

**SME: /SPIN/ER REPORTING**

– OCTOBER 1, 2019



**WHAT IS /SPIN/ER?**

**/SPIN/ER (Spinifex) is an HR and Payroll reporting tool.**



## WHERE CAN I FIND RESOURCES

<http://cafebusinesscenter.ca.uky.edu/>

### **/SPIN/ER Quick Reference Guides:**

- **Acting Assignments**
- **Employee Pay to Pay Comparison**
- **Employee with Supervisor**
- **End of Orientation Report**
- **Equity Report**
- **IT0008 Locked Report (Workflow)**
- **Locked Payroll Report (New hires/rehires)**
- **Name History**
- **Payroll Preliminary Posting Report**
- **Timesheet**
- **Travel Expense Report (screen 17)**
- **Timesheet Totals**

## WHAT WOULD I USE /SPIN/ER FOR?

- Reviewing Timesheet data
- Creating email distribution lists
- Creating Equity Reports for Hiring Proposals
- Tracking personnel action workflow status
- Tracking new hire/rehire locked status
- Reviewing TRIP access
- Reviewing 27 Cost Distribution data
- Reviewing payroll posting data **prior** to the payroll final

and more....



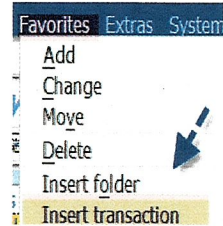
## HOW DO I ACCESS /SPIN/ER?

- If you type the transaction into the *SAP Easy Access* field, you **will not** be able to access the tool.



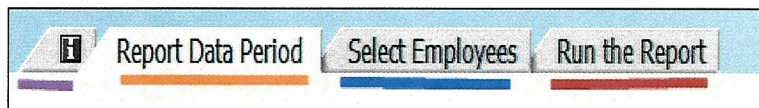
⊗ This function is not possible

- The /spin/er transaction is **only accessible** once you have added it to your *Favorites* list



## EXPLANATION OF TABS

- I** = information
- Report Data Period = Date**
- Select Employees = Individual or group**
- Run the Report = Execute**





## DEMOS

We will now demo the following reports:

- **Timesheet Report**
- **End of Orientation Report**
- **Locked Report**
- **IT0008 Locked Report**
- **Travel Expense Report Access**
- **Cost Distribution**
- **Employee with Supervisor**

## ACTIVITY #1

**Match the question to the report**



## ACTIVITY #2

### **Brainstorming Group Activity**

## TIPS & TRICKS

We will now demo the following tips and tricks:

- **How to add a transaction to your favorites**
- **How to switch the Report Data Period option from a pay period format to a specific date format**
- **How to export to Excel**
- **How to stop a transaction**

QUESTIONS?

**Questions?**

PRIZE DRAWING

**Prize drawing**

CLOSING

**Thanks for attending!**

A survey and certificates will be distributed within the next few days.