



S_AHR_61016362 - Display Flexible Employee Data

Purpose

Use this procedure to display data to research or verify employee information.

Trigger

Perform this procedure when you need more information about an employee.

Prerequisites

N/A

Menu Path

Use the following menu path to begin this transaction:

N/A

Transaction Code

S_AHR_61016362

Helpful Hints

- R/O/C column in tables represents Required, Optional, or Conditional entry.



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Procedure

1. Start the transaction using the menu path or transaction code. The *Flexible Employee Data* screen displays.

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2. As required, complete/review the following fields:


Field	R/O/C	Description
Personnel Number	R	A unique, identification number for personnel assigned as it is processed in SAP; the system automatically assigns this number. Example: 100032



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Flexible Employee Data

A screenshot of the SAP Flexible Employee Data screen. The interface includes a menu bar with "Program", "Edit", "Goto", "System", and "Help". Below the menu bar is a toolbar with various icons. The main content area is titled "Flexible Employee Data" and contains several sections: "Further selections" with buttons for "Search helps", "Sort order", and "Org. structure"; "Key date" with radio buttons for "Today" (selected) and "Other keydate", and a text input field for "Key Date"; "Selection" with a text input field for "Personnel Number" containing the value "100032" and a search icon; and "Additional data" with a button for "Field selection". The status bar at the bottom right shows "310", "sapdrp", and "INS".

3. Click the **Execute** button . The *HR field selection* screen displays.



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HR field selection

HR field selection

Selectable fields

- Selectable fields
- Company Code
- Complete Name
- Controlling Area
- Cost Center
- Cost center text
- Country Key
- County Code
- Currency Key
- Date of Bank Transfer
- Date of Birth
- Employee Group
- Employee Subgroup
- Employee Time Management Stal

Selected fields

- Selected fields R

Selection: 0 / 20

4. Select the **Employee Group** record indicator Employee Group .



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HR field selection

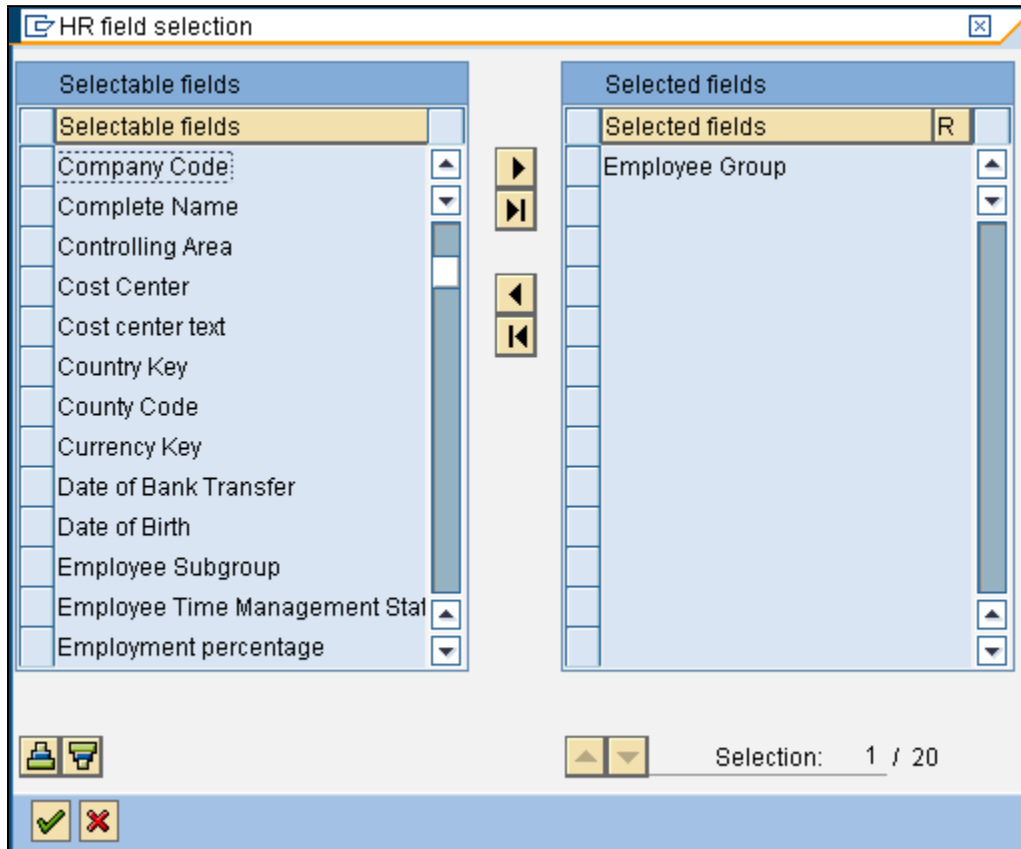
The screenshot shows the SAP Flexible Employee Data interface. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main title is 'Flexible Employee Data'. Below the title, there are four buttons: 'Further selections', 'Search helps', 'Sort order', and 'Org. structure'. The 'Key date' section has two radio buttons: 'Today' (selected) and 'Other keydate'. Below this is a 'Key' field containing 'HR field selection'. A dialog box titled 'HR field selection' is open, showing two columns: 'Selectable fields' and 'Selected fields'. The 'Selectable fields' column contains a list of fields: 'Selectable fields', 'Company Code', 'Complete Name', 'Controlling Area', 'Cost Center', 'Cost center text', 'Country Key', 'County Code', 'Currency Key', 'Date of Bank Transfer', 'Date of Birth', 'Employee Group', 'Employee Subgroup', and 'Employee Time Management Stat'. The 'Selected fields' column contains 'Selected fields' with a small 'R' icon. Below the columns are navigation arrows and a 'Selection: 0 / 20' indicator. At the bottom of the dialog are checkmark and X icons. The SAP status bar at the bottom right shows '310 sapdpr INS'.

5. Click the **Select** button  .



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6. Select the **Employee Subgroup** record indicator Employee Subgroup .



Note the item moved from the *Selectable fields* column to the *Selected fields* column.



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The screenshot shows the SAP HR field selection dialog box. The dialog has two main panes: 'Selectable fields' on the left and 'Selected fields' on the right. The 'Selectable fields' pane contains a list of fields including Company Code, Complete Name, Controlling Area, Cost Center, Cost center text, Country Key, County Code, Currency Key, Date of Bank Transfer, Date of Birth, Employee Subgroup (highlighted), Employee Time Management Stat, and Employment percentage. The 'Selected fields' pane contains 'Selected fields' and 'Employee Group'. A 'Select' button (a right-pointing arrow) is located between the two panes. The dialog also includes a 'Key' field with 'HR field selection' entered, and a 'Selection: 1 / 20' indicator at the bottom.

7. Click the **Select** button  .



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HR field selection

HR field selection

Selectable fields	Selected fields
Selectable fields	Selectable fields
Complete Name	Employee Group
Controlling Area	Employee Subgroup
Cost Center	
Cost center text	
Country Key	
County Code	
Currency Key	
Date of Bank Transfer	
Date of Birth	
Employee Time Management Stal	
Employment percentage	
Employment Status	
Entry Date	

Selection: 2 / 20

8. Select the **Employment Status** record indicator Employment Status .



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9. Click the **Select** button  .



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HR field selection

HR field selection

Selectable fields	Selected fields
Selectable fields	Selectable fields
Complete Name	Employee Group
Controlling Area	Employee Subgroup
Cost Center	Employment Status
Cost center text	
Country Key	
County Code	
Currency Key	
Date of Bank Transfer	
Date of Birth	
Employee Time Management Stal	
Employment percentage	
Entry Date	
First Name	

Selection: 3 / 20

10. Select the **First Name** record indicator First Name .



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HR field selection

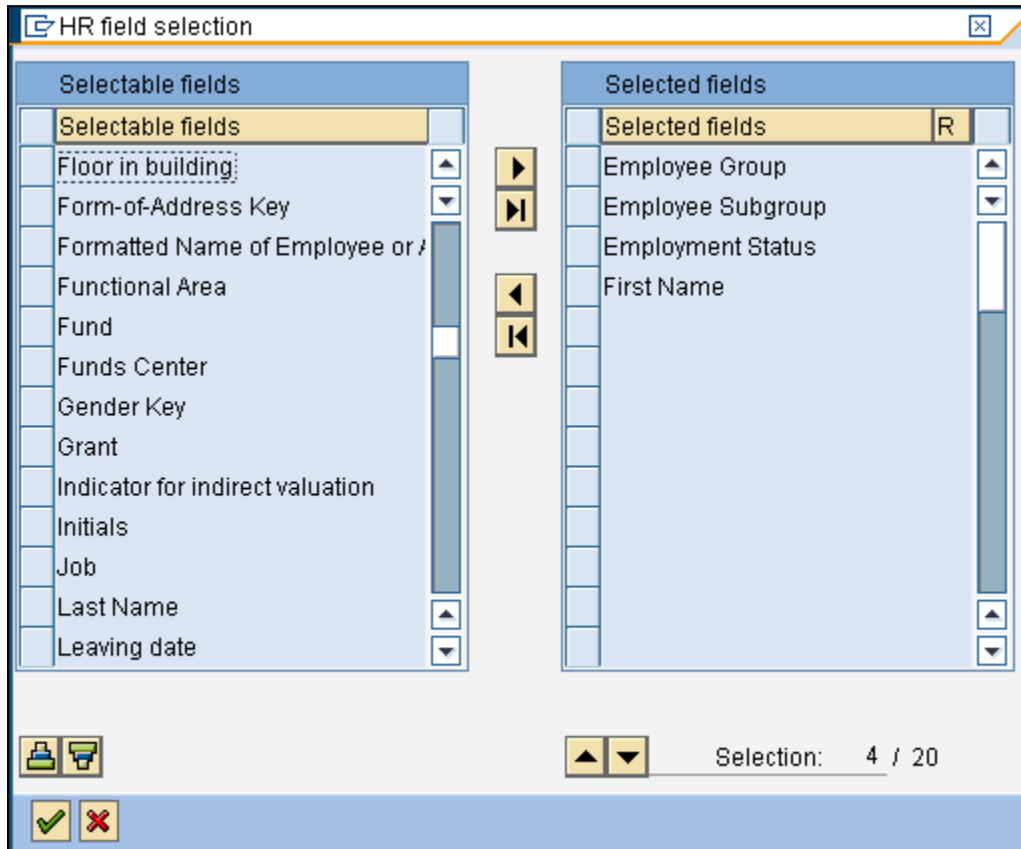
The screenshot shows the SAP Flexible Employee Data interface. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main title is 'Flexible Employee Data'. Below the title, there are buttons for 'Further selections', 'Search helps', 'Sort order', and 'Org. structure'. The 'Key date' section has radio buttons for 'Today' and 'Other keydate'. A 'Key' field contains 'HR field selection'. The 'Selection' section has a 'Personnel' button. The 'Additional' section has a plus sign button. The 'HR field selection' dialog box is open, showing two columns: 'Selectable fields' and 'Selected fields'. The 'Selectable fields' column lists various fields, with 'First Name' selected. The 'Selected fields' column lists 'Employee Group', 'Employee Subgroup', and 'Employment Status'. The dialog box has a 'Selection: 3 / 20' indicator and a 'Select' button (a right-pointing arrow) at the bottom.

11. Click the **Select** button  .



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12. Select the **Last Name** record indicator Last Name .



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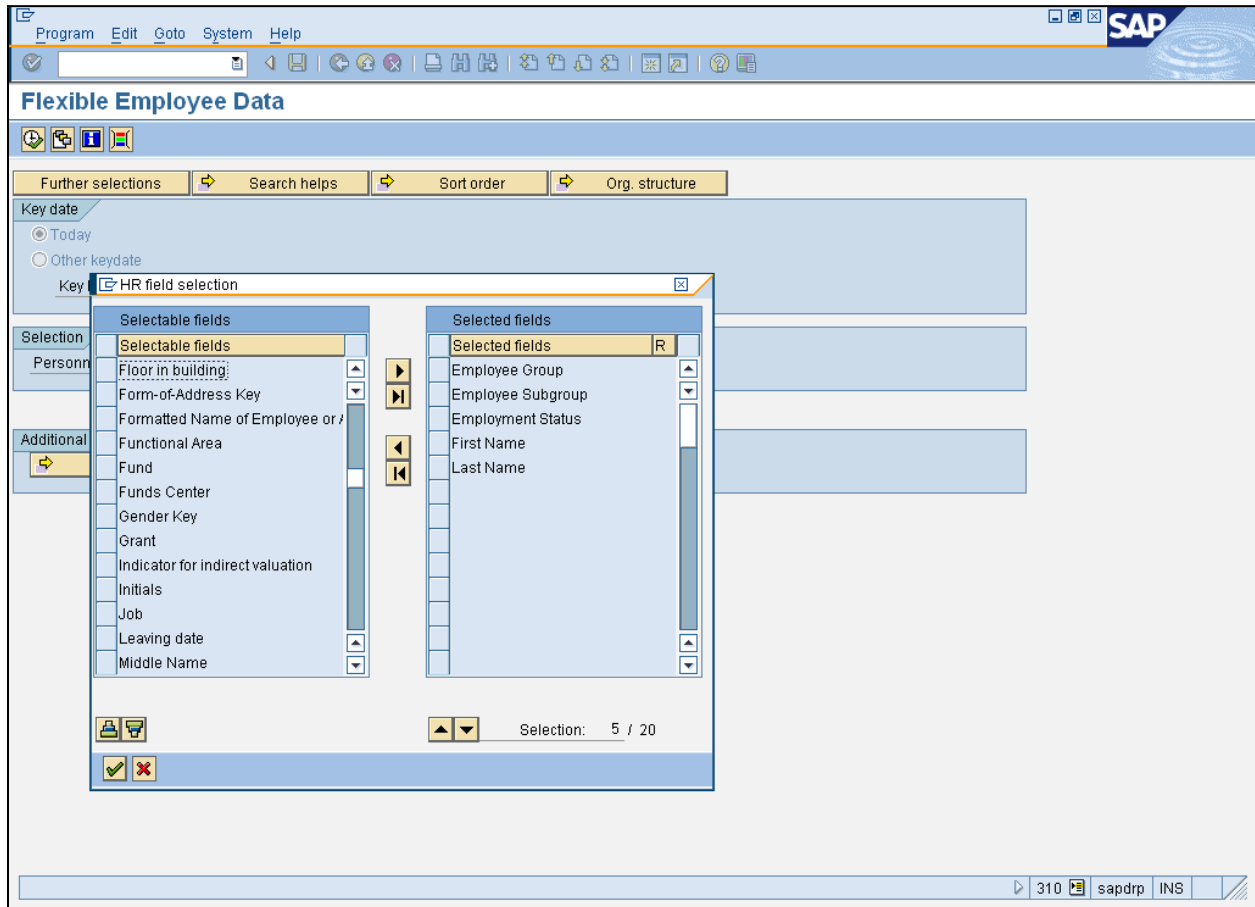
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13. Click the **Select** button  .



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HR field selection



14. Click the **Enter** button  . The *Flexible Employee Data* report displays.



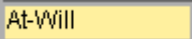

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Flexible Employee Data

The screenshot shows the SAP Flexible Employee Data interface. At the top, there is a menu bar with options: List, Edit, Goto, Views, Settings, System, Help. Below the menu bar is a toolbar with various icons. The main content area is titled "Flexible Employee Data" and includes a "Key date: 05/21/2009". Below this is a table with the following data:

Employee Group	Employee Subgroup	Employment Status	First Name	Last Name
At-Will	FT Exempt, Negative	Active	IT1	#44 - Step Inc for Return from Temp Appt

At the bottom of the screen, there is a status bar showing "310" and "sapdrp INS".

15. Select the **At-Will** list item  .
16. Click the **Details** button  . The *Details* dialog box displays.



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Details

The screenshot shows the SAP Flexible Employee Data interface. At the top, there is a menu bar with 'List', 'Edit', 'Goto', 'Views', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Flexible Employee Data' and includes a 'Key date: 05/21/2009'. A table is displayed with columns for 'Employee Group' and 'Employee Subgroup'. The first row is highlighted in yellow and contains 'At-Will' and 'FT Exempt, Negative A'. A 'Details' pop-up window is open over this row, showing a table with the following data:

Group description	Cell Content
Name of EE group	At-Will
Employee Subgroup	FT Exempt, Negative
Employment Status	Active
First Name	IT1
Last Name	#44 - Step Inc for Return fr

At the bottom of the pop-up window, there are two buttons: a green checkmark icon and a magnifying glass icon. The bottom status bar of the SAP window shows '310', 'sapdrp', and 'INS'.

17. Click the **Enter** button .



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Work Instruction

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Flexible Employee Data

Flexible Employee Data

Key date: 05/21/2009

Employee Group	Employee Subgroup	Employment Status	First Name	Last Name
At-Will	FT Exempt, Negative	Active	IT1	#44 - Step Inc for Return from Temp Appt

310 | sapdrp | INS

18. Click the **Back** button .

19. Click the **Exit** button .



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Work Instruction

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Result

You have successfully displayed employee information.