HR Administrators can utilize the /SPIN/ER Name History report to generate a history of an individual employee's or a group of employees' SAP recorded name changes. This report can be helpful for updating databases that are maintained separately from SAP, or locating previous names used by an employee.

Setting the criteria

-Select the /SPIN/ER transaction.

-Open the "Company Report" folder, and select the "Name History" report.

-From the "Report Data Period" tab, select the range of time that you want to look at.
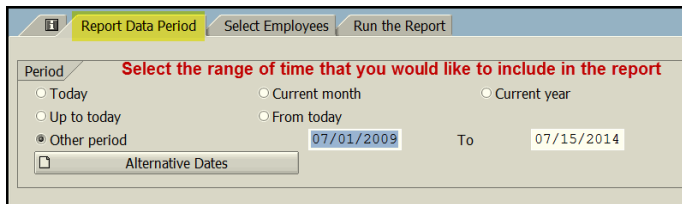
-From the "Select Employees" tab, specify the employee or group of employees that you would like to view.
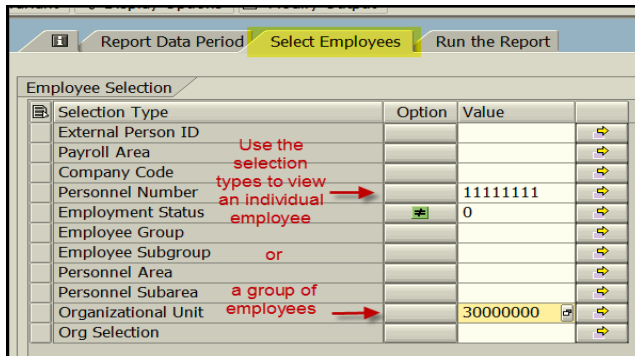
Running the report

-From the "Run the Report" tab, you can execute the report. For small groups of employees (a good general rule is 100 or fewer) it is okay to select the <Execute Report in Foreground> option. The results will be displayed.

Last Name	First Name	Organizational Unit	Payroll Area	Employee Group	Last changed on (IT 0002)	Start date (IT0002)
Smith	Matt	30000000	M1	Staff	12/20/2013	05/20/1993
Mitchell	Matt	30000000	M1	Staff	07/02/2014	07/02/2014

Viewing the Data

After the report results are displayed you can right click on any column to hide, sort, or filter. You can also select "List" to export to Excel.

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