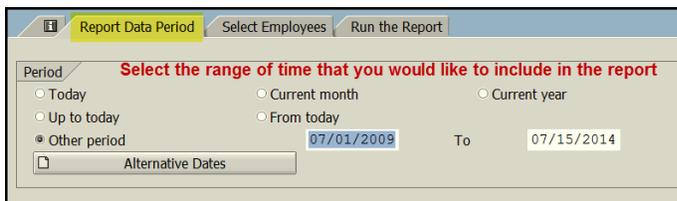


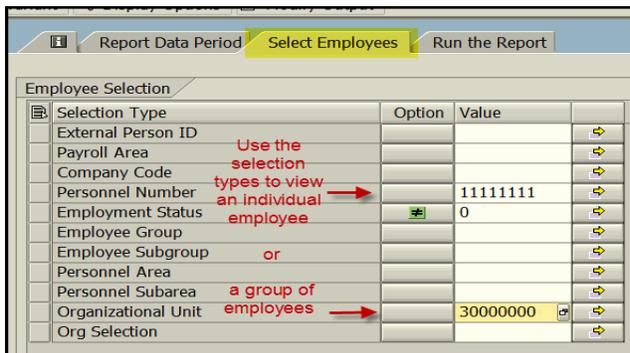
HR Administrators can utilize the /SPIN/ER Name History report to generate a history of an individual employee’s or a group of employees’ SAP recorded name changes. This report can be helpful for updating databases that are maintained separately from SAP, or locating previous names used by an employee.

**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.