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 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.

**NOTE:** If you need to enlarge the rows area, for example, hover your cursor over the dots until you see and then drag to resize the area.
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.

4. Scroll to E-mail Address, click it, and drag it to the location in the Data panel where you would like it displayed.
Shown below is a report with several more Employee attributes added.

**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.

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1 Right-click in the header area.

2

3

**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.

<table>
<thead>
<tr>
<th>Personnel Subarea</th>
<th>Employee</th>
<th>User ID</th>
<th>Telephone Number</th>
<th>E-Mail Address</th>
<th>Date of Birth</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>Dugan, Olen</td>
<td>1412</td>
<td></td>
<td>ODugan@JHUMEDICINE</td>
<td>02/27/1994</td>
<td>200.20</td>
</tr>
<tr>
<td></td>
<td>Galiti, Steve</td>
<td>2313</td>
<td></td>
<td>SGaliti@JHUMEDICINE</td>
<td>02/22/1974</td>
<td>500.62</td>
</tr>
<tr>
<td></td>
<td>Hoffman, Mady</td>
<td>2039</td>
<td></td>
<td>MHoffman@JHUMEDICINE</td>
<td>02/27/1984</td>
<td>500.64</td>
</tr>
<tr>
<td></td>
<td>Hughes, Erin</td>
<td>1150</td>
<td></td>
<td>BHughes@JHUMEDICINE</td>
<td>01/21/1985</td>
<td>200.07</td>
</tr>
<tr>
<td></td>
<td>Klein, Desmond</td>
<td>1392</td>
<td></td>
<td>DKLene@JHUMEDICINE</td>
<td>01/21/1981</td>
<td>200.07</td>
</tr>
<tr>
<td></td>
<td>Leavitt, Broderick</td>
<td>4738</td>
<td></td>
<td>DLeavitt@JHUMEDICINE</td>
<td>01/21/1981</td>
<td>200.07</td>
</tr>
<tr>
<td></td>
<td>Levesque, Stanley</td>
<td>4747</td>
<td></td>
<td>DLevesque@JHUMEDICINE</td>
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<tr>
<td></td>
<td>Munoz, Alexis</td>
<td>4766</td>
<td></td>
<td>AMunoz@JHUMEDICINE</td>
<td>01/21/1981</td>
<td>200.07</td>
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<tr>
<td>Faculty</td>
<td>Taylor</td>
<td>169464</td>
<td></td>
<td>DTaylor@JHUMEDICINE</td>
<td>01/21/1981</td>
<td>551.48</td>
</tr>
<tr>
<td></td>
<td>Kern, Kristie</td>
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<td></td>
<td>DKern@JHUMEDICINE</td>
<td>01/21/1981</td>
<td>551.48</td>
</tr>
<tr>
<td></td>
<td>Marsh, Chandra</td>
<td>2400</td>
<td></td>
<td>CMarsh@JHUMEDICINE</td>
<td>01/21/1981</td>
<td>551.48</td>
</tr>
</tbody>
</table>

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.