

USW ATB Exceptions & Update Report (ZHMR_USWSAL)

Contents

Overview

Transaction Code & HRIS Menu Path

How to Run the USW ATB Exceptions and Update Report

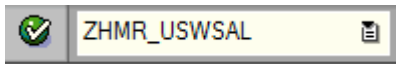
Output Data

Exporting USW ATB Exceptions and Update Report


Overview

The USW ATB Exceptions and Update Report is a point in time report. It is representative of data as of Nov. 2, 2014 for a respective organizational unit. It is run by Business Officers to gain a listing of employees which will have their ATB centrally processed and those which have exceptions and need to be done manually by the department.


Transaction Code & HRIS Menu Path


1. Enter the Transaction Code  (ZHMR_USWSAL) in the top toolbar or;
2. Click on the following Menu Path: **Human Resources** → **Information System Personnel Management** → **Administration** → **Periodic Administration** → **July Processing** → **USW ATB Exception and Update Report**

How to Run the USW ATB Exceptions and Update Report

1. Enter the Organizational Unit **Org Unit** in the field
2. Click the EXECUTE  button



You may choose one or more Organizational Units by clicking on the multiple selections arrow  then enter the other Org. Units in the blank rows.

Click the Execute/Copy  button to run the report for the multiple selection.

Output Data

PersNo.	Last name	First name	Org.unit	PS text	PS group	Lv	June 30, Salary	July 1, Salary	Difference	% Diff	Comments
---------	-----------	------------	----------	---------	----------	----	-----------------	----------------	------------	--------	----------

The Output Data Screen will appear with the information organized in a table with the following headings:

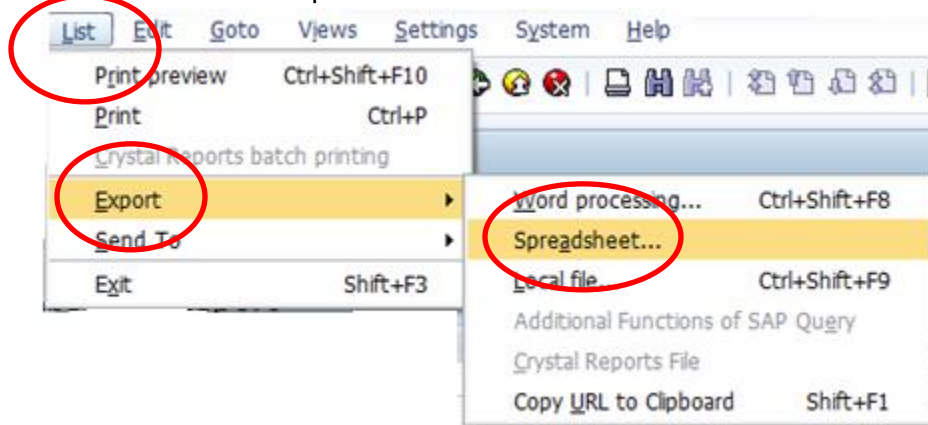
- | | |
|--|---|
| <ul style="list-style-type: none"> • Personnel No. • Last Name • First Name • Org. Unit • PS Text • PS Group | <ul style="list-style-type: none"> • Level • June 30, 2014 Salary • July 1, 2014 Salary • Difference amount • % Difference • Comments |
|--|---|



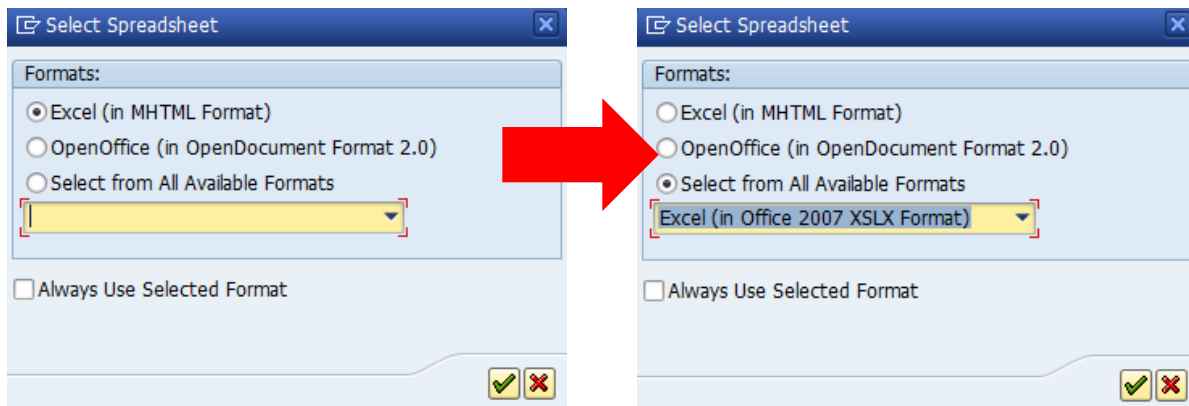
Employees with the Comment “will be processed centrally” **DO NOT** need to be updated manually by the Business Officer.


Exporting USW ATB Exceptions and Update Report

1. Click on List in the top tool bar



2. Select Export
3. Select Spreadsheet
4. Complete the popup windows by selecting Excel and Select from All Available Formats – Excel (in Office 2007 XSLX Format)



5. Click on the  or press ENTER
6. A Save As popup window will appear, save the report to a desired location on your computer or network