

Subject: Training Opportunities for new RH039 Human Resources/Payroll
Business Warehouse Reports

Audience: Agency Training Coordinators, HR Directors, HR Master Data Maintainers,
Position Control Maintainers

The SCEIS Team and the State Office of Human Resources are pleased to announce five new Business Warehouse reports for Human Resources and Payroll users. The reports described below are now available to those individuals with the roles listed next to each report.

At the end of this message are details about SCEIS Training opportunities for users to learn more about three of these reports—RH039U, V and W—via conference call and Live Meeting on March 6 or 8. **Please make sure this message reaches the employees in your agency who would benefit from attending one of these sessions to ensure they have an opportunity to register.**

RH039K – EMPLOYEE PLANNED WORKING TIME (ZHR_ZPA_O39S_Q039K)

Roles: HR Director, HR Master Data Maintainer

Description: This report provides employee information for Employee Working Time & Grievance. It includes such items as the Org Unit Number & Abbreviation, Employee group, Subgroup, Personnel Area Name, Employee Number & Name, Valid From Date, Valid To Date, Work Schedule Rule, Working Week, Employment Percent, Daily Working Hours, Hours per Week, Annual Working Hours, Monthly Hours, & Weekly Work Days. Note: The 'Employment Status' on input screen defaults to 'Active' (3).

RH039U – POSITION OM INDICATORS (ZHR_ZPOS9000_Q039U)

Roles: Agency HR Director, HR Master Data Maintainer, Position Control Maintainer

Description: Provides organizational management indicator information based on position. Items on the report include Valid From and To Dates, Employee Name and Number, Job Class Code and Title, Grievance Status, CDL Class Type, and Essential Hazardous Weather, Essential Emergency, Commercial Drivers License, State Vehicle Driver, Public Contact, Central Office, Blood Borne Pathogen and Faculty Indicators.

RH039V – POSITION ADDITIONAL ATTRIBUTE (ZHR_ZPOS9001_Q039V)

Roles: Agency HR Director, HR Master Data Maintainer, Position Control Maintainer

Description: Provides the following additional position information that is stored on InfoType 9001: Employee Group, Retirement Plan, Contract Status, HRIS Position Type and Number; County Code, Workers Compensation Class Code, Federal Job Category, SHAC Job Category, Job Group, Census Code and Work Unit.

RH039W – POSITION TIME INDICATORS (ZHR_ZPOS9005_Q039W)

Roles: Agency HR Director, HR Master Data Maintainer, Position Control Maintainer

Description: Provides position work time information. Items on the report include Valid From and To Dates; Employee Name and Number; Job Class Code and Title; Employee Group; Weekday Evening, Weekday Night, Weekend Day, Weekend Evening and Weekend Night Shift

Rate Override Indicators; Weekday Evening, Night, Rotating and Split Shift Rates; Weekend Day, Evening, Night, Rotating and Split Shift Rates; On Call Monday, Tuesday, Wednesday, Thursday, Friday, Saturday and Sunday Rates; and Market Geographic Rate.

RH039A.c – SUPERVISORY POSITIONS (ZHR_ZPOS9001_Q039AC)

Roles: Agency HR Director, HR Master Data Maintainer, Position Control Maintainer

Description: This report provides information for Position Attributes from Info type 9001. It includes such items as the Position Number & Title, Start Date, End Date, Employee Number & Name, Position Vacancy Indicator, Job Code & Title, Employee group & Title, Org Unit # Supervised, Org Unit Abbreviation, Org Unit Name.

-----**Training Information for RH039 U, V & W**-----

Below are complete details about an upcoming conference call and Live Meeting workshop, covering the key reports listed below:

- RH039U - Position OM Indicators
- RH039V - Position Additional Attribute
- RH039W - Position Time Indicators

This workshop will be offered three times:

- **Tuesday, March 6 at 10:00 a.m.**
- **Tuesday, March 6 at 2:00 p.m.**
- **Thursday, March, 8 at 2:00 p.m.**

Please forward the details below to the appropriate employees in your agency, to ensure they have the opportunity to participate. If you have any questions about this workshop, please contact the SCEIS Training Team at Training.SCEIS@sceis.sc.gov.

Thank you,
The SCEIS Team

March BW Workshop Details

Workshop Description: This workshop will provide detailed instruction on the importance of the three Business Warehouse reports RH039U, V & W, which are described above. Each 1.5 - hour workshop will include a live demo, followed by a question and answer session on BW reports covered during this workshop. The SCEIS Team will distribute a Mini Guide on the reports listed above in advance of the workshop so participants will have an opportunity to review detailed support information in preparation for it.

Target Audience: SCEIS users with the HR Director, HR Master Data Maintainer and/or Position Control Maintainer security roles.

Workshop Registration: There are three presentations of the Business Warehouse (BW) Reporting Workshop available:

- **Tuesday, March 6 at 10:00 a.m. to 11:30 a.m.**
- **Tuesday, March 6 at 2:00 p.m. to 3:30 p.m.**
- **Thursday, March 8 at 2:00 p.m. to 3:30 p.m.**

To register for any one of these sessions, click the following link:

<https://www.surveymonkey.com/s/W8MNRGC>.

Live Meeting and Call-in Details for All Workshop Sections

Live Meeting: The SCEIS Team will send you a link to the Live Meeting portion and the conference call phone number of the workshop you are registered to attend approximately 1 day before it is to be held—either Mon., March 5 or Wed., March 7.

To ensure you and your employees have quick and easy access to Live Meeting, please download the program to your computer as early as possible in advance of the workshop, preferably sometime today. The Live Meeting 2007 client download is available here:

<http://office.microsoft.com/en-us/downloads/CD010254990.aspx>.

Call-in: The SCEIS Team will distribute call-in details along with registration confirmations for this series of workshops. You will receive the appropriate call-in information as a part of the confirmation notice sent to you after you have registered for a session.

If you have any questions about this message, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link:

<http://www.sceis.sc.gov/requests/>.