

Purpose

Purpose

Use this procedure to view a list of employees in your Organizational Unit (school/department). For each employee, the list will display:

- Personnel Number
- Personal ID Number (SSN)
- Last Name
- First Name
- Position
- Organizational Unit (school/department)

Trigger

Perform this procedure when you wish to view a list of employees in your Organizational Unit.

Prerequisites

- none

Menu Path


Use the following menu path(s) to begin this transaction:

- Human Resources → Personnel Management → Admin → Info System → Reports → Employee → S_AHR_61016362 - Flexible Employee Data

Transaction Code

S_AHR_61016362

Helpful Hints

- Remember to select the correct variant 

Procedure


1. Start the transaction using the menu path or transaction code.

SAP Easy Access



2. As required, complete/review the following fields:

Field	R/O/C	Description
	R	Example: S_AHR_61016362

3. Click button .

Flexible Employee Data

Flexible Employee Data

Program Edit Goto System Help

Search helps Sort order Org. structure

Key date

Today
 Other keydate

Key Date


Selection

Personnel Number

Additional data






Field selection



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4. Click button .

Find Variant


Find Variant

Variant		
Environment		
Created by	REYNOLDSE1	
Changed by		
Original language		

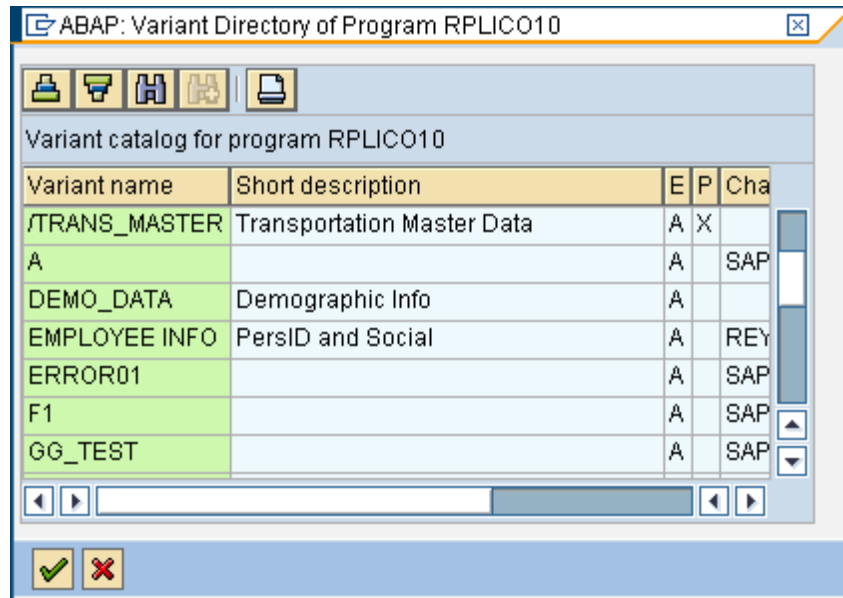
 

5. Click Created by field .

6. Clear the Created by field by pressing the backspace/delete button on your keyboard


7. Click button .

ABAP: Variant Directory of Program RPLIC010



Variant name	Short description	E	P	Cha
/TRANS_MASTER	Transportation Master Data	A	X	
A		A		SAP
DEMO_DATA	Demographic Info	A		
EMPLOYEE INFO	PersID and Social	A		REY
ERROR01		A		SAP
F1		A		SAP
GG_TEST		A		SAP

8. Click label **EMPLOYEE INFO** PersID and Social A REY.

9. Click button .

Flexible Employee Data

Program Edit Goto System Help

Flexible Employee Data

Further selections Search helps Sort order Org. structure

Key date

Today
 Other keydate

Key Date

Selection

Personnel Number
Employment status
Personnel area
Personnel subarea
Employee group
Employee subgroup
Payroll area

Additional data


Field selection (active)


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10. Click Org. structure button  .

Choose Organizational unit

Name	ID	Code	Valid from	Valid to
Organizational structure				
<input type="checkbox"/> <input type="checkbox"/> Banneker, Benjamin High	O 10000178	07020402740	01/01/2006	Unlimite

11. If your school is not displayed, select the unrelated objects  button. Check the radio box next to your school.

12. Click button .

Flexible Employee Data

Program Edit Goto System Help

Flexible Employee Data

ons Search helps Sort order Org. structure

Key date

Today
 Other keydate

Key Date


Selection

Personnel Number		
Employment status		
Personnel area		
Personnel subarea		
Employee group		
Employee subgroup		
Payroll area		

Additional data

Field selection (active)

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13. Click button .

Flexible Employee Data


Flexible Employee Data

Key date: 02/29/2008

Personnel Number	Personnel ID Number	Last Name	First Name	Position	Organizational Unit
				TCH-AD ASST - ADMIN ASST (370)	Banneker, Benjamin High
				TCH-HIGH - ENGLISH (235)	Banneker, Benjamin High
				TCH-VOC 195 - HEALTH OCCUPATIONS (460)	Banneker, Benjamin High
				TCH-ART - ART (210)	Banneker, Benjamin High
				TCH-MIMH 2 - MILDLY MENTALLY HANDICAPPED	Banneker, Benjamin High
				TCH-MIMH 2 - MILDLY MENTALLY HANDICAPPED	Banneker, Benjamin High
				TCH-HIGH - HS MATH (270)	Banneker, Benjamin High
				TCH-MOID 3 - MODERATE MENTALLY HANDICAPP	Banneker, Benjamin High
				COUNS-SEC - COUNSELOR (380)	Banneker, Benjamin High
				MEDIA SPEC - MEDIA SPECIALIST (385)	Banneker, Benjamin High
				TCH-OH SC - ORTHOPEDICALLY HANDICAPPED (Banneker, Benjamin High
				PSYCH 205 - SCHOOL PSYCHOLOGIST (388)	Banneker, Benjamin High
				SRO - RESOURCE OFFICER (NO SUB REQD) (37	Banneker, Benjamin High
				TCH-IRR - INTERRELATED (585)	Banneker, Benjamin High
				PARA-SP ED - SCHOOL ASSISTANT SPECIAL ED	Banneker, Benjamin High
				COUNS-SEC - COUNSELOR (380)	Banneker, Benjamin High
				TCH-HIGH - HS MATH (270)	Banneker, Benjamin High
				TCH-HIGH - HS MATH (270)	Banneker, Benjamin High
				TCH-HIGH - HS BIOLOGY (292)	Banneker, Benjamin High
				ASST-CLINIC - CLINIC ASSISTANT (078)	Banneker, Benjamin High
				TCH-HIGH - HS MATH (270)	Banneker, Benjamin High
				TCH-IRR - INTERRELATED (585)	Banneker, Benjamin High

Data hidden in this training document

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14. Once you have reviewed the documents, click button  to go back.

15. Click button  to exit.

Result

You have displayed a report that details vital employee information for your school. If you want to export the report press the export button 