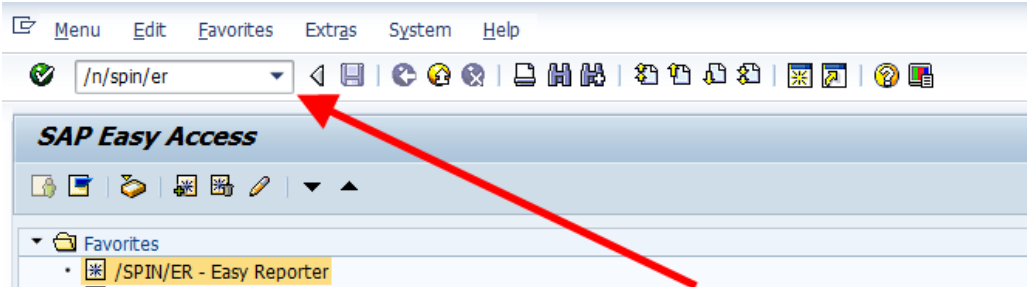


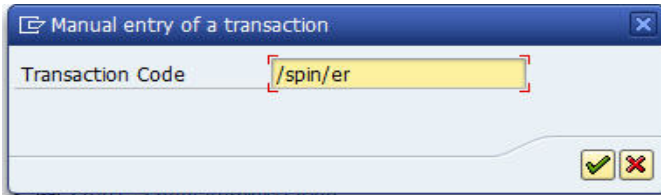
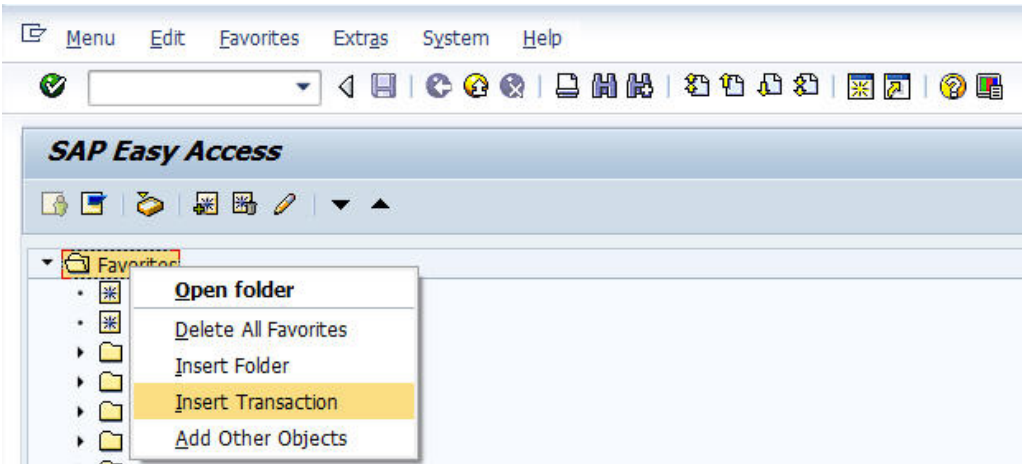
Spinifex Reporting – Absence Report

This report will provide a detailed list of absences for employees in your Org Unit in a pay period.

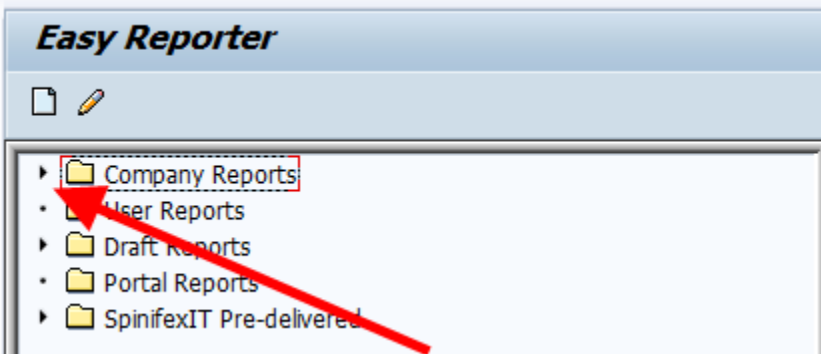
STEP 1: To access Spinifex reporting you can either enter directly in the command field transaction: /n/spin/er



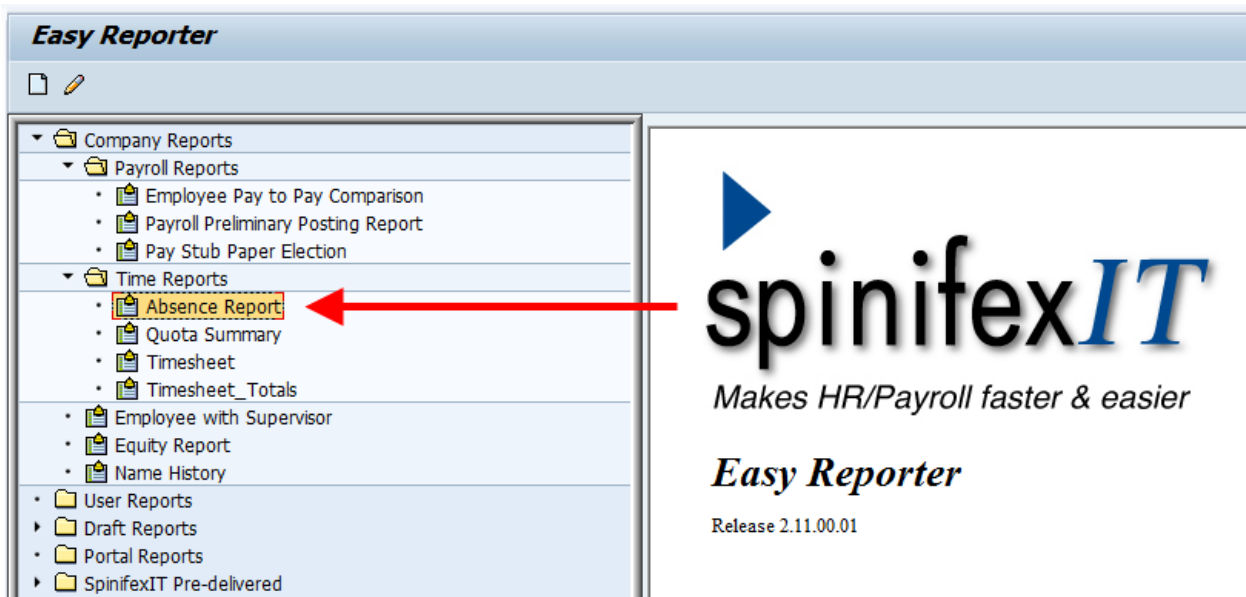
Or Insert Transaction /spin/er in your favorites.




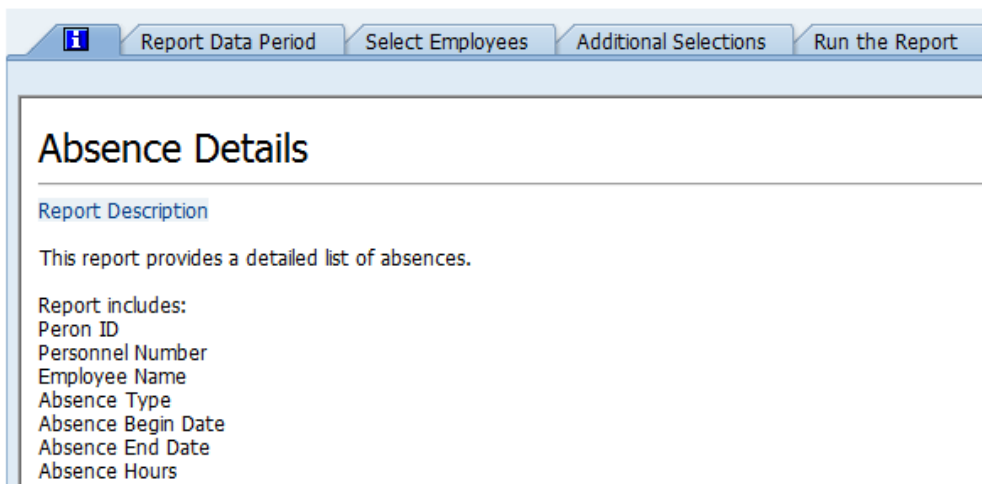
STEP 2: Drill Down by clicking on arrow and select Company Reports - -Absence Report



STEP 3: Double Click on the Absence Report



STEP 4: When running the Absence report, the first screen that appears is the  tab, which provides description of the report along with the fields that will display.



STEP 5: Select the Report Data Period Tab and enter the B1 or M1 payroll area. The current payroll period will default.

Report Data Period | Select Employees | Run the Report

Payroll Period

Payroll Area: B1 | 07/26/2015 to 08/08/2015

Current Period | 17 | 2015

Other Period

Period

Alternative Dates

STEP 6: On the Select Employees tab enter either the Employee's Person ID or Org Unit(s).

Report Data Period | Select Employees | Additional Selections | Run the Report

Employee Selection

| Selection Type | Option | Value | |
|---------------------|--------|----------|---|
| External Person ID | | | → |
| Personnel Number | | | → |
| Payroll Area | | | → |
| Personnel Area | | | → |
| Personnel Subarea | | | → |
| Employee Group | | | → |
| Employee Subgroup | | | → |
| Organizational Unit | = | 30000162 | → |
| Org Selection | | | → |

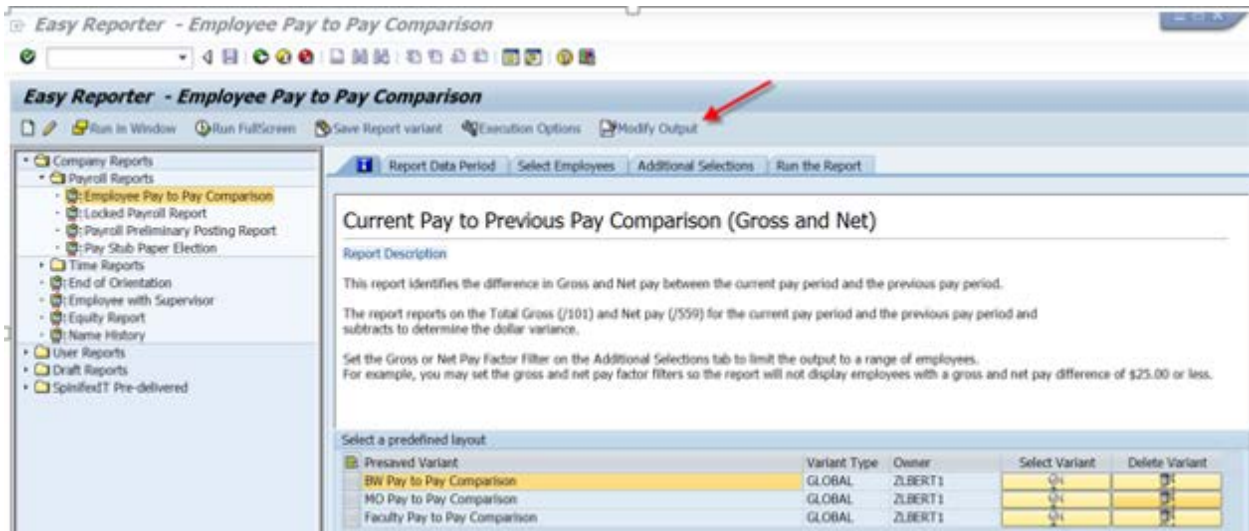
STEP 7: The Additional Selections tab will allow you to request specific absence types. If you want to look for all absences do not enter a value.

Report Data Period | Select Employees | Additional Selections | Run the Report

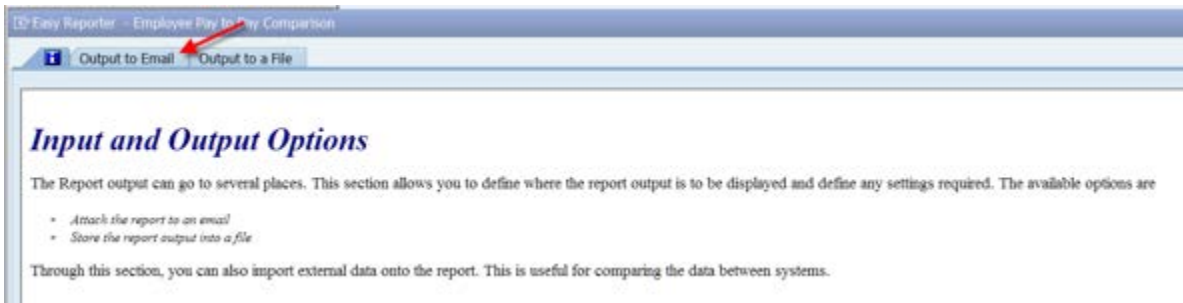
Additional Selections

| Selection Type | Option | Value | |
|----------------|--------|-------|---|
| Leave Quota | | | → |

STEP 8: To Schedule & Email the Spinifex Report click on the Modify Output Icon



STEP 9: Select Output to Email Tab



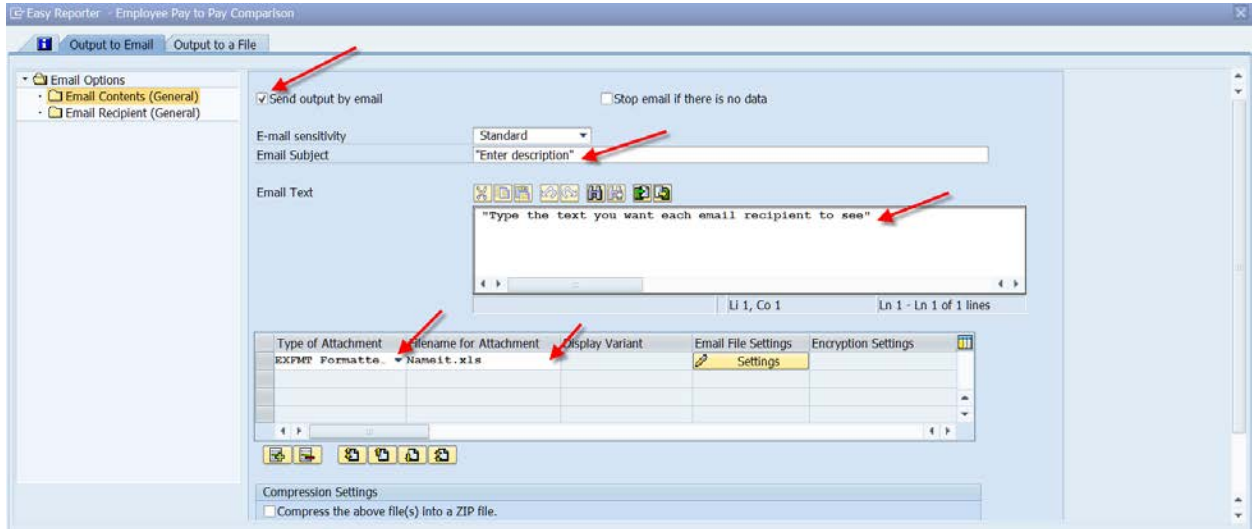
STEP 10: Select Email Contents Folder



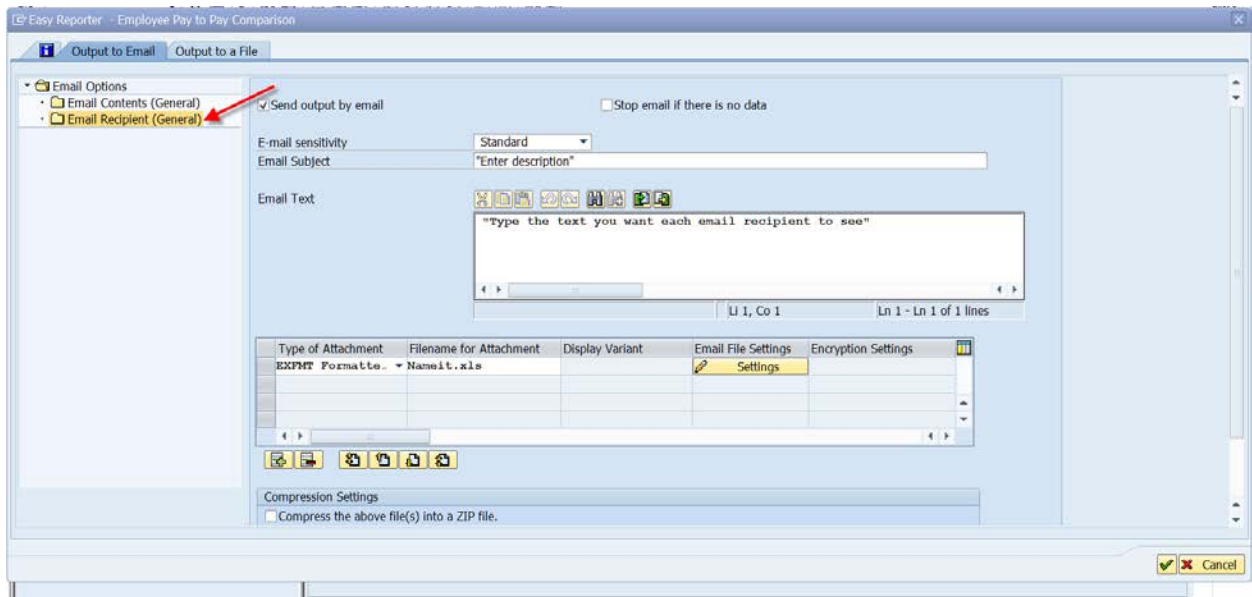
STEP 11: Select "Send Output by email" check box.

Complete Subject Line and Body of Text

Select Excel Formatted File Type and Complete Report Name

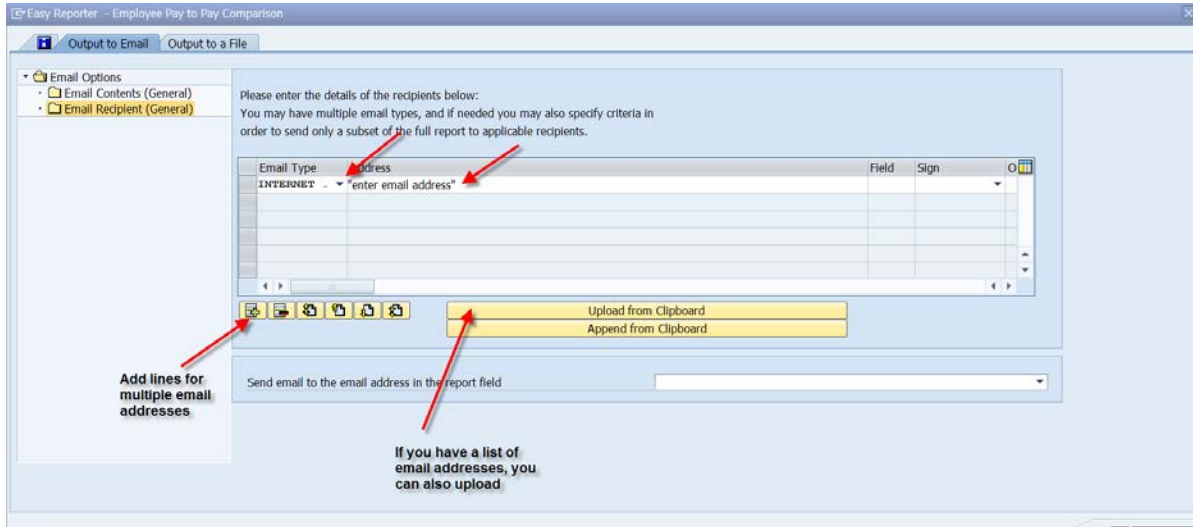


STEP 12: Select Email Recipient Folder

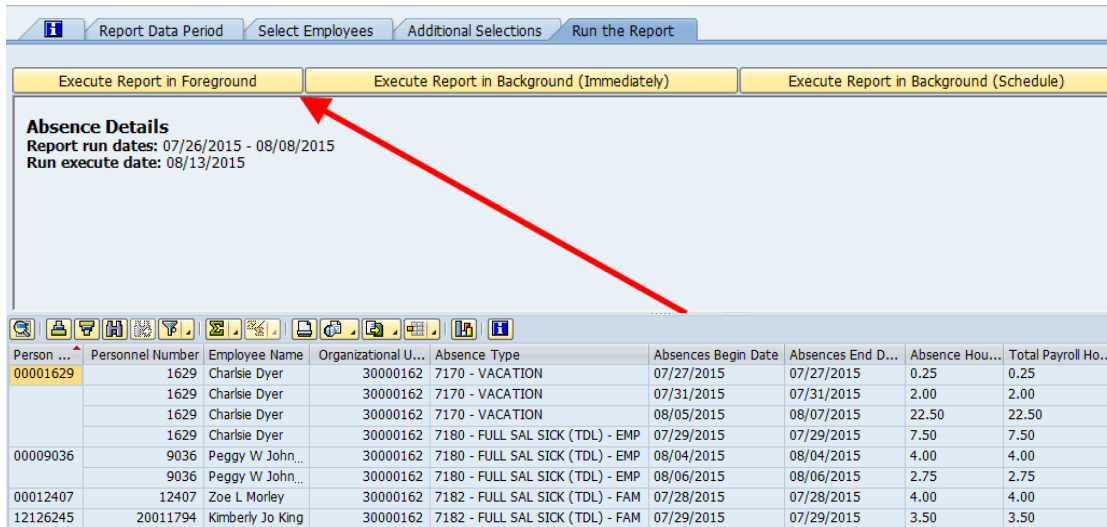


STEP 13: Select "Internet" Email Type (can add multiple lines)

Key in Email address or can Upload from Clipboard multiple e-mail addresses



STEP 14: Now select the Run the Report tab and Execute Report in Foreground. You can also elect to "Execute Report in Background (Schedule)."



Allow report to run, results will display on screen.

STEP 15: If you execute the report in the background to view the results go to Transaction: SM37.
 User name and current date will populate. Execute

Simple Job Selection

Job name:

User name:

Job status
 Sched.
 Released
 Ready
 Active
 Finished
 Canceled

Job start condition
 From To
 From To
 or after event:

STEP 16: Select the report and click on the Spool icon.

Job Overview

Job overview from: 12/20/2015 at: : :
 to: 12/21/2015 at: : :
 Selected job names: *
 Selected user names: ECWESL*

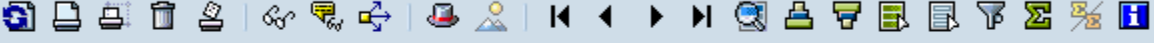
Scheduled
 Released
 Ready
 Active
 Finished
 Canceled


Event controlled Event ID:
 ABAP program Program name :

| JobName | Job CreatedB | Sp | Status | Sched. sta | Sched. s | Start date | Start ti | Durati | Delay | End date |
|--|--------------|----|----------|------------|----------|------------|----------|--------|-------|------------|
| <input checked="" type="checkbox"/> ZHR_FED RETIREE W/ FICA EXEMPT | ECWESL2 | | Finished | 12/20/2015 | 14:30:00 | 12/20/2015 | 14:30:05 | 21 | 5 | 12/20/2015 |
| <input type="checkbox"/> SPINIFEX CLEANING | ECWESL2 | | Finished | 12/20/2015 | 14:30:24 | 12/20/2015 | 14:30:24 | 7 | 0 | 12/20/2015 |
| <input type="checkbox"/> ZHR_VACPAYOUT FOR POST DOC 2010 | ECWESL2 | | Finished | 12/20/2015 | 20:00:00 | 12/20/2015 | 20:00:06 | 64 | 6 | 12/20/2015 |
| <input type="checkbox"/> ZHR_FED RETIREE W/ FICA EXEMPT | ECWESL2 | | Finished | 12/21/2015 | 14:30:00 | 12/21/2015 | 14:30:07 | 11 | 7 | 12/21/2015 |
| <input type="checkbox"/> ZHR_VACPAYOUT FOR POST DOC 2010 | ECWESL2 | | Finished | 12/21/2015 | 20:00:00 | 12/21/2015 | 20:00:08 | 86 | 8 | 12/21/2015 |
| *Summary | | | | | | | | 189 | 26 | |

STEP 17: Then click on the piece of paper under the Type column.

Output Controller: List of Spool Requests



| <input type="checkbox"/> | Spool no. | Type | Date | Time | Status | Pages | Title | Authoriz. |
|--------------------------|-----------|---|------------|-------|--------|-------|--------------------------|-----------|
| <input type="checkbox"/> | 592856 |  | 12/21/2015 | 21:43 | - | 13 | LIST1S LP01 RPCALCU0_DMH | |

A red arrow points from the top right towards the 'Type' column of the second row in the table.

NOTE: Monthly employee's absence requests will appear in B1 report and vice versa if absence occurs during that time frame.