

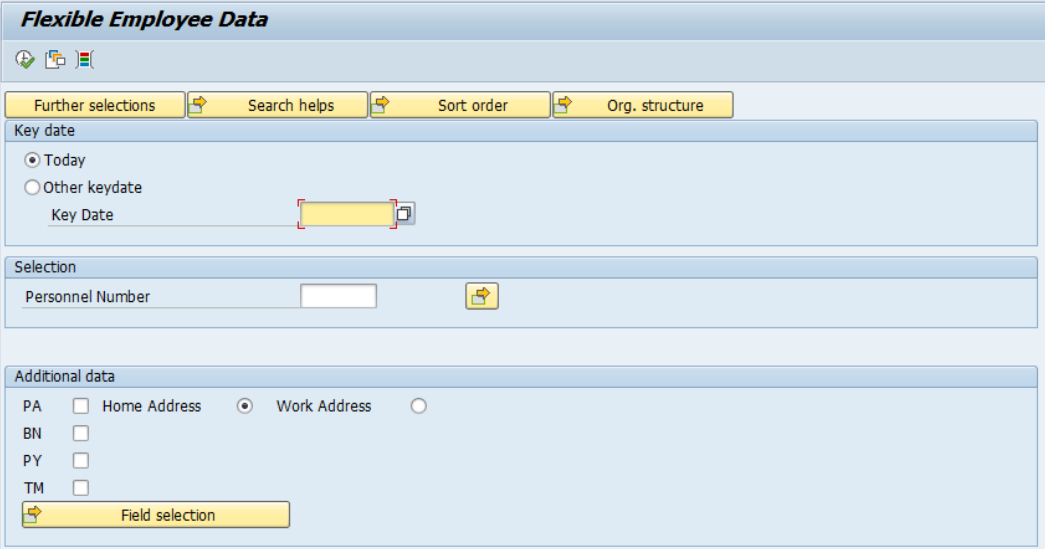
Running ZHRFLEX – Flexible Employee Data Report

Process: To create and run a Flexible Employee Data Report

PROCEDURES

Log into SAP and go to transaction:

ZHRFLEX



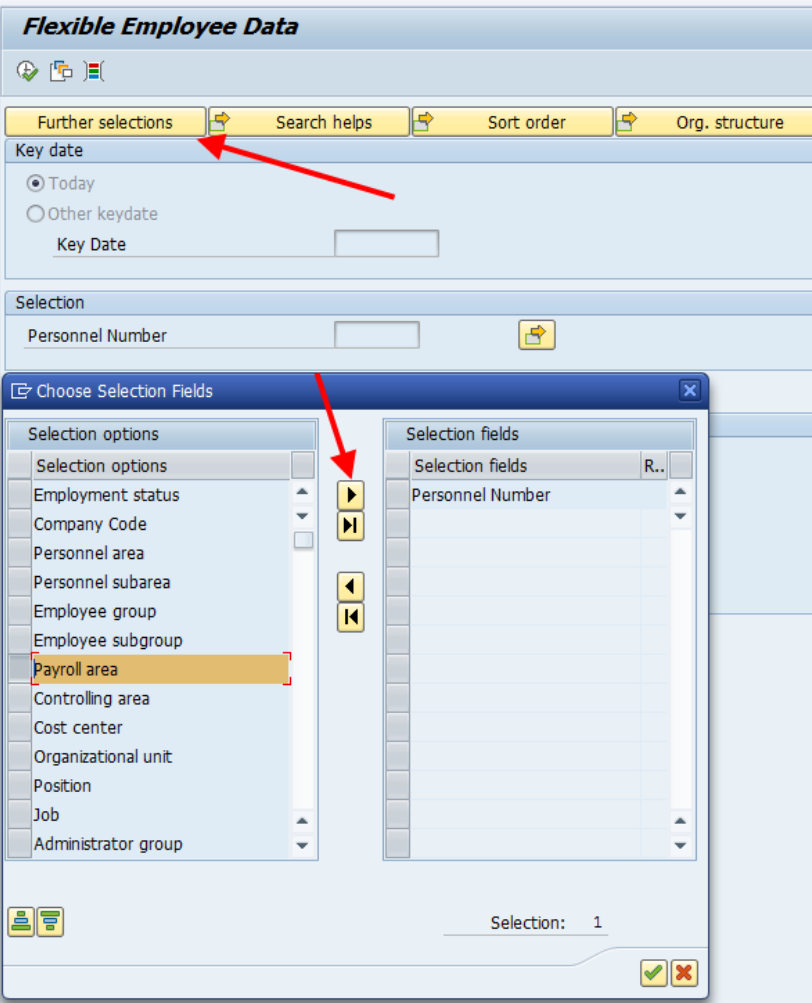
Key Date:

Defaults Today, but can select "Other Date."

Selection Fields:

Defaults Personnel Number

Click Further Selections for additional options. Highlight and click the arrow to drag over.

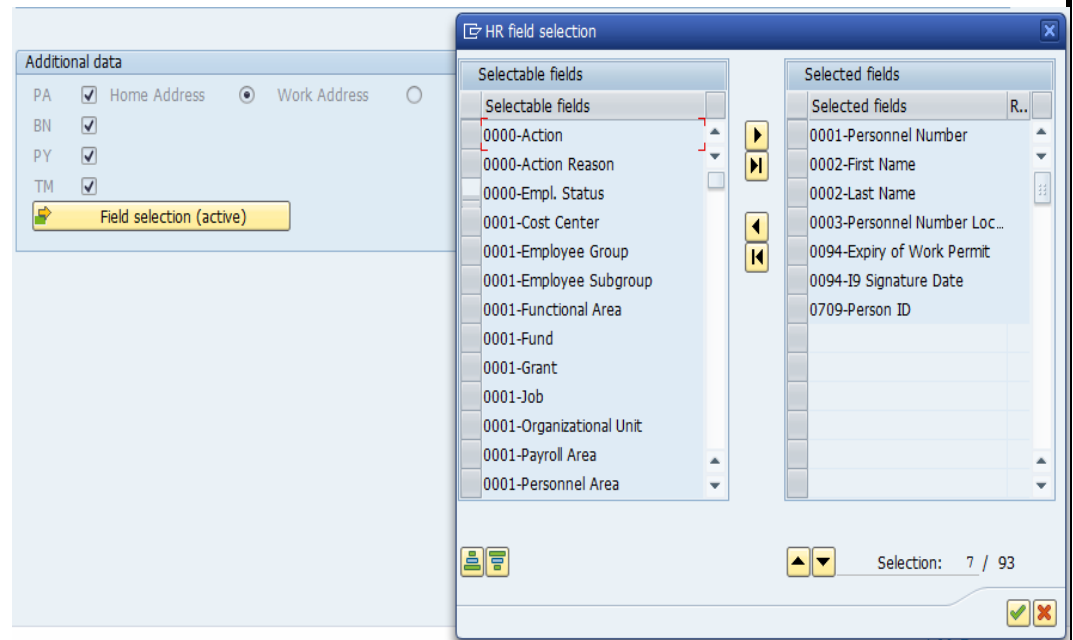


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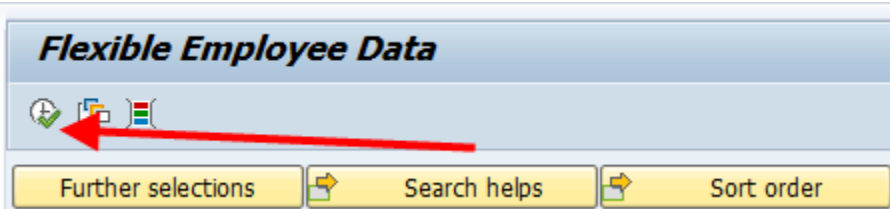
Additional Data Fields:

- PA = Personnel Administration
- BN = Benefits
- PY = Payroll
- TM = Time

One or all areas can be selected. There are shared fields.



Execute



If this is a report you plan to run in the future Click on the Save Icon to Save Your Variant.

Assign a Variant Name, Description, and Protect your variant. Click Save.

