
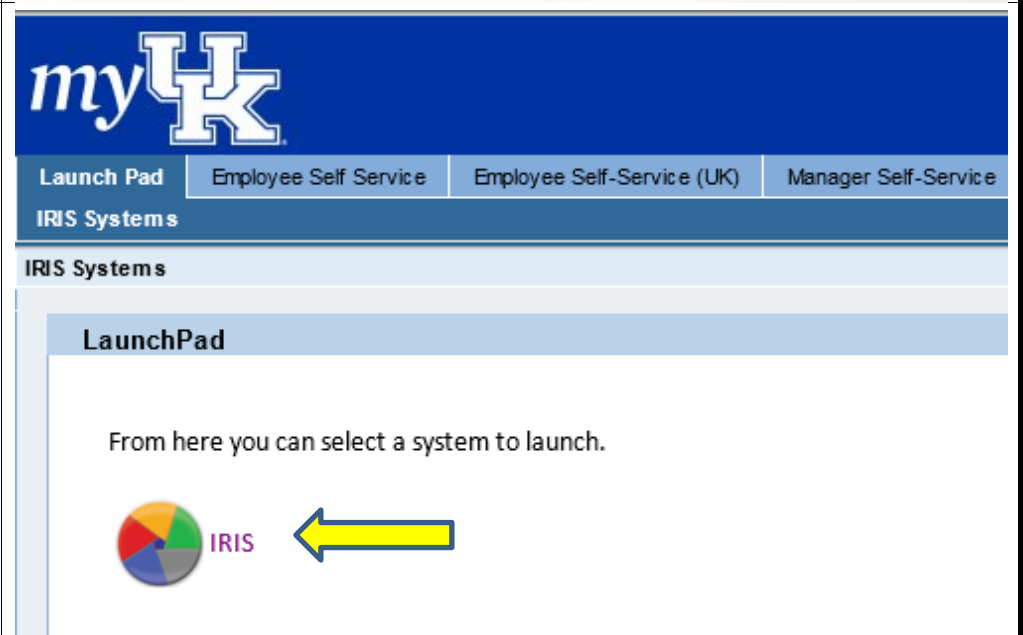


## Spinifex Documentation in SAP - /SPIN/ER

**Process:** Utilize Spinifex reporting software to review employee payroll previous pay period pay to current pay period pay.

PROCEDURES	
<p>Login to myUK with your link blue ID and password.</p>	 <p>The image shows the myUK login page. At the top is the myUK logo. Below it, the text reads "Use your link blue ID and password below". There are two input fields: "Username:" and "Password:". Below the password field is a blue "Log in" button.</p>
<p>Click the IRIS option to open the SAP Easy Access menu.</p>	 <p>The image shows the myUK IRIS Systems menu. At the top is the myUK logo. Below it is a navigation bar with four options: "Launch Pad", "Employee Self Service", "Employee Self-Service (UK)", and "Manager Self-Service". Below the navigation bar is the "IRIS Systems" section. Under "IRIS Systems", there is a "LaunchPad" section with the text "From here you can select a system to launch." Below this text is a circular icon with four colored segments (red, green, blue, yellow) and the word "IRIS" next to it. A yellow arrow points to the "IRIS" icon.</p>

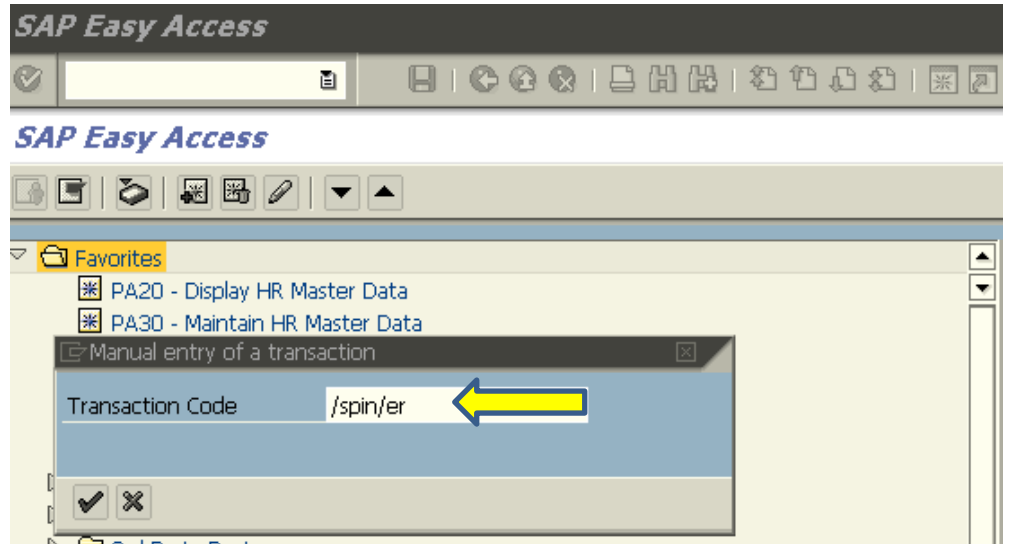
## Spinifex Documentation in SAP - /SPIN/ER

Once on the Easy Access menu press the Ctrl+Shift+F4 keys at the same time.

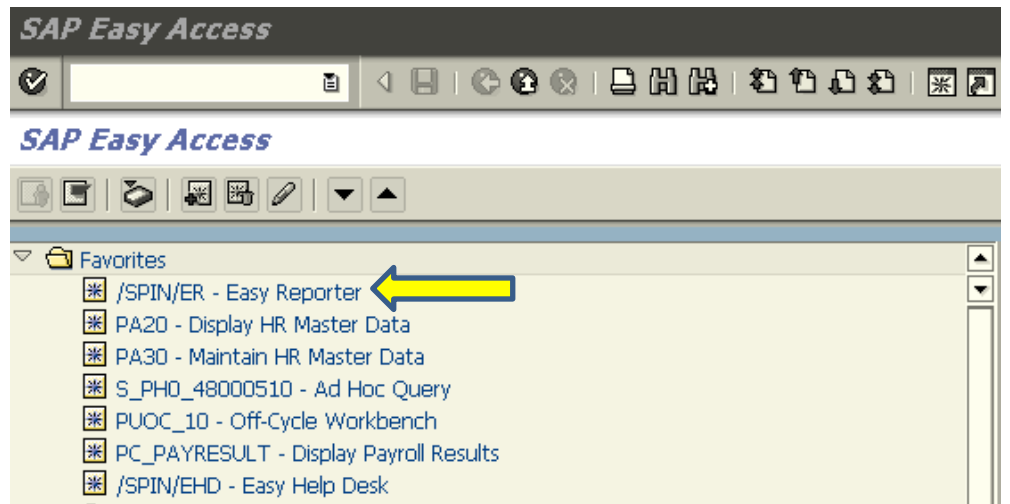
This will bring up the Manual entry of a transaction screen.

Enter /spin/er in the transaction code field.

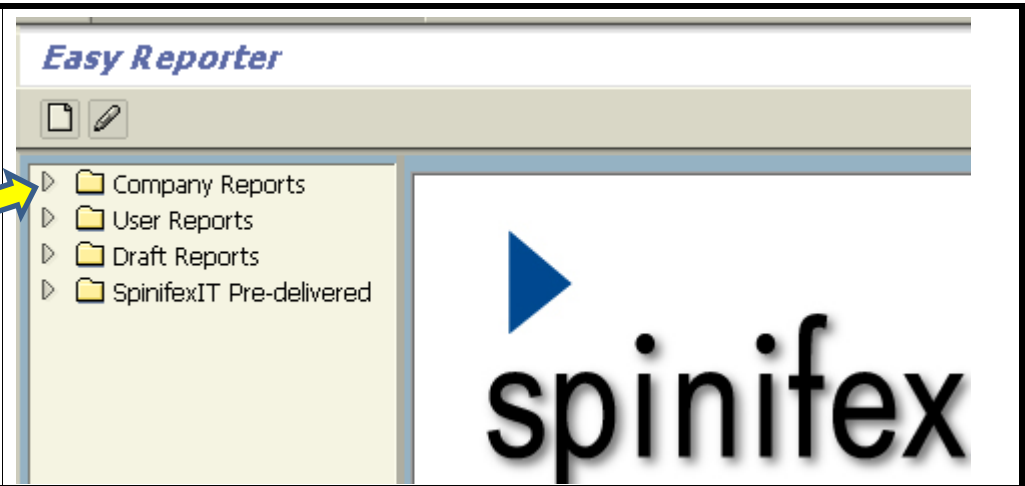
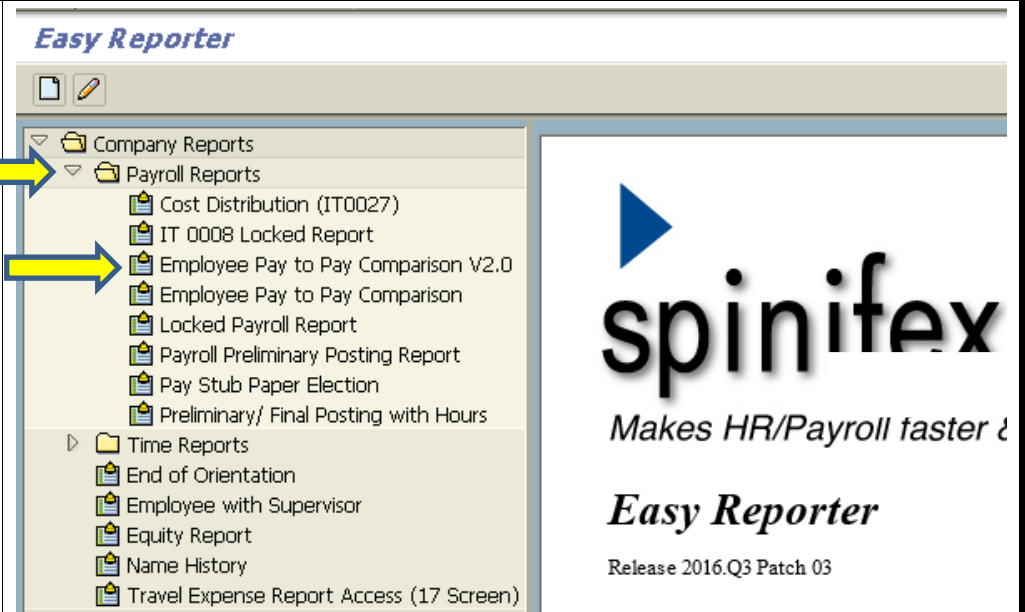
Hit enter which will add the Spinifex Easy Reporter transaction to your Favorites section.



Double click on the /SPIN/ER option to open SpinifexIT Easy Reporter.



## Spinifex Documentation in SAP - /SPIN/ER

<p>Click on the triangle next to Company Reports to view options.</p>	 <p>The screenshot shows the 'Easy Reporter' interface. On the left, a tree view shows the following folders: Company Reports, User Reports, Draft Reports, and SpinifexIT Pre-delivered. A yellow arrow points to the right-pointing triangle next to 'Company Reports'. On the right, the 'spinifex' logo is displayed with a blue triangle above the letter 'i'. Below the logo, the text 'Makes HR/Payroll faster &amp;' is partially visible.</p>
<p>Click on the triangle next to Payroll Reports to view report option</p> <p>Double click on the Employee Pay to Pay Comparison V2.0.</p>	 <p>The screenshot shows the 'Easy Reporter' interface with the 'Company Reports' folder expanded to show 'Payroll Reports'. A yellow arrow points to the right-pointing triangle next to 'Payroll Reports'. Below it, a list of reports is shown, including 'Employee Pay to Pay Comparison V2.0'. A second yellow arrow points to the report icon for 'Employee Pay to Pay Comparison V2.0'. On the right, the 'spinifex' logo is displayed with a blue triangle above the letter 'i'. Below the logo, the text 'Easy Reporter' and 'Release 2016.Q3 Patch 03' are visible.</p>

## Spinifex Documentation in SAP - /SPIN/ER

The "i" tab may provide information about the report.

It also provides generic Pre-saved Variant options.

Click on the appropriate circle for the biweekly, monthly or faculty variant you desire to process.

Once a variant has been chosen click on the Report Data Period tab.

**Current Pay to Previous Pay Comparison (Gross and Net)**

**Report Description**

This report identifies the difference in Gross and Net pay between the current pay period and the previous pay period.

The report reports on the Total Gross (/101) and Net pay (/559) for the current pay period and the previous pay period and subtracts to determine the dollar variance.

Set the Gross or Net Pay Factor Filter on the Additional Selections tab to limit the output to a range of employees. For example, you may set the gross and net pay factor filters so the report will not display employees with a gross and net p

Presaved Variant	Variant Type	Owner	Select Variant
BW Pay to Pay Comparison	GLOBAL	ZLBERT1	<input checked="" type="checkbox"/>
MO Pay to Pay Comparison	GLOBAL	ZLBERT1	<input type="checkbox"/>
Faculty Pay to Pay Comparison	GLOBAL	ZLBERT1	<input type="checkbox"/>

Tab's data will pre-populate with the current pay period information based on the variant chosen.

Click on the Select Employees tab.

**Employee Pay to Pay Comparison V2.0**

**Payroll Period**

Payroll Area: B1      05/28/2017 to 06/10/2017

Current Period      12 2017  
 Other Period

**Pay Period Selection**

Pay period Run Type: 1 Regular payroll runs

Period Selection: ENDDATE Include periods which end date fall...

**Pay Period Comparison**

Previous Period       Other Period

## Spinifex Documentation in SAP - /SPIN/ER

Tab contains options to pull data/narrow results.

Enter appropriate data in field(s).

External Person ID, Personnel Number, Organizational Unit or Org Selection can be used to pull data.

Box on right with the yellow arrow allows multiple entries.

Once complete click the Additional Selections tab.

### Employee Reporter - Employee Pay to Pay Comparison V2.0

Selection Type	Option	Value	
External Person ID			→
Payroll Area	=	B1	→
Personnel Number			→
Employment Status	≠	0	→
Personnel Area			→
Personnel Subarea			→
Employee Group			→
Employee Subgroup			→
Organizational Unit			→
Org Selection			→
Cost Center			→
Pay Scale Type			→
Pay Scale Area			→
Pay Scale Group			→
Pay Scale Level			→

Tab contains additional options to pull data/narrow results.

The default entries will pull all employee pay differences.

To save variant with desired changes click the Save Report variant option.

### Employee Reporter - Employee Pay to Pay Comparison V2.0

Selection Type	Option	Value	
Gross Pay Factor Filter	≥	0.00	→
Net Pay Factor Filter	≤	0.00	→

## Spinifex Documentation in SAP - /SPIN/ER

If a pre-existing variant was used please click the Create New option.

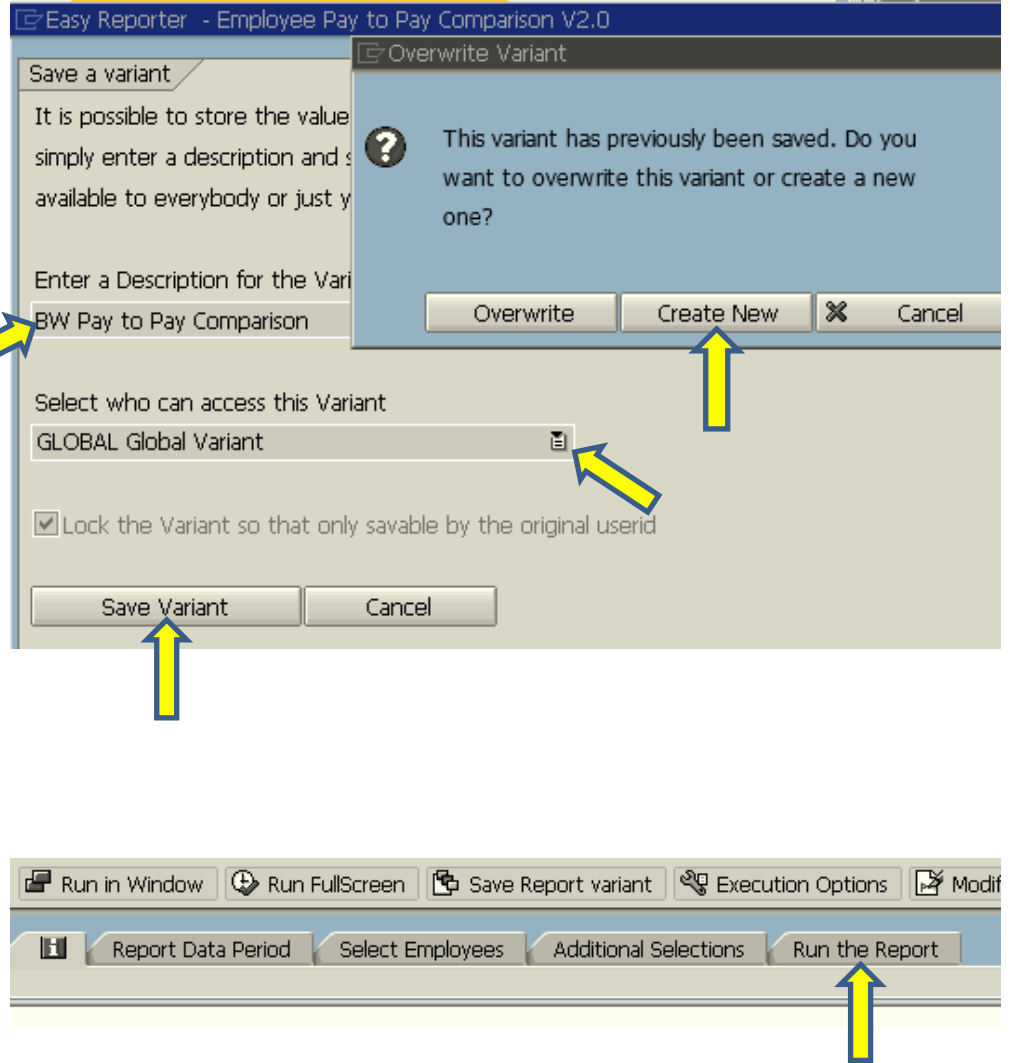
Enter a Description for the Variant.

Change the option for Select who can access this Variant by clicking on the paper icon in the field and choose USER / User Specific Variant. This will allow only you to use the variant.

Do not leave the Global Variant option in the field as only central office created variants should be Global allowing all users to access.

Once finished click Save Variant.

Once complete click on the Run the Report tab.



## Spinifex Documentation in SAP - /SPIN/ER

Tab is used to process reports in the foreground or background.

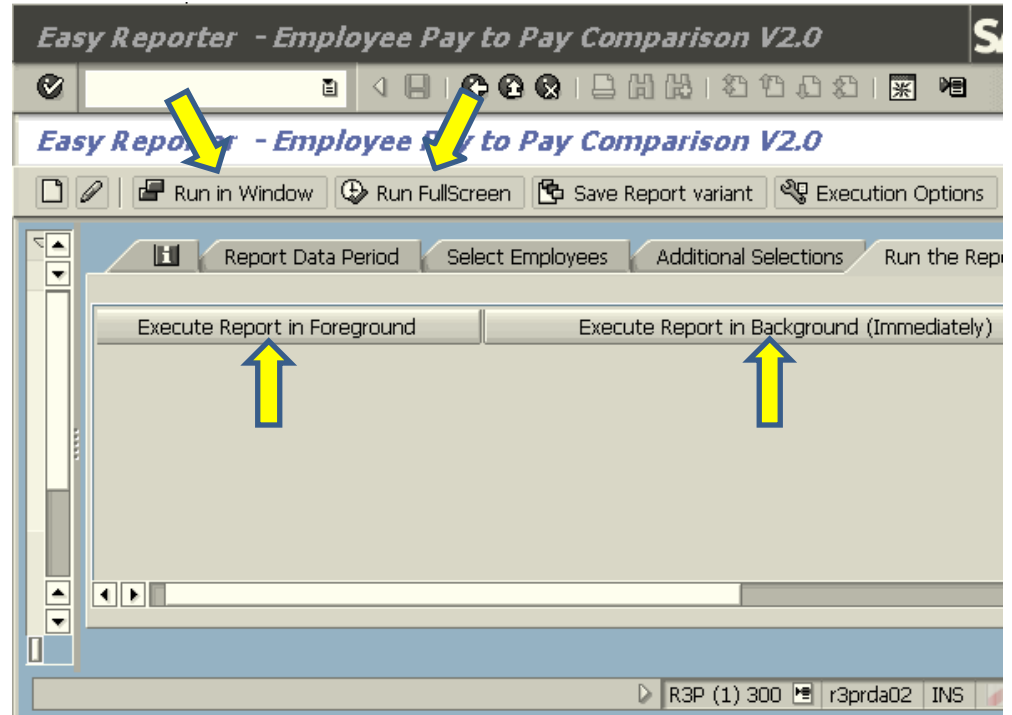
Small selection of employees use the Execute Report in Foreground, Run in Window or Run Full Screen options.

Report will display on screen. (To download report proceed to page 10)

Large selection of employees use the Execute Report in Background (immediately) option.

Large reports are required to run in the background.

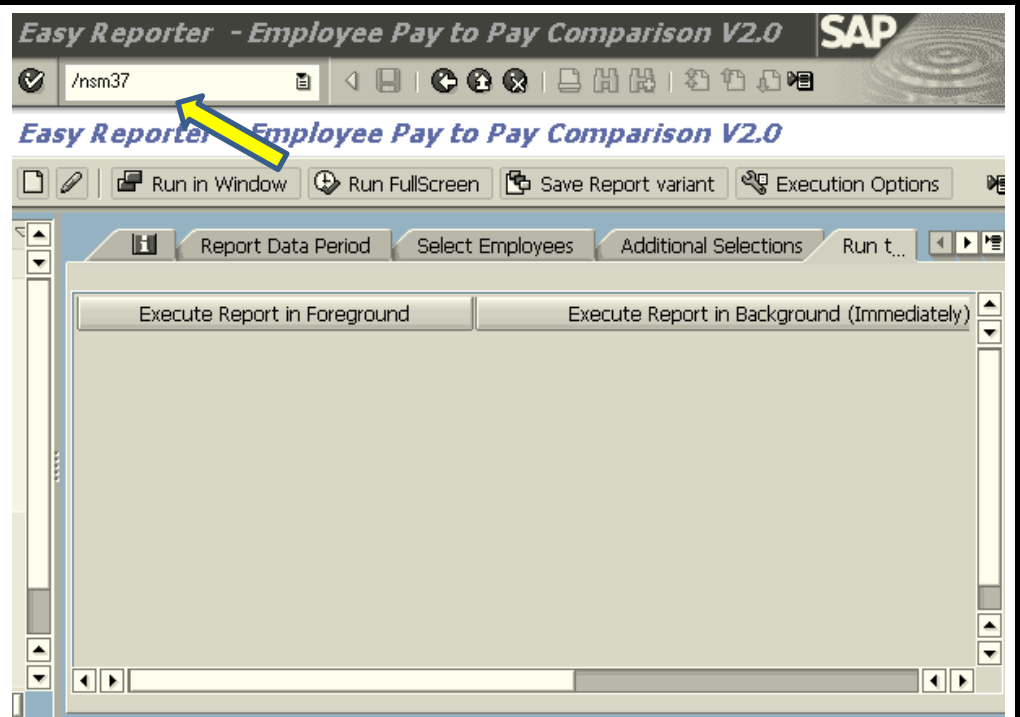
Proceed to next slide.



## Spinifex Documentation in SAP - /SPIN/ER

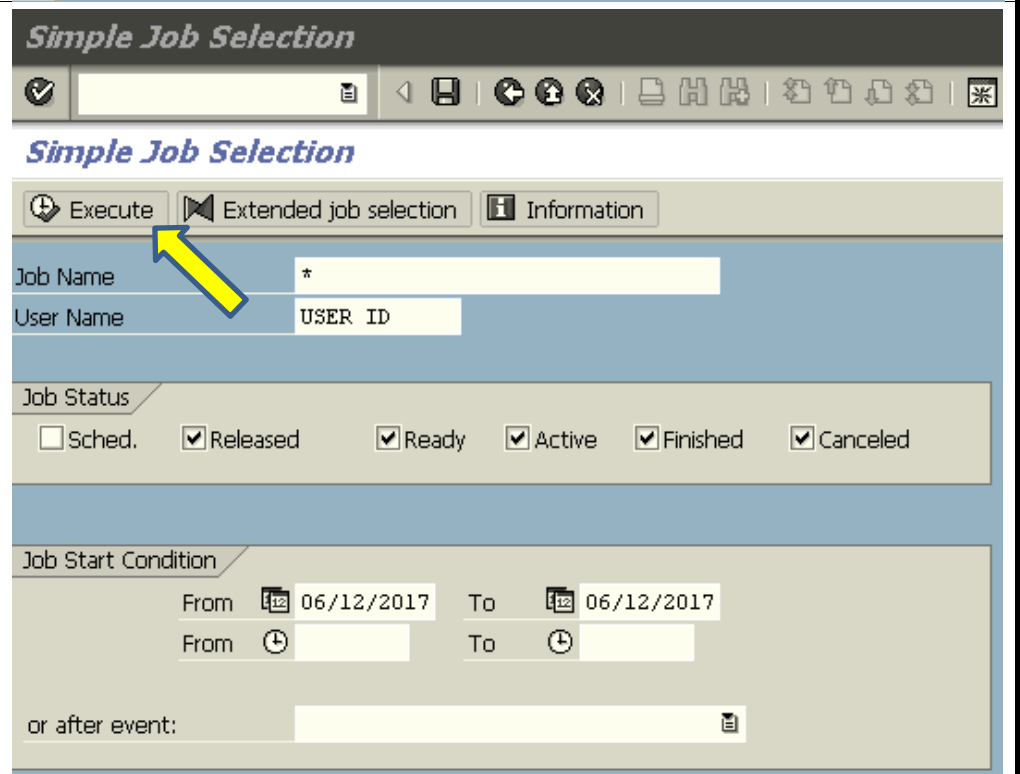
To review the processed report type /nsm37 in the transaction box and press enter.

This will take you to the Simple Job Selection screen



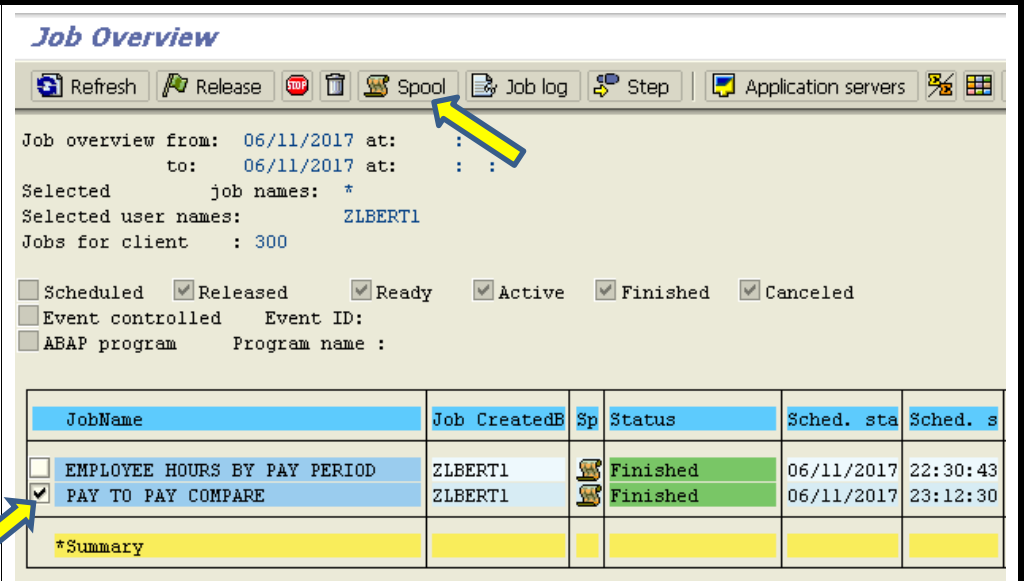
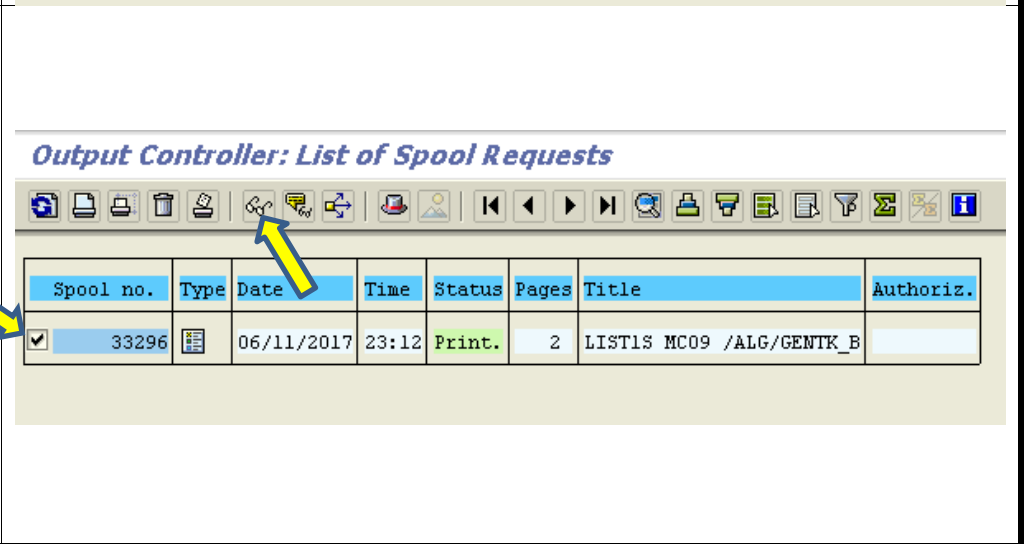

Screen will populate with your User ID, job status field completed and today's date as shown.

Click Execute to go to the Job Overview screen to review reports.





## Spinifex Documentation in SAP - /SPIN/ER

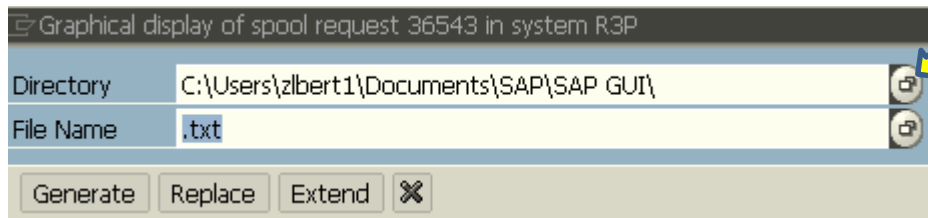
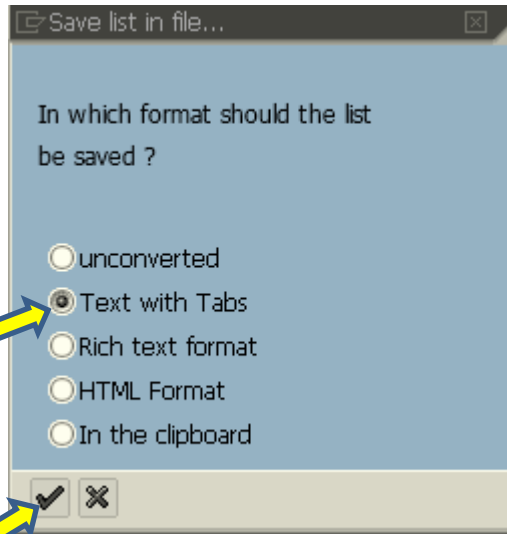
<p>On the Job Overview screen choose one report at a time by clicking the box on the left which will place a check mark in the box.</p> <p>Click on the Spool option to open the Output Controller: List of Spool Requests display.</p>	 <p><b>Job Overview</b></p> <p>Job overview from: 06/11/2017 at: : to: 06/11/2017 at: : :</p> <p>Selected job names: * Selected user names: ZLBERT1 Jobs for client : 300</p> <p><input type="checkbox"/> Scheduled <input checked="" type="checkbox"/> Released <input checked="" type="checkbox"/> Ready <input checked="" type="checkbox"/> Active <input checked="" type="checkbox"/> Finished <input checked="" type="checkbox"/> Canceled</p> <p><input type="checkbox"/> Event controlled Event ID: <input type="checkbox"/> ABAP program Program name :</p> <table border="1"> <thead> <tr> <th>JobName</th> <th>Job CreatedB</th> <th>Sp</th> <th>Status</th> <th>Sched. sta</th> <th>Sched. s</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> EMPLOYEE HOURS BY PAY PERIOD</td> <td>ZLBERT1</td> <td></td> <td>Finished</td> <td>06/11/2017</td> <td>22:30:43</td> </tr> <tr> <td><input checked="" type="checkbox"/> PAY TO PAY COMPARE</td> <td>ZLBERT1</td> <td></td> <td>Finished</td> <td>06/11/2017</td> <td>23:12:30</td> </tr> <tr> <td>*Summary</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	JobName	Job CreatedB	Sp	Status	Sched. sta	Sched. s	<input type="checkbox"/> EMPLOYEE HOURS BY PAY PERIOD	ZLBERT1		Finished	06/11/2017	22:30:43	<input checked="" type="checkbox"/> PAY TO PAY COMPARE	ZLBERT1		Finished	06/11/2017	23:12:30	*Summary					
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<p>Scroll to review data.</p>	 <p><b>Current Pay to Previous Pay Comparison (Gross and Net)</b></p> <p>Report run dates: 05/28/2017 - 06/10/2017 Report execute date 06/19/2017</p> <table border="1"> <thead> <tr> <th>Organizational unit</th> <th>Organizational unit Desc</th> <th>Employee No.</th> <th>Firstname Surname</th> <th>Employee Sub Group</th> <th>Err</th> </tr> </thead> </table>	Organizational unit	Organizational unit Desc	Employee No.	Firstname Surname	Employee Sub Group	Err																		
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## Spinifex Documentation in SAP - /SPIN/ER

To save data in Excel locate the download icon and click.

This will bring up save options. For Excel choose the Text with Tabs button and click the check mark.

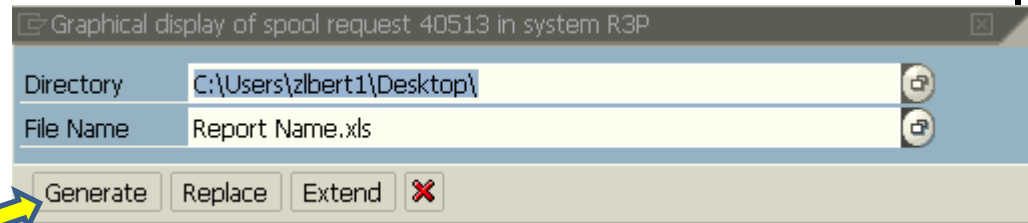
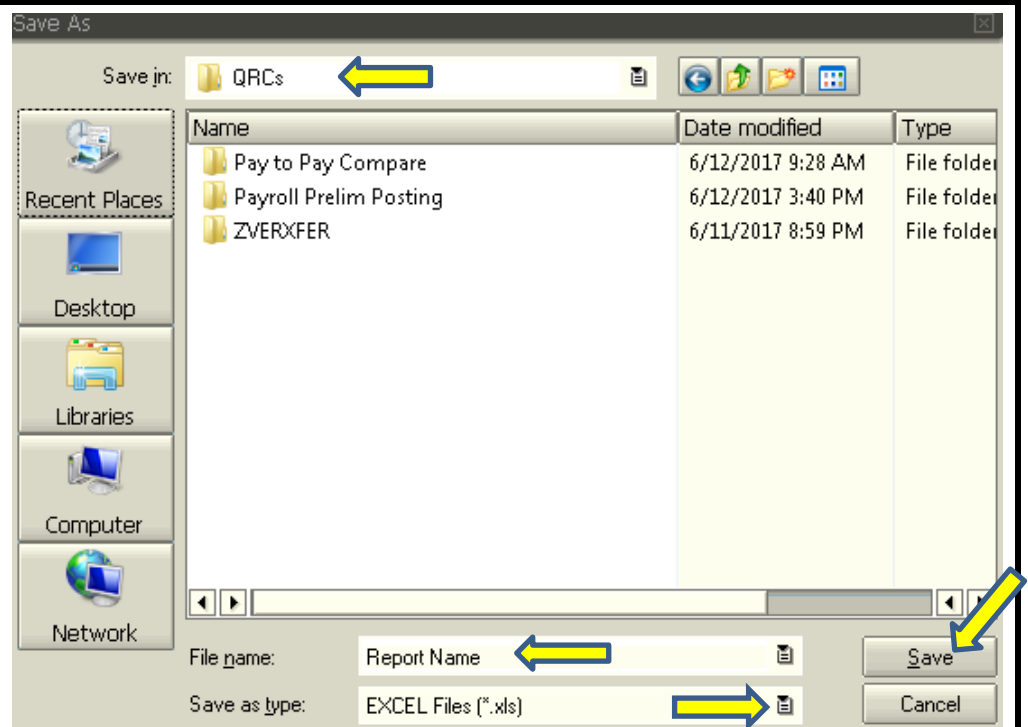
Choose the icon at the end of the Directory field to bring up the Save As screen.



## Spinifex Documentation in SAP - /SPIN/ER

Complete:

1. Choose Save report location.
2. Enter report name.
3. Choose Excel Save as type from drop down menu.
4. Click Save option.
5. Click Generate option.
6. Report has been saved.
7. Report example below.



Current Pay to Previous Pay Comparison (Gross and Net)											
Report run dates:		05/28/2017 - 06/10/2017									
Report execute date		6/18/2017									
Org unit	Organizational unit Desc	Employee No.	Firstname Surname	Employee Sub Group	Employee Sub Group Description	Gross Pay Previous Pay	Gross Pay Current	Gross Pay Difference	Net Pay Previous	Net Pay Current Period	Net Pay Difference
31000903	Wildcat Department	11111111	Michael Wildcat	5	Non-Exempt 40 hour	1,200.00	1,200.00	0.01	1,001.92	1,001.92	0
31000903	Wildcat Department	22222222	John Wildcat	5	Non-Exempt 40 hour	1,000.01	1,000.00	-0.01	888.37	888.36	-0.01
						2,200.01	2,200.00		1,890.29	1,890.28	