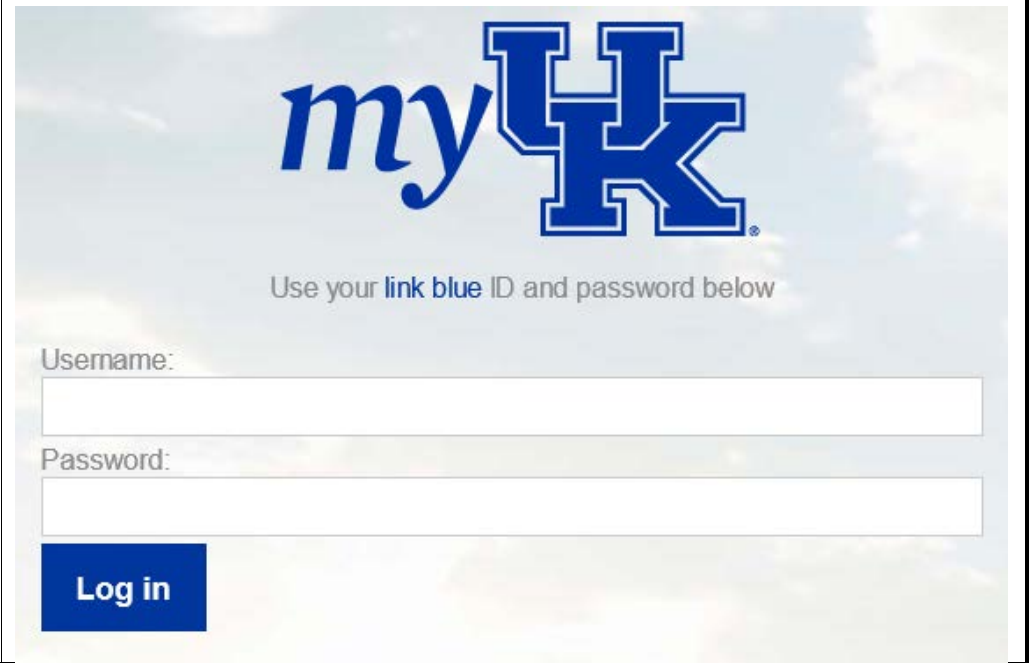
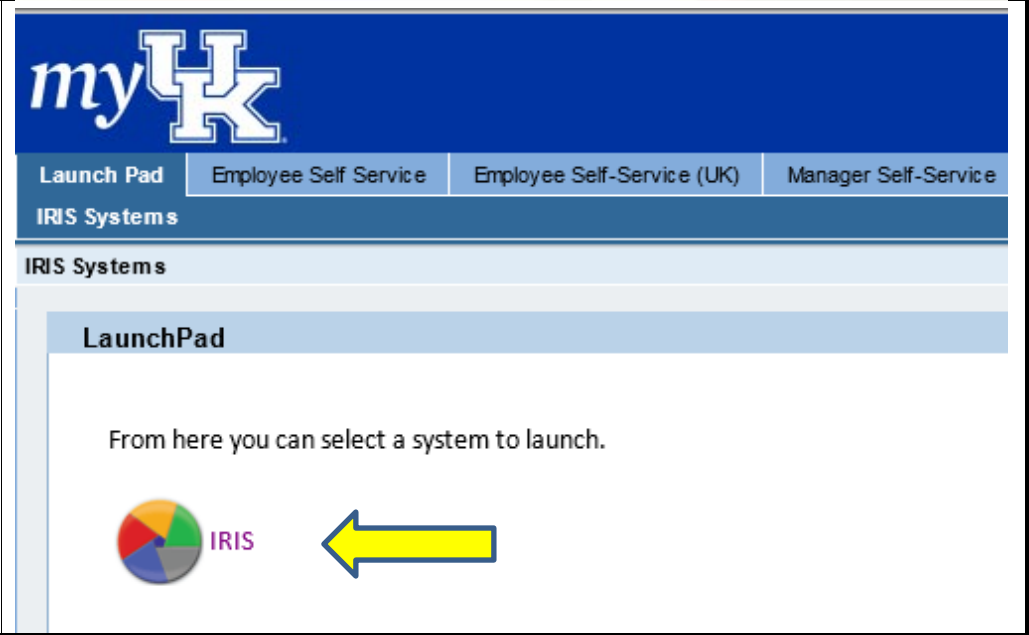


Spinifex Documentation in SAP - /SPIN/ER

P1rocess: Utilize Spinifex reporting software to review employee hours by pay period.

PROCEDURES	
<p>Login to myUK with your link blue ID and password.</p>	
<p>Click the IRIS option to open the SAP Easy Access menu.</p>	

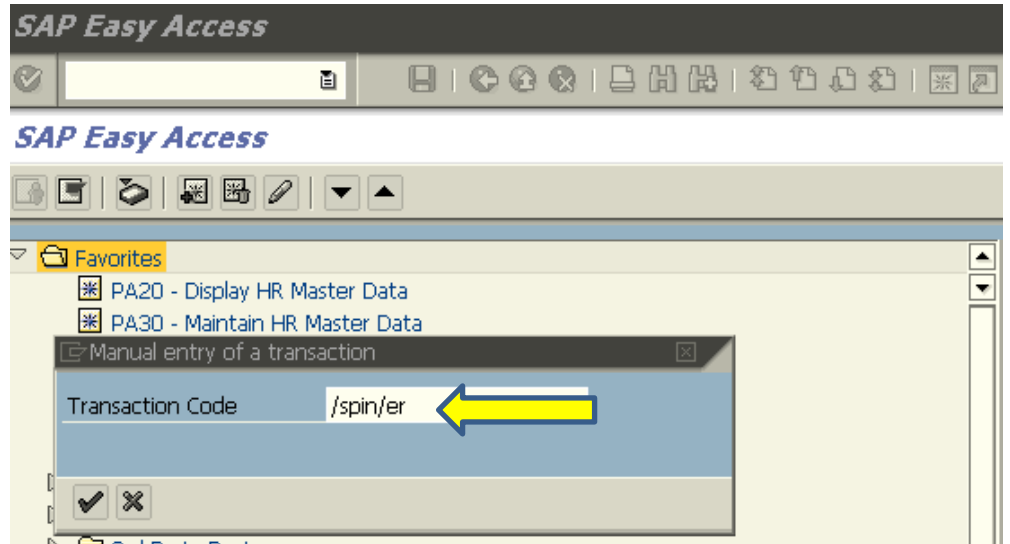
Spinifex Documentation in SAP - /SPIN/ER

Once on the Easy Access menu press the Ctrl+Shift+F4 keys at the same time.

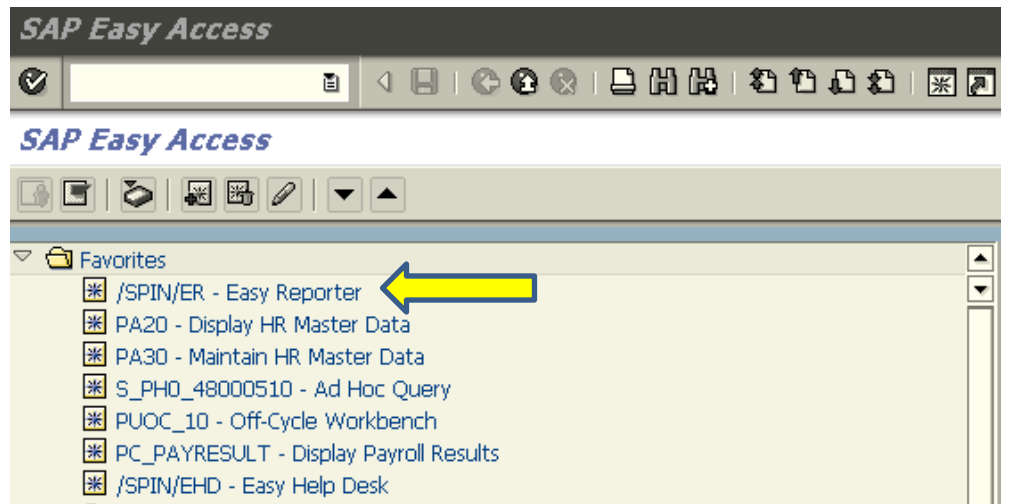
This will bring up the Manual entry of a transaction screen.

Enter /spin/er in the transaction code field.

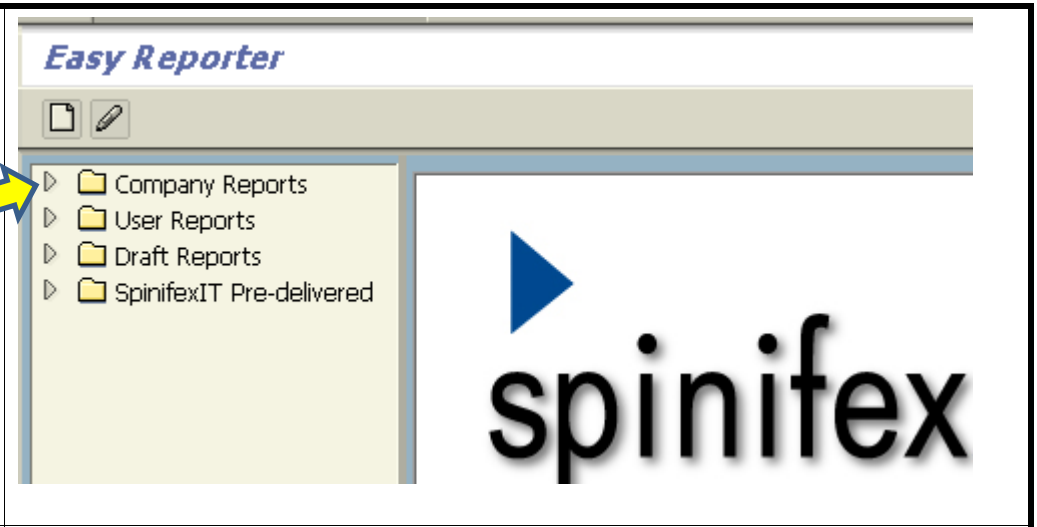
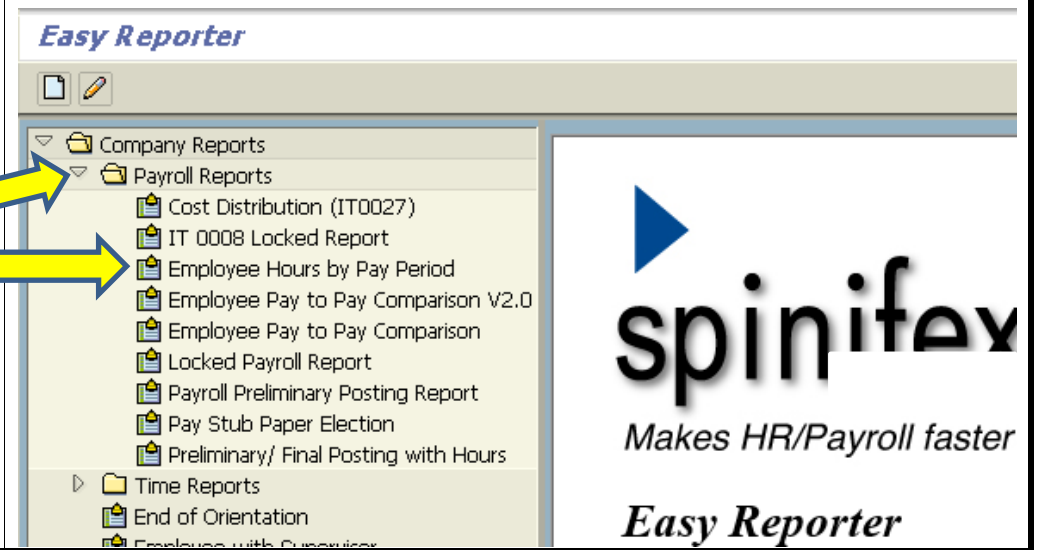
Hit enter which will add the Spinifex Easy Reporter transaction to your Favorites section.



Double click on the /SPIN/ER option to open SpinifexIT Easy Reporter.



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<p>Click on the triangle next to Company Reports to view options.</p>	 <p>The screenshot shows the 'Easy Reporter' window with a sidebar containing a tree view. The 'Company Reports' folder is expanded, showing sub-folders: 'User Reports', 'Draft Reports', and 'SpinifexIT Pre-delivered'. A yellow arrow points to the triangle next to 'Company Reports'. The main area displays the 'spinifex' logo.</p>
<p>Click on the triangle next to Payroll Reports to view report option</p> <p>Double click on the Employee Hours by Pay Period.</p>	 <p>The screenshot shows the 'Easy Reporter' window with the 'Payroll Reports' folder expanded under 'Company Reports'. The 'Employee Hours by Pay Period' report is selected and highlighted. A yellow arrow points to the triangle next to 'Payroll Reports', and another yellow arrow points to the 'Employee Hours by Pay Period' report. The main area displays the 'spinifex' logo with the tagline 'Makes HR/Payroll faster' and the text 'Easy Reporter'.</p>

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The "i" tab may provide information about the report.

It also provides generic Pre-saved Variant options.

Click on the appropriate circle for the biweekly or monthly variant you desire to process.

Once a variant has been chosen click on the Report Data Period tab.

The screenshot shows the SAP report selection interface for 'Employee Hours by Pay Period'. At the top, there are navigation buttons: 'Window', 'Run FullScreen', 'Save Report variant', 'Execution Options', and 'Modify Output'. Below these are three tabs: 'i' (selected), 'Report Data Period', 'Select Employees', and 'Run the Report'. The main area is titled 'Employee Hours by Pay Period' and contains a 'Report Description' section with the text: 'Report is to be used to verify employee hours to be paid by pay period'. Below this is a 'Select a predefined layout' section with a table of variants.

Presaved Variant	Variant Type	Owner	Select Variant
Biweekly Pay Period	GLOBAL	ZLBERT1	<input checked="" type="radio"/>
Monthly Pay Period	GLOBAL	ZLBERT1	<input type="radio"/>

Tab's data will pre-populate with the current pay period information based on the variant chosen.

Click on the Select Employees tab.

The screenshot shows the SAP report configuration interface for 'Employee Hours by Pay Period'. At the top, there are navigation buttons: 'Window', 'Run FullScreen', 'Save Report variant', 'Execution Options', and 'Modify Output'. Below these are three tabs: 'i', 'Report Data Period', and 'Select Employees' (selected). The main area is titled 'Payroll Period' and contains the following fields: 'Payroll Area' (B1), '05/28/2017 to 06/10/2017', 'Current Period' (selected) with '12 2017', 'Other Period' (unselected), 'Period' (button), and 'Alternative Dates' (button).

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Tab contains options to pull data/narrow results.

Enter appropriate data in field(s).

External Person ID, Personnel Number, Organizational Unit or Org Selection can be used to pull data.

Box on right with the yellow arrow allows multiple entries.

To save variant with desired changes click the Save Report variant option.

The screenshot shows the SAP report interface for 'Employee Hours by Pay Period'. The title bar includes 'Window', 'Run FullScreen', 'Save Report variant', 'Execution Options', and 'Modify Output'. Below the title bar are three tabs: 'Report Data', 'Select Employees', and 'Run the Report'. A yellow arrow points to the 'Report Data' tab. The 'Employee Selection' section contains a table with the following columns: Selection Type, Option, Value, and a selection icon. The table lists various selection criteria, with 'Payroll Area' having a value of 'B1'. A yellow arrow points to the 'Run the Report' tab, and another yellow arrow points to the selection icon column.

Selection Type	Option	Value	
External Person ID			→
Personnel Number			→
Payroll Area	=	B1	→
Employment Status			→
Personnel Area			→
Personnel Subarea			→
Employee Group			→
Employee Subgroup			→
Organizational Unit			→
Org Selection			→

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If a pre-existing variant was used please click the Create New option.

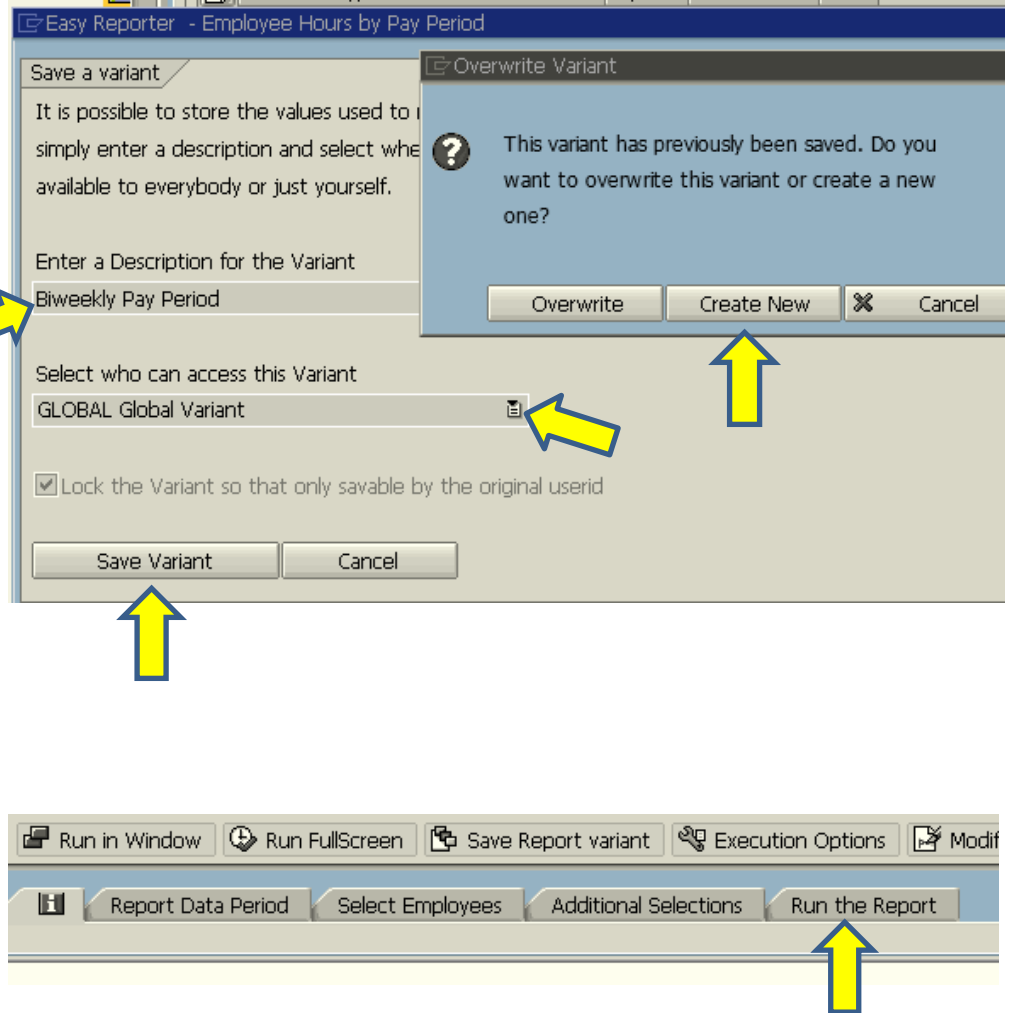
Enter a Description for the Variant.

Change the option for Select who can access this Variant by clicking on the paper icon in the field and choose USER / User Specific Variant. This will allow only you to use the variant.

Do not leave the Global Variant option in the field as only central office created variants should be Global allowing all users to access.

Once finished click Save Variant.

Once complete click on the Run the Report tab.



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Tab is used to process reports in the foreground or background.

Small selection of employees use the Execute Report in Foreground, Run in Window or Run Full Screen options.

Report will display on screen. (To download report proceed to page 9)

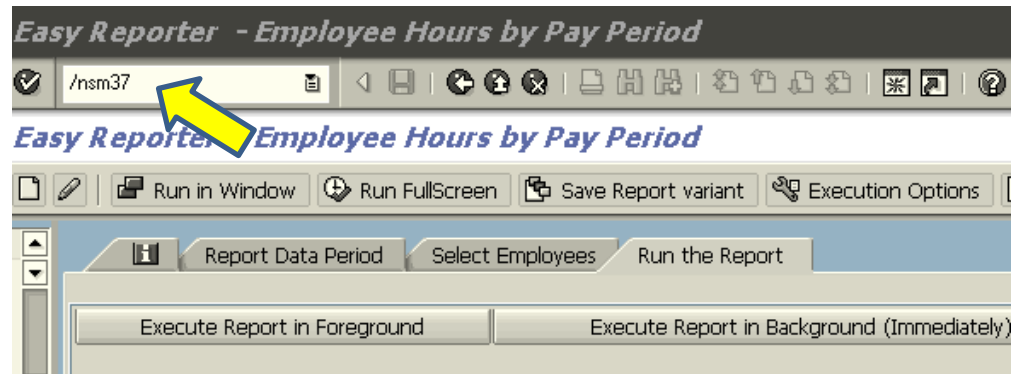
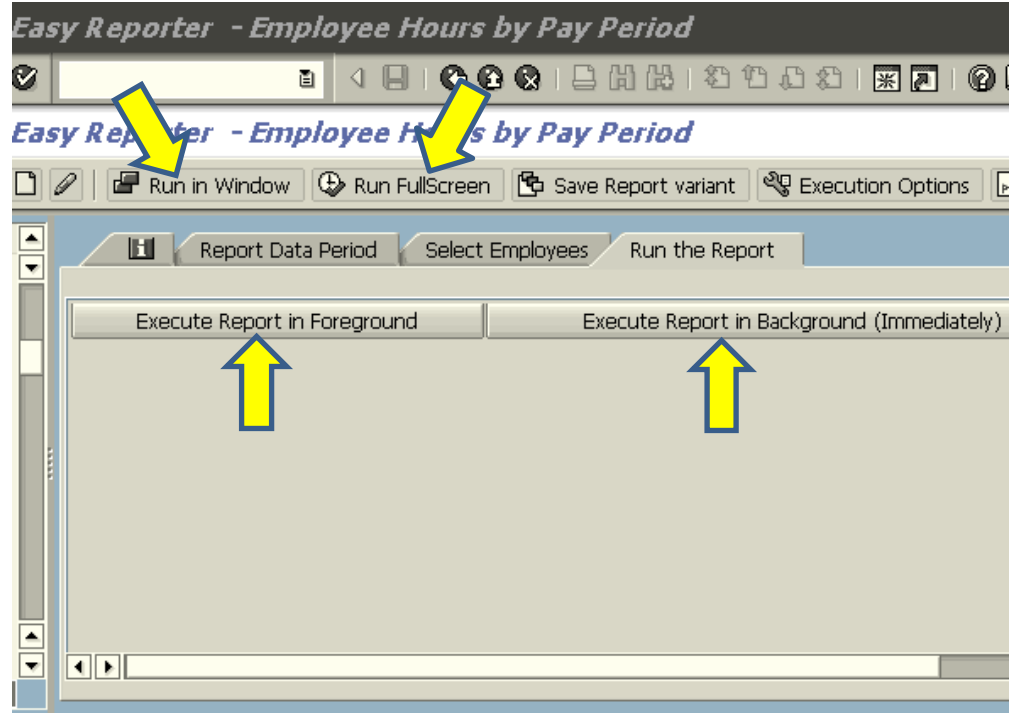
Large selection of employees use the Execute Report in Background (immediately) option.

Large reports are required to run in the background.

Proceed to next slide.

To review the processed report type /nsm37 in the transaction box and press enter.

This will take you to the Simple Job Selection screen



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Screen will populate with your User ID, job status field completed and today's date as shown.

Click Execute to go to the Job Overview screen to review reports.

Simple Job Selection

Execute Extended job selection Information

Job Name *
User Name USER ID

Job Status
 Sched. Released Ready Active Finished Canceled

Job Start Condition
 From 06/18/2017 To 06/18/2017

On the Job Overview screen choose one report at a time by clicking the box on the left which will place a check mark in the box.

Click on the Spool option to open the Output Controller: List of Spool Requests display.

Job Overview

Refresh Release Spool Job log Step Application servers

Job overview from: 06/18/2017 at: :
 to: 06/18/2017 at: :
 Selected job names: *
 Selected user names: ZLBERT1
 Jobs for client : 300

Scheduled Released Ready Active Finished Canceled

Event controlled Event ID:
 ABAP program Program name :

JobName	Job CreatedB	Sp	Status	Sched. sta	Sched. s
<input type="checkbox"/> SPINIFEX	ZLBERT1		Finished	06/18/2017	22:24:45
<input type="checkbox"/> EMPLOYEE HOURS BY PAY PERIOD	ZLBERT1		Finished	06/18/2017	22:25:16
*Summary					

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On the Output Controller screen choose one report at a time by clicking the box on the left which will place a check mark in the box.

Click the eyeglass option (display) to review your report.

Output Controller: List of Spool Requests

Spool no.	Type	Date	Time	Status	Pages	Title	Authoriz.
<input checked="" type="checkbox"/>	51962	06/18/2017	22:25	-	2	LIST18 LP01 /ALG/GENTK_B	

Report run dates: 05/28/2017 - 06/10/2017

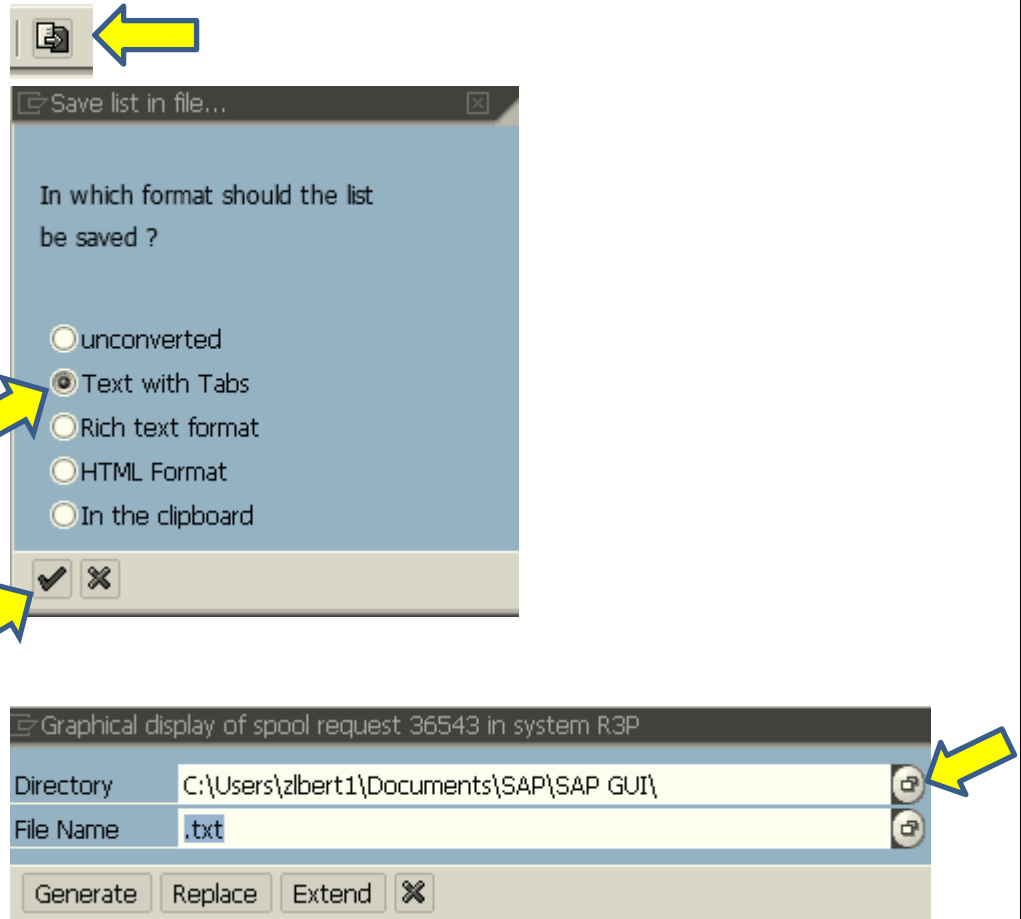
Person Id	Personnel Number	First Name	Last Name	Organizational unit Desc	Absence Type	Absences Begin Date	Absences End Date	Absenc

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To save data in Excel locate the download icon and click.

This will bring up save options. For Excel choose the Text with Tabs button and click the check mark.

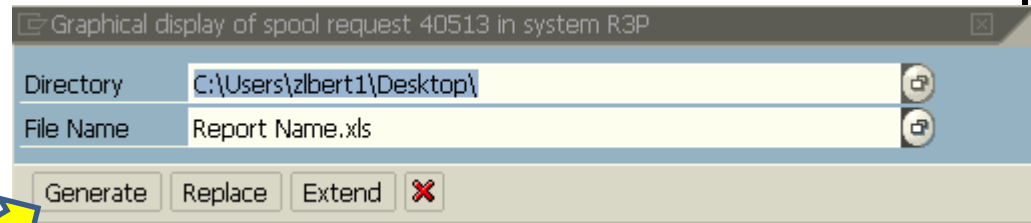
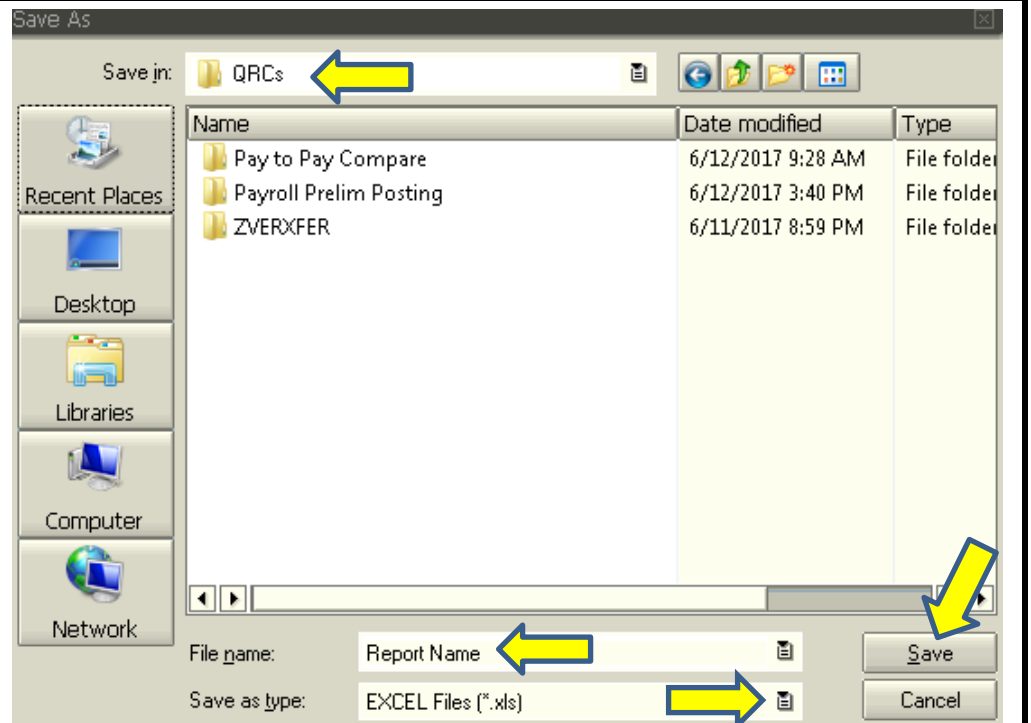
Choose the icon at the end of the Directory field to bring up the Save As screen.



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Complete:

1. Choose Save report location.
2. Enter report name.
3. Choose Excel Save as type from drop down menu.
4. Click Save option.
5. Click Generate option.
6. Report has been saved.
7. Report example below



Person Id	Personnel Number	First Name	Last Name	Organizational unit Desc	Absence Type	Absences Begin Date	Absences End Date	Absence Column 01	Attendance Type	Attendance Begin Date	Attendance End Date	Attendance Column 01	Total Hours
00001111	11111111	Michael	Wildcat	Wildcat Department	7159	5/29/2017	5/29/2017	4.75				0	4.75
00001111	11111111	Michael	Wildcat	Wildcat Department	7170	5/31/2017	5/31/2017	8				0	8
00001111	11111111	Michael	Wildcat	Wildcat Department	7170	6/5/2017	6/5/2017	4				0	4
00001111	11111111	Michael	Wildcat	Wildcat Department	7180	6/6/2017	6/6/2017	8				0	8
00001111	11111111	Michael	Wildcat	Wildcat Department	7182	5/29/2017	5/29/2017	3.25				0	3.25
00001111	11111111	Michael	Wildcat	Wildcat Department	7182	5/30/2017	5/30/2017	8				0	8
00001111	11111111	Michael	Wildcat	Wildcat Department	7182	6/7/2017	6/7/2017	8				0	8
00001111	11111111	Michael	Wildcat	Wildcat Department				0	1005	6/5/2017	6/5/2017	4	4
								44				4	48