

HR Administrators can utilize the /SPIN/ER Employee with Supervisor report to generate a preview of the employee along with their supervisor (including position numbers and email).

Setting the Criteria

-Select the /SPIN/ER transaction

-From the "Company Reports" folder select the "Employee with Supervisor" report. -From the **<Reporting Data Period>** tab select the applicable pay period or as of today:

Report Data Period Select Emp	oloyees Run				
Payroll Period Pavroll Area					
Current Period					
○ Other Period					
Period					
Alternative Dates					
Report Data Period Sele	ect Employe				
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Report Data Period Sele Period • Today • Up to today	ect Employe O Curren O From to				
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-Under the **Select Employees**> tab select the information that you would like to include in the report (individual employee, org unit, etc.)

		Report Data Period Select Employe	es Rui	n the Report				
I	Employee Selection							
	₿	Selection Type	Option	Value				
		External Person ID		đ	•			
		Position			>			
		Personnel Subarea						
		Payroll Area			>			
		Personnel Number			>			
		Organizational Unit			>			
		Org Selection			•			

Running the Report

-Click on **<Run FullScreen>** to execute the report. The results will be displayed. Updated: 09/11/18