

Work Instruction – Job Class Anniversary Date Report (ZHR_DATEJOBCLS)

Most commonly, it is used to look at the job class anniversary dates that affect pay increases for employees. However, the following date types can be accessed on this report:

Date Types

Original Hire Date – The employee's first original hire date with the City of Portland.

Def Comp Ret Date – Deferred compensation retirement date.

City Service Date – Total amount of time from initial appointment minus unprotected leave and/or separation from service.

Job Class Anniversary Date – The first day of an employee's appointment to the job class and indicates the anniversary of when the employee should expect to see the next pay increase.

Vac Accrual Date – The date on which the employee's vacation accrual is based and should include any adjustments for increased accrual rate.

Date Last Paid – The last day the employee was in a paid status prior to the first day of their separation.

Separation Date – The first day of an employee's separation from the City

Temp/LT Dur Job Class Annv – The first day of an employee's appointment to a job class on a temporary or limited duration basis and indicates the anniversary of when the employee should expect to see the next pay increase.

Rehire Date – The first day the employee was rehired after a separation.

Bureau Start Date – The first day the employee entered the Bureau.

Sworn Date – The date the employee is sworn in as a City of Portland employee, and may or may not be the same as the hire date.

Longevity Date – The years of service as a sworn member of the Police and Fire Bureaus and is used to calculate longevity pay.

Ret. Comm. Date – The date the Police and Fire Bureau employee has specified for the retirement effective date.

Temp Assgn End Date – The end date of an existing temporary assignment or limited duration assignment.

For a more detailed description of these, see the **Date Specifications (0041) Code Descriptions** job aid on the SAPRWD.city website.

To Run the Transaction

Step 1: Open ZHR_DATEJOBCLS

Job Class Anniv date report

Further selections Search helps Org. structure

Period

Today Current month Current year
 Up to today From today
 Other period

Data Selection Period To
 Person selection period To

Selection

Personnel Number
 Employment status
 Personnel area
 Personnel subarea
 Employee group
 Employee subgroup

Program selections

Employment Status 3
 Personnel Subarea =
 Personnel Area =
 Date of Next Increase
 Date type =

Output format

SAP List Viewer

Select the reporting time period

Enter required fields:
 1. Personnel Area
 2. Personnel Subarea
 3. Date type

Step 2: Determine the reporting period

In the Period section of the transaction, choose a reporting period range or current month, day or year. If using a “Data Selection Period”, also fill in the dates in “Person Selection Period” with the same dates. This report is commonly run to look for upcoming dates, so choosing “Today” or “From today” would give a list of upcoming dates.

Step 3: (optional) Enter specific Selection criteria

For example, if you had specific employees you wanted to look up, you could enter a separate Personnel number, group of personnel numbers or leave this field blank to pull all employees in your selection criteria.

NOTE: Use the Multiple Selection button  to find more than one criteria at a time.

Step 4: Limit the report parameters in the Program Selections section.

Employment Status: The default is 3, which limits the list to Active employees only. If you desire to report on employees who are no longer employed use status 0 – Withdrawn.

Personnel Area: Choose the personnel area you want to report on (should be your bureau or division).

Personnel Sub Area: The personnel sub area differs by personnel area, depending on the labor unions present in your personnel area.

NOTE: If you want to see all personnel sub areas, enter an asterisk (*) here.

Date Type: Choose the date type you want to view for your employees.

Step 5: Execute the report.

NOTE: For questions about information found on this report, please contact your bureau's Operating Bureau Personnel Administrator (OBPA) or BHR.

Job Class Anniv date report										
Pers.No.	Personnel Number	PSubar...	Personnel Subare...	Date type	Date	Wage Type	PS group	Lv	Amount	Job
01002051	Cain Harrell	3000	Non Rep	Job Class Annv. Date	02/01/2011	Regular Salary Pay	GRD00050	01	2,428.8...	30000463 P
00968297	Warren Campbell	3000	Non Rep	Job Class Annv. Date	12/14/2010	Regular Salary Pay	GRD00050	01	2,191.5...	30000463 P
01001663	McKenzie Park	3000	Non Rep	Job Class Annv. Date	08/23/2010	Regular Hourly Pay	HGR00040	01	27.32	30000450 M
00447025	Quentin Armstrong	3000	Non Rep	Job Class Annv. Date	08/26/2008	Regular Salary Pay	GRD00050	01	2,268.5...	30000463 P
00643159	Forrest Quinn	3000	Non Rep	Job Class Annv. Date	10/16/2006	Regular Salary Pay	GRD00050	01	2,804.4...	30000463 P
01002747	Raja Armstrong	3000	Non Rep	Job Class Annv. Date	07/11/2011	Regular Salary Pay	GRD00080	01	3,000.0...	30000495 P
00489583	Jorden Henderson	3000	Non Rep	Job Class Annv. Date	08/25/2008	Regular Salary Pay	GRD00050	01	2,644.9...	30000463 P
00864554	Klayada Stuart	3000	Non Rep	Job Class Annv. Date	08/30/2010	Regular Salary Pay	GRD00050	01	2,428.8...	30000463 P
00514024	Connor Hogan	3000	Non Rep	Job Class Annv. Date	07/01/2010	Regular Salary Pay	GRD00050	01	2,447.4...	30000463 P
	Calista Dudley				02/28/2011					