



S_L9C_94000095 - Display Headcount Changes

Purpose

Use this procedure to monitor bureau/division personnel actions.

Trigger

Perform this procedure when you need to display employee status changes for an individual employee or group of employees.

Prerequisites

None

Menu Path

Use the following menu path to begin this transaction:

None

Transaction Code

S_L9C_94000095

Helpful Hints

- R/O/C column in tables represents Required, Optional, or Conditional entry.



S_L9C_9400095 - Display Headcount Changes

Procedure

1. Start the transaction using the menu path or transaction code. The *Headcount changes* screen displays.

Headcount changes

The screenshot shows the SAP 'Headcount changes' transaction screen. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is titled 'Headcount changes' and contains several sections:

- Further selections:** Includes 'Search helps' and 'Org. structure' buttons.
- Period:** Contains radio buttons for 'Today', 'Current month', 'Current year', 'Up to today', and 'From today'. The 'Other period' option is selected, with input fields for 'Data Selection Period' and 'Person selection period', each with a 'To' field.
- Selection:** Lists various selection criteria with input fields and dropdown arrows: 'Personnel Number', 'Employment status', 'Personnel area', 'Personnel subarea', 'Employee group', and 'Employee subgroup'.
- Program selections:** Includes 'Action Type' and 'Date of action' with input fields and dropdown arrows.
- Output format:** Shows 'SAP List Viewer' as the selected output format.

The status bar at the bottom right displays 'S_L9C_9400095', 'sap02', and 'INS'.

2. As required, complete/review the following fields:

Field	R/O/C	Description
Data Selection Period	R	Lower limit of the range of time covered in the report. Example: 010110



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Field	R/O/C	Description
To	R	Upper limit of the range of time covered in the report. Example: 013110

Headcount changes

The screenshot shows the SAP 'Headcount changes' selection screen. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is titled 'Headcount changes' and contains several sections:

- Further selections:** Includes 'Search helps' and 'Org. structure' buttons.
- Period:** Contains radio buttons for 'Today', 'Up to today', 'Current month', 'From today', and 'Current year'. The 'Other period' option is selected. Below this are input fields for 'Data Selection Period' (010110) and 'To' (013110), and 'Person selection period'.
- Selection:** Lists fields for 'Personnel Number', 'Employment status', 'Personnel area', 'Personnel subarea', 'Employee group', and 'Employee subgroup', each with a dropdown arrow.
- Program selections:** Includes 'Action Type' and 'Date of action' fields with dropdown arrows.
- Output format:** Shows the 'SAP List Viewer' option selected.

The status bar at the bottom right displays 'S_L9C_94000095', 'sap02', and 'INS'.

3. Click **Action Type** field .



To capture all action types, leave the **Action Type** fields blank.



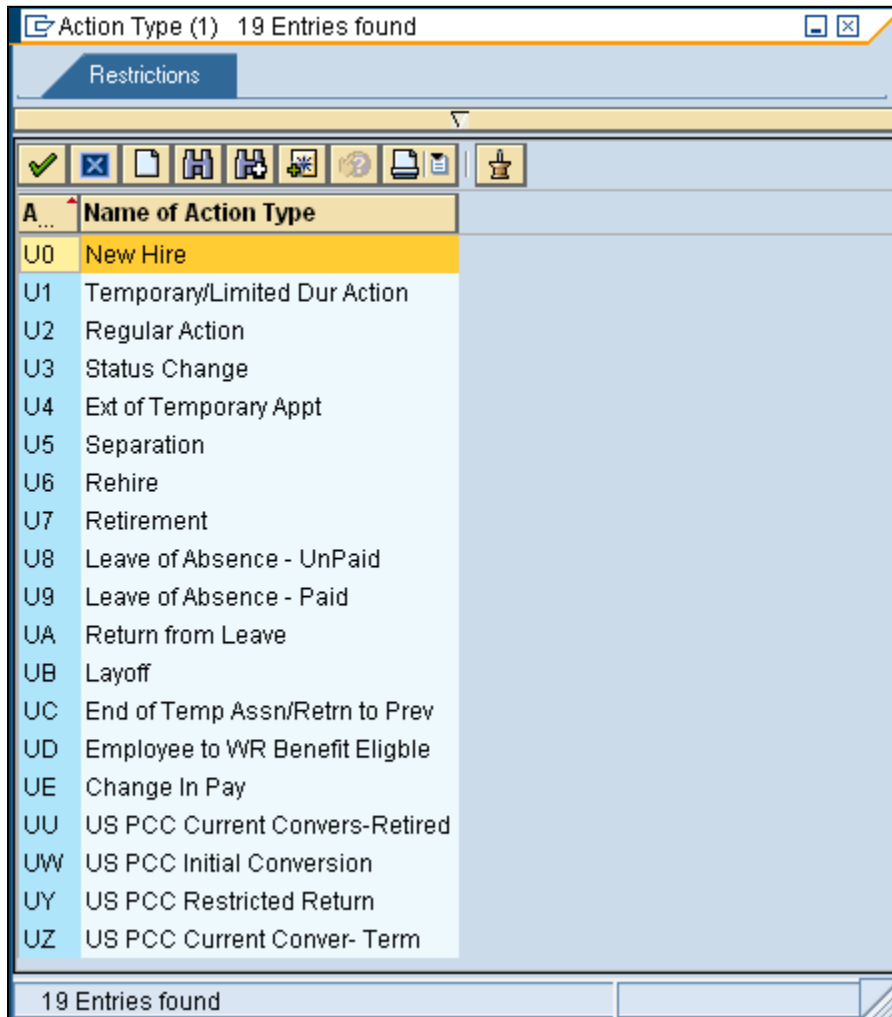
Use the **Action Type** field to select a specific action or use the **Multiple Selection** button to choose a group of actions or to exclude specific actions.



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4. Click **Action Type** matchcode .

Action Type (XXXX) YYYY Entries found



A...	Name of Action Type
U0	New Hire
U1	Temporary/Limited Dur Action
U2	Regular Action
U3	Status Change
U4	Ext of Temporary Appt
U5	Separation
U6	Rehire
U7	Retirement
U8	Leave of Absence - UnPaid
U9	Leave of Absence - Paid
UA	Return from Leave
UB	Layoff
UC	End of Temp Assn/Retrn to Prev
UD	Employee to WR Benefit Eligible
UE	Change In Pay
UU	US PCC Current Convers-Retired
UW	US PCC Initial Conversion
UY	US PCC Restricted Return
UZ	US PCC Current Conver- Term

5. Double-click the first **Action Type** **U0 New Hire**.



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Headcount changes

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- Further selections**: Includes 'Search helps' and 'Org. structure' buttons.
- Period**: Contains radio buttons for 'Today', 'Current month', 'Current year', 'Up to today', and 'From today'. The 'Other period' option is selected, with input fields for 'Data Selection Period' (010110) and 'To' (013110), and 'Person selection period' and 'To' fields.
- Selection**: Contains input fields for 'Personnel Number', 'Employment status', 'Personnel area', 'Personnel subarea', 'Employee group', and 'Employee subgroup', each with a dropdown arrow icon.
- Program selections**: Contains 'Action Type' (U0) and 'Date of action' fields, with 'to' fields and dropdown arrows.
- Output format**: Contains a radio button for 'SAP List Viewer' and a dropdown arrow icon.

At the bottom right of the screen, the status bar shows 'S_L9C_9400095', 'sap02', and 'INS'.

6. Click to field .
7. Click **Action Type** to matchcode .



S_L9C_9400095 - Display Headcount Changes

Action Type (XXXX) YYYY Entries found

A...	Name of Action Type
U0	New Hire
U1	Temporary/Limited Dur Action
U2	Regular Action
U3	Status Change
U4	Ext of Temporary Appt
U5	Separation
U6	Rehire
U7	Retirement
U8	Leave of Absence - UnPaid
U9	Leave of Absence - Paid
UA	Return from Leave
UB	Layoff
UC	End of Temp Assn/Retrn to Prev
UD	Employee to WR Benefit Eligible
UE	Change In Pay
UU	US PCC Current Convers-Retired
UW	US PCC Initial Conversion
UY	US PCC Restricted Return
UZ	US PCC Current Conver- Term

19 Entries found


8. Double-click the last **Action Type** to capture **UE Change In Pay**.



S_L9C_9400095 - Display Headcount Changes

Headcount changes

The screenshot shows the SAP 'Headcount changes' transaction screen. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is titled 'Headcount changes' and contains several sections: 'Further selections' with buttons for 'Search helps' and 'Org. structure'; 'Period' with radio buttons for 'Today', 'Current month', 'Current year', 'Up to today', 'From today', and 'Other period' (selected), along with input fields for 'Data Selection Period' (010110) and 'To' (013110); 'Selection' with dropdown menus for 'Personnel Number', 'Employment status', 'Personnel area', 'Personnel subarea', 'Employee group', and 'Employee subgroup'; 'Program selections' with input fields for 'Action Type' (U0) and 'Date of action', and a 'to' field with a dropdown menu; and 'Output format' with a radio button for 'SAP List Viewer'. The status bar at the bottom shows 'S_L9C_9400095', 'sap02', and 'INS'.

9. Click **Execute** button . The *Headcount changes* list displays.

 To limit the data return, select the **Personnel Area** and **Subarea** or make the selection from the **Org. Structure** button.



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Headcount changes

SAP

Headcount changes

Personnel No.	First name	Last name	Entry	Act.	Name of action type	From	Org. Unit	Name of Organizational Unit	PArea	Pe
00979291	Derek	Harris	01/02/2007	UE	Change In Pay	01/02/2010	20000919	North Afternoon Relief	1150	Pc
00544434	Jasmine	Sutton	01/02/2007	UE	Change In Pay	01/02/2010	20000908	Central Afternoon Relief	1150	Pc
00544434	Jasmine	Sutton	01/02/2007	U3	Status Change	01/12/2010	20000908	Central Afternoon Relief	1150	Pc
00373823	Jamie	Moos-Benjamin	09/29/2008	U4	Ext of Temporary Appt	01/01/2010	20000646	North Zone Programs Dishman CC	1160	Pa
00373823	Jamie	Moos-Benjamin	09/29/2008	U4	Ext of Temporary Appt	01/07/2010	20000646	North Zone Programs Dishman CC	1160	Pa
00772742	Daniel	Rock	06/09/2008	U6	Rehire	01/20/2010	20000624	Park Security	1160	Pa
00118495	Charles	Keeran	02/04/1988	U3	Status Change	01/07/2010	20000997	Station 25 Truck - Shift A	1020	Fir
00689564	Elsa	Kaufman	06/18/1981	UC	End of Temp Assn/Retrn to Prev	01/04/2010	20001037	Administrative Services	1250	OH
01000785	Christine	VanDuzer	01/15/2010	U0	New Hire	01/15/2010	20000639	Central Services Sports Management	1160	Pa
00364932	Donald	Gardner	06/02/2008	U4	Ext of Temporary Appt	01/01/2010	20000378	Business Services	1120	Tr
00465423	Gretchen	Newberry	05/28/1999	U5	Separation	01/09/2010	20000582	Operations Division	1280	OH
00197716	Rick	Clappe	07/23/1984	U7	Retirement	01/21/2010	20000141	Station 11 - Shift B	1020	Fir
01000739	Samantha	Forsko	01/11/2010	U0	New Hire	01/11/2010	20000653	South Zone Programs Mt Scott CC	1160	Pa
00734154	Bret	Smith	04/08/1981	U7	Retirement	01/17/2010	20000663	Investigations Branch	1150	Pc
00861943	Jay	Amadio	12/01/2008	U3	Status Change	01/07/2010	20000086	Emergency Response - Shift C	1020	Fir
01000765	Emily	Ciobanasiu	01/08/2010	U0	New Hire	01/08/2010	20000634	Central Services Aquatics Program	1160	Pa
00925226	Thomas	Carter	11/25/1997	U4	Ext of Temporary Appt	01/14/2010	20000722	Maint & Const-Apprentices	1130	Wi
01000727	Angelea	Janson	01/02/2010	U0	New Hire	01/02/2010	20000654	South Zone Programs Sellwood CC	1160	Pa
00219696	Pamela	Neild	12/06/2004	U3	Status Change	01/04/2010	20000354	Business Outreach & Assistance	1140	Pl
01000279	Jeremiah	Johnson	07/09/2009	U5	Separation	01/01/2010	20000605	East Natural Areas Maint & Horticulture	1160	Pa
01000211	John	Bennett	06/25/2009	U5	Separation	01/01/2010	20000605	East Natural Areas Maint & Horticulture	1160	Pa
01000511	Arlan	Deckard	10/01/2009	U5	Separation	01/07/2010	20000659	Heron Lakes Golf Course	1160	Pa
01000795	Rae'lynn	Harris	01/21/2010	U0	New Hire	01/21/2010	20000230	Specialized Planning Division	1140	Pl
01000809	Lynn	Talent	01/20/2010	U0	New Hire	01/20/2010	20000618	SUN Community School Program	1160	Pa
00225928	Kelly	Anderson	10/21/2008	UE	Change In Pay	01/18/2010	20001897	Records PM	1150	Pc
00629177	Jack	Hornstein	05/18/2009	UE	Change In Pay	01/09/2010	20000907	Central Night Relief	1150	Pc
00634415	Neil	Revello	02/23/2006	UE	Change In Pay	01/10/2010	20000287	Technical Services Section	1010	Er

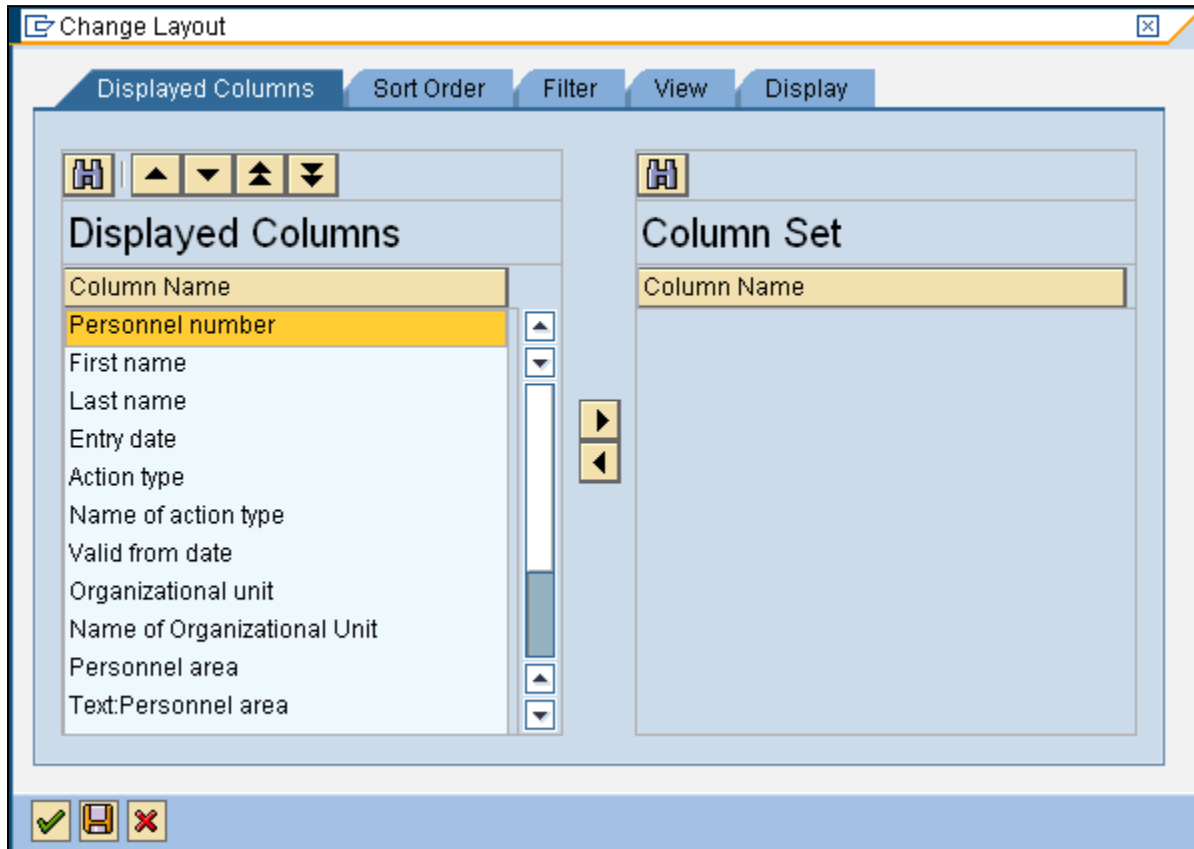
S_L9C_9400095 sap02 INS

10. To sort the list by *Action Type*, click **Change layout...** button .



S_L9C_94000095 - Display Headcount Changes

Change Layout

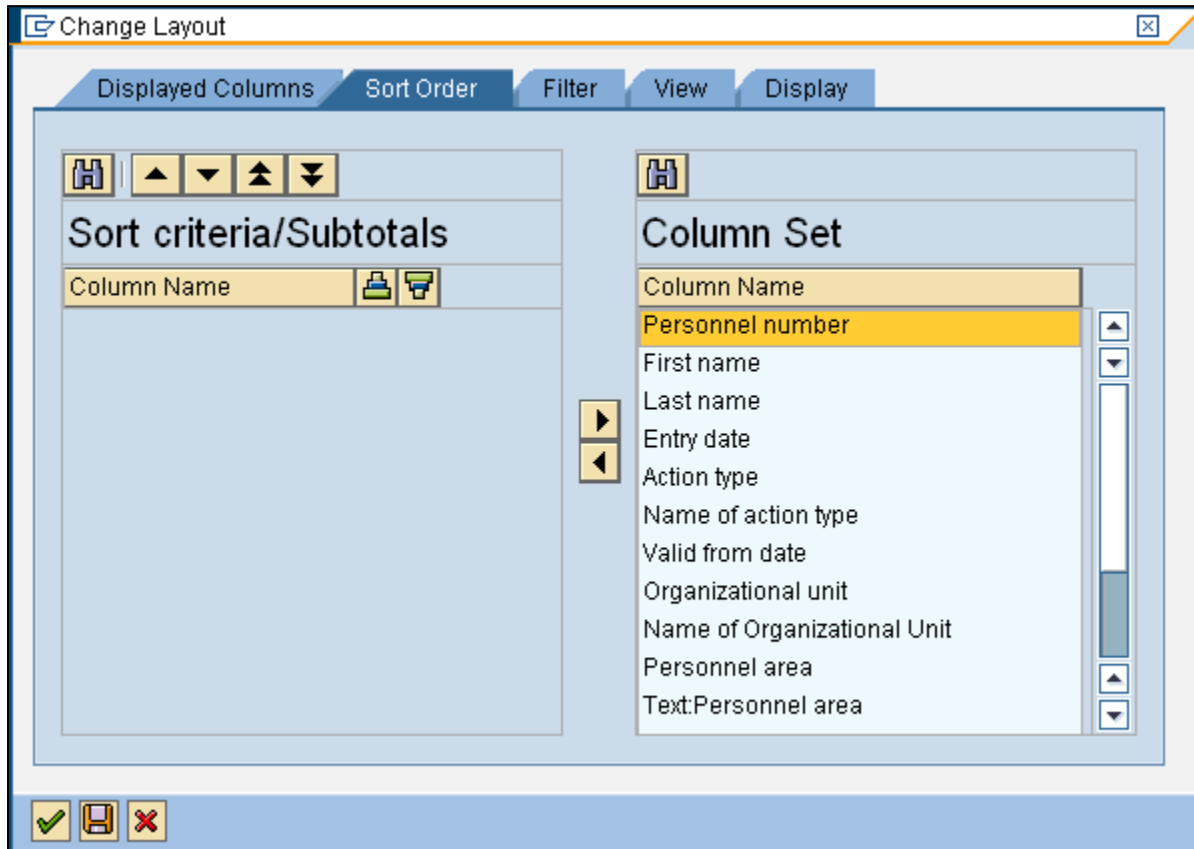




11. Click **Sort Order** tab  .



S_L9C_9400095 - Display Headcount Changes

Change Layout



12. Select **Action type** .
13. Click **Add sort criteria** button .
14. Click **Transfer** button .



S_L9C_9400095 - Display Headcount Changes

Headcount changes

Personnel No	First name	Last name	Entry	Act.	Name of action type	From	Org. Unit	Name of Organizational Unit	PArea	Personnel Area
00979291	Derek	Harris	01/02/2007	UE	Change In Pay	01/02/2010	20000919	North Afternoon Relief	1150	Police
00544434	Jasmine	Sutton	01/02/2007		Change In Pay	01/02/2010	20000908	Central Afternoon Relief	1150	Police
00225928	Kelly	Anderson	10/21/2008		Change In Pay	01/18/2010	20001897	Records PM	1150	Police
00629177	Jack	Hornstein	05/18/2009		Change In Pay	01/09/2010	20000907	Central Night Relief	1150	Police
00634415	Neil	Revello	02/23/2006		Change In Pay	01/10/2010	20000287	Technical Services Section	1010	Environmental
00639762	Jason	Howland	01/12/2006		Change In Pay	01/12/2010	20000990	Station 2 Truck - Shift B	1020	Fire and Rescu
00667635	Erik	Bailey	01/12/2006		Change In Pay	01/12/2010	20000136	Station 30- Shift A	1020	Fire and Rescu
00684355	Roxanne	Meyer	09/21/2006		Change In Pay	01/14/2010	20001896	Records Nite	1150	Police
00872428	Amit	Kumar	01/19/1999		Change In Pay	01/19/2010	20000552	Engineering	1210	Development S
00266387	Patrick	Sweeney	01/02/2007		Change In Pay	01/02/2010	20000382	Transportation Planning	1120	Transportation
00328757	Francisco	Perez	01/02/2007		Change In Pay	01/02/2010	20001935	Data Acquisition and Management Section	1010	Environmental
00841723	Christina	Hansen-Tuma	01/02/2007		Change In Pay	01/02/2010	20000919	North Afternoon Relief	1150	Police
00194889	Nicholas	Rothwell	01/02/2007		Change In Pay	01/02/2010	20000908	Central Afternoon Relief	1150	Police
00234388	Charli	Krause	01/01/2008		Change In Pay	01/20/2010	20000618	SUN Community School Program	1160	Parks
00800515	Meghan	Moore	10/24/2008		Change In Pay	01/21/2010	20000653	South Zone Programs Mt Scott CC	1160	Parks
00776530	Frances	Roe	11/03/2005		Change In Pay	01/21/2010	20000759	Grants Administration	1270	OMF-Financial
00182220	Mihran	Andonian	05/18/2009		Change In Pay	01/09/2010	20000913	East Afternoon Relief	1150	Police
00435780	John	Glasgow	01/11/2007		Change In Pay	01/11/2010	20000405	Bridges & Structures	1120	Transportation
00544626	Annette	Cilley	11/02/2006		Change In Pay	01/08/2010	20000740	Operations-Water Treatment	1130	Water
00147264	Leland	Christensen	01/02/2007		Change In Pay	01/02/2010	20001867	Central E Relief	1150	Police
00689474	Lauren	Holwege	06/17/2006		Change In Pay	01/01/2010	20000748	Resource Protection-Water Resource Ed	1130	Water
00319226	Terry	Hadden	07/31/2001		Change In Pay	01/12/2010	20000126	Station 16 - Shift C	1020	Fire and Rescu
00366283	Eric	Dryer	11/17/2005		Change In Pay	01/12/2010	20000158	Station 31 - Shift C	1020	Fire and Rescu
00509179	Michael	Molinsky	01/10/2008		Change In Pay	01/10/2010	20000422	Parking Enforcement Operations 2	1120	Transportation
00585234	Matthew	Hickey	01/20/2004		Change In Pay	01/20/2010	20000368	Development Engineering Section	1010	Environmental
00326549	Tracy	Rauscher	01/10/2008		Change In Pay	01/01/2010	20000308	UIC Program	1010	Environmental
00549173	Joshua	Wells	01/07/2008		Change In Pay	01/07/2010	20000618	SUN Community School Program	1160	Parks

15. To export this list to Excel, click **List** from the main menu **List**.

16. Click **Export** . A fly-out menu displays.




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Headcount changes

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00544434	Jasmine	Sutton	01/02/2007		Change In Pay	01/02/2010	20000908	Central Afternoon Relief	1150	Police
00225928	Kelly	Anderson	10/21/2008		Change In Pay	01/18/2010	20001897	Records PM	1150	Police
00629177	Jack	Hornstein	05/18/2009		Change In Pay	01/09/2010	20000907	Central Night Relief	1150	Police
00634415	Neil	Revello	02/23/2006		Change In Pay	01/10/2010	20000287	Technical Services Section	1010	Environmental
00639762	Jason	Howland	01/12/2006		Change In Pay	01/12/2010	20000990	Station 2 Truck - Shift B	1020	Fire and Rescu
00667635	Erik	Bailey	01/12/2006		Change In Pay	01/12/2010	20000136	Station 30- Shift A	1020	Fire and Rescu
00684355	Roxanne	Meyer	09/21/2006		Change In Pay	01/14/2010	20001896	Records Nite	1150	Police
00872428	Amit	Kumar	01/19/1999		Change In Pay	01/19/2010	20000552	Engineering	1210	Development S
00266387	Patrick	Sweeney	01/02/2007		Change In Pay	01/02/2010	20000382	Transportation Planning	1120	Transportation
00328757	Francisco	Perez	01/02/2007		Change In Pay	01/02/2010	20001935	Data Acquisition and Management Section	1010	Environmental
00841723	Christina	Hansen-Tuma	01/02/2007		Change In Pay	01/02/2010	20000919	North Afternoon Relief	1150	Police
00194889	Nicholas	Rothwell	01/02/2007		Change In Pay	01/02/2010	20000908	Central Afternoon Relief	1150	Police
00234388	Charli	Krause	01/01/2008		Change In Pay	01/20/2010	20000618	SUN Community School Program	1160	Parks
00800515	Meghan	Moore	10/24/2008		Change In Pay	01/21/2010	20000653	South Zone Programs Mt Scott CC	1160	Parks
00776530	Frances	Roe	11/03/2005		Change In Pay	01/21/2010	20000759	Grants Administration	1270	OMF-Financial
00182220	Mihran	Andonian	05/18/2009		Change In Pay	01/09/2010	20000913	East Afternoon Relief	1150	Police
00435780	John	Glasgow	01/11/2007		Change In Pay	01/11/2010	20000405	Bridges & Structures	1120	Transportation
00544626	Annette	Cilley	11/02/2006		Change In Pay	01/08/2010	20000740	Operations-Water Treatment	1130	Water
00147264	Leland	Christensen	01/02/2007		Change In Pay	01/02/2010	20001867	Central E Relief	1150	Police
00689474	Lauren	Holwege	06/17/2006		Change In Pay	01/01/2010	20000748	Resource Protection-Water Resource Ed	1130	Water
00319226	Terry	Hadden	07/31/2001		Change In Pay	01/12/2010	20000126	Station 16 - Shift C	1020	Fire and Rescu
00366283	Eric	Dryer	11/17/2005		Change In Pay	01/12/2010	20000158	Station 31 - Shift C	1020	Fire and Rescu
00509179	Michael	Molinsky	01/10/2008		Change In Pay	01/10/2010	20000422	Parking Enforcement Operations 2	1120	Transportation
00585234	Matthew	Hickey	01/20/2004		Change In Pay	01/20/2010	20000368	Development Engineering Section	1010	Environmental
00326549	Tracy	Rauscher	01/10/2008		Change In Pay	01/01/2010	20000308	UIC Program	1010	Environmental
00549173	Joshua	Wells	01/07/2008		Change In Pay	01/07/2010	20000618	SUN Community School Program	1160	Parks

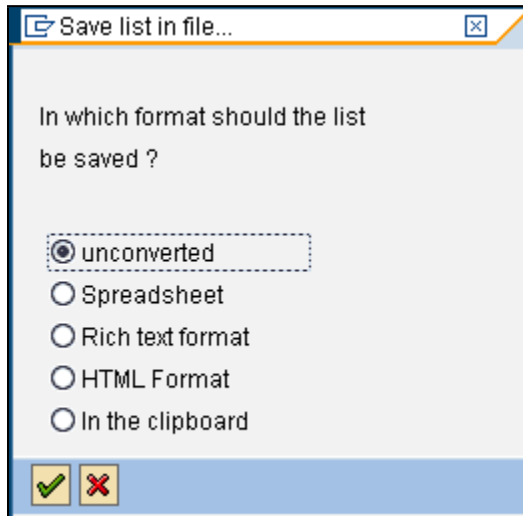
17. Click **Local file...**  **Ctrl+Shift+F9** . The *Save list in file...* dialog box displays.

 Alternatively, select **Spreadsheet...** to export an .XHTML file and retain formatting.



S_L9C_9400095 - Display Headcount Changes

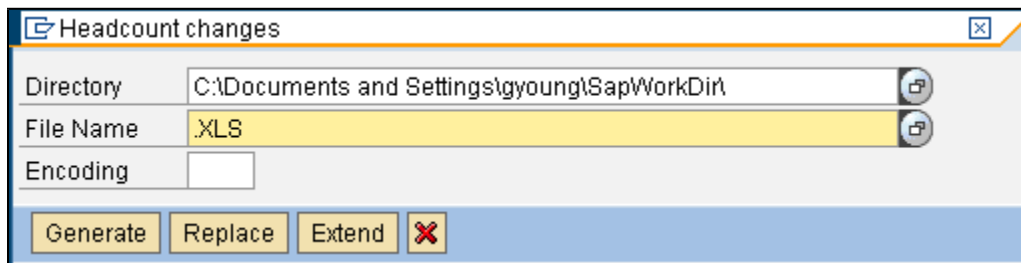
Save list in file...



18. Click **Spreadsheet** Spreadsheet radio button .

19. Click **Continue** button  .

Headcount changes

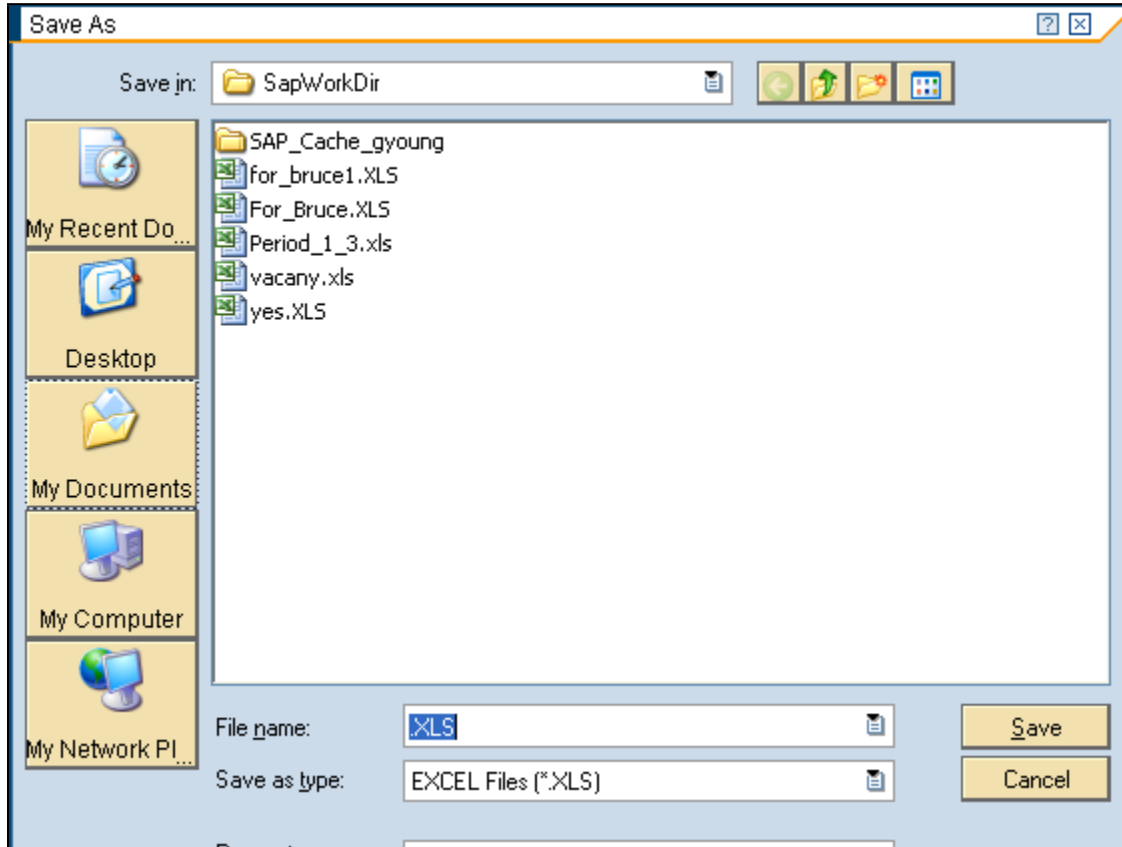


20. Click **Directory** matchcode  . The Save As dialog box displays.

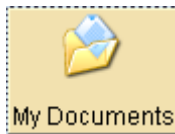


S_L9C_9400095 - Display Headcount Changes

Save As



21.



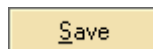
Click **My Documents** button

22. As required, complete/review the following fields:

Field	R/O/C	Description
File name:	R	The "Save as..." file name. Example: Headcount_January_2010.XLS

23.

Click **Save** button





S_L9C_9400095 - Display Headcount Changes

Headcount changes

Headcount changes

Directory: C:\Documents and Settings\young\My Documents\

File Name: Headcount_January_2010.XLS

Encoding: 0000

Buttons: Generate, Replace, Extend, X

24. Click **Generate** button 

Headcount changes

SAP

Headcount changes

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00979291	Derek	Harris	01/02/2007	UE	Change In Pay	01/02/2010	20000919	North Afternoon Relief	1150	Police
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00225928	Kelly	Anderson	10/21/2008		Change In Pay	01/18/2010	20001897	Records PM	1150	Police
00629177	Jack	Hornstein	05/18/2009		Change In Pay	01/09/2010	20000907	Central Night Relief	1150	Police
00634415	Neil	Revello	02/23/2006		Change In Pay	01/10/2010	20000287	Technical Services Section	1010	Environmental
00639762	Jason	Howland	01/12/2006		Change In Pay	01/12/2010	20000990	Station 2 Truck - Shift B	1020	Fire and Rescu
00667635	Erik	Bailey	01/12/2006		Change In Pay	01/12/2010	20000136	Station 30- Shift A	1020	Fire and Rescu
00684355	Roxanne	Meyer	09/21/2006		Change In Pay	01/14/2010	20001896	Records Nite	1150	Police
00872428	Armit	Kumar	01/19/1999		Change In Pay	01/19/2010	20000552	Engineering	1210	Development S
00266387	Patrick	Sweeney	01/02/2007		Change In Pay	01/02/2010	20000382	Transportation Planning	1120	Transportation
00328757	Francisco	Perez	01/02/2007		Change In Pay	01/02/2010	20001935	Data Acquisition and Management Section	1010	Environmental
00841723	Christina	Hansen-Tuma	01/02/2007		Change In Pay	01/02/2010	20000919	North Afternoon Relief	1150	Police
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00800515	Meghan	Moore	10/24/2008		Change In Pay	01/21/2010	20000653	South Zone Programs Mt Scott CC	1160	Parks
00776530	Frances	Roe	11/03/2005		Change In Pay	01/21/2010	20000759	Grants Administration	1270	OMF-Financial
00182220	Mihran	Andonian	05/18/2009		Change In Pay	01/09/2010	20000913	East Afternoon Relief	1150	Police
00435780	John	Glasgow	01/11/2007		Change In Pay	01/11/2010	20000405	Bridges & Structures	1120	Transportation
00544626	Annette	Cilley	11/02/2006		Change In Pay	01/08/2010	20000740	Operations-Water Treatment	1130	Water
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00689474	Lauren	Holwege	06/17/2006		Change In Pay	01/01/2010	20000748	Resource Protection-Water Resource Ed	1130	Water
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00509179	Michael	Molinsky	01/10/2008		Change In Pay	01/10/2010	20000422	Parking Enforcement Operations 2	1120	Transportation
00585234	Matthew	Hickey	01/20/2004		Change In Pay	01/20/2010	20000368	Development Engineering Section	1010	Environmental
00326549	Tracy	Rauscher	01/10/2008		Change In Pay	01/01/2010	20000308	UIC Program	1010	Environmental
00549173	Joshua	Wells	01/07/2008		Change In Pay	01/07/2010	20000618	SUN Community School Program	1160	Parks

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S_L9C_94000095

Work Instruction

S_L9C_94000095 - Display Headcount Changes

- 25.** Click **Exit** button  .



S_L9C_94000095

Work Instruction

S_L9C_94000095 - Display Headcount Changes

Result

You have display the headcount changes for January 2010.