

UTFA ATB Exception & Update Report (ZHMR_UTFAATB)

Contents

Overview

Transaction Code & HRIS Menu Path

How to Run the UTFA ATB Exceptions and Update Report


Output Data

Exporting UTFA ATB Exceptions and Update Report


Overview

The UTFA ATB Exception and Update Report is a dynamic report up to the date of central automation **March 3rd, 2016** 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 March 3rd, 2016 those employees will also be included in the central automation.


Transaction Code & HRIS Menu Path


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

How to Run the UTFA ATB Exception 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

UTFA ATB Exception and Update Report



PersNo.	Last name	First name	Org.unit	PS text	PS group	Ly	Jun 30, 2015 Salary	Jul 1, 2015 Salary	Difference	% Diff	Dec 31, 2015 Salary	Jan 1, 2016 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:

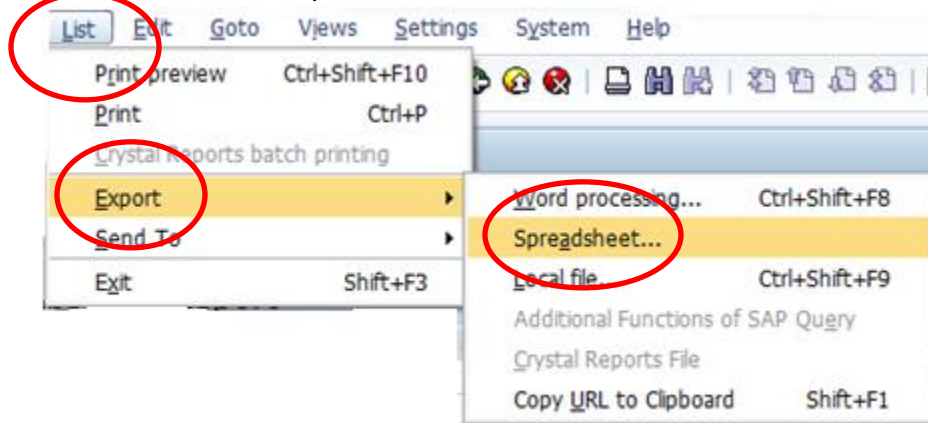
<ul style="list-style-type: none"> • Personnel No. • Last Name • First Name • Org. Unit • PS Text • PS Group • Level • June 30, 2015 Salary • July 1, 2015 Salary 	<ul style="list-style-type: none"> • Difference amount (June 30, 2015 and July 1, 2015) • % Difference • December 31, 2015 Salary • January 1, 2016 Salary • Difference amount (December 31, 2015 and January 1, 2016) • % Difference • Comments
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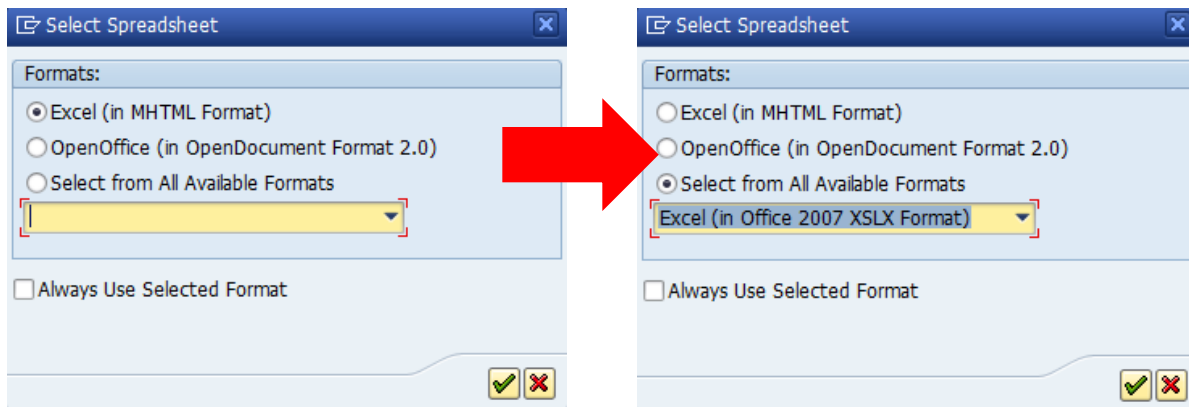
Employees with the Comment “**will be processed centrally**” **DOES NOT** need to be updated manually by the Business Officer.


Exporting UTFA ATB Exception 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