Running ZHRFLEX – Flexible Employee Data Report

Process: To create and run a Flexible Employee Data Report	
PROCEDURES	
Log into SAP and go to transaction:	Flexible Employee Data Image: Image
ZHRFLEX	Image: Constraint of the second se
	PA Home Address Image: Work Address BN Image: PY Image: PY TM Image: Field selection
Key Date:	Flexible Employee Data
Defaults Today, but can select "Other Date."	Further selections Search helps Sort order Org. structure Key date Other keydate Key Date
Selection Fields:	Selection
Defaults Personnel Number	Personnel Number Crosse Selection Fields Selection options Selection fields R
Click Further Selections for additional options. Highlight and click the arrow to drag over.	Employment status Company Code Personnel area Personnel subarea Employee group Employee subgroup Payroll area Controlling area Cost center Organizational unit Position Job Administrator group
	Selection: 1

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