Employee List Report

Purpose

The Employee List report can be used to provide a list of active University employees and their current primary organizational assignment information as stored in IT 0001 Org Assignment.

Report Output

The generated report lists employee's personnel number, name (last name first name), employee group and subgroup, position number, position title, organizational unit number and name and personnel area.

Menu Path

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

SAP Menu:

☐ Human Resources ➜ Information Systems ➜ Personnel Management ➜ Personnel Administration ➜ Standard Reports ➜ Employee List

☐ Information Systems ➜ Human Resources ➜ Personnel Management ➜ Personnel Administration ➜ Standard Reports ➜ Employee List

Transaction Code:

Y_UNS_69000002

Helpful Hints & Reminders

When using a field definition table, use the following guidelines for reading the **R/O/C** column:

☐   **R** = Required

☐   **O** = Optional

☐   **C** = Conditional

Procedure

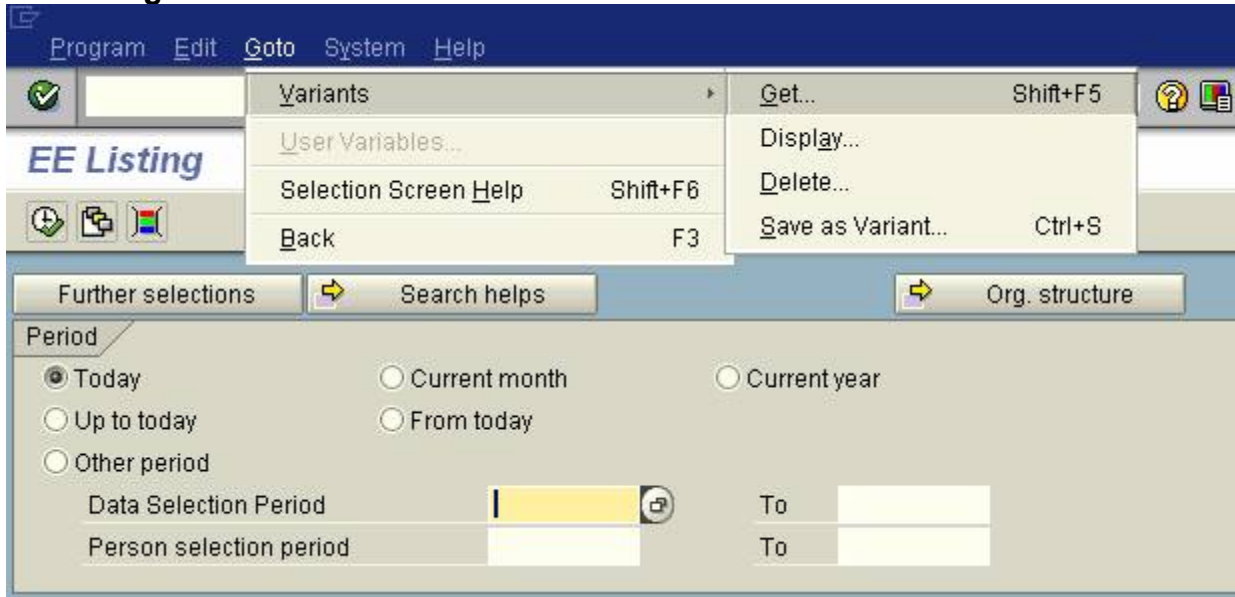1.   Start the transaction using the menu path or transaction code.
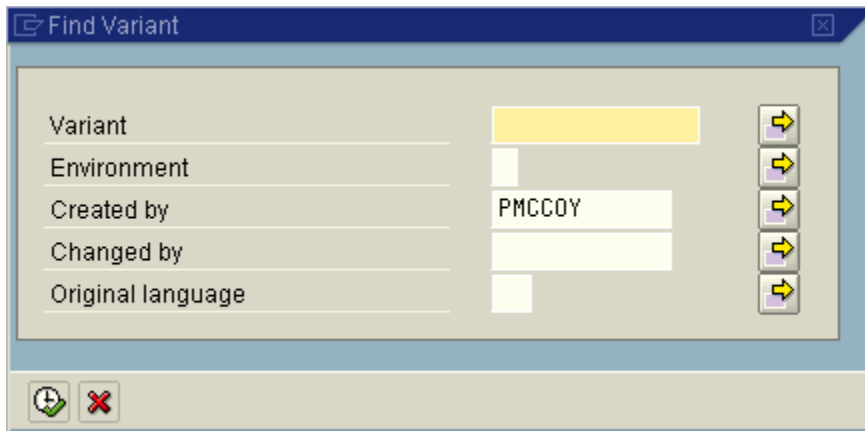
EE Listing

2.   Click 🗐 (Get Variant) or from the menu bar, follow menu path: Goto ➜ Variants ➜ Get...
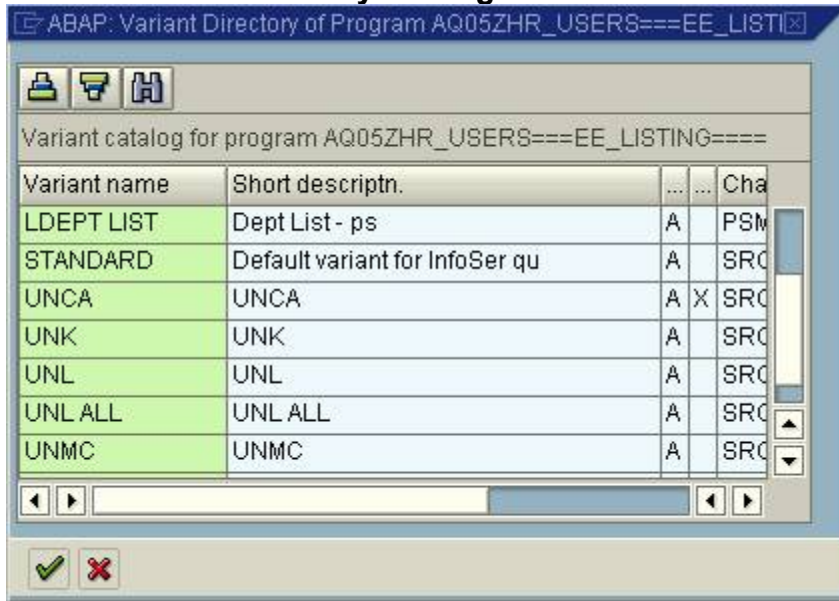
EE Listing

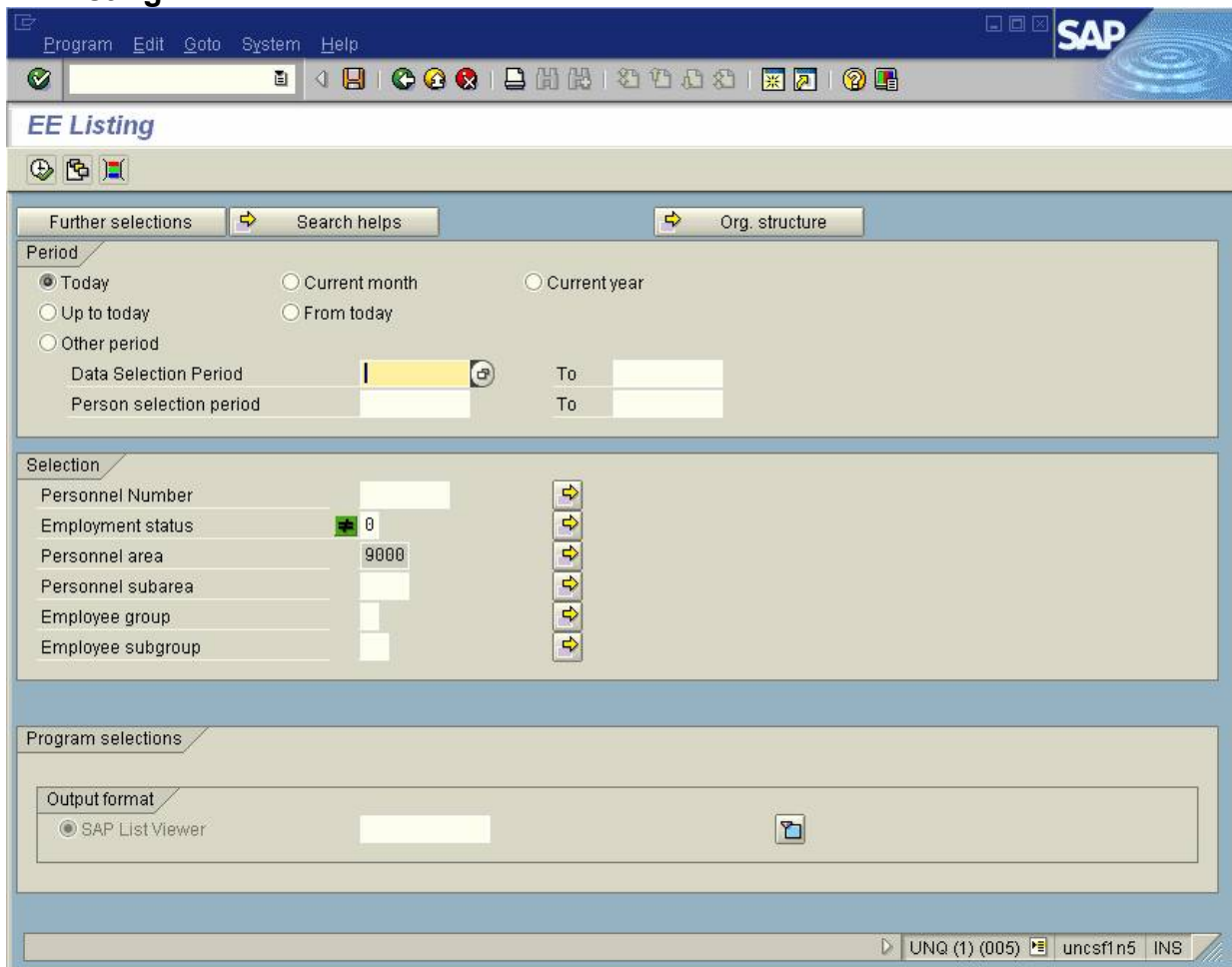3. A **Find Variant** pop-up box will appear.

Find Variant

4. In the **Created by** field, delete your userid.

5. Click (Execute).

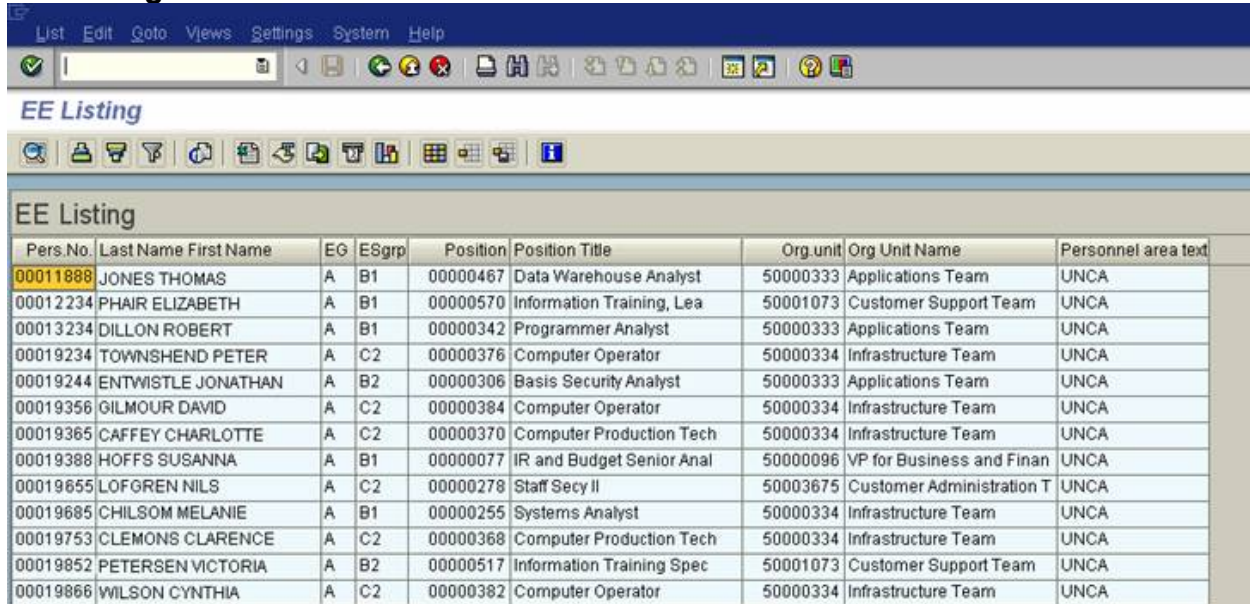6. A variants pop-up box will appear.

ABAP: Variant Directory of Program

7. Scroll down to find your campus. Click on campus variant name and click ✅ (Continue).

EE Listing

8. Click 🕐 (Execute).

EE Listing

Pers.No.	Last Name First Name	EG	ESgrp	Position	Position Title	Org.unit	Org Unit Name	Personnel area text
00011888	JONES THOMAS	A	B1	00000467	Data Warehouse Analyst	50000333	Applications Team	UNCA
00012234	PHAIR ELIZABETH	A	B1	00000570	Information Training, Lea	50001073	Customer Support Team	UNCA
00013234	DILLON ROBERT	A	B1	00000342	Programmer Analyst	50000333	Applications Team	UNCA
00019234	TOWNSHEND PETER	A	C2	00000376	Computer Operator	50000334	Infrastructure Team	UNCA
00019244	ENTWISTLE JONATHAN	A	B2	00000306	Basis Security Analyst	50000333	Applications Team	UNCA
00019356	GILMOUR DAVID	A	C2	00000384	Computer Operator	50000334	Infrastructure Team	UNCA
00019365	CAFFEY CHARLOTTE	A	C2	00000370	Computer Production Tech	50000334	Infrastructure Team	UNCA
00019388	HOFFS SUSANNA	A	B1	00000077	IR and Budget Senior Anal	50000096	VP for Business and Finan	UNCA
00019655	LOFGREN NILS	A	C2	00000278	Staff Secy II	50003675	Customer Administration T	UNCA
00019685	CHILSOM MELANIE	A	B1	00000255	Systems Analyst	50000334	Infrastructure Team	UNCA
00019753	CLEMONS CLARENCE	A	C2	00000368	Computer Production Tech	50000334	Infrastructure Team	UNCA
00019852	PETERSEN VICTORIA	A	B2	00000517	Information Training Spec	50001073	Customer Support Team	UNCA
00019866	WILSON CYNTHIA	A	C2	00000382	Computer Operator	50000334	Infrastructure Team	UNCA

9. Click 🔙 (Back), 🔼 (Exit) or ❌ (Cancel) to exit the report.

10. You have completed this transaction.