

Training & Development Activities & Required Certification & Training (9/26/14)

Transaction ZHRTRAINRPT is available to users who have the Department Head or Supervisor security role in SAP. It can be used to monitor and report on training and development activities recorded in SAP.

Definitions

Person ID – Person ID/Texas State ID is a unique A number (A). Employees only have one Person ID.

Personnel Number – Pernr is the eight digit assignment number within SAP. An employee may have several assignment numbers. Assignment numbers are linked to the employee's unique Person ID number.

Employment Status – an employee's employment status in SAP. The following are used at Texas State:

- 0 = Withdrawn (Separated)
- 1 = Inactive (Leave Without Pay)
- 3 = Active (Currently Employed)

Personnel Area – four digit number representing the different divisions in SAP.

Organizational Unit – eight digit number assigned to Departments within SAP.

Position Number – eight digit number assigned to a position in SAP.

Employee Group – groupings used in SAP to differentiate employees.

Staff – for the purpose of this report, an employee is considered staff if their position is assigned an employee group of B – Staff, D – TRS/ORP Rtd Staff or F – ERS Rtd Faculty.

Faculty – for the purpose of this report, an employee is considered faculty if their position is assigned an employee group of A – Faculty, E – TRS/ORP Rtd Faculty, G – ERS Rtd Faculty, H- Program Faculty, I – TRS/ORP Rtd Prog Fac or J – ERS/Rtd Prog Fac.

Training and Development Activities – voluntary training recorded in SAP.

Required Certification and Training – training required of an employee to maintain a license, credential or certification required by federal, state, Texas State, or other regulatory authority and recorded in SAP.

Qualification ID – the ID number assigned to required certification or training in SAP.

Method – the method used to deliver or impart a course. Ex: ITAC Classroom – offered by ITAC, PD Classroom – offered by Professional Development, WBT – web based training, Classroom – all other on-site classroom training.

Minutes – number of minutes taken to complete a web based course (includes idle time).

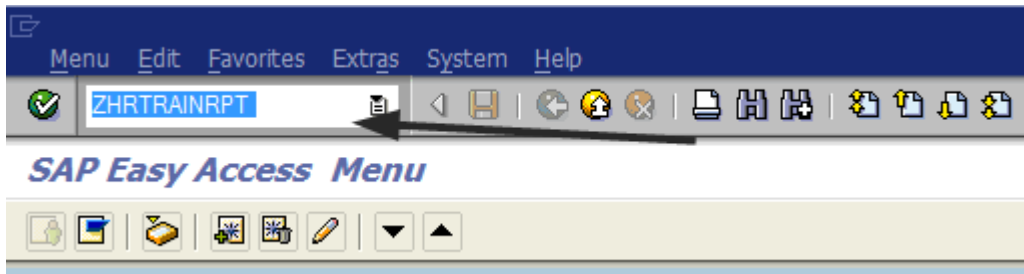
Expiration Date – date a qualification expires.

Days Out – the number of days past the expiration date of a qualification. The days out count is from the expiration date to the current date (system date).

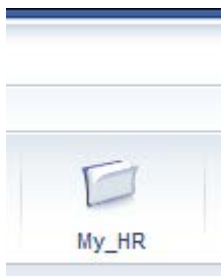
Accessing Transaction ZHRTRAINRPT

Transaction ZHRTRAINRPT can be accessed by using the SAP GUI or the SAP Portal.

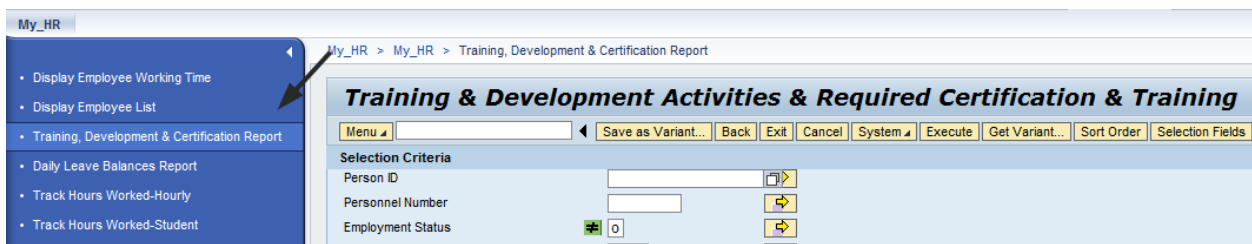
While logged into the SAP GUI, enter the ZHRTRAINRPT in the search box and hit Enter.



While logged into the SAP Portal, select the My HR tab:

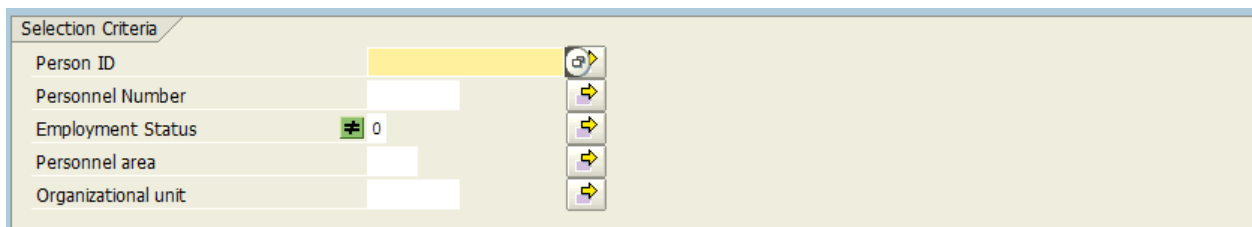


The report will appear in the Detail Navigation Panel:



Report Parameters - The report parameters are divided into the following areas:

Selection Criteria

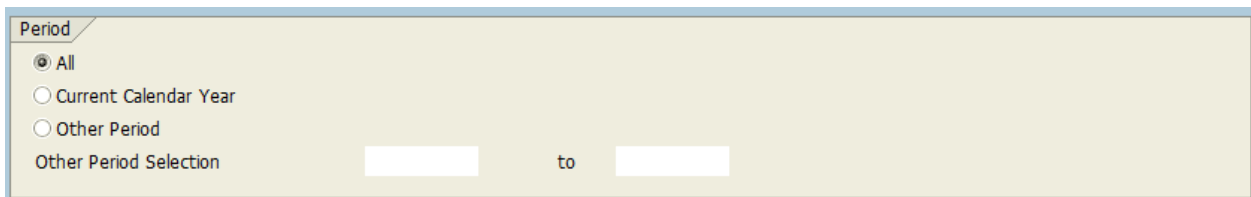


The selection criteria section is where the user selects the employees to report on. In this step, one of the following parameters should be used:

- Organizational Unit - If Organizational Unit is selected, the program will display data for all employees in the organizational unit.
- Person ID – if Person ID is used, the report will only report data for the Person ID or Person IDs entered.
- Personnel Number – If Personnel Number is used, the report will only display data for the Pernr or Pernr(s) entered.

By default, Employment Status is not equal to zero (0 - withdrawn status), therefore, only active or inactive employees are included.

Period

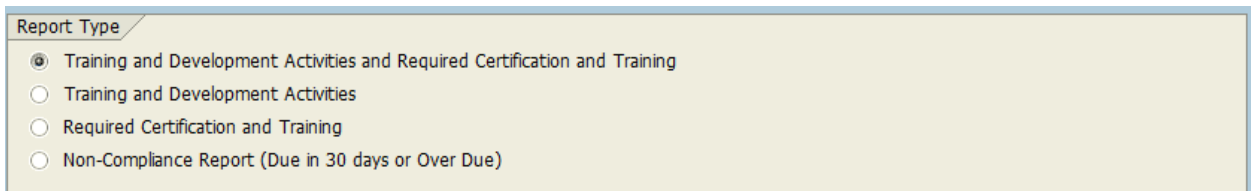


The Period section is where the user specifies the date or range of dates to be evaluated for reporting. The report will only display results found for the period entered. The following options are available:

- All - the report displays all completed training stored in SAP (based on the selection criteria).
- Current Year - the report displays all completed training stored in SAP from January to December of the current calendar year (based on the selection criteria).
- Other Period - both the From and To dates must be populated. The report displays all completed training data stored in SAP between these dates.

The Period parameter is not used for the Non-Compliance Report.

Report Type



Report type is where the user selects the report to be produced. The following four report options are available.

- **Training and Development Activities and Required Certification and Training** – If this radio button is selected, the report includes all completed voluntary and required training recorded in SAP for the period requested. This option provides a comprehensive list of voluntary and required training.

- **Training and Development Activities** – If this radio button is selected, the report includes all completed voluntary training for the period requested. The report will not include required training.
- **Required Certification and Training** – If this radio button is selected, the report includes a list of all completed required training recorded in SAP for the period requested. By default, all required training appears on the report unless the Qualification ID parameter is used to limit the selection. The report will not include voluntary training.
- **Non – Compliance Report (Due in 30 Days or Over Due)** – If this radio button is selected, the report includes all required training that will expire within 30 days of the system date or has already expired. By default, faculty do not appear as out of compliance for the EEO Compliance Certification qualification unless the Faculty Employee Type is selected. The Period parameters are not honored. The non-compliance report is as of the current date.

Additional Criteria for Required Certification Training and Non-Compliance Reports

The Qualification ID is only used by Required Certification and Training and Non-Compliance reports. By default, the Required Certification and Training report options include all required training (All Qualification IDs). If a qualification ID is entered, the report only displays data for the qualification entered.

Employee Type

The employee type parameter is also only used by Required Certification and Training and Non-Compliance reports. By default, the Required Certification and Training and Non-Compliance reports only include staff employees. To retrieve data for both faculty and staff, select both Staff and Faculty or All Employees.

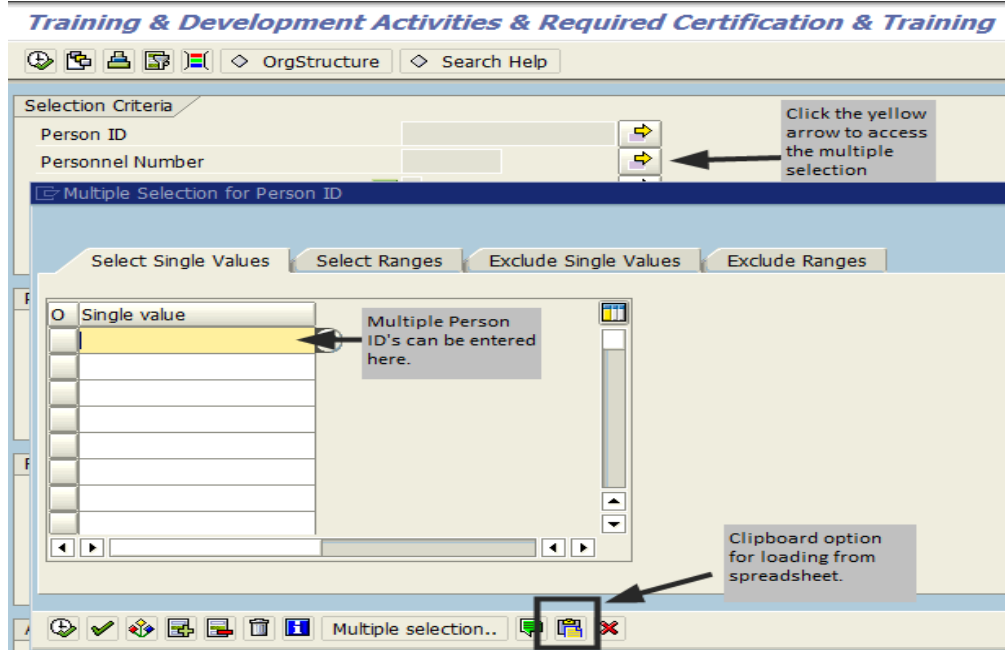
ALV Layout

An ALV layout can be created and saved by users. A user wishing to execute the program with a specific file layout can utilize this functionality.

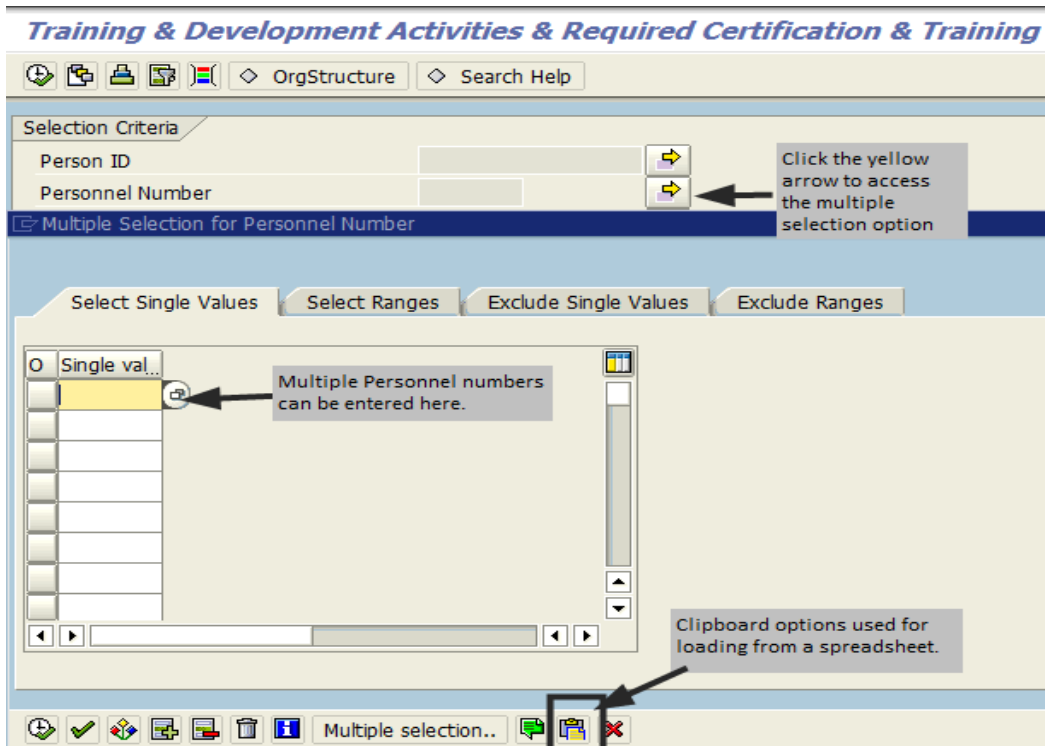
Report Instructions

1. **Select employees using one of the following :**

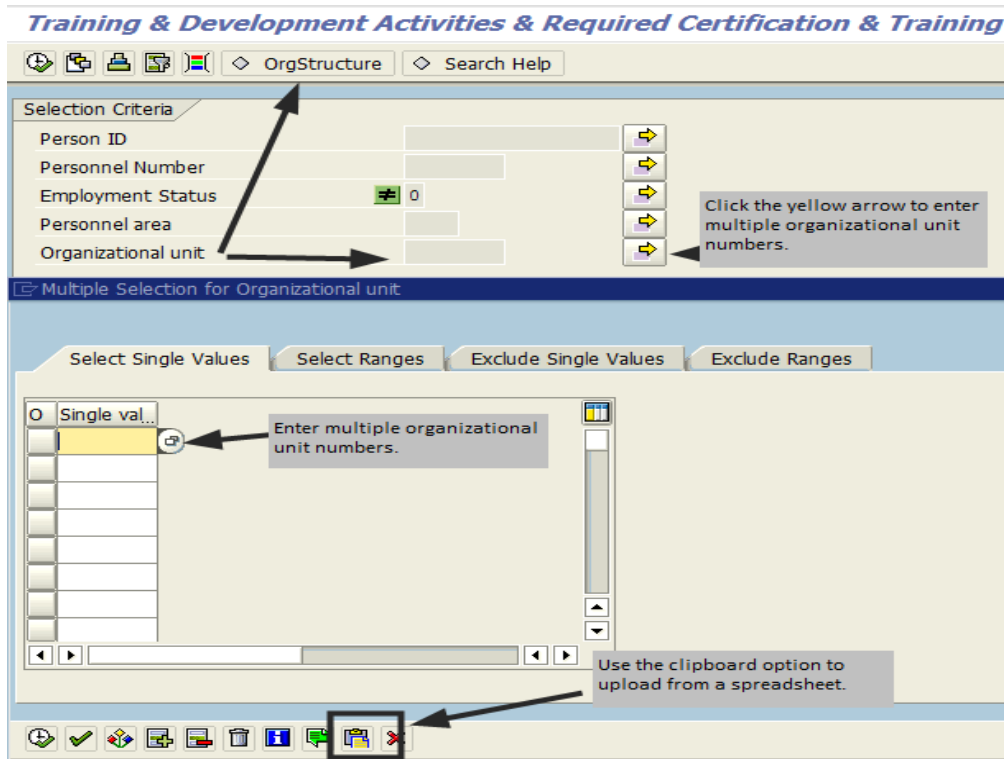
- **Person ID** – enter a single Person ID or multiple Person IDs. If the multiple selection option is needed, click the yellow arrow to enter multiple Person IDs. Person IDs can be keyed in one by one or uploaded from a spreadsheet using the clipboard option.



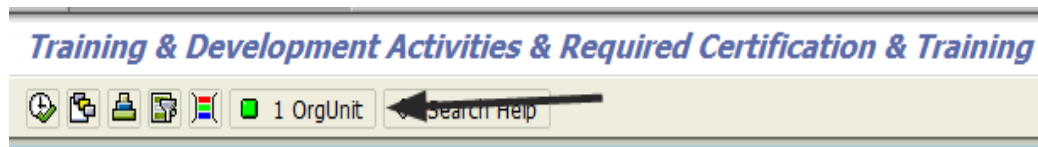
- **Personnel Number** – if Person ID was entered in step 1, Personnel Number (PERNR) is not needed. As in step 1, the report can be executed for a single Personnel Number or for multiple Personnel Numbers. If the multiple selection option is needed, click the yellow arrow to enter multiple Personnel Numbers one by one or by uploading from a spreadsheet (using the clipboard option).



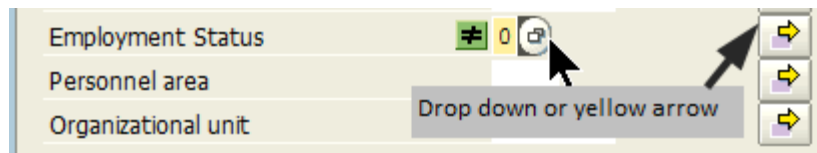
- **Organizational unit** – the report can be executed for one or more organizational unit(s) depending on the user’s security within SAP. Key in the eight digit number assigned to your organizational unit or utilize the OrgStructure help button on the SAP toolbar.



If OrgStructure help is used, verify the OrgStructure icon reflects the correct number of Organizational Units selected:



- **Employment Status** – employment status defaults to NOT equal to 0-Withdrawn. In most cases, a change is not needed. Changing employment status is not recommended unless the report should include withdrawn employees. If a change is needed, click the drop down icon or the yellow arrow to view available options.



2. Select a reporting period:

Period

All

Current Calendar Year

Other Period

Other Period Selection to

3. Select a report type:

Report Type

Training and Development Activities and Required Certification and Training

Training and Development Activities

Required Certification and Training

Non-Compliance Report (Due in 30 days or Over Due)

4. Execute the report .

The report is ALV grid so it functions like an Excel spreadsheet (filter, sort, hide columns, etc.).

Header Section

The report header section displays the following:

- Type of report
- Period
- Qualification ID: if applicable
- Run Date

Training and Development Activities and Required Certification and Training Report

Type = Required Certification and Training
Run Date = 09/24/2014
Period = All
Qualification ID = 50015687

Report Output Data

The report displays the following columns:

- Person ID
- Name
- Position Number
- Position Text
- Organizational Unit
- Employee Group

- Hire Date
- Course Name – only populated if a course was taken through SAP
- Course Start Date – only populated if a course was taken through SAP
- Course End Date – only populated if a course was taken through SAP
- Credit Hours – credit hours received for the course (assigned when the course is setup in SAP)
- Method - only populated if a course was taken through SAP
- Minutes – only populated for web based courses
- Expiration Date
- Days Out

Person ID	Name	Position N	Position Text	Organizati	Employee G	Hire Date	Course Name	Course Sta	Course End	Credit Hou	Method	Minutes	Expiration Date	Days Out
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Other Report Parameters

Personnel Area – Used to limit the report by division. In most cases, this option is not needed. Very few users have cross divisional security access.