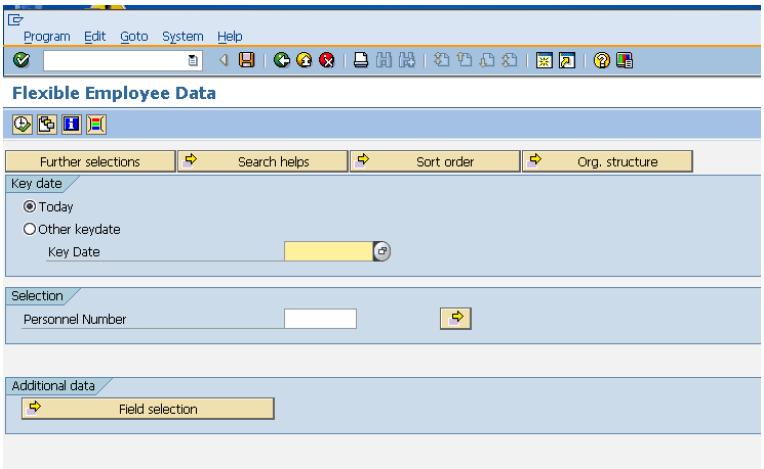
Flexible Employee Data - Report Instructions

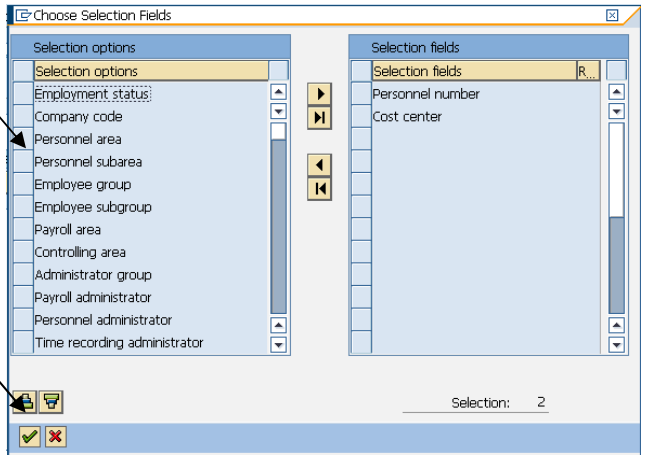
This is an all-around report that can be used to display employee information in various ways. Use one of the 20 different employee data fields to perform your search.

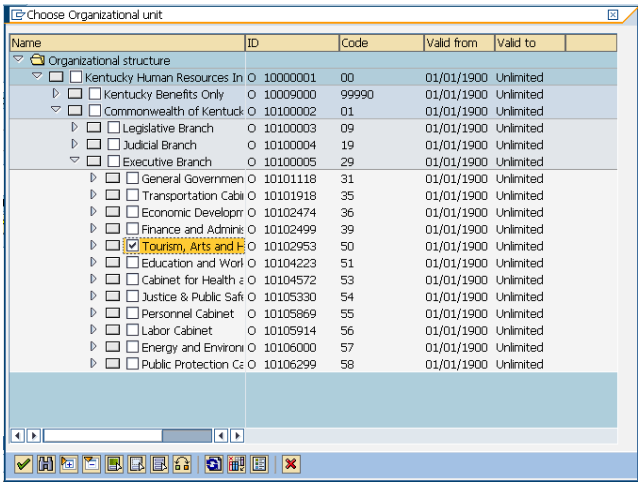
1. From the main screen, type transaction code: **S_AHR_61016362**.
2. Click the **Enter** button or press **Enter** to continue.
3. *Reporting Period* – Choose a period from the list.

NOTE: Because this is a flexible report, you have various search options to build the report.



4. Click Further selections to select the fields that you would like to use as search criteria.
   - Highlight one or more fields from the left, then click the **Add** button.
5. Click OrgStructure to select an entire organization from the structure.





6. Enter selection criteria.

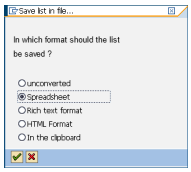
   NOTE: Click the **Multiple Selection** button to enter more than one criterion.

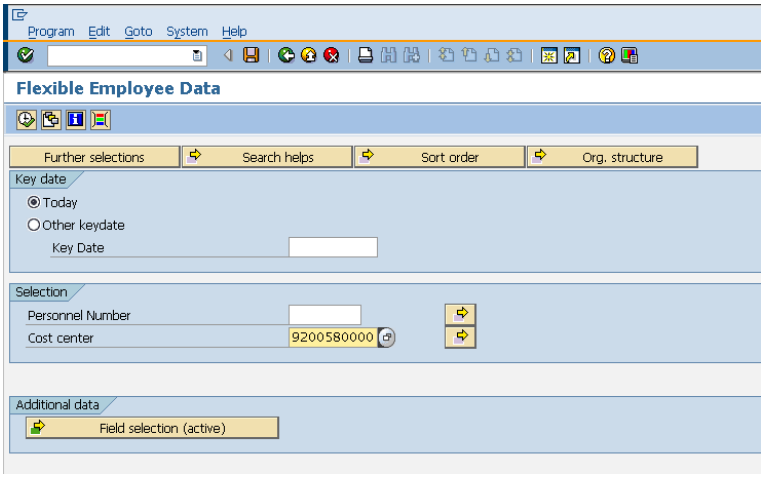
7. Click the **Execute** button or press **F8** to execute.

8. The report displays.

   <u>Export to Excel</u>

   - From the menu bar choose: **List ➔ Export ➔ Local File**



   - Choose Spreadsheet.
   - Choose the file location and type the file name.
   - Click Generate.

9. Click the **Back** button or press **F3** to return to exit the report.