Spinifex Reporting – Employee with Supervisor

This report is to provide a listing of employees and who their reporting supervisor is at UK.

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

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Or Insert Transaction /spin/er in your favorites.

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STEP 2: Drill Down by clicking on arrow and select Company Reports - -Payroll Reports - -Employee with Supervisor.



STEP 3: Double Click on the Employee with Supervisor report.



STEP 4: When running pay stub report select the variant located on the **1** tab, which automatically defaults.



STEP 5: Select the Report Data Period Tab and click on the Period Icon.

Report Data Period	Select Employees	Run the Report	
Payroll Period			
Payroll Area		to	
 Current Period 			
Other Period			
Period			
Alternative Dates			

STEP 6: Select Today radio button.

Report Data Period	Select Employees	Run the Report]
Period			
 Today 	O Current month	◯ Curren	it year
○Up to today	○ From today		
Other period		То	
Payroll Period			
Alternative Dates			

STEP 7: On the Select Employees tab enter either the Employee's Person ID or Org Unit(s).

	Report Data Period Select E	mployee	s Run the Report	
	laure Calentina			
Emp	ployee Selection			
B	Selection Type	Option	Value	
	External Person ID			
	Position			
	Personnel Subarea			
	Payroll Area			
	Personnel Number			
	Organizational Unit		30000162 🗗 🕏	
	Org Selection			

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



Select Output to Email Tab STEP 9:

B En	y Reporter - Employee Pay to Twy Comparison
Æ	Cutput to Email Output to a File
In	nput and Output Options
The	Report output can go to several places. This section allows you to define where the report output is to be displayed and define any settings required. The available options are
	 Attack the report to an email Store the report subjut into a file
The	rough this section, you can also import external data onto the report. This is useful for comparing the data between systems.

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

Output to Email Output to	a File					
Cal Email Options Cal Email Contents (General) Cal Email Recipient (General)	Send output by email	Stop emai	il if there is no data			
	E-mail sensitivity	Standard 🔹				
	Email Subject	"Enter description"				
		"Type the text you want e	Li 1, Co 1	ht to see"	↓ ↓ L of 1 lines	
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STEP 12: Select Email Recipient Folder

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Email Options Email Contents (General) Email Recipient (General)	Send output by email		Stop emai	il if there is no data			
E	-mail sensitivity	Standard	-				
6	mail Subject	"Enter descrip	tion"				
5	mail Text	19715-1940 G					
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STEP 13: Select "Internet" Email Type (can add multiple lines)

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

Chemal Options Chemal Options Chemal Options Chemal Contents (General) Chemal Recipient (General)	Please enter the details of the recipients below: You may have multiple email types, and if needed you may also specify criteria in order to send only a subset of the full report to applicable recipients.					
	Email Type odress	Field	Sign	0		
	INTERNET - * "enter email address" 🦈			-		
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1	Append from Clipboard					
Add lines for	Send email to the email address in the report field					
multiple email						
addiesses	/					
	If you have a list of					
	email addresses you					

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

Report Data Period V Select Employees Run the Report								
Execute Report in	n Foreground	E	xecute Report in Background (Immediately)	Execute R	Report in Backgro	und (Schedule)		
List of employees, and who they report to Report run dates: 08/13/2015 - 08/13/2015								
3 A 7 H 🔛	F . Z . <u>*</u>							
Employee Name	Personnel Number	Employe	Employee Position Number	Employee Email	Supervisor's	Supervisor's email	Supervisor's Position No	
Charlsie Dyer	1629	00001629	50105412 - Administrative Support Associate I	renee.dyer@uky.edu	Melissa Wilson	missy.wilson@uky.edu	50105451 - Accounting Manager II	
Judith F Carpenter	5748	00005748	50127723 - IS Technical Support Specialist III	col051@email.uky.e	Zoe Morley	zlbert1@email.uky.edu	50105422 - Accounting Manager Senior	
Katherine J McChord	6033	00006033	50105423 - Accountant Principal	kjhope2@email.uky	Zoe Morley	zlbert1@email.uky.edu	50105422 - Accounting Manager Senior	
Melissa M Wilson	8029	00008029	50105451 - Accounting Manager II	missy.wilson@uky.e	Zoe Morley	zlbert1@email.uky.edu	50105422 - Accounting Manager Senior	
Peggy W Johnson	9036	00009036	50105417 - Administrative Support Associate I	pjohn0@email.uky.e	Melissa Wilson	missy.wilson@uky.edu	50105451 - Accounting Manager II	
Zoe L Morley	12407	00012407	50105422 - Accounting Manager Senior	zlbert1@email.uky.e	Ronda Beck	ronda.beck@uky.edu	50124336 - Controller	
Denny M Haynes	31301	00031301	50133159 - Accountant Principal	denny.haynes@uky	Zoe Morley	zlbert1@email.uky.edu	50105422 - Accounting Manager Senior	
Ethel Charlene Childers	49156	00049156	50126205 - Accountant Principal	charlene.childers@u	Zoe Morley	zlbert1@email.uky.edu	50105422 - Accounting Manager Senior	
Phillip S Dills	52897	00052897	50105420 - Administrative Support Associate I	scott.dills@uky.edu	Melissa Wilson	missy.wilson@uky.edu	50105451 - Accounting Manager II	
Kimberly Jo King	20011794	12126245	50105411 - Administrative Support Associate I	kim.king@uky.edu	Melissa Wilson	missy.wilson@uky.edu	50105451 - Accounting Manager II	

STEP 15: Allow report to run. Results will display on screen.

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

0:			_				
Simple J	ob Sei	ection	,				
() Execute	Exter	nded Job	Selection	1 Informat	tion		
Job name		*					
User name		DMHAY	YNO				
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Job status							
Sched.	Release	ed	✓ Ready	Active	✓ Finished	Canceled	
Job start cond	lition						
	From	12/2	2/2015	To 🜆 12	/22/2015		
	From (Ð		то 🕒			
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or after event	:				•		

User name and current date will populate. Execute

Select the report and click on the Spool Icon.

Job Overview												
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Job overview from: 12/20/2015 at: : to: 12/21/2015 at: : Selected job names: * Selected user names: ECWESL* Scheduled Ø Released Ø Ready Ø Active Ø Finished Ø Canceled Event controlled Event ID: ABAP program Program name :												
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ZHR_FED RETIREE W/ FICA EXEMPT	ECWESL2		Finished	12/21/2015	14:30:00	12/21/2015	14:30:07	11	7	12,20,2010		
ZHR_VACPAYOUT FOR POST DOC 2010	ECWESL2	1772	Finished	12/21/2015	20:00:00	12/21/2015	20:00:08	86	8	12/21/2015 12/21/2015		

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

Output Controller: List of Spool Requests										
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Spool no.	Туре	Date	Time	Status	Pages	Title				Authoriz.
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