

PA Master Position Report- Report Instructions

Use this report to view a complete listing of the positions and employees assigned to the selected organization. This report will assist the user with reviewing vacant positions, and employees with unknown race/gender designations. Pertinent employee information can be monitored using this transaction, as well. Specifically, an employee's employment status, sick months of service, salary, and also overtime designation are each available on the PA Master Position Report. Finally, Organizational Unit Chiefs and Reports To relationships are provided on this report.

With the variety of information available that should be monitored regularly, agencies should make preparations to review this report on a monthly basis.

1. From the main screen, type transaction code: **ZPAR004_POSITION**.
2. Click the **Enter** button  or press **Enter** to continue. The **PA Master Position Report** selection screen will appear.

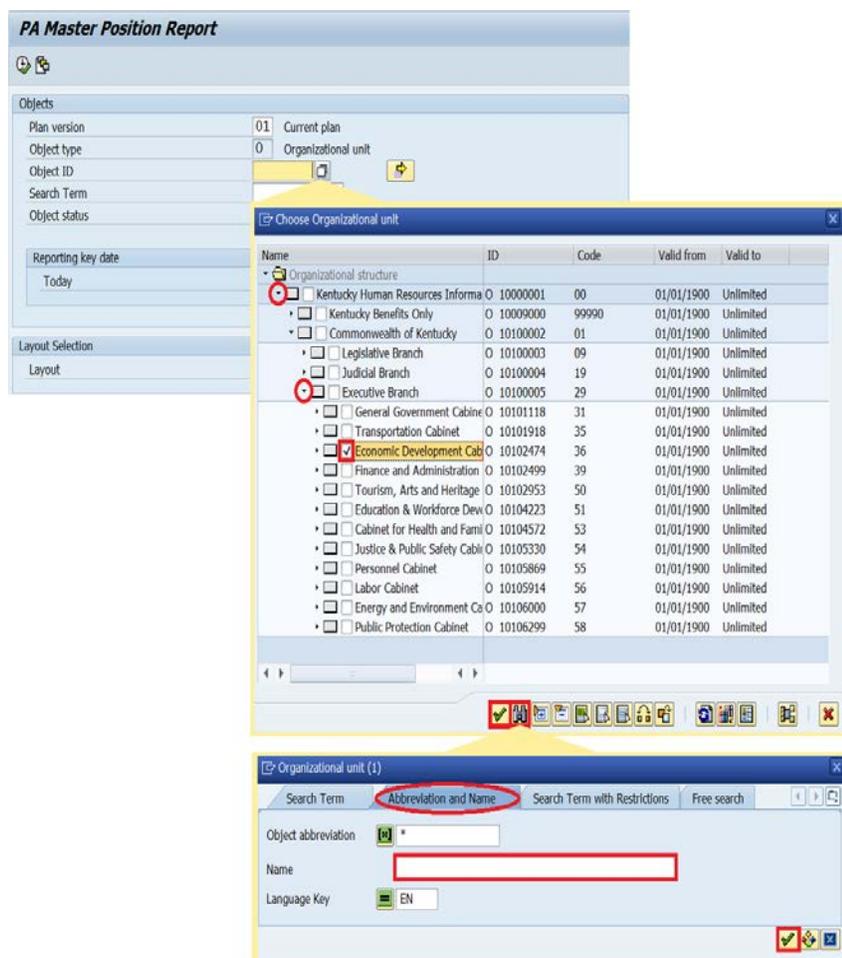
3. *Object ID* – Place the cursor in the blank field provided and click in the field using the left mouse button. A menu button  will appear to the right of the *Object ID* field.

4. Click on the menu button , and the *Choose Organizational Unit* window will appear. From this screen, the needed organizational unit can be accessed using one of two methods:

- a. The Drill Down method:

➤ Use the arrows to drill down to the organization that you wish to run the report.

➤ Once located, left click in the white box to the left of the organization name to select the organization. This will create a black checkmark



within the white box.

➤ Select *Continue*  to save this selection, and return to the selection screen.

b. The Search method:

➤ Use the find icon  to open the *Organizational Unit* search window.

➤ Select the *Abbreviation and Name* tab.

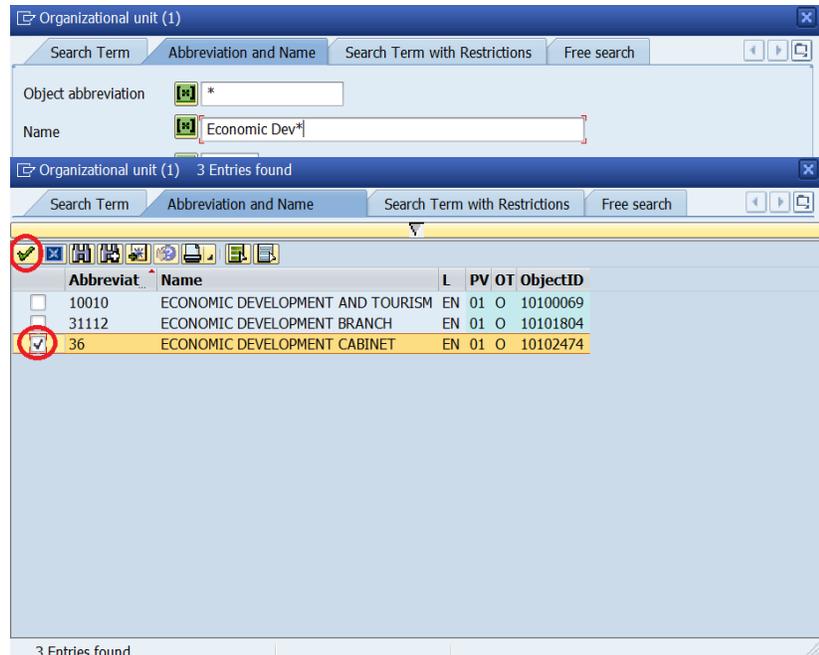
➤ Left click in the Name field. From this field, the name of the organizational unit can be typed. A wildcard * can be utilized to assist with this search.

➤ Select *Start Search*  to begin the search.

➤ Once the new *Organizational Unit* window appears, left click within the white box to the left of the appropriate organizational unit, and then select *Copy* .

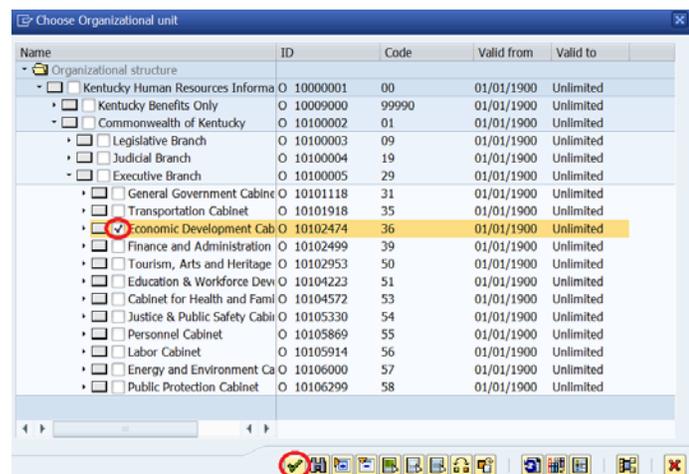
➤ The *Choose Organizational Unit* window will appear. Left click in the white box to the left of the organization name to select the organization. This will create a black checkmark within the white box.

➤ Select *Continue*  to save this selection, and return to the selection screen.



5. *Reporting Key Date* – Place the cursor in the blank field provided and click in the field using the left mouse button. In this field, key the date that the report should be ran (Format MM/DD/YYYY).

6. Click the *Execute* button .



7. The report displays.

Cabinet	Cab Org	Department	Dept Org	Division	Div Org	Branch	Branch ...	Sec...	Sec...	Unit	Uni...	Pers.No.	Employee/App. Name	Incr Date
Economic Development Cabinet	10102474	Department for Business Development	10102488									145678	John Doe	01/01/2016
Economic Development Cabinet	10102474	Department for Business Development	10102488	Division of Small Business Services	10102494								Position Vacant	

Job Title	Job key	Position	Sub	Salary	Gr	OT	Status	EType	Und	Month	Year	Race	Gender	County	Reports to...	Reports to Position	Reports to	Reports to Holder	Chief	Chief Org Unit Desc	MOS
Administrative Specialist III	20001827	31001245	1001	3500.	12	C	Status	F		01	1960	White	Male	Franklin	31001237	Commissioner	123456	Comm. Name			43.0
Economic Development Directo...	20001935	31001246	1000	0.000	19				X					Franklin	31001237	Commissioner	123456	Comm. Name	10102494	Division of Small Business Services	