



An employee may, with prior approval, receive a salary increase for assuming a position on an “acting” basis. CAFE department HR Administrators should utilize the /Spin/er Acting Assignments report in order track Acting Assignments.

Setting the Criteria

- Access transaction: /Spin/er
- Select the Acting Assignments report.
- From the <Report Data Period> tab select the period for which you would like to search.

The screenshot shows the 'Report Data Period' tab. It includes a 'Payroll Period' section with a 'Payroll Area' dropdown set to 'M1' and a date range from '05/01/2019' to '05/31/2019'. Below this are two radio buttons: 'Current Period' (unselected) and 'Other Period' (selected). The 'Other Period' section has a 'Period' dropdown set to '05 2019' and an 'Alternative Dates' button.

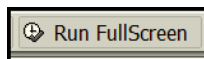
-From the <Select Employees> tab enter the appropriate personnel number(s) or organizational unit(s).

The screenshot shows the 'Select Employees' tab. It features a table titled 'Employee Selection' with the following data:

Selection Type	Option	Value
External Person ID		
Payroll Area		
Company Code		
Personnel Number		
Employment Status	0	
Employee Group		
Personnel Area		
Cost Center		
Personnel Subarea		
Employee Subgroup		
Organizational Unit		31000000
Org Selection		
Wagetype (0008)		

Running the Report

-Click the <Run FullScreen> button.



Viewing the Data

The report will be displayed. At this point a review can be completed to identify employees who have acting assignments.