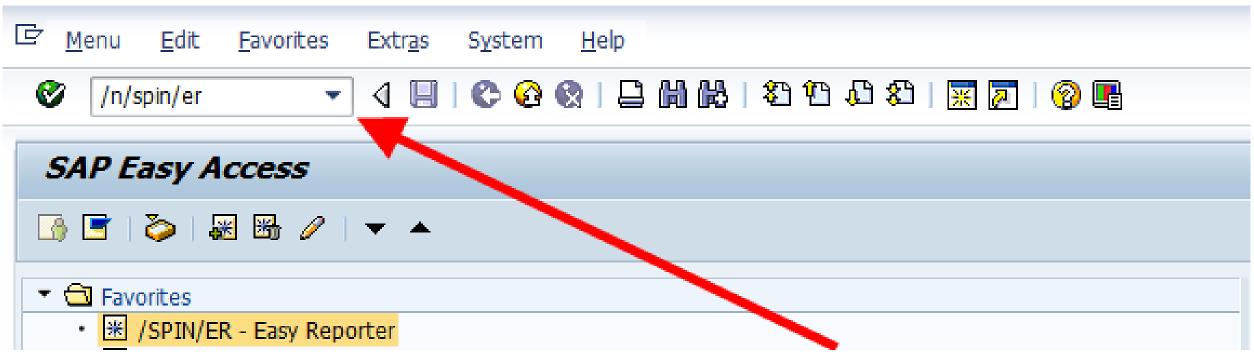
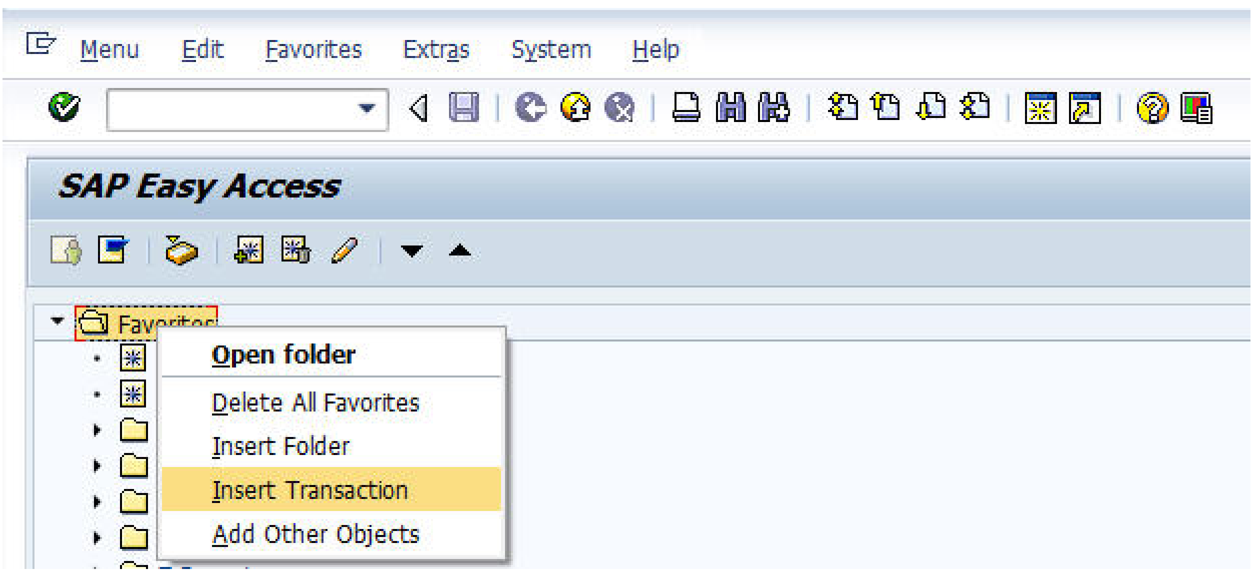
Spinifex Reporting – Timesheet_Totals

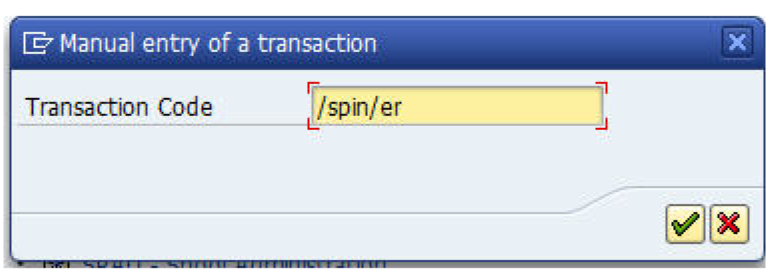
This report is to verify total number of hours worked for employees in your Org Unit in a pay period to ensure proper payment.

STEP 1: To access Spinifex reporting you can either enter directly in the command field transaction: /n/spin/er

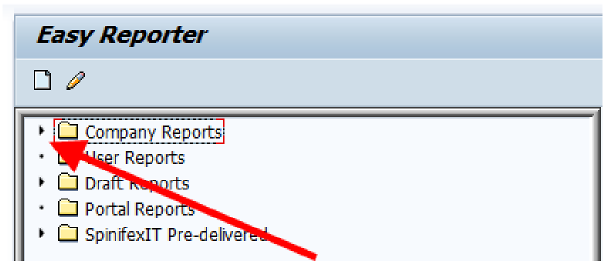


Or Insert Transaction /spin/er in your favorites.

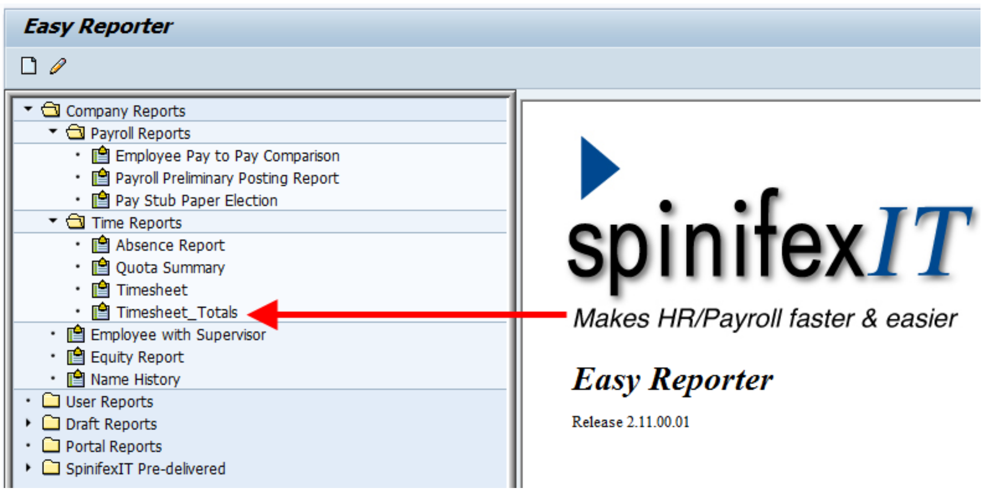




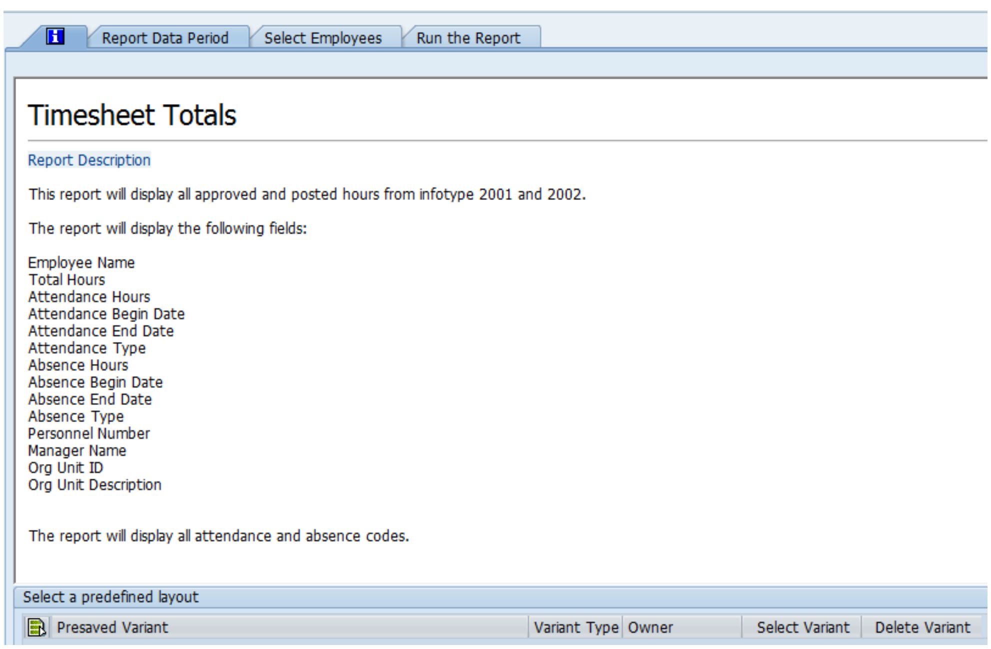
STEP 2: Drill Down by clicking on arrow and select Company Reports - -Time Reports - -Timesheet_Totals



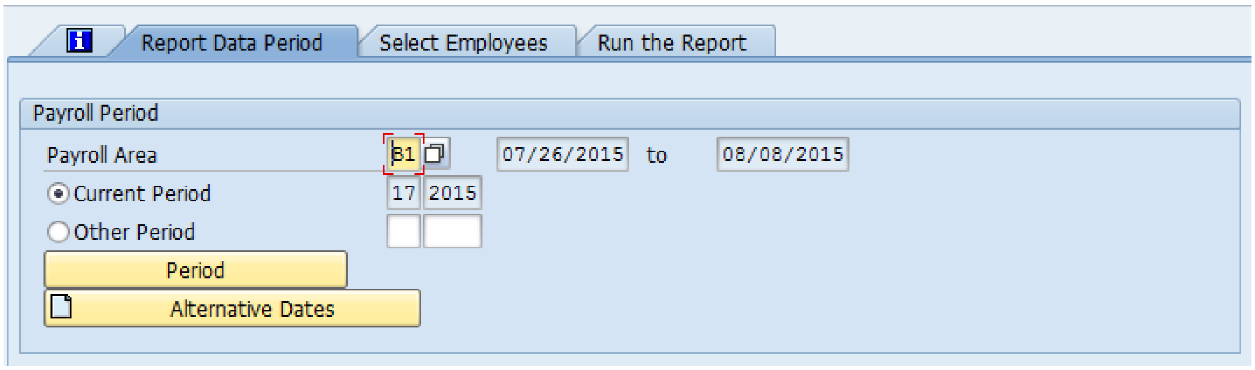
STEP 3: Double Click on the Timesheet_Totals report.



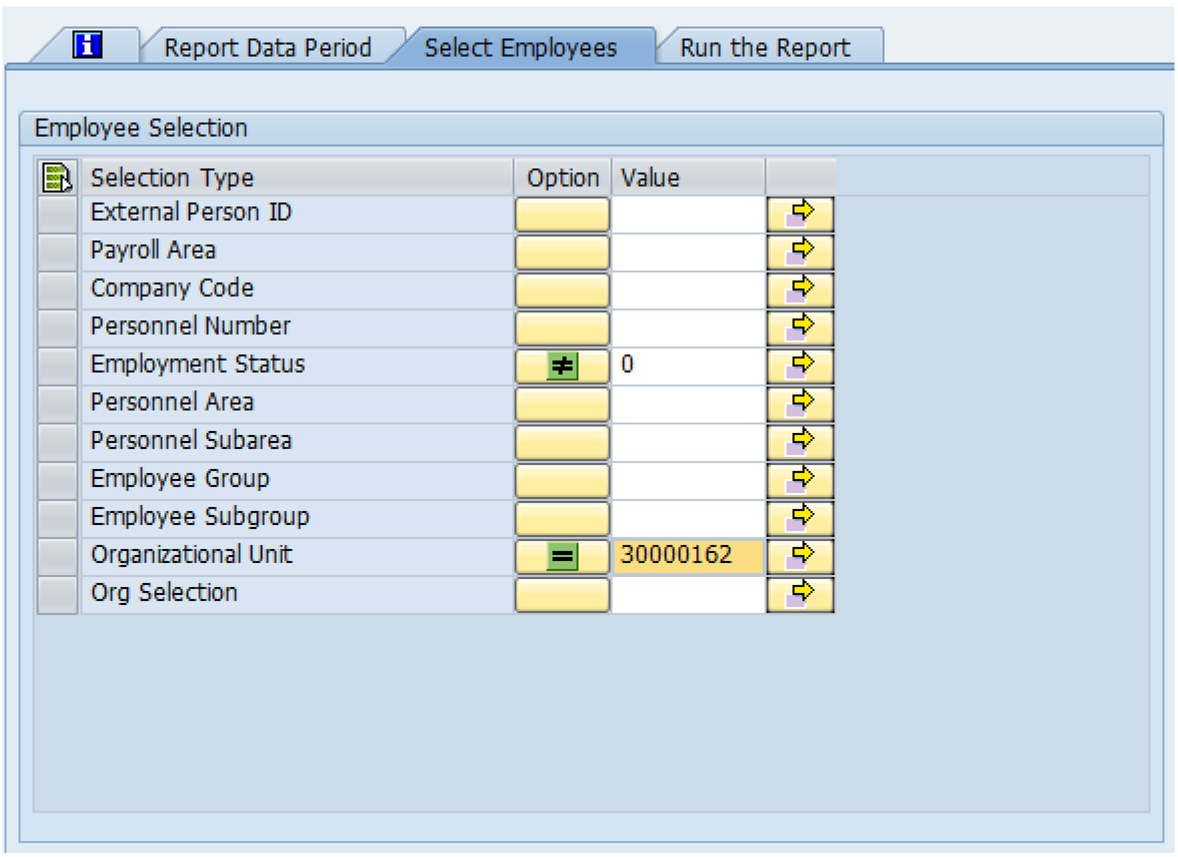
STEP 4: When running the Timesheet_Totals report, the first screen that appears is the tab, which provides the description of the report and fields that will display.



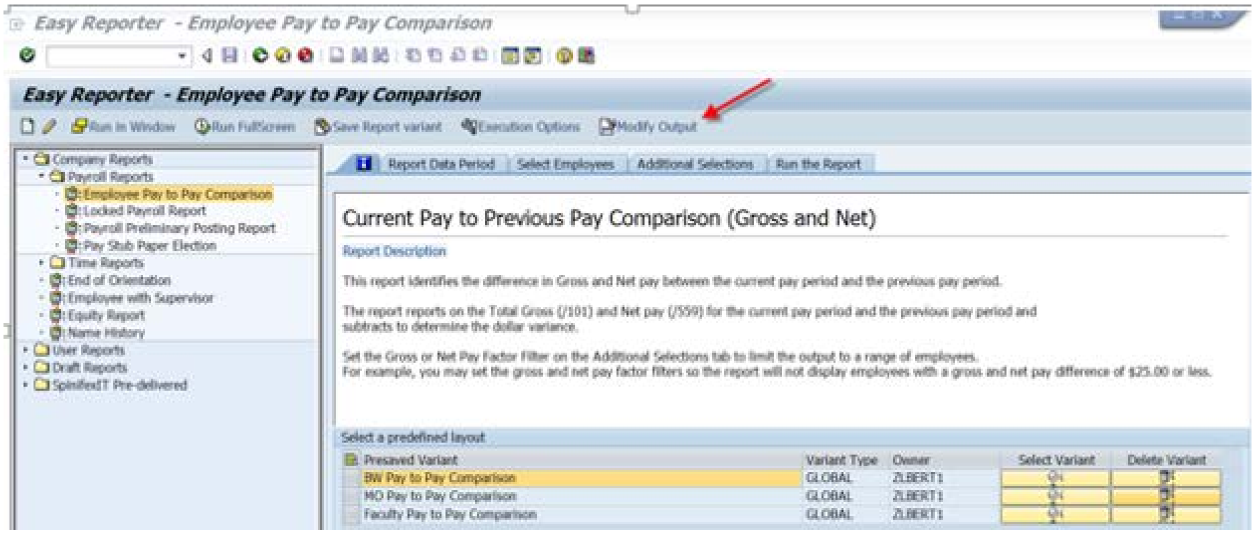
STEP 5: Select the Report Data Period Tab and enter the B1 payroll area. This report will mainly be run on biweekly, hourly employees to ensure their hours have been entered. The current payroll period will default.



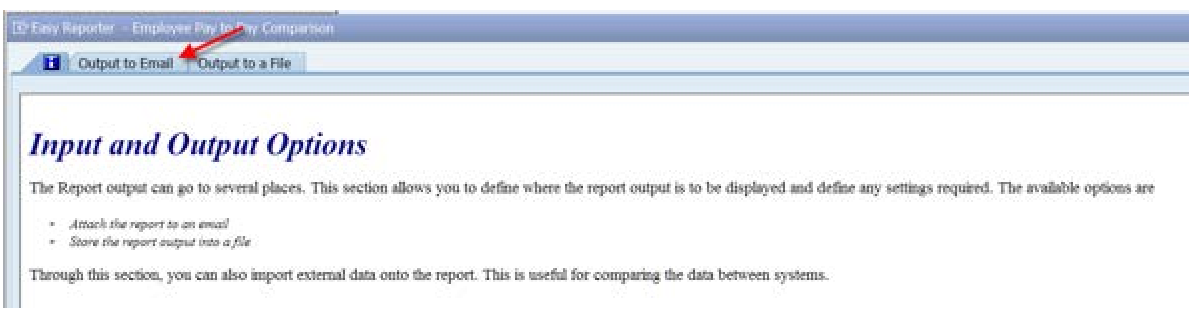
STEP 6: On the Select Employees tab enter either the Employee's Person ID or Org Unit(s).



STEP 7: To Schedule & Email the Spinifex Report click on the Modify Output Icon



STEP 8: Select Output to Email Tab

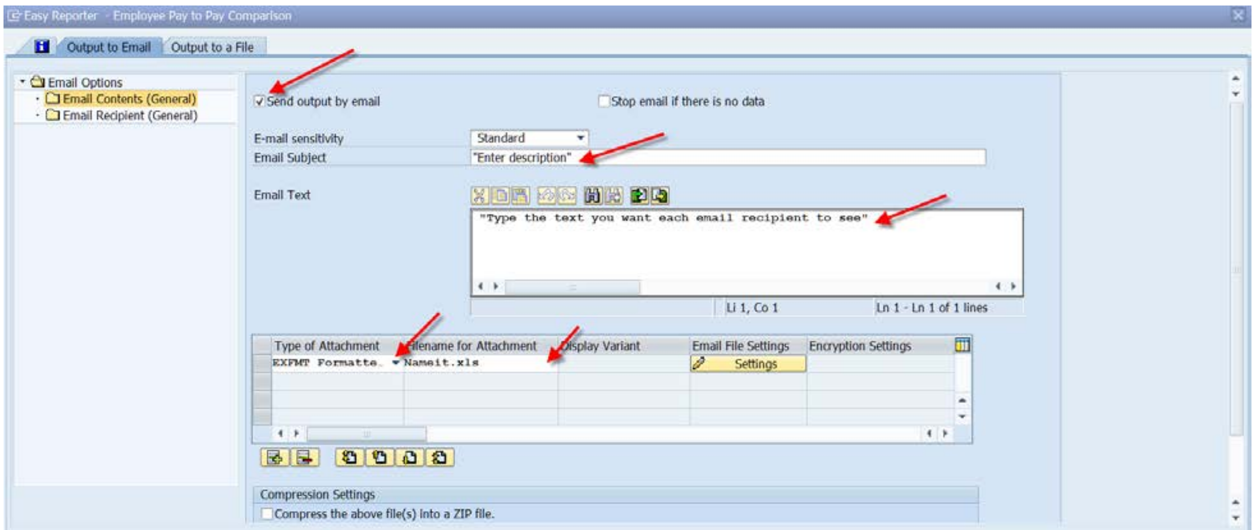


STEP 9: Select Email Contents Folder

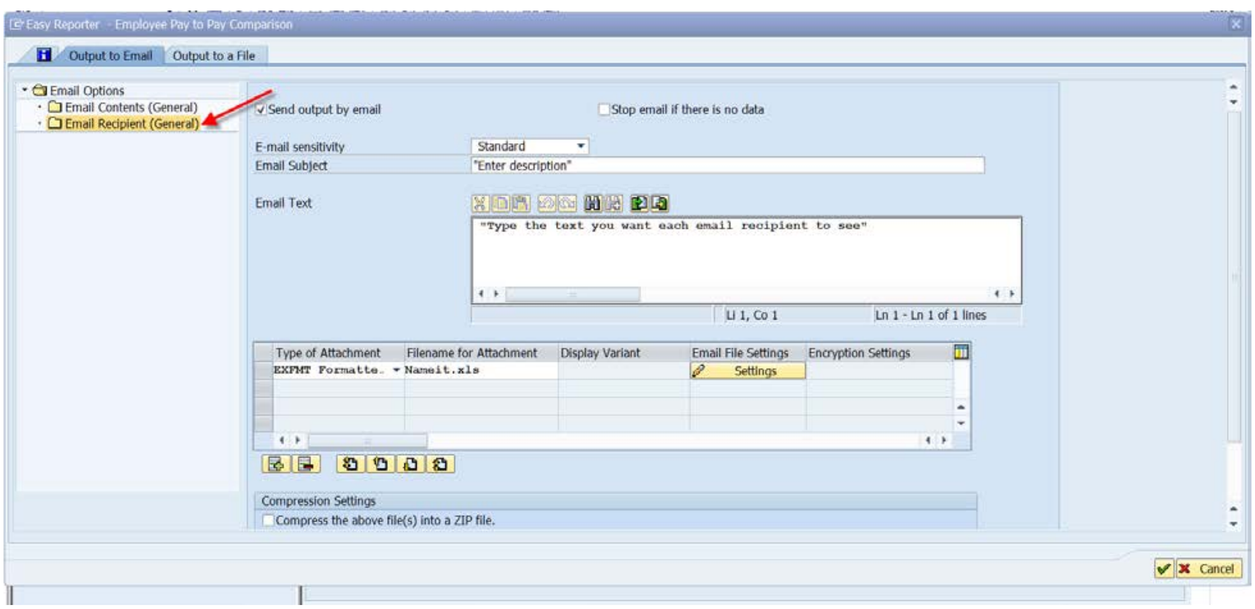
STEP 10: Select “Send Output by email” check box.

Complete Subject Line and Body of Text

Select Excel Formatted File Type and Complete Report Name

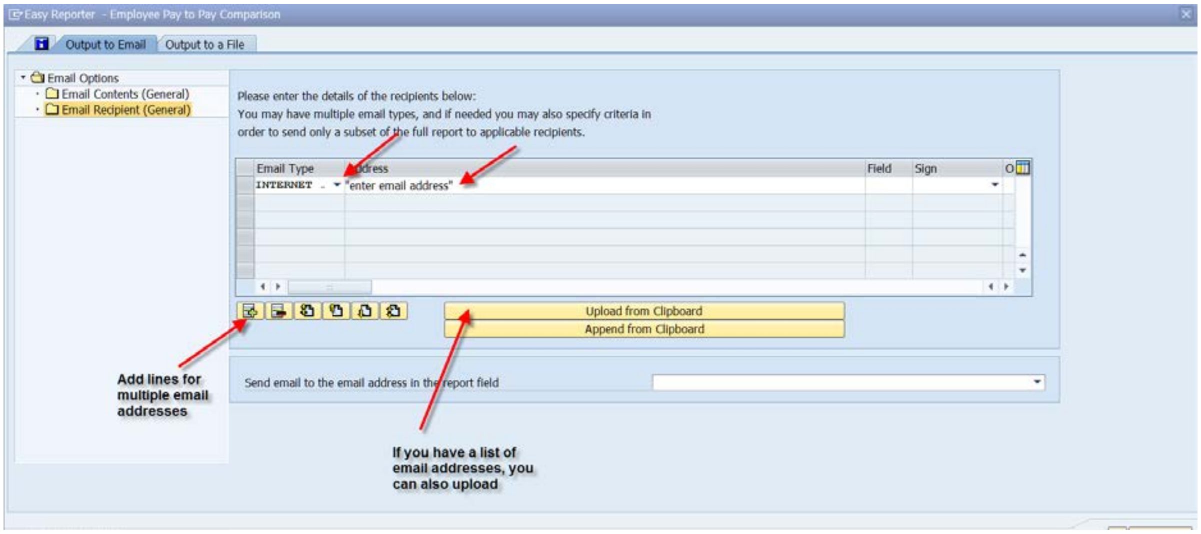


STEP 11: Select Email Recipient Folder

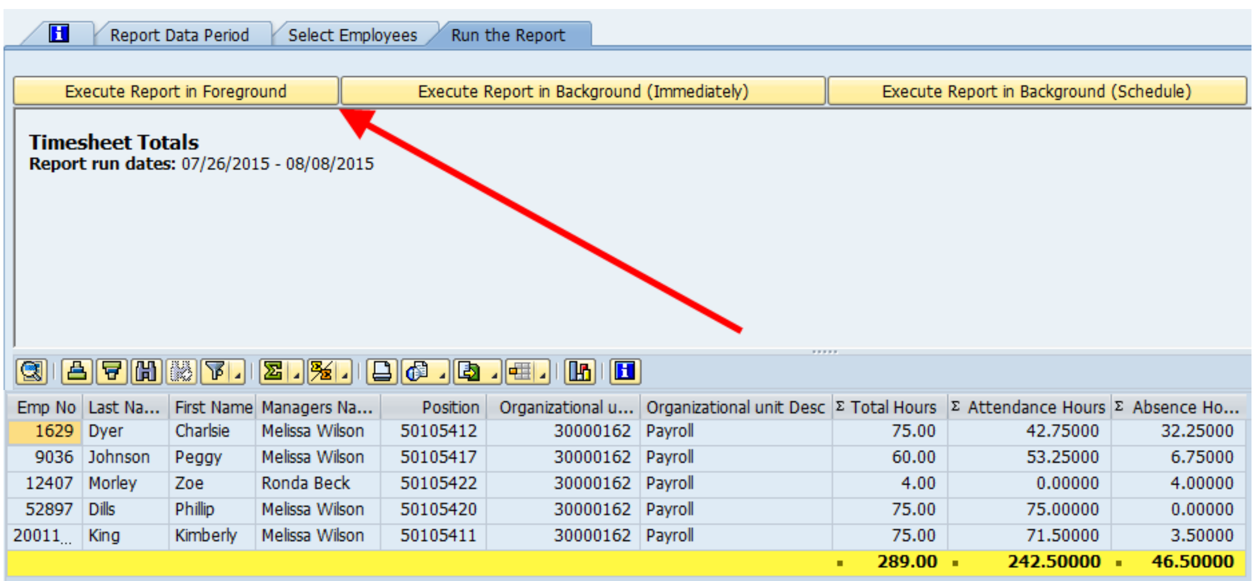


STEP 12: Select “Internet” Email Type (can add multiple lines)

Key in Email address or can Upload from Clipboard multiple e-mail addresses



STEP 13: Now select the Run the Report tab and Execute Report in Foreground. You can also elect to “Execute Report in Background (Schedule).”



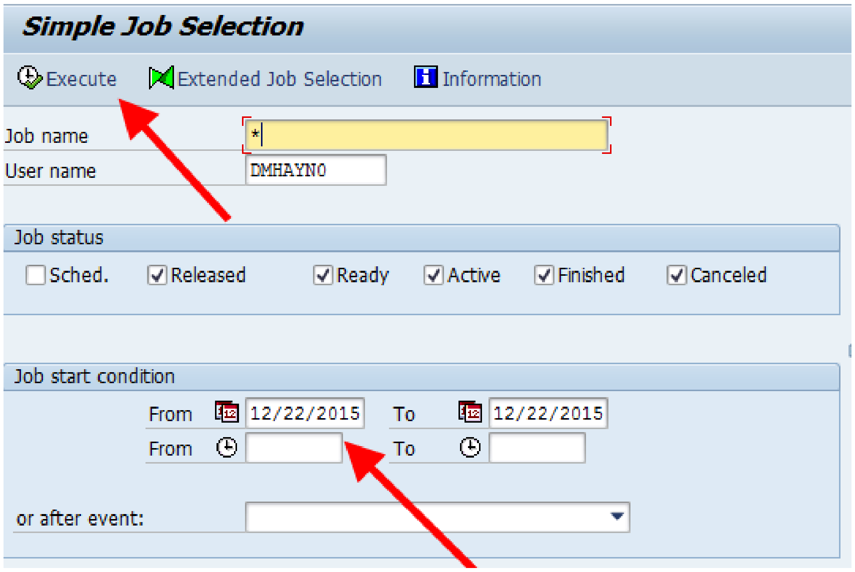
Emp No	Last Na...	First Name	Managers Na...	Position	Organizational u...	Organizational unit Desc	Σ Total Hours	Σ Attendance Hours	Σ Absence Ho...
1629	Dyer	Charlsie	Melissa Wilson	50105412	30000162	Payroll	75.00	42.75000	32.25000
9036	Johnson	Peggy	Melissa Wilson	50105417	30000162	Payroll	60.00	53.25000	6.75000
12407	Morley	Zoe	Ronda Beck	50105422	30000162	Payroll	4.00	0.00000	4.00000
52897	Dills	Phillip	Melissa Wilson	50105420	30000162	Payroll	75.00	75.00000	0.00000
20011...	King	Kimberly	Melissa Wilson	50105411	30000162	Payroll	75.00	71.50000	3.50000
							289.00	242.50000	46.50000

Allow report to run, results will display on screen.

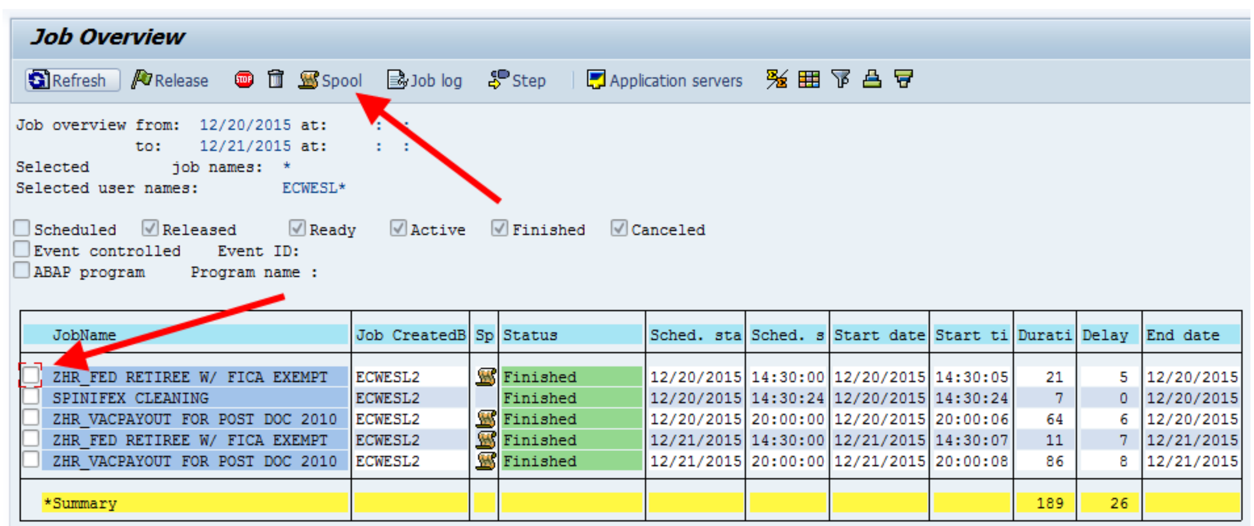
NOTE: Monthly employee’s absence requests will appear if occurring during the selected time frame.

STEP 14: If you execute the report in the background to view the results go to Transaction: SM37.

User name and current date will populate. Execute

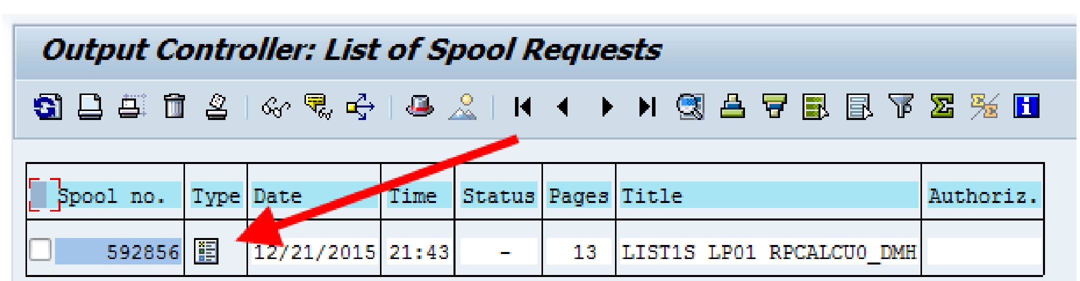


Select the report and click on the Spool Icon.



JobName	Job CreatedB	Sp	Status	Sched. sta	Sched. s	Start date	Start ti	Durati	Delay	End date
ZHR_FED RETIREE W/ FICA EXEMPT	ECWESL2		Finished	12/20/2015	14:30:00	12/20/2015	14:30:05	21	5	12/20/2015
SPINIFEX CLEANING	ECWESL2		Finished	12/20/2015	14:30:24	12/20/2015	14:30:24	7	0	12/20/2015
ZHR_VACPAYOUT FOR POST DOC 2010	ECWESL2		Finished	12/20/2015	20:00:00	12/20/2015	20:00:06	64	6	12/20/2015
ZHR_FED RETIREE W/ FICA EXEMPT	ECWESL2		Finished	12/21/2015	14:30:00	12/21/2015	14:30:07	11	7	12/21/2015
ZHR_VACPAYOUT FOR POST DOC 2010	ECWESL2		Finished	12/21/2015	20:00:00	12/21/2015	20:00:08	86	8	12/21/2015
*Summary								189	26	

Then click on the piece of paper under the Type column.



Spool no.	Type	Date	Time	Status	Pages	Title	Authoriz.
592856		12/21/2015	21:43	-	13	LIST1S LP01 RPCALCU0_DMH	