



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:

- Under the **<Select Employees>** tab select the information that you would like to include in the report (individual employee, org unit, etc.)

Selection Type	Option	Value
External Person ID		
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.

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