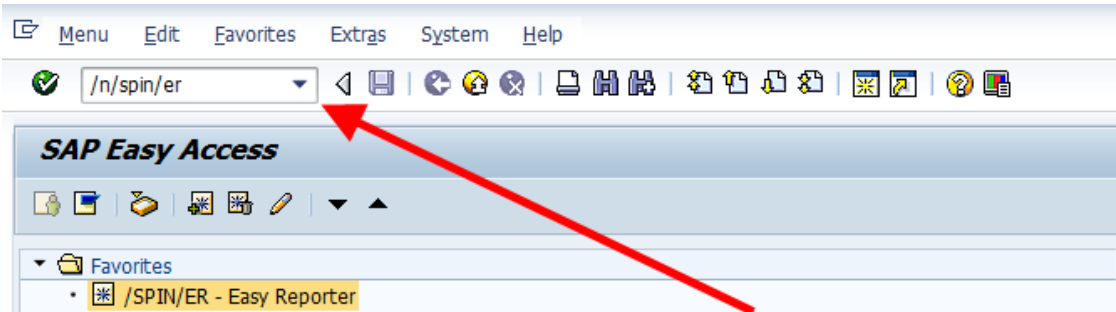


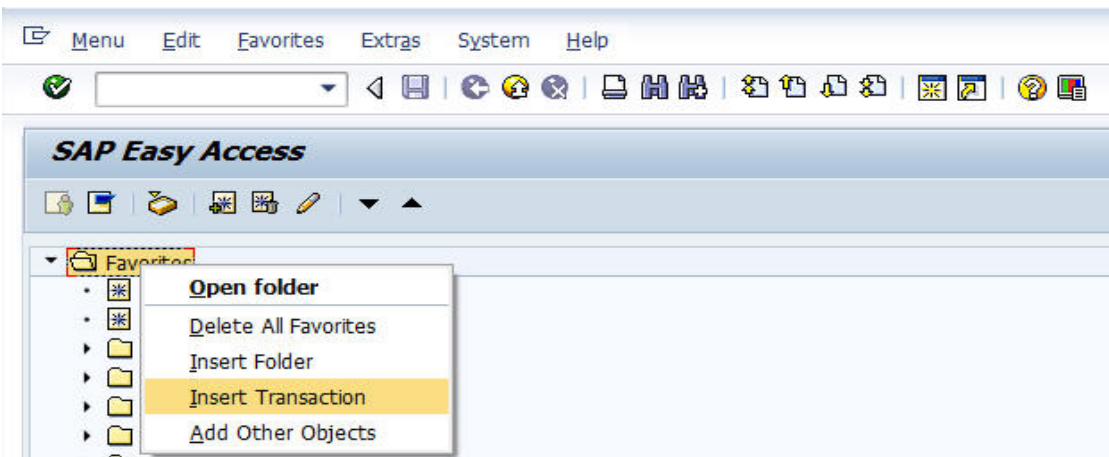
# Spinifex Reporting – Home & Work Address Verification

This report is used to verify an employee's Home & Work address.

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



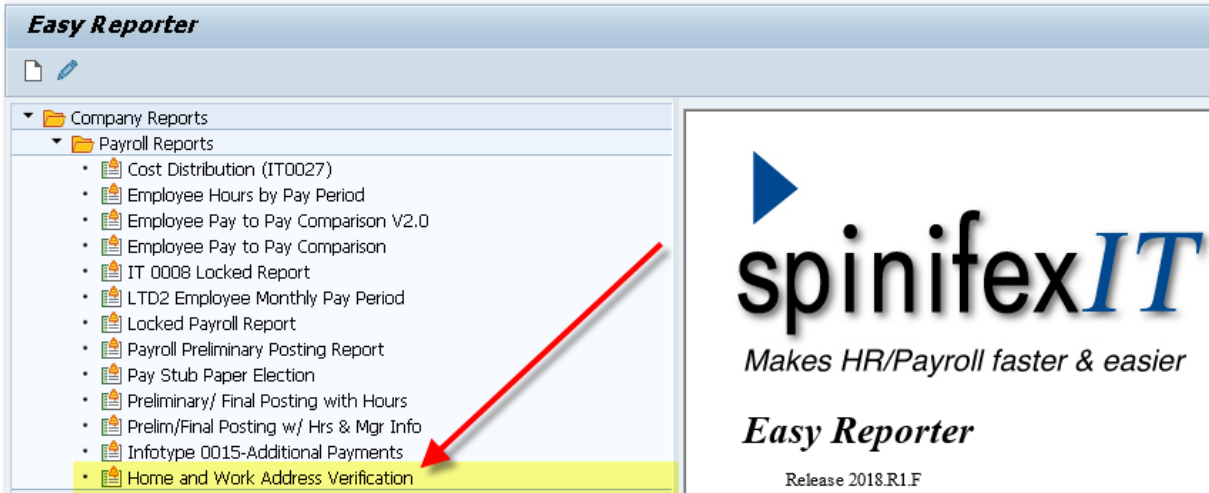
Or Insert Transaction /spin/er in your favorites.




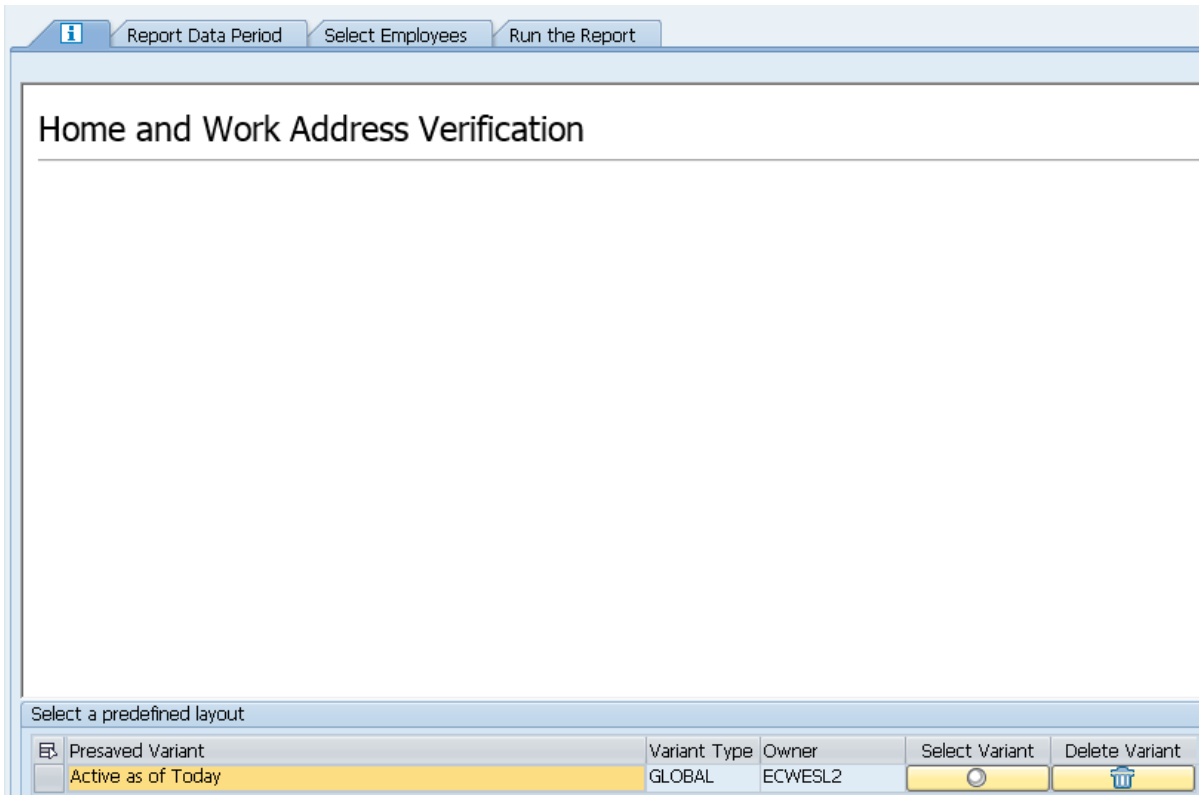
STEP 2: Drill Down by clicking on arrow and select Company Reports – Payroll Reports



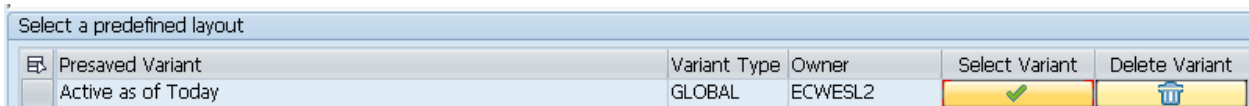
STEP 3: Double Click on the Home & Work Address Verification
















STEP 4: When running the Home and Work Address Verification report, the first screen that appears is the  tab, which provides a description of the report and provides a presaved variant.



STEP 5: Select the Variant.

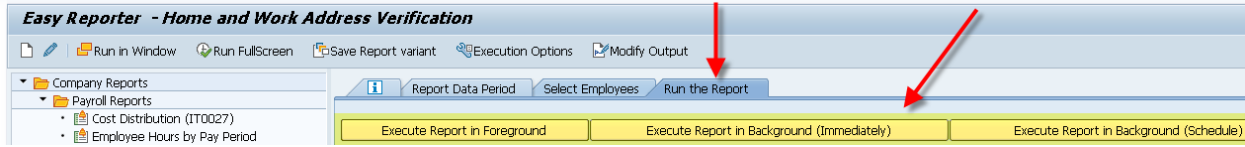


STEP 6: Click on the Select Employees Tab. The report can be run on individual employees by entering their Person ID in the “External Person ID” field or on entire departments by either keying in the department number or using the provided “Choose Organizational Unit” drop down feature.

| Selection Type        | Option | Value |   |
|-----------------------|--------|-------|---|
| External Person ID    |        |       |   |
| Payroll Area          |        |       |    |
| Personnel Subarea     |        |       |    |
| Company Code          |        |       |    |
| Personnel Number      |        |       |    |
| Employee Group        |        |       |    |
| Employee Subgroup     |        |       |    |
| Personnel Area        |        |       |    |
| Employment Status     | =      | 3     |    |
| Org Selection         |        |       |    |
| Cost Center           |        |       |    |
| Org. Unit (via O-S-P) |        |       |    |

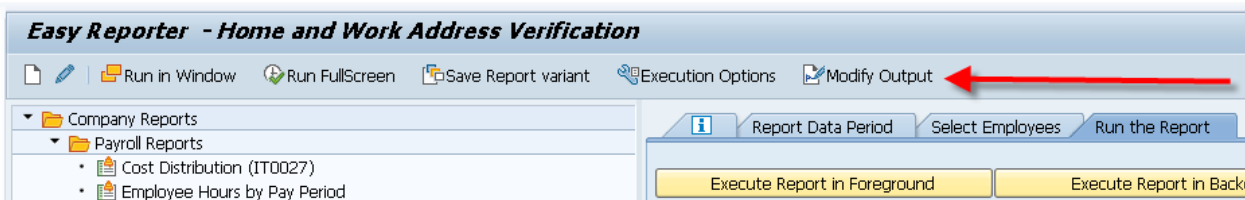
| Name                        | ID         | Code  | Valid from | Vali...   |
|-----------------------------|------------|-------|------------|-----------|
| Organizational structure    |            |       |            |           |
| University of Kentucky      | O 31000000 | UK    | 01/01/1950 | Unlimitec |
| Office Of The President     | O 30000028 | 10000 | 01/01/1950 | Unlimitec |
| Office Of Philanthropy      | O 30000149 | 14000 | 01/01/1950 | Unlimitec |
| VP University Relations     | O 30000155 | 14800 | 01/01/1950 | Unlimitec |
| University Senate Coun      | O 30000029 | 10200 | 01/01/1950 | Unlimitec |
| Office Of Legal Counsel     | O 30000031 | 11300 | 01/01/1950 | Unlimitec |
| Department of Athletic      | O 30000032 | 12A00 | 01/01/1950 | Unlimitec |
| Institutional Diversity - \ | O 30000118 | 18400 | 01/01/1950 | Unlimitec |
| Provost                     | O 30000044 | 89000 | 01/01/1950 | Unlimitec |
| VP of Research              | O 30000080 | 40100 | 01/01/1950 | Unlimitec |
| EVPFA                       | O 30000157 | 30000 | 01/01/1950 | Unlimitec |
| EVPFA                       | O 30000187 | H3990 | 01/01/1950 | Unlimitec |
| University-Wide             | O 30000568 | 99000 | 01/01/1950 | Unlimitec |
| Omicron Delta Kappa         | O 30000569 | 99001 | 01/01/1950 | Unlimitec |
| Self Study                  | O 30000584 | 10500 | 01/01/1950 | Unlimitec |
| VP Academic Outreach        | O 30000585 | 10800 | 01/01/1950 | Unlimitec |

STEP 7: Select the “Run the Report” tab.

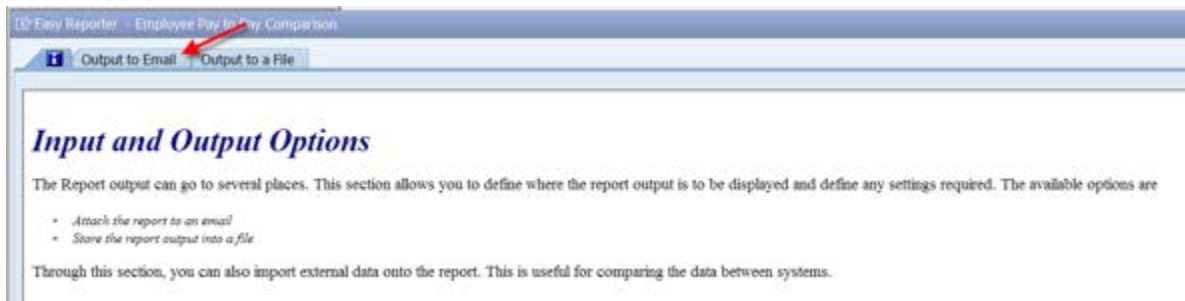


This provides the option to Execute Request in Foreground, Background Immediately, or Schedule it to run the report in the background.

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



STEP 9: Select Output to Email Tab



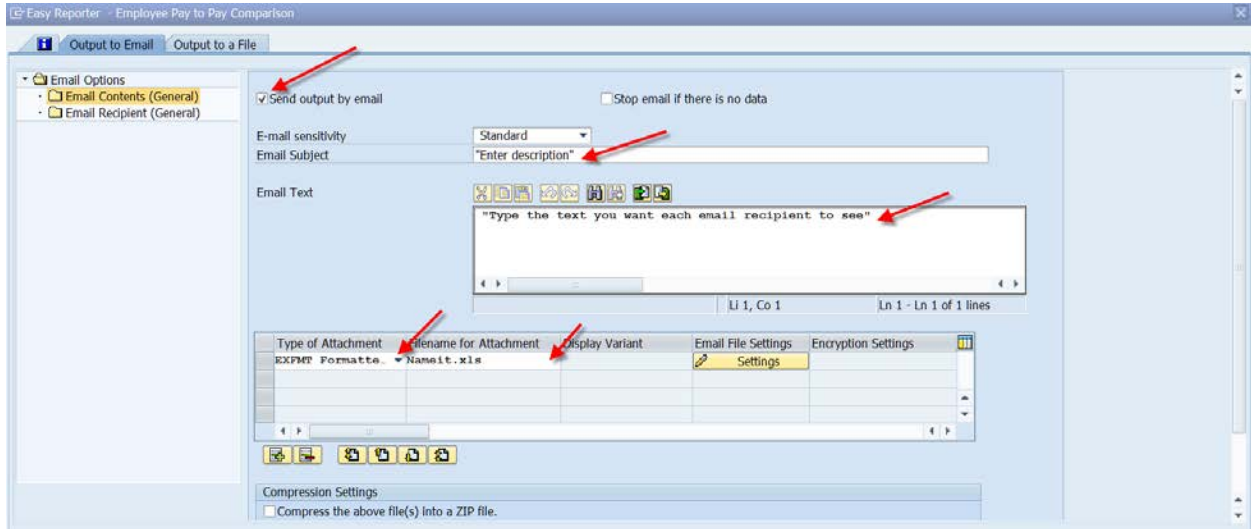
STEP 10: Select Email Contents Folder



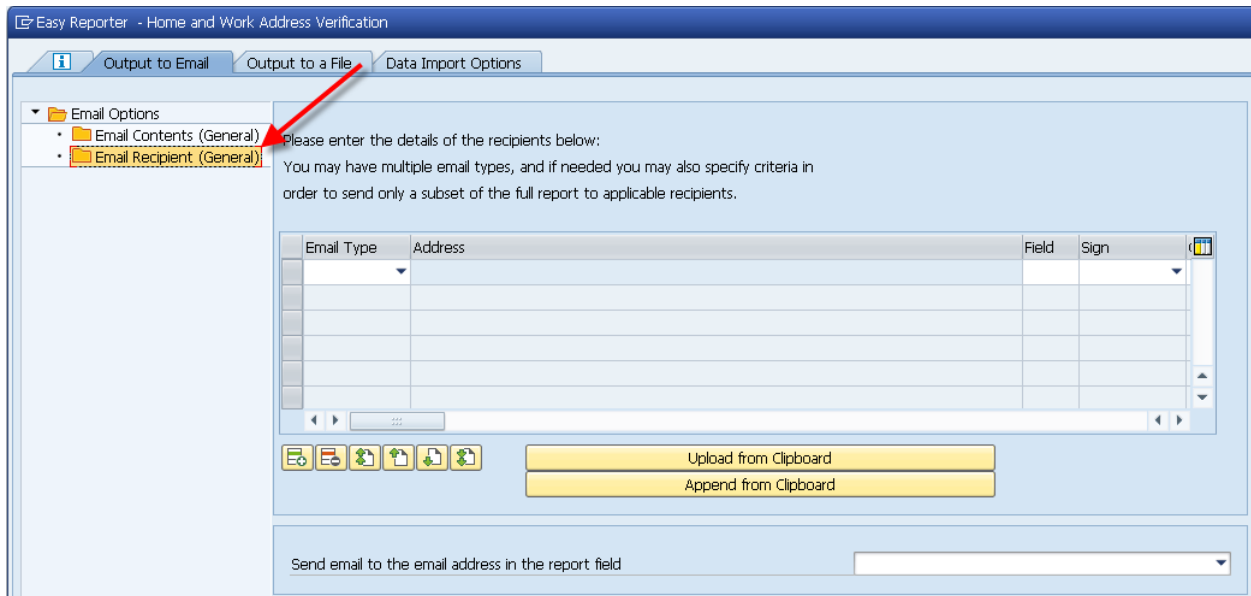
STEP 11: Select "Send Output by email" check box.

Complete Subject Line and Body of Text

Select Excel Formatted File Type and Complete Report Name

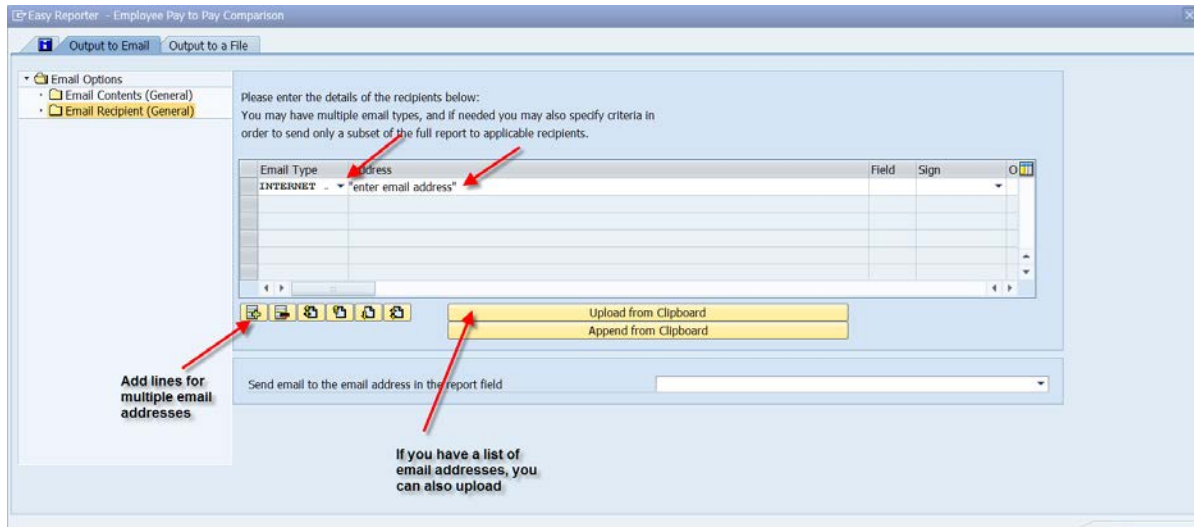


STEP 12: Select Email Recipient Folder

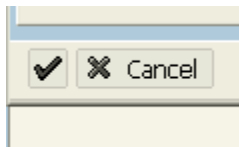


Select "Internet" Email Type (can add multiple lines)

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

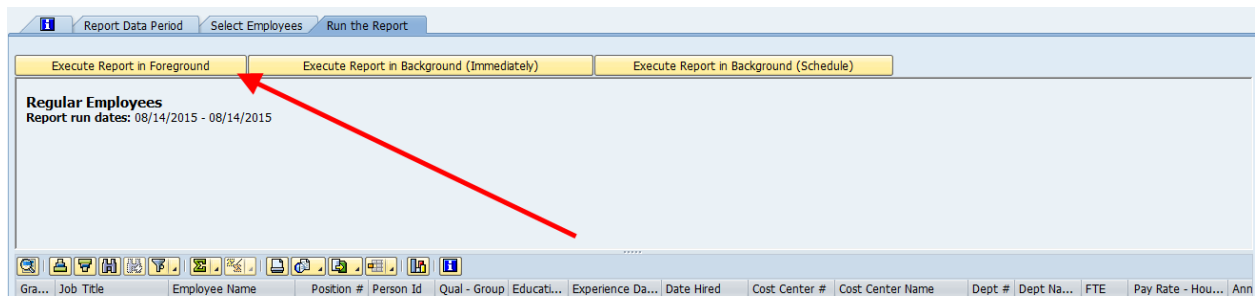


Step 13: Click green check mark at bottom left of screen



STEP 14: Select Run the Report tab and Execute Report in Foreground

You can also elect "Execute Report in Background (Schedule)."



STEP 15: Allow report to run, results will display on screen and information populated below displayed fields.

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**

Execute Extended Job Selection Information

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**

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 POSTI 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 POSTI 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 |           |