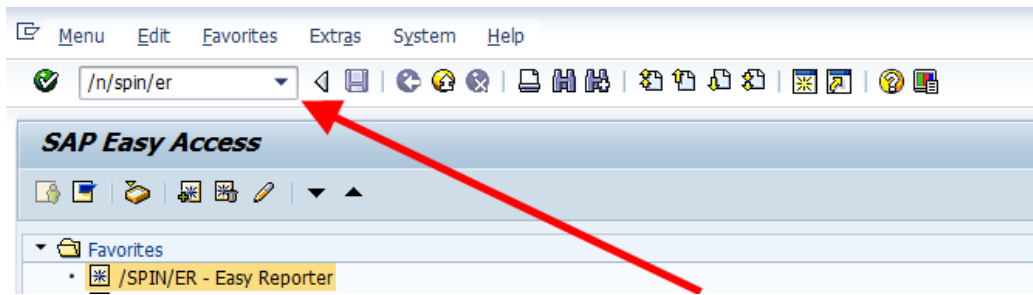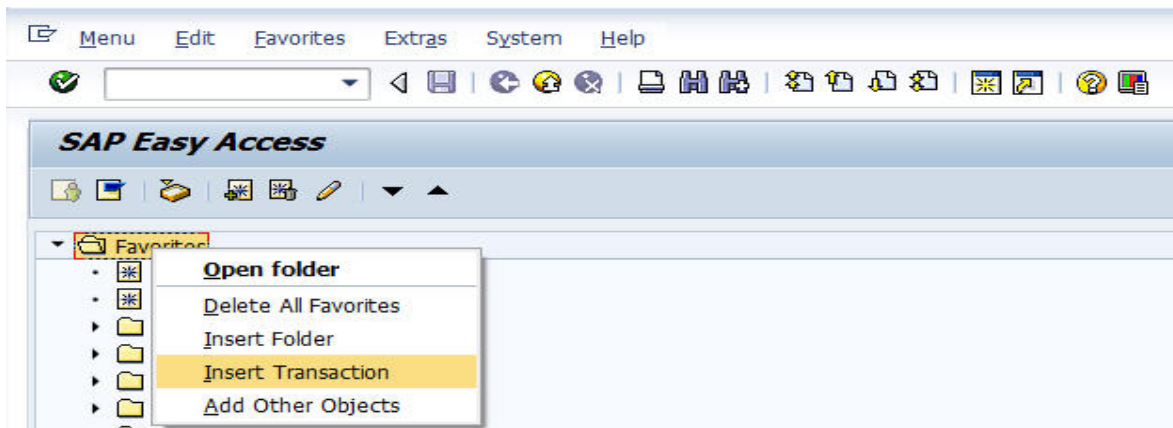# Spinifex Reporting – Employee Pay to Pay Comparison

This report identifies the difference in Gross and Net pay between the current pay period and the previous pay period.
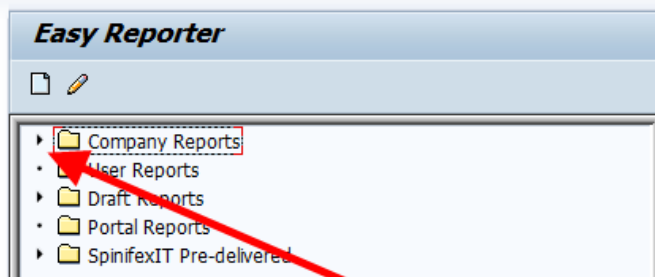
STEP 1: To access Spinifex reporting you can either enter directly in the command field transaction: /n/spin/er
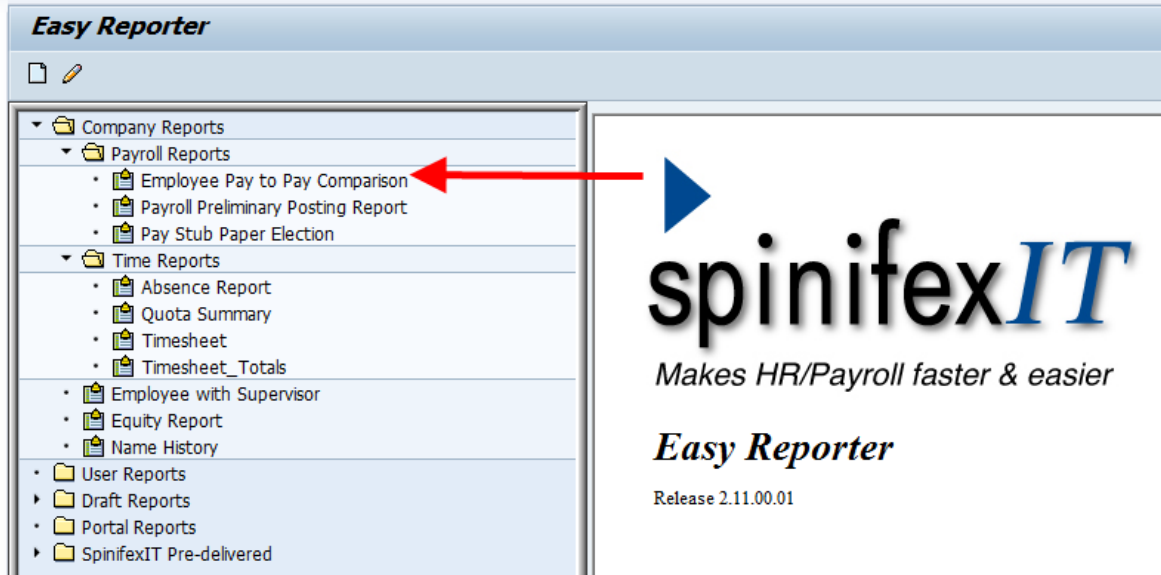

Or Insert Transaction /spin/er in your favorites.

STEP 2: Drill Down by clicking on arrow and select Company Reports - -Employee Pay to Pay Comparison

STEP 3: Double Click on the Employee Pay to Pay Comparison report.

STEP 4: When running the Pay to Pay Comparison report, the first screen that appears is the [i] tab, which provides the description of the report and fields that will display.

Select the appropriate variant: can choose between Biweekly, Monthly, and Faculty Pay to Pay Comparisons.

A green check mark will appear when you select the variant.

STEP 5: Select the Report Data Period Tab, values will automatically default.

STEP 6: Click on the Select Employees tab and enter either an Employee's Person ID or Org Unit(s).
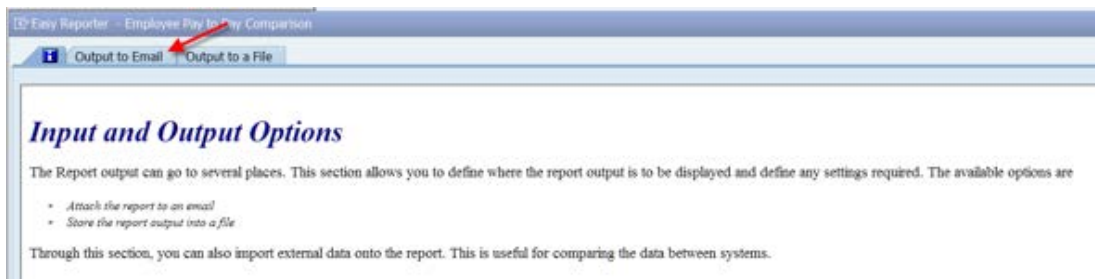
STEP 7: Select the Additional Selections tab if you want to filter out any difference below a certain dollar amount. I have set the value at $0 so all variances will be reported.
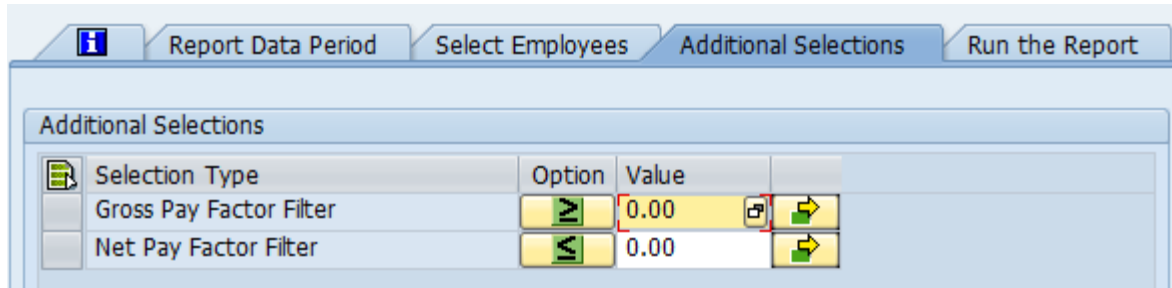
STEP 8:   To Schedule & Email the Spinifex Report click on the Modify Output Icon
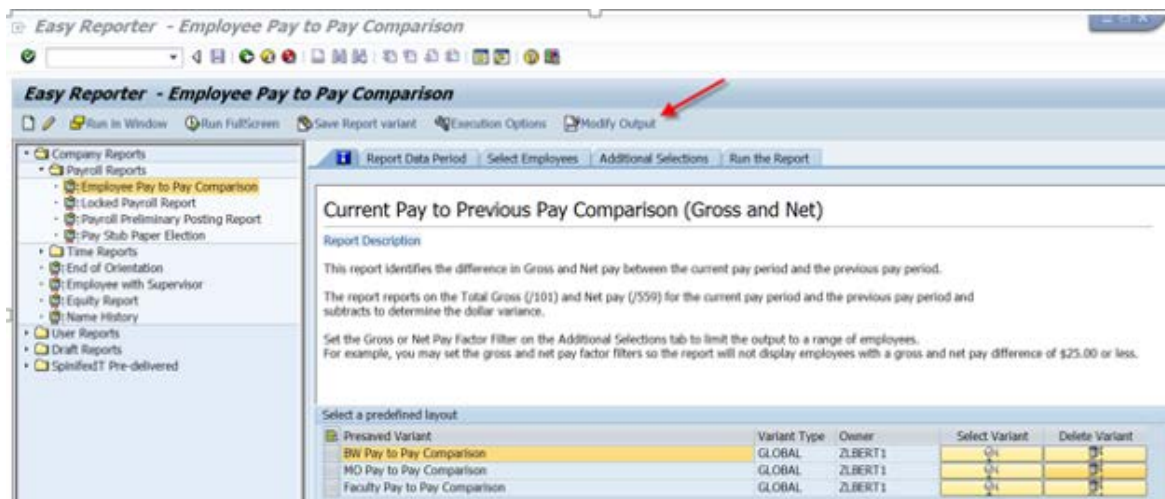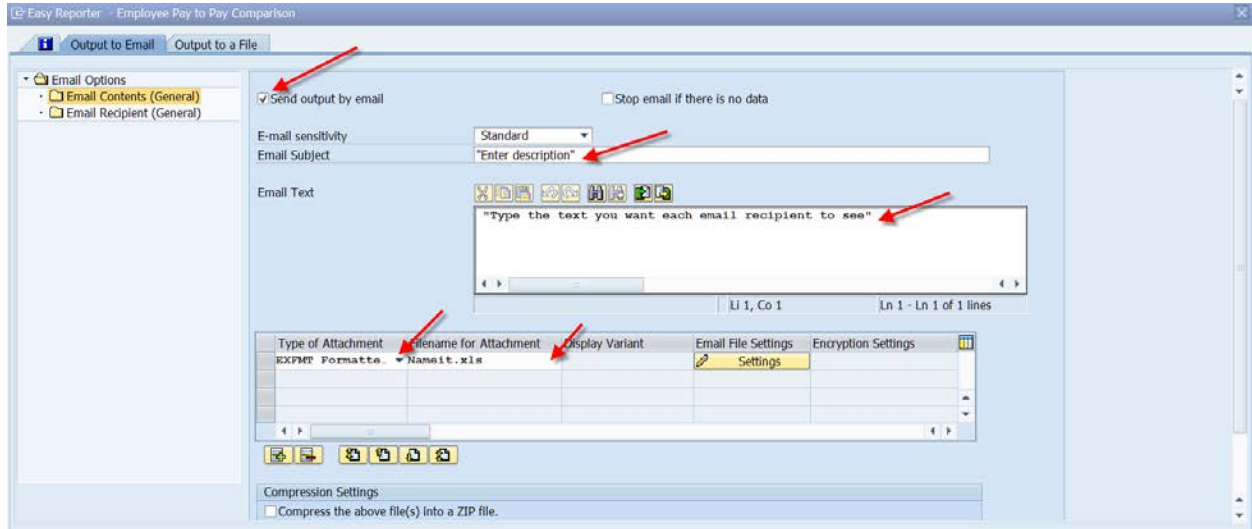

STEP 9:   Select Output to Email Tab

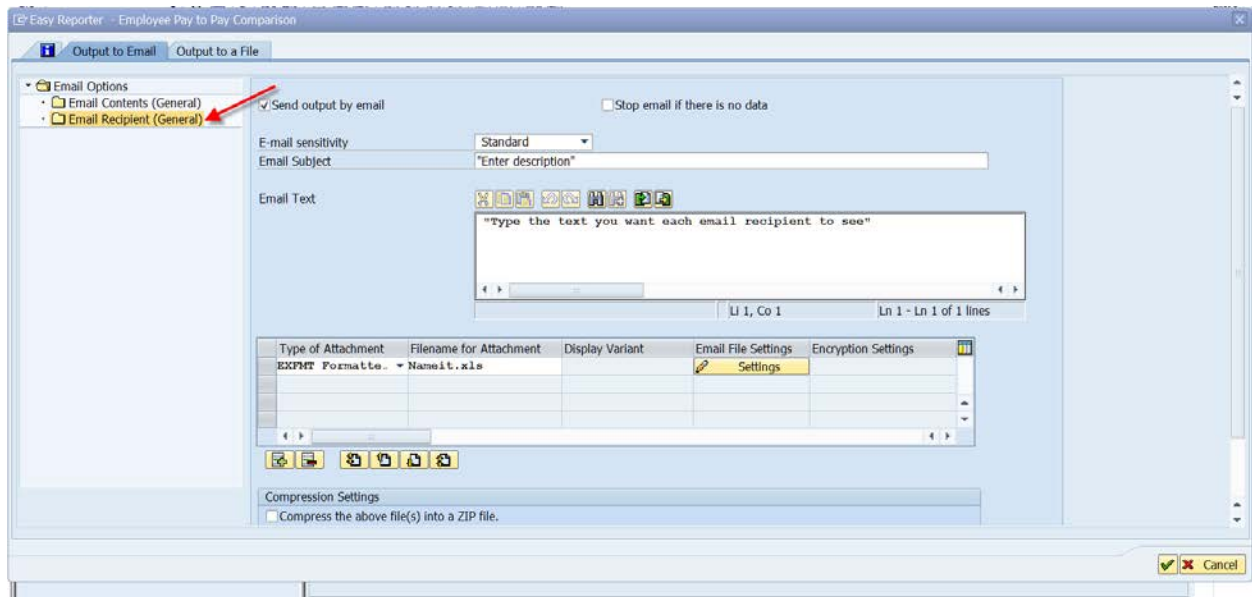STEP 10:   Select Email Contents Folder

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
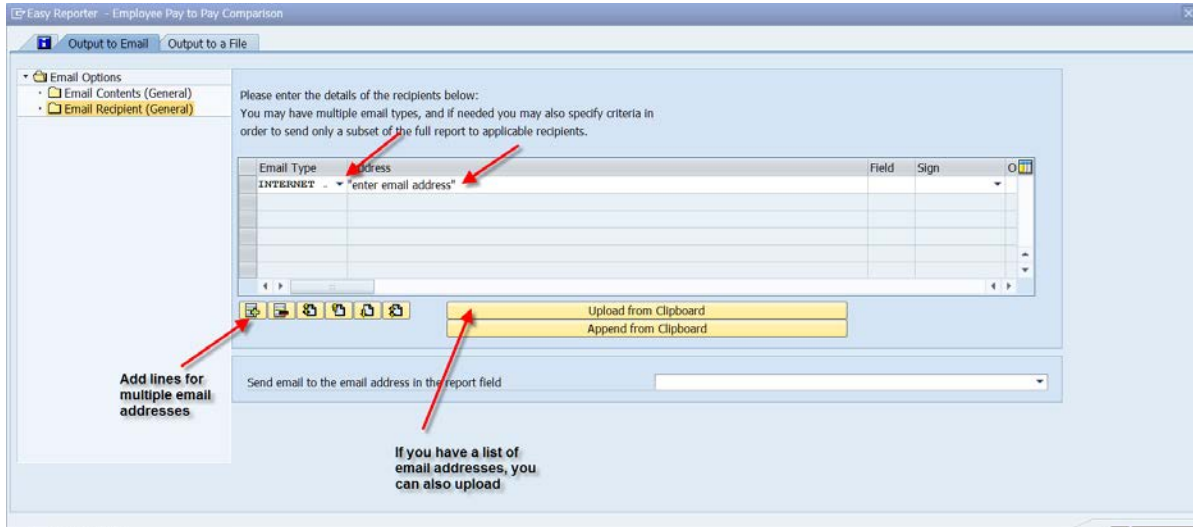

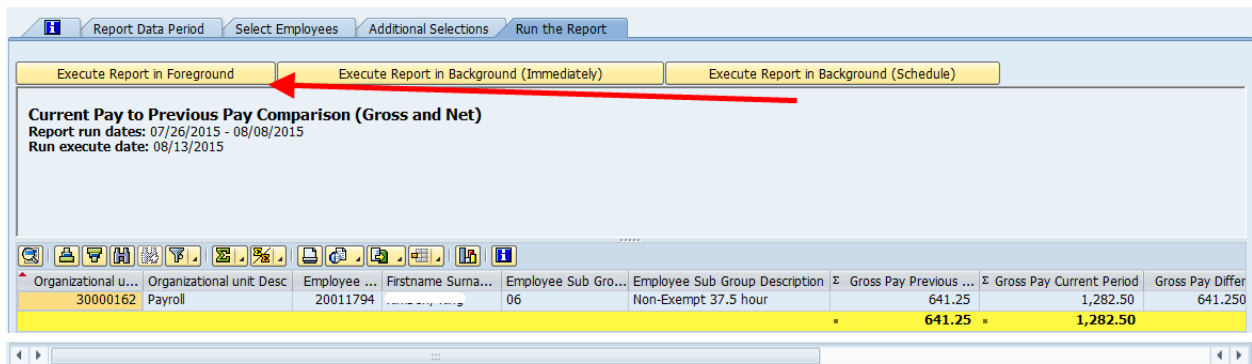STEP 12: Select Email Recipient Folder

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

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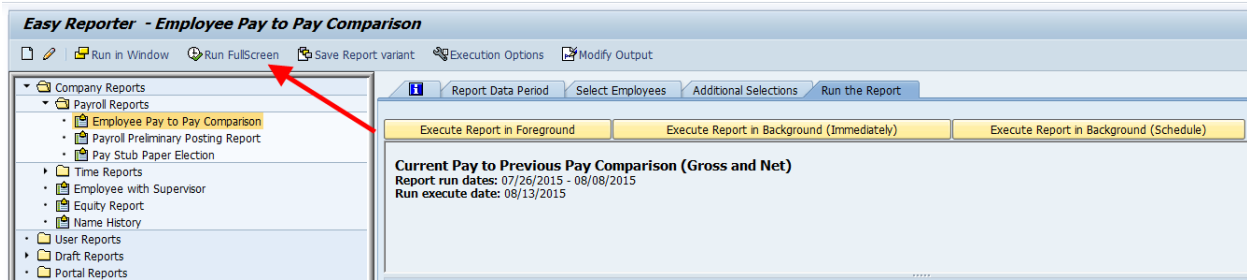

STEP 14: Now select the Run the Report tab and Execute Report in Foreground. You can also elect to "Execute Report in Background (Schedule)."

Allow report to run, results will display on screen.

STEP 15: There is a scroll bar at the bottom to navigate the full report.

You can also select Run Full 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

Select the report and click on the Spool Icon.

Then click on the piece of paper under the Type column.