

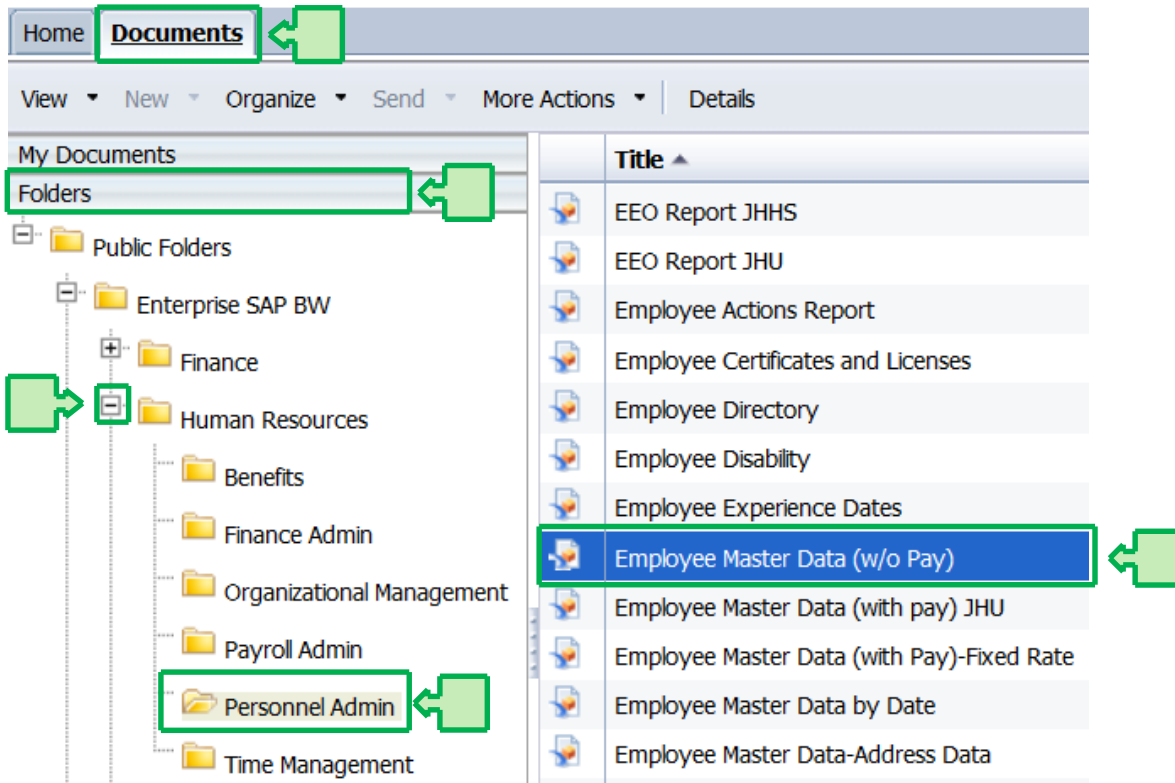
Use this job aid to: help complete the prompt screen in HR reports.

Inputting Variables in HR Reports

Human Resources (HR) reports have special security because of the confidential nature of the master data they contain. Most HR report users at the university have permissions defined by Organizational Unit; this means that they are allowed to view the data for certain Organizational Units only. A few users have Personnel Area security and can see data for an entire personnel area. At the end of this job aid, there are instructions on how to see your permissions.


1. Navigate to an HR Report

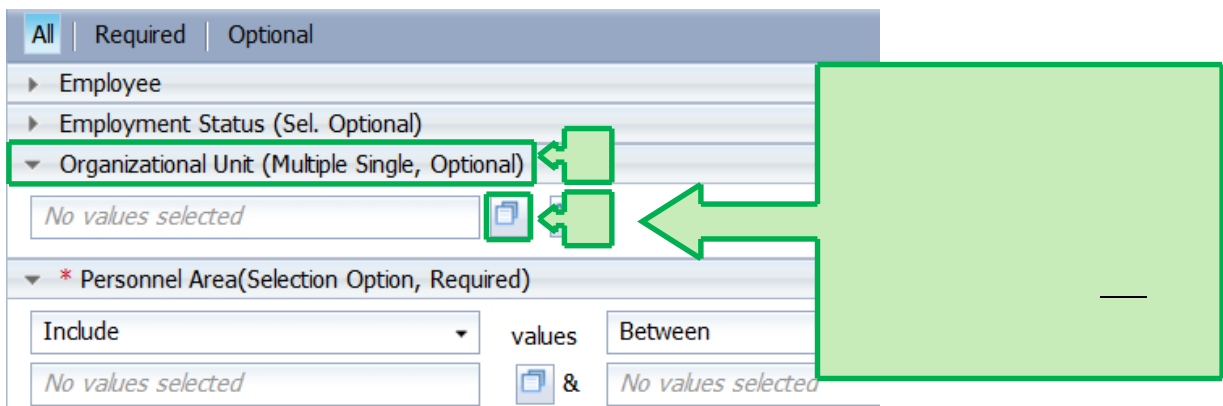
1. Click the **Enterprise Reporting** tab.
2. Click the **Open Analysis** link.
3. Click the **Documents** tab.
4. Click the **Folders** accordion file.
5. Click the **plus sign** next to the Human Resources folder.
6. Double-click the folder where the HR report resides, for example, **Personnel Admin**.
7. Double-click the report name you want to run, for example, **Employee Master Data (w/o pay)**.



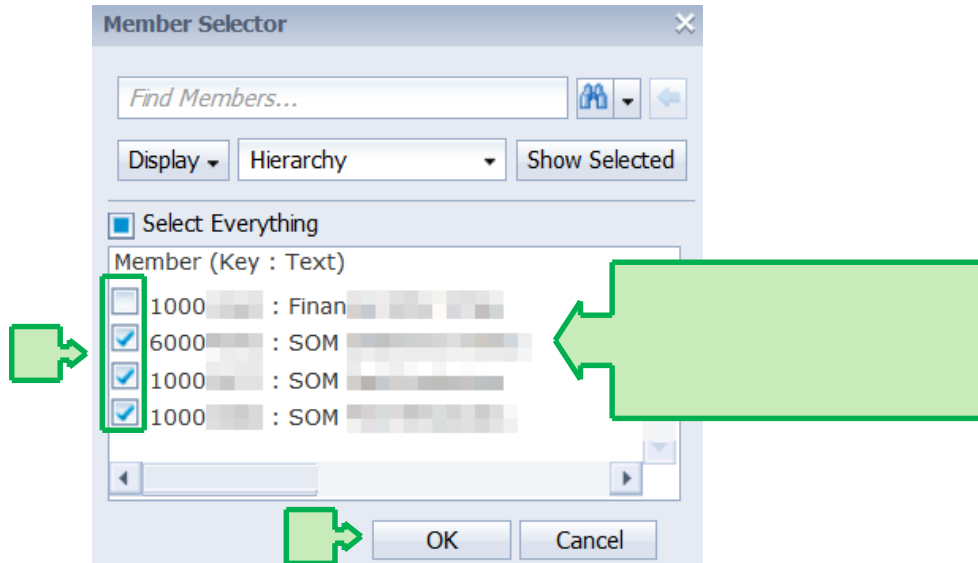
2. Organizational Unit Access – Completing the Organizational Unit and the Personnel Area Fields

Most university users with HR reporting roles have organizational unit-level security. The organizational unit is listed as “Optional” on the prompt screen; however, you **MUST** complete this field in order to run your report.

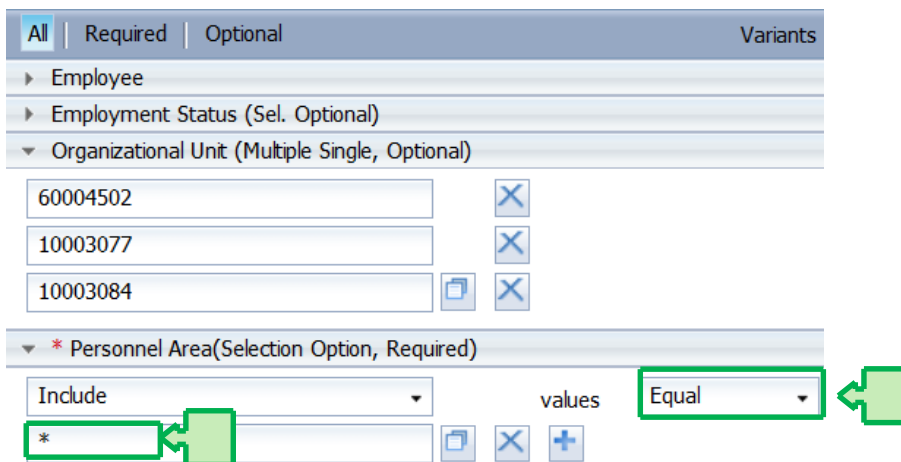
1. Click the **Organizational Unit** bar to display the field.
2. Click the  **Display Member Selector** icon to select from the options. You will only see the organizational units that you have access to.



3. In the Member Selector pop-up screen, check the Org Units you want to see in your report. You will ONLY see the organizational units you have access to.
4. Click **OK** to apply your selections to the prompt screen.



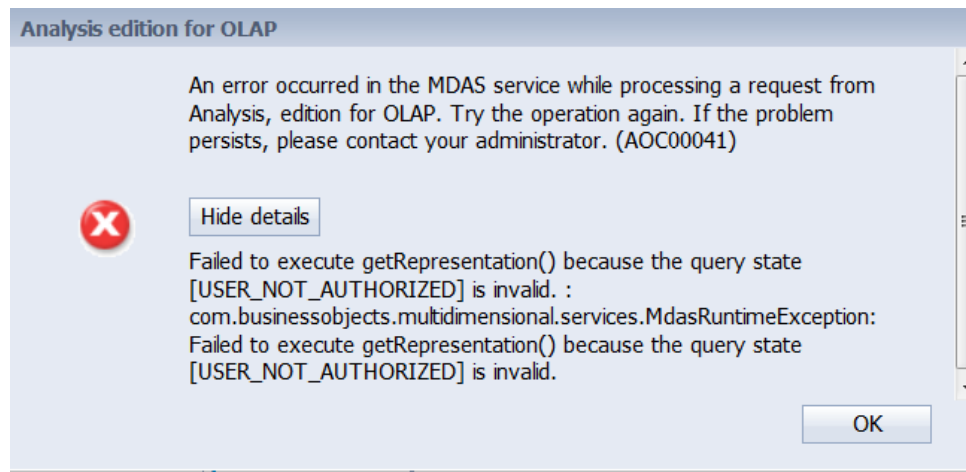
5. Change **Between** to **Equal** in the Personnel Area.
6. Type * in the Personnel Area field.



7. Continue inputting variables into the prompt screen as needed for your report, save the prompt values, and then click **OK** to run your report, as usual.

3. Authorization Errors – Organizational Unit Access

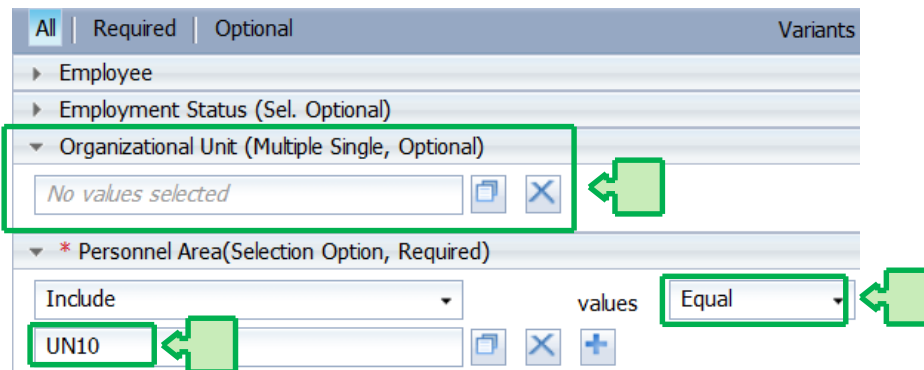
If you do not complete the **Organizational Unit** field, you will get the following error.



4. Personnel Area Access – Completing the Personnel Area Field

If you have security for an entire personnel area, enter your authorized personnel area(s) on the prompt screen. You can leave the Organizational Unit prompt empty, unless you only want to only view certain org units.

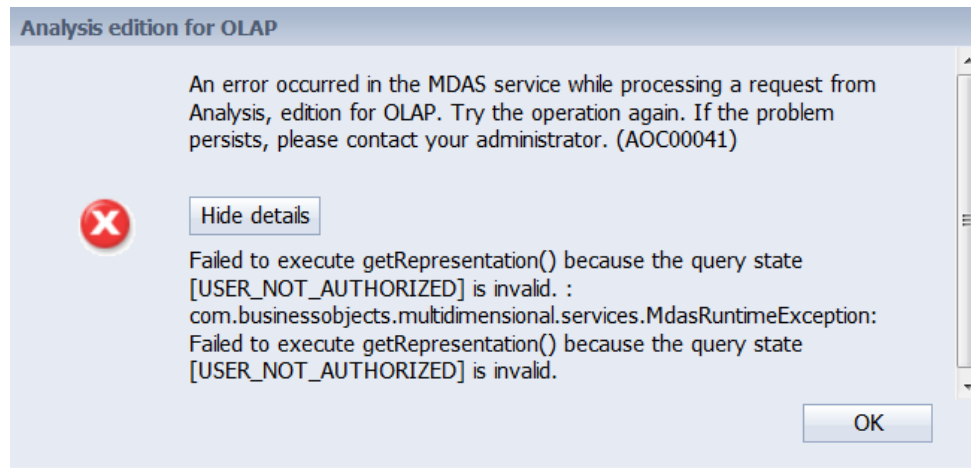
1. Change **Between** to **Equal** in the Personnel Area field.
2. Enter the **Personnel Area(s)** that you have access to.
3. You may leave the Organizational Unit field blank, unless you only want to only view certain org units.



4. Continue inputting variables into the prompt screen as needed for your report, save the prompt values, and then click OK to run your report, as usual.

5. Authorization Errors

If you fill out the prompt screen to access data that you're not authorized to access, you will get this Authorization error.



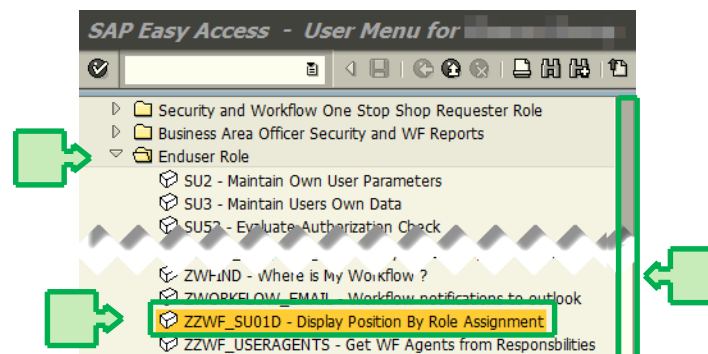
6. Checking Your Permissions in ECC


Use the ECC transaction ZZWF_SU01D - Display Position By Role Assignment to see your permissions. A payroll admin will have to submit a ZSR to change your permissions.

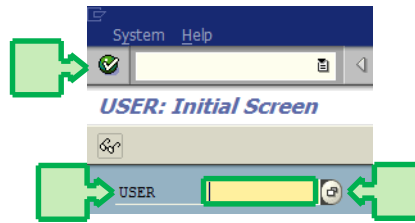
1. From the SAP Welcome Screen, click ECC to launch the SAP Easy Access User Menu.



2. Scroll to the Enduser Role folder (at the very bottom of the list of folders).
3. Click the ▸ arrow to expand the folder.
4. Double-click the transaction ZZWF_SU01D – Display Position by Role Assignment.
Note: According to your settings, you may not see the technical name (ZZWF_SU01D) for this transaction.



5. Type in your User name (typically your JHED ID),OR
6. Use the drop-down to find your User name.
7. Click the  Check icon.



8. In this example, the Display User Details view shows this user has Org Unit structure.

