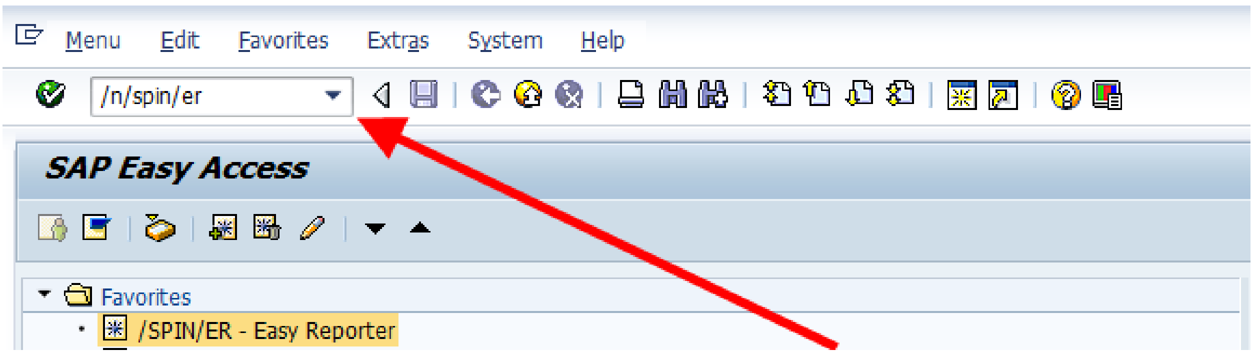
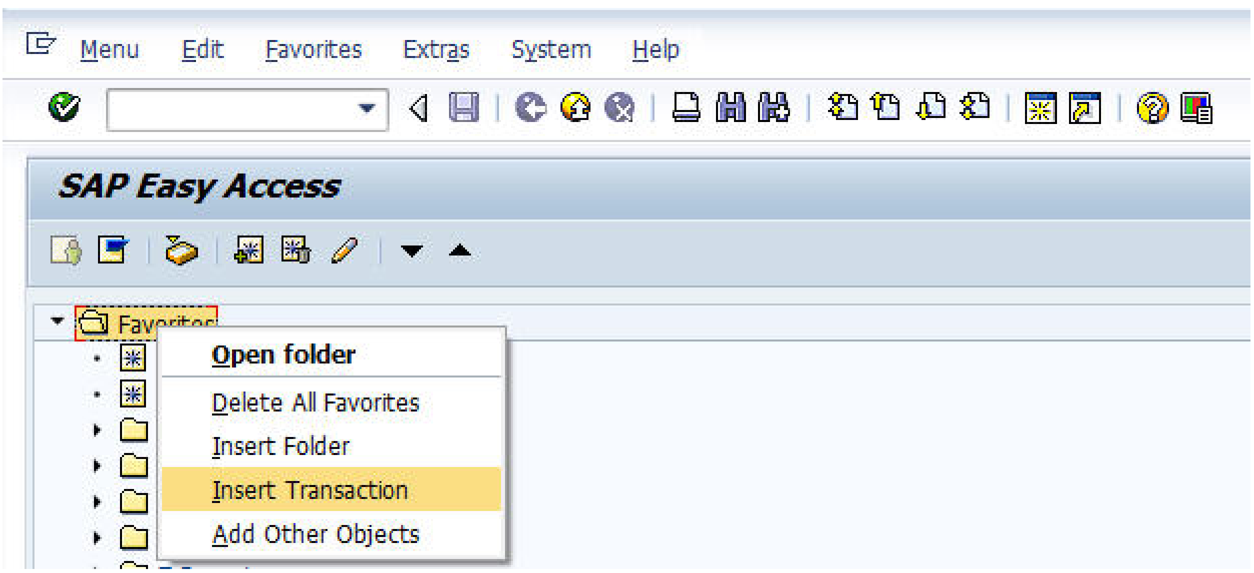
Spinifex Reporting – Equity Report

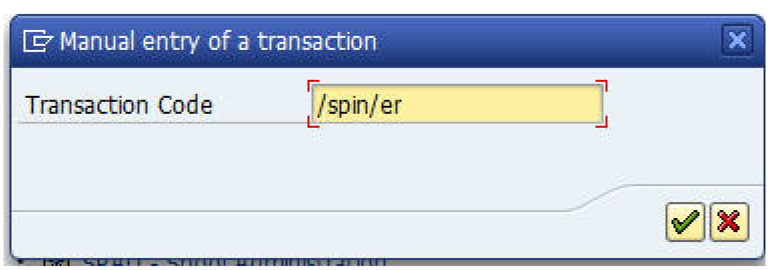
This report is used for comparing employees, within similar positions, experience & education for equity purposes.

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

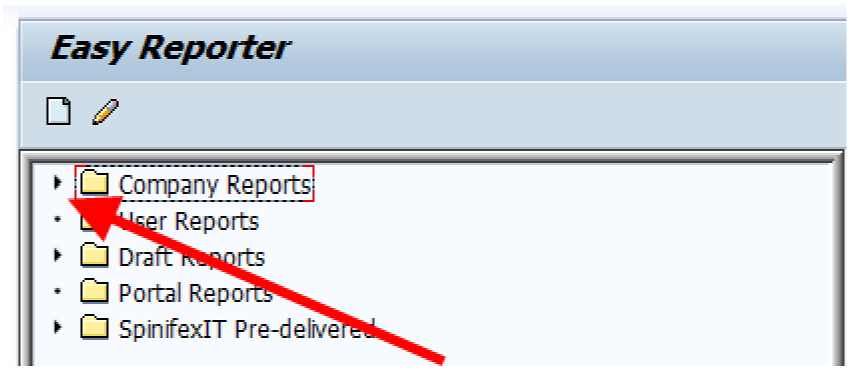


Or Insert Transaction /spin/er in your favorites.

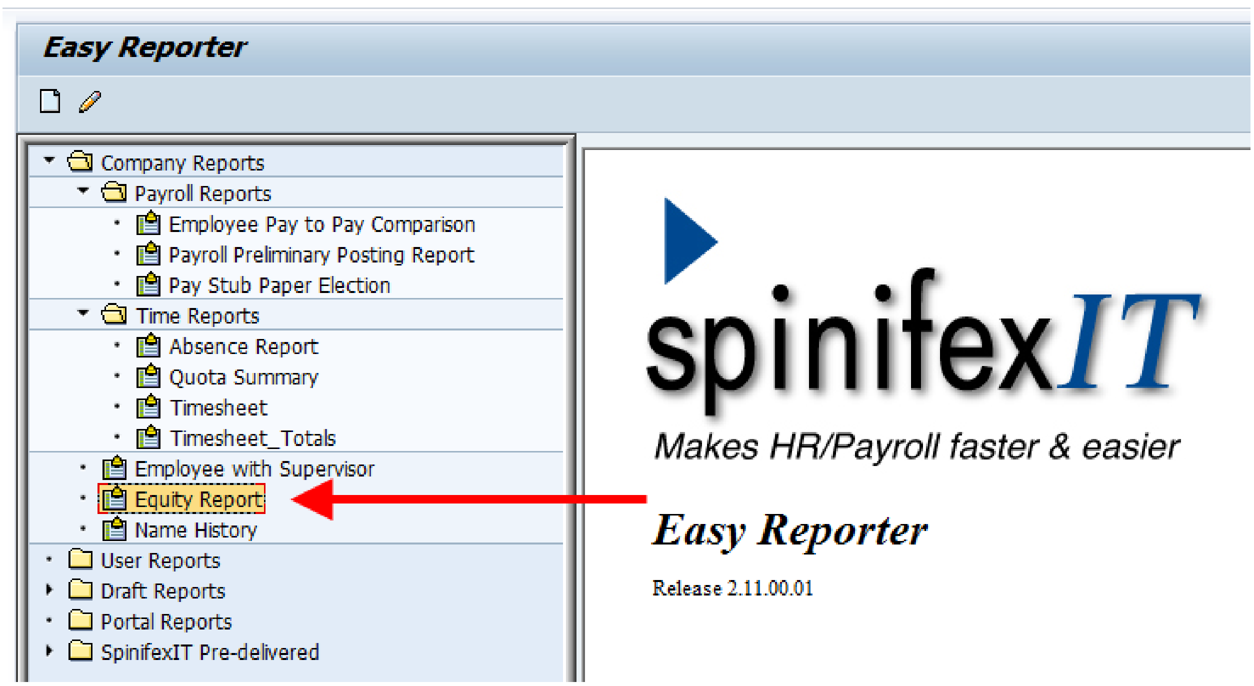




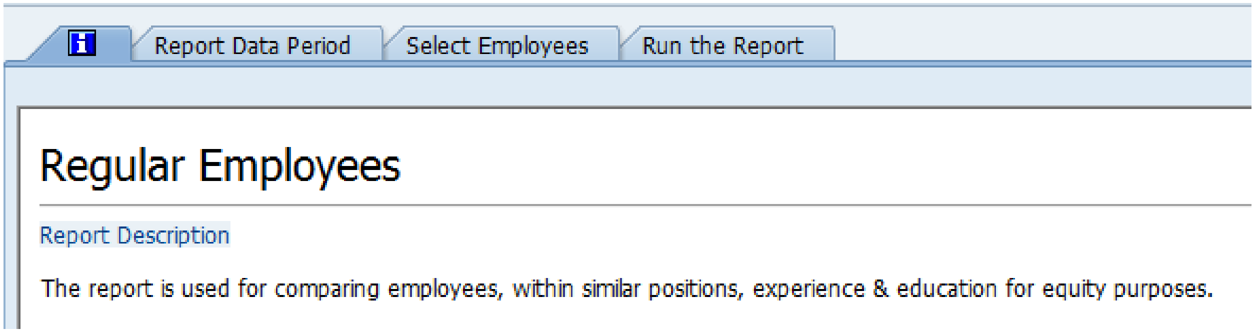
STEP 2: Drill Down by clicking on arrow and select Company Reports - -Equity Report



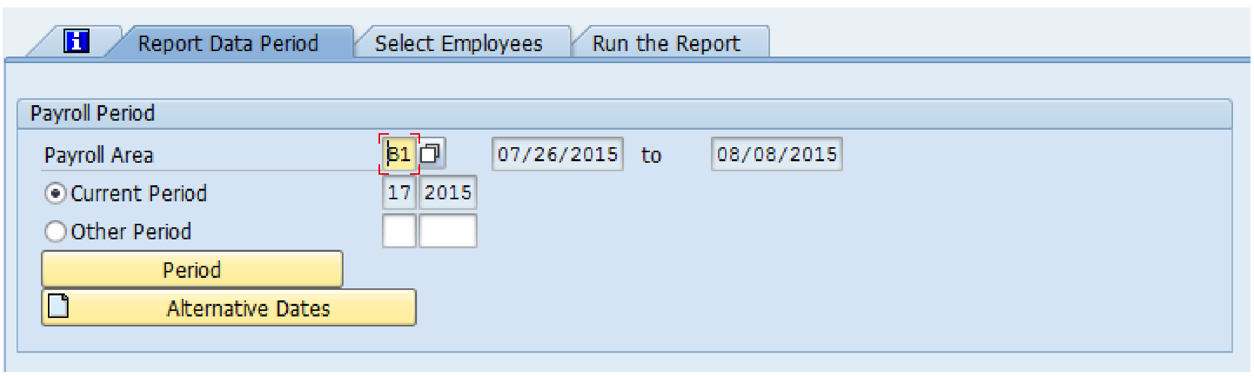
STEP 3: Double Click on the Absence Report



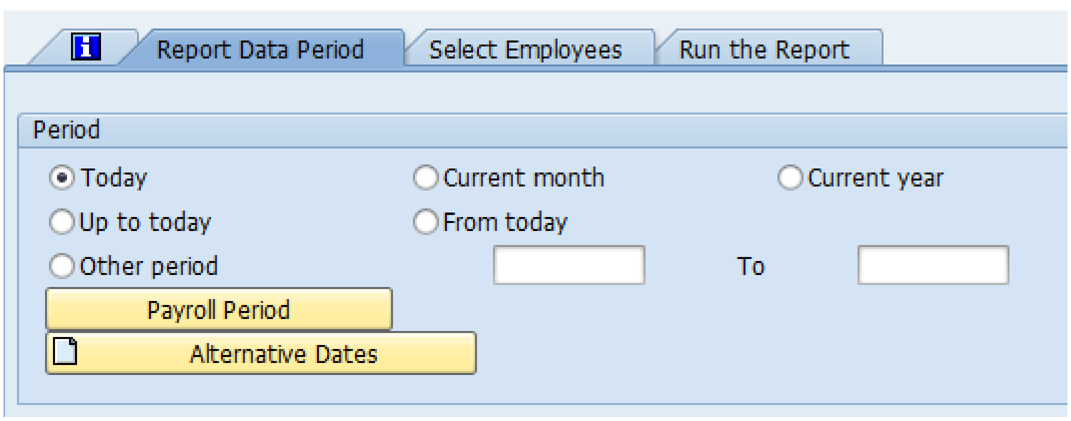
STEP 4: When running the Equity report, the first screen that appears is the tab, which provides a description of the report.



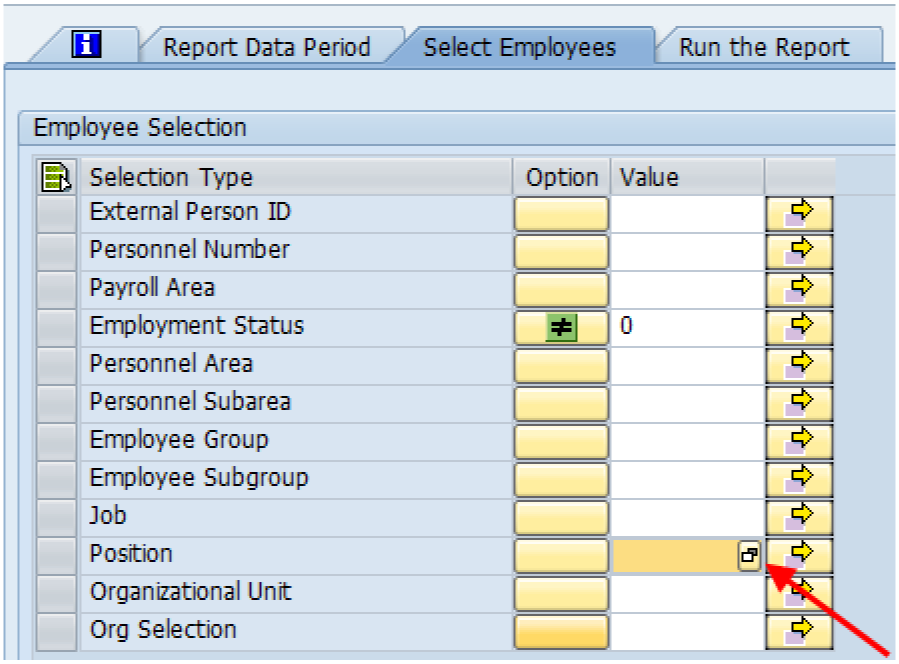
STEP 5: Select the Report Data Period Tab. You can run it based on Payroll Period selecting payroll area B1 or M1, which will default the current payroll period.



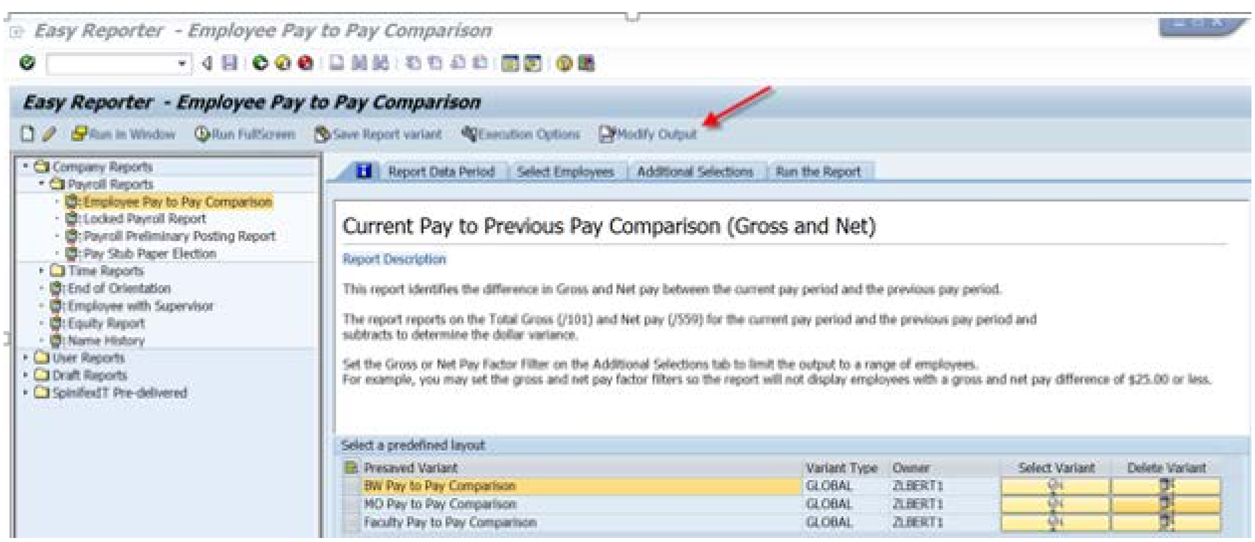
Or select Period and run based on Today or Other Period by selection the appropriate radio button.



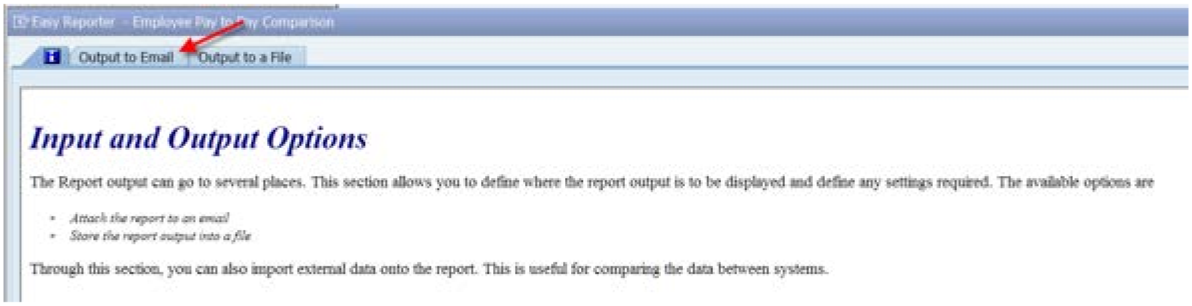
STEP 6: On the Select Employees tab run the report based on Position Number or any of the available selection types.



STEP 7: To Schedule & Email the Spinifex Report click on the Modify Output Icon



STEP 8: Select Output to Email Tab

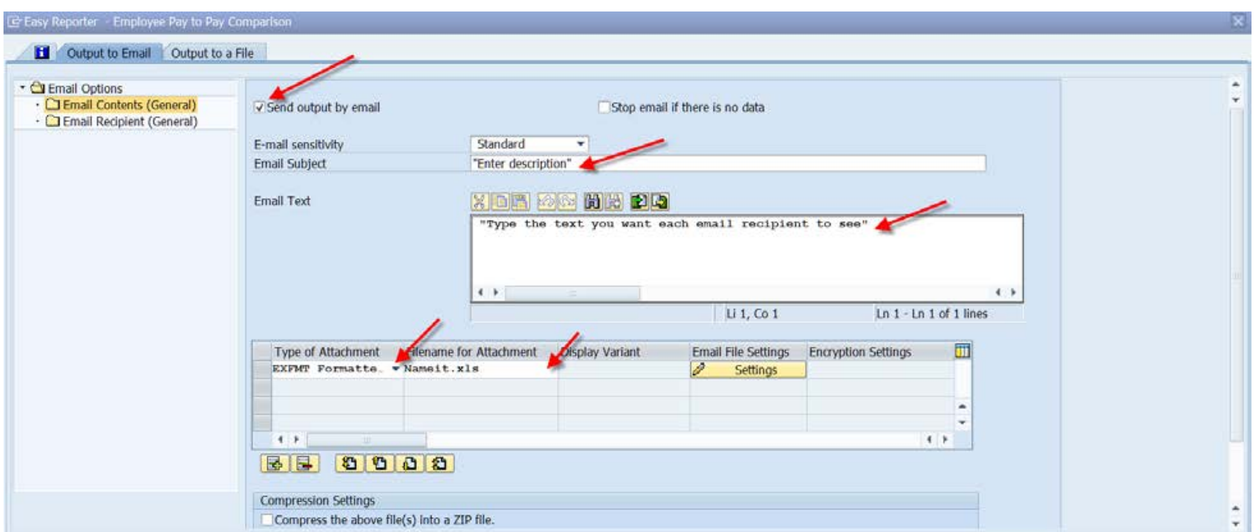


STEP 9: Select Email Contents Folder

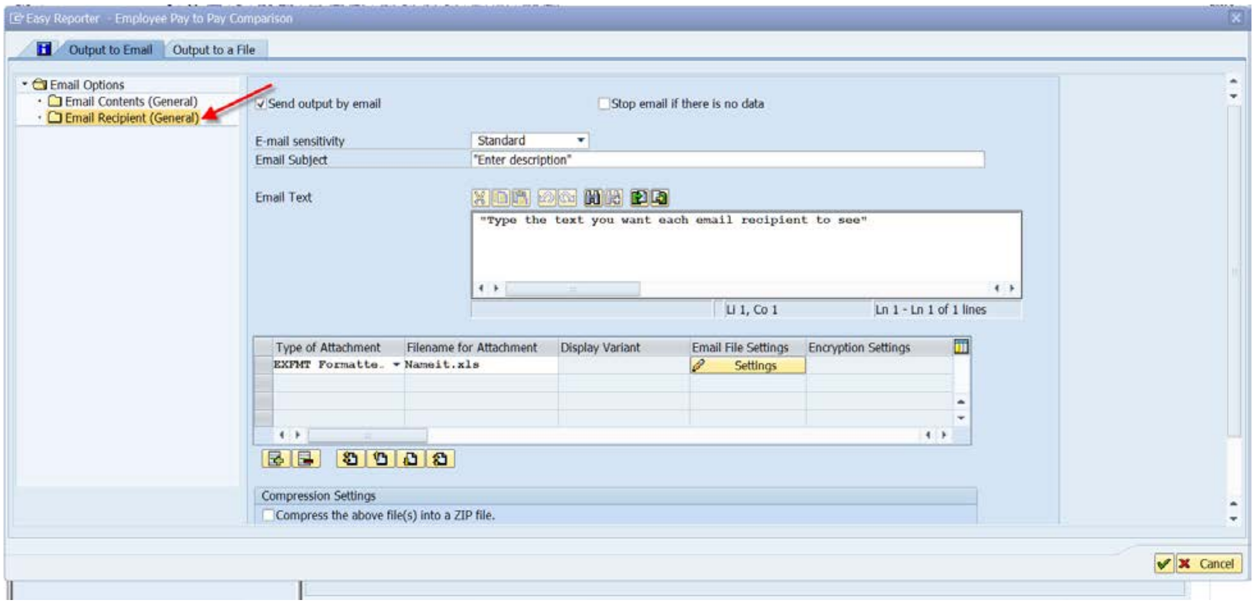
STEP 10: Select "Send Output by email" check box.

Complete Subject Line and Body of Text

Select Excel Formatted File Type and Complete Report Name

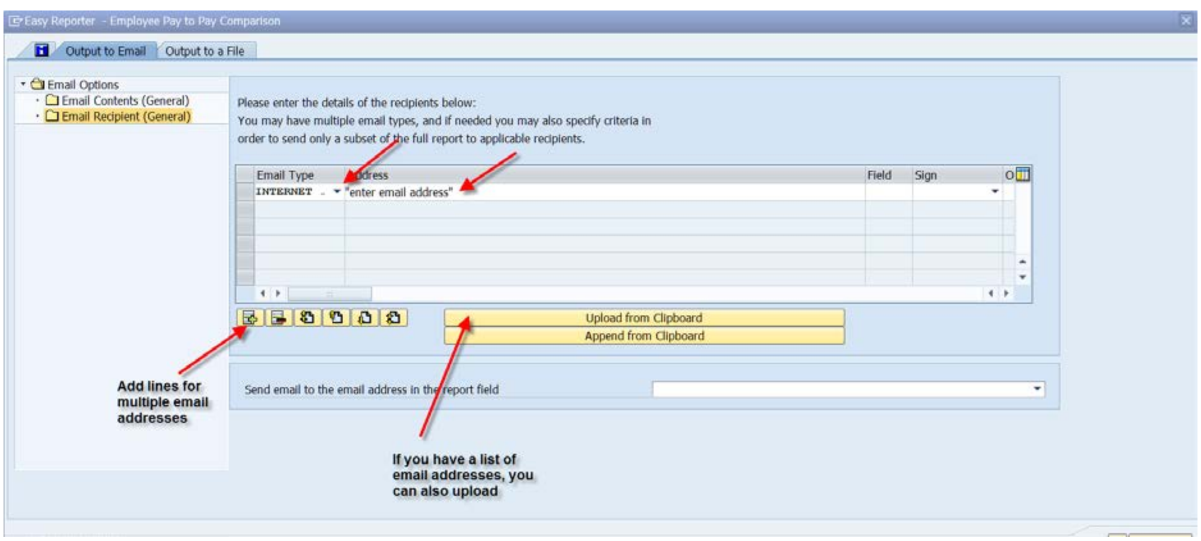


STEP 11: Select Email Recipient Folder

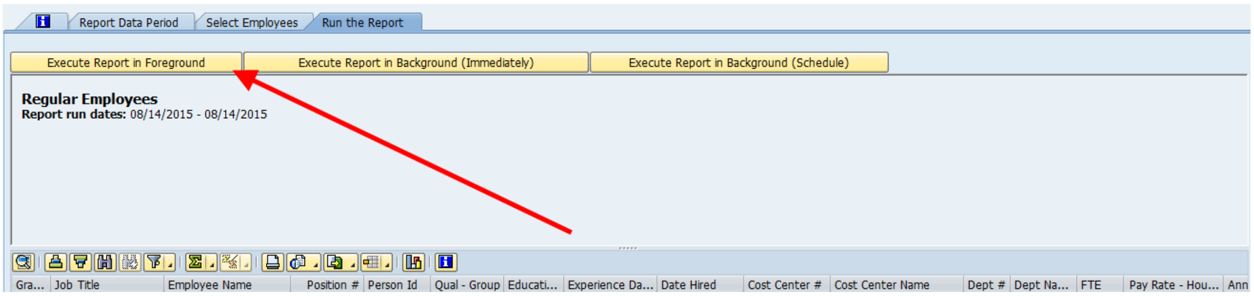


STEP 12: Select "Internet" Email Type (can add multiple lines)

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



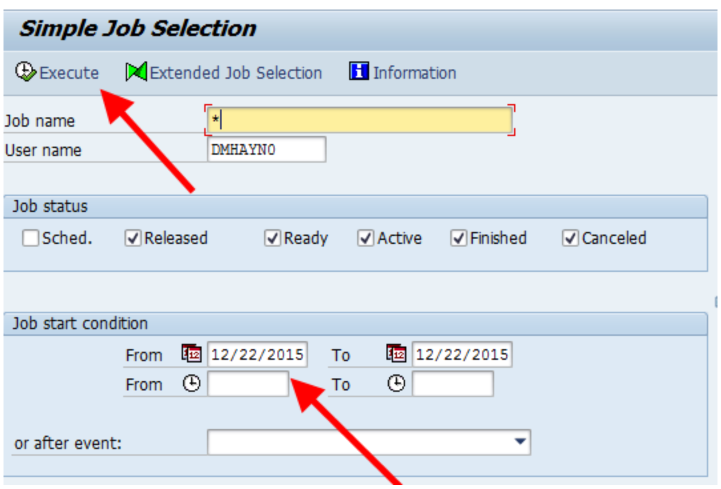
STEP 13: Now select the Run the Report tab and Execute Report in Foreground. You can also elect to "Execute Report in Background (Schedule)."



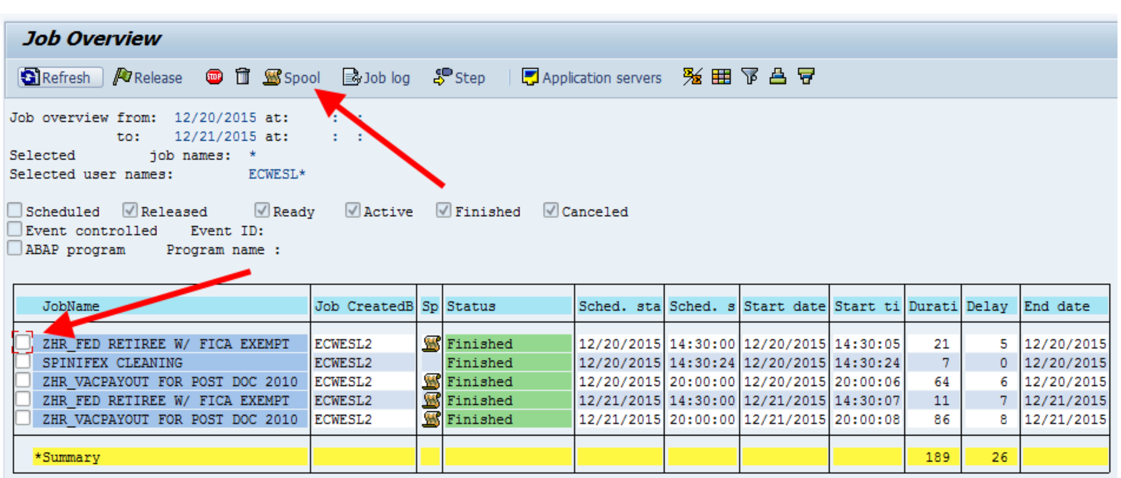
STEP 14: Allow report to run, results will display on screen and information populated below displayed fields.

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.