

## Introduction

### Description

This report provides a view of all record changes made for one or more selected employees during a specified date range. The report can be run for an individual, a department, an entire School/College, an employee group, etc. Access is dependent upon a report user's SAP security permissions. Available report data is extensive, with over 240 available Characteristics (data fields) from a broad range of categories that include employee, faculty, personnel actions, position and demographic information. A similarly wide range of metrics ("Key Figures" in BW) includes annual salary, basic pay / period, hourly rate and many other values, many of which are not related to payroll.

This report examines changes in multiple Infotypes including organizational assignment, planned working time, basic pay, residence status, and main personnel assignment, among others. If any of these Infotypes has a record with an end-date that falls within the specified History Range interval, then that record is shown on the report.

### Menu Path

Reporting → Human Capital Management (HCM) → Employee Data (Distributed) → Employee Master Data – History Range

### Tips and Tricks

- It is possible to run this report for multiple employees. However, because many changes to employee records may occur over time, it is recommended that the report be run for a small number of employees.
- The **History Range** variable is used to limit report data to records that have changed during the dates specified. For example: if you want to find all Positions that someone held between 1/1/2020 and today, enter that range in the **History Range** field.
- When using the report, you may find it is best to avoid trying to answer more than one time-related question at a time. This is because this report contains a huge amount of data drawn from multiple Infotypes. Each InfoType record has a start and end date which defines the period during which that record is effective. When running the report based on a particular date range, multiple InfoType effective dates may be included in your output. Because there is not necessarily a connection between the effective dates from one InfoType to another, dates indicating InfoType changes can be confusing.
- If multiple InfoType changes overlap during a specified date range, the Key Figure **Number of Records** will contain values greater than 1. Use the **Emp Change Start Date** and **Emp Change End Date** Characteristics to break those aggregated numbers into individual records.
- The report filters **Employment Status** to show active employees in the initial view. You will need to change this selector in the Variable Entry screen in order to view other status values.
- On the Variable Entry screen, if **Main Assignment Indicator** = X, only records associated with an employee's main assignment will be selected. If you want to see data for all positions an employee may have held, leave the field blank.
- The report contains a huge amount of data to help you develop answers to a broad range of questions; over 240 Free Characteristics are available.
- This report contains several hidden key figures. Use the *Filter* command to show/hide the figures, as described in this Help Guide: [BW How to - Hide or Show a Key Figure](#)

**Procedure**

Click on the Portal link to start the report. Enter selection criteria via the *Variable Entry* screen.

General Variables		
Variable*	Current Selection	Description
History Range	06/30/2011 - 12/02/22	06/30/2011 - 12/02/2022
Employee		
BU ID		
Organizational Unit(Hierarchy Node)		
Master Cost Center		
Employment Status	3	3 Active
Personnel Area(s)		
Personnel Sub-Area(s)		
Employee Group(s)		
Employee Sub-Group(s)		
Employee Group/Subgroup		
Main Assignment Ind (X)	X	X
Action Type and Reason		
Emp Job		

OK Check

By default, these fields are pre-populated, although each of these restrictions can be modified or removed:

**History Range:** specifies the date range on which the report data will be based. The initial value is set to show the time period between SAP go-live<sup>1</sup> through today.

**Employment Status:** a “3” indicates that only active employees will be examined.

**Main Assignment Ind:** An indicator of "X" indicates that only employees' main assignments will be included. This is important to use for faculty selections to eliminate duplicate employee counts when multiple assignments are involved. All salary and budget information should be connected to this assignment/position.

**Report Output – Initial View**

These data fields are included in the initial report result:

Emp Name Last	Emp Name First	Emp BU ID	Emp Change from Date	Emp Change to Date	Emp Master Cost Center	Organizational Unit	Personnel Subarea	Employee Group	Emp Position Number	Emp Position Name	Annual Salary
			11/01/2020	11/01/2020							\$
			11/02/2020	10/31/2021							
			11/01/2021	12/31/2021							
			01/01/2022	12/31/9999							
			06/27/2011	07/07/2011							
			07/08/2011	07/26/2011							
			07/27/2011	08/31/2013							
			09/01/2013	07/16/2015				#	#		
			07/17/2015	10/02/2015				#	#		
			10/03/2015	08/30/2018				#	#		
			08/31/2018	12/31/9999				#	#		
			06/23/2011	07/28/2011							
			07/29/2011	12/11/2011							
			12/12/2011	12/31/2011							
			01/01/2012	06/30/2012							
			07/01/2012	12/31/2012							

**Free Characteristics**

As mentioned above, the report contains over 240 additional data fields.

**Key Figures (metrics)**

The report initially displays only the **Annual Salary** field, but there are many other metrics available. Refer to the Help Guide [BW How to - Hide or Show a Key Figure](#) for instructions regarding how to add any of the hidden metrics to your report.

**Use Cases**

Here are just a few examples of the questions/tasks for which the report might be used :

- How many promotions did this employee or group of employees received since 2020?
- How many employees were hired during 2022?
- How many salary changes for members of this group were made between 2019 and today?

<sup>1</sup> SAP went live on 7/1/2011. The 6/30/2011 **Start Date** notation results in the inclusion of data between 1/1/2011 and 6/30/2022.