Non-Perm. Limited	50001582	428F	HEALTH CARE INVESTIGATOR 2	50003922	WMS02	WMS BAND 2
32	Reassignment	50001064	351U	Developmental Disabilities Case/Res Mgr	50001064	351U	Developmental
23	Retirement	50001095	355N	JUVENILE REHABILITATION PROGRA...	50001095	355N	JUVENILE RE
23	Non-Perm. Limited	50000915	290D	PSYCHIATRIST 4	50000915	290D	PSYCHIATRIS
62	Change in EESubgroup	50000915	290D	PSYCHIATRIST 4	50000915	290D	PSYCHIATRIS
05	WMS Apptmt With Review	50003922	WMS02	WMS BAND 2	50003923	WMS03	WMS BAND 3
18	Non-Perm. Limited	51001053	675F	Food Service Worker			
06	Disability Separation-Invol.	50002080	347L	MENTAL HEALTH TECHNICIAN 1	50002080	347L	MENTAL HEA
23	Retirement	50000356	106J	OFFICE MANAGER	50000356	106J	OFFICE MAN
18	Non-Perm. Limited	50001034	351Q	SOCIAL WORKER 3			
01	Prom/Trial Service Apptmt	50000292	102B	CUST SVS SPEC 2	50002064	347J	PSYCHIATRIC
16	Reversion Appointment	50002064	347J	PSYCHIATRIC SECURITY ATTENDANT	50000292	102B	CUST SVS SE

Internal Control

- HRMS moves through HR/Payroll Infotypes.
 - HR notifies payroll when their portion is complete
 - Verification of layoff codes
- Separation of duties



Risk Management

- Org key is not available in this report
 - For this functionality use the Actions report
- If this report is run before all actions are run you will not have a full picture.
- If you run this report after payroll cut-off you may not see issues that need to be researched or corrected proactively

Possible Risk cont.

- The employee left the agency and the payroll department did not know about it prior to Day 3 close.
 - Payroll supervisor could run this to be proactive with actions for the period



Actions Report

- ZHR_RPTPA457 is the WA customized report

HRMS Personnel Roles
SR3P_DE_PERS_ADMIN_INQ
SR3P_DE_PERS_ADMIN_PROC
SR3P_DE_PERS_ADMIN_SUPV

Actions Report

- The data used in conjunction with other reports
- Used like the Movement Turnover report however additional criteria also available
 - Ethnic code
 - Org code (org key) for further breakdown of larger agencies
 - GMAP
 - On call Pool
 - FMLA

Actions Report

- Possible ways to assist larger agencies
 - Include the orgs for further breakdown
 - Export data to Excel
 - Export to Access for further manipulation
- Divide reports into groups by org or personnel areas or whatever to make the reports more manageable



Action report set up

Program Edit Goto System Help

Reporting Period: A All

Selection Criteria

Personnel Number		→
Employment Status		→
Personnel area	2250	→
Personnel subarea		→
Employee group		→
Employee subgroup		→

Program selections

Effective Date of Action: [] to []

Action Type: [] to []

Output format

SAP List Viewer

Effective Dating

Program Edit Goto System Help

Reporting Period: A All

Selection Criteria

Personnel Number		
Employment Status		
Personnel area	2250	
Personnel subarea		
Employee group		
Employee subgroup		

Program selections

Effective Date of Action	03/01/2007	to	03/31/2007	
Action Type		to		

Output format

SAP List Viewer



Multiple Selection Table

65 Entries found

A...	Name of action type
U2	Transfer / Relocation
U3	Appointment Change
U5	Separation
U6	Rehire
U7	Retirement
U8	Paid Leave of Absence
U9	Unpaid Leave of Absence
UA	Return from Leave of Absence
UB	Return to Work fm Active St.
UC	Reduction in Work Force
UD	Hire Applicant
UE	Change in Personal Data
UF	Country Reassignment
UG	Group 2 to 1 New Hire/Trnsfr
UH	Group 1 to 2 Sep/Trnfrs
UI	Quick Hire
UJ	Change of Status
UK	Rehire - Quick Hire
UL	Non-Payroll EE New Hire

65 Entries found

Report Details

Action Report

Personnel Area	Personnel Subarea	Duty Station	County	Position	Job	Last name	First name	Effective Date	End Date
Washington State Patrol	WMS	34		70083068	WMS BAND 3	PASION, JINAY		03/01/2007	12/31/9999
	Crime Labs	27		71005728	FORENSIC SCI 3	DORNAN, MICHAEL		03/01/2007	12/31/9999

Act.	Reason for Action	Org. un.	EO	Personnel ID	Name of Action	Type
U0	In-Training Appointment	30002328		20000337	New Hire	
U6	Non-Perm. On Call	30011832	00	99200029	Rehire	

Questions!