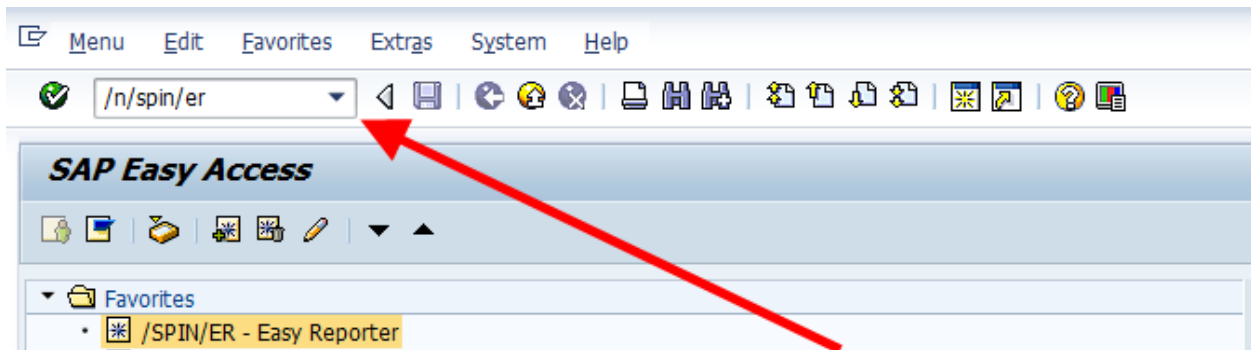


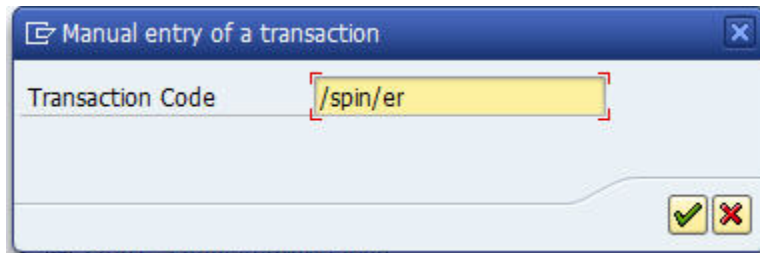
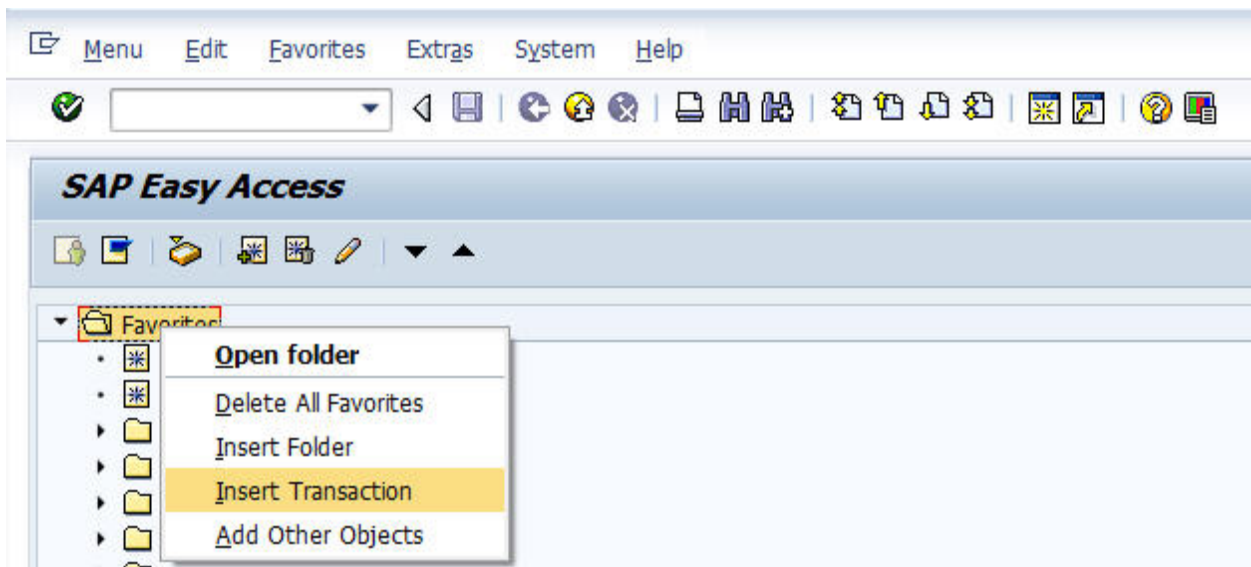
Spinifex Reporting – Timesheet

This report will provide detailed information regarding number of hours worked for employees in your Org Unit in a pay period to ensure proper payment.

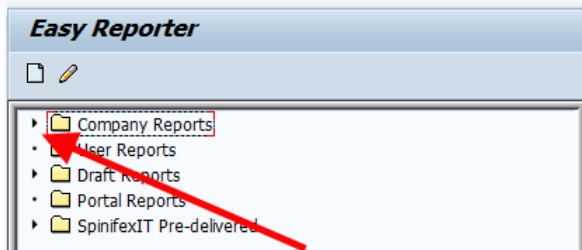
STEP 1: To access Spinifex reporting you can either enter directly in the command field transaction: /n/spin/er



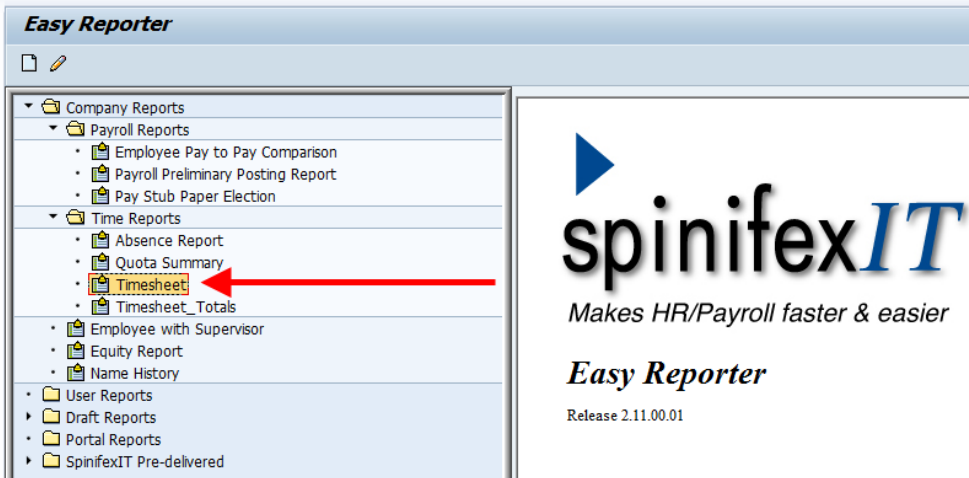
Or Insert Transaction /spin/er in your favorites.




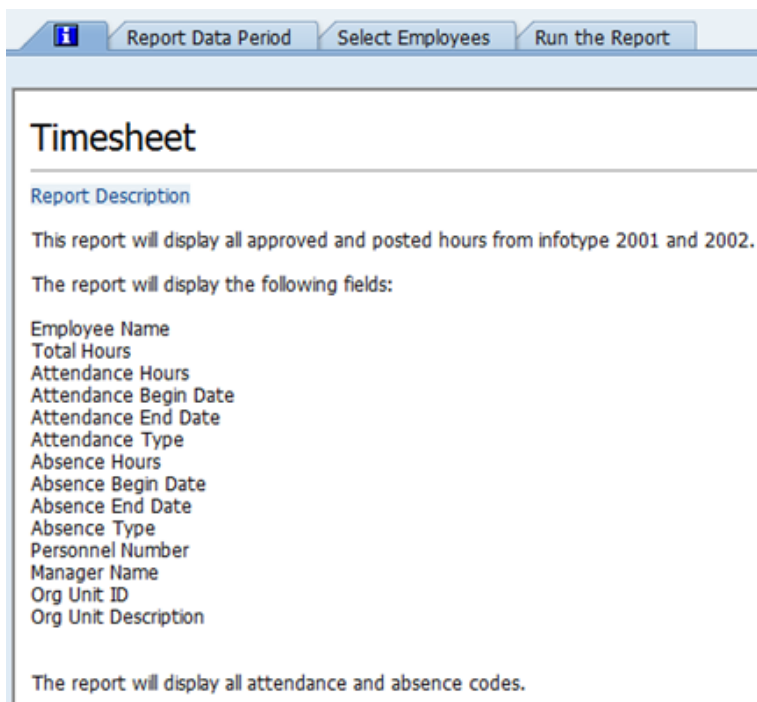
STEP 2: Drill Down by clicking on arrow and select Company Reports - -Time Reports - -Timesheet



STEP 3: Double Click on the Timesheet report.



STEP 4: When running the Timesheet report, the first screen that appears is the  tab, which provides a description of the report along with the fields that will display.



STEP 5: Select the Report Data Period Tab and enter the B1 payroll area. This report will mainly be run on biweekly, hourly employees to ensure their hours have been entered. The current payroll period will default.

Report Data Period | Select Employees | Run the Report

Payroll Period

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

Current Period | 17 | 2015
 Other Period | |

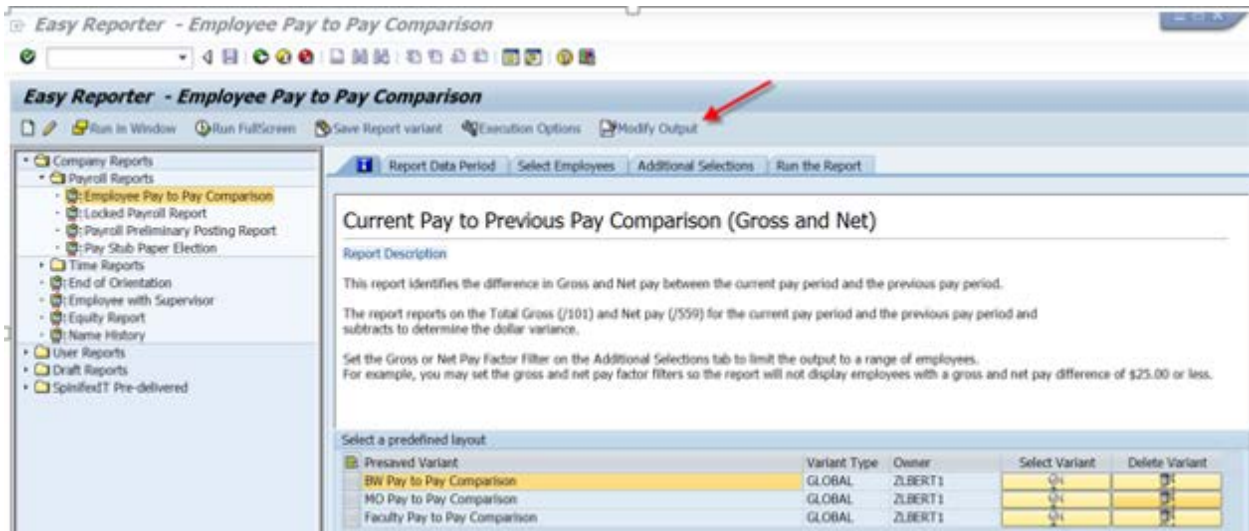
STEP 6: On the Select Employees tab enter either the Employee's Person ID or Org Unit(s).

Report Data Period | Select Employees | Run the Report

Employee Selection

Selection Type	Option	Value	
External Person ID			→
Payroll Area			→
Company Code			→
Personnel Number			→
Personnel Area			→
Employee Group			→
Personnel Subarea			→
Employee Subgroup			→
Employment Status	≠	0	→
Organizational Unit		30000162	→
Org Selection			→

STEP 7: To Schedule & Email the Spinifex Report click on the Modify Output Icon



STEP 8: Select Output to Email Tab



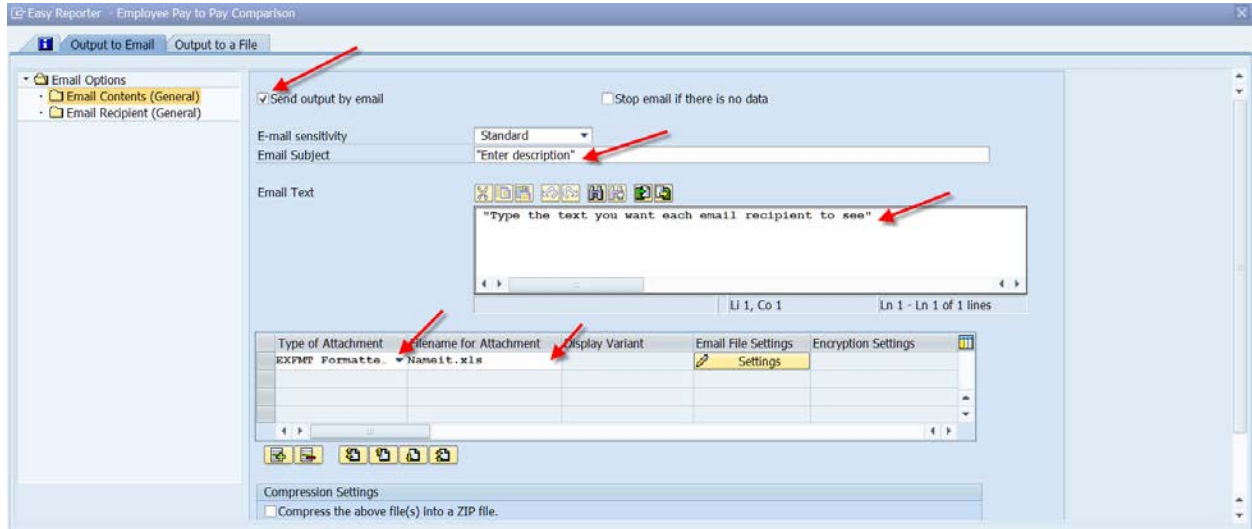
STEP 9: Select Email Contents Folder



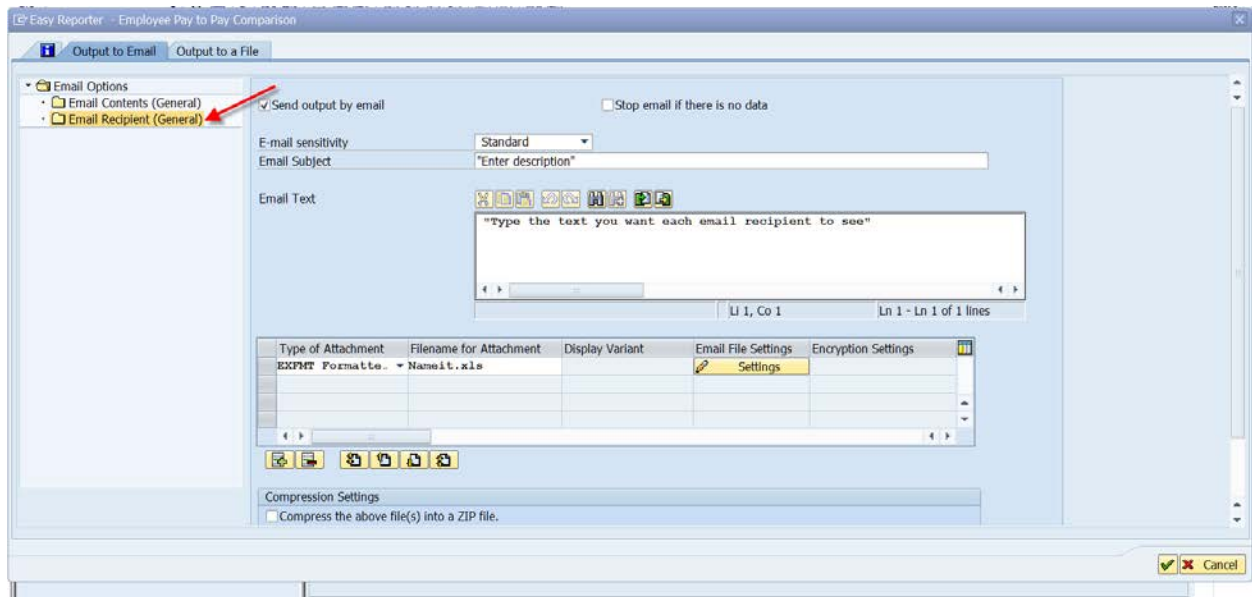
STEP 10: Select "Send Output by email" check box.

Complete Subject Line and Body of Text

Select Excel Formatted File Type and Complete Report Name

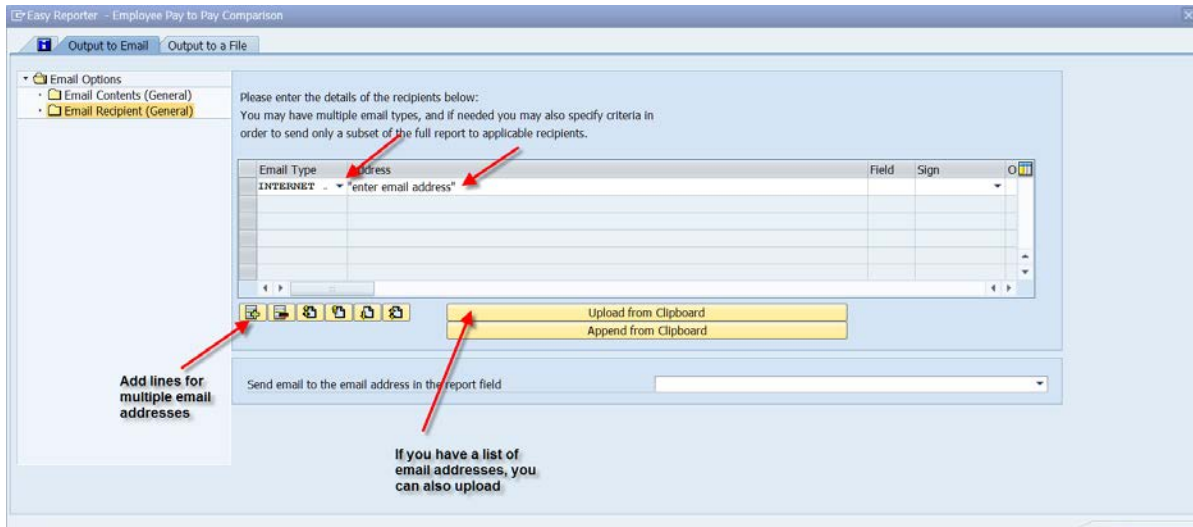


STEP 11: Select Email Recipient Folder

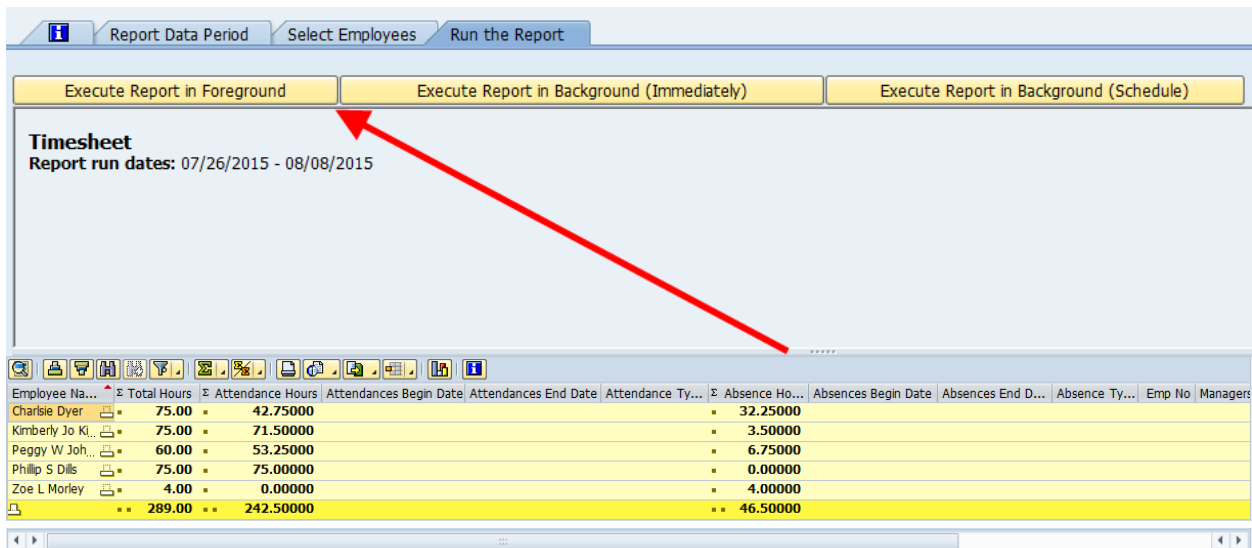


STEP 12: Select "Internet" Email Type (can add multiple lines)

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



STEP 13: 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. There is a scroll bar at the bottom to navigate full report.

NOTE: Monthly employee absence requests will appear if occurring during the selected time frame.

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	