

**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 figures<sup>1</sup>.

**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	<input type="checkbox"/>	
BU ID	<input type="checkbox"/>	
Organizational Unit(Hierarchy Node)	<input type="checkbox"/>	
Master Cost Center	<input type="checkbox"/>	
Personnel Area(s)	<input type="checkbox"/>	
Personnel Sub-Area(s)	<input type="checkbox"/>	
Employment Status	3	3 Active
Employee Group(s)	<input type="checkbox"/>	
Employee Sub-Group(s)	<input type="checkbox"/>	
Main Assignment Ind (X)	X	X
Action Type and Reason	<input type="checkbox"/>	
Action Type(s)	<input type="checkbox"/>	
Emp Job	<input type="checkbox"/>	
* Snapshot Date	12/01/2022	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.

<sup>1</sup> Refer to the online Help document [BW How to - Hide or Show a Key Figure](#) for step-by-step instructions.

