

## HR2.02 Qualification Report

### Overview:

The HR 2.02 Qualification Report is a new transaction available to managers and training staff to track an employee's HR 2.02 compliance.

### Transaction:

ZLS\_HR202\_QUAL – LSO HR 2.02 Qualification Report

### Hints / Tips:

You can view all Organizational Units within your span of control. Manager delegations for the time approval process do not have an impact on this report.

### Procedure:

Perform the following steps in order to run this report.

**Step 1:** In Internet Explorer go to <http://ep.portlandonline.com/> and sign in

**Sign-In**

<b>New to PortlandOnline?</b> If you want to sign in, you'll need to create an account and register first.  Creating an account is fast and secure. It will give you access to new areas of PortlandOnline, such as subscriptions, event registration, and content catered to your interests.  <input type="button" value="Create a New Account"/>	<b>Already a PortlandOnline User?</b> Sign in here to have access to personalization features.  <b>PortlandOnline User Name</b> <input type="text" value="mssadhoc"/> You can also use your registered e-mail address.  <b>Password</b> <input type="password"/> Password is case sensitive. <a href="#">Forgot</a> your user name or password?  <input type="button" value="Sign-In"/>
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Trouble signing in? You can have your account information e-mailed to you if you have forgotten your user account or password.

**Step 2:** Click on the Manager Self-Service Tab

Welcome MSSADHOC

**citylink**

Employee Self-Service | **Manager Self-Service**

Overview | Manager Tasks | Personnel Overview | Personnel Development | Organizational Structure Overview | Reporting

**Step 3:** Under the Reporting section, click on **LSO HR 2.02 Qualification Report** (ZLS\_HR202\_QUAL)



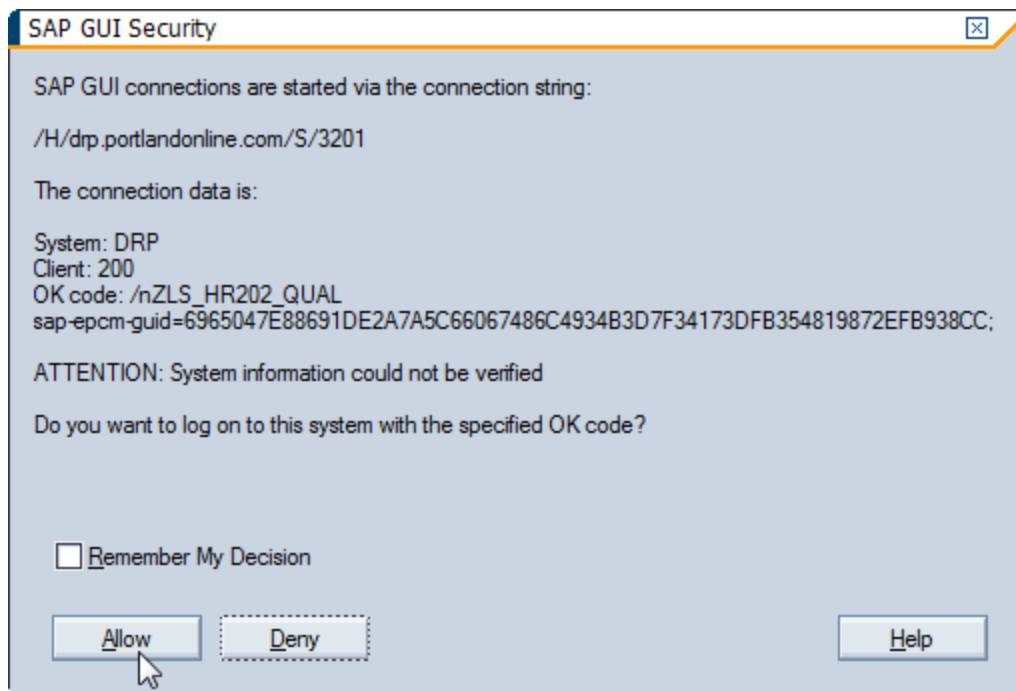
[Reporting](#)  
Execute various managerial reports.

Quick Links

- [Reminder of Dates](#)
- [Headcount Changes \(S\\_L9C\\_94000095\)](#)
- [Vacant Positions \(S\\_AHR\\_61016509\)](#)
- [Flexible Employee Data \(S\\_AHR\\_61016129\)](#)
- [Employee Quota Overview \(PT50\)](#)
- [Date Monitoring \(S\\_PH0\\_48000450\)](#)
- [Payroll Cost Object Validity Report \(ZFI\\_PYCARE\)](#)
- [Positions by Personnel Area \(ZHRT\\_POSITIONS\\_BY\\_PA\)](#)
- [Employee Time Statement \(ZHRT\\_TIME\\_STMT\)](#)
- [Employee Job Class Anniversary Date Report \(ZHR\\_DATEJOBCLS\)](#)
- [Training Qualification Report \(ZLS\\_QUAL\\_REPORT\)](#)
- [LSO HR 2.02 Qualification Report \( ZLS\\_HR202\\_QUAL \)](#)



**Step 4:** Click allow on the SAP GUI Security popup box



**Step 4:** Once the report loads, you will be presented with the standard selection screen. From here you can select to review the report either by Personnel Number or by Org Unit. Your org units will auto-populate for you.

**LSO HR 2.02 Reporting**

Report Selection

Personnel Area  to

Personnel Number  to

Org Unit  to

Date Range  to

Hide Employees Who Meet HR 2.02 Criteria

All Quals  Managers & Sup Quals Only

ALV Layout

**Personnel Area:** Report will display information based on one or more personnel areas, in most cases you will not have access to other Personnel Areas

**Personnel Number:** To look up individual or groups of employees, enter the personnel number here. Leave blank to see all employees in the selected org unit(s).

**Org Unit:** Run the report based on a single or multiple org units.

**NOTE:** This information is prepopulated with Org Units that lie in your span of control

**Date Range:** A single date or date range is required to run this report. By running the report for a single day, you can gain a snapshot of your employees' qualifications. A range (into the future) can be used as a forecasting tool to determine when your employees' qualifications will expire.

**Hide Employees Who Meet HR 2.02 Criteria:** Defaults to checked and only displays employees who do not meet the training criteria set forth in HRAR 2.02

**All Quals / Managers & Sup Quals Only:** Displays all available qualifications or only qualifications for managers and supervisors

**Step 5:** Once you input your selection criteria, click execute

Personnel Overview | Personnel Development | Organizational Structure Overview | Reporting | Help

Program Edit Goto System Help

**LSO HR 2.02 Reporting**

Report Selection

Personnel Area [ ] to [ ]

Personnel Number [ ] to [ ]

Org Unit [20000672] to [ ]

Date Range [05/01/2014] to [ ]

Hide Employees Who Meet HR 2.02 Criteria

All Quals  Managers & Sup Quals Only

ALV Layout [ /STANDARD ]


**Step 6:** The results screen works just like any standard SAP ALV report



CITY OF PORTLAND

LSO HR 2.20 Qualifications  
 Date & Time : 05/14/2014 & 10:31:21  
 Run By & System :MSSADHOC & DRP / 200  
 For Dates: 05/01/2014 through 05/01/2014

LEDs	Personnel Number	First name	Last Name	Personnel Area	Pers. Area Desc	Org. Unit	Org. Unit Desc.	Position	Position Desc
○				1130	Water	20000745	Resource Protec..	40018113	Community S
				1130	Water	20000745	Resource Protec..	40020264	Community S
				1130	Water	20000745	Resource Protec..	40020265	Community S
				1130	Water	20000745	Resource Protec..	40020266	Community S
				1130	Water	20000672	Resource Protec..	40023862	Water Resou
○				1130	Water	20000746	Resource Protec..	40000396	Administrative
				1130	Water	20000744	Resource Protec..	40000405	Program Spei
				1130	Water	20000745	Resource Protec..	40003571	Environmenta
				1130	Water	20000745	Resource Protec..	40003586	Environmenta

**LEDs:** This column gives you a quick visual representation of whether an employee is in compliance or not. Green means the employee is in compliance, red means the employee is not in compliance. A blank in this column generally represents a vacant position, but can also show if there is no qualification or compliance indicator assigned to the position.






	2.02 Full Version	Date of Completion	Refresher Completed	Date of Completion	Manager
ce...					
ager	Completed	09/05/2012	Completed	09/05/2012	
va...	Completed	09/05/2012	Completed	09/05/2012	
ag...	Completed	10/24/2012			
Ma...	Completed	06/24/2002	Completed	09/05/2012	
An...	Completed	10/16/2012	Completed	10/16/2012	
IP...	Completed	05/23/2013			
IS...					
IS...					
n II					
IP...					
ERV...					
ERV					

**2.02 Full Version:** This column indicates whether or not an employee has completed the full version of the course. If blank, the employee has not completed the training.

**Date of Completion:** The date the full version class was completed.

**Refresher Completed:** This column indicates whether or not an employee has completed the HR2.02 refresher course. If blank, the employee has not completed the refresher.

**Date of Completion:** The date the refresher class was completed.

**Manager:** This column indicates what type of HR2.02 training must be completed by the employee. If this column is blank, the employee may complete the standard HR2.02 training. If the column has a “Chief’s Hat”  the employee must take *HR2.02 for Managers / Sups* or *HR2.02 for Temp. Managers* to fulfill the requirement. If the icon is a Big Chief’s Hat , the employee must take *HR2.02 for City Council Staff*. Finally, if the icon is a red X , no qualification has been assigned to the position.