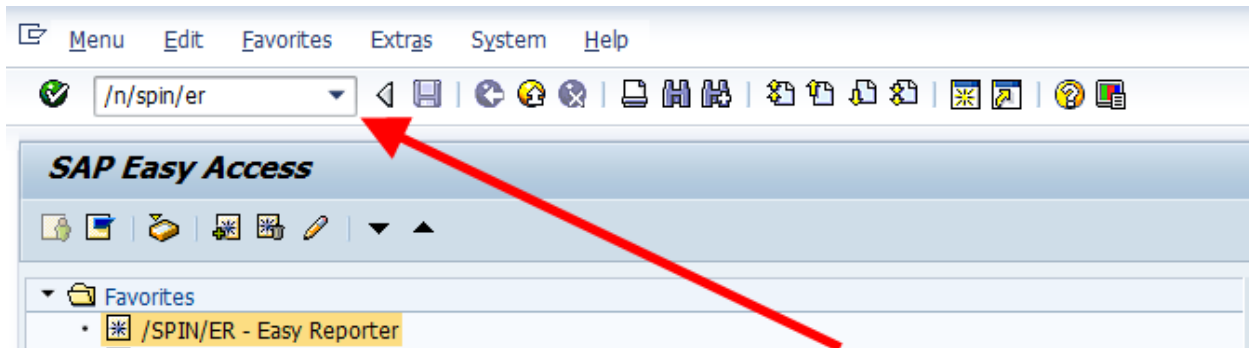


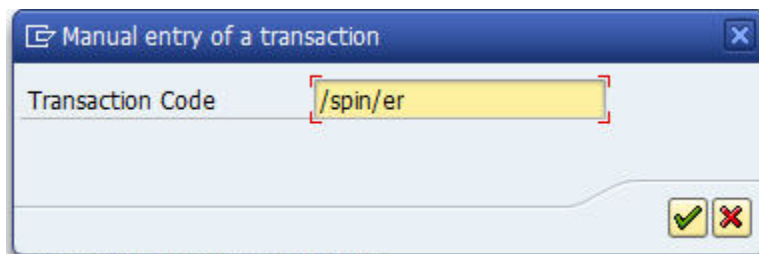
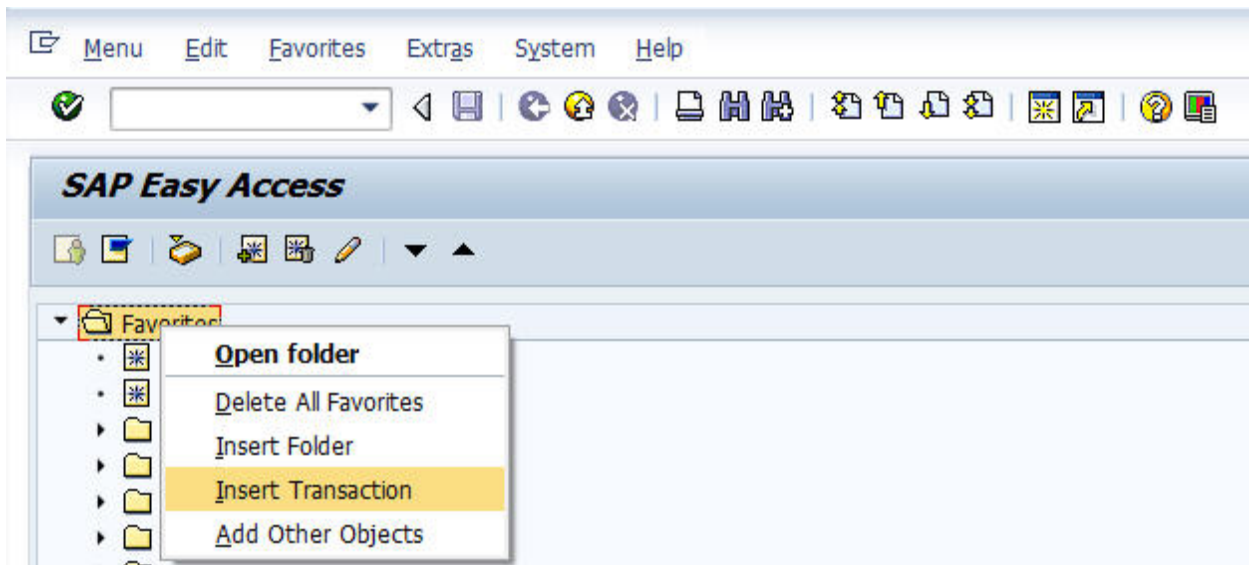
Spinifex Reporting – Employee with Supervisor

This report is to provide a listing of employees and who their reporting supervisor is at UK.

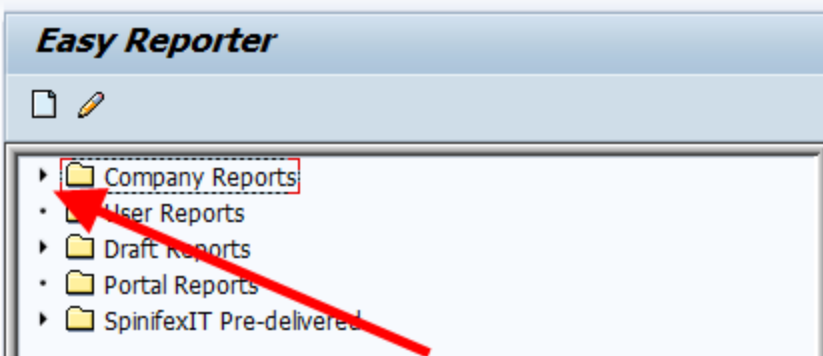
STEP 1: To access Spinifex reporting you can either enter directly in the command field transaction: /n/spin/er



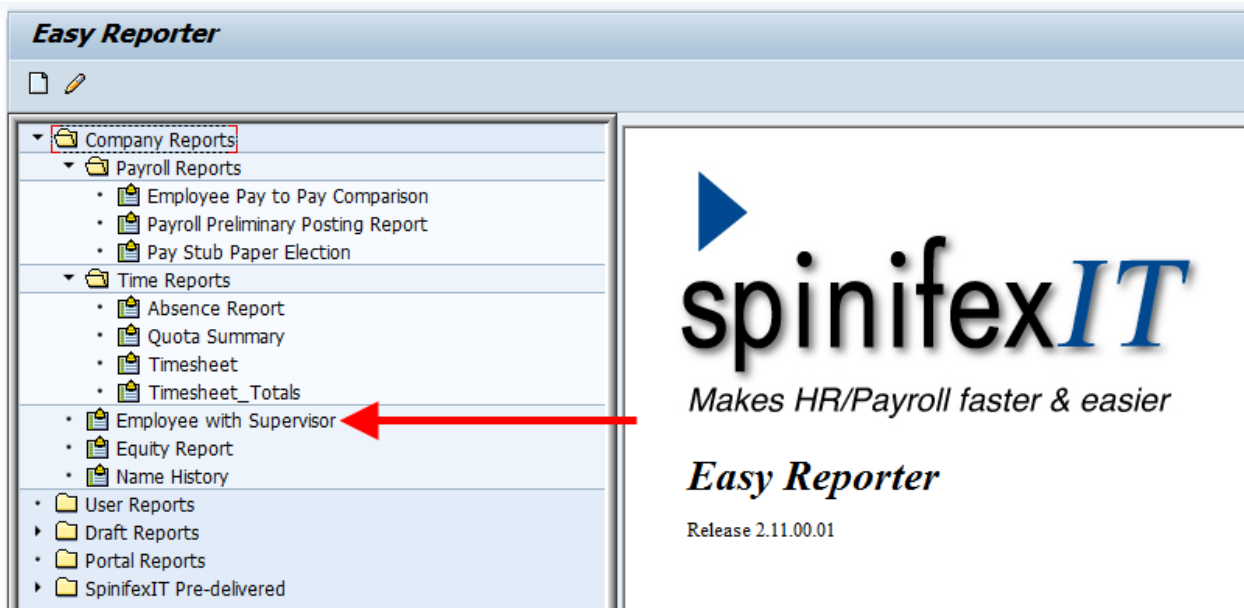
Or Insert Transaction /spin/er in your favorites.




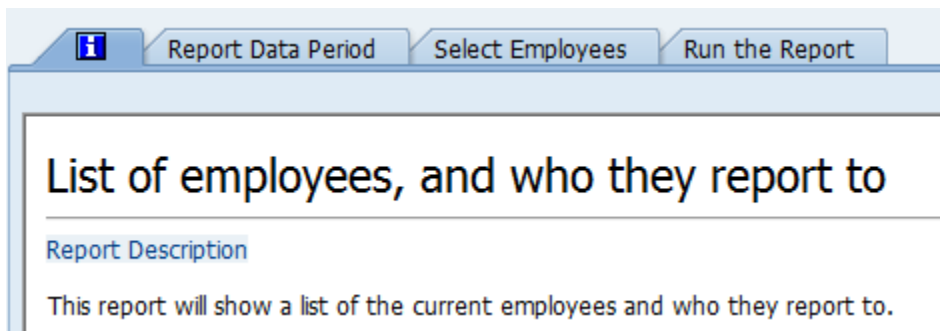
STEP 2: Drill Down by clicking on arrow and select Company Reports - -Payroll Reports - -Employee with Supervisor.



STEP 3: Double Click on the Employee with Supervisor report.



STEP 4: When running pay stub report select the variant located on the  tab, which automatically defaults.



STEP 5: Select the Report Data Period Tab and click on the Period Icon.

Report Data Period | Select Employees | Run the Report

Payroll Period

Payroll Area to

Current Period

Other Period

Period

Alternative Dates

STEP 6: Select Today radio button.

Report Data Period | Select Employees | Run the Report

Period

Today Current month Current year

Up to today From today

Other period To

Payroll Period

Alternative Dates

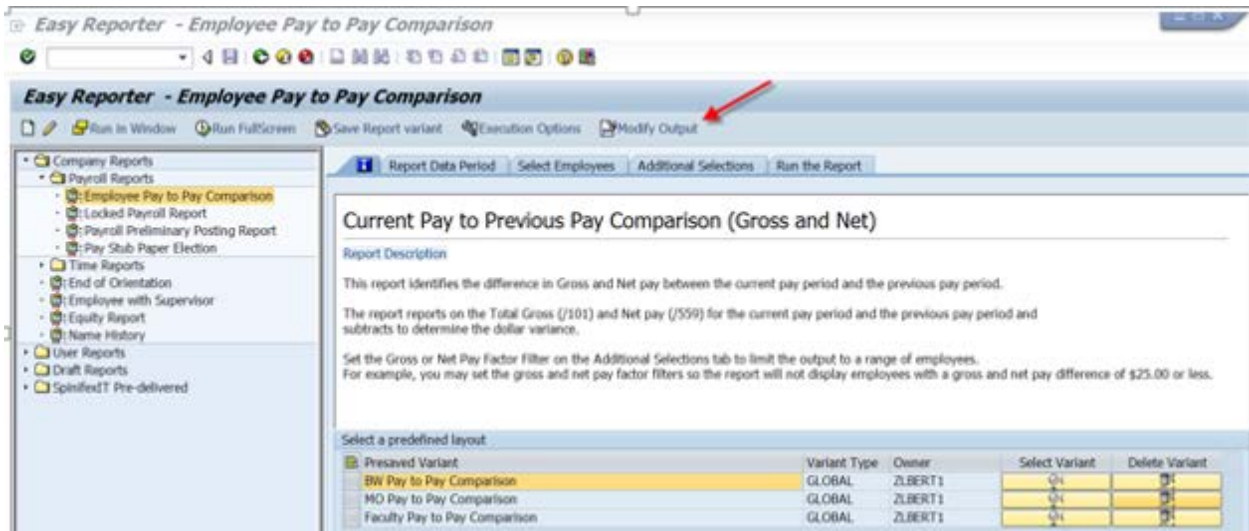
STEP 7: On the Select Employees tab enter either the Employee's Person ID or Org Unit(s).

Report Data Period | Select Employees | Run the Report

Employee Selection

Selection Type	Option	Value	
External Person ID			→
Position			→
Personnel Subarea			→
Payroll Area			→
Personnel Number			→
Organizational Unit		30000162	→
Org Selection			→

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



STEP 9: Select Output to Email Tab



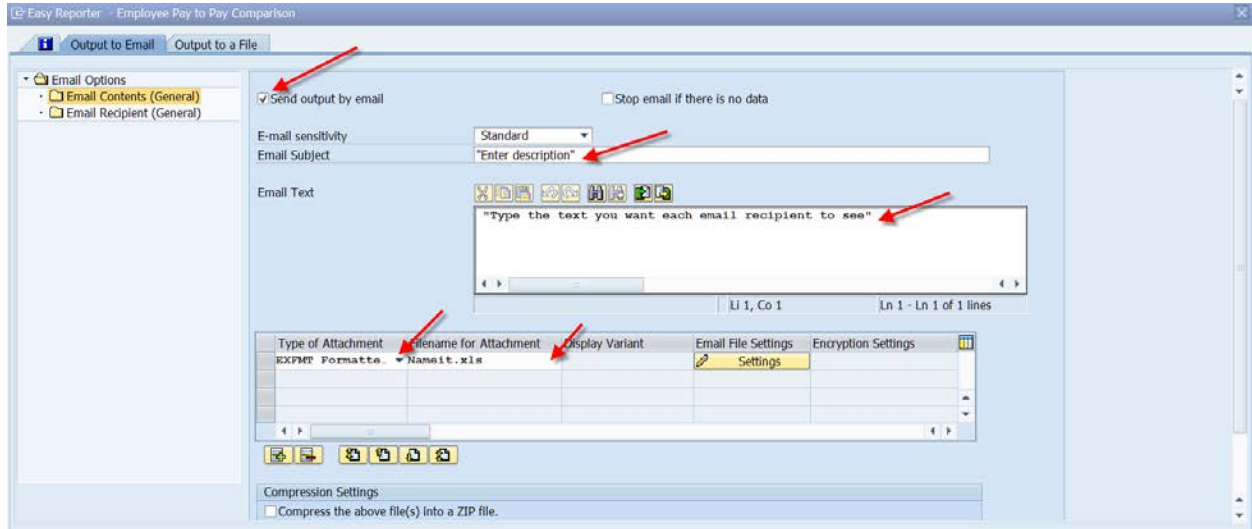
STEP 10: Select Email Contents Folder



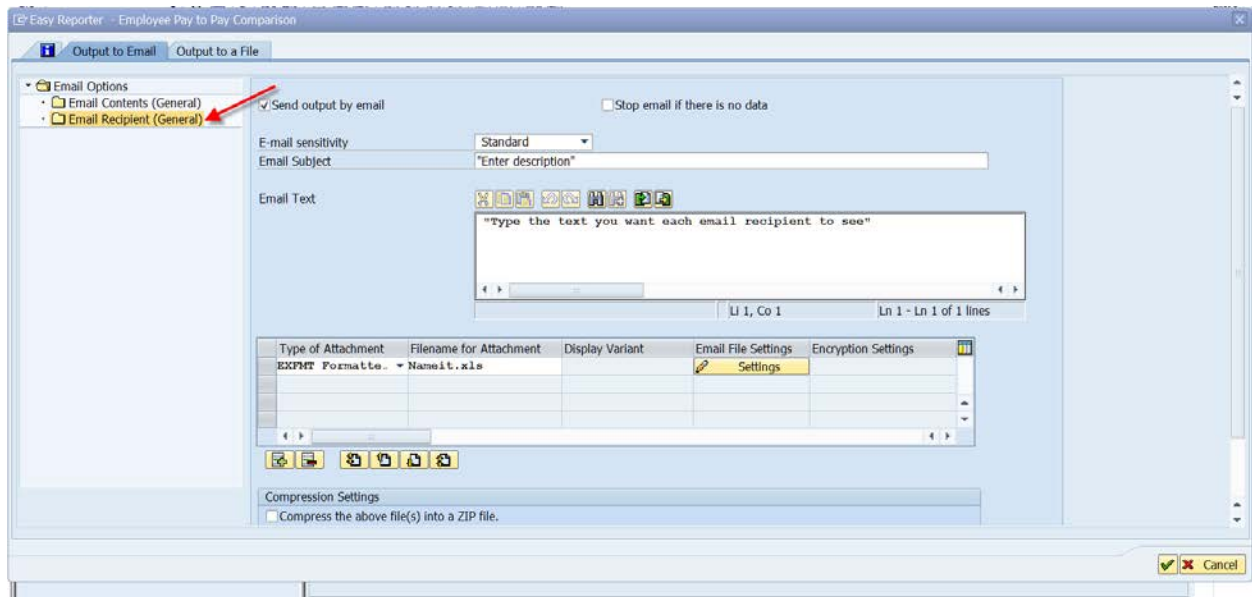
STEP 11: Select "Send Output by email" check box.

Complete Subject Line and Body of Text

Select Excel Formatted File Type and Complete Report Name

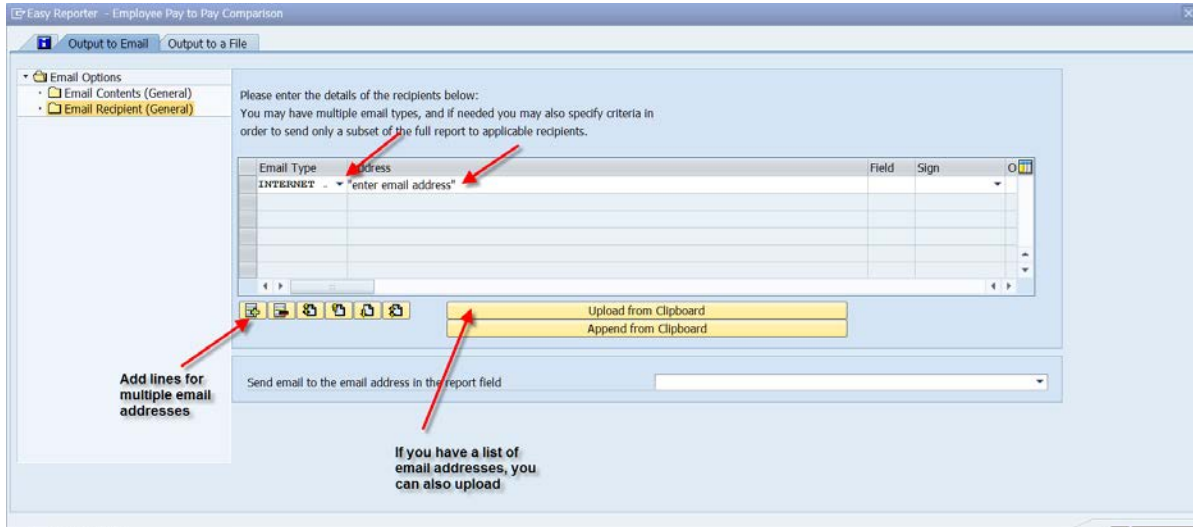


STEP 12: Select Email Recipient Folder

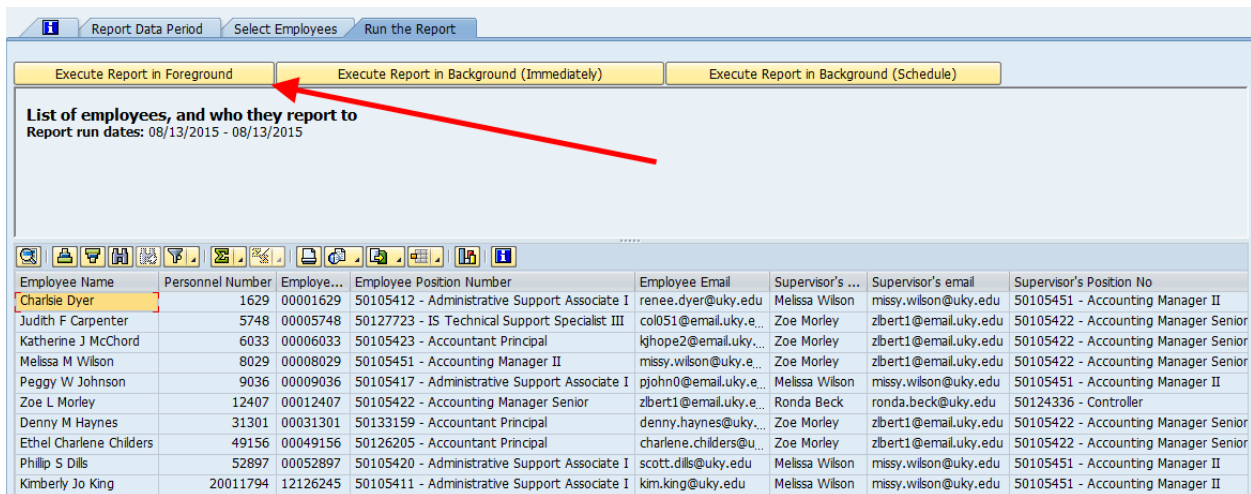


STEP 13: Select "Internet" Email Type (can add multiple lines)

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)."



STEP 15: Allow report to run. Results will display on screen.

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:

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 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.
<input type="checkbox"/> 592856		12/21/2015	21:43	-	13	LIST1S LP01 RPCALCUO_DMH	