

Date Monitoring Report

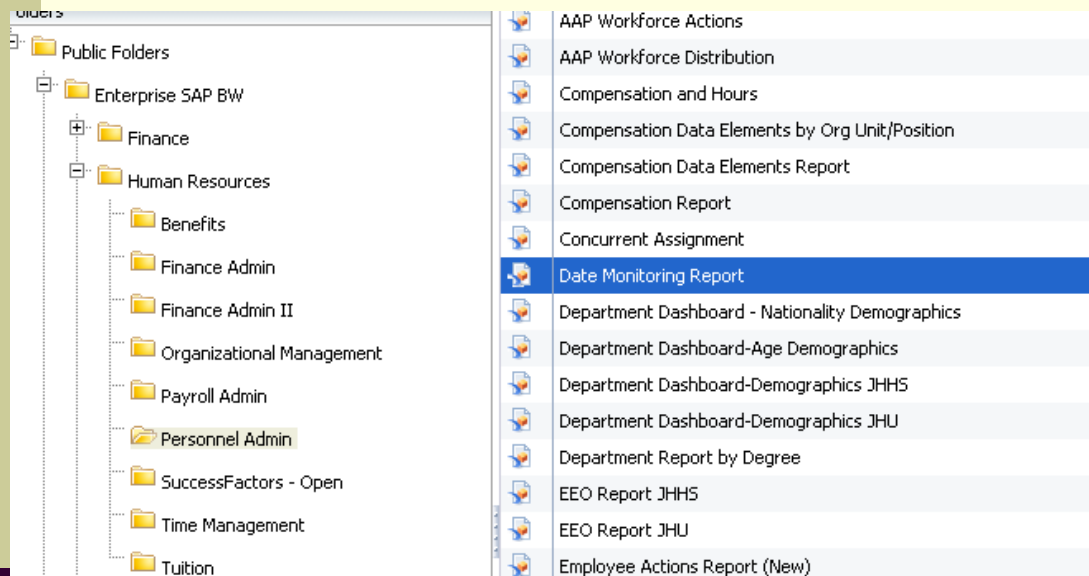
Used to identify "Expected" Dates for an employee



How Will This Report Help?

- By running this report, you will be able to view “expected” dates for employees within your organization unit/personnel area (depending on your access). These dates can include: expected return from LOA, Performance Review Dates, Probation Dates, Visa Expiration Dates, and more. By being able to view these dates, you will be able to take appropriate action depending on the employee and the type of date that was pulled over by the report. Such actions can be returning an employee from LOA, submitting salary changes for a performance review, and more.

To Access the Report:



Select the following pathway:

- Enterprise SAP BW
- Human Resources
- Personnel Admin
- Date Monitoring Report

Variables Screen:

There are two **required** fields:

- **Personnel Area**

- **Task Type**

- **The Task Type will be the specific date type you would like to see for an employee.**

The screenshot displays the SAP Business Warehouse Variables Screen for the data source 'DM_M01_Q4001 [SAP Business Warehouse]'. The left pane shows the variable configuration for 'Employee', with the following fields and their values:

- Employee :**
- Employment Status (Sel. Optional) :** Equal: 3 IN
- Personnel Area (Selection Option, Required) :**
- Organizational Unit (Multiple Single, Optional)**
- Personnel Subarea (Selection Option, Optional)**
- Task Type :** Equal: J1 INCLUDE;
- Task Date :**
- Processing Indicator :**
- DSM Code (Sel. Optional) :**

The right pane shows the variable configuration for 'Employee' with the following fields and their values:

- Employee**
- Employment Status (Sel. Optional)**
- * Personnel Area (Selection Option, Required)**
 - Include: [dropdown]
 - values: [text box: No values selected]
 - values: Equal [dropdown]
- Organizational Unit (Multiple Single, Optional)**
- Personnel Subarea (Selection Option, Optional)**
- * Task Type**
 - Include: [dropdown]
 - values: [text box: No values selected]
 - values: Equal [dropdown]
- Task Date**
- Processing Indicator**
- DSM Code (Sel. Optional)**

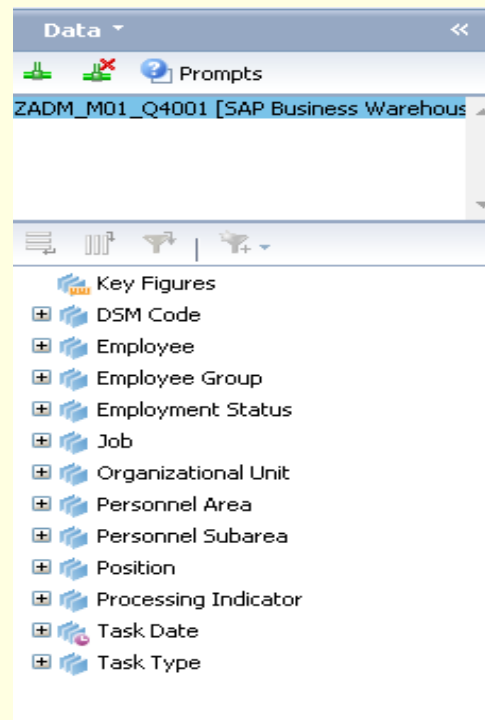
Report Results:

As the screenshot below demonstrates, this employee was previously on LOA with Pay, and has an expected return date of 3/24/2018. This is the default information that is generated with this report.

Date Monitoring Report								1 rows by 0 columns
Organizational Unit	Employee Group	Employee	Position	Employment Status	Task Type	Task Date	Processing Indicator	
60007476 : IT@JH Technology Innovation Center	Full Time	2138 [REDACTED]	Communications & Marketing Manager	Active	Return from LOA	03/24/2018	Task completed	

Report Results Continued...

You may select from the Data screen to add other information to the report output by dragging and dropping the selection.



The roles needed to access this report

- To access this report, you will need one of the following roles:
 - ZBHR_PA_R_PAV_***
 - ZBHR_PS_R_PCS_***
 - ZBHR_PY_R_PYC_***
 - ZBHR_SC_R_SCP_***

Additional Resources

- HRSS/PYSS Reporting Website:
http://ssc.jhmi.edu/hr_payroll/reporting.html
- HRSS/PYSS Job Aids Overview:
http://ssc.jhmi.edu/hr_payroll/job_aids.html
- Date Monitoring Report:
http://ssc.jhmi.edu/hr_payroll/bw_rpts.html#o