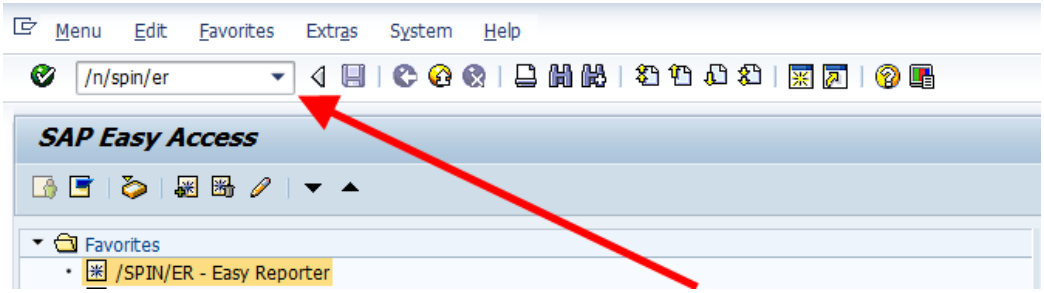
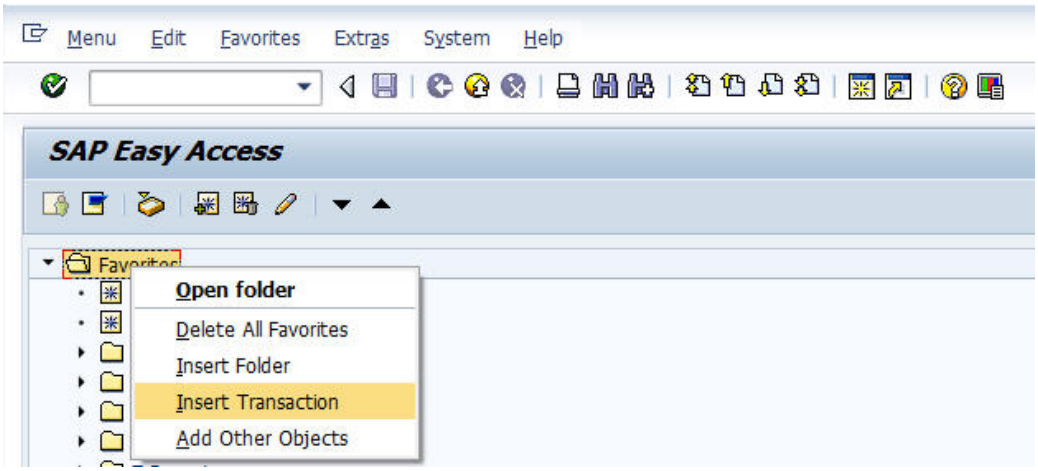
Spinifex Reporting – Absence Report

This report will provide a detailed list of absences for employees in your Org Unit in a pay period.

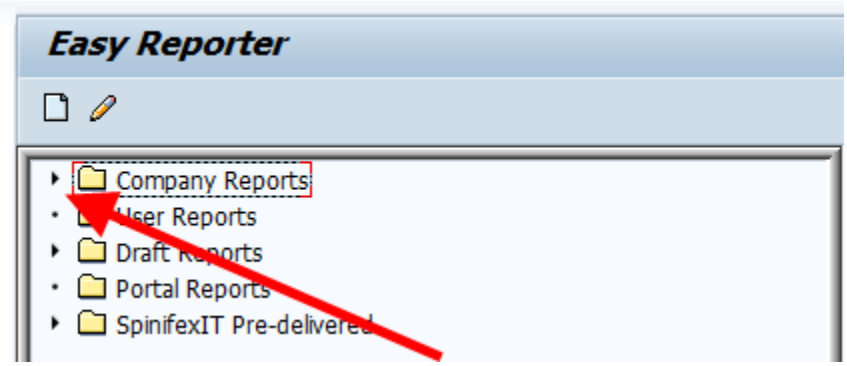
STEP 1: To access Spinifex reporting you can either enter directly in the command field transaction: /n/spin/er



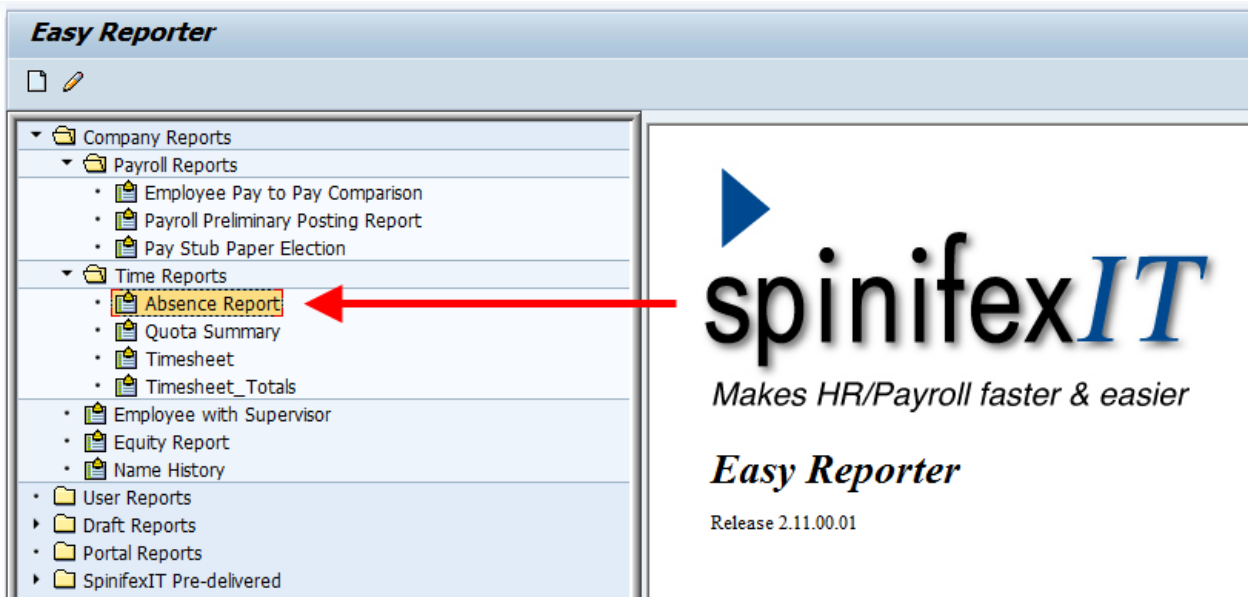
Or Insert Transaction /spin/er in your favorites.



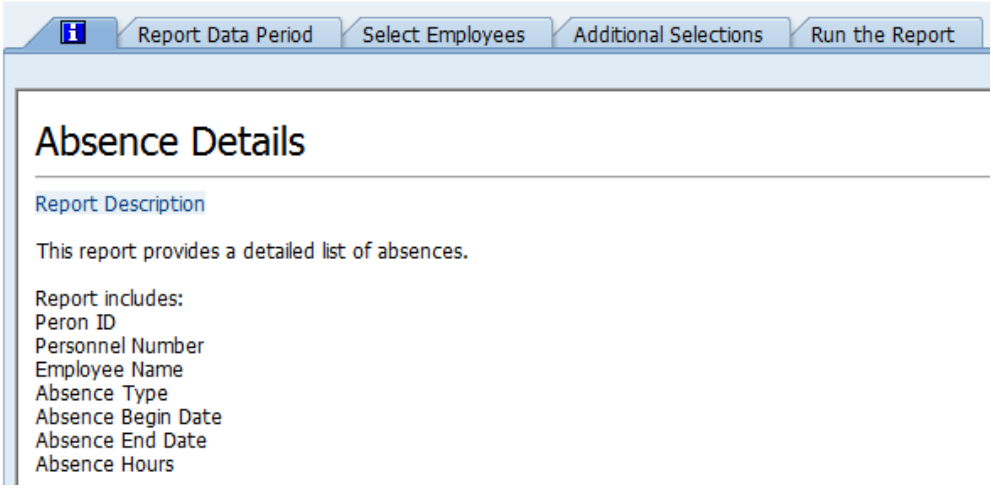
STEP 2: Drill Down by clicking on arrow and select Company Reports - -Absence Report



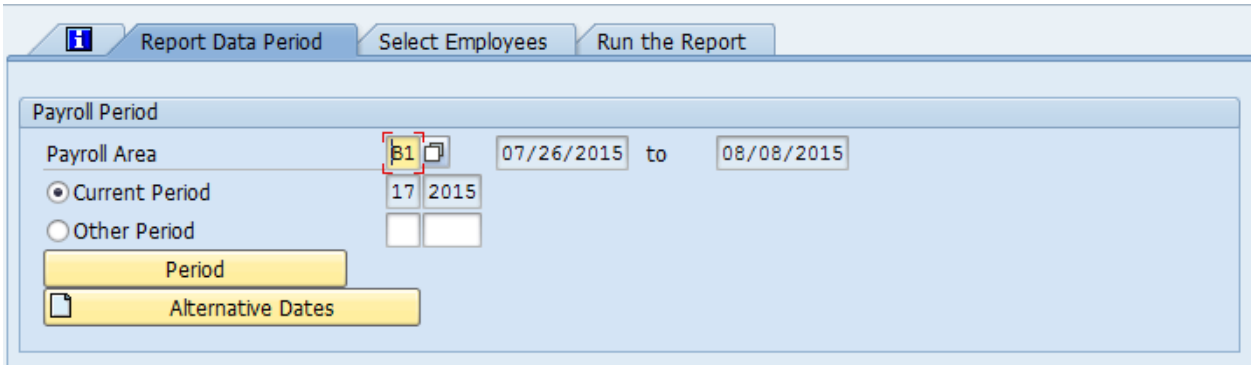
STEP 3: Double Click on the Absence Report



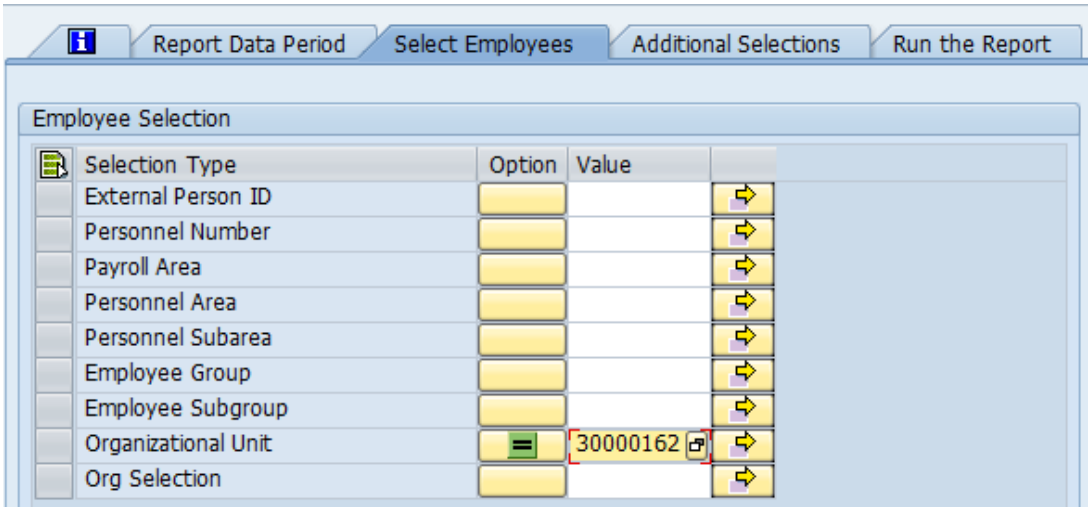
STEP 4: When running the Absence report, the first screen that appears is the tab, which provides description of the report along with the fields that will display.



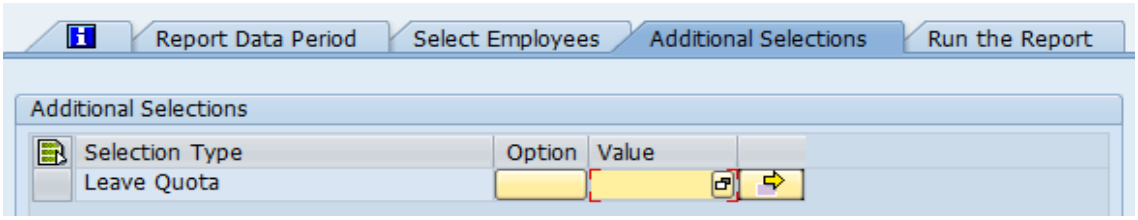
STEP 5: Select the Report Data Period Tab and enter the B1 or M1 payroll area. The current payroll period will default.



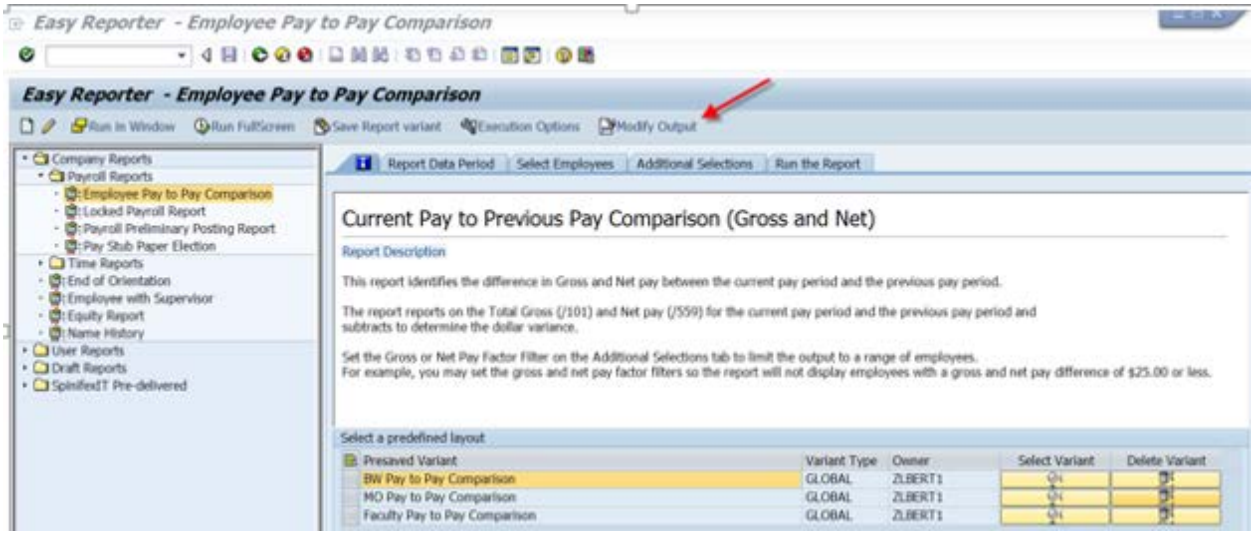
STEP 6: On the Select Employees tab enter either the Employee's Person ID or Org Unit(s).



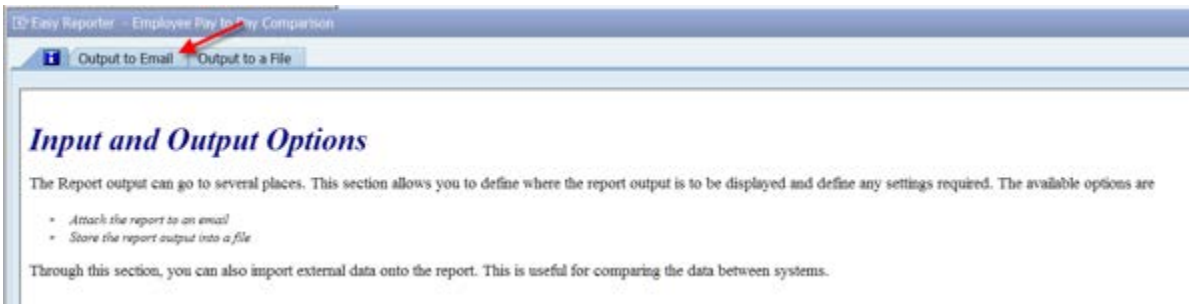
STEP 7: The Additional Selections tab will allow you to request specific absence types. If you want to look for all absences do not enter a value.



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



STEP 9: Select Output to Email Tab

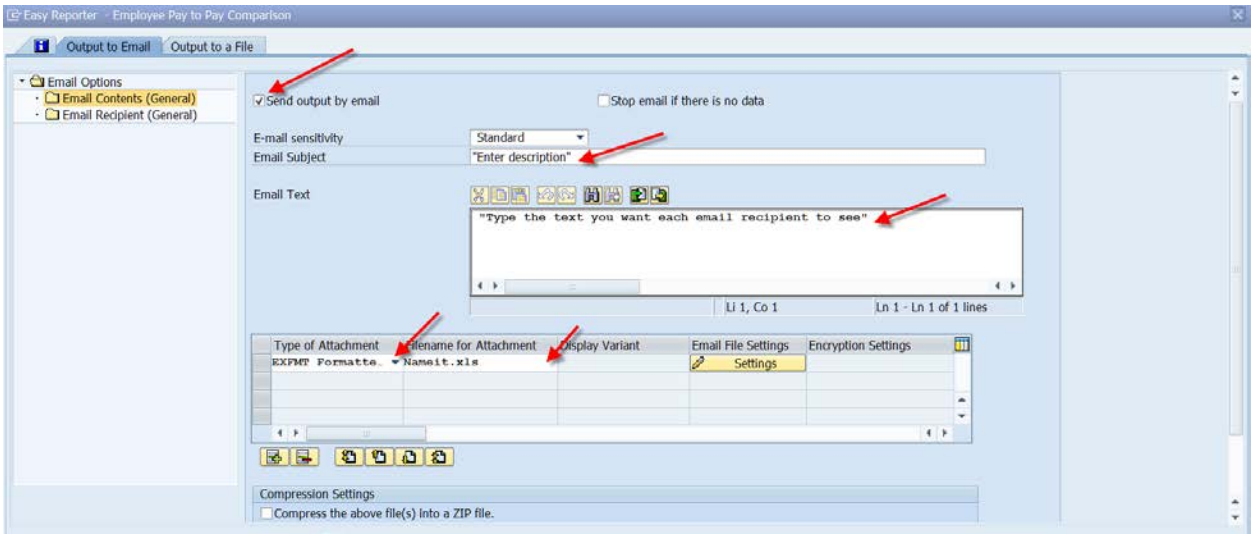


STEP 10: Select Email Contents Folder

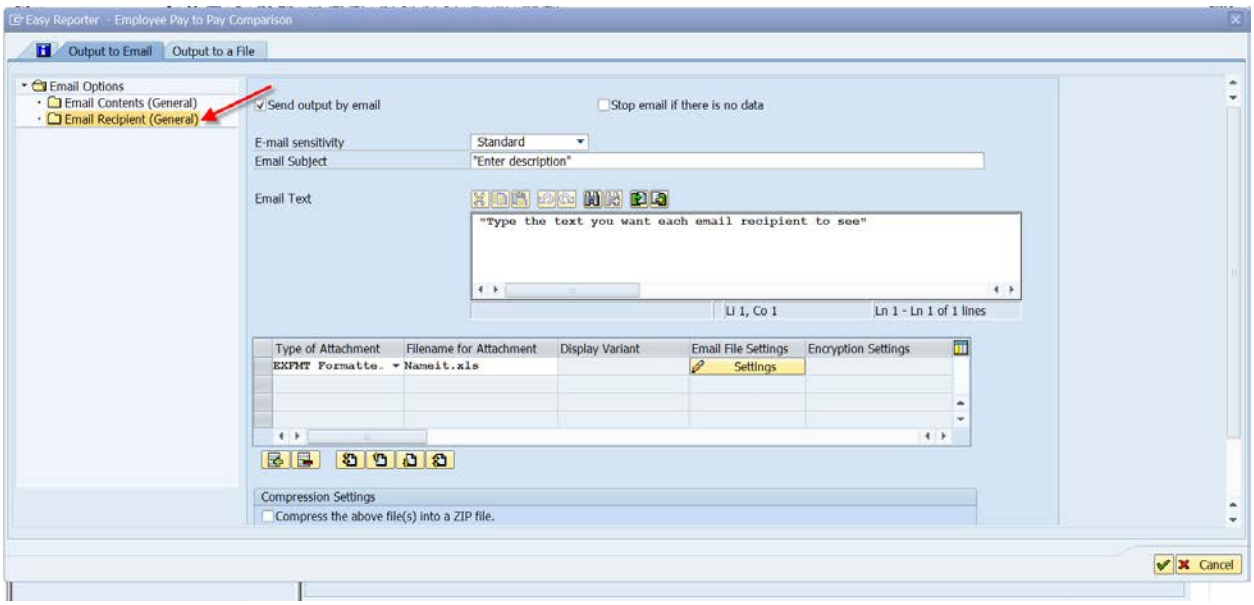
STEP 11: Select “Send Output by email” check box.

Complete Subject Line and Body of Text

Select Excel Formatted File Type and Complete Report Name

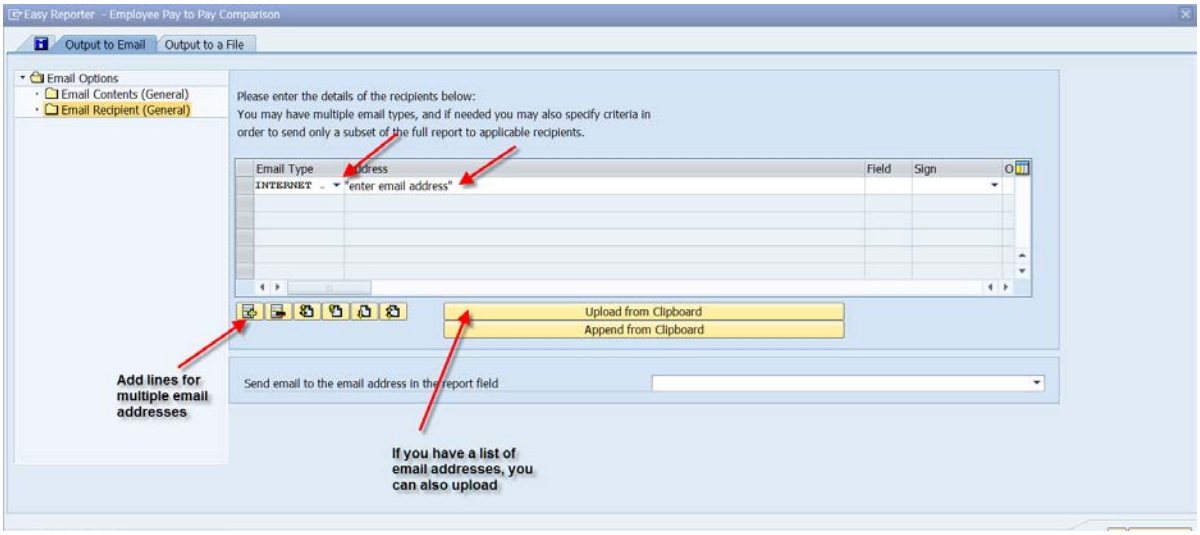


STEP 12: Select Email Recipient Folder

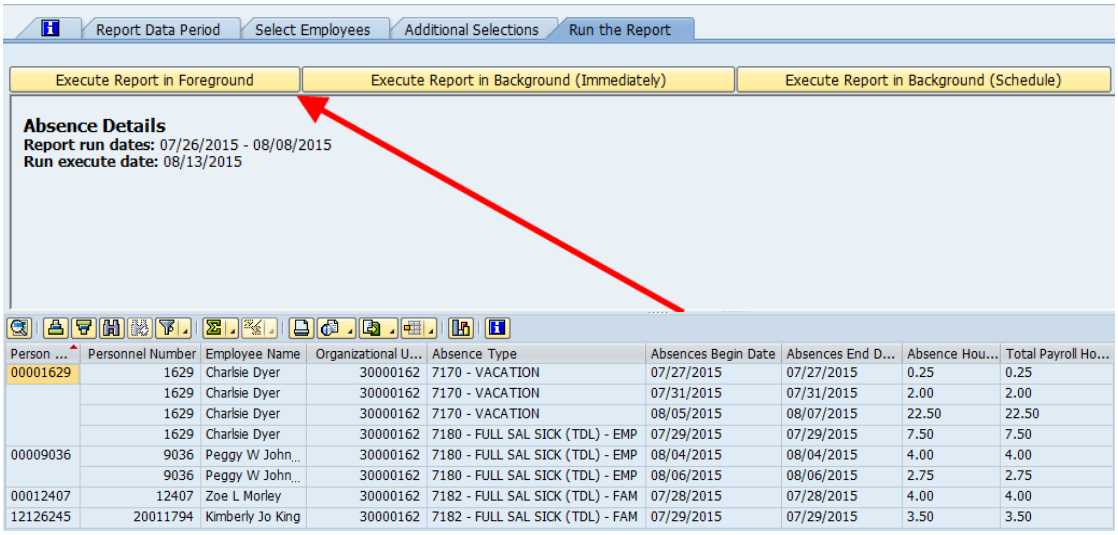


STEP 13: Select “Internet” Email Type (can add multiple lines)

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).”

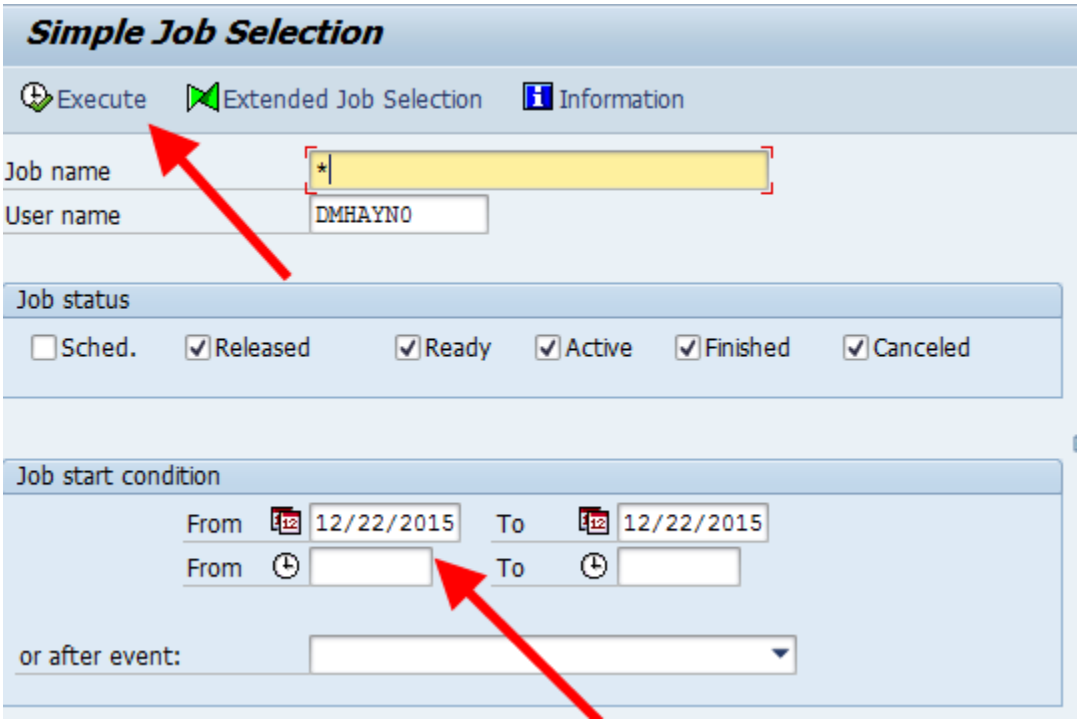


Person ...	Personnel Number	Employee Name	Organizational U...	Absence Type	Absences Begin Date	Absences End D...	Absence Hou...	Total Payroll Ho...
00001629	1629	Charlsie Dyer	30000162	7170 - VACATION	07/27/2015	07/27/2015	0.25	0.25
	1629	Charlsie Dyer	30000162	7170 - VACATION	07/31/2015	07/31/2015	2.00	2.00
	1629	Charlsie Dyer	30000162	7170 - VACATION	08/05/2015	08/07/2015	22.50	22.50
	1629	Charlsie Dyer	30000162	7180 - FULL SAL SICK (TDL) - EMP	07/29/2015	07/29/2015	7.50	7.50
00009036	9036	Peggy W John...	30000162	7180 - FULL SAL SICK (TDL) - EMP	08/04/2015	08/04/2015	4.00	4.00
	9036	Peggy W John...	30000162	7180 - FULL SAL SICK (TDL) - EMP	08/06/2015	08/06/2015	2.75	2.75
00012407	12407	Zoe L Morley	30000162	7182 - FULL SAL SICK (TDL) - FAM	07/28/2015	07/28/2015	4.00	4.00
12126245	20011794	Kimberly Jo King	30000162	7182 - FULL SAL SICK (TDL) - FAM	07/29/2015	07/29/2015	3.50	3.50

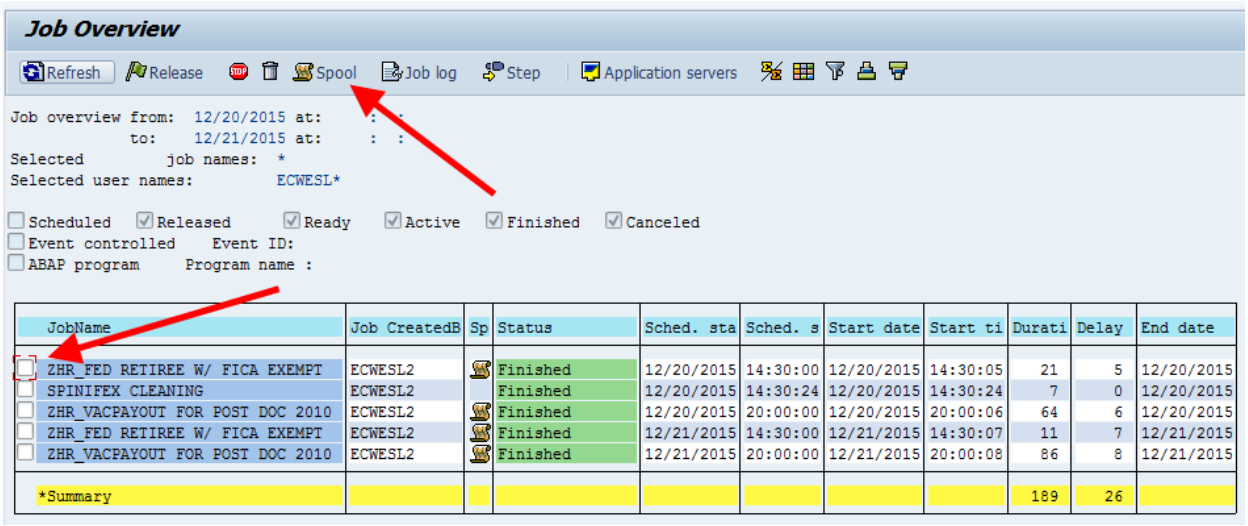
Allow report to run, results will display on screen.

STEP 15: If you execute the report in the background to view the results go to Transaction: SM37.

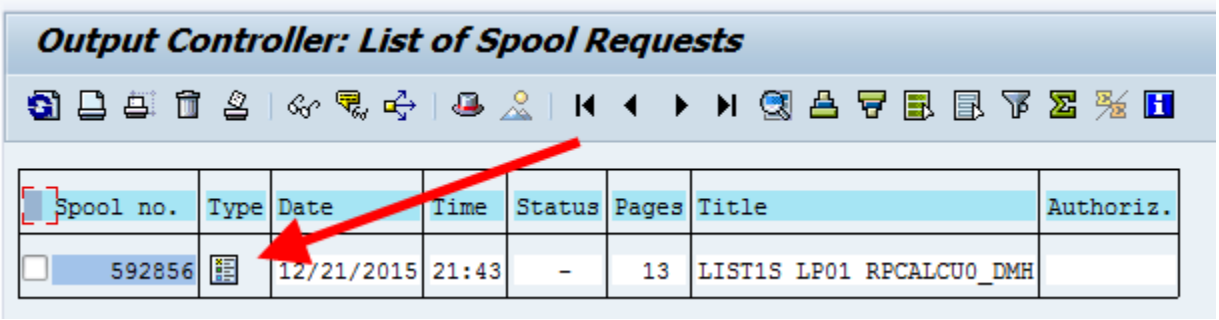
User name and current date will populate. Execute



STEP 16: Select the report and click on the Spool Icon.



STEP 17: Then click on the piece of paper under the Type column.



NOTE: Monthly employee's absence requests will appear in B1 report and vice versa if absence occurs during that time frame.