

Use this job aid to: display master data, compensation, and time data for any given date.

## Running an Employee Master Data by Date Report

Run an Employee Master Data by Date report to verify HR master data for your organization. Running and reviewing this report on a regular basis will ensure your HR data is current, accurate and that only active employees remain on your payroll.

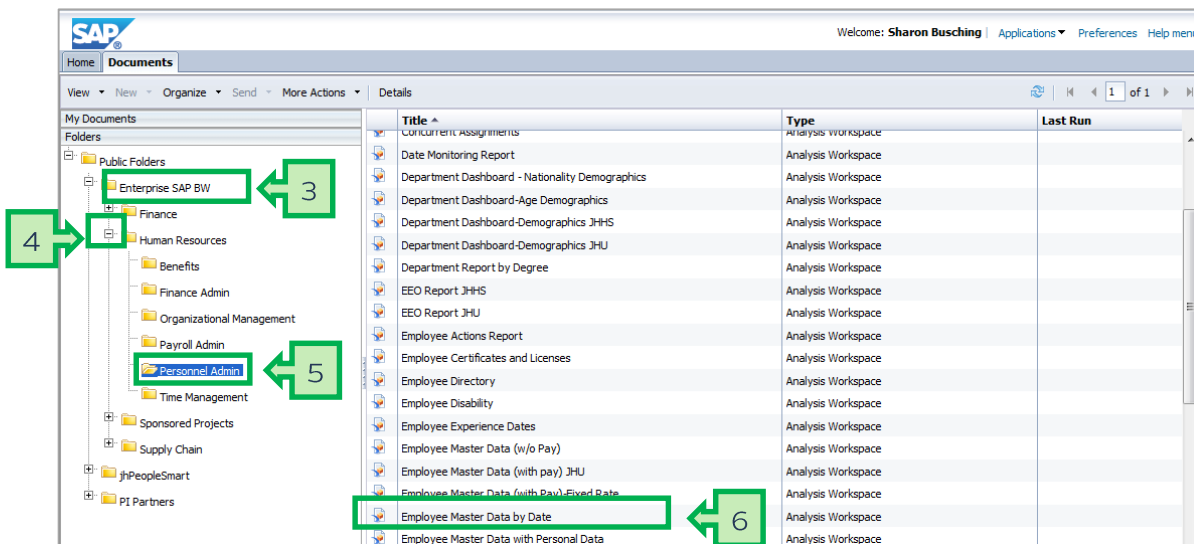
Navigate to the workspace (Employee Master Data by Date)

1. Click the Enterprise Reporting tab.
2. Click the Open Analysis link.



The link will launch the Business Objects Launchpad.

3. Click the + plus sign to expand the Enterprise SAP BW folder.
4. Click the + plus sign to expand the Human Resources folder.
5. Click Personnel Admin.
6. Double-click the Employee Master Data by Date workspace to open it.

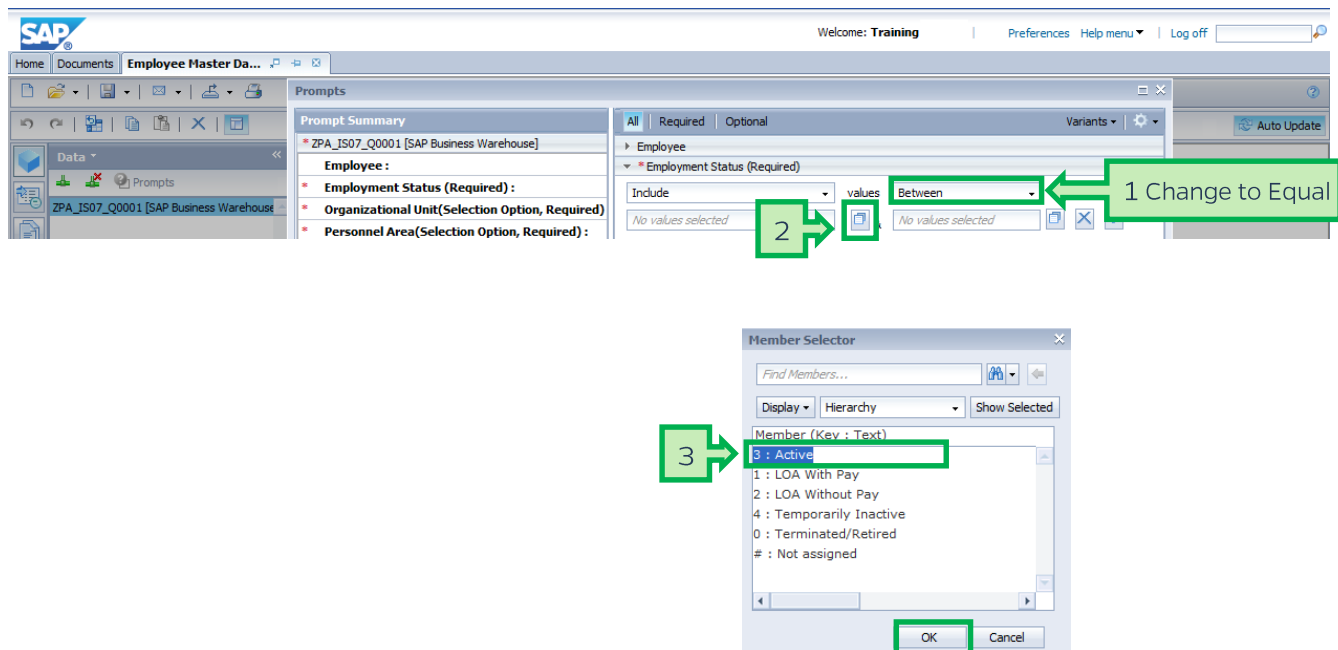


## Input the mandatory variables

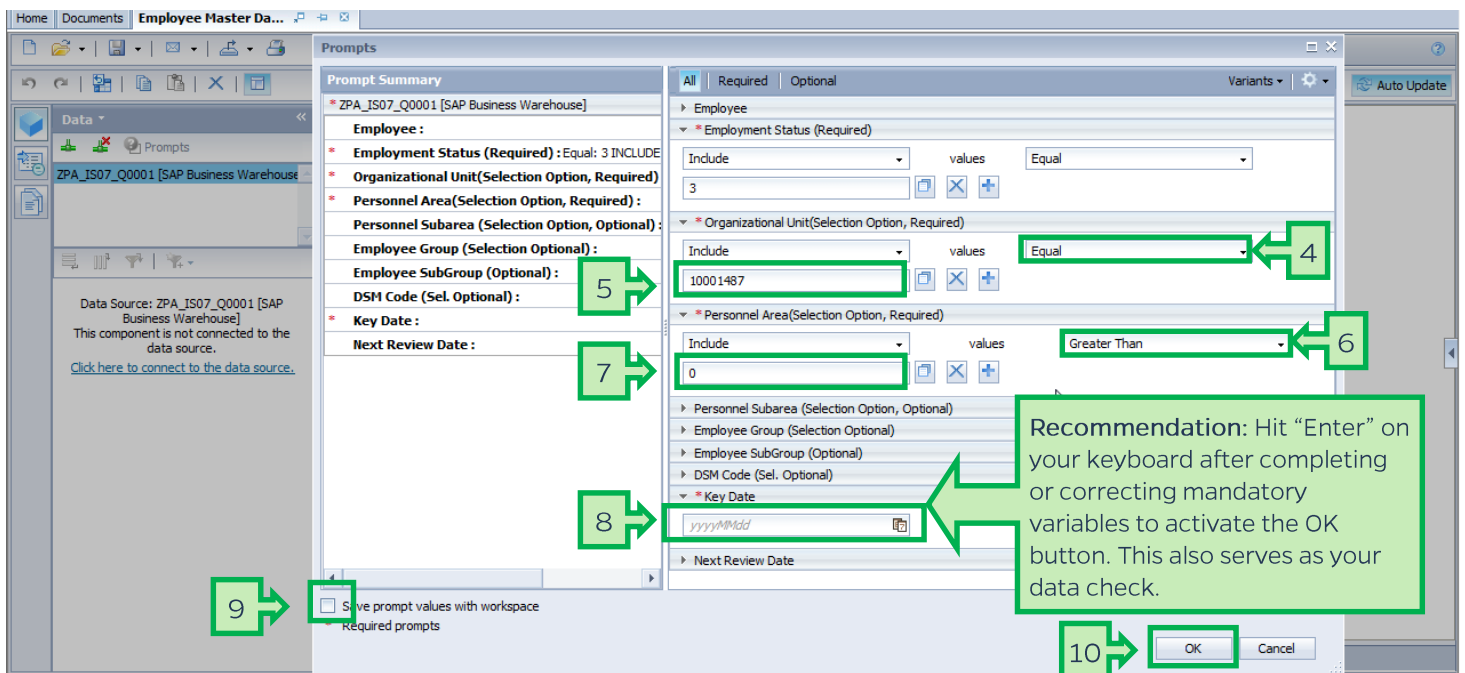
Mandatory variables have a red asterisk next to them (\*).

1. Under **Employment Status (Required)**, change **Between** to **Equal**.
2. Click the **Display Member Selector** button.
3. In the Member Selector pop-up, choose the appropriate variable and then click the **OK** button.  
For example, select **Active** and then click **OK**.

**OPTIONAL:** Click the plus sign to add more rows, and remember to change “Between” to “Equal” for each variable that you add.



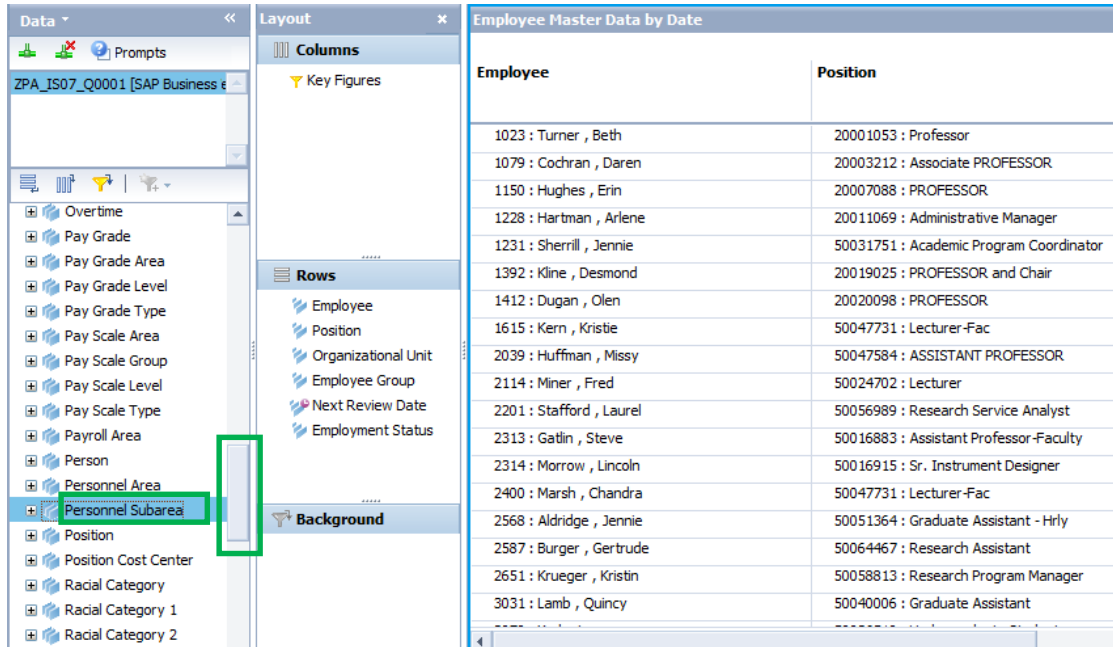
4. Under **Organizational Unit**, change **Between** to **Equal**.
5. Type the 8-digit organizational unit number in the Organizational Unit field.
6. Under **Personnel Area**, change **Between** to **Greater than**.
7. Type **0** (zero) in the Personnel Area field.
- NOTE: If you run reports at the Personnel Area level, make the Organizational Unit greater than zero and type specific value(s) for the Personnel Area.
8. In the **Key Date** field, enter the date (using the format **yyyymmdd**) or make a selection from the calendar drop-down menu. Then hit “Enter” on your keyboard to activate the OK button.  
NOTE: Key date represents what the master data looks like on that precise date. So most users generally use today’s date. Or depending upon what they are running, they may use the 1st day of the month.
9. Check the **Save prompt values with workspace** checkbox.
10. Click **OK** to launch the report.



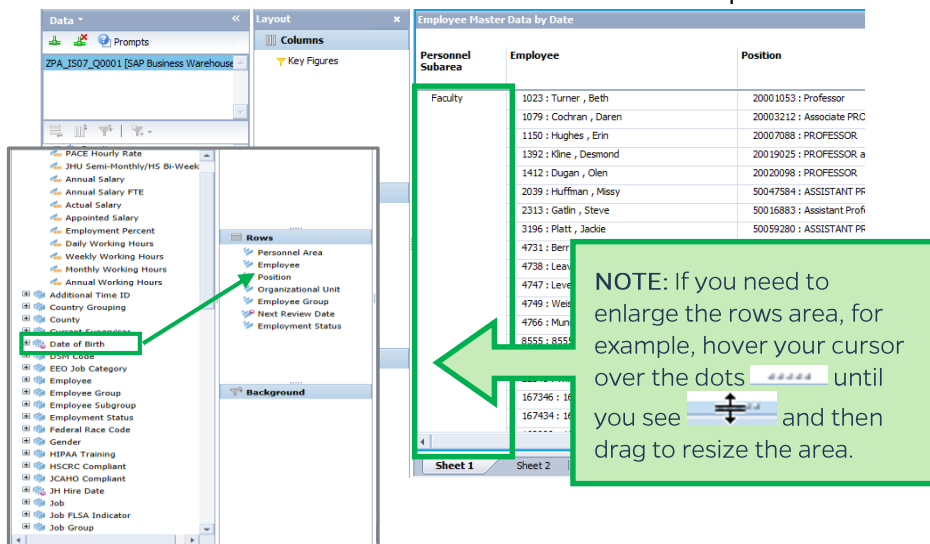
Add free characteristics

Add Personnel Subarea to the report.

1. Click, drag, and drop Personnel Subarea from the Data panel to the top of the Rows section of the Layout panel.



You have now added Personnel Subarea to the report.



2. Within the Layout panel, drag Employee Group beneath Personnel Subarea.
3. Drag and drop Date of Birth under Employee in the Layout panel.

## Adding attributes

Expanding the plus sign next to certain Free Characteristics will reveal attributes to add to the report. Attribute fields include phone number, JHED ID, and E-mail address, among others. Attributes differ from characteristics in that a filter generally will not work on them. Attributes have an indented display in the Layout panel.

1. Scroll to **Employee** in the Data panel.
2. Click the plus sign **+** beside **Employee** to expand this free characteristic.
3. Click the plus sign **+** beside **Attributes** to open the list.

The screenshot shows the SAP Business Warehouse report configuration interface. The **Data** panel on the left contains a tree view of characteristics. A green box labeled '1' highlights the 'Employee' characteristic, with an arrow pointing to its plus sign. A second green box labeled '2' highlights the plus sign next to 'Employee'. A third green box labeled '3' highlights the plus sign next to the 'Attributes' sub-characteristic under 'Employee'. The **Layout** panel in the middle shows the 'Rows' section with 'Personnel Subarea', 'Employee Group', and 'Employee' selected. The right panel shows the report preview with columns for 'Personnel Subarea', 'Employee Group', and 'Employee', displaying a list of employee names and IDs.

4. Scroll to **E-mail Address**, click it, and drag it to the location in the Data panel where you would like it displayed.

This screenshot shows the 'Data' panel with the 'E-Mail Address' attribute selected and highlighted in blue. A green box highlights the 'E-Mail Address' attribute in the 'Data' panel, and a red box highlights the 'E-Mail Address' attribute in the 'Layout' panel's 'Rows' section, indicating it has been added to the report.

Shown below is a report with several more Employee attributes added.

The screenshot shows the SAP Employee Master Data report interface. The 'Layout' panel on the left lists various attributes under 'Rows' and 'Background'. The main table displays columns for Personnel Subarea, Employee Group, Employee, User ID, Telephone Number, E-Mail Address, Date of Birth, Position, and Key Figures. Annotations include a green box pointing to the 'Rows' list with the text 'Attributes are denoted by an indented display in the Layout panel.' and another green box pointing to the 'User ID' column with the text 'In production, User ID shows the JHED ID of the employee.'

**NOTE:** To select multiple attributes at once, ctrl+left-click each one until you are satisfied and then drag the group to where it should display in the Rows area of the Layout panel. To deselect an attribute, ctrl+left-click on it again.

**NOTE:** To remove an attribute, drag it to any location in the Data panel.

### Changing the display of Employee data – sort by Text instead of Key

To have Employee data sort by last name instead of Pernr, do the following:

1. Right-click the **Employee** column heading. This will bring up a Context menu.
2. Hover over **Sort**.
3. From the **Sort** drop-down menu, click **Text**.

This close-up shows the context menu for the 'Employee' column. A green box labeled '1' points to the right-click action on the column header. A second green box labeled '2' points to the 'Sort' option in the menu. A third green box labeled '3' points to the 'Text' option, which is selected. A final green box contains the text: 'NOTE: If the drop-down menu shows that the data is sorted by text but the results show that it is still sorted by Key, repeat the steps, selecting Key first and then Text the second time.'

The Employee field will now be sorted alphabetically.

Personnel Subarea	Employee Group	Employee	User ID	Telephone Number	E-Mail Address	Date of Birth	Position
		1412 : Dugan , Olen	#		ODugan@JOHNSHOPKINS	09/27/1958	20020
		2313 : Gatlin , Steve	#		SGatlin@JOHNSHOPKINS	09/22/1974	50016
		2039 : Huffman , Missy	#		MHuffman@JOHNSHOPKINS	08/31/1966	50047
		1150 : Hughes , Erin	#		EHughes@JOHNSHOPKINS	01/15/1956	20007
		1392 : Kline , Desmond	#		DKline@JOHNSHOPKINS	09/23/1951	20019
		4738 : Leavitt , Broderick	#		BLeavitt@JOHNSHOPKINS	#	20007
		4747 : Levesque , Stanley	#		SLevesque@JOHNSHOPKINS	#	20020
		4766 : Munoz , Alexis	#		AMunoz@JOHNSHOPKINS	#	20000
		<b>Result</b>				<b>Result</b>	<b>Result</b>
Faculty	Part-time	168464 : 168464	#		DTaylor@JOHNSHOPKINS	#	50047
		1615 : Kern , Kristie	#		KKern@JOHNSHOPKINS	07/17/1989	50047
		2400 : Marsh , Chandra	#		CMarsh@JOHNSHOPKINS	10/09/1988	50047
		<b>Result</b>				<b>Result</b>	<b>Result</b>

NOTE: Hovering the cursor over the blank column will reveal the hidden repeated text area.

### Save the workspace to your Favorites and/or export to Excel

Please refer to the following job aids:

- Saving a Favorite
- Exporting Data to Excel

### Exit the workspace and log off

Click the **X** on the workspace tab to close the workspace and click the **Log off** link to exit Analysis.

The screenshot shows the SAP Analysis Tools interface. At the top, there is a navigation bar with 'Home', 'Documents', and 'Employee Master Data...' tabs. The 'Employee Master Data...' tab is active and has a green box around it with an 'X' icon. In the top right corner, there is a 'Log off' link, also highlighted with a green box. The main workspace displays a table titled 'Employee Master Data by Date' with 145 rows and 6 columns. The columns are: Employee, User ID, Telephone Number, E-Mail Address, Date of Birth, and Position. The data is sorted alphabetically by the Employee field. The bottom of the screen shows the 'Sheet 1' tab and a status bar with 'Done' and 'Trusted sites | Protected Mode: Off'.