

SAP Transaction: ZHRPD_RPT_0554_HOURS – Report hours for Multiple Assignment:

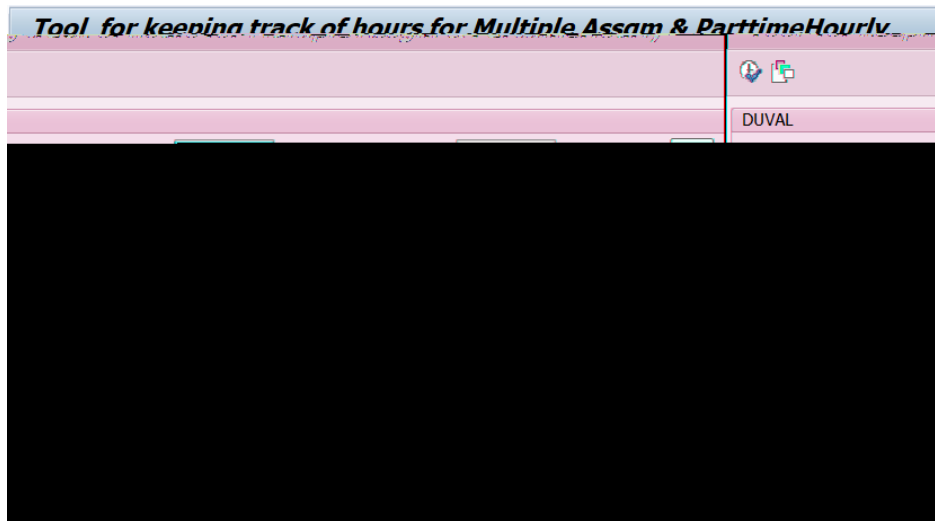
In order to keep track number of hours assigned for each Multiple Assignment positions please run the report below.

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

1. Select Print all Positions:

Key the position number, key the begin date for example 07/01/2023 as first day FY 2023/2024, select Print all positions as shown on the screen hot below:



Then click  the screen below will appear:

[illegible]

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:



Then click  the screen below will appear:

Tool for keeping track of hours for Multiple Assam & Parttime Hourly

Program: SUBPP REPORT 4554 HOURS DUVAL COUNTY PUBLIC SCHOOLS Page: 1

System: SV6 (220) Multiple Assignments and Hours Usage Date: 02/14/2024 15:42

Part-time Hourly Hours Usage

EmpName	Emp#	BegDate	EndDate	UsedHours
300161	42000	420.T4A0.00000.00.00	823_0724	0.00
50674297	NN40MA			
the Position	65.50			
d Used Hours	65.50-			
Total Used for				
Difference between Allocated an				
Multiple Assignment positions read =				1
Total positions printed				= 1