

Prepping to Begin

- Access transaction **PP01**
- 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.

Plan version	01 Current plan	
Object type	C Job	
Object ID	40500111	Administrative Support Associate I
Object abbr.	C0013M9	

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.

Selection Type	Option	Value	
External Person ID			→
Personnel Number			→
Payroll Area			→
Employment Status	+	0	→
Personnel Area			→
Personnel Subarea			→
Employee Group			→
Employee Subgroup			→
Job		40000000	→
Position			→
Organizational Unit		30000000	→

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

Note: Requests for the template can be submitted to agbusinesscenter@uky.edu