



S_AHR_61015516

Work Instruction

Vacancy Report (S_AHR_61015516)

Purpose

Use this procedure to manage vacancies in the organization.

Trigger

Perform this procedure when Length of vacancy Positions Position description details

Prerequisites

None

Menu Path

Use the following menu path to begin this transaction:

N/A

Transaction Code

S_AHR_61015516

Helpful Hints

- R/O/C column in tables represents Required, Optional, or Conditional entry
- To view vacant positions only, enter "0" in the **Staffing Status** search parameters From and To fields



Vacancy Report (S_AHR_61015516)

Procedure

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

Vacancies

2. Click **Staffing status** field .
3. Press "F1" on your keyboard. The *Performance Assistant* dialog box displays.



Vacancy Report (S_AHR_61015516)

Performance Assistant

The screenshot shows a software window titled "Performance Assistant". The window has a standard Windows-style title bar with minimize, maximize, and close buttons. Below the title bar is a toolbar with various icons for navigation and editing. The main content area has a yellow background and is titled "Staffing status" in blue. The text explains that the staffing status indicates how much of a vacancy is occupied and lists three specifications: "0" (neither occupied nor reserved), "1" (completely reserved or partially reserved and partially occupied), and "2" (entirely occupied). At the bottom of the content area, the word "Procedure" is written in blue. A vertical scrollbar is visible on the right side of the content area.

4. Click **Close** button  .



Vacancy Report (S_AHR_61015516)

Vacancies

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

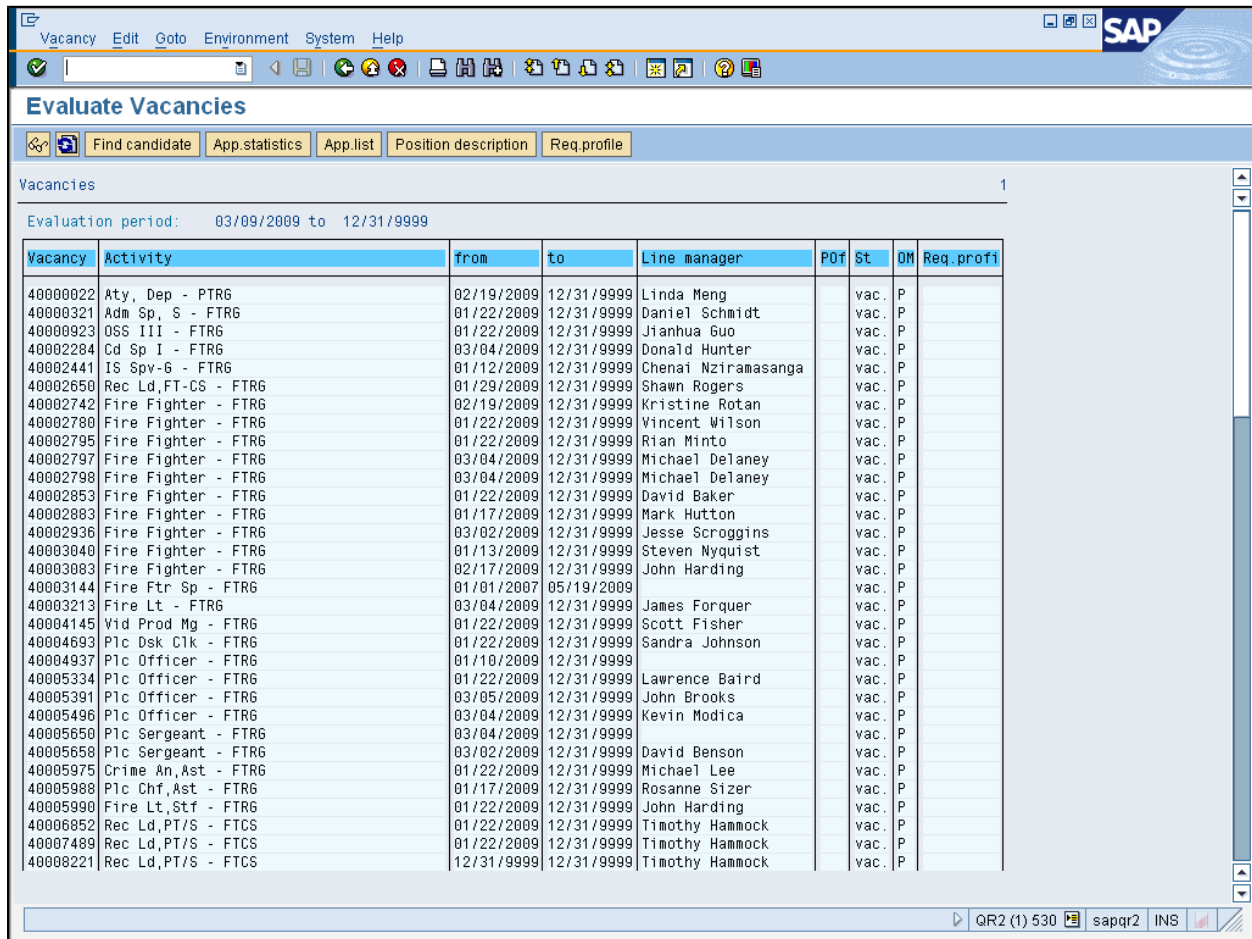
Field	R/O/C	Description
Staffing status	R	Indicates how much of the vacancy is occupied. Example: 0
to	R	Upper limit of the range of time covered in the report. Example: 0



Vacancy Report (S_AHR_61015516)

- 6. Click **Execute** button  . The *Evaluate Vacancies* screen displays.

Evaluate Vacancies



The screenshot shows the SAP 'Evaluate Vacancies' interface. At the top, there is a menu bar with 'Vacancy', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Evaluate Vacancies' and contains several tabs: 'Find candidate', 'App.statistics', 'App.list', 'Position description', and 'Req.profile'. The 'Find candidate' tab is active. Below the tabs, it says 'Vacancies' and '1'. The 'Evaluation period' is set to '03/09/2009 to 12/31/9999'. A table displays the following data:

Vacancy	Activity	from	to	Line manager	Pof	St	OM	Req. profi
40000022	Aty, Dep - PTR6	02/19/2009	12/31/9999	Linda Meng		vac.	P	
40000321	Adm Sp, S - FTR6	01/22/2009	12/31/9999	Daniel Schmidt		vac.	P	
40000923	OSS III - FTR6	01/22/2009	12/31/9999	Jianhua Guo		vac.	P	
40002284	Cd Sp I - FTR6	03/04/2009	12/31/9999	Donald Hunter		vac.	P	
40002441	IS Spv-6 - FTR6	01/12/2009	12/31/9999	Chenai Nziramasanga		vac.	P	
40002650	Rec Ld, FT-CS - FTR6	01/29/2009	12/31/9999	Shawn Rogers		vac.	P	
40002742	Fire Fighter - FTR6	02/19/2009	12/31/9999	Kristine Rotan		vac.	P	
40002780	Fire Fighter - FTR6	01/22/2009	12/31/9999	Vincent Wilson		vac.	P	
40002795	Fire Fighter - FTR6	01/22/2009	12/31/9999	Rian Minto		vac.	P	
40002797	Fire Fighter - FTR6	03/04/2009	12/31/9999	Michael Delaney		vac.	P	
40002798	Fire Fighter - FTR6	03/04/2009	12/31/9999	Michael Delaney		vac.	P	
40002853	Fire Fighter - FTR6	01/22/2009	12/31/9999	David Baker		vac.	P	
40002883	Fire Fighter - FTR6	01/17/2009	12/31/9999	Mark Hutton		vac.	P	
40002936	Fire Fighter - FTR6	03/02/2009	12/31/9999	Jesse Scroggins		vac.	P	
40003040	Fire Fighter - FTR6	01/13/2009	12/31/9999	Steven Nyquist		vac.	P	
40003083	Fire Fighter - FTR6	02/17/2009	12/31/9999	John Harding		vac.	P	
40003144	Fire Ftr Sp - FTR6	01/01/2007	05/19/2009			vac.	P	
40003213	Fire Lt - FTR6	03/04/2009	12/31/9999	James Forquer		vac.	P	
40004145	Vid Prod Mg - FTR6	01/22/2009	12/31/9999	Scott Fisher		vac.	P	
40004693	Plc Dsk Clk - FTR6	01/22/2009	12/31/9999	Sandra Johnson		vac.	P	
40004937	Plc Officer - FTR6	01/10/2009	12/31/9999			vac.	P	
40005334	Plc Officer - FTR6	01/22/2009	12/31/9999	Lawrence Baird		vac.	P	
40005391	Plc Officer - FTR6	03/05/2009	12/31/9999	John Brooks		vac.	P	
40005496	Plc Officer - FTR6	03/04/2009	12/31/9999	Kevin Modica		vac.	P	
40005650	Plc Sergeant - FTR6	03/04/2009	12/31/9999			vac.	P	
40005658	Plc Sergeant - FTR6	03/02/2009	12/31/9999	David Benson		vac.	P	
40005975	Crime An, Ast - FTR6	01/22/2009	12/31/9999	Michael Lee		vac.	P	
40005988	Plc Chf, Ast - FTR6	01/17/2009	12/31/9999	Rosanne Sizer		vac.	P	
40005990	Fire Lt, Str - FTR6	01/22/2009	12/31/9999	John Harding		vac.	P	
40006852	Rec Ld, PT/S - FTCS	01/22/2009	12/31/9999	Timothy Hammock		vac.	P	
40007489	Rec Ld, PT/S - FTCS	01/22/2009	12/31/9999	Timothy Hammock		vac.	P	
40008221	Rec Ld, PT/S - FTCS	12/31/9999	12/31/9999	Timothy Hammock		vac.	P	

At the bottom right of the screen, there is a status bar showing 'QR2 (1) 530', 'sapqr2', 'INS', and a refresh icon.

- 7. Click **Back** button  . The *Vacancies* screen displays.



Vacancy Report (S_AHR_61015516)

Vacancies

The screenshot shows the SAP Vacancies report interface. 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 'Vacancies' and contains two sections: 'Period' and 'Selection'. The 'Period' section has a 'Data selection period' field with the value '03/09/2009' and a 'to' field with the value '12/31/9999'. The 'Selection' section has four rows: 'Vacancy', 'Personnel officer', 'Line manager', and 'Staffing status'. Each row has a 'to' field and a dropdown arrow. The 'Staffing status' field has a value of '0'. At the bottom right of the interface, there is a status bar with the text 'QR2 (1) 530 sapqr2 INS'.

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

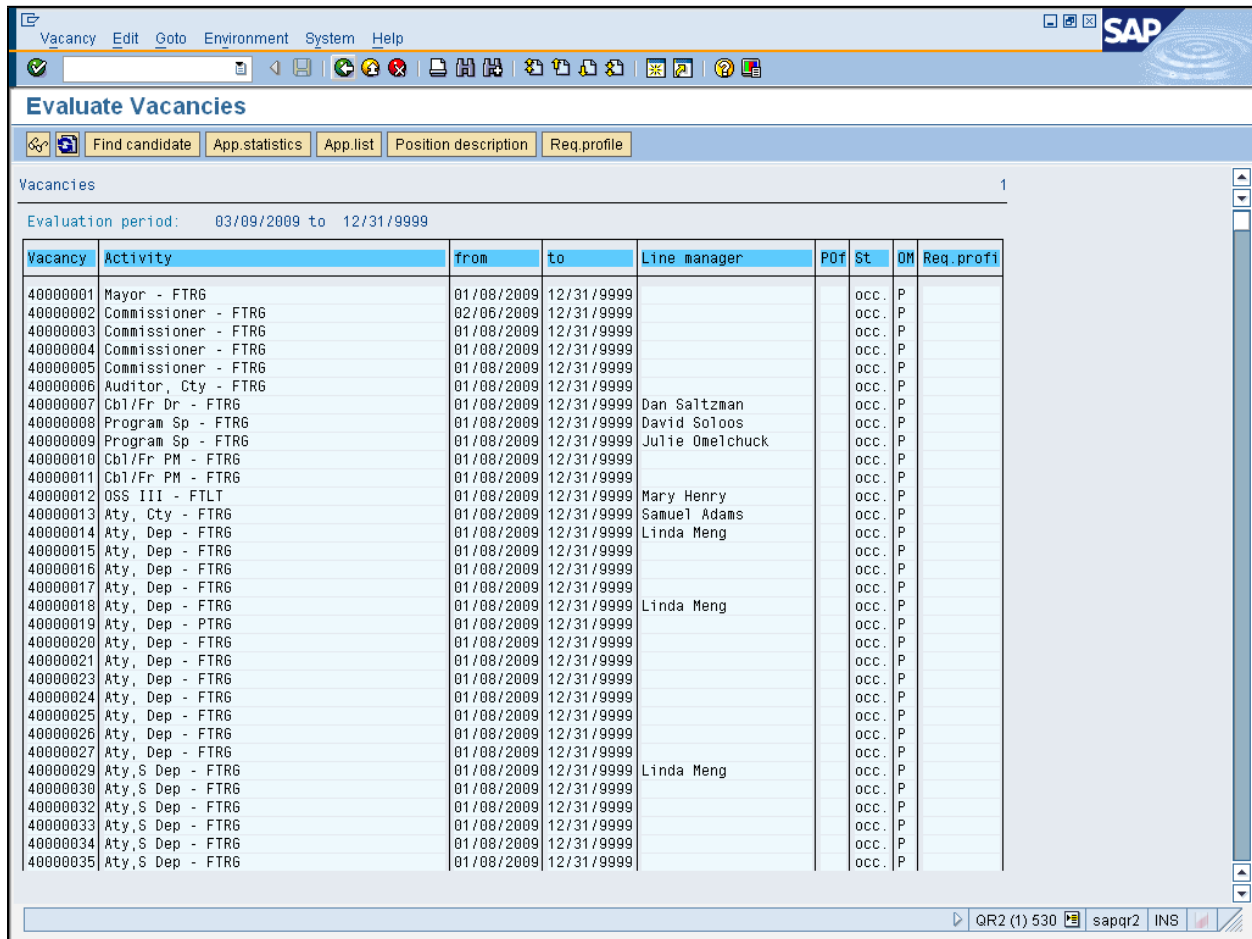
Field	R/O/C	Description
Staffing status	R	Indicates how much of the vacancy is occupied. Example: 2
to	R	Upper limit of the range of time covered in the report. Example: 2



Vacancy Report (S_AHR_61015516)

- 9. Click **Execute** button  . The *Evaluate Vacancies* screen displays.

Evaluate Vacancies



The screenshot shows the SAP 'Evaluate Vacancies' interface. At the top, there is a menu bar with 'Vacancy', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area has a title 'Evaluate Vacancies' and a sub-menu with 'Find candidate', 'App.statistics', 'App.list', 'Position description', and 'Req.profile'. The 'Vacancies' section shows an evaluation period from 03/09/2009 to 12/31/9999. A table lists 35 vacancies with columns for Vacancy, Activity, from, to, Line manager, Pof, St, OM, and Req.profi. The table data is as follows:

Vacancy	Activity	from	to	Line manager	Pof	St	OM	Req.profi
40000001	Mayor - FTR6	01/08/2009	12/31/9999			occ.	P	
40000002	Commissioner - FTR6	02/06/2009	12/31/9999			occ.	P	
40000003	Commissioner - FTR6	01/08/2009	12/31/9999			occ.	P	
40000004	Commissioner - FTR6	01/08/2009	12/31/9999			occ.	P	
40000005	Commissioner - FTR6	01/08/2009	12/31/9999			occ.	P	
40000006	Auditor, Cty - FTR6	01/08/2009	12/31/9999			occ.	P	
40000007	Cbl/Fr Dr - FTR6	01/08/2009	12/31/9999	Dan Saltzman		occ.	P	
40000008	Program Sp - FTR6	01/08/2009	12/31/9999	David SoLoos		occ.	P	
40000009	Program Sp - FTR6	01/08/2009	12/31/9999	Julie Umelchuck		occ.	P	
40000010	Cbl/Fr PM - FTR6	01/08/2009	12/31/9999			occ.	P	
40000011	Cbl/Fr PM - FTR6	01/08/2009	12/31/9999			occ.	P	
40000012	OSS III - FTLT	01/08/2009	12/31/9999	Mary Henry		occ.	P	
40000013	Aty, Cty - FTR6	01/08/2009	12/31/9999	Samuel Adams		occ.	P	
40000014	Aty, Dep - FTR6	01/08/2009	12/31/9999	Linda Meng		occ.	P	
40000015	Aty, Dep - FTR6	01/08/2009	12/31/9999			occ.	P	
40000016	Aty, Dep - FTR6	01/08/2009	12/31/9999			occ.	P	
40000017	Aty, Dep - FTR6	01/08/2009	12/31/9999			occ.	P	
40000018	Aty, Dep - FTR6	01/08/2009	12/31/9999	Linda Meng		occ.	P	
40000019	Aty, Dep - PTRG	01/08/2009	12/31/9999			occ.	P	
40000020	Aty, Dep - FTR6	01/08/2009	12/31/9999			occ.	P	
40000021	Aty, Dep - FTR6	01/08/2009	12/31/9999			occ.	P	
40000023	Aty, Dep - FTR6	01/08/2009	12/31/9999			occ.	P	
40000024	Aty, Dep - FTR6	01/08/2009	12/31/9999			occ.	P	
40000025	Aty, Dep - FTR6	01/08/2009	12/31/9999			occ.	P	
40000026	Aty, Dep - FTR6	01/08/2009	12/31/9999			occ.	P	
40000027	Aty, Dep - FTR6	01/08/2009	12/31/9999			occ.	P	
40000029	Aty, S Dep - FTR6	01/08/2009	12/31/9999	Linda Meng		occ.	P	
40000030	Aty, S Dep - FTR6	01/08/2009	12/31/9999			occ.	P	
40000032	Aty, S Dep - FTR6	01/08/2009	12/31/9999			occ.	P	
40000033	Aty, S Dep - FTR6	01/08/2009	12/31/9999			occ.	P	
40000034	Aty, S Dep - FTR6	01/08/2009	12/31/9999			occ.	P	
40000035	Aty, S Dep - FTR6	01/08/2009	12/31/9999			occ.	P	

At the bottom right of the screen, there is a status bar showing 'QR2 (1) 530', 'sapqr2', and 'INS'.

- 10. Click **Back** button  . The *Vacancies* screen displays.



S_AHR_61015516

Work Instruction

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Vacancies

Program Edit Goto System Help

Vacancies

Period

Data selection period 03/09/2009 to 12/31/9999

Selection

Vacancy		to		↕
Personnel officer		to		↕
Line manager		to		↕
Staffing status	2	to	2	↕

QR2 (1) 530 sapqr2 INS

11. Click **Exit** button  .



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Result

You have run reports for vacant positions and occupied positions.