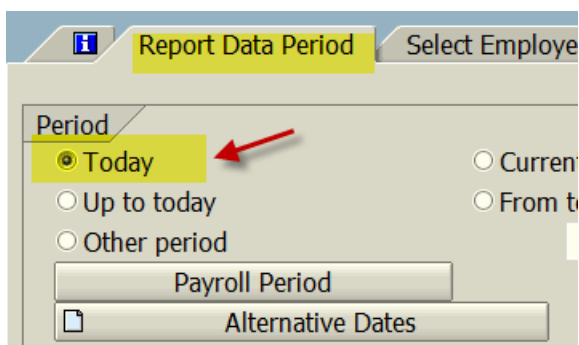
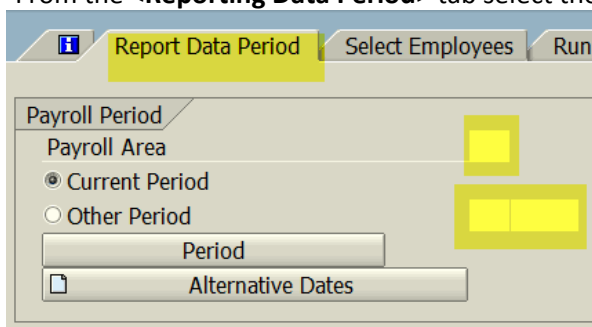


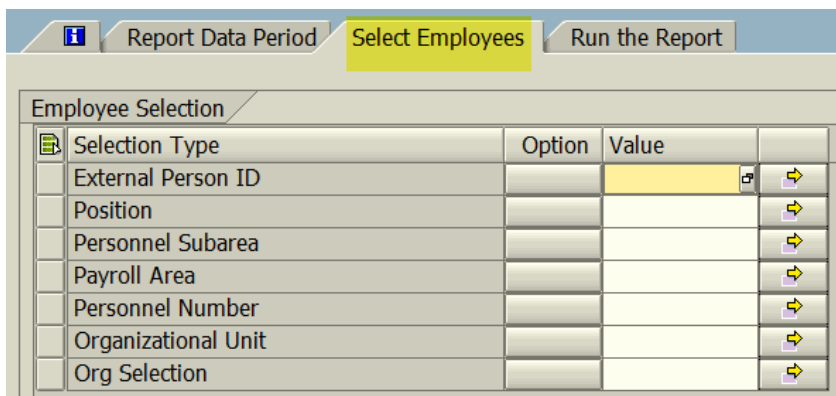
HR Administrators can utilize the /SPIN/ER Employee with Supervisor report to generate a preview of the employee along with their supervisor (including position numbers and email).

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.)



Running the Report

- Click on **<Run FullScreen>** to execute the report. The results will be displayed.