# Spinifex Reporting – Name History

This report is to provide a history of the names an employee has been listed under at UK.

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

¢	<u>M</u> enu	<u>E</u> dit	<u>F</u> avorites	Extr <u>a</u> s	S <u>v</u> stem	<u>H</u> elp					
(	/n/s	pin/er	•	۵ 🗉	C 😧	😧   🖴	H H I	<b>8</b> 7 🔁	£ 1)	Ж 🔁	🔞 🖪
	SAP E	asy A	ccess								
	3 📑	õ   5	8 👪 🦉	▼ ▲							
	Favo	orites /SPIN/El	R - Easy Repo	rter					,		
Or I	nsert Tr	ansacti	on /spin/er	in your	favorite	s.					

) 🖪 🛛 🏷	😹 🔀 🥖 🔻 🔺	8		
G Favoritor	Open folder	<u> </u>		
· ː ː ː	Delete All Favorites Insert Folder	-		
	Insert Transaction			
• 🖬 🔤	Add Other Objects			

8

STEP 2: Drill Down by clicking on arrow and select Company Reports - -Name History



STEP 3: Double Click on the Name History report.

Easy Reporter	
<ul> <li>Company Reports</li> <li>Payroll Reports</li> <li>Payroll Preliminary Posting Report</li> <li>Pay Stub Paper Election</li> <li>Pay Stub Paper Election</li> <li>Time Reports</li> <li>Absence Report</li> <li>Quota Summary</li> <li>Timesheet</li> <li>Timesheet_Totals</li> <li>Employee with Supervisor</li> <li>Equity Report</li> <li>Wame History</li> <li>Draft Reports</li> <li>Portal Reports</li> <li>SpinifexIT Pre-delivered</li> </ul>	Image: SpinifexIT         Makes HR/Payroll faster & easier         Easy Reporter         Release 2.11.00.01

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, click on the Other Period radio button, and enter Start Date of employee to current date.

Report Data Period	Select Employees	Run the Report	]
(			
Period			
○ Today	<ul> <li>Current month</li> </ul>	○ Curren	t year
○ Up to today	○From today		
<ul> <li>Other period</li> </ul>	03/19/2006 🗇	To 1	2/31/2015
Alternative Dates			

## STEP 6: Select Today

Report Data Period	Select Employees	Run the Report	
Period			
<ul> <li>Today</li> </ul>	O Current month	OCurrent	t year
○ Up to today	○ From today		
Other period		То	
Payroll Period			
Alternative Dates			

STEP 7: Click on the Select Employees tab and enter the UK ID in the External Person ID field.

	Report Data Period Select E	mployee	s Run the	Report			
<b></b>	Employee Selection						
Emį	Employee Selection						
	Selection Type	Option	Value				
	External Person ID		00011426 🗗	<b>\$</b>			
	Personnel Number			<b>₽</b>			
	Payroll Area			<b>-</b>			
	Employment Status	<b>=</b>	0	<b>-</b>			
	Personnel Area			<b>-</b>			
	Personnel Subarea			<b>-</b>			
	Employee Group			->			
	Employee Subgroup			->			
	Organizational Unit			->			
	Org Selection			<b>-</b>			

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



#### Select Output to Email Tab STEP 9:

12 Em	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
	<ul> <li>Attack the report to an email</li> <li>Store the report subjut into a file</li> </ul>
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	
					5000 C	
	Type of Attachment Milename for	Attachment Dicnlay Variant		The second se		
	The second secon	Production Providence	Email File Settings	Encryption Settings		
	EXFMT Formatte. Nameit.xl	s	Settings	Encryption Settings		
	EXPMT Formatte Nameit.xl	s	Settings     Settings	Encryption Settings		
	EXFMT Formatte. Nameit.xl	s	Settings	Encryption Settings		
	EXPMT Formatte Nameit.xl	s	Email File Settings	Encrypuon Setungs	•	
	EXPER Formatte. Tameit.xl	s	Email File Settings	Encryption Settings		
	EXPRE Pormatte. Maneit.xl	Automatica proposi fonom	Emai File Settings	encryption Settings	•	

# STEP 12: Select Email Recipient Folder

								_	
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							
	and rext	Type the	text you want e	ach email reginier	at to see"				
		The cur	Type the text you want each email redipient to see"						
		10.0				4.5			
				C. Income and a second	La resta en este en este en este este este este				
				Li 1, Co 1	Ln 1 - Ln	1 of 1 lines			
-	Tune of Attachment	Filename for Attachment	Dienlay Variant	Li 1, Co 1	Encontion Settings	1 of 1 lines			
	Type of Attachment EXFMT Formatte	Filename for Attachment	Display Variant	Li 1, Co 1 Email File Settings	Ln 1 - Ln Encryption Settings	1 of 1 lines			
	Type of Attachment EXPMT Formatte. +	Filename for Attachment Nameit.xls	Display Variant	Email File Settings	Encryption Settings	1 of 1 lines			
	Type of Attachment EXFMT Formatte. •	Filename for Attachment Nameit.xls	Display Variant	Li 1, Co 1 Email File Settings	Ln 1 - Ln	1 of 1 lines			
	Type of Attachment EXPMT Formatte	Filename for Attachment Nameit.xls	Display Variant	Li I, Co I Email File Settings	Ln 1 - Ln	1 of 1 lines			
	Type of Attachment EXFMT Pormatte. •	Filename for Attachment Nameit.xls	Display Variant	Email File Settings	Ln 1 - Ln	1 of 1 lines			
	Type of Attachment EXFMT Formatte. •	Filename for Attachment Nameit.sls	Display Variant	Email File Settings	Ln 1 - Ln	1 of 1 lines			
	Type of Attachment EXFFT Formatte. •	Filename for Attachment Nameit.sls	Display Variant	Li 1, Co 1 Email File Settings	Ln 1 - Ln	1 of 1 lines			
	Type of Attachment EXTRE Pormation = Compression Settings Compress the above file	Filename for Attachment Name 1. als	Display Variant	Email File Settings	Ln 1 - Ln	1 of 1 lines			

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

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

Email Options     Email Contents (General)     Email 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" 🥌			*	
				4.1	
	Append from Clipboard				
Add lines for					
multiple email	Send email to the email address in the report herd				
addresses					
	If you have a list of				
	ii you liave a list of				

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 Da	ta Period Selec	t Employees	Run the Repo	ort					
Exe	Execute Report in Foreground Execute Report in Background (Immediately) Execute Report in Background (Schedule)									
Name I Report i Run exe Run exe	Name History Report run date:: 03/19/2006 - 12/31/2015 Run execute time: 21:51:33									
🔇 i 📇	<b>78</b>	) <b>F .</b>   <b>Z .</b> ×		), 🖪 , 🖽 ,	🖪   🖪					
Last Na	First Name	Organizational U	Payroll Area	Personnel Area	Employee Group	Personnel Suba	Last changed on (IT 00	Employee Subgroup	Personnel Number	Start date (IT000
Briscoe	Theresa	30000162	B1	Main Campus	Staff	Reg FT	03/22/2006	Non-Exempt 37.5 hour	11426	10/11/1968
Adams	Theresa	30000162	B1	Main Campus	Staff	Reg FT	04/23/2007	Non-Exempt 37.5 hour	11426	04/23/2007

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.

Simple J	ob Selection
() Execute	Extended Job Selection
Job name	
User name	DMHAYNO
Job status	
Sched.	Released Ready Active Finished Canceled
Job start cond	lition
	From 🜆 12/22/2015 To 🜆 12/22/2015
	From 🕑 📂 To 🕑
or after event	:

User name and current date will populate. Execute

Select the report and click on the Spool Icon.

Job Overview												
🛐 Refresh 🖉 Release 🛛 🗐 📓 Spo	ol 📑 Job log	e C	Step 🔰 🗾 Appli	cation servers	⅔ ⊞	76 🖶 🖉						
Job overview from: 12/20/2015 at: : : to: 12/21/2015 at: : : Selected job names: * Selected user names: ECWESL* Scheduled @ Released @ Ready @ Active @ Finished @ Canceled Event controlled Event ID: ABAP program Program name :												
JobName	Job CreatedB	Sp	Status	Sched. sta	Sched. s	Start date	Start ti	Durati	Delay	End date		
ZHR_FED RETIREE W/ FICA EXEMPT SPINIFEX CLEANING ZHR_VACPAYOUT FOR POST DOC 2010 ZHR_FED RETIREE W/ FICA EXEMPT ZHR_VACPAYOUT FOR POST DOC 2010	ECWESL2 ECWESL2 ECWESL2 ECWESL2 ECWESL2	a aa	Finished Finished Finished Finished Finished	12/20/2015 12/20/2015 12/20/2015 12/21/2015 12/21/2015	14:30:00 14:30:24 20:00:00 14:30:00 20:00:00	12/20/2015 12/20/2015 12/20/2015 12/21/2015 12/21/2015	14:30:05 14:30:24 20:00:06 14:30:07 20:00:08	21 7 64 11 86	5 0 7 8	12/20/2015 12/20/2015 12/20/2015 12/21/2015 12/21/2015		
*Summary								189	26			

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

Output Controller: List of Spool Requests										
<b>9</b> 8 8 1	2	68 🤻 🕁	] 🚇 ,	&∣ ₩	<b>↓</b>	н 🤮	4	7 🖪	R 7	∑ ⅔ 🖪
<b>E</b> l	-				-					
Spool no.	Type	Date	Time	Status	Pages	Title				Authoriz.
592856	E	12/21/2015	21:43	-	13	LIST1S	LP01	RPCAL	CU0_DMH	