

Chapter 8 Human Resources Reporting



AIMS Reports

This process documents the procedures and steps required to access the data stored in the Human Resources infotypes. When accessing AIMS Reports, you have the capability of selecting the fields that are to be returned as part of the report.

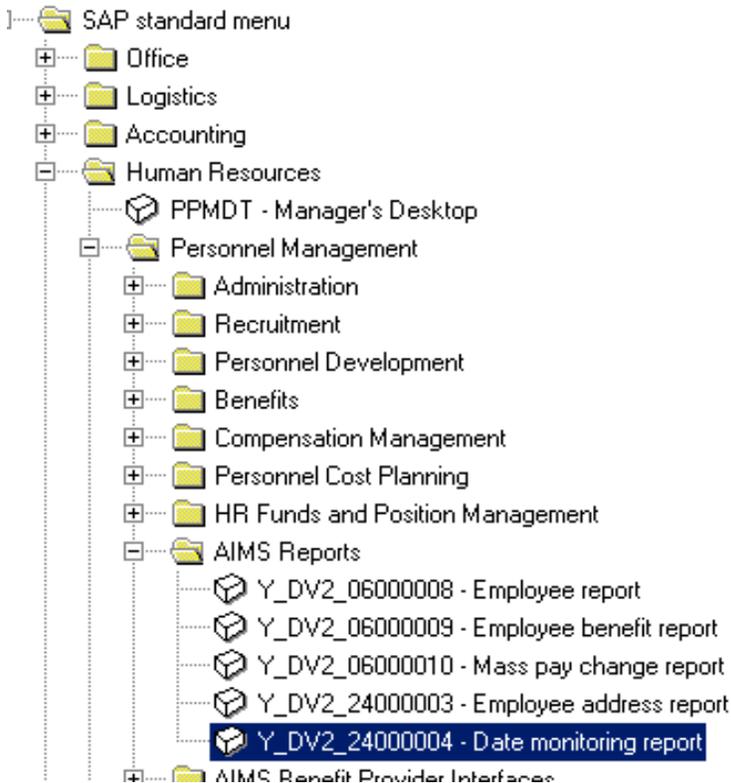
Authorizations will limit the information reported.

The screens shown in this chapter are examples of most of the report screens within the AIMS Human Resources system. Although not all reports are identical, the basic concepts and methods may be carried over from report to report. We have included the detailed explanations of how to create reports for specific needs.

Date Monitoring Report

Menu Path: **HUMAN RESOURCES > PERSONNEL MANAGEMENT > AIMS REPORTS>DATE MONITORING REPORT**

The Date monitoring report allows you to specify an interval by entering start and end dates.



HR Date Monitoring Report
 Program Edit Goto System Help

Further selections Search helps Org. structure

Period

Today Current month Current year
 Up to today From today
 Other period

Person selection period: To:

Selection

Personnel number	<input type="text"/>	to	<input type="text"/>	
Employment status	<input type="text" value="0"/>	to	<input type="text"/>	
Personnel area	<input type="text"/>	to	<input type="text"/>	
Personnel subarea	<input type="text"/>	to	<input type="text"/>	
Employee group	<input type="text"/>	to	<input type="text"/>	
Employee subgroup	<input type="text"/>	to	<input type="text"/>	

Program selections

Due Date: to:
 Task type: to:

Further processing options

No further processing
 Interactive list

The screen above shows the main criteria screen for the report selected. This screen allows many options for the user. You will be able to see the data in exactly the form that you wish. The first part of this window is the Period section as shown below.

Period

Today Current month Current year
 Up to today From today
 Other period

Person selection period: To

This series of radio buttons allows the report to run for only the time period that the user requests.

Radio Button Title	Description
Today	If the report is to be run for records valid today
Up to today	Select for valid records up to today's (through yesterday)
Other period	Specify a specific range of dates in the top row of selection fields
Current month	Only records valid during the current month
From today	For records valid past today (starting tomorrow)
Current year	For records valid only during the current year.
Person selection period	See the explanation below

When you enter a person's selection period, the system selects only those employees who are members of the enterprise (the entire system) on at least one day in the specified period. These are persons with a valid Organizational Assignment (Infotype 0001) record. Entries in the standard Selection options fields limit the personnel numbers that are selected. You may specify an interval by entering the start and end dates in the left and right columns respectively.

One more way of filtering the information that you require in the final report is to use the Selection section of the criteria screen.

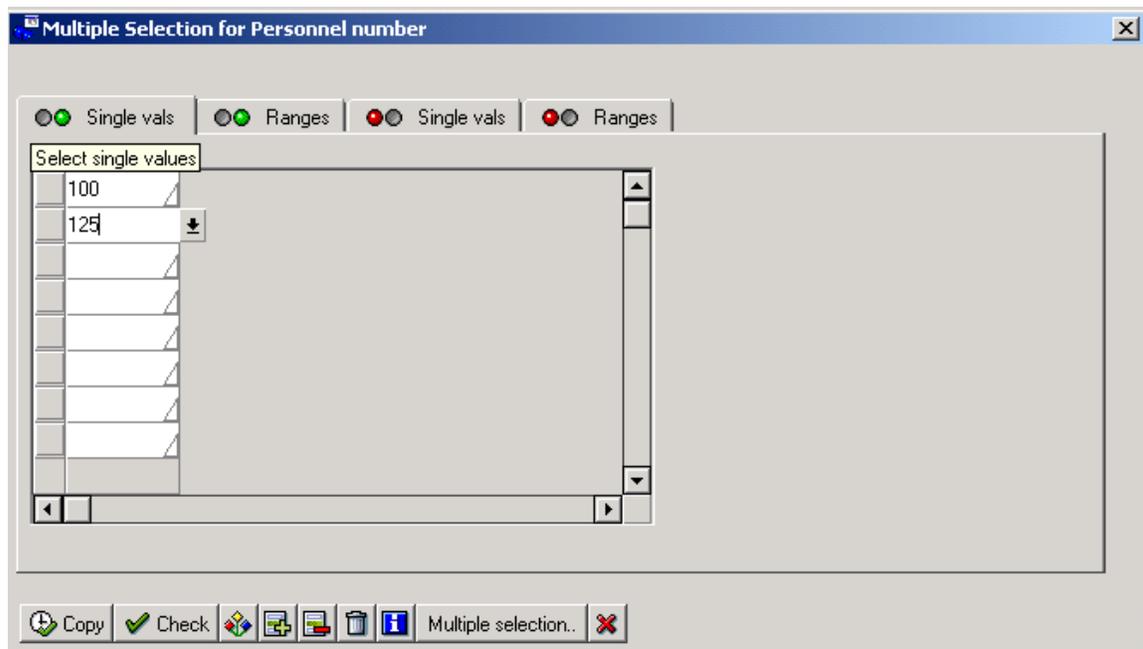
Selection

Personnel number: to
 Employment status: 0 to
 Personnel area: 1019 to
 Personnel subarea: 1019 to
 Employee group: to
 Employee subgroup: to

The Employment status field has a green icon in front of it , which means, "not equal to". We have asked for employees not equal to withdrawn. This will enable us to eliminate withdrawn employees from our report.

Radio Button Title	Description
Personnel number	Enter the desired personnel number, a range by clicking on the right facing arrow  or leave blank.
Employment status	The Employment status field has a green icon in front of it  meaning, “not equal to”.
Personnel area	Enter the assigned personnel area.
Personnel subarea	Enter the assigned personnel subarea.
Employee group	Enter the employment category, i.e. NF, NA, CC, etc or leave blank.
Employee subgroup	Enter the subgroup, i.e. FT, PT, CG, etc or leave blank.

Using these selection options allow many more ways to filter the information. For example, using the Personnel number (the selection types also apply to the other field listed as well), we may enter a single number, or a range of concurrent numbers using both boxes, or we may enter multiple numbers that are non-concurrent. To enter these types of numbers, click on the right facing arrow icon  on the line. The following Multiple Selection Screen shows.



In the example shown above, we have entered the Personnel ID numbers, 100 and 125 telling the system that we want to look at records for these two employees. We click the copy icon on the lower left of the window .

Human Resources

We are taken back to the main selection screen and the starting number, 100 is put into the selection box to the right of the Personnel number text. Notice also that the icon has a green bar on it  indicating that there are entries behind this field.

Selection

Personnel number	<input type="text" value="100"/>	to	<input type="text"/>	
Employment status	<input type="text" value="0"/>	to	<input type="text"/>	
Personnel area	<input type="text"/>	to	<input type="text"/>	
Personnel subarea	<input type="text"/>	to	<input type="text"/>	
Employee group	<input type="text"/>	to	<input type="text"/>	
Employee subgroup	<input type="text"/>	to	<input type="text"/>	

The Program selection field must be filled in as verification of the date period and to select the task type of the report.

Program selections

Due Date	<input type="text" value="10/01/2001"/>	to	<input type="text" value="12/31/2001"/>	
Task type	<input type="text" value="26"/>	to	<input type="text"/>	

Radio Button Title	Description
Due date	Periods must be the same dates as used in the person selection period above.
Task type	Use dropdown to select which date type text is desired.

Task type

TI	Date type text
01	1 ^{Sort} ar Probation
02	90 Day Initial Rview
03	1 Year Retire Enroll
04	CPR
05	First Aid Training
06	End of Temp Position
07	End of Flex Position
08	LWOP Expired
09	Flex EE Anual Review
10	Detail-Temp Assign
11	Pers Fincl Statement
12	Active Duty Call
13	HAZMAT
14	CARE Training
15	CARE Servers Cert
16	Food Sanitation Cert
17	Cert Wrkng Chef

Once all your selections have been made click on the Execute icon .

A segment of the finished report using the criteria that we set up is shown below.

HR Date Monitoring Report							
TT	Task Type	Reminder	Due Date	Pers.no.	Employee Name	Cost Center	Employment Status
26	Annual Evaluation	01/01/2002	01/01/2002	00000166	BARNES KENDRA THOMAS	CHILDDDEV CDC PROG	Active
26	Annual Evaluation	01/01/2002	01/01/2002	00000193	CAPLING JOYCE ANN	ITT ETCKT	Active
26	Annual Evaluation	01/01/2002	01/01/2002	00000195	CARPIO ADA FE	CHILDDDEV CDC PROG	Active

Once the report is generated on screen it can either be printed directly from SAP, emailed using SAP Mail, or saved into an excel worksheet with all of the excel capabilities.

Excel Instructions: Click on the Excel icon (calculator)  on the top bar. Click on the green check mark at the pop-up box for filtering, click on Excel display and the green check mark. This will save this file down into an Excel spreadsheet. Using Excel capabilities produce this report as you wish.

SAP Mail Instructions: Click on email icon (envelope)  on the top bar. A “create document and send” screen will appear. This screen allows for any additional notation to be made to the receiver, fill in the recipient information and click on the send icon (envelope) .



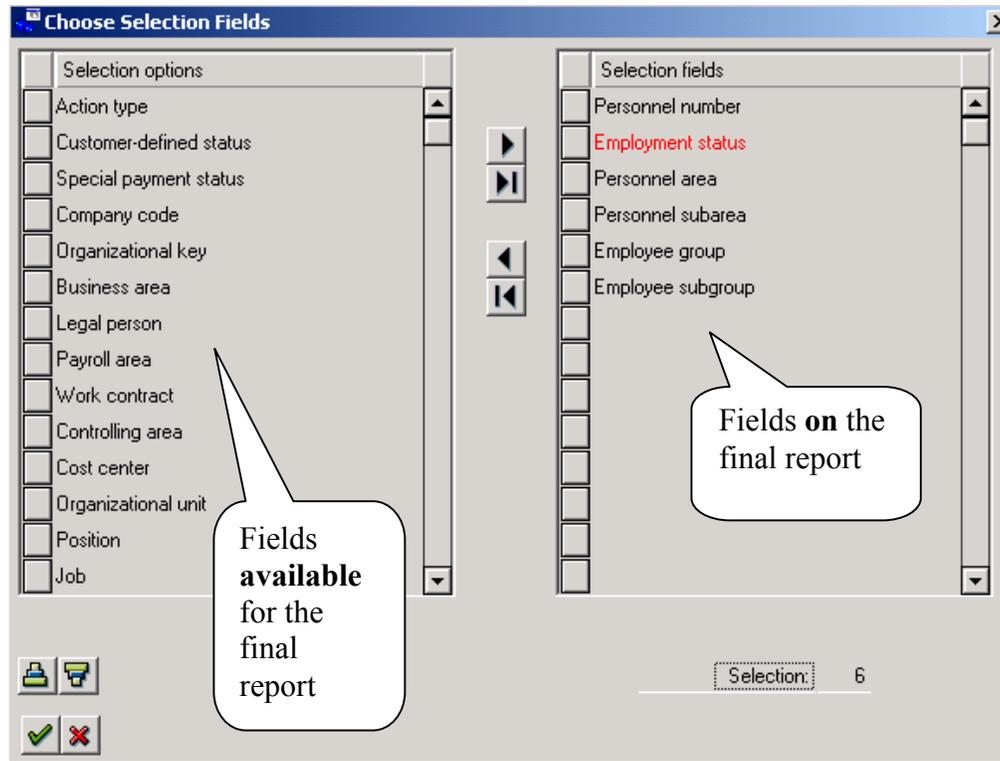
NOTE: All the other fields in the report can be accessed using the methods, standards and techniques listed above. If you have any questions as to what a field is, click once inside the field and then press the F1 function key on your keyboard to access the SAP help system.

There are also additional icons on the screen that can help further filter the information

You wish to see.

Further selections

The first of these pushbuttons is labeled **Further selections** and the result of clicking this button is shown below.

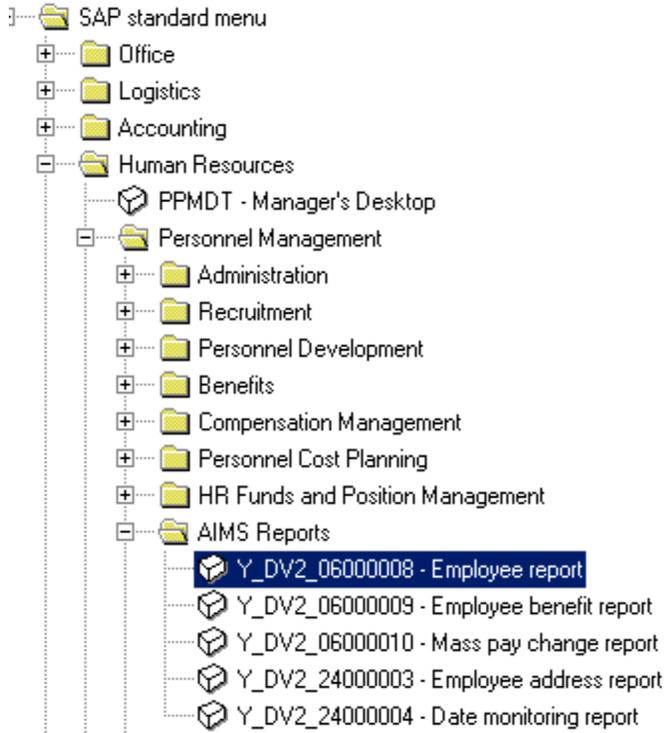


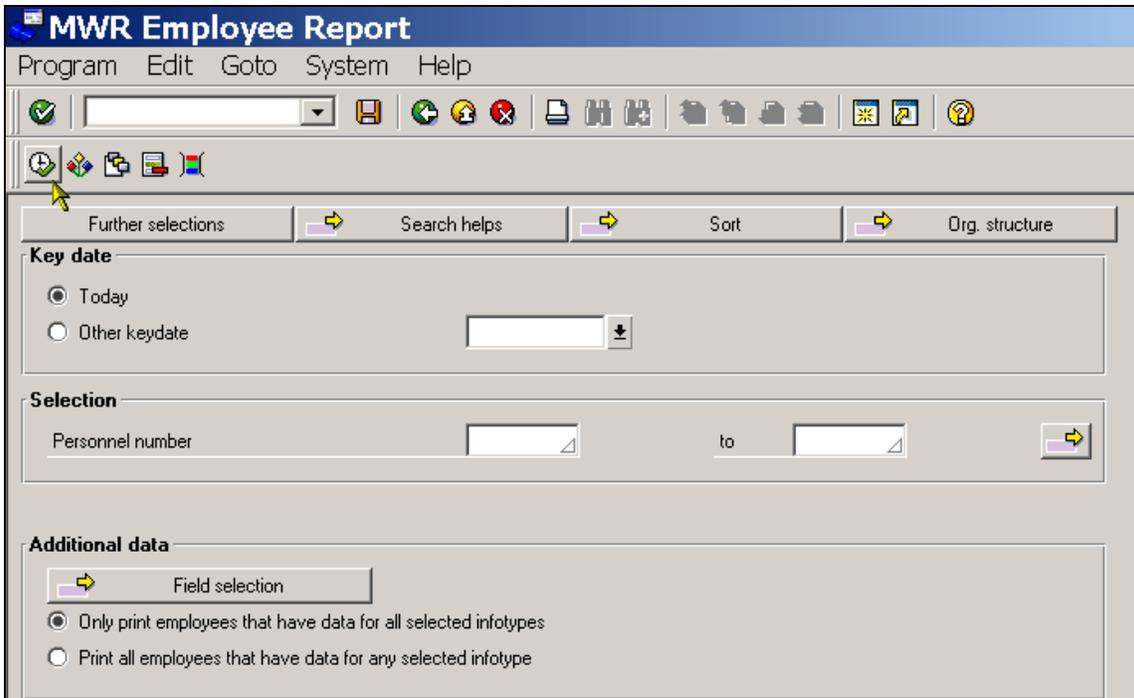
If you need to narrow your report down even further by using more selection criteria or to specify exactly which fields you wish to see on the final report, highlight a field name selection in the left pane and then click the Right Arrow icon  to transfer your highlighted selection to the Right Side, the fields that are selected to appear on the final report. This selection will now be a valid field for selection criteria. To move an item from the right side, just highlight it and click the Left Arrow icon  to move it back to the Selection options side of the window.



Employee Report

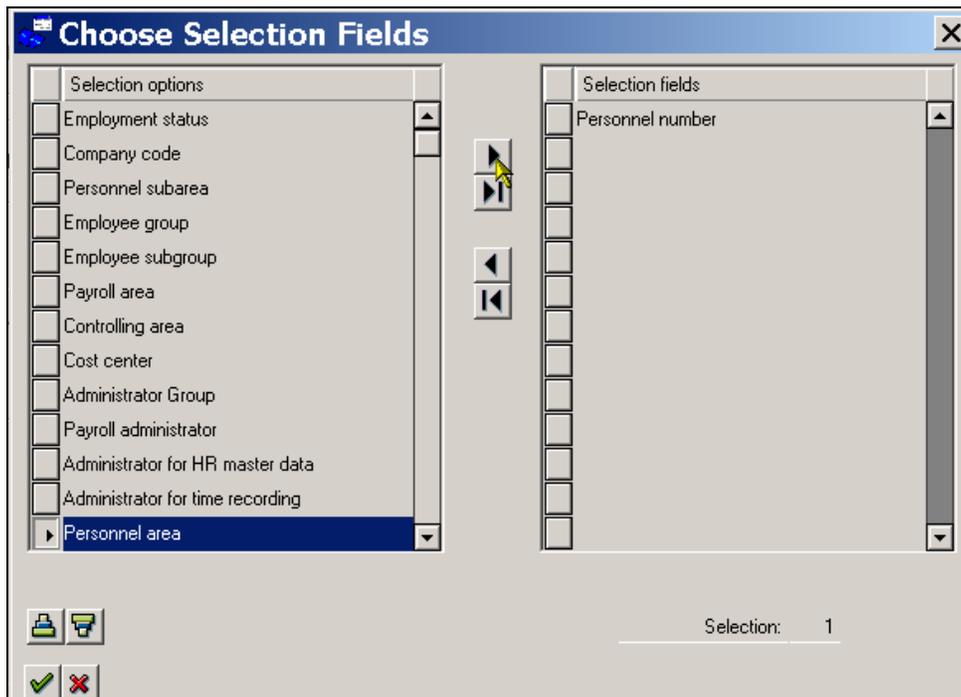
Menu path: **HUMAN RESOURCES>PERSONNEL MANAGEMENT>AIMS REPORTS>EMPLOYEE REPORT**



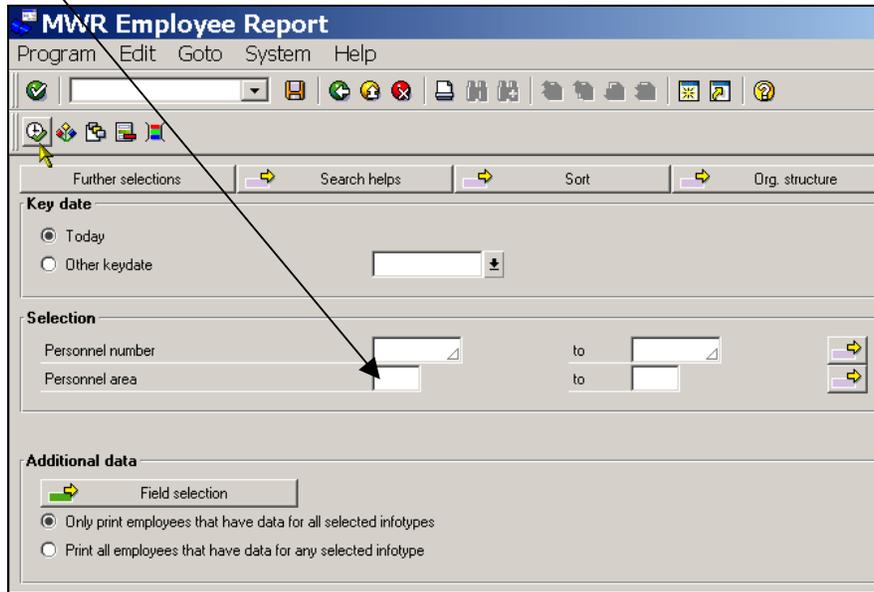


By clicking on the Further selection icon, you have a list of selections to choose from i.e. personnel area, personnel subarea, employee group, employee subgroup, and cost center. Once each item has been chosen use arrows move over to the selection fields list.

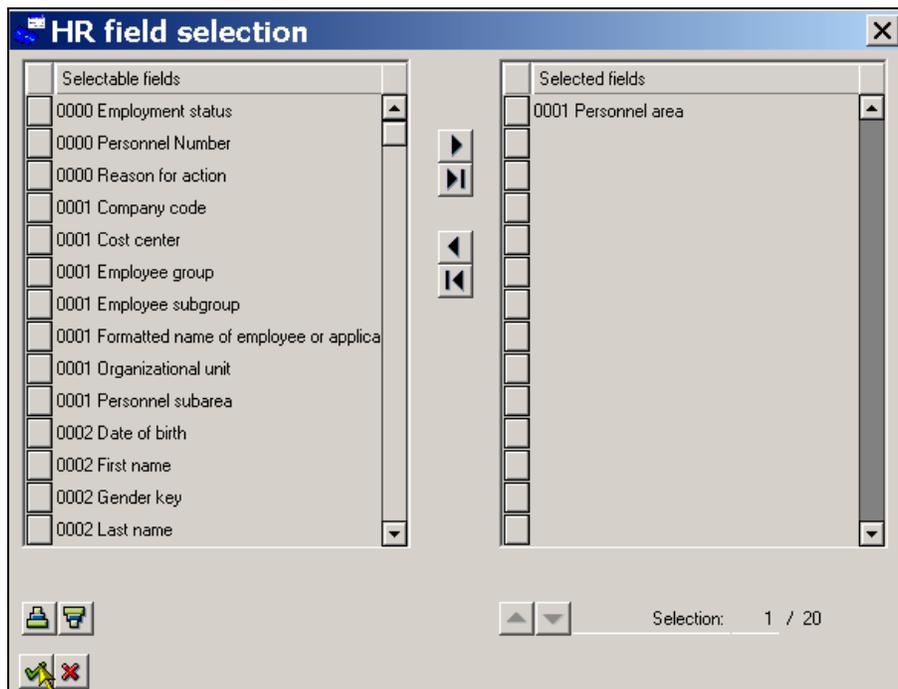
This screen pops up when Further selections is clicked:



In this example, personnel area was selected, then the right arrow is clicked to save the selection and close the window. Personnel Area now appears as a field on the initial screen.



This window appears when  Field selection is clicked.



By clicking on the Field selection icon, you have a list of selections to choose from that includes the information stored in the various infotypes. Once each item has been chosen use the arrows to move over to the selection field. Click on the green check  to save.

For this example, 0001 Personnel Area was selected with one click, then the right arrow was clicked to move it to the right side of the window. Click the green check  to save this selection. Personnel Area will be displayed on the report that is generated.

Once the report is generated on screen it can either be printed directly from SAP, emailed using SAP Mail, or saved into an excel worksheet with all of the excel capabilities.

Excel Instructions: Click on the Excel icon (calculator)  on the top bar. Click on the green check mark at the pop-up box for filtering, click on Excel display and the green check mark. This will save this file down into an Excel spreadsheet. Using Excel capabilities produce this report as you wish.

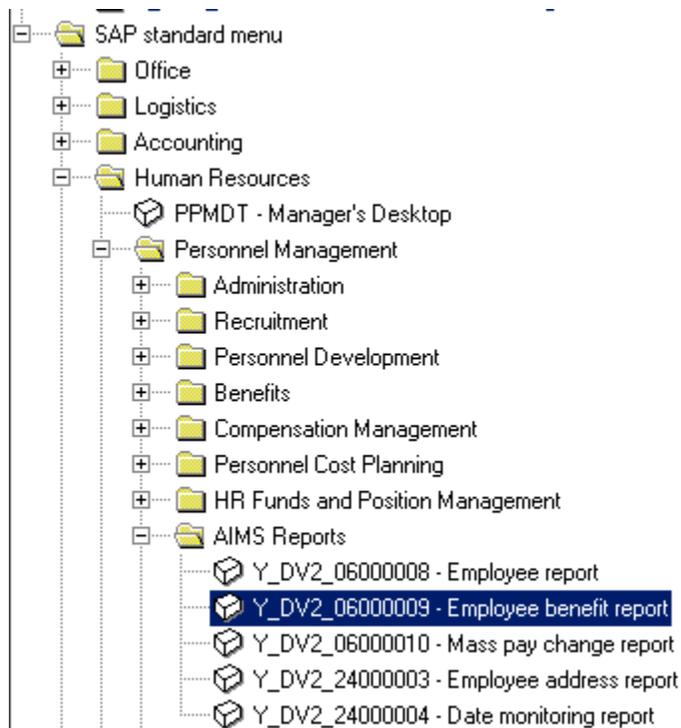
SAP Mail Instructions: Click on email icon (envelope)  on the top bar. A “create document and send” screen will appear. This screen allows for any additional notation to be made to the receiver, fill in the recipient information and click on the send icon (envelope) .



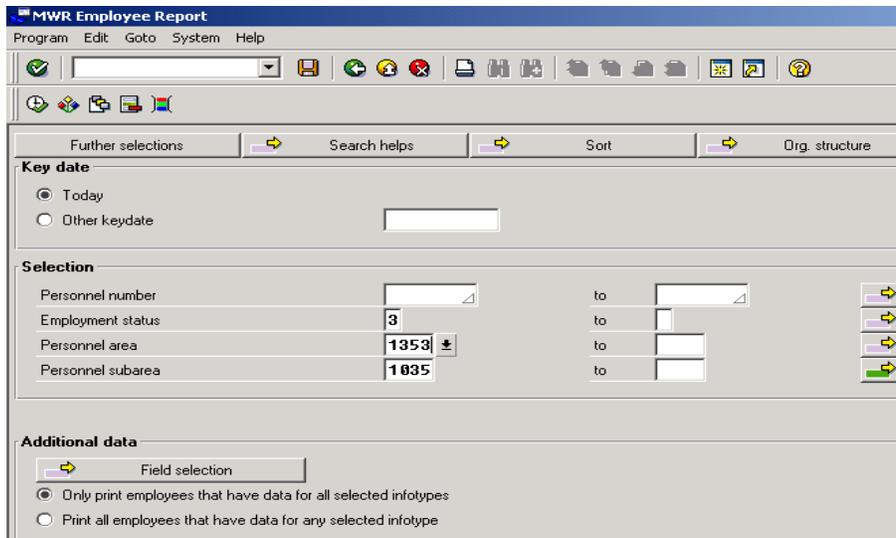
9002 Payroll Import Data

This section describes the procedures required to generate a report showing Payroll Import Data from ADP.

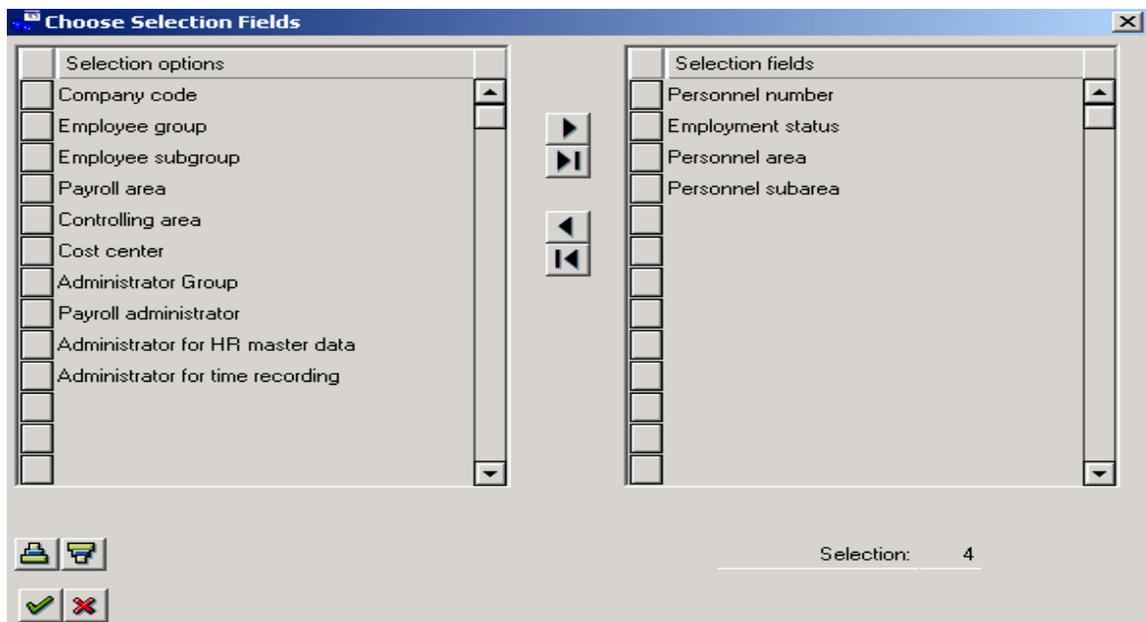
Menu path: **HUMAN RESOURCES>PERSONNEL MANAGEMENT>AIMS REPORTS>EMPLOYEE BENEFIT REPORT**



The following screen shows the main criteria for the report selected. This screen allows many options for the user. You will be able to see data exactly in the form you wish.

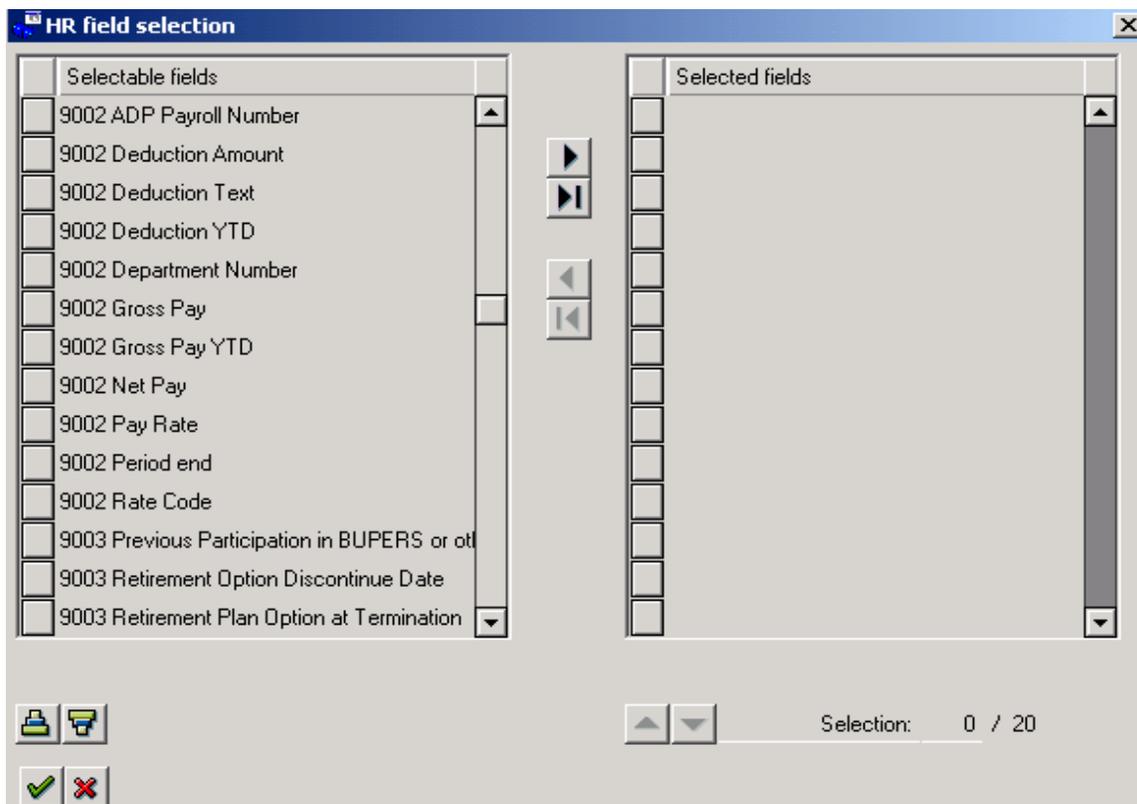


The further selection icon  will help filter the information you wish to see. The result of clicking this button is shown below.



If you need to narrow your report down even further by using more selection criteria or to specify exactly which fields you wish to see on the final report, highlight a field name selection in the left pane and then click the Right Arrow icon  to transfer your highlighted selection to the Right Side, the fields that are selected to appear on the final report. This selection will now be a valid field for selection criteria. To move an item from the right side, just highlight it and click the Left Arrow icon  to move it back to the Selection options side of the window.

By clicking on the Field selection icon , you have a list of selections to choose from that includes the information stored in the various infotypes.



Once each item has been chosen, use the arrows to move over to the selection field.

Click on the green check  to save.

For this example, Personnel Number, Last Name, First Name, ADP Payroll Number, Gross Pay, and Pay Rate were selected, and then the right arrow was clicked to move it to the right side of the window. Click the green check  to save the selection. Personnel Area will be displayed on the report that is generated.

This report will generate information from the Payroll Import Data from ADP.



EMPLOYEE ADDRESS REPORT

Menu Path: **HUMAN RESOURCES>PERSONNEL MANAGEMENT>AIMS REPORTS>EMPLOYEE ADDRESS REPORT**

The Employee Address report allows you to gather information from the address record type field as shown below.

Address record type

STyp	Name
1	Permanent Residence
2	Emergency Contact
3	Postal Address
4	Shipping Address
5	Unpaid Compensation
6	Forwarding Address

Once selections have been completed, click on the **execute**  icon.

Once the report is generated on screen it can either be printed directly from SAP, emailed using SAP Mail, or saved into an excel worksheet with all of the excel capabilities.

Excel Instructions: Click on the Excel icon (calculator)  on the top bar. Click on the green check mark at the pop-up box for filtering, click on Excel display and the green check mark. This will save this file down into an Excel spreadsheet. Using Excel capabilities produce this report as you wish.

SAP Mail Instructions: Click on email icon (envelope)  on the top bar. A “create document and send” screen will appear. This screen allows for any additional notation to be made to the receiver, fill in the recipient information and click on the send icon (envelope) .



NAF Separation Report

Menu Path: **HUMAN RESOURCES>PERSONNEL MANAGEMENT>AIMS REPORTS>EMPLOYEE REPORT**

- [-] SAP standard menu
 - [+] Office
 - [+] Logistics
 - [+] Accounting
 - [-] Human Resources
 - PPMDT - Manager's Desktop
 - [-] Personnel Management
 - [+] Administration
 - [+] Recruitment
 - [+] Personnel Development
 - [+] Benefits
 - [+] Compensation Management
 - [+] Personnel Cost Planning
 - [+] HR Funds and Position Management
 - [-] AIMS Reports
 - Y_DV2_06000008 - Employee report**
 - Y_DV2_06000009 - Employee benefit report
 - Y_DV2_06000010 - Mass pay change report
 - Y_DV2_24000003 - Employee address report
 - Y_DV2_24000004 - Date monitoring report

MWR Employee Report
 Program Edit Goto System Help

Further selections Search helps Sort Org. structure

Key date
 Today
 Other keydate

Selection

Personnel number		to	
Employment status	0	to	3
Personnel area	1019	to	
Personnel subarea	1019	to	

Additional data
 Field selection
 Only print employees that have data for all selected infotypes
 Print all employees that have data for any selected infotype

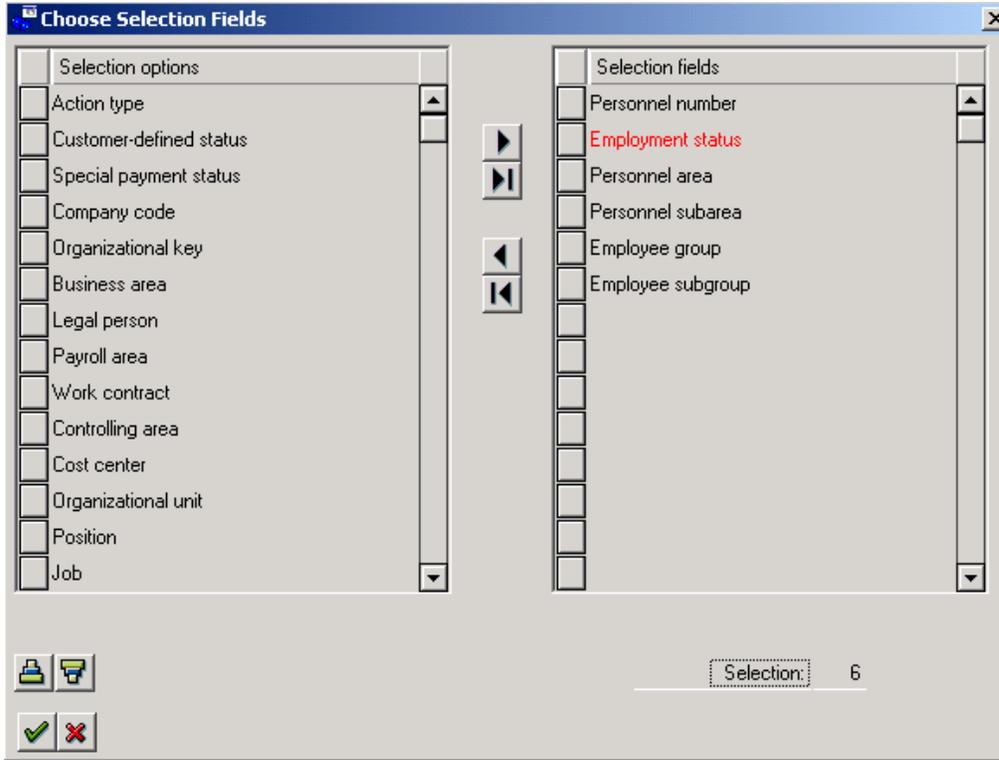
The screen above shows the main criteria screen for the report selected. This screen allows many options for the user. You will be able to see data in exactly the form you wish.

There are also additional icons on the screen that can help further filter the information

you wish to see.

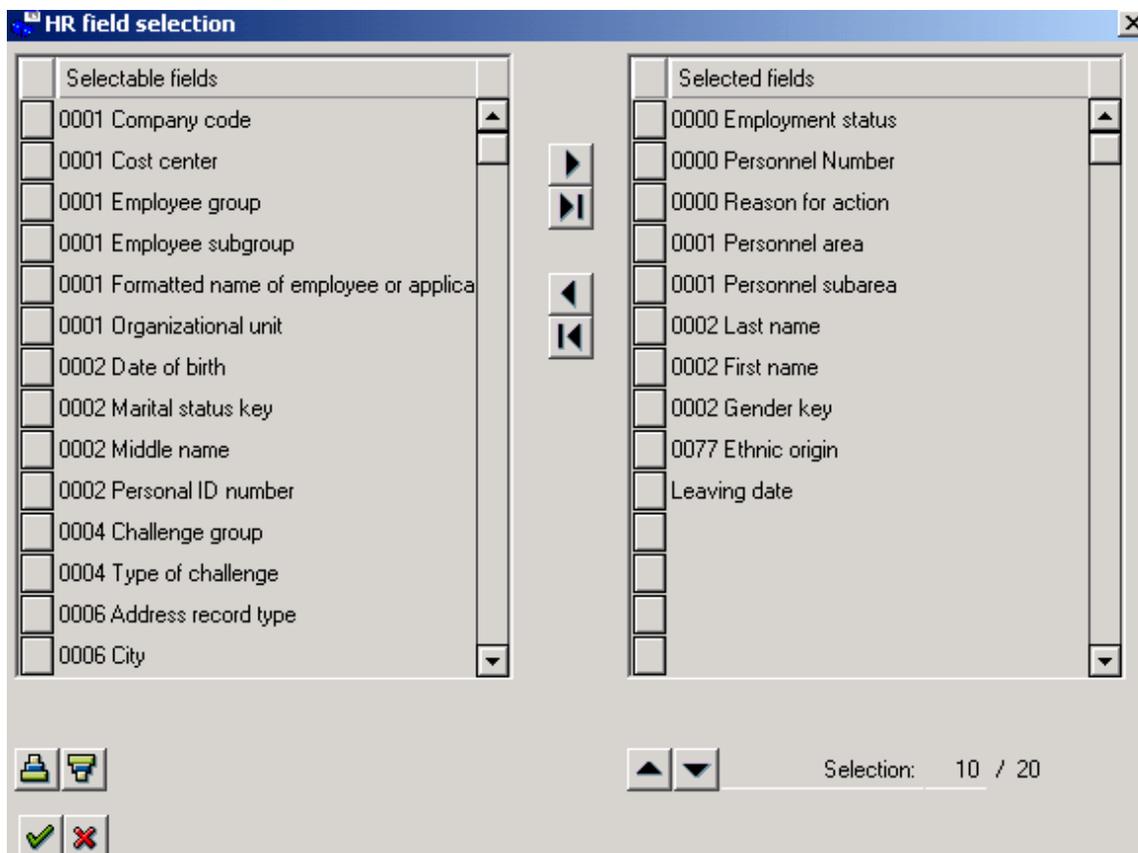
Further selections

The first of these pushbuttons is labeled ***Further selections*** and the result of clicking this button is shown below.



If you need to narrow your report down even further by using more selection criteria or to specify exactly which fields you wish to see on the final report, highlight a field name selection in the left pane and then click the Right Arrow icon  to transfer your highlighted selection to the Right Side, the fields that are selected to appear on the final report. This selection will now be a valid field for selection criteria. To move an item from the right side, just highlight it and click the Left Arrow icon  to move it back to the Selection options side of the window.

This window appears when  Field selection is clicked.



By clicking on the Field selection icon, you have a list of selections to choose from that includes the information stored in the various infotypes. Once each item has been chosen use the arrows to move over to the selection field. Click on the green check  to save.

For this example, 0001 Personnel Area was selected with one click, then the right arrow was clicked to move it to the right side of the window. Click the green check  to save this selection. Personnel Area will be displayed on the report that is generated.

Once the report is generated on screen it can either be printed directly from SAP, emailed using SAP Mail, or saved into an excel worksheet with all of the excel capabilities.

Excel Instructions: Click on the Excel icon (calculator)  on the top bar. Click on the green check mark at the pop-up box for filtering, click on Excel display and the green check mark. This will save this file down into an Excel spreadsheet. Using Excel capabilities produce this report as you wish.

SAP Mail Instructions: Click on email icon (envelope)  on the top bar. A “create document and send” screen will appear. This screen allows for any additional notation to be made to the receiver, fill in the recipient information and click on the send icon (envelope) .

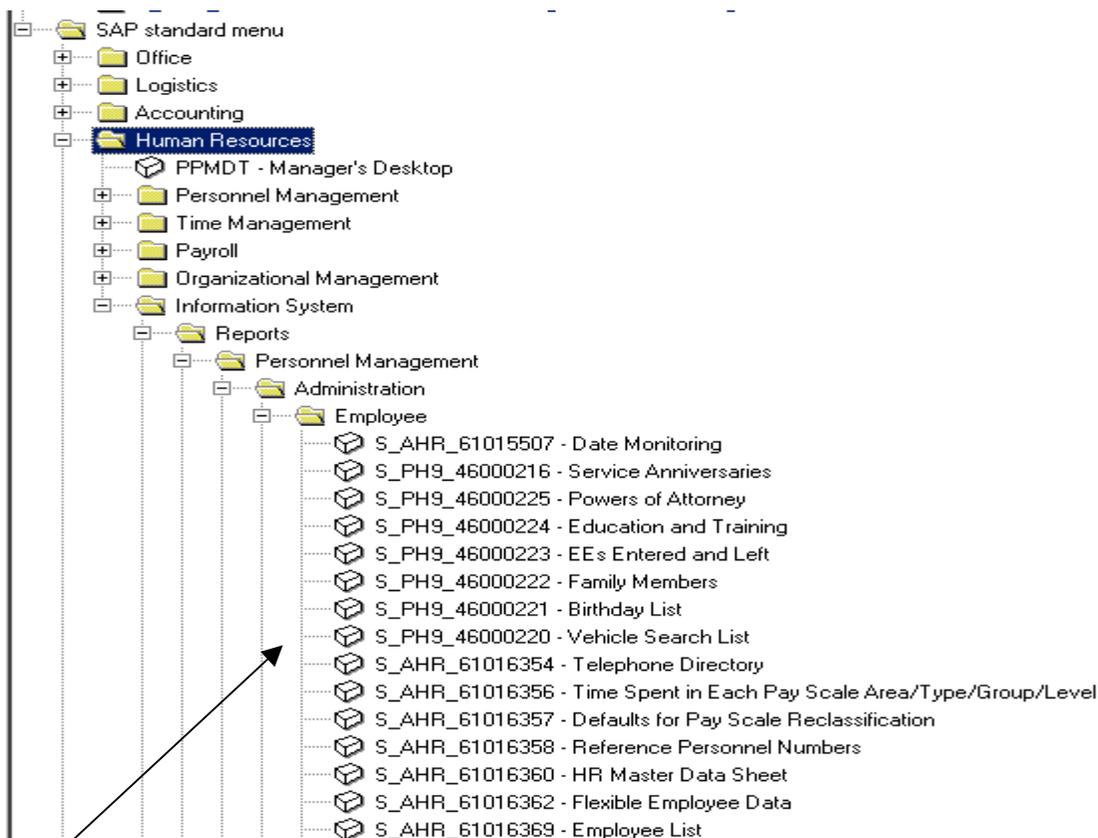
Options Available

- **Save** - The save icon  on the front end screen allows you to save all the information chosen in the further selection, field selection, sort, org structure. This is used for reports that are generated frequently requesting the same information.
- **Get Variant** – This icon  on the front-end screen allows you to choose a variant that has been saved in order to run a particular report.
- **Filter** – Looks like a funnel . Once a report is processed and is displayed on the screen, this allows for the ranging of information selected. From the field list side, choose the information to be filtered and move to the filter criteria side by the arrows. Click on copy, a pop-up box appears allowing for the choosing of the “from” and “to” information.
- **Current Display Variant** – Looks white box with 3 additional ones . Once a report is processed and is displayed on the screen, this allows for the narrowing down of information. Example: You need a 20 column report for the Director, but the Manager only needs 10 columns of the same information. By clicking on the current display variant icon, you can choose which of the 10 columns you need to see for the Manager and the report will display again with only the chosen columns. Take the information you do not need for the 10-column report from the Display fields and move to the Hidden fields and click on copy. This will produce another report only showing the columns left in the display fields.
- **Save** - Once a report is processed and is displayed on the screen, you can click on the
- **Save icon** . This allows you to save a report if you have made changes from the original reporting; i.e., the 10-column report for the Managers. A pop-up box appears allowing you to name the report you have created.

If finished click on the green arrow icon  till you get back to SAP easy access screen.

 **Employees Entered and Left Report**

HUMAN RESOURCES > PERSONNEL MANAGEMENT > ADMINISTRATION > INFO SYSTEM > REPORTS > EMPLOYEE > EE's ENTERED AND LEFT



There are many other reports that can be accessed from this menu.

Double click on EE's entered and left to go to the next screen.

Period

Today
 Current month
 Current year
 Up to today
 From today
 Other period

Person selection period: To:

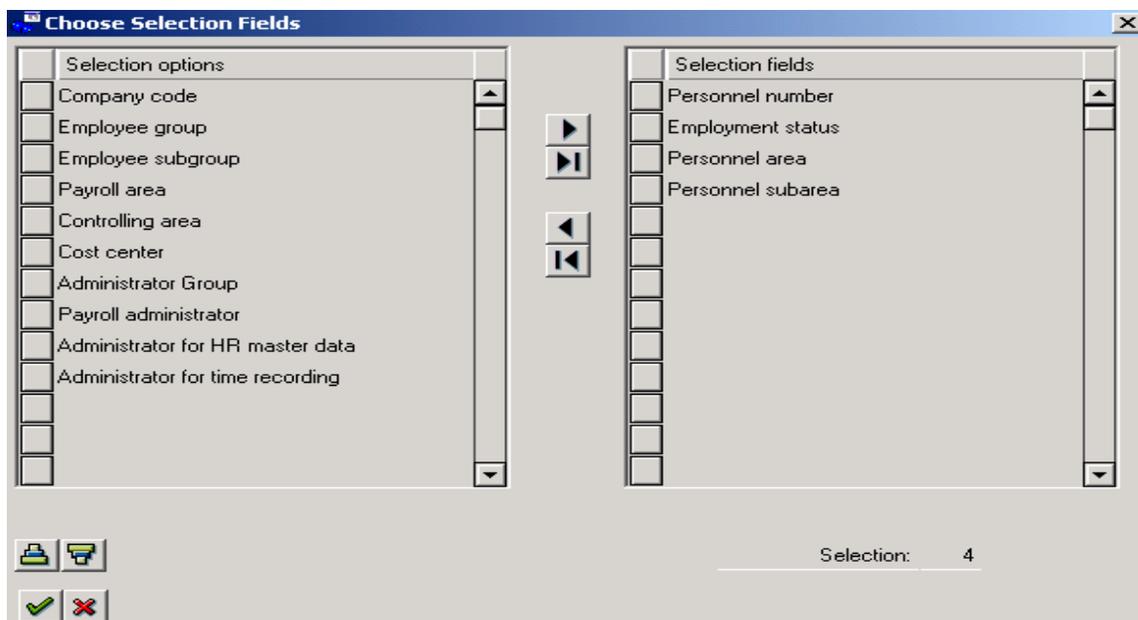
This series of radio buttons allows the report to run for only the time period that the user requests.

Radio Button Title	Description
Today	If the report is to be run for records valid today
Up to today	Select for valid records up to today's (through yesterday)
Other period	Specify a specific range of dates in the top row of selection fields
Current month	Only records valid during the current month
From today	For records valid past today (starting tomorrow)
Current year	For records valid only during the current year.
Person selection period	See the explanation below

When you enter a person's selection period, the system selects only those employees who are members of the enterprise (the entire system) on at least one day in the specified period. These are persons with a valid Organizational Assignment (Infotype 0001) record. Entries in the standard Selection options fields limit the personnel numbers that are selected. You may specify an interval by entering the start and end dates in the left and right columns respectively.



The further selection icon  will help filter the information you wish to see. The result of clicking this button is shown below.



If you need to narrow your report down even further by using more selection criteria or to specify exactly which fields you wish to see on the final report, highlight a field name selection in the left pane and then click the Right Arrow icon  to transfer your highlighted selection to the Right Side, the fields that are selected to appear on the final report. This selection will now be a valid field for selection criteria. To move an item from the right side, just highlight it and click the Left Arrow icon  to move it back to the Selection options side of the window.

Selection			
Personnel number	<input type="text"/>	to	<input type="text"/>
Employment status	<input type="text" value="0"/>	to	<input type="text" value="3"/>
Personnel area	<input type="text" value="1019"/>	to	<input type="text"/>
Personnel subarea	<input type="text" value="1019"/>	to	<input type="text"/>
Employee group	<input type="text"/>	to	<input type="text"/>
Employee subgroup	<input type="text"/>	to	<input type="text"/>

Program selections			
Leaving date	<input type="text"/>	to	<input type="text"/>
Entry date	<input type="text" value="01/01/2001"/>	to	<input type="text" value="12/31/2001"/>

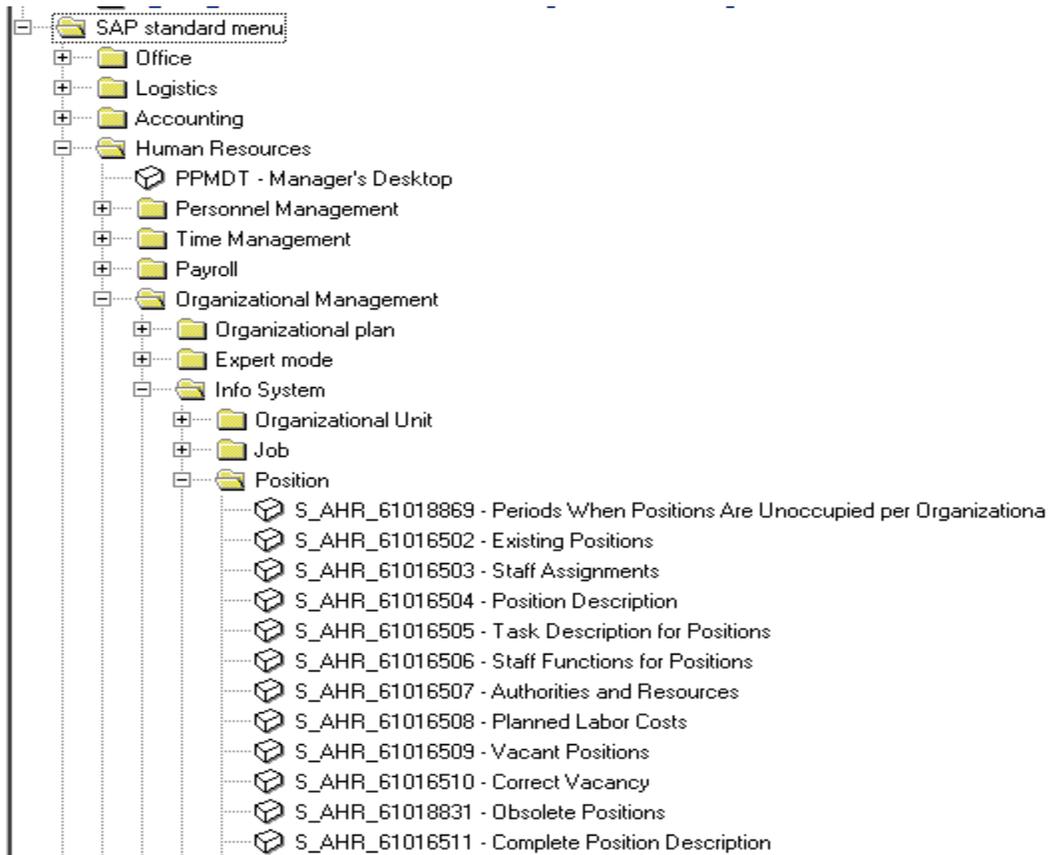
Enter the leaving from and to dates or enter the Entry Date from and to dates.

Once all your selections have been made click on the Execute icon .



Vacant Position Report

MENU PATH: HUMAN RESOURCES>ORGANIZATIONAL MANAGEMENT>INFO SYSTEM>POSITION>VACANT POSITIONS



Double click on Vacant Positions.

- Plan version – enter 01 for Current plan.
- Object type – enter O for Organizational unit.
- Object ID – Select organizational unit name from the drop down. Click in the box next to the organizational unit name. See picture below. When finished click on the green check mark.

Name	Key	Code	Valid from	Valid to
Organizational structure				
NAVY-MWR	0 10001488	NAVY-MWR	01/01/1950	Unlimited
Jacksonville Region	0 10001489	JAX	01/01/1950	Unlimited
Seattle Region	0 10001490	Seattle	01/01/1950	Unlimited
General Fund	0 10002724	General Fund	01/01/1950	Unlimited
East Sound MWR	0 10003160	East Snd MWR	01/01/1950	Unlimited

- Reporting key date – enter the effective date to run the report.
- Status vector – this field identifies the status that a relationship infotype must have in order for an object to be reported on. We have entered 1 for active. This field can also be left blank.
- When finished click on the execute  icon.

Organizational unit	ID of position	Position	vacant from/to	Staffing status
Administrative Support	10001964	Bachelor Housing Program Manager	1/01/1950-12/31/9999	Unoccupied since 01/01/1950
	10003140	Administrative Assistant	8/05/2002-12/31/9999	Unoccupied since 08/04/2002
	10003200	General Clerk	3/22/2002-12/31/9999	Unoccupied since 03/21/2002
	10005876	Administrative Assistant	5/06/2002-12/31/9999	Unoccupied since 05/04/2002
	10009966	Admin Asst	6/21/2002-12/31/9999	Unoccupied since 06/14/2002

When the report is finished, click on the display variant  icon. The following screen will come up.

Highlight ID of position in the Hidden fields box and click on the left arrow to place the position numbers in the report. Click on copy and you will see the position numbers are now shown.

Organizational unit	ID of position	Position	vacant from/to	Staffing status
Multiple Occupancy	10002126	Custodial Worker	6/06/2001-12/31/9999	Unoccupied since 05/18/2001
	10003179	Custodial Worker	6/27/2002-12/31/9999	Unoccupied since 06/02/2002
	10003181	Custodial Worker	1/01/1950-12/31/9999	Unoccupied since 01/01/1950

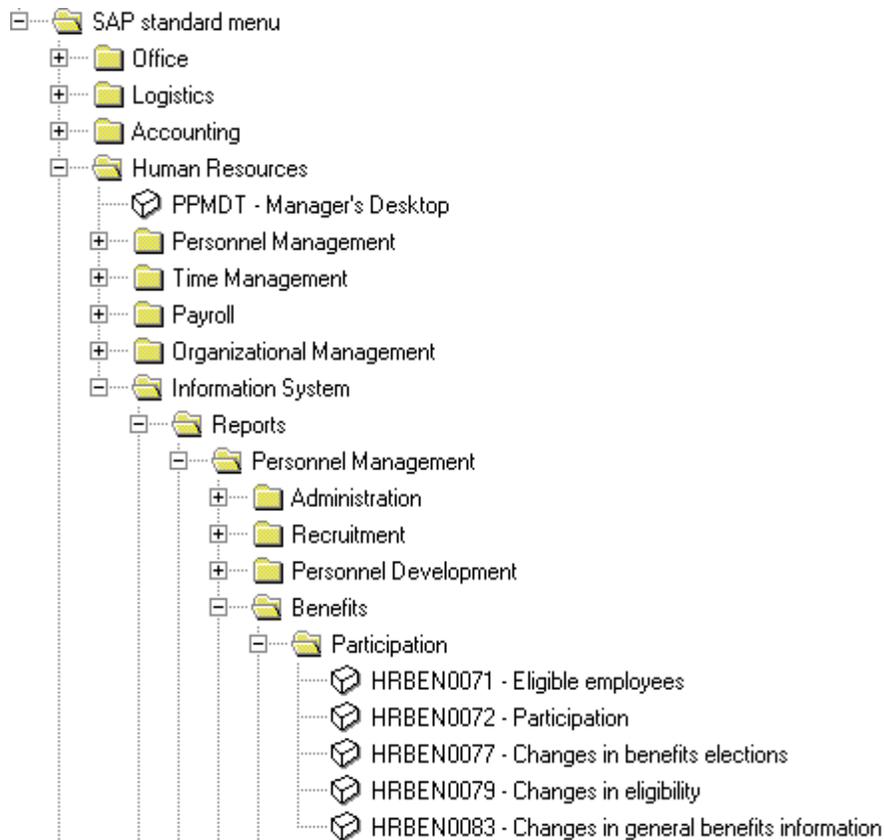
Benefit Reports



Benefits Eligibility Report

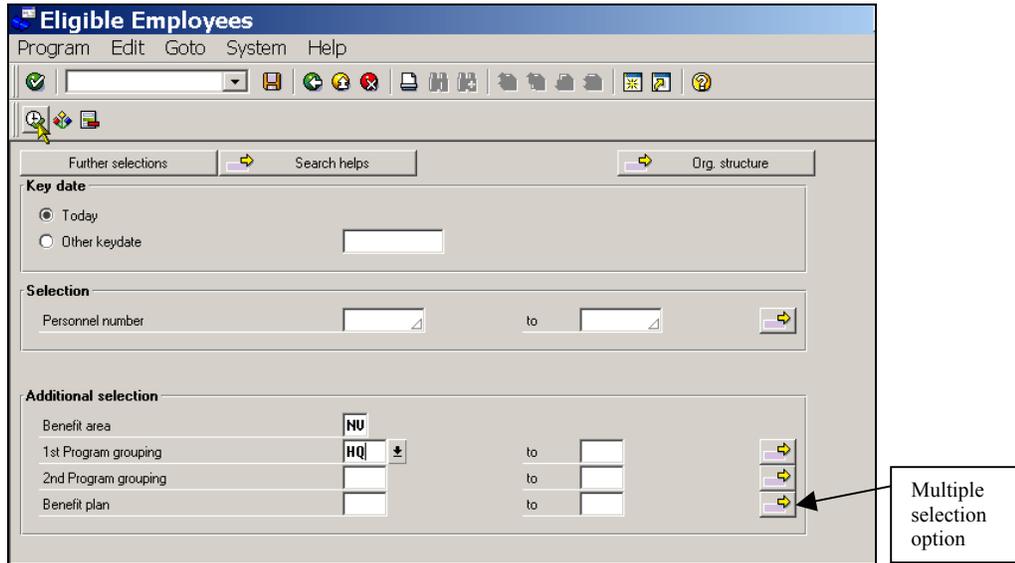
HUMAN RESOURCES > INFORMATION SYSTEM> REPORTS>PERSONNEL MANAGEMENT > BENEFITS > PARTICIPATION > ELIGIBLE EMPLOYEES

Transaction code **HRBEN0071**



If using the menu path, double click “**HRBEN0071 – Eligible employees**” to go to the next screen.

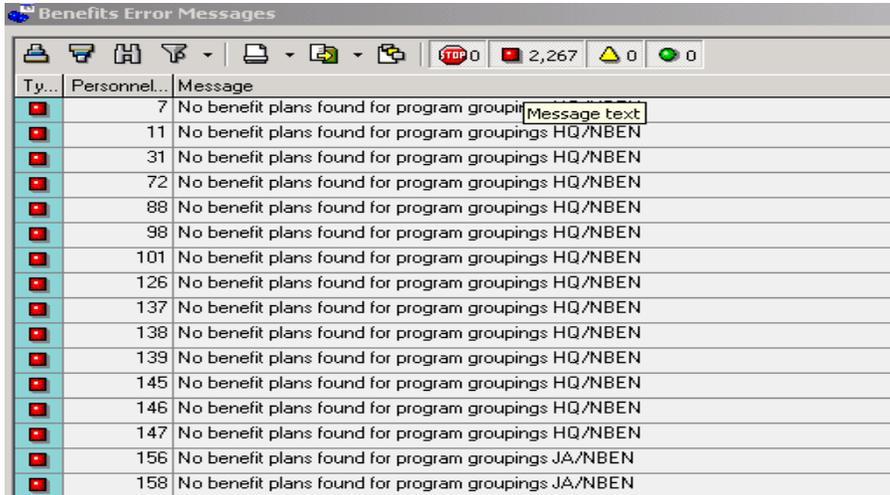
Eligible Employees



Enter information in the fields as specified in the table below. **Note:** In column “R/O/C,” R = Required, O = Optional, C = Conditional.

Field Name	Description	R/O/C	User Action, Values, Comments
Key Date	Date for which report is to be generated	R	If report is for the present day, leave “Today” checked, or if the report is for a different day, then select “Other keydate” and put in the desired date.
Personnel Number	Personnel number range	O	Enter the desired personnel number, range or leave blank for all personnel
Benefit Area	Benefit Area	R	Always enter NV
1st Program Grouping	Region	O	Enter the desired 1 st program grouping or select using drop down arrow. When selecting more than one program grouping or benefit plan, use multiple selection option.
2nd Program Grouping	Classification	O	Enter the desired 2 nd program grouping or select using the drop down arrow. When selecting more than one program grouping or benefit plan, use multiple selection option
Benefit Plan	Benefit plans available	O	Enter the identifier if known or select using the drop down arrow. When selecting more than one program grouping or benefit plan, use multiple selection option. When using multiple selection option enter in order on the drop down menu.

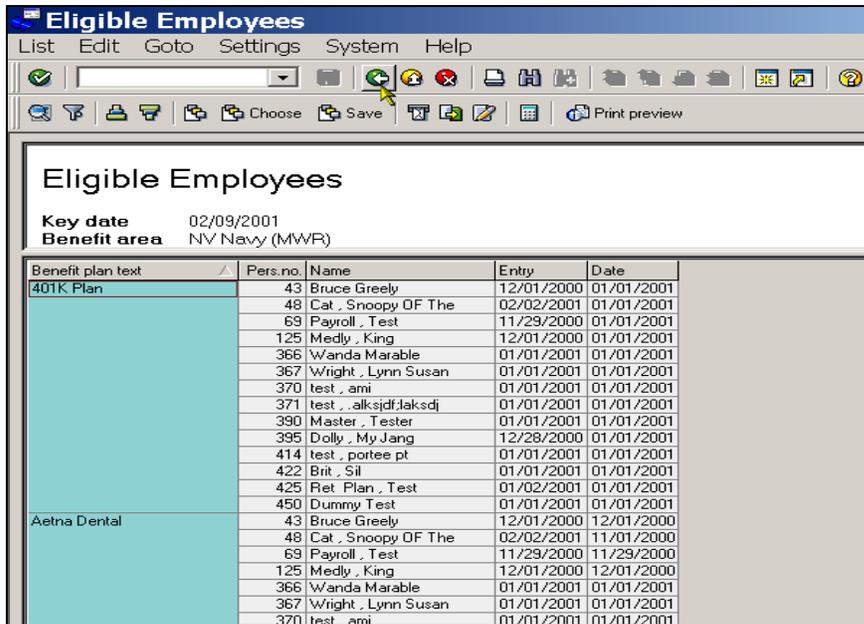
Select the  icon to generate report. If you do not enter a 2nd program grouping you will receive an error message and will show no benefit employees also as shown below. Click on the green check mark.



Ty...	Personnel...	Message
	7	No benefit plans found for program groupings HQ/NBEN
	11	No benefit plans found for program groupings HQ/NBEN
	31	No benefit plans found for program groupings HQ/NBEN
	72	No benefit plans found for program groupings HQ/NBEN
	88	No benefit plans found for program groupings HQ/NBEN
	98	No benefit plans found for program groupings HQ/NBEN
	101	No benefit plans found for program groupings HQ/NBEN
	126	No benefit plans found for program groupings HQ/NBEN
	137	No benefit plans found for program groupings HQ/NBEN
	138	No benefit plans found for program groupings HQ/NBEN
	139	No benefit plans found for program groupings HQ/NBEN
	145	No benefit plans found for program groupings HQ/NBEN
	146	No benefit plans found for program groupings HQ/NBEN
	147	No benefit plans found for program groupings HQ/NBEN
	156	No benefit plans found for program groupings JA/NBEN
	158	No benefit plans found for program groupings JA/NBEN

The following report will show

Eligible Employees



Benefit plan text	Pers.no	Name	Entry	Date
401K Plan	43	Bruce Greely	12/01/2000	01/01/2001
	48	Cat , Snoopy OF The	02/02/2001	01/01/2001
	69	Payroll , Test	11/29/2000	01/01/2001
	125	Medly , King	12/01/2000	01/01/2001
	366	Wanda Marable	01/01/2001	01/01/2001
	367	Wright , Lynn Susan	01/01/2001	01/01/2001
	370	test , ami	01/01/2001	01/01/2001
	371	test , .alksjdf.laksdj	01/01/2001	01/01/2001
	390	Master , Tester	01/01/2001	01/01/2001
	395	Dolly , My Jang	12/28/2000	01/01/2001
	414	test , portee pt	01/01/2001	01/01/2001
	422	Brit , Sil	01/01/2001	01/01/2001
	425	Ret Plan , Test	01/02/2001	01/01/2001
	450	Dummy Test	01/01/2001	01/01/2001
	Aetna Dental	43	Bruce Greely	12/01/2000
48		Cat , Snoopy OF The	02/02/2001	11/01/2000
69		Payroll , Test	11/29/2000	11/29/2000
125		Medly , King	12/01/2000	12/01/2000
366		Wanda Marable	01/01/2001	01/01/2001
367		Wright , Lynn Susan	01/01/2001	01/01/2001

The report first appears sorted by benefit plan. To sort by employee, highlight the column with employee names by clicking once at the top (see illustration). Then select the  icon.

You can now see all the plans each employee is eligible for next to the employee name.

Eligible Employees

Benefit plan text	Pers.no.	Name	Entry	Date
401K Plan	367	Wright, Lynn Susan	01/01/2001	01/01/2001
Aetna Dental	367		01/01/2001	01/01/2001
Aetna Medical	367		01/01/2001	01/01/2001
Basic Life / AD&D	367		01/01/2001	01/01/2001
HMO Cigna Medical	367		01/01/2001	01/01/2001
Long Term Disability	367		01/01/2001	01/01/2001
Optional Life	367	Wanda Marable	01/01/2001	01/01/2001
401K Plan	366		01/01/2001	01/01/2001
Aetna Dental	366		01/01/2001	01/01/2001
Aetna Medical	366		01/01/2001	01/01/2001
Basic Life / AD&D	366		01/01/2001	01/01/2001
HMO Cigna Medical	366		01/01/2001	01/01/2001
Long Term Disability	366	VIRGINIA ?MITCHELL	01/01/2001	01/01/2001
Optional Life	366		01/01/2001	01/01/2001
Aetna Dental	752		01/30/2001	01/30/2001
Aetna Medical	752		01/30/2001	01/30/2001

Change the variants (column descriptions) by selecting the  icon. You will see the following screen:

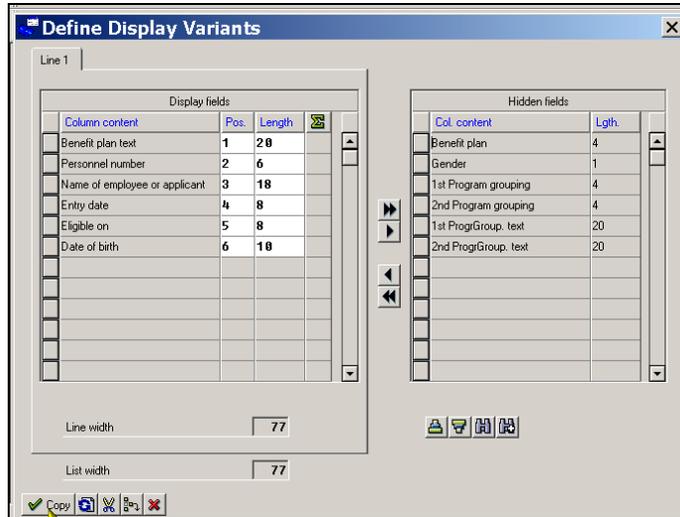
Define Display Variants

Column content	Pos.	Length
Benefit plan text	1	20
Personnel number	2	6
Name of employee or applicant	3	18
Entry date	4	8
Eligible on	5	8

Col. content	Lgh.
Benefit plan	4
Gender	1
Date of birth	10
1st Program grouping	4
2nd Program grouping	4
1st ProgGroup. text	20
2nd ProgGroup. text	20

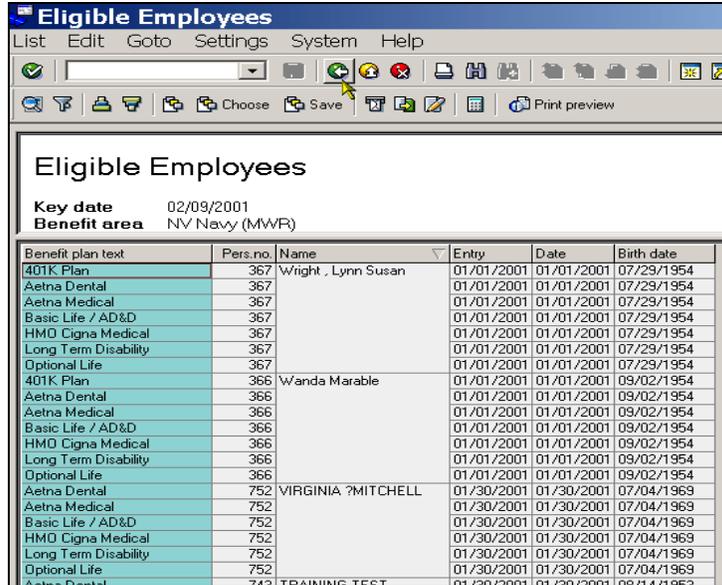
The column on the left lists the description and position of the variants that are already displayed in the report. The column on the right lists variants that are hidden. “Unhide” them by selecting one or more variants, then click the arrow pointing left (as shown). For

example, to display date of birth, select it by clicking on it. Clicking the left pointing arrow moves the selected variant from the column on the right to the column on the left. Select the  icon to save the changes and view the report with the now “unhidden” variant or variants



The sample report shows that the “birth date” for each employee is now visible.

Eligible Employees



Select the green arrow icon  to exit the report.

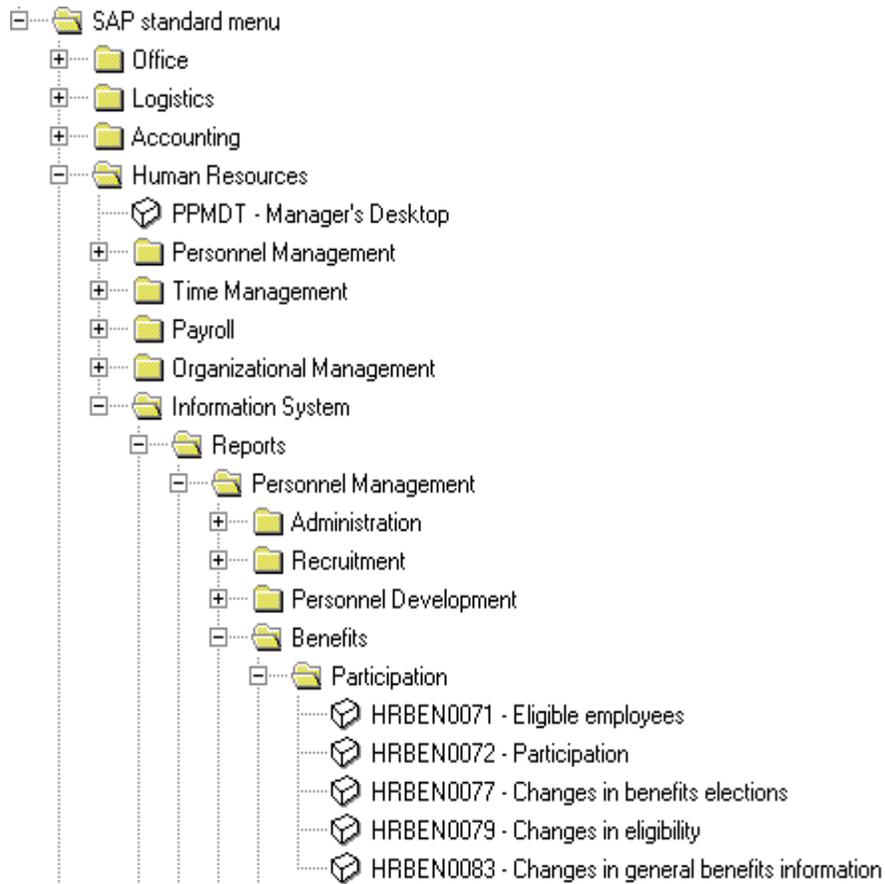


Employee Benefits Participation

HUMAN RESOURCES > INFORMATION SYSTEM > REPORTS>PERSONNEL MANAGEMENT>BENEFITS > PARTICIPATION

Transaction code **HRBEN0072**

This section describes the procedure required to generate a report showing employees participating in select or all Benefit plans.



If using the menu path, double click “**HRBEN0072 – Participation**” to go to the next screen.

Participation

Enter information in the fields as specified in the table below. **Note:** In column “R/O/C,” R = Required, O = Optional, C = Conditional.

Field Name	Description	R/O/C	User Action, Values, Comments
Period	Period for which report is to be generated	R	Choose the desired period or enter a beginning and end date if you select the other period.
Personnel Number	Personnel number range you want to report on	O	Enter the desired personnel number, range or leave blank for all personnel.
Benefit Area	Benefit Area to be reported on	R	Enter NV or select using the drop down arrow.
1st Program Grouping	1 st Program Grouping to be reported on	O	Enter the desired 1 st program grouping or select using the drop down arrow When selecting more than one program grouping or benefit plan, use multiple selection option
2nd Program Grouping	2 nd Program Grouping to be reported on	O	Enter the desired 2 nd program grouping or select using the drop down arrow When selecting more than one program grouping or benefit plan, use multiple selection option
Benefit Plan	Character Identifier for the Benefit Plan	O	Enter the identifier, or use the drop down arrow When selecting more than one program grouping or benefit plan, use multiple selection option

Select  icon to generate report.

Participation

Benefit plan text	Pers.no.	Name	Entry	Part.date	Start	End
401K Plan	422	Brit , Sil	01/01/2001	01/01/2001	01/01/2001	12/31/9999
	415	hi , there	01/01/2001	01/01/2001	01/01/2001	12/31/9999
	125	Medly , King	12/01/2000	01/01/2001	01/01/2001	12/31/9999
	366	Wanda Marable	02/01/2001	01/01/2001	01/01/2001	12/31/9999
Aetna Dental	367	Wright , Lynn Susan	01/01/2001	01/01/2001	01/01/2001	12/31/9999
	465	ALVA JONES	01/01/2001	01/19/2001	01/19/2001	12/31/9999
	754	ASSISTANT DOG	01/30/2001	01/30/2001	01/30/2001	07/05/2010
	756	BRIANNA CARCAMO	01/31/2001	01/31/2001	01/31/2001	12/31/9999
	422	Brit , Sil	01/01/2001	01/01/2001	01/01/2001	12/31/9999
	395	Dolly , My Jang	12/31/2000	12/28/2000	12/28/2000	12/31/9999
	450	Dummy Test	01/01/2001	01/24/2001	01/24/2001	12/31/9999
	755	FELISA VIVO	01/31/2001	01/31/2001	01/31/2001	12/31/9999
	751	HILDEGARDE CAMPEAU	01/30/2001	01/31/2001	01/31/2001	12/31/9999
	749	MICHELLE LOVE	01/30/2001	01/30/2001	01/30/2001	12/31/9999
	464	PIG PIGGY	02/04/2001	02/04/2001	02/04/2001	12/31/9999
	421	Queen , Bee	01/15/2001	01/01/2001	01/01/2001	12/31/9999
	371	test , .alksjdf,laksdj	01/01/2001	01/01/2001	01/01/2001	12/31/9999
	370	test , ami	01/01/2001	01/01/2001	01/01/2001	12/31/9999
	393	Test , Person	02/01/2001	02/01/2001	02/01/2001	12/31/9999
	414	test , portee pt	01/01/2001	01/15/2001	01/15/2001	12/31/9999

The report is generated on the screen and can be printed. If finished, select the green arrow  icon to exit the report.

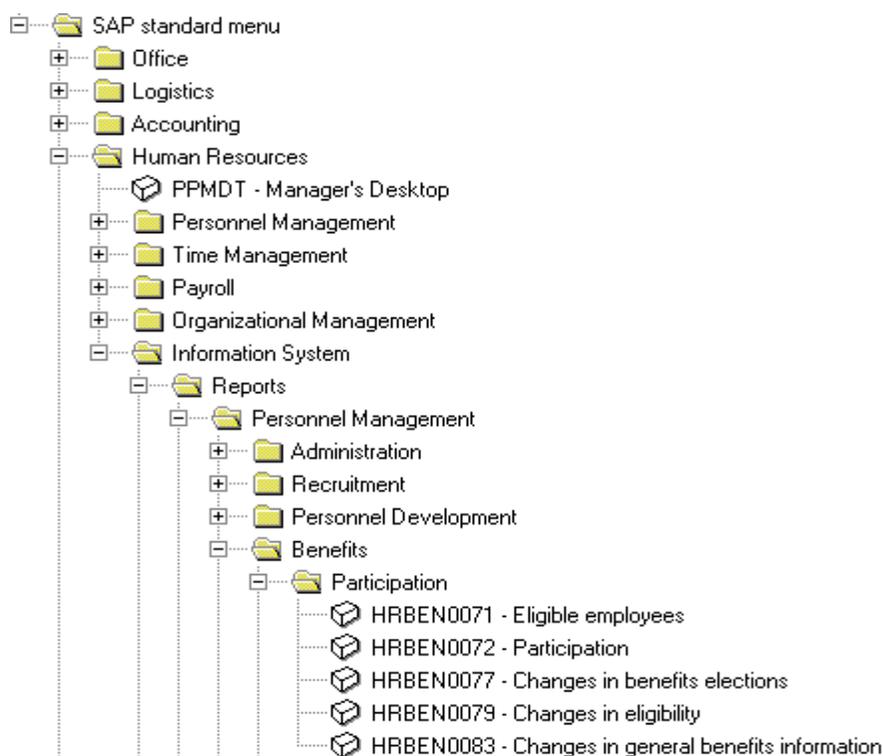


Changes in Benefits Elections

HUMAN RESOURCES > INFORMATION SYSTEM > REPORTS > PERSONNEL MANAGEMENT > BENEFITS > PARTICIPATION > CHANGES IN BENEFITS ELECTIONS

Transaction code **HRBEN0077**

This document describes the procedure required to generate a report showing which employees have had changes made to their Benefit plans.



If using the menu path, double click “**HRBEN0077 – Changes in Benefits Elections**” to go to the next screen.

Changes in Benefits Elections

Enter information in the fields as specified in the table below. **Note:** In column “R/O/C,” R = Required, O = Optional, C = Conditional.

Field Name	Description	R/O/C	User Action, Values, Comments
Period	Period for which report is to be generated	R	Choose the desired period or enter a beginning and end date if you select the other period.
Personnel Number	Personnel number range you want to report on	O	Enter the desired personnel number, range or leave blank for all personnel
Provider	Benefit Provider	O	Enter Provider name or select using drop down arrow. This drop down will contain all providers that have records for accounts payable. Scroll down to find provider.
Plan	Benefit plan you want to report on.	O	Enter the desired plan code or select using drop down arrow

Select  icon to generate report.

Changes in Benefits Elections

Changes in benefit elections 1
Key date 02/09/2001

Provider: 60000001 Aetna US Healthcare
Plan : AETD Aetna Dental

Name	Pers.no.	From	To	Changed	By
TESTERONI THOMAS	00000765	02/08/01	02/09/01	02/08/01	HQ_P657F2
Participation terminated					
Total changes		1			

Changes in benefit elections 2
Key date 02/09/2001

Provider: 60000001 Aetna US Healthcare
Plan : AETM Aetna Medical

Name	Pers.no.	From	To	Changed	By
Reason	Details				

The report is generated on screen and can be printed. Only part of the report is visible in the above illustration. On your screen, scroll down to view. If there have been no changes in benefits for the criteria specified on the initial screen, SAP will inform you that there is “No data available for your entries.”

Select the green arrow  icon to exit this report.

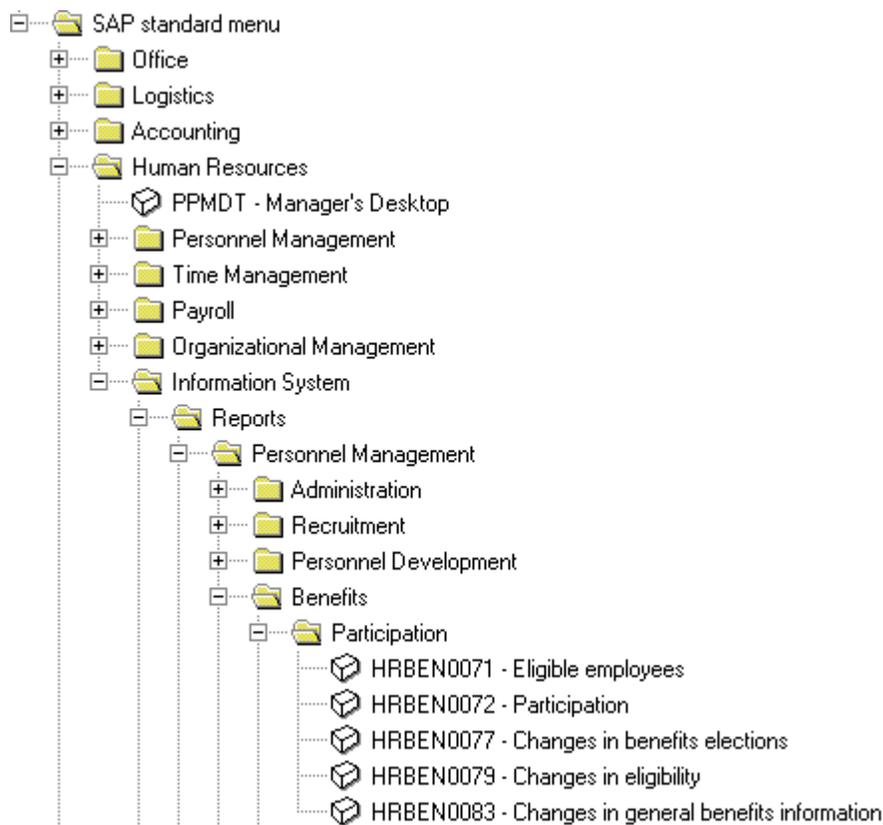


Employee Changes in Eligibility

HUMAN RESOURCES > INFORMATION SYSTEM > REPORTS > PERSONNEL MANAGEMENT > BENEFITS > PARTICIPATION > CHANGES IN ELIGIBILITY

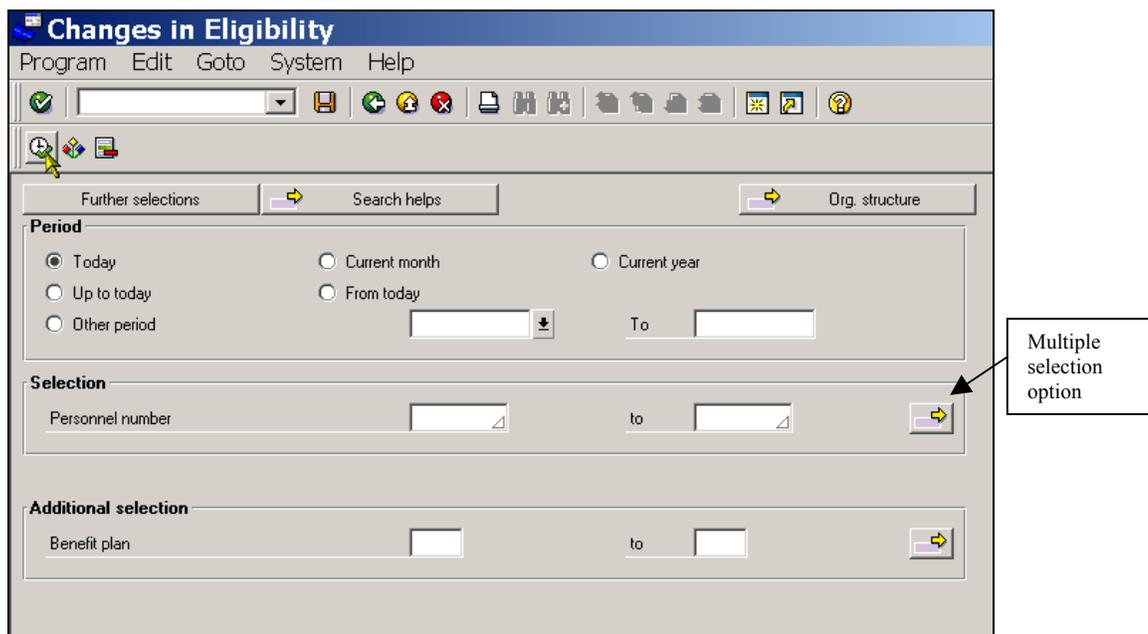
Transaction code **HRBEN0079**

This document describes the procedure required to generate a report showing which employees have had changes in their Benefits eligibility.



If using the menu path, double click “**HRBEN0079 – Changes in eligibility**” to go to the next screen.

Changes in eligibility



Enter information in the fields as specified in the table below. **Note:** In column “R/O/C,” R = Required, O = Optional, C = Conditional.

Field Name	Description	R/O/C	User Action, Values, Comments
Period	Period for which report is to be generated	R	Choose the desired period or enter a beginning and end date if you select the other period.
Personnel Number	Personnel number range you want to report on	O	Enter the desired personnel number, range or leave blank for all personnel
Plan	Character Identifier for the Benefit Plan	O	Enter the identifier if known or using the drop down arrow When selecting more than one program grouping or benefit plan, use multiple selection option

Select  icon to generate report.

Changes in eligibility

Benefit plan text	Pers.no.	Name	Changed on	Text
	147	Himmelein , Daniel Jeremiah	02/09/2001	Employee is permitted from the 01/01/2002 (after the evaluation date)
	162	Royer , Rebecca Deidre	02/09/2001	Employee is permitted from the 01/01/2002 (after the evaluation date)
	186	MAYVILLE , RHONDA A	02/09/2001	Employee is permitted from the 01/01/2002 (after the evaluation date)
	276	Espe , Marlene V	02/09/2001	Employee is permitted from the 01/01/2004 (after the evaluation date)
	285	Hourly Kingsbay , NL-3	02/09/2001	Employee not eligible because to old
	285	Hourly Kingsbay , NL-3	02/09/2001	Employee not eligible because to old
	285	Hourly Kingsbay , NL-3	02/09/2001	Employee not eligible because to old
	285	Hourly Kingsbay , NL-3	02/09/2001	Employee not eligible because to old
	285	Hourly Kingsbay , NL-3	02/09/2001	Employee not eligible because to old
	285	Hourly Kingsbay , NL-3	02/09/2001	Employee not eligible because to old
	290	Adams , David Kevin	02/09/2001	Employee is permitted from the 01/01/2002 (after the evaluation date)
	415	hi , there	02/09/2001	No entry existing for program groupings HQ/RETR / plan 401K
	415	hi , there	02/09/2001	No entry existing for program groupings HQ/RETR / plan CSRO
	459	test Ben	02/09/2001	Employee 00000459 is not enrolled in all corequisite plans for AETD

The report is generated on the screen and can be printed. If finished, select the  icon to exit the report.

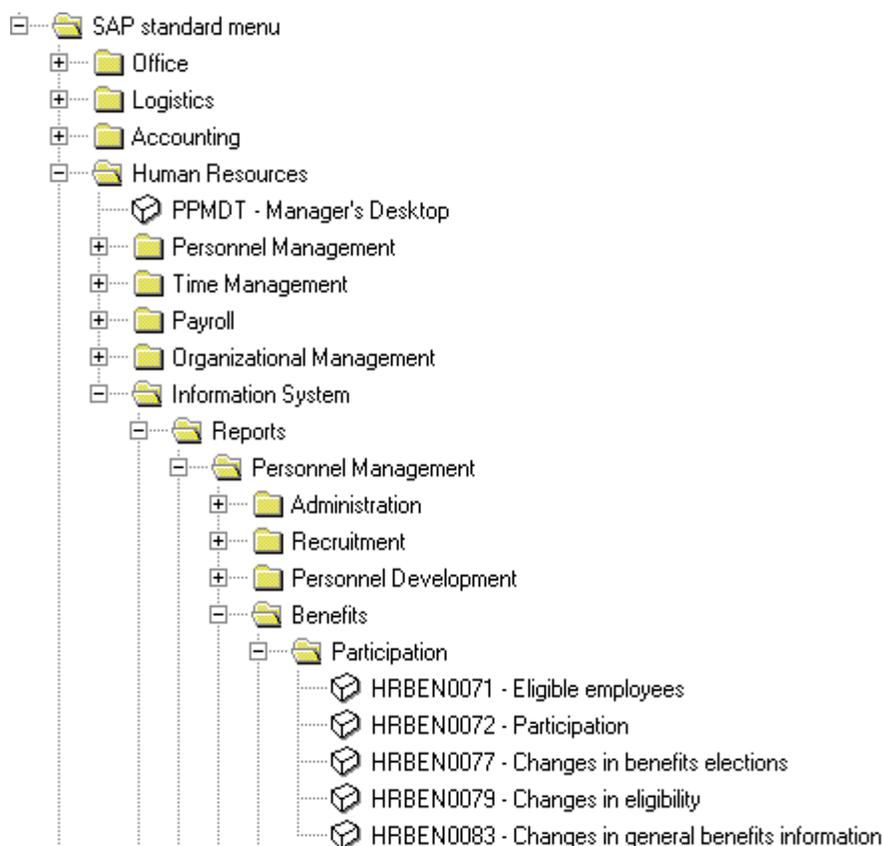


Employee Changes in General Benefits Information

HUMAN RESOURCES > INFORMATION SYSTEM > REPORTS > PERSONNEL MANAGEMENT > BENEFITS > PARTICIPATION > CHANGES IN GENERAL BENEFITS INFORMATION

Transaction code **HRBEN0083**

This document describes the procedure required to generate a report showing which employees have had General Benefits information changed.



If using the menu path, double click “**HRBEN0083 – Changes in general benefits information**” to go to the next screen.

Changes in General Benefits Information

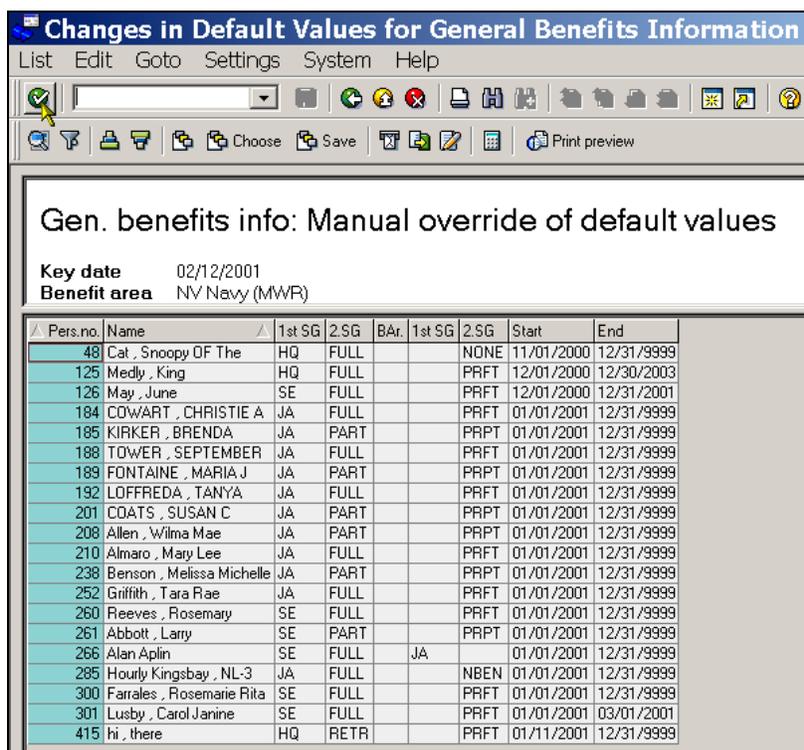
Enter information in the fields as specified in the table below. **Note:** In column “R/O/C,” R = Required, O = Optional, C = Conditional.

Field Name	Description	R/O/C	User Action, Values, Comments
Period	Period for which report is to be generated	R	Choose the desired period or a beginning and end date if you select the other period.
Personnel Number	Personnel number range you want to report on	O	Enter the desired personnel number, range or leave blank for all personnel
Benefit Area	Benefit Area to be reported on	R	Enter NV or select using drop down arrow
1st Program Grouping	1 st Program Grouping to be reported on	O	Enter the desired 1 st program grouping or select using drop down arrow
2nd Program Grouping	2 nd Program Grouping to be reported on	O	Enter the desired 2 nd program grouping or select using drop down arrow

Reason for Deviation from Default values	This is the reason for the change/s in Employee default values	R	Select Manual Override or Changes in Default Values.
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Select  to generate the report:

Changes in General Benefits Information



Pers.no	Name	1st SG	2.SG	Bar.	1st SG	2.SG	Start	End
48	Cat , Snoopy OF The	HQ	FULL			NONE	11/01/2000	12/31/9999
125	Medly , King	HQ	FULL			PRFT	12/01/2000	12/30/2003
126	May , June	SE	FULL			PRFT	12/01/2000	12/31/2001
184	COWART , CHRISTIE A	JA	FULL			PRFT	01/01/2001	12/31/9999
185	KIRKER , BRENDA	JA	PART			PRPT	01/01/2001	12/31/9999
188	TOWER , SEPTEMBER	JA	FULL			PRFT	01/01/2001	12/31/9999
189	FONTAINE , MARIA J	JA	PART			PRPT	01/01/2001	12/31/9999
192	LOFFREDA , TANYA	JA	FULL			PRFT	01/01/2001	12/31/9999
201	COATS , SUSAN C	JA	PART			PRPT	01/01/2001	12/31/9999
208	Allen , Wilma Mae	JA	PART			PRPT	01/01/2001	12/31/9999
210	Almaro , Mary Lee	JA	FULL			PRFT	01/01/2001	12/31/9999
238	Benson , Melissa Michelle	JA	PART			PRPT	01/01/2001	12/31/9999
252	Griffith , Tara Rae	JA	FULL			PRFT	01/01/2001	12/31/9999
260	Reeves , Rosemary	SE	FULL			PRFT	01/01/2001	12/31/9999
261	Abbott , Larry	SE	PART			PRPT	01/01/2001	12/31/9999
266	Alan Aplin	SE	FULL		JA		01/01/2001	12/31/9999
285	Hourly Kingsbay , NL-3	JA	FULL			NBEN	01/01/2001	12/31/9999
300	Farrales , Rosemarie Rita	SE	FULL			PRFT	01/01/2001	12/31/9999
301	Lusby , Carol Janine	SE	FULL			PRFT	01/01/2001	03/01/2001
415	hi , there	HQ	RETR			PRFT	01/11/2001	12/31/9999

The report is generated on the screen and can be printed. If finished, select the green arrow  icon to exit the report.

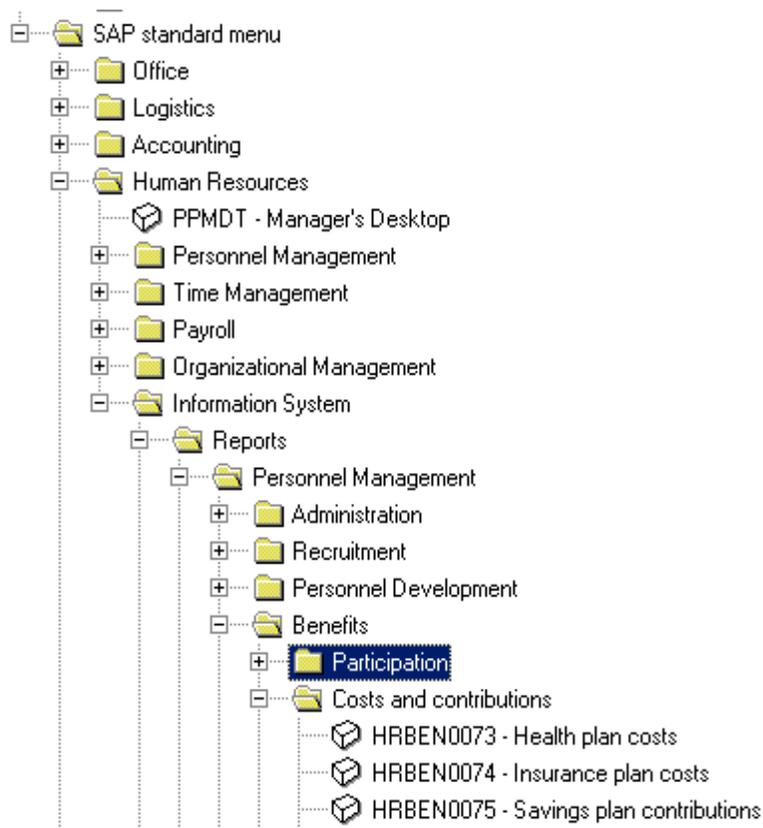


Employee Health Plan Cost

**HUMAN RESOURCES > INFORMATION SYSTEM > REPORTS >
PERSONNEL MANAGEMENT > BENEFITS > COST AND CONTRIBUTIONS**

Transaction code **HRBEN0073**

This document describes the procedure required to generate a report showing the cost of select health plans or all health plans.



If using the menu path, double click “**HRBEN0073 – Health plan costs**” to go to the next screen.

Health Plan Costs

Enter information in the fields as specified in the table below. **Note:** In column “R/O/C,” R = Required, O = Optional, C = Conditional.

Field Name	Description	R/O/C	User Action, Values, Comments
Key date	Date for which report is to be generated	R	Present date is checked, if you need to run report for a different date, select “Other keydate” and put in the desired date.
Personnel Number	Personnel number or range you want to report on	O	Enter the desired personnel number, range or leave blank.
Benefit Area	Benefit Area to be reported on	R	You must enter NV
1st Program Grouping	1 st Program Grouping to be reported on	O	Enter the desired 1 st program grouping or select using drop down arrow
2nd Program Grouping	2 nd Program Grouping to be reported on	O	Enter the desired 2 nd program grouping or select using drop down arrow
Benefit Plan	Benefit plans for which report is to be generated	O	Enter the Benefit plan code or select using drop down arrow, OR leave blank for all health plans

Select  to generate the report:

Health Plan Costs

Period text	Benefit plan text	Pers.no.	Name	Option text	Dep. coverage text	EE
Bi-weekly	Aetna Dental	146	Dela Cruz , Emma Celeste	Aetna Dental	Employee Only	
		162	Royer , Rebecca Deidre	Aetna Dental	Family	
		184	COWART , CHRISTIE A	Aetna Dental	Employee Only	
		185	KIRKER , BRENDA	Aetna Dental	Employee Only	
		186	MAYVILLE , RHONDA A	Aetna Dental	Family	
		188	TOWER , SEPTEMBER	Aetna Dental	Employee Only	
		189	FONTAINE , MARIA J	Aetna Dental	Employee Only	
		190	KNIGHT , PATSY A	Aetna Dental	Employee Only	
		191	MDXON , JENNIFER	Aetna Dental	Employee Only	
		192	LOFFREDA , TANYA	Aetna Dental	Family	
		199	PETTIGREW , KRYSTAL	Aetna Dental	Employee Only	
		201	COATS , SUSAN C	Aetna Dental	Employee Only	
		202	DOYAL , ERLINDA A	Aetna Dental	Employee Only	
		204	EVANS , ROBERT L	Aetna Dental	Employee Only	
		208	Allen , Wilma Mae	Aetna Dental	Employee Only	
		210	Almaro , Mary Lee	Aetna Dental	Employee Only	
		212	Lewis , Robert Kyle	Aetna Dental	Employee Only	
		219	Litty , Sheila Melanie	Aetna Dental	Employee Only	
		223	Benkon , Stephen Donald	Aetna Dental	Employee Only	

The report is generated on the screen and can be printed. Use the scroll bars to the right and bottom of the screen to view the entire report not visible here.

If finished, select the green arrow  icon to exit the report.

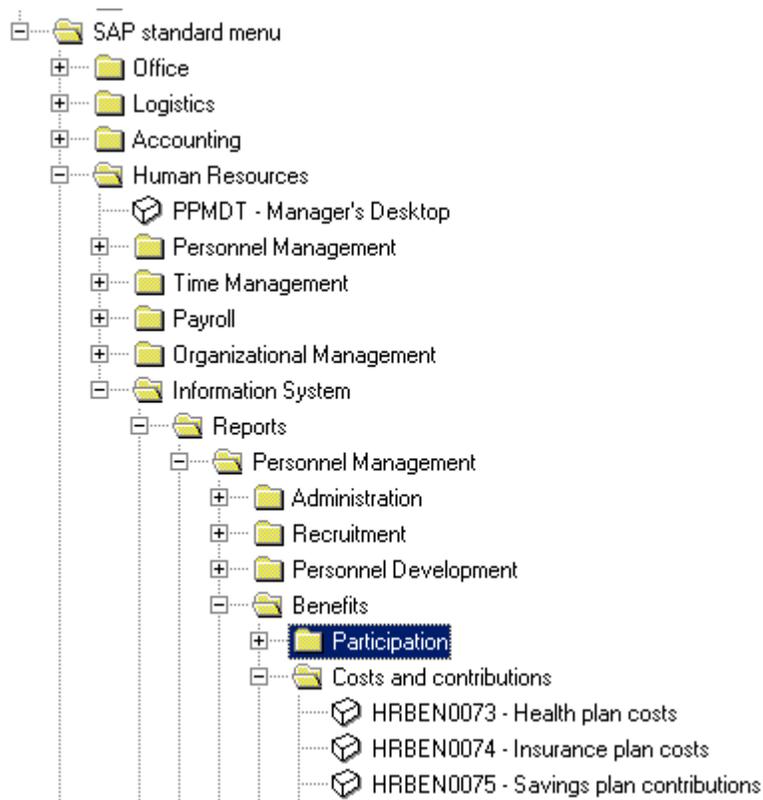


Employee Insurance Plan Cost

HUMAN RESOURCES > INFORMATION SYSTEM > REPORTS > PERSONNEL MANAGEMENT > BENEFITS > COST AND CONTRIBUTIONS

Transaction code **HRBEN0074**

This document describes the procedure required to generate a report showing the cost of select insurance plans or all insurance plans.



If using the menu path, double click “**HRBEN0074 – Insurance plan costs**” to go to the next screen.

Insurance Plan Costs

Enter information in the fields as specified in the table below. **Note:** In column “R/O/C,” R = Required, O = Optional, C = Conditional.

Field Name	Description	R/O/C	User Action, Values, Comments
Key date	Date for which report is to be generated	R	Present date is checked, if you need to run report for a different date, select “Other keydate” and put in the desired date.
Personnel Number	Personnel number or range you want to report on	O	Enter the desired personnel number, range or leave blank for all personnel
Benefit Area	Benefit Area to be reported on	R	Enter NV or select using drop down arrow
1st Program Grouping	1 st Program Grouping to be reported on	O	Enter the desired 1 st program grouping or select using drop down arrow
2nd Program Grouping	2 nd Program Grouping to be reported on	O	Enter the desired 2 nd program grouping or select using drop down arrow
Benefit Plan	Benefit plans for which report is to be generated	O	Enter the Benefit plan code or select using drop down arrow, OR leave blank for all health plans

Select  to generate the report:

Insurance Plan Costs

Period text	Benefit plan text	Pers.no	Name	Option	Insurance option text	EE costs	ER credit	Provider costs
Bi-weekly	Basic Life / AD&D	146	Dela Cruz , Emma Celeste	BLF1	Basic Life / AD&D	4.60	0.00	0.00
		184	COWART , CHRISTIE A	BLF1	Basic Life / AD&D	5.00	0.00	0.00
		186	MAYVILLE , RHONDA A	BLF1	Basic Life / AD&D	11.60	0.00	0.00
		236	Logan , Tina Marie	BLF1	Basic Life / AD&D	7.80	0.00	0.00
		285	Hourly Kingsbay , NL-3	BLF1	Basic Life / AD&D	5.20	0.00	0.00
		366	Wanda Marable	BLF1	Basic Life / AD&D	12.00	0.00	0.00
		459	test Ben	BLF1	Basic Life / AD&D	3.40	0.00	0.00
		463	Test Retirement	BLF1	Basic Life / AD&D	3.40	0.00	0.00
		471	CHELSEA TEAL	BLF1	Basic Life / AD&D	0.40	0.00	0.00
		747	LOTS FUN	BLF1	Basic Life / AD&D	4.80	0.00	0.00
		749	MICHELLE LOVE	BLF1	Basic Life / AD&D	0.40	0.00	0.00
		750	ESTHER HERRING	BLF1	Basic Life / AD&D	7.20	0.00	0.00
		751	HILDEGARDE CAMPEAU	BLF1	Basic Life / AD&D	21.40	0.00	0.00
		752	VIRGINIA ?MITCHELL	BLF1	Basic Life / AD&D	6.80	0.00	0.00
		754	ASSISTANT DDG	BLF1	Basic Life / AD&D	23.80	0.00	0.00
		756	BRIANNA CARCAMO	BLF1	Basic Life / AD&D	15.20	0.00	0.00
		764	TEST BENEFIT	BLF1	Basic Life / AD&D	3.80	0.00	0.00
						136.80	0.00	0.00
	Basic Life / AD&D							
	Long Term Disability	146	Dela Cruz , Emma Celeste	LTD1	Long Term Disability	12.04	0.00	0.00

The report is generated on the screen and can be printed. If finished, select the green

arrow  icon to exit the report.

Employee Demographics

Enter information in the fields as specified in the table below. **Note:** In column “R/O/C,” R = Required, O = Optional, C = Conditional.

Field Name	Description	R/O/C	User Action, Values, Comments
Period	Period for which report is to be generated	R	Choose the desired period or enter a beginning and end date if you select the other period.
Personnel Number	Personnel number range you want to report on	O	Enter the desired personnel number, range or leave blank.
Evaluation Date	Date of Evaluation	O	This allows for selection of specific date if a range had earlier been selected.
Age Groups	Age group to be reported on	O	Enter the identifier if known or using the drop down arrow When selecting more than one program grouping or benefit plan, use multiple selection option

Select  to generate the report:

Employee Demographics

Age range		Employees		Smokers		Non-smokers	
1 - 19	Total	8	5.71 %	0	0.00 %	8	100.00 %
	Female	2	25.00 %	0	0.00 %	2	25.00 %
	Male	6	75.00 %	0	0.00 %	6	75.00 %
20 - 24	Total	4	2.86 %	0	0.00 %	4	100.00 %
	Female	3	75.00 %	0	0.00 %	3	75.00 %
	Male	1	25.00 %	0	0.00 %	1	25.00 %
25 - 29	Total	7	5.00 %	0	0.00 %	7	100.00 %
	Female	5	71.43 %	0	0.00 %	5	71.43 %
	Male	2	28.57 %	0	0.00 %	2	28.57 %
30 - 34	Total	8	5.71 %	0	0.00 %	8	100.00 %
	Female	6	75.00 %	0	0.00 %	6	75.00 %
	Male	2	25.00 %	0	0.00 %	2	25.00 %

The report is generated on the screen and can be printed. If finished, select the green arrow  icon to exit the report.

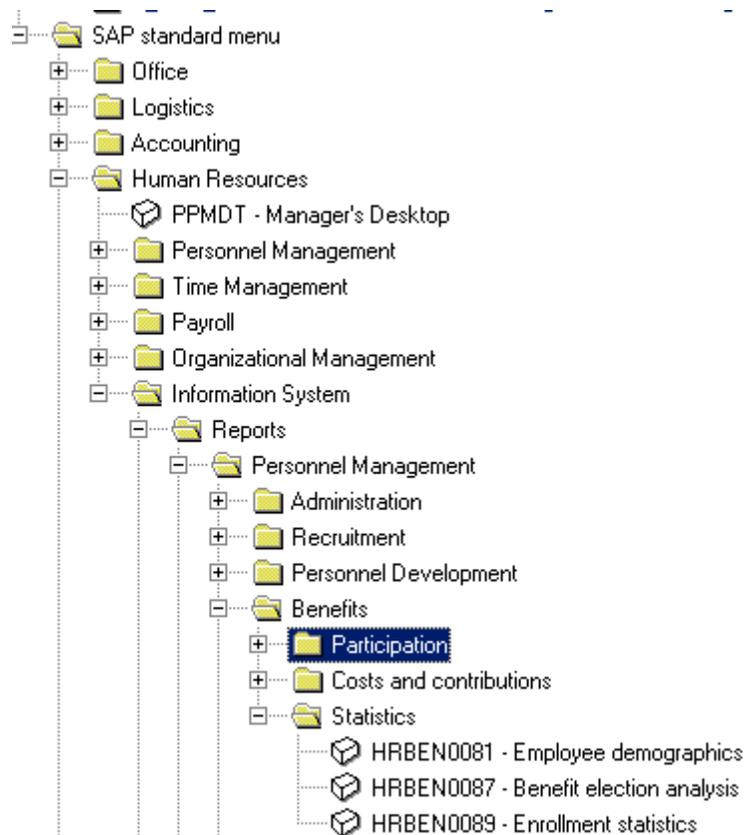


Benefits Enrollment Statistics

This document describes the procedure required to generate a report showing the Benefits Enrollment Statistics.

HUMAN RESOURCES > INFORMATION SYSTEM > REPORTS > PERSONNEL MANAGEMENT > BENEFITS > STATISTICS>ENROLLMENT STATISTICS

Transaction code **HRBEN0089**



If using the menu path, double click “**HRBEN0089 – Enrollment statistics**” to go to the next screen.

Enrollment Statistics

Enrollment Statistics

Program Edit Goto System Help

Further selections Search helps Org. structure

Selection

Personnel number to

Additional data

Type of enrollment to

Plan category A to

Benefit area to

1st Program grouping to

2nd Program grouping to

Plan type to

Benefit plan to

Period

Start 02/12/2001

To 02/12/2001

Count

Plans

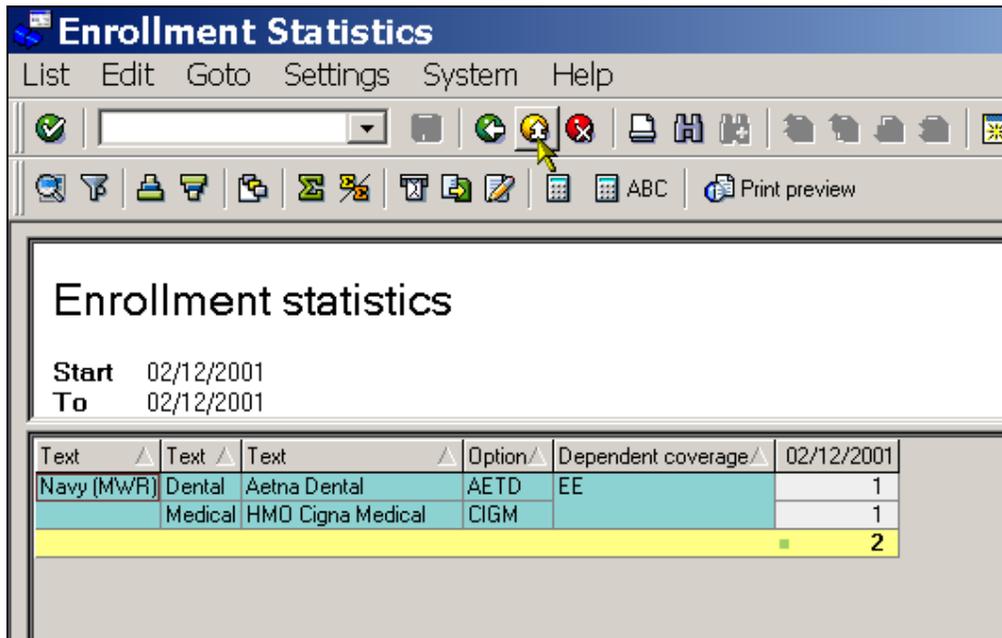
Persons

Enter information in the fields as specified in the table below. **Note:** In column “R/O/C,” **R** = Required, **O** = Optional, **C** = Conditional.

Field Name	Description	R/O/C	User Action, Values, Comments
Personnel Number	Personnel number range you want to report on	O	Enter the desired personnel number, range or leave blank for all personnel
Type of Enrollment	Type of Benefit Enrollment	O	Select the type of enrollment using the drop down arrow
Plan Category	Category of plan to be reported on	R	Enter category or select using the drop down arrow
Benefit Area	Benefit Area to be reported on	R	Enter NV or select using drop down arrow
1st Program Grouping	1 st Program Grouping to be reported on	O	Enter the desired 1 st program grouping or select using drop down arrow
2nd Program Grouping	2 nd Program Grouping to be reported on	O	Enter the desired 2 nd program grouping or select using drop down arrow
Plan Type	Benefit Plan type to be reported on	O	Enter the desired Plan type or select using drop down arrow
Benefit Plan	Benefit plans for which report is to be generated	O	Enter the Benefit plan code or select using drop down arrow, OR leave blank for all health plans
Period	Period start and end date	R	Enter dates for beginning and end of range
Count	How the Enrollment Statistics are to be counted, either by “Plans” or by “Persons”	R	Select either plans OR persons
Summary	Either Discrete or Cumulative Summary	R	Select either Discrete (current) or Cumulative (historical)

Select  to generate the report:

Enrollment Statistics



Text	Text	Text	Option	Dependent coverage	02/12/2001
Navy (MWR)	Dental	Aetna Dental	AETD	EE	1
	Medical	HMO Cigna Medical	CIGM		1
					2

The report is generated on the screen and can be printed. If finished, select the green arrow  icon to exit the report.

Saving a Report as a Variant

After viewing a report, it can be saved for future use.

At the main entry screen, click on the save  icon.

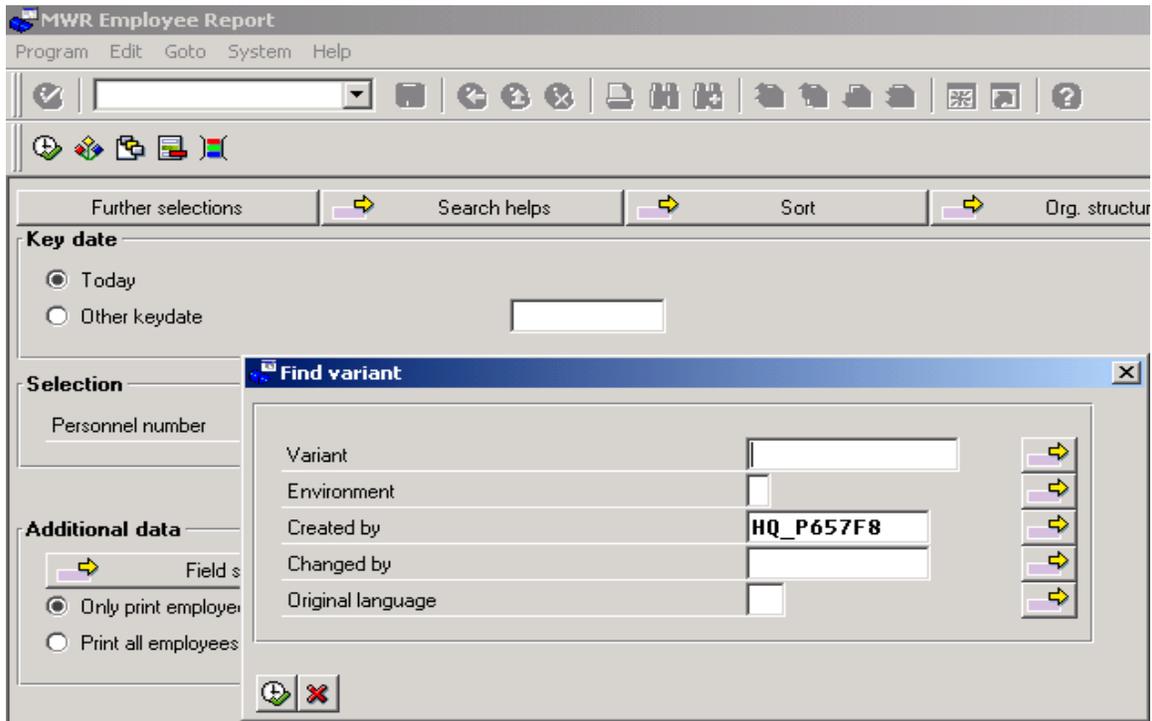
ABAP: Save as Variant screen will come up. Enter Variant Name and Description. In the Protect Variant field click in the box. This will protect the report from anyone else viewing or changing. When finished, click on the save  icon again.

Field name	Type
Required field	P
Switch SPA/GPA off	I
Save field without values	N
Selection variable	L
Hide field 'BIS'	P
Hide field	L
Protect field	O



Retrieving a Saved Variant

At the main entry screen click on the “Get Variant”  icon. The “find variant” box will appear with the users log on ID in the “created by” field. To view only the users saved reports leave as is, but to view other users saved reports, blank out the “created by” field and execute .



If you have blanked out the “created by” field a list of all unprotected variants will appear. Scroll down and select the report to view.



Once you select a report the main report screen will come up, you will need to change the “key date” or leave the radial button on “today”.

MWR Employee Report
 Program Edit Goto System Help

Further selections Search helps Sort Org. structure

Key date
 Today
 Other keydate

Selection	Value	to	Value
Personnel number		to	
Employment status	3	to	
Personnel area	1353	to	
Personnel subarea	1037	to	1096

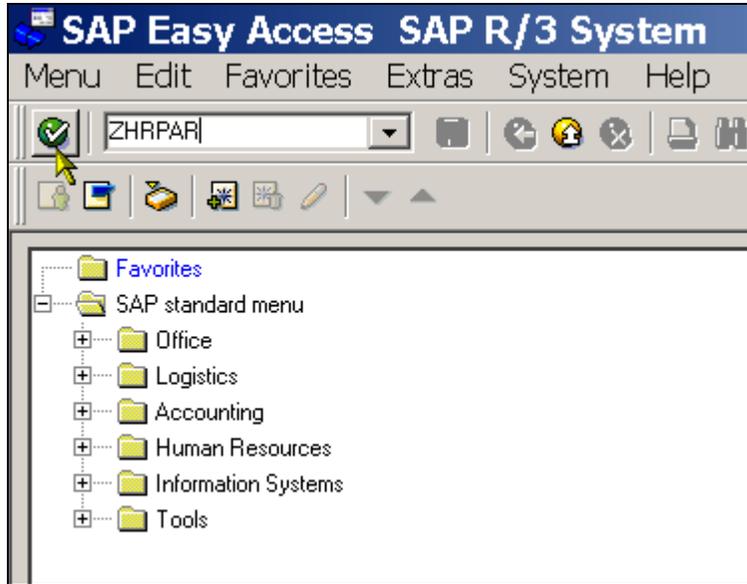
Additional data
 Field selection

Execute the report by clicking on the execute  icon.



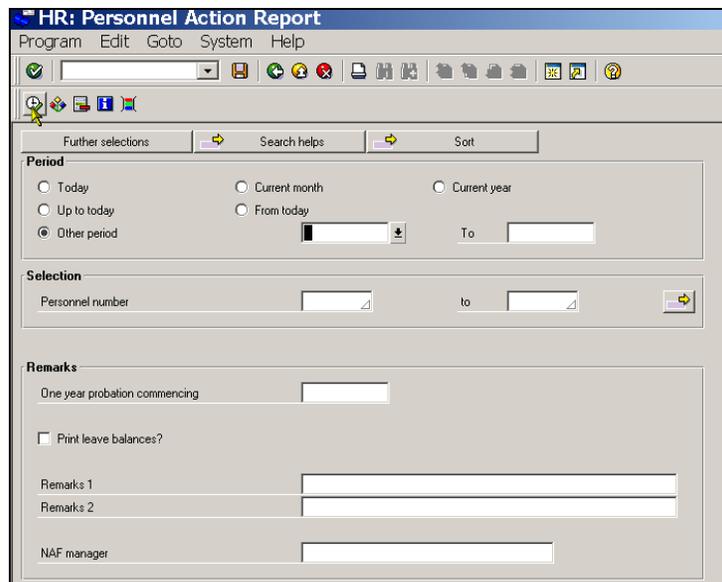
Personnel Action Report

Print a personnel action report using the transaction code **ZHRPAR**.



Select  to go to the next screen:

HR: Personnel Action Report



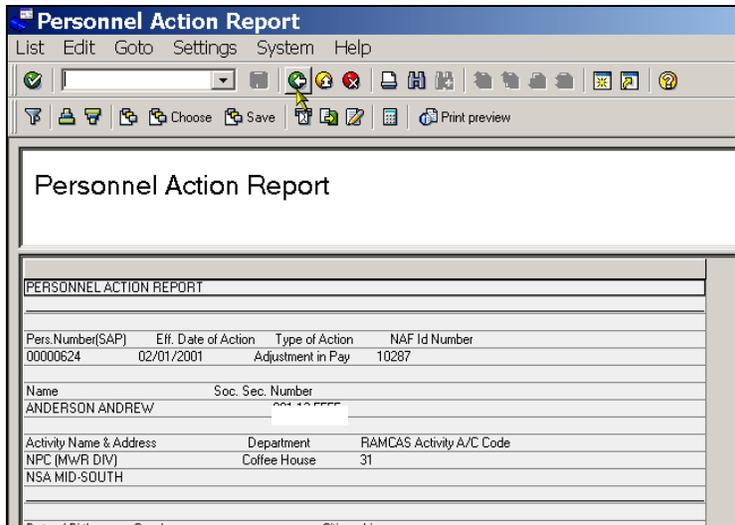
Enter information in the fields as specified in the table below. **Note:** In column “R/O/C,” **R** = Required, **O** = Optional, **C** = Conditional.

Field Name	Description	R/O/C	User Action, Values, Comments
Period	Date or dates to be reported on	R	Check “today” for today’s date OR check “other period” and enter a range of dates
Personnel number	Personnel number identifier	O	Enter number or range of numbers. Use the drop down arrow if number is not known
Remarks	Remarks, NAF manager’s name	O	Enter any remarks to be printed on the PAR, enter the name of the NAF manager to be printed on the PAR

Select  to generate report.

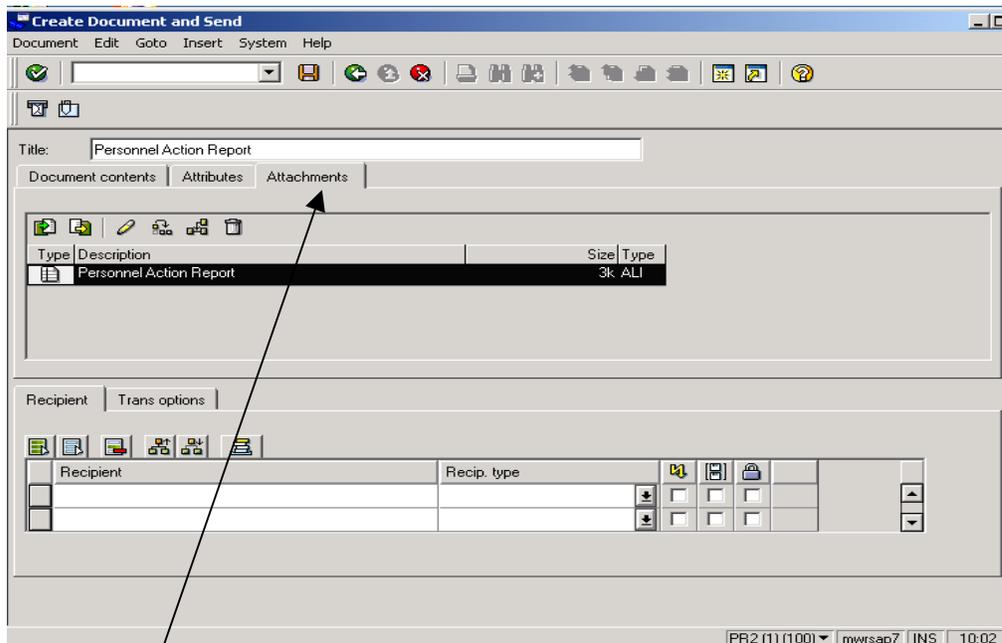
Print:

Click the drop down arrow to select a printer, then select .



Be sure to email before printing!

- Click on envelope icon  (under the green arrow)
- Message will appear “document moved to folder Outbox”

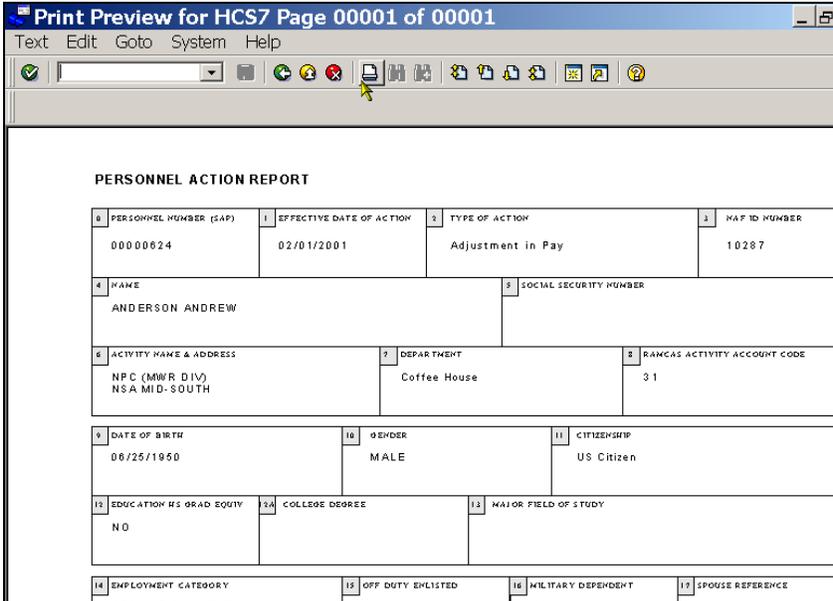


- Click attachments
- Select recipient by putting cursor in the blank box under recipient and use drop down arrow
- Select internal user and green check
- Fill in last name, first name
- Click button in front of name or click on  select all
- Click send 

 **NOTE: When emailing the 52, the sender should also save a copy to a personal folder named “Sent 52s.” This allows for more efficient follow-up if the recipient does not receive the sent copy. Once the 52 has been emailed and printed, the same 52 cannot be reprinted without completely re-entering.**

Select green arrow  for portrait Print Preview.

PAR: Portrait print preview



PERSONNEL ACTION REPORT

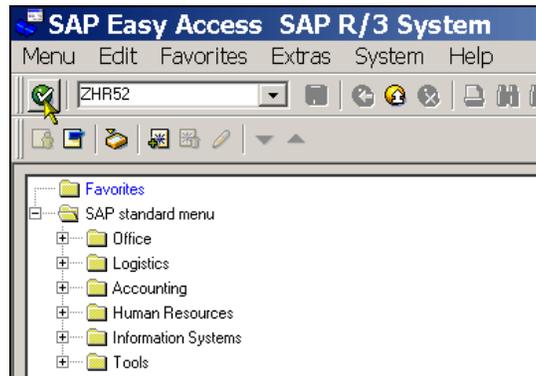
8 PERSONNEL NUMBER (SAP) 00000624	1 EFFECTIVE DATE OF ACTION 02/01/2001	3 TYPE OF ACTION Adjustment in Pay	2 HAF ID NUMBER 10287
4 NAME ANDERSON ANDREW		5 SOCIAL SECURITY NUMBER	
6 ACTIVITY NAME & ADDRESS NPC (MWR DIV) NSA MID-SOUTH		7 DEPARTMENT Coffee House	8 RANCAS ACTIVITY ACCOUNT CODE 31
9 DATE OF BIRTH 08/25/1950	10 GENDER MALE	11 CITIZENSHIP US Citizen	
12 EDUCATION HS GRAD EQUIV NO	12A COLLEGE DEGREE	13 MAJOR FIELD OF STUDY	
14 EMPLOYMENT CATEGORY	15 OFF DUTY ENLISTED	16 MILITARY DEPENDENT	17 SPOUSE REFERENCE

Now select the  icon to print the Personnel Action Report you selected.



Request for Personnel Action (52)

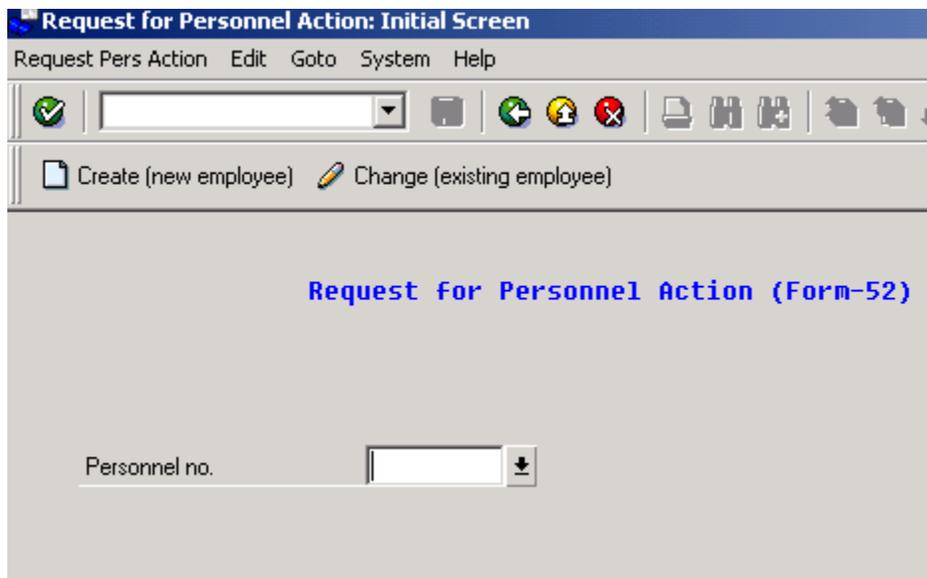
Use transaction code **ZHR52**, and select  to go to the next screen:

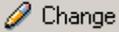


There are two ways to generate a request for personnel action:

- with personnel number
- OR-
- with position number.

Request for Personnel Action



To use **personnel number**, enter it into the personnel number field, and select the  icon.

Request for Personnel Action

Enter any applicable remarks to be printed on the 52. **You must press the enter**  **icon to validate the entries.** Select the  icon to continue.

Select output device, then . The 52 should look like the following illustration:

The “landscape” view appears.

Be sure to email before printing!

- Click on envelope icon (under the green arrow)
- Click attachment document content
- Select recipient using drop down arrow
- Select internal user and green check
- Fill in last name, first name
- Click send

 **NOTE: When emailing the 52, the sender should also save a copy to a personal folder named “Sent 52s.” This allows for more efficient follow-up if the recipient does not receive the sent copy. Once the 52 has been emailed and printed, the same 52 cannot be reprinted without completely re-entering.**

Select the  to get the “portrait” view.

Print Preview for HM12 Page 00001 of 00001
Text Edit Goto System Help

Form-52 **REQUEST FOR PERSONNEL ACTION**

PART A - Requesting Office		Pers. No.:(SAP) 00000000	
1 ACTION REQUESTED NEW HIRE	2 REQUEST NUMBER		4 PROPOSED EFFECTIVE DATE 01/01/2002
3 FOR ADDITIONAL INFORMATION CALL (NAME & TELEPHONE)		5 ACTION REQUESTED BY KATHLEEN ANDERSON 01/01/2002	
6 ACTION AUTHORIZED BY EUCILE BALLENGER 01/01/2002			

PART B - For Preparation of SF 50			
1 NAME (LAST, FIRST) ALEXANDER KARL	2 SOCIAL SECURITY NUMBER 589858748	3 DATE OF BIRTH 05/04/1956	4 EFFECTIVE DATE 01/01/2002

FIRST ACTION		SECOND ACTION	
CODE	NATURE OF ACTION / LEGAL AUTHORITY	CODE	NATURE OF ACTION / LEGAL AUTHORITY

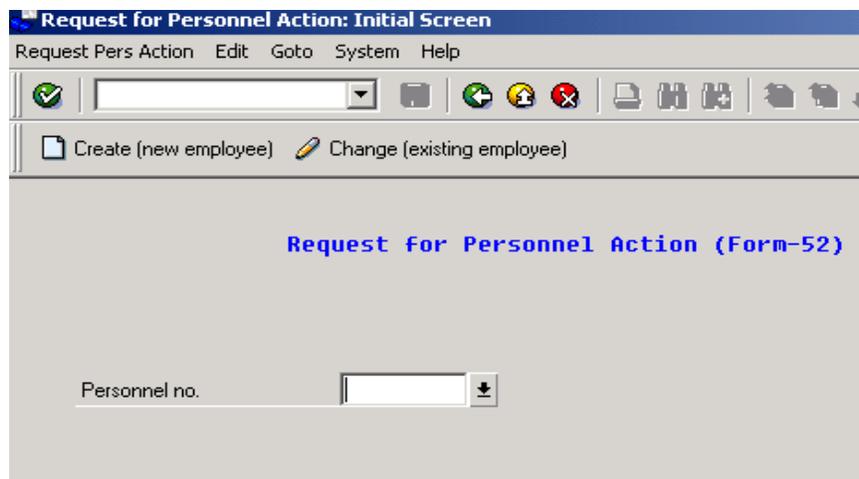
FROM POSITION:		TO POSITION:	
POSITION	00000000	POSITION	00000000
JOB KEY	00000000	JOB KEY	00000000
ORG UNIT	00000000	ORG UNIT	00000000
PERS AREA	SUBAREA	PERS AREA	1034 SUBAREA 1034
ANNUAL SAL	RATE STEP	ANNUAL SAL	75,725.00 RATE STEP 0.00
EMP CAT		EMP CAT	FT
BY STATION		BY STATION	121510031
F L S A	SERVICE COMP DT	F L S A	N SERVICE COMP DT 08/08/1981

PART C - Reviews and Approvals (Not to be used by requesting office)			
OFFICE/FUNCTION	INITIALS/SIGNATURE	DATE	OFFICE/FUNCTION

Select the  to print.

To generate the report **by position number**, in the initial screen, leave personnel number

blank, then select the  icon.



Enter the applicable information on the next screen:

You must press the enter  icon to validate the entries. Select the  icon to continue.

Be sure to select  to verify entries and email before printing!