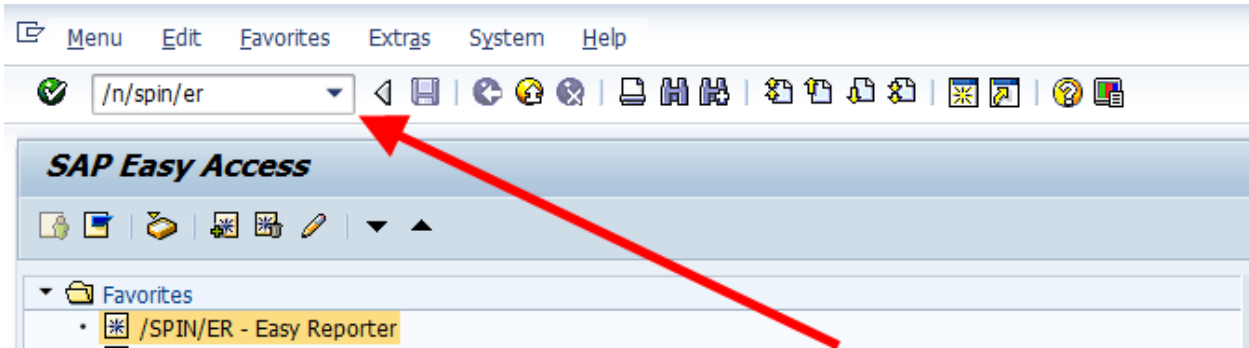


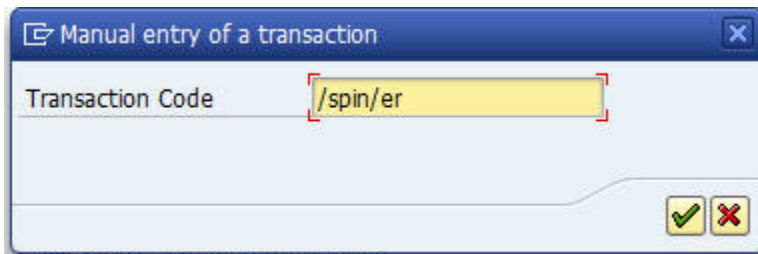
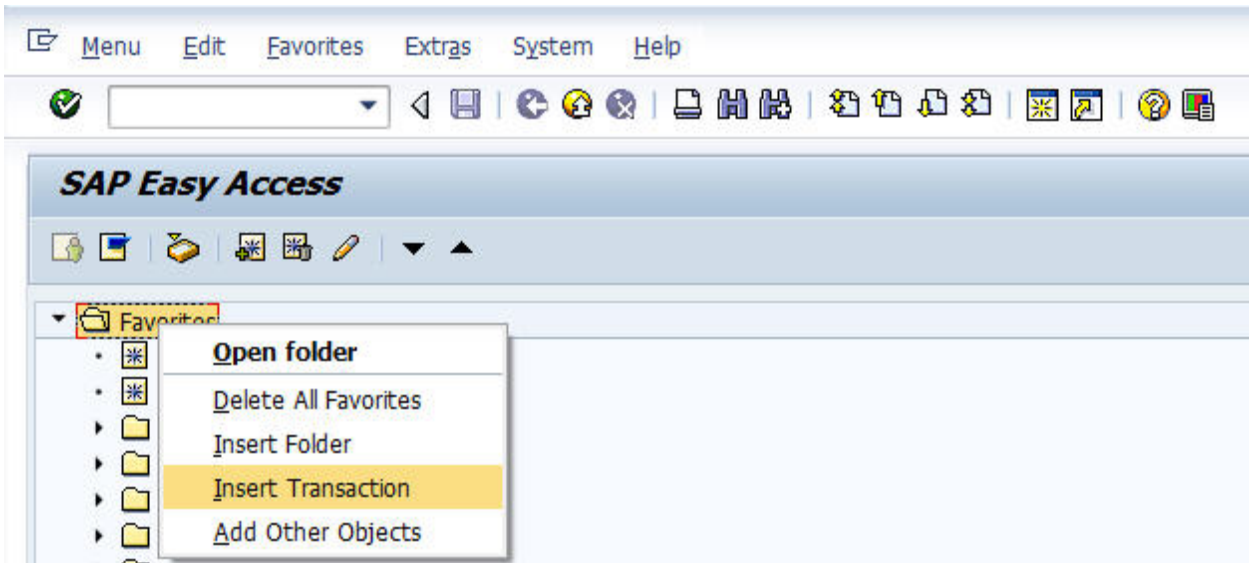
Spinifex Reporting – Name History

This report is to provide a history of the names an employee has been listed under at UK.

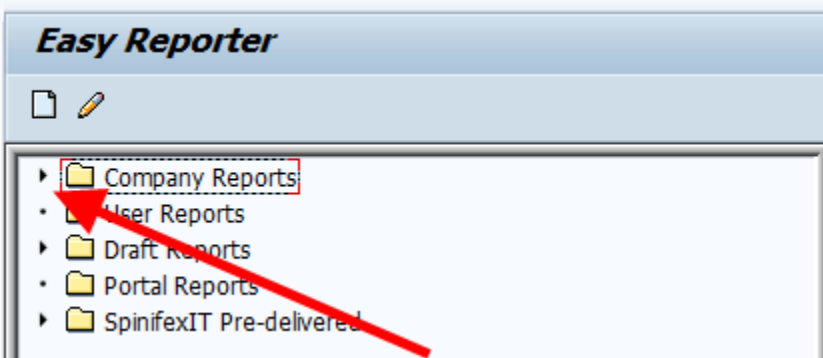
STEP 1: To access Spinifex reporting you can either enter directly in the command field transaction: /n/spin/er



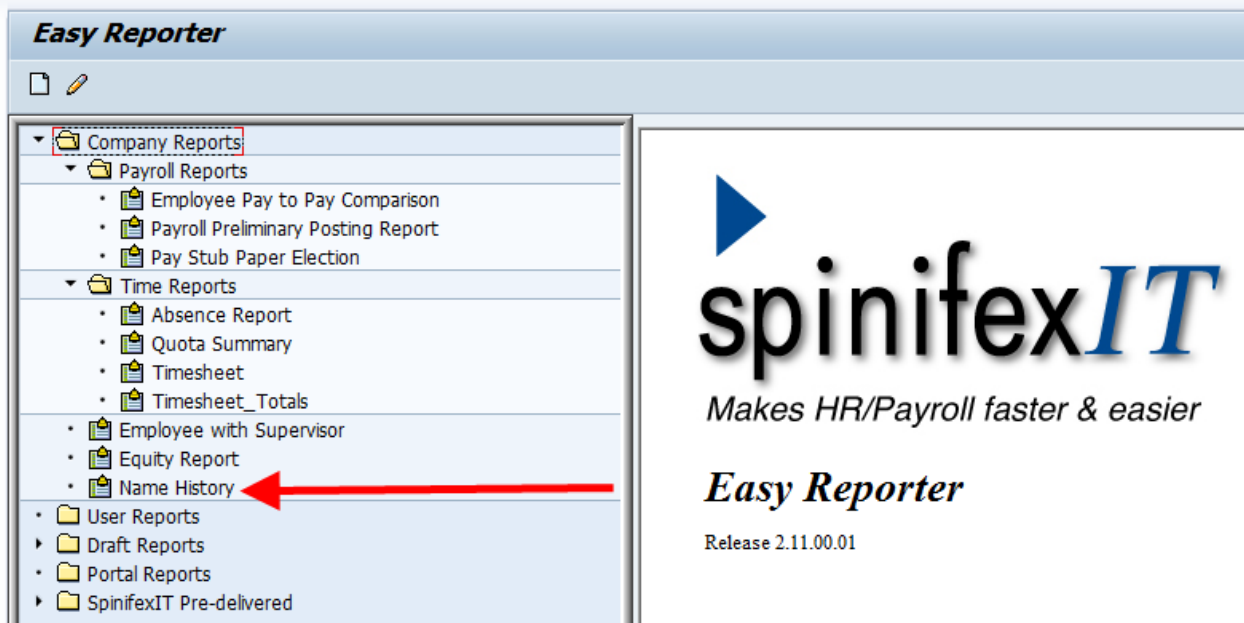
Or Insert Transaction /spin/er in your favorites.




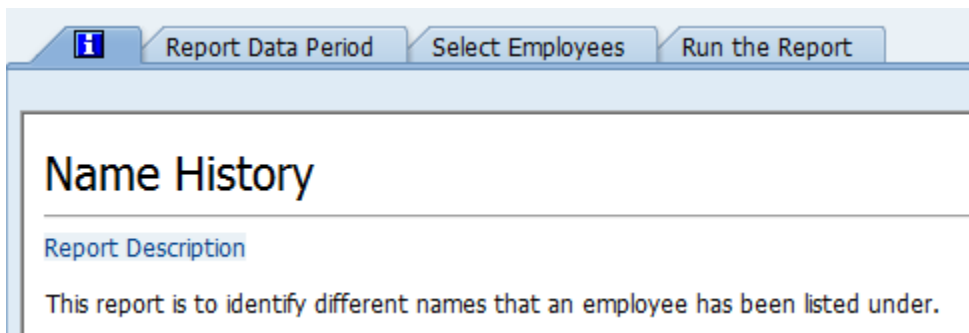
STEP 2: Drill Down by clicking on arrow and select Company Reports - -Name History



STEP 3: Double Click on the Name History 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, click on the Other Period radio button, and enter Start Date of employee to current date.

The screenshot shows the 'Report Data Period' tab with three sub-tabs: 'Report Data Period', 'Select Employees', and 'Run the Report'. Under the 'Period' section, the following options are visible:

- Today
- Up to today
- Other period
- Current month
- From today
- Current year

The 'Other period' option is selected. The start date is entered as 03/19/2006 and the end date as 12/31/2015. Below these fields are two buttons: 'Alternative Dates' and 'Payroll Period'.

STEP 6: Select Today

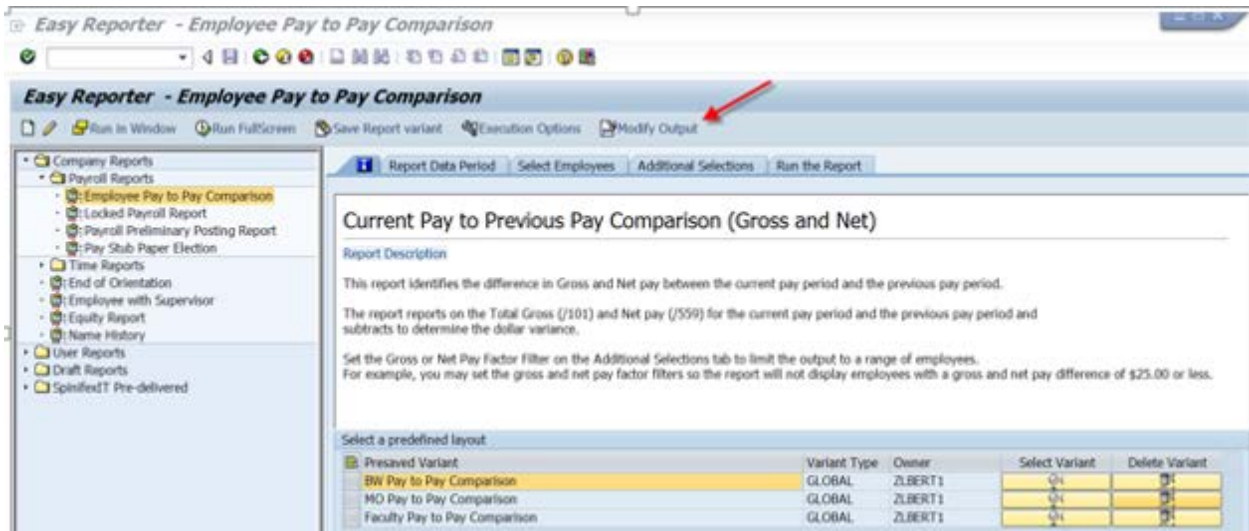
The screenshot shows the 'Report Data Period' tab with the 'Today' radio button selected. The 'Other period' radio button is unselected, and the date fields are empty. The 'Payroll Period' and 'Alternative Dates' buttons are still visible.

STEP 7: Click on the Select Employees tab and enter the UK ID in the External Person ID field.

The screenshot shows the 'Select Employees' tab with a table titled 'Employee Selection'. The table has columns for 'Selection Type', 'Option', and 'Value'. The 'External Person ID' row has the value 00011426 entered. The 'Employment Status' row has the value 0 entered.

Selection Type	Option	Value
External Person ID	=	00011426
Personnel Number		
Payroll Area		
Employment Status	≠	0
Personnel Area		
Personnel Subarea		
Employee Group		
Employee Subgroup		
Organizational Unit		
Org Selection		

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



STEP 9: Select Output to Email Tab



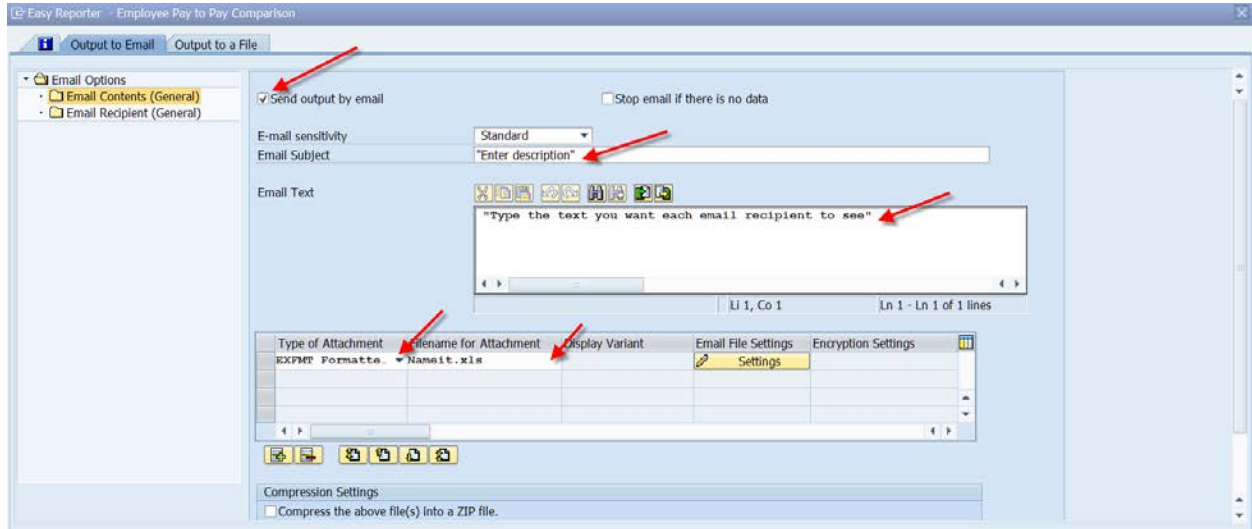
STEP 10: Select Email Contents Folder



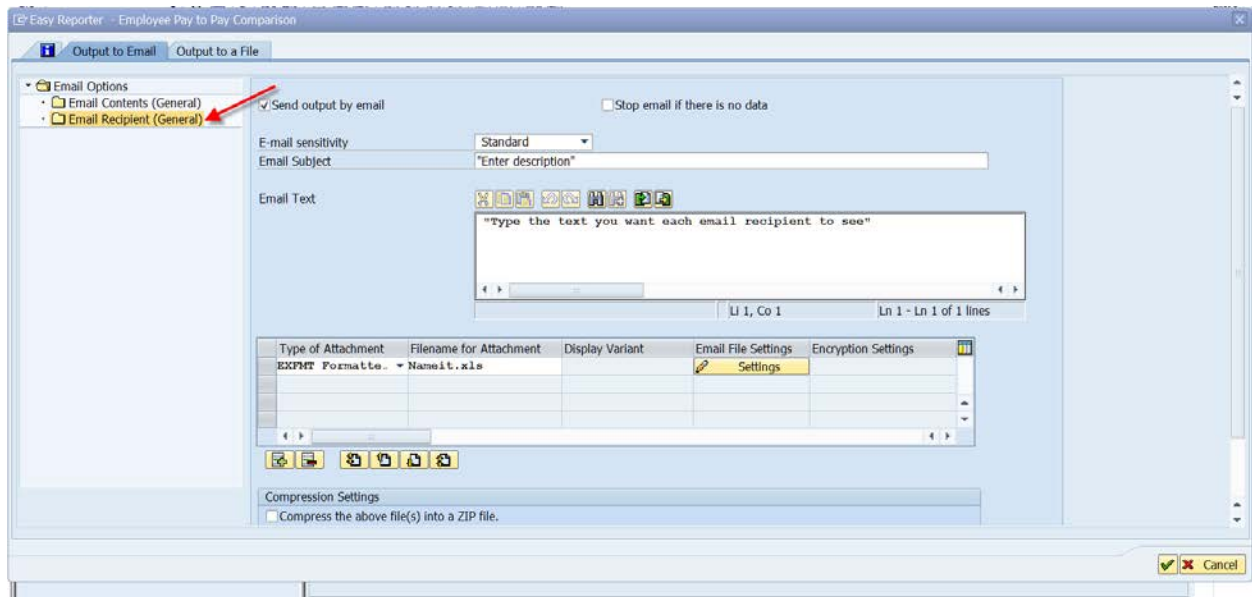
STEP 11: Select "Send Output by email" check box.

Complete Subject Line and Body of Text

Select Excel Formatted File Type and Complete Report Name

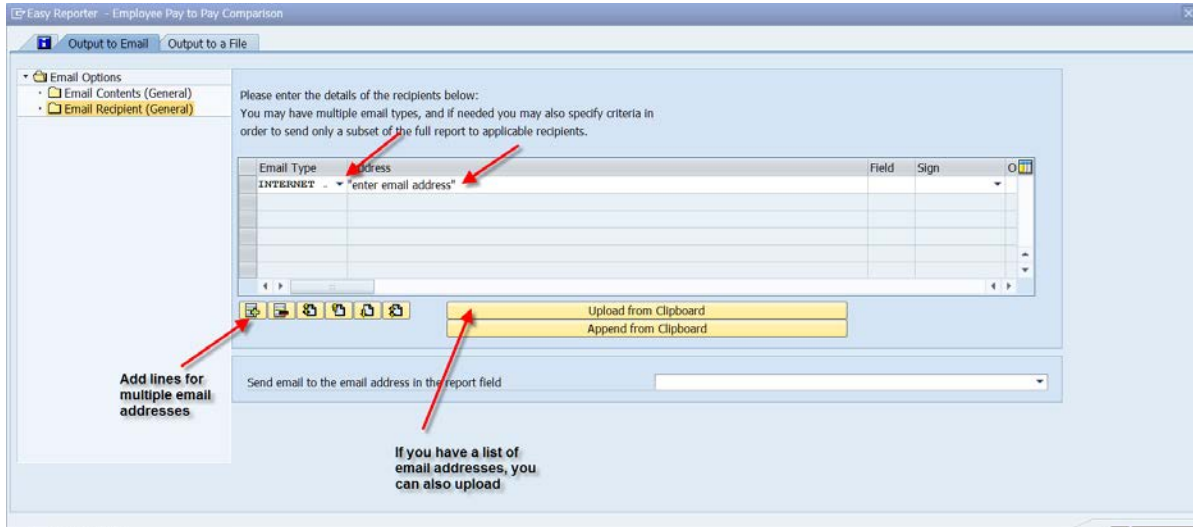


STEP 12: Select Email Recipient Folder

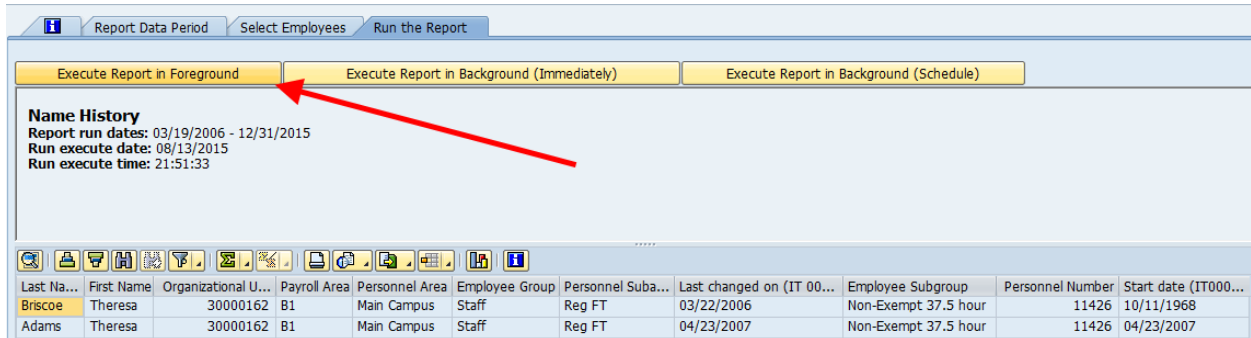


STEP 13: Select "Internet" Email Type (can add multiple lines)

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)."



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

Extended 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*

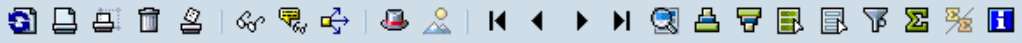
Scheduled
 Released
 Ready
 Active
 Finished
 Canceled

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 RPCALCU0_DMH	