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.
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.*

- Note the date format is YYYYMMDD

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

*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.

- 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](http://ssc.jhmi.edu/hr_payroll/reporting.html)

- **HRSS/PYSS Job Aids Overview:**
  [http://ssc.jhmi.edu/hr_payroll/job_aids.html](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](http://ssc.jhmi.edu/hr_payroll/DataFiles_HR_Payroll/mhw.pdf)