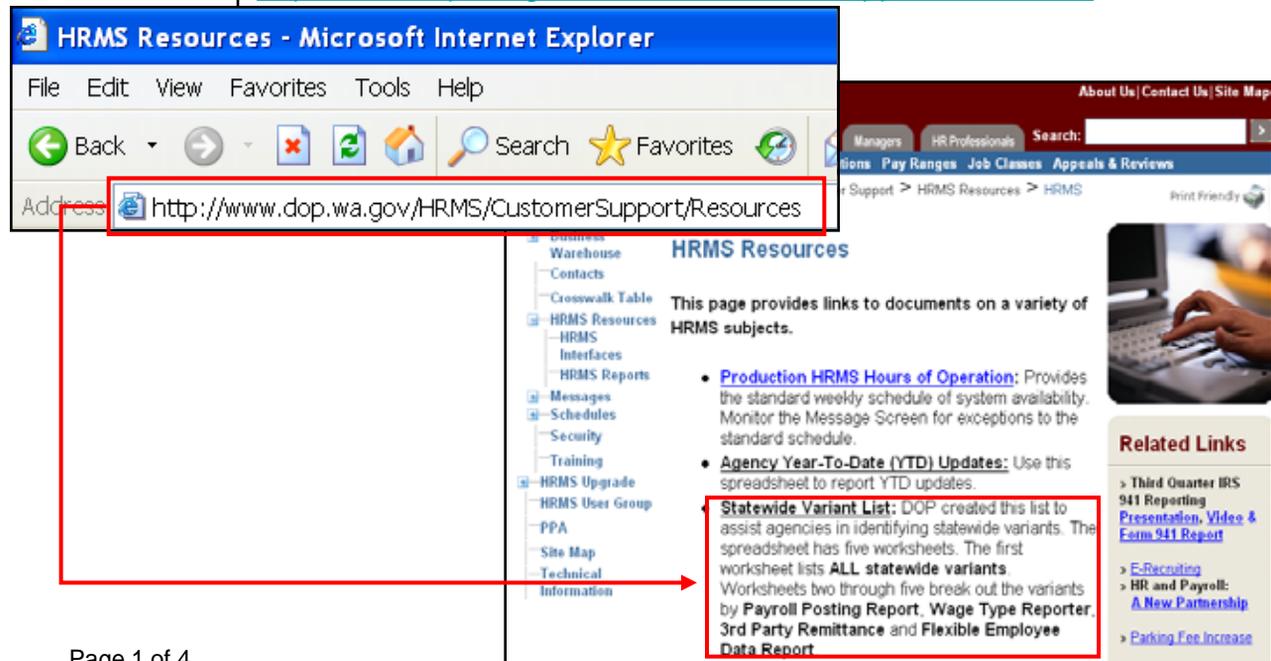


HRMS Variants

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PPA 5/28/08

What is a variant?	A variant is a report with one or more criteria defined and saved as a parameter. Variants can be created for standard and customized reports.
Why would I use a variant?	Using a variant to run your report is beneficial because it can: <ul style="list-style-type: none">– Reduce your data entry and expedite report results– Display the same report results every time (because the criteria is the same)– Catch potential errors (by returning data that wasn't expected) Variants can increase accuracy – when a variant is used to run a report it pulls the same information as the last time you ran the report (using the same variant).
Who can create a variant?	<ol style="list-style-type: none">1. DOP has created variants for users across the state. These are called Statewide Variants or SWV. Statewide variant names begin with SWV for example: SWV EMP SNAP...(Employee Snapshot) for the Flexible Employee Data Report.2. End users can create variants. (Refer to HRMS Basics and HRMS Financial Reporting courses for step by step instructions.)
What is the Statewide Variant (SWV) list?	<p>DOP created and published a list of variants for use across the state. <u>The SWV list (spreadsheet) has five worksheets.</u></p> <p>All (Lists every variant in the entire spreadsheet) Payroll Posting Report (Lists 6 variants for ZHR_RPTPY126) Wage Type Reporter (Lists 11 variants for PC00_M99_CWTR) 3rd Party Remittance (List 3 variants for PC00_M99_URMR) Flexible Employee Data Report (List 3 variants for ZHR_RPTPAN02)</p> <p>Access the SWV list on the Department of Personnel website on the Customer Support web page: http://www.dop.wa.gov/HRMS/CustomerSupport/Resources</p>

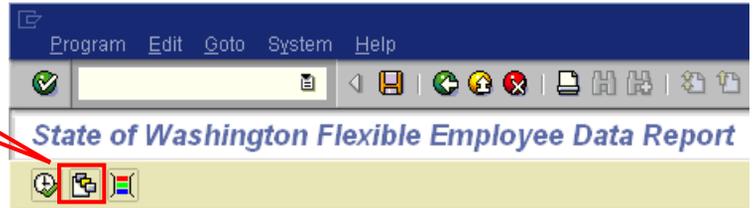


How do I use (retrieve) a swv?

Variants are accessed in HRMS once you have typed in the transaction code of the report you wish to access (for example: ZHR_RPTPAN02 Flexible Employee Data Report).

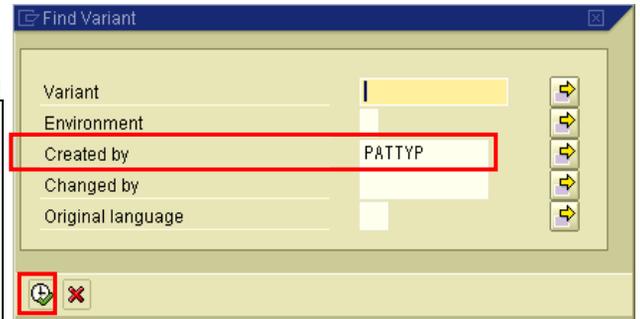
1

Before executing the report, click on the Get Variant icon in the Application Toolbar.



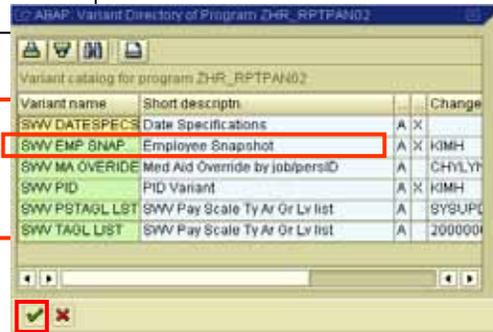
2

Remove your username from the Created by field to access a larger list of variants (not just the variants you have created) including SWV's. Enter swv* in the Variant field and then click the Execute icon.



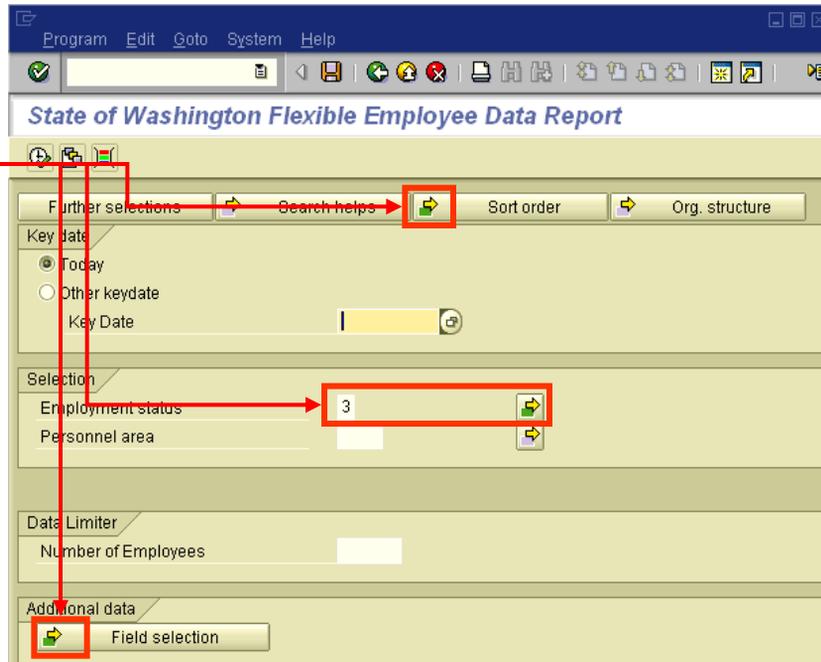
3

Select the variant you want to run. Click the green check.



4

Certain fields now have a green indicator which means criteria has been selected for these fields.



5

Lastly, add any additional criteria you would like to add to further narrow down the results for your agency (such as; business area, date range, etc.) and then click the **execute** button to run the report with the variant. (This step not shown on screen shot)

Tip

To view the criteria automatically brought in to the report by the variant you selected, click on the **Field Selection** button.

Notice the fields in the pop-up box match the fields listed on the SWV spreadsheet for the variant you selected.

Report transaction	Report title	Variant Name	Short Description	ALV Variant Layout	Filter
ZHR_RPTPAN02	Flexible Employee Data Report	SWV EMP SNAPSH	Employee Snapshot		Employee Status: 1 Inactive 3 Active

HR field selection

Selectable fields	Selected fields
Action	Personnel Number
Action Type	Full Name
Annual Salary	Original Hire Date
Branch/Region/Market ID	Contract Type
Business Area	Position Number
Business Area Code	Position Short Text
Cadet Hire Date	Job
Capacity Utility Level	Job Key/Class
Certificate	Work Contract
Commission Date	Appointment Date
Commission Tenure Date	Next Increase Date
Cost Center	Organizational Unit
Daily Work Hours	Pay Scale Group
Degree Type	Pay Scale Level

Scroll down for more

Selection: 19 / 30

Selected
Personnel
Full Name
Original Hire
Contract Type
Position
Position Short
Job
Job Key/Class
Work Contract
Appointment
Next Increase
Organizational
Pay Scale
Pay Scale Level
Indirect
Personnel
Anniversary
Seniority Date
Unbroken

6

The final step is to view your report results.

*This is a small screen shot meant to briefly display the results for the **Flexible Employee Data Report** using the **SWV EMP SNAPSH**.*

List Edit Goto Views Settings System

State of Washington Flexible Employee Data Report

Employee Snapshot

Date Range: 05/27/2008 - 05/27/2008

Personnel Number	Full Name	Original Hire Date	Contract Type	Position Number	Position Short Text	Job	Job Key/Cl:
			Permanent	0050		HUMAN RESOURCE CONSULTANT 1	119E
			Non-Permanent	9003		DOP BOARD MEMBER	DOP01
			Permanent	0396		HUMAN RESOURCE CONSULTANT 1	119E
			Permanent	0047		HUMAN RESOURCE CONSULTANT 4	119H
			Permanent	0070		ADMINISTRATIVE ASSISTANT 4	105H
			Permanent	0021		HUMAN RESOURCE CONSULTANT 4	119H
			Permanent	0333		EMPIAST PF EX SU	356D
			Permanent	0006		CUST SVS SPEC 2	102B
			Permanent	0320		ADMINISTRATIVE ASSISTANT 3	105G

Blacked out on purpose

Create - Save - Retrieve Variants

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HRMS Training Team
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PPA 5/28/08

How do I create, save and retrieve my own (or other employees) variants?

End users have the ability to create, save and retrieve (use) their own variants. Below are four slides detailing the step by step instructions for creating, saving and retrieving variants.

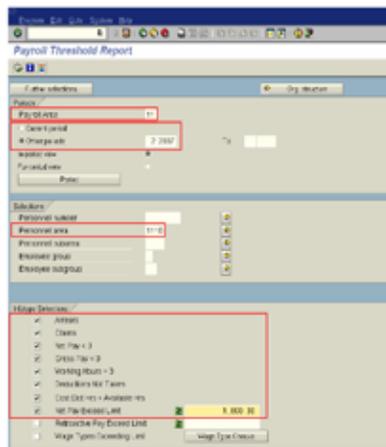
Resources:

1. HRMS Report Variants_Create_and_Retrieve on the OLQR offers step by step instructions on the use of variants.
2. Customer Support page holds the SWV list. (address on pg 1 of this handout).
3. HRMS courses – HRMS Basics and HRMS Financial Reporting cover creating, saving and retrieving variants.

The below slides are provided here for your reference during this presentation but will be posted in full size on the PPA web page.

1 Creating a Variant

1. Enter the report transaction code
2. Define the desired criteria (for example):
 - Payroll Area
 - Personnel Area
 - Infotype Selection:
 - Arrears
 - Claims
 - Net Pay < 0
 - Gross Pay < 0
 - Working hrs = 0
 - NetPay Exceed Limit



Refer to HRMS Report Variants_Create and Retrieve in the OLQR

2 Saving a Variant

To save the variant for this report, with your selected criteria, select: **Goto → Variants → Save as Variant**
Note: You can also use [Ctrl + S] or click (Save) to save a variant.

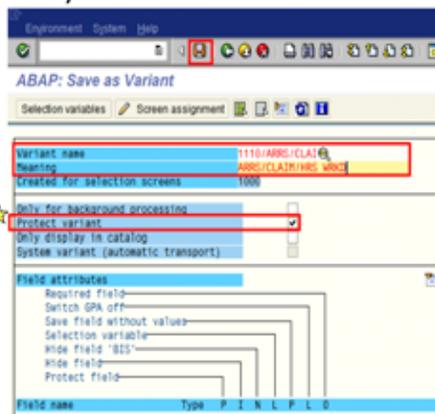


HR

3 Saving a Variant (cont')

Complete these fields:

- Variant name
- Meaning
- Click (Enter) to validate the data
- Click (Save) to save the data
- Once saved, you will be taken back to the report.

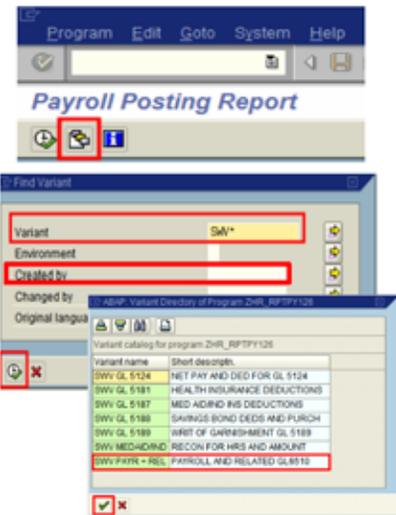


Optional: Clicking the 'Protect Variant' box will ensure that no one will save over your variant.

4 Retrieving a Variant

To access a variant enter the transaction code for the report:

- Click (Get Variant).
- In the **Find Variant** pop-up box
 - Enter the variant name you are selecting.
 - Clear the created by field.
 - Click (Execute)
- In the pop-up box titled **ABAP Variant Directory o' Program** (report name) select the variant you want to run.
- Click (Enter).



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