



SAP Transaction: ZHRPD_RPT_0554_HOURS




SAP Transaction: ZHRPD_RPT_0554_HOURS – Report hours for Multiple Assignment:

In order to keep track number of hours assigned for each Multiple Assignment positions please run the report below.

Tool for keeping track of hours for Multiple Assgm & ParttimeHourly

DUVAL



Position	<input type="text" value=""/>	to	<input type="text" value=""/>	
CostCenter	<input type="text" value=""/>	to	<input type="text" value=""/>	
Send Email to:	<input type="text" value="BATEHS2@duvalschools..."/>	to	<input type="text" value=""/>	
PlanVersion	<input type="text" value="01"/>			
PlanningStatus	<input type="text" value="1"/>			
BeginDate	<input type="text" value="01/23/2020"/>			
EndDate	<input type="text" value="12/31/9999"/>			

Print all positions
 PrintSummary for each Employee




You will need the following information:

- Position #
- Take off your email address (it will send you an email every time to run it unless you want it)
- Begin date
- Select Print all positions or
- Select Print Summary for each Employee

Tool for keeping track of hours for Multiple Assgm & ParttimeHourly

DUVAL

Position	<input type="text" value=""/>	to	<input type="text" value=""/>	
CostCenter	<input type="text" value=""/>	to	<input type="text" value=""/>	
Send Email to:	<input type="text" value=""/>	to	<input type="text" value=""/>	
PlanVersion	<input type="text" value="01"/>			
PlanningStatus	<input type="text" value="1"/>			
BeginDate	<input type="text" value="07/01/2019"/>			
EndDate	<input type="text" value="12/31/9999"/>			

Print all positions
 PrintSummary for each Employee

1. Select Print all Positions:

Key the position number, key the begin date for example 07/01/2019 as first day FY 2019/2020, select Print all positions as shown on the screen hot below:

Tool for keeping track of hours for Multiple Assgm & ParttimeHourly

DUVAL

Position: 50634943 to []

CostCenter: [] to []

Send Email to: [] to []

PlanVersion: 01


PlanningStatus: 1

BeginDate: 07/01/2019

EndDate: 12/31/9999

Print all positions

PrintSummary for each Employee

Then click  the screen below will appear:

Tool for keeping track of hours for Multiple Assgm & ParttimeHourly

Program: ZHRPD_REPORT_0554_HOURS DUVAL COUNTY PUBLIC SCHOOLS Page: 1
 System: SBP(220) Multiple Assignments and Part-time Hourly Hours Usage Date:01/23/2020 09:23:56
 (All positions)

Position	Abbr	CostCenter	BegDate	EndDate	AllocatedHours
EmpName	Emp#	Emp#			UsedHours
50634943	NN63MA	326010006	07/01/2019	07/01/2019	0.00
			07/02/2019	07/02/2019	7.00
			07/03/2019	07/03/2019	7.00
			07/08/2019	07/08/2019	7.00
			07/15/2019	07/15/2019	7.00
			07/16/2019	07/16/2019	7.00
			07/17/2019	07/17/2019	7.00
			07/18/2019	07/18/2019	7.00
			07/22/2019	07/22/2019	7.00
			Total Used by the Employee		63.00
			07/01/2019	07/01/2019	7.00
			07/02/2019	07/02/2019	7.00
			07/03/2019	07/03/2019	7.00
			07/08/2019	07/08/2019	7.00
			07/09/2019	07/09/2019	7.00
			07/10/2019	07/10/2019	7.00
			07/11/2019	07/11/2019	7.33
			Total Used by the Employee		49.33
			07/09/2019	07/09/2019	7.00
			07/10/2019	07/10/2019	7.00
			07/11/2019	07/11/2019	4.00
			Total Used by the Employee		18.00
			07/01/2019	07/01/2019	7.00
			07/02/2019	07/02/2019	7.00
			07/03/2019	07/03/2019	7.00
			07/08/2019	07/08/2019	7.00
			07/09/2019	07/09/2019	7.00
			07/10/2019	07/10/2019	7.00
			07/11/2019	07/11/2019	7.00
			07/15/2019	07/15/2019	7.00
			07/16/2019	07/16/2019	7.00
			07/17/2019	07/17/2019	7.00
			07/18/2019	07/18/2019	7.00
			07/22/2019	07/22/2019	7.00
			Total Used by the Employee		84.00
			07/11/2019	07/11/2019	7.00
			07/15/2019	07/15/2019	7.00
			07/16/2019	07/16/2019	7.00

2. Select Print Summary for each Employee:

Key the position number, key the begin date for example 07/01/2019 as first day FY 2019/2020, select Print Summary for each Employee as shown on the screen hot below:

Tool for keeping track of hours for Multiple Assgm & ParttimeHourly

DUVAL

Position 50634943 to []

CostCenter [] to []

Send Email to: [] to []

PlanVersion 01


PlanningStatus 1

BeginDate 07/01/2019

EndDate 12/31/9999

Print all positions

PrintSummary for each Employee

Then click  the screen below will appear:

Tool for keeping track of hours for Multiple Assgm & ParttimeHourly

Program: ZHRPD_REPORT_0554_HOURS DUVAL COUNTY PUBLIC SCHOOLS Page: 1
 System: SBP(220) Multiple Assignments and Date:01/23/2020 09:39:03
 Part-time Hourly Hours Usage
 (Positions with Used hours > Allocated)

Position EmpName	Abbr	CostCenter Emp#	BegDate	EndDate	AllocatedHours UsedHours
50634943	NN63MA	326010006			0.00
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Total Used by the Employee 63.00
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Total Used by the Employee 49.33
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Total Used by the Employee 18.00
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Total Used by the Employee 84.00
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Total Used by the Employee 42.00
					Total Used for the Position 256.33
					Difference between Allocated and Used Hours 256.33-

Multiple Assignment positions read = 1
 PartTime positions read = 0
 Total positions printed = 1