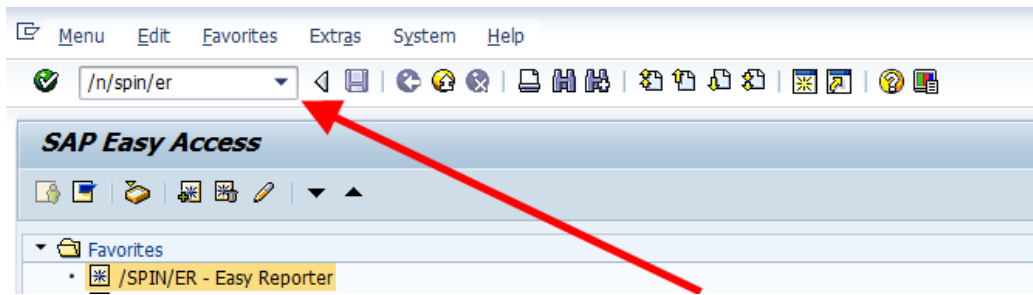


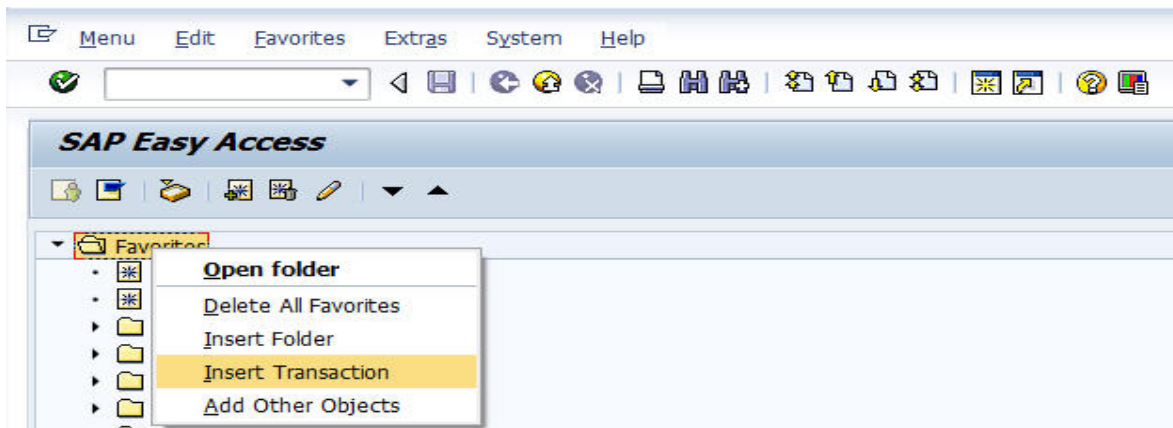
# Spinifex Reporting – Employee Pay to Pay Comparison

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

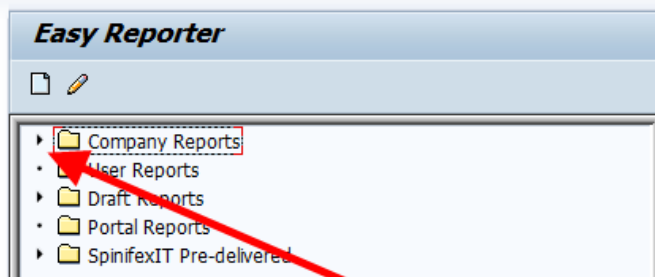
STEP 1: To access Spinifex reporting you can either enter directly in the command field transaction: /n/spin/er



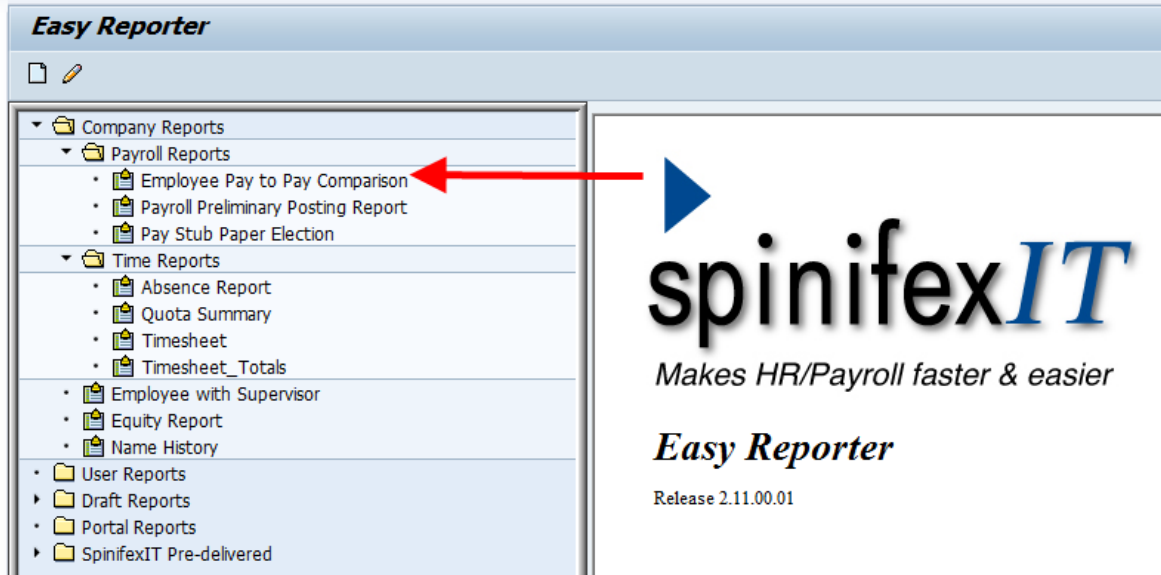
Or Insert Transaction /spin/er in your favorites.




STEP 2: Drill Down by clicking on arrow and select Company Reports - -Employee Pay to Pay Comparison



STEP 3: Double Click on the Employee Pay to Pay Comparison report.



STEP 4: When running the Pay to Pay Comparison report, the first screen that appears is the  tab, which provides the description of the report and fields that will display.

Select the appropriate variant: can choose between Biweekly, Monthly, and Faculty Pay to Pay Comparisons.

A green check mark will appear when you select the variant.

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

### 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 pay difference of \$25.00 or less.

Select a predefined layout

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

STEP 5: Select the Report Data Period Tab, values will automatically default.

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

**Payroll Period**

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

Current Period: 17 2015  
 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:

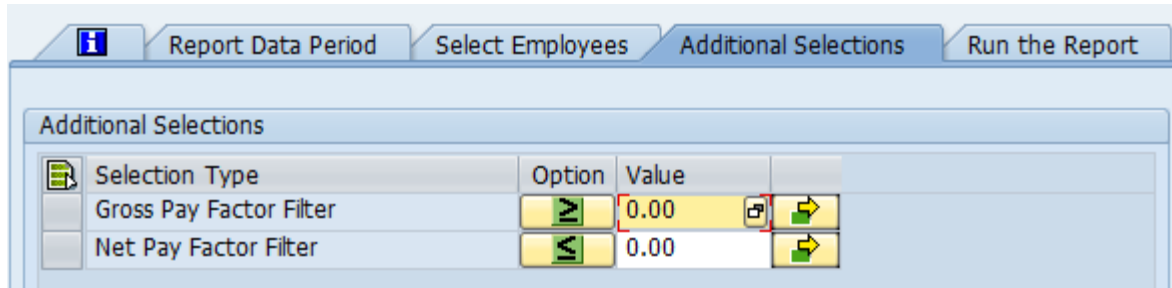
STEP 6: Click on the Select Employees tab and enter either an Employee's Person ID or Org Unit(s).

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

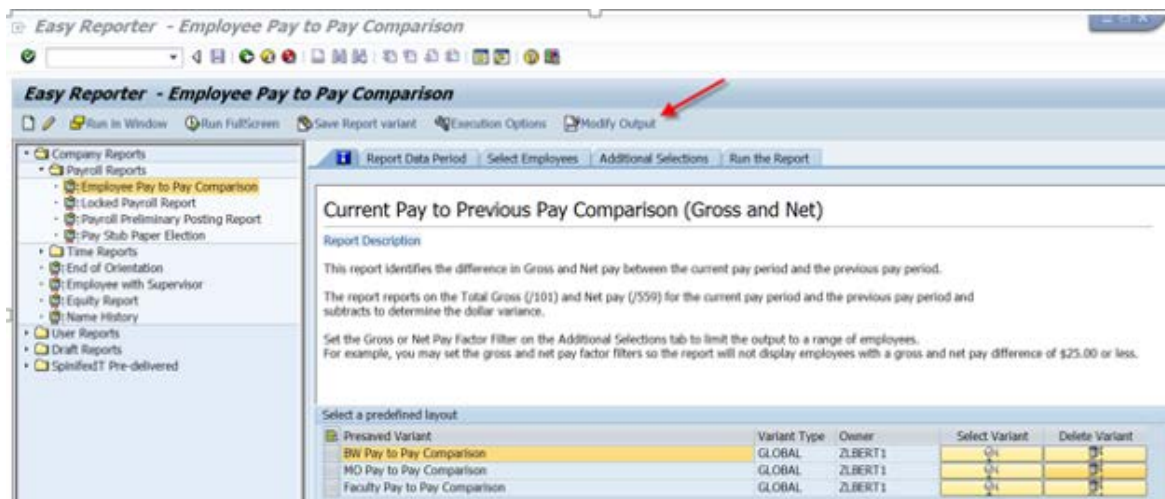
**Employee Selection**

Selection Type	Option	Value	
External Person ID	=	12126245	→
Payroll Area	=	B1	→
Personnel Number			→
Employment Status	≠	0	→
Personnel Area			→
Personnel Subarea			→
Employee Group			→
Employee Subgroup			→
Organizational Unit			→
Cost Center			→
Pay Scale Type			→
Pay Scale Area			→
Pay Scale Group			→
Pay Scale Level			→

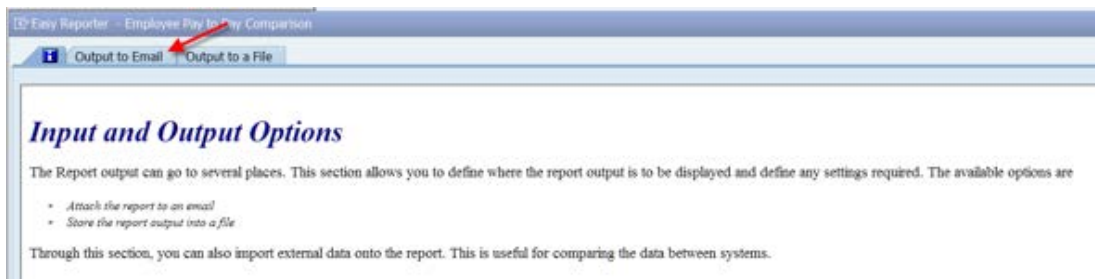
STEP 7: Select the Additional Selections tab if you want to filter out any difference below a certain dollar amount. I have set the value at \$0 so all variances will be reported.



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



STEP 9: Select Output to Email Tab



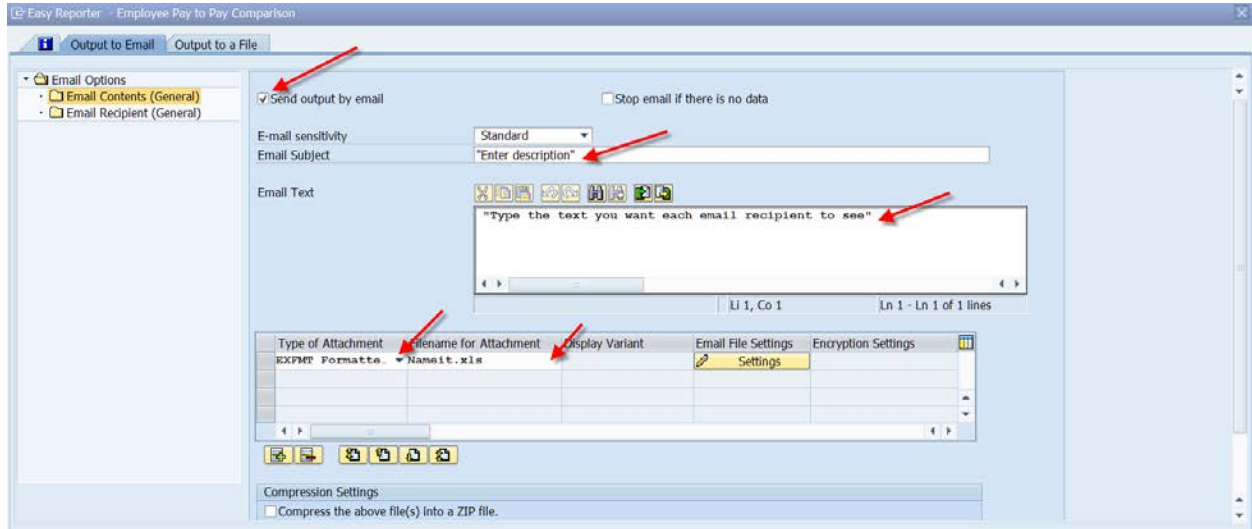
STEP 10: Select Email Contents Folder



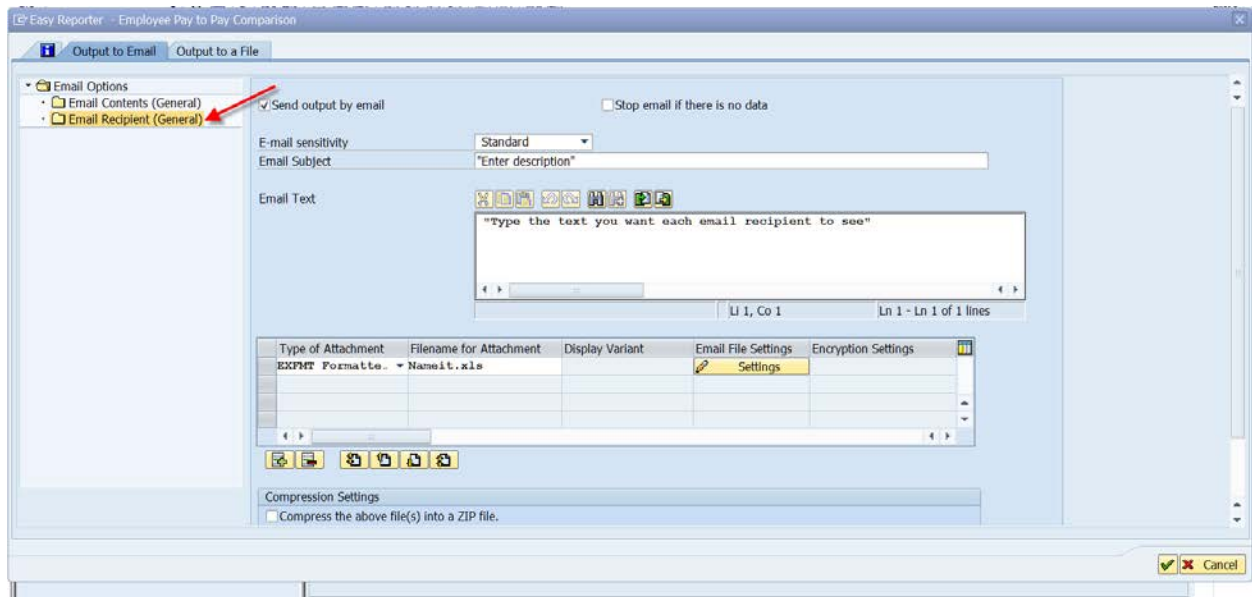
STEP 11: Select "Send Output by email" check box.

Complete Subject Line and Body of Text

Select Excel Formatted File Type and Complete Report Name

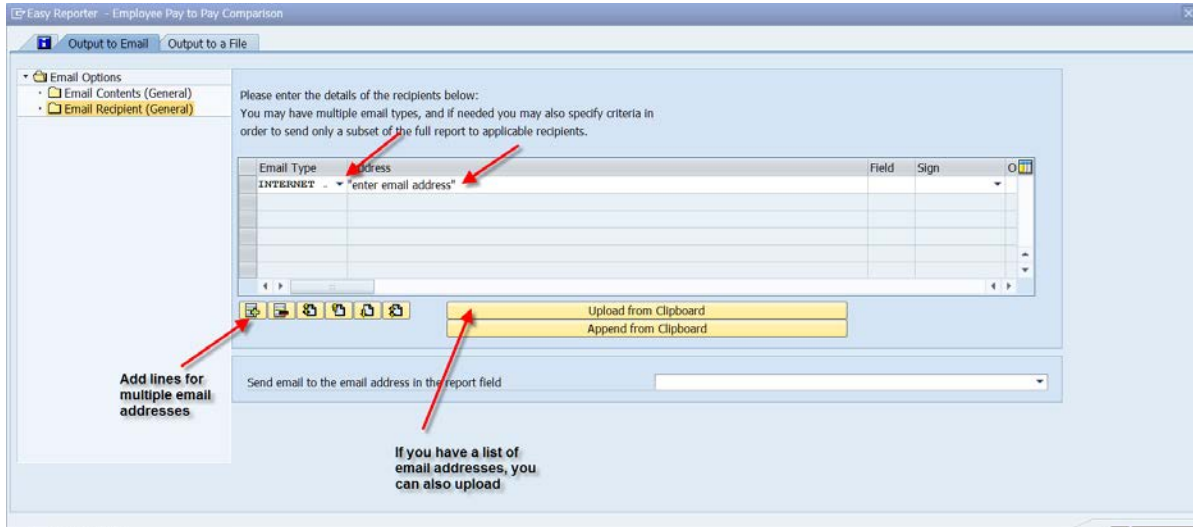


STEP 12: Select Email Recipient Folder



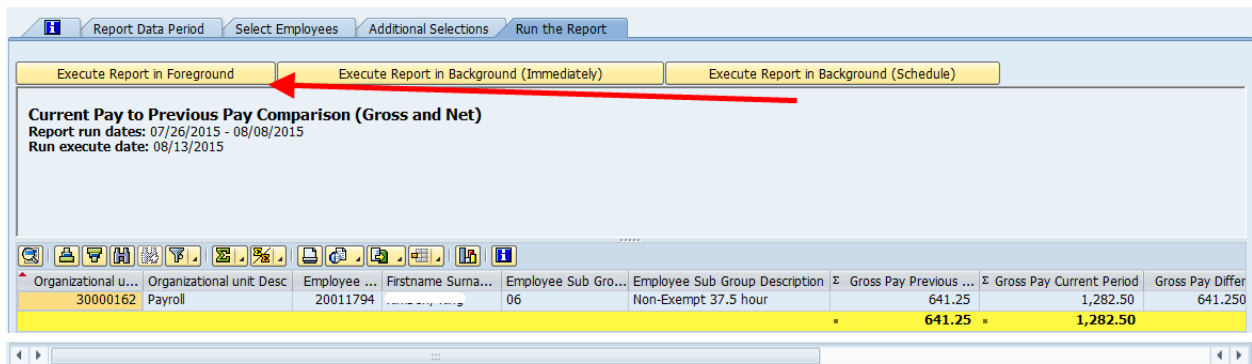
STEP 13: Select "Internet" Email Type (can add multiple lines)

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



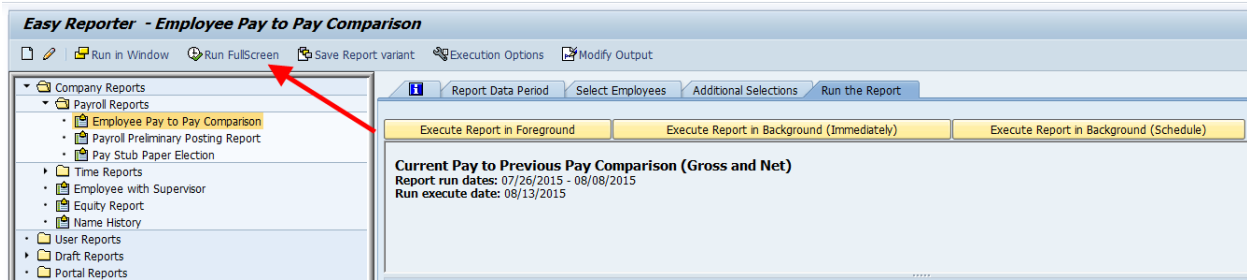
STEP 14: Now select the Run the Report tab and Execute Report in Foreground. You can also elect to "Execute Report in Background (Schedule)."

Allow report to run, results will display on screen.



STEP 15: There is a scroll bar at the bottom to navigate the full report.

You can also select Run Full Screen.



The screenshot shows the SAP report output for 'Current Pay to Previous Pay Comparison (Gross and Net)'. The report run dates are 07/26/2015 - 08/08/2015, and the run execute date is 08/13/2015. The table below shows the payroll data for employee 20011794.

Organizational Unit	Organizational Unit Description	Employee No.	Firstname Surname	Employee Sub Group	Employee Sub Group Description	Gross Pay Previous Pay	Gross Pay Current Period	Gross Pay Difference	Net Pay Previous Pay	Net Pay Current Period	Net Pay Difference
30000162	Payroll	20011794		06	Non-Exempt 37.5 hour	641.25	1,282.50	641.25000	512.12	917.87	405.75000

If you execute the report in the background to view the results go to Transaction: SM37.

User name and current date will populate. Execute

The screenshot shows the SAP Simple Job Selection dialog box. The 'Execute' button is highlighted with a red arrow. The 'Job name' field contains an asterisk (\*). The 'User name' field is populated with 'DMHAYNO'. The 'Job status' section has checkboxes for 'Released', 'Ready', 'Active', 'Finished', and 'Canceled', all of which are checked. The 'Job start condition' section has 'From' and 'To' date fields both set to 12/22/2015. A red arrow points to the 'From' date field.

Select the report and click on the Spool Icon.

**Job Overview**

Refresh Release Spool Job log Step Application servers

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	

Then click on the piece of paper under the Type column.

**Output Controller: List of Spool Requests**

Spool no. Type Date Time Status Pages Title Authoriz.

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