

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.

I	Report Data Period Select Employees Run the Report												
I													
I	Period Select the range of time that you would like to include in the report												
I	○ Today	<ul> <li>Current month</li> </ul>	O Curi	<ul> <li>Current year</li> </ul>									
I	• Up to today	<ul> <li>From today</li> </ul>											
I	Other period	07/01/2009	То	07/15/2014									
I	Alternative Dates												
I													

-From the "Select Employees" tab, specify the employee or group of employees that you would like to view.

Report Data Period Select Employees Run the Report										
Employee Selection										
Selection Type	Option	Value								
External Person ID			-							
Payroll Area Use the			-							
Company Code types to view			<b>\$</b>							
Personnel Number an individual		11111111	-							
Employment Status employee	#	0	-							
Employee Group			-							
Employee Subgroup or			-							
Personnel Area			-							
Personnel Subarea a group of			-							
Organizational Unit employees		30000000 🖻	-							
Org Selection			-							

## 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	Matte	3000000	M1	Staff	12/20/2013	05/20/1993
Mitchell	Matte	3000000	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.

Last Updated: 8/6/14