

Monitoring the Timely Submissions of ISRs Employee Actions Report (New)

Displays actions by action type.



Why is Timely Submission Important?

The timely submission of ISRs continues to be a challenge.

Late processing of terminations can result in:

- overpayments
- compliance issues

Late processing of other transaction types can result in:

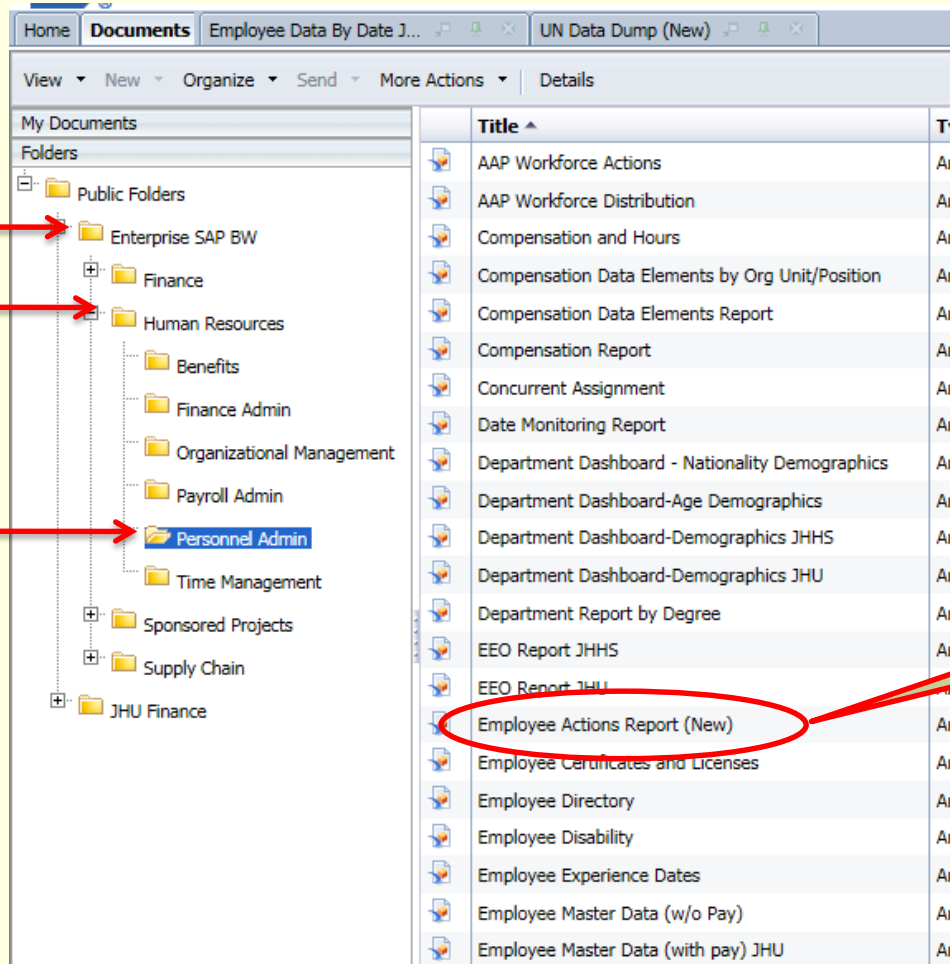
- delayed salary adjustments which may lead to a large retro payments hitting budget lines
- overpayments

How Will This Report Help?

By running this report, you'll be able to see how timely your area is submitting ISRs for all changes. It will show how late or timely the ISR was processed. The most important fields in the report to assist with this are *Effective Date* and *Changed On*.

Changed on – This is a field that tells you when the ISR was entered into SAP by HR Shared Services (HRSS). This date does not tell you when the ISR was submitted to HRSS by the initiator/approvers but HRSS generally processes ISRs within 24 to 48 hours of receipt of the ISR.

Access Report:



Select the following path:

- Enterprise SAP BW
- Human Resources
- Personnel Admin

Double click on the report

Prompt Screen – Current Month

The screenshot shows the SAP Prompt Screen for the 'Current Month' prompt. The left pane displays the 'Prompt Summary' for the prompt '* ZPY_M05_Q0010 [SAP Business Warehouse]'. The right pane shows the configuration for the 'Personnel Area' and 'Effective Date' prompts.

Prompt Summary (Left Pane):

- * ZPY_M05_Q0010 [SAP Business Warehouse]
- Employee :
- Employment Status (Sel. Optional) :
- * Personnel Area (Selection Option, Required) :
- Personnel Subarea (Selection Option, Optional) :
- Organizational Unit (Multiple Single, Optional) :
- Employee Group (Selection Optional) :
- Employee SubGroup (Optional) :
- Action Type (sel optional) :
- Action Reason (Sel. Optional) :
- * Effective Date : Between: 20160101 - 20160131
- Changed On Date :
- DSM Code (Sel. Optional) :
- Deadline Status :

Prompt Configuration (Right Pane):

- All | Required | Optional
- Employee
- Employment Status (Sel. Optional)
- * Personnel Area (Selection Option, Required)
 - Include: [Include] values: [Equal]
 - HS01
- Personnel Subarea (Selection Option, Optional)
- Organizational Unit (Multiple Single, Optional)
- Employee Group (Selection Optional)
- Employee SubGroup (Optional)
- Action Type (sel optional)
- Action Reason (Sel. Optional)
- * Effective Date
 - Include: [Include] values: [Between]
 - 20160101 & 20160131
- Changed On Date
- DSM Code (Sel. Optional)
- Deadline Status

Annotations:

- A yellow box labeled "Complete Required Fields" has red arrows pointing to the "Personnel Area" and "Effective Date" sections.
- A yellow box labeled "Enter a date range" has a red arrow pointing to the date range input field for "Effective Date".

Footer:

- Save prompt values with workspace
- * Required prompts
- Buttons: Validate, OK, Cancel

Report Results – Current Month

Action Type	Action Reason	Effective Date	Changed On	Deadline Status	Elapsed Days
J4 : JHEN Salary Change	13 : No Merit/Annual Review	01/01/2016	01/04/2016	On Time	-3
J4 : JHEN Salary Change	01 : Annual/Merit Increase	01/01/2016	01/04/2016	On Time	-3
J4 : JHEN Salary Change	01 : Annual/Merit Increase	01/01/2016	01/04/2016	On Time	-3
J4 : JHEN Salary Change	01 : Annual/Merit Increase	01/01/2016	01/04/2016	On Time	-3
J4 : JHEN Salary Change	13 : No Merit/Annual Review	01/01/2016	01/04/2016	On Time	-3
J4 : JHEN Salary Change	01 : Annual/Merit Increase	01/01/2016	01/20/2016	15 to 31 Days Late	-19
J4 : JHEN Salary Change	13 : No Merit/Annual Review	01/01/2016	01/04/2016	On Time	-3
J4 : JHEN Salary Change	13 : No Merit/Annual Review	01/01/2016	01/04/2016	On Time	-3
J4 : JHEN Salary Change	14 : Lump Sum Merit/Annual Review	01/01/2016	01/04/2016	On Time	-3
J4 : JHEN Salary Change	01 : Annual/Merit Increase	01/01/2016	01/04/2016	On Time	-3
J4 : JHEN Salary Change	01 : Annual/Merit Increase	01/01/2016	01/04/2016	On Time	-3
JG : JHEN Hours Change	02 : Decrease in Hours	01/24/2016	01/14/2016	On Time	10
J4 : JHEN Salary Change	01 : Annual/Merit Increase	01/01/2016	01/22/2016	15 to 31 Days Late	-21
J4 : JHEN Salary Change	01 : Annual/Merit Increase	01/01/2016	01/04/2016	On Time	-3
J4 : JHEN Salary Change	01 : Annual/Merit Increase	01/01/2016	01/04/2016	On Time	-3
J4 : JHEN Salary Change	01 : Annual/Merit Increase	01/01/2016	01/04/2016	On Time	-3
J3 : JHEN Position Attribute	04 : Advancement	01/11/2016	02/11/2016	15 to 31 Days Late	-31
J4 : JHEN Salary Change	01 : Annual/Merit Increase	01/01/2016	01/04/2016	On Time	-3
J4 : JHEN Salary Change	01 : Annual/Merit Increase	01/01/2016	01/04/2016	On Time	-3
J4 : JHEN Salary Change	01 : Annual/Merit Increase	01/01/2016	01/04/2016	On Time	-3
J3 : JHEN Position Attribute	03 : Change in work hours	01/24/2016	01/14/2016	On Time	10
J4 : JHEN Salary Change	01 : Annual/Merit Increase	01/01/2016	01/04/2016	On Time	-3
J4 : JHEN Salary Change	01 : Annual/Merit Increase	01/01/2016	01/22/2016	15 to 31 Days Late	-21
J4 : JHEN Salary Change	01 : Annual/Merit Increase	01/01/2016	01/04/2016	On Time	-3
J4 : JHEN Salary Change	01 : Annual/Merit Increase	01/01/2016	01/04/2016	On Time	-3

Elapsed Days shows the difference between the actions effective date and the date it was processed by HRSS.

Deadline Status (Elapsed Days)
 On Time (-14+)
 15 to 31 Days Late (-15 to -31)
 32 to 45 Days Late (-31 to -45)
 46 to 60 Days Late (-45 to -60)
 Over 60 Days Late (-60 to - x)

Positive results were processed early.

Prompt Screen – Late Transactions

Prompts

Prompt Summary

- * ZPY_M05_Q0010 [SAP Business Warehouse]
- Employee :
- Employment Status (Sel. Optional) :
- * Personnel Area (Selection Option, Required) :
- Personnel Subarea (Selection Option, Optional)
- Organizational Unit (Multiple Single, Optional)
- Employee Group (Selection Optional) :
- Employee SubGroup (Optional) :
- Action Type (sel optional) :
- Action Reason (Sel. Optional) :
- * Effective Date : Between: 20150701 - 20160131
- Changed On Date : Between: 20160201 - 20160229
- DSM Code (Sel. Optional) :
- Deadline Status :

All | Required | Optional Variants | Settings

- Employee
- Employment Status (Sel. Optional)
- * Personnel Area (Selection Option, Required)
 - Include: HS01
 - values: Equal
- Personnel Subarea (Selection Option, Optional)
- Organizational Unit (Multiple Single, Optional)
- Employee Group (Selection Optional)
- Employee SubGroup (Optional)
- Action Type (sel optional)
- Action Reason (Sel. Optional)
- * Effective Date
 - Include: 20150701 & 20160131
 - values: Between
- Changed On Date
 - Include: 20160201 & 20160229
 - values: Between
- DSM Code (Sel. Optional)
- Deadline Status

Save prompt values with workspace
* Required prompts

Validate OK Cancel

Now let's look at transactions that were **keyed in February**, but were **effective since the beginning of the fiscal year**.

Late transactions can also be identified using the optional prompt selection '**Deadline Status**'

Report Results Processed Late

Action Type	Action Reason	Effective Date	Changed On	Deadline Status	Elapsed Days
J4 : JHEN Salary Change	01 : Annual/Merit Increase	01/01/2016	02/04/2016	32 to 45 Days Late	-34
J4 : JHEN Salary Change	01 : Annual/Merit Increase	01/01/2016	02/01/2016	15 to 31 Days Late	-31
J4 : JHEN Salary Change	01 : Annual/Merit Increase	01/01/2016	02/04/2016	32 to 45 Days Late	-34
J3 : JHEN Position Attribute Change	04 : Advancement	01/24/2016	02/01/2016	On Time	-8
J2 : JHEN Terminate	04 : Personal Reasons	01/05/2016	02/04/2016	15 to 31 Days Late	-31
J4 : JHEN Salary Change	01 : Annual/Merit Increase	01/01/2016	02/12/2016	32 to 45 Days Late	-42
JF : JHEN Employee Reassignment	01 : Promotion	07/01/2015	02/11/2016	Over 60 Days Late	-225
J3 : JHEN Position Attribute Change	03 : Change in work hours	01/29/2016	02/01/2016	On Time	-3
J3 : JHEN Position Attribute Change	06 : CC / IO Change	07/01/2015	02/29/2016	Over 60 Days Late	-243
J3 : JHEN Position Attribute Change	06 : CC / IO Change	01/24/2016	02/22/2016	15 to 31 Days Late	-29
J4 : JHEN Salary Change	14 : Lump Sum Merit/Annual Review	01/01/2016	02/01/2016	15 to 31 Days Late	-31
JE : JHEN Retirement	02 : Retirement	01/31/2016	02/11/2016	On Time	-12
J4 : JHEN Salary Change	01 : Annual/Merit Increase	01/01/2016	02/02/2016	32 to 45 Days Late	-32
J4 : JHEN Salary Change	14 : Lump Sum Merit/Annual Review	01/01/2016	02/04/2016	32 to 45 Days Late	-34
J4 : JHEN Salary Change	14 : Lump Sum Merit/Annual Review	01/01/2016	02/04/2016	32 to 45 Days Late	-34
JF : JHEN Employee Reassignment	01 : Promotion	01/03/2016	02/04/2016	32 to 45 Days Late	-32
J6 : JHEN LOA without Pay	22 : JHHS - Health	01/22/2016	02/12/2016	15 to 31 Days Late	-21
J4 : JHEN Salary Change	03 : General Increase	01/24/2016	02/23/2016	15 to 31 Days Late	-30
J4 : JHEN Salary Change	01 : Annual/Merit Increase	01/01/2016	02/04/2016	32 to 45 Days Late	-34
J4 : JHEN Salary Change	01 : Annual/Merit Increase	01/01/2016	02/01/2016	15 to 31 Days Late	-31
J4 : JHEN Salary Change	01 : Annual/Merit Increase	01/01/2016	02/22/2016	46 to 60 Days Late	-52
J4 : JHEN Salary Change	03 : General Increase	01/24/2016	02/23/2016	15 to 31 Days Late	-30
J4 : JHEN Salary Change	01 : Annual/Merit Increase	01/01/2016	02/04/2016	32 to 45 Days Late	-34

These results show transactions that were keyed in February but were effective from the beginning of the fiscal year through the end of January

You can see what types of transactions your area needs to improve on.

Prompt Screen- Optional Selections

Prompts

Employee :	▶ Employment Status (Sel. Optional)
Employment Status (Sel. Optional) :	▼ * Personnel Area(Selection Option, Required)
* Personnel Area(Selection Option, Required) : Equal:	Include [dropdown] values Equal [dropdown]
Personnel Subarea (Selection Option, Optional) :	UN* [input] [X] [plus]
Organizational Unit (Multiple Single, Optional) : 100	▶ Personnel Subarea (Selection Option, Optional)
Employee Group (Selection Optional) :	▼ Organizational Unit (Multiple Single, Optional)
Employee SubGroup (Optional) :	10003247 [input] [X]
Action Type (sel optional) : Equal: J2;JE;J1;J1PTI;J1SP	10003250 [input] [X]
Action Reason (Sel. Optional) :	10003254 [input] [X]
* Effective Date : Between: 20150701 - 20160331 INCLU	▶ Employee Group (Selection Optional)
Changed On Date :	▶ Employee SubGroup (Optional)
DSM Code (Sel. Optional) :	▼ Action Type (sel optional)
Deadline Status : Equal: A INCLUDE;	Include [dropdown] values Equal [dropdown]
	J2;JE;J1;J1PTI;J1SPM;J1CTY;J1FAC;JF;J8;JB [input] [X] [plus]
	▶ Action Reason (Sel. Optional)
	▼ * Effective Date
	Include [dropdown] values Between [dropdown]
	20150701 [input] & 20160331 [input] [X] [plus]
	▼ Changed On Date
	Include [dropdown] values Equal [dropdown]
	yyyyMMdd [input] [X] [plus]
	▶ DSM Code (Sel. Optional)
	▼ Deadline Status
	Include [dropdown] values Equal [dropdown]
	A [input] [X] [plus]

Save prompt values with workspace
* Required prompts

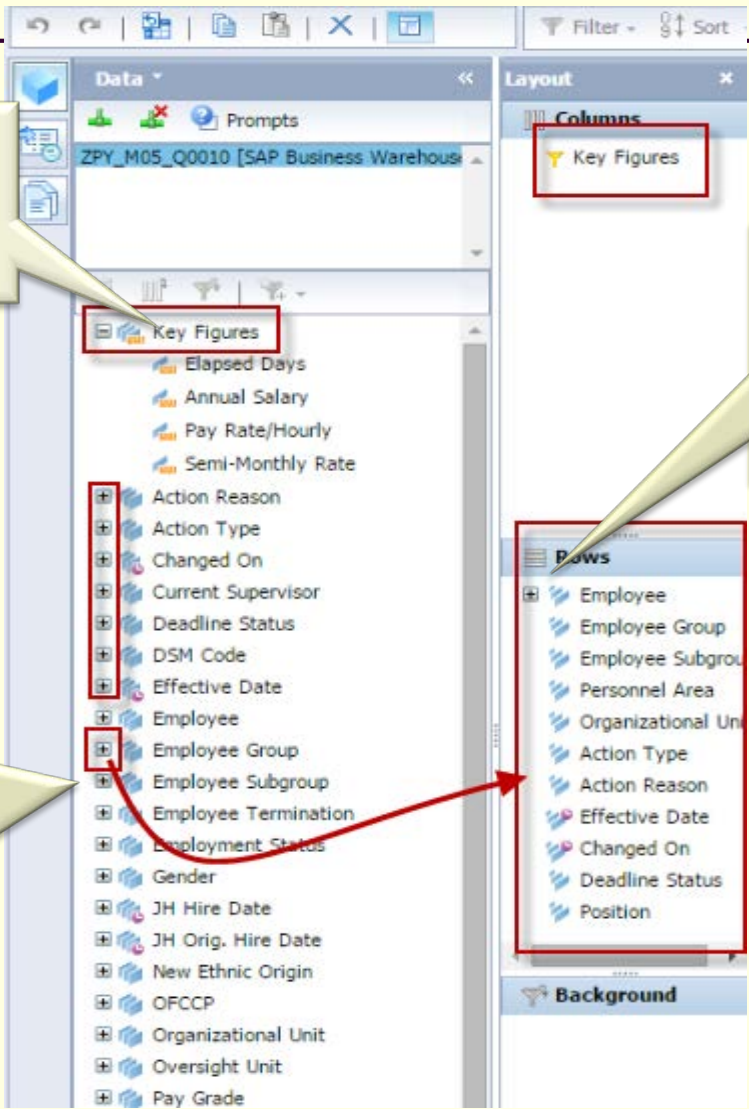
Validate OK Cancel

Specify Org Units to narrow search results.

Specify Action types to search narrow results. Use a ; in between values to select multiple options.

Specify Deadline status to narrow search results.

Adding Data to your report



To create conditions on **Key Figures**, filter by **Member** or by **Measure**.

Fields listed under **Columns** and **Rows** are currently displayed on the report.

To add pieces of data, find the data on the left hand bar and drag and drop it in the rows and columns layout section.

Tip
To add several pieces of data at one time, first click the **Auto Update** button in the top right corner. This will prevent the changes from being incorporated until you click the button again. This is beneficial to save processing time by having all changes processed at once instead of waiting for each one to be processed before you make another change.

Additional Resources

- **HR Analysis Overview:**

http://ssc.jhmi.edu/hr_payroll/DataFiles_HR_Payroll/AnalysisOverview.pdf

- **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