

Introduction

Description

This report provides a view of data for one or more selected employees as of a specified snapshot date. 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 others, many of which are not related to payroll.

Menu Path

Reporting → Human Capital Management (HCM) → Employee Data (Distributed) → Employee Master Data - Snapshot

Tips and Tricks

- 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 the main assignment will be selected. If you want to see data for all positions an employee might hold, leave the field blank.
- This report contains several hidden key figures. Use the *Filter* command to show/hide the figures¹.

Procedure

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

General Variables										
	Variable	Current Selection		Description						
	Employee	l	٥							
	BU ID	l	٥							
	Organizational Unit(Hierarchy Node	e) (٥							
	Master Cost Center	l	٥							
	Personnel Area(s)	l	٥							
	Personnel Sub-Area(s)	l	٥							
	Employment Status	3 1	٥	3 Active						
	Employee Group(s)	l	٥							
	Employee Sub-Group(s)	l	٥							
	Main Assignment Ind (X)	X	٥	Х						
	Action Type and Reason	l	٥							
	Action Type(s)	1	٥							
	Emp Job	l	٥							
*	Snapshot Date	12/01/2022	٥	12/01/2022						
OK Check										

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

Snapshot Date: the only required variable, specifies the date on which the report data will be based. The default initial value is the date on which the report is run.

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.

¹ Refer to the online Help document <u>BW How to - Hide or Show a Key Figure</u> for step-by-step instructions.



Report Output – Initial View

These data fields are included in the initial report result:

									Annual Salary=-
Emp Name Last	Emp Name First ≜	Emp BU ID ≜	Emp Master Cost Center =	Organizational Uniter	Personnel Subarea a	Employee Group 4	Emp Position Number +	Emp Position Name A	\$
									4.44
									10 mar 10
									-
									10.000
									111,000,000

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 <u>BW How to - Hide or Show a Key Figure</u> 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 :

- What are the annual salaries of all employees in my organization?
- What are the office (or home) addresses of the employees in my organization?
- For your organization, generate a list of all active employees and include position, salary, hire date, and percent time.
- Is there anyone in my organizational unit who has not yet entered emergency contact information?