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.
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.

<table>
<thead>
<tr>
<th>Organizational Unit</th>
<th>Employee Group</th>
<th>Employee</th>
<th>Position</th>
<th>Employment Status</th>
<th>Task Type</th>
<th>Task Date</th>
<th>Processing Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>@H Technology Innovation Center</td>
<td>Full Time</td>
<td>213</td>
<td>Communications &amp; Marketing Manager</td>
<td>Active</td>
<td>Return from LOA</td>
<td>03/04/2018</td>
<td>Task completed</td>
</tr>
</tbody>
</table>
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