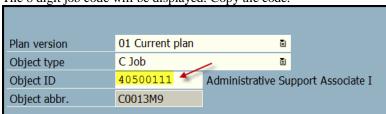


Prepping to Begin

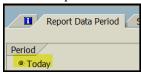
- Access transaction <u>PP01</u>
- Choose the Object Type of C Job
- In the Object ID, find the appropriate job code by typing the job title in the search function.

• The 8 digit job code will be displayed. Copy the code.

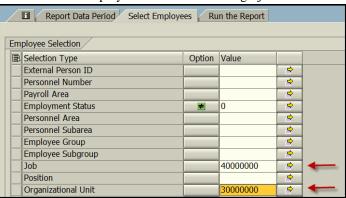


Setting the Criteria

- Select the /SPIN/ER transaction, and select the Equity Report
- On the <Report Data Period> tab select the current date.



• On the <Select Employees> tab enter the 8 digit job code and the organizational unit.



Running the Report

• Select the <Run FullScreen> to execute the report. The results will be displayed.

Review and Export Data

- Copy the applicable data into the Equity Report spreadsheet template that has been provided by the CAFE Business Center.
- Once all required fields on the spreadsheet are complete, save the document as a pdf file, and attach to the Hiring Proposal along, with the Experience & Education Calculator, and any other required documents

 $\underline{\text{Note}} \hbox{: Requests for the template can be submitted to } \underline{\text{agbusinesscenter@uky.edu}}$

Updated: 12/12/18