

# PM, Confidential, AP and RA/SRA Staff ATB Exceptions & Update Report (ZHMR\_SALS)

## Contents

Overview

Transaction Code & HRIS Menu Path

How to Run the PM, Confidential, AP and RA/SRA's ATB Exceptions and Update Report

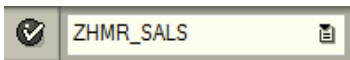
Output Data

Exporting PM, Confidential, AP, RA and SRA's ATB Exceptions and Update Report


## Overview


The PM, Confidential, AP, Research Associates and Senior Research Associates ATB Exceptions and Update Report is a dynamic report up to the date of central automation (January 9<sup>th</sup> at 5pm) and after that date it is a point in time report. It is representative of data 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. If the exceptions are corrected by January 9<sup>th</sup>, 2014 at 5 pm those employees will also be included in the central automation.


## Transaction Code & HRIS Menu Path


1. Enter the Transaction Code  (ZHMR\_SALS) in the top toolbar or;
2. Click on the following Menu Path: **Human Resources** → **Information System Personnel Management** → **Administration** → **Periodic Administration** → **January Processing** → **PM, Confidentials, Research Associates ATB Exception and Update Report**

# How to Run the PM, Confidential, AP and RA/SRA's 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

First name	Org.unit	PS text	PS group	Lv	December 31, Salary	Jan 1, Salary	Difference	% Diff	Comments
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The Output Data Screen will appear with the information organized in a table with the following headings:

<ul style="list-style-type: none"> <li>• Personnel No.</li> <li>• Last Name</li> <li>• First Name</li> <li>• Org. Unit</li> <li>• PS Text</li> <li>• PS Group</li> </ul>	<ul style="list-style-type: none"> <li>• Level</li> <li>• December 31, 2014 Salary</li> <li>• January 1, 2015 Salary</li> <li>• Difference amount</li> <li>• % Difference</li> <li>• Comments</li> </ul>
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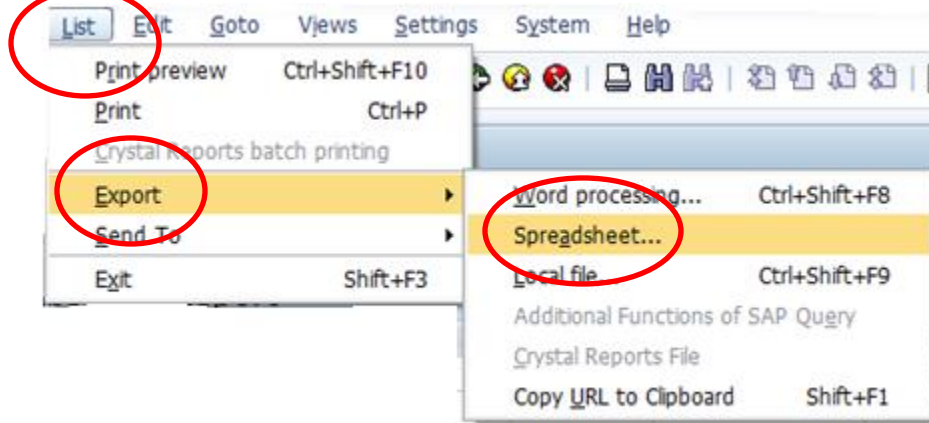


Since these staff groups are NOT on a grid, the January 1, 2015 Salary will be the same as the December 31, 2015 and the Difference % will NOT appear. The report is strictly to show the records that need attention before the central automation.

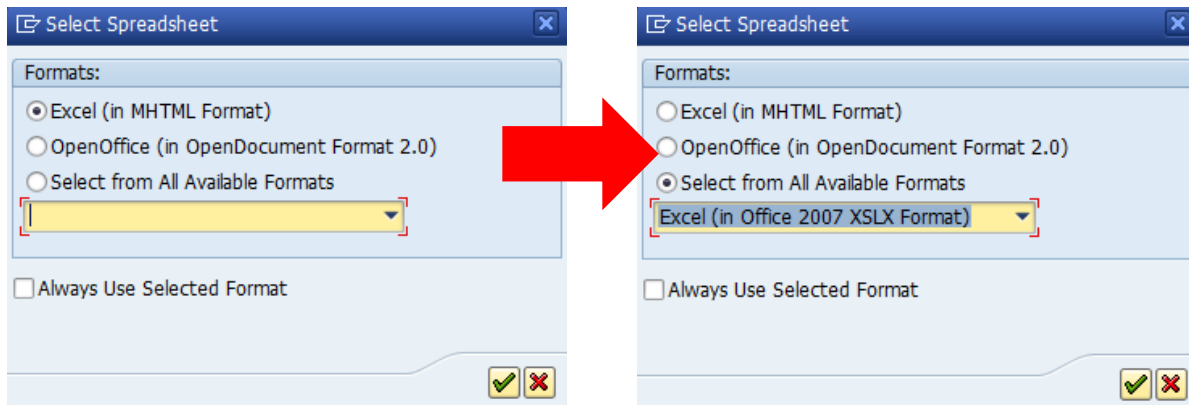
Employees with the Comment “will be processed centrally” **DO NOT** need to be updated manually by the Business Officer.


## Exporting PM, Confidential, AP, RA and SRA's 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