

Concurrent Assignments

Use to identify all assignments held by employees



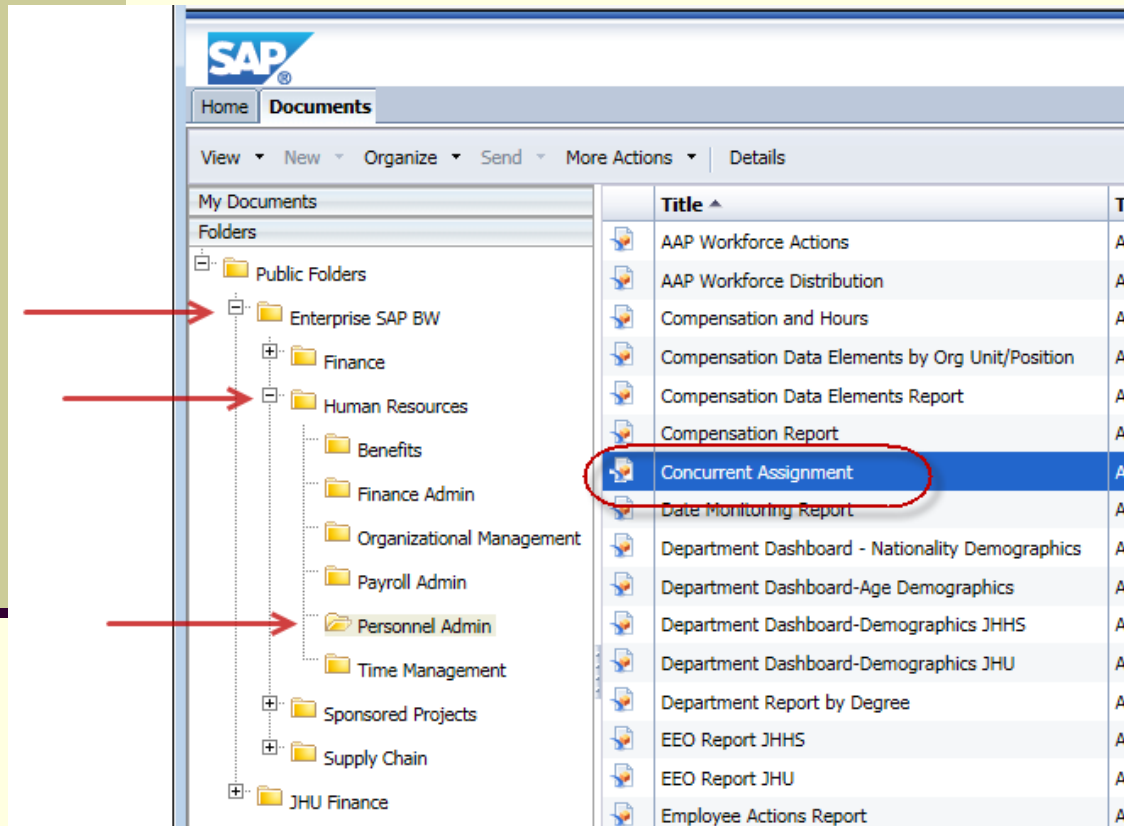
How Will This Report Help?

By running this report, you'll be able to see all assignments held by your employees, not only in your organization unit/personnel area, but in all University or Health System org units/personnel areas (depending on your access). Running this report will allow departments to make informed decisions on whether to hire an applicant. This report is also a tool to determine whether an existing employee may be eligible for benefits based on concurrent assignments.

For help in monitoring hours worked, see new report and job aid, "Hours Worked"



To Access the Report:



Select the following path:

- Enterprise SAP BW
- Human Resources
- Personnel Admin
- Concurrent Assignments

Prompt Screen

The variable screen is broken into two sections, each with required fields.

The screenshot shows a software prompt screen with a light blue background and a white border. At the top, there are tabs for 'All', 'Required', and 'Optional', with 'Required' selected. The title 'TOP SECTION' is displayed in red. Below the title, there are several sections, each with a red asterisk indicating a required field:

- Personnel Area (UN* and/or HS*)**: Includes a dropdown menu for 'Include' (with 'Select a value' below it), a 'values' field, and a 'Between' dropdown menu (with 'Select a value' below it). There are also '&', 'X', and '+' icons.
- Key Date**: Includes a text input field with the placeholder 'yyyyMMdd' and a calendar icon.
- Employment Status (Required)**: Includes a dropdown menu for 'Include' (with 'No values selected' below it), a 'values' field, and a 'Between' dropdown menu (with 'No values selected' below it). There are also '&', 'X', and '+' icons.
- Personnel Area (Selection Option, Required)**: Includes a dropdown menu for 'Include' (with 'No values selected' below it), a 'values' field, and a 'Between' dropdown menu (with 'No values selected' below it). There are also '&', 'X', and '+' icons.
- Personnel Subarea (Selection Option, Optional)**: A collapsed section.
- Organizational Unit (Multiple Single, Optional)**: A collapsed section.
- Employee Group (Selection Option, Mandatory)**: Includes a dropdown menu for 'Include' (with 'No values selected' below it), a 'values' field, and a 'Between' dropdown menu (with 'No values selected' below it). There are also '&', 'X', and '+' icons.
- Employee SubGroup (Optional)**: A collapsed section.
- Employee (Selection, Optional)**: A collapsed section.

At the bottom of the screen, the title 'BOTTOM SECTION' is displayed in red. Below it are 'OK' and 'Cancel' buttons.

Variable Screen – Top Section

The top section contains two *required fields*

Populating these fields tells the report whether you want to check across the university or health system for concurrent assignments.

In this example, the user is looking for all assignments held as of 6/1/15 at the University.

The screenshot shows a software interface with two required fields, each marked with a red asterisk in a box. The first field is 'Personnel Area (UN* and/or HS*)'. It has a dropdown menu set to 'Include', a 'values' label, and another dropdown menu set to 'Equal'. Below this is a text input field containing 'UN*' with copy, delete, and add icons. The second field is 'Key Date', with a text input field containing '20150601' and a copy icon. A red arrow points to the 'Equal' dropdown menu with the text 'You must change Between to Equal'.

➤ Note the date format is YYYYMMDD

Variable Screen – Bottom Section

The bottom section of the variable screen contains three **required fields**. Populating these fields identifies “who” you want to see all assignments for.

The screenshot displays a software interface with the following sections:

- * Employment Status (Required)**: Includes a dropdown menu set to "Include", a "values" dropdown set to "Between", and two input fields containing "1" and "4".
- * Personnel Area (Selection Option, Required)**: Includes a dropdown menu set to "Include", a "values" dropdown set to "Equal", and one input field containing "UN02".
- Personnel Subarea (Selection Option, Optional)**: A collapsed section.
- Organizational Unit (Multiple Single, Optional)**: Includes two input fields containing "10000037" and "10002667".
- * Employee Group (Selection Option, Mandatory)**: Includes a dropdown menu set to "Include", a "values" dropdown set to "Between", two input fields containing "1" and "3", a second dropdown menu set to "Include", a "values" dropdown set to "Equal", and one input field containing "5".
- Employee SubGroup (Optional)**: A collapsed section.
- Employee (Selection, Optional)**: A collapsed section.

In this example, the user is looking for all University assignments held by current employees in two SOM org units as of 6/01/15.

Report Results

This is the default report output. *All employees in your area as designated on the variable screen will display on the report, even if the employee does not have a concurrent assignment.*

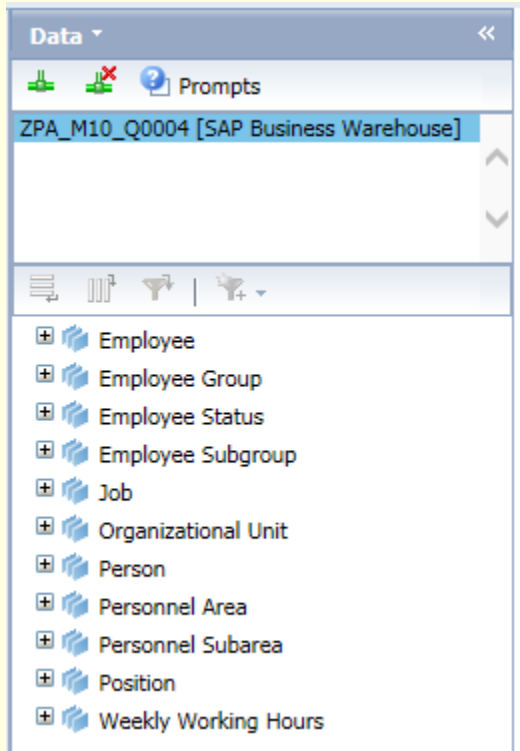
Concurrent Assignments						
Person	Employee	Employee Group	Employee Subgroup	Personnel	Organizational Unit	Personnel Area
1203 : ██████████	1203 ██████████	Full Time	Salaried Exmpt	Faculty	SOM Psy General Psyc	UN02 : School of Medicine
	133149 : ██████████	Non-Employee	Faculty Appointment	Non-employees	Department of Mental	UN05 : School of Public Health
1267 : ██████████	1267 ██████████	Full Time	Salaried Exmpt	Faculty	SOM DOM Infectious D	UN02 : School of Medicine
	133210 : ██████████	Non-Employee	Faculty Appointment	Non-employees	Global Disease Epide	UN05 : School of Public Health
1632 : ██████████	1632 : ██████████	Full Time	Salaried Exmpt	Faculty	SOM Psy Alchsm and O	UN02 : School of Medicine
1643 : ██████████	1643 : ██████████	Full Time	Salaried Exmpt	Faculty	SOM DOM Infectious D	UN02 : School of Medicine

- ❖ *Persons 1203 & 1267 currently have 2 assignments each, one in SOM and one in School of Public Health.*
- ❖ *Persons 1632 & 1643 currently have one assignment each.*

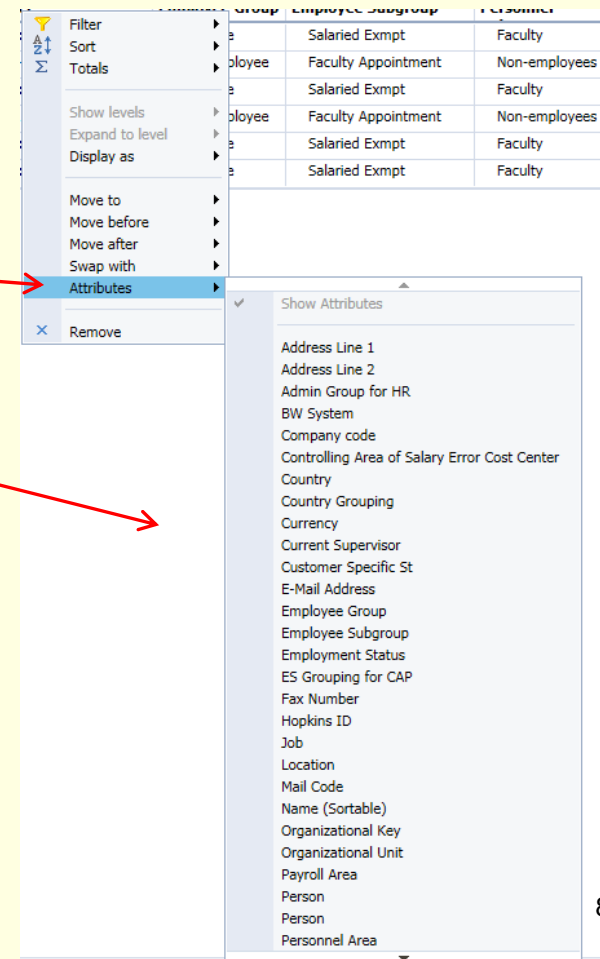
Report Results (cont.)

You can select from the available data to add to the report to increase its use.

You can select from the report options...



*or you can right click on an employee, select **Attributes**, and add from this list*



Required Access to run report ...

- For all existing users with the following roles prior to June 2014, access to the report was automatically granted.
 - ZBHR_PA_R_PAV_ORG
 - ZBHR_PY_P_PYC_ORG
 - ZBHR_TA_R_TAV_ORG

- If you find you do not have access, or if you are a new user, you will need to submit a ZSR.

- The role assigned is either ZBHR_BW_R_INST_HS or ZBHR_BW_R_INST_UN based on your security access.

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
- **Monitoring Hours Worked Job Aid**
http://ssc.jhmi.edu/hr_payroll/DataFiles_HR_Payroll/mhw.pdf