

## Run an Employee List Report (PAR2)

After creating this report, it can be sorted by column, printed, or downloaded to Excel.

### From the SAP Easy Access PCSB Menu Screen

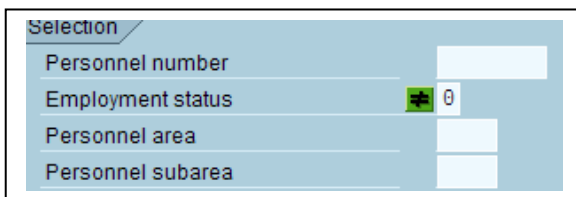
Click the **Expand** Icon to the left of: **PCSB Menu > Human Resources > Human Resources Reports**  
Double Click on **PAR2 – Run Employee List**

The **Employee List** screen is displayed

**Today** is selected by default in Period. If you want the report run for a different period, *Select* the **appropriate period** and *Type* in a **To** and **from Date**

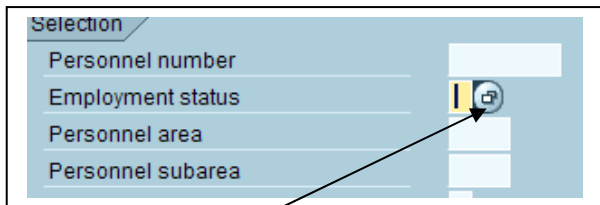
### To Select a Specific Employment Status

Click in the **box** to the right of the green symbol in **Employment status**

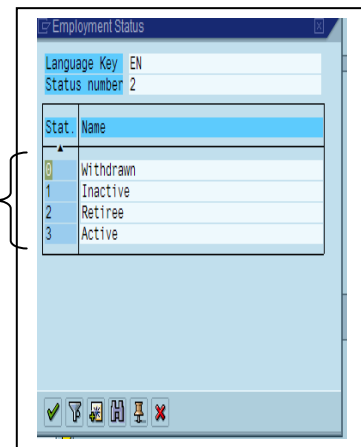


Selection	
Personnel number	
Employment status	0
Personnel area	
Personnel subarea	

If the box is populated, *Remove* the **number**, *Press* **Enter** (the symbol will be removed)



Selection	
Personnel number	
Employment status	
Personnel area	
Personnel subarea	

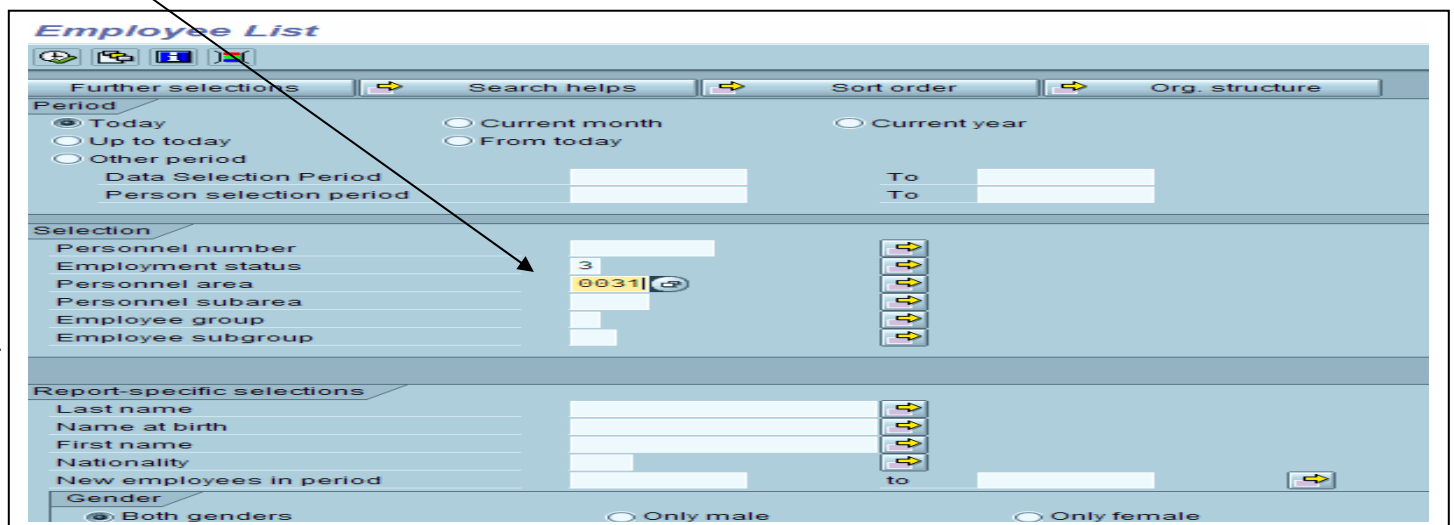


Employment Status	
Language Key EN	
Status number 2	
Stat	Name
0	Withdrawn
1	Inactive
2	Retiree
3	Active

Click the **Search help** icon on the right of the **Employment Status** box, *Double Click* on the **Status** for which the report should be run

### To Run the Report for a School

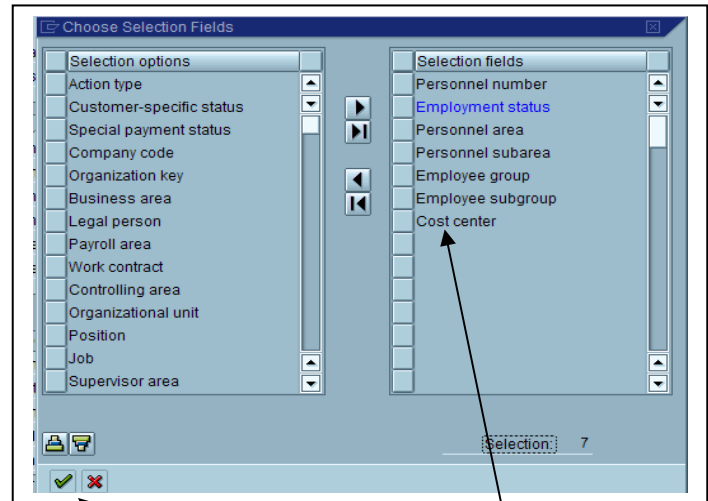
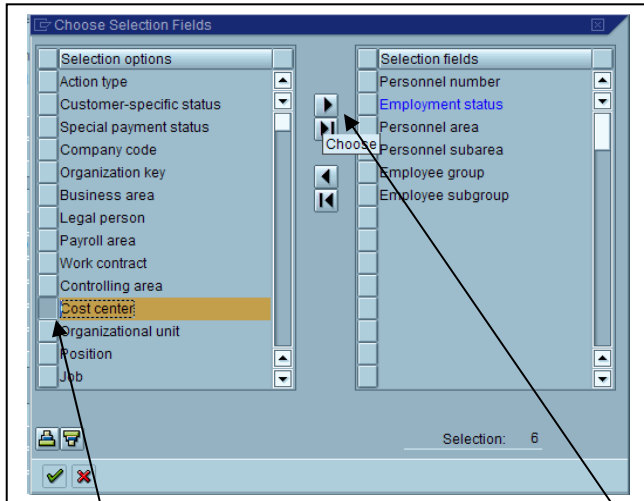
*Type* your **four-digit school number** (Example: 0031) in the **Personnel area** box, *Click* the **Execute** icon



Employee List	
Further selections	
Search helps	
Sort order	
Org. structure	
Period	
<input checked="" type="radio"/> Today	<input type="radio"/> Current month
<input type="radio"/> Up to today	<input type="radio"/> From today
<input type="radio"/> Other period	<input type="radio"/> Current year
Data Selection Period	To
Person selection period	To
Selection	
Personnel number	
Employment status	3
Personnel area	0031
Personnel subarea	
Employee group	
Employee subgroup	
Report-specific selections	
Last name	
Name at birth	
First name	
Nationality	
New employees in period	to
Gender	
<input checked="" type="radio"/> Both genders	<input type="radio"/> Only male
	<input type="radio"/> Only female

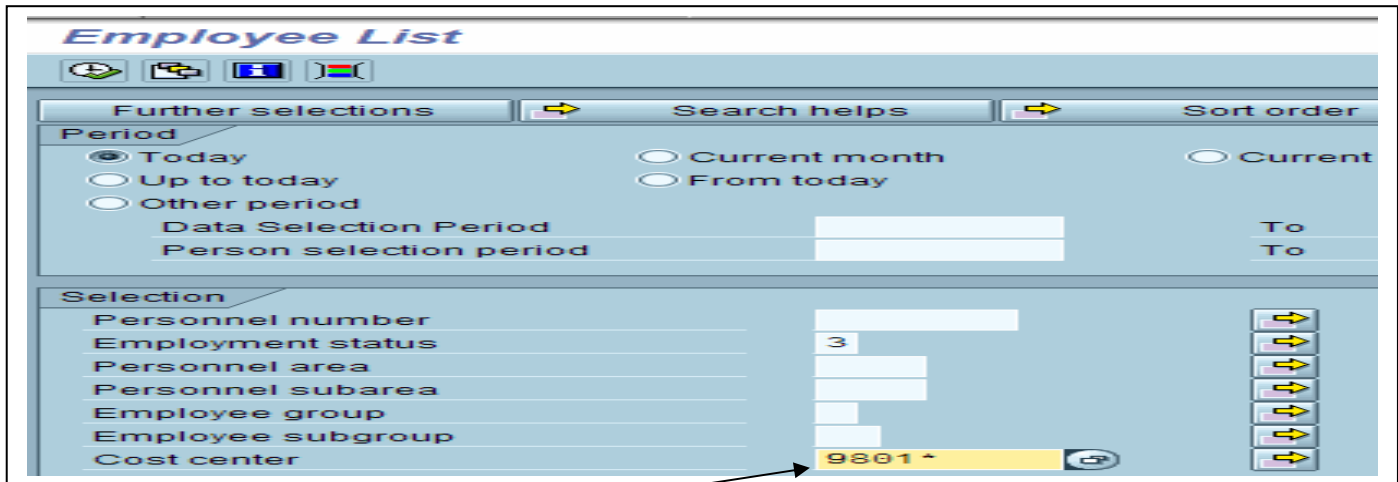
## To Run the Report for a District Office Department

Click **Further selections**, In the **Selection options** column of the Choose Selection Fields window



Click the **box** on the left of **Cost Center**, Click the **Choose** icon (single triangle); **Cost Center** is now listed in the **Selection fields** column. Press **Enter** or Click the **Green Check**

The **Employee List** screen is displayed



Click in the **Cost center** box, *Type* your **four-digit location number** with an **asterisk** (Example: **9801\***)

Click the **Execute** icon

The **Employee List** is displayed

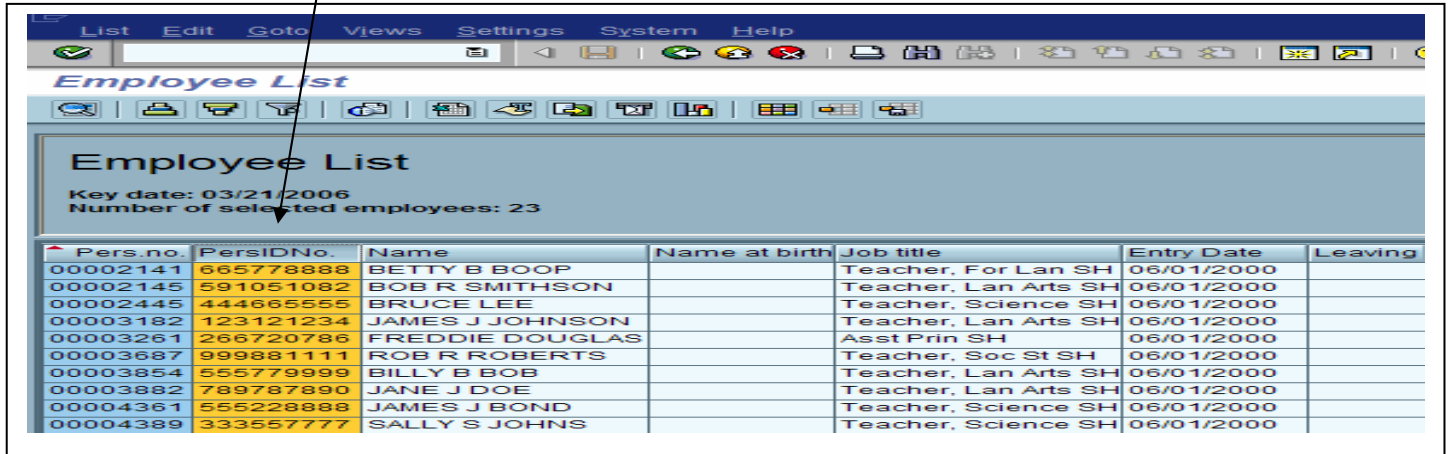
Pers.no	PersIDNo	Name	Name at birth	Job title	Entry Date	Leaving
00002141	665778888	BETTY B BOOP		Teacher, For Lan SH	06/01/2000	
00002145	591051082	BOB R SMITHSON		Teacher, Lan Arts SH	06/01/2000	
00002445	444665555	BRUCE LEE		Teacher, Science SH	06/01/2000	
00003182	123121234	JAMES J JOHNSON		Teacher, Lan Arts SH	06/01/2000	
00003687	999881111	ROB R ROBERTS		Teacher, Soc St SH	06/01/2000	
00003854	555779999	BILLY B BOB		Teacher, Lan Arts SH	06/01/2000	
00003882	789787890	JANE J DOE		Teacher, Lan Arts SH	06/01/2000	
00004361	555228888	JAMES J BOND		Teacher, Science SH	06/01/2000	
00004388	333557777	GALLY S JONES		Teacher, Science SH	06/01/2000	

## To Sort the Columns



Click a **Column Heading** to highlight a column, Click the **Ascending or Descending** icon

**Note: The Name Column will sort by First Name**



Employee List  
Key date: 03/21/2006  
Number of selected employees: 23

Pers.no.	PersIDNo.	Name	Name at birth	Job title	Entry Date	Leaving
00002141	665778888	BETTY B BOOP		Teacher, For Lan SH	06/01/2000	
00002145	591051082	BOB R SMITHSON		Teacher, Lan Arts SH	06/01/2000	
00002445	444665555	BRUCE LEE		Teacher, Science SH	06/01/2000	
00003182	123121234	JAMES J JOHNSON		Teacher, Lan Arts SH	06/01/2000	
00003261	266720786	FREDDIE DOUGLAS		Asst Prin SH	06/01/2000	
00003687	999881111	ROB R ROBERTS		Teacher, Soc St SH	06/01/2000	
00003854	555779999	BILLY B BOB		Teacher, Lan Arts SH	06/01/2000	
00003882	789787890	JANE J DOE		Teacher, Lan Arts SH	06/01/2000	
00004361	555228888	JAMES J BOND		Teacher, Science SH	06/01/2000	
00004389	333557777	SALLY S JOHNS		Teacher, Science SH	06/01/2000	

## To Print the Report

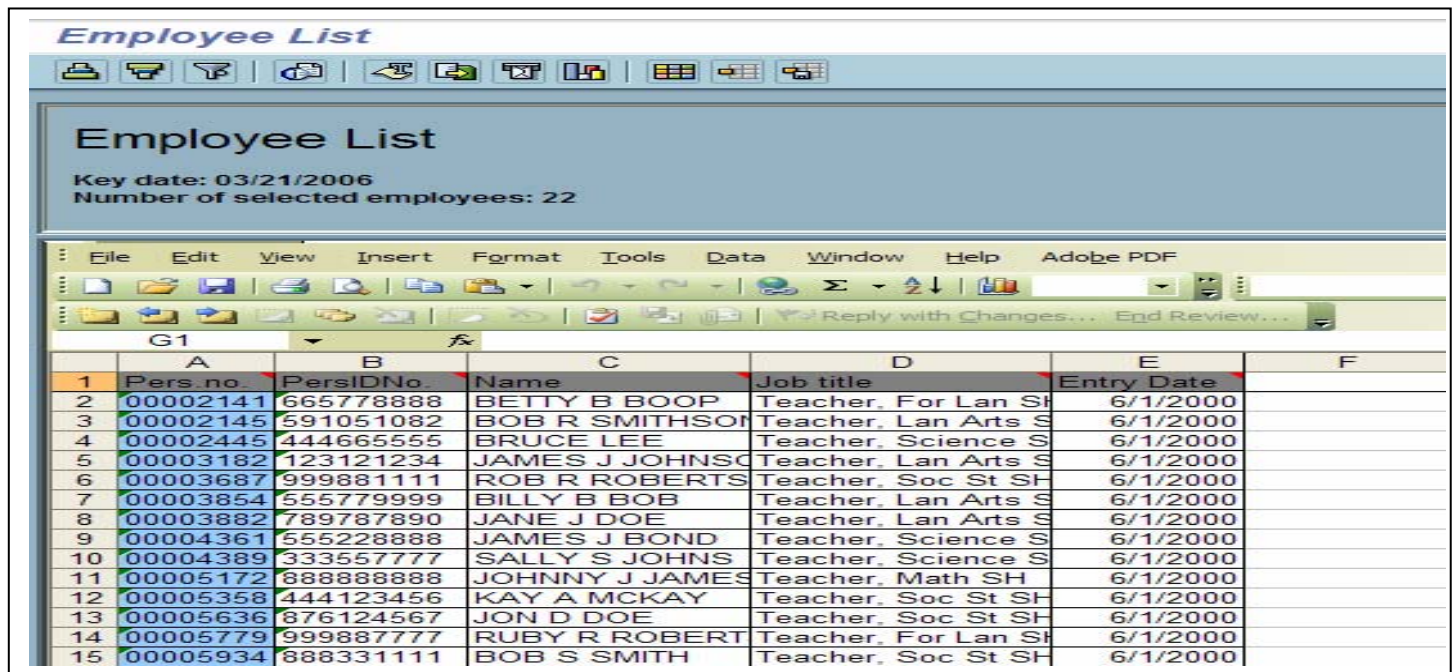
Click the **Print** icon on Toolbar; the **Print ALV List** screen is displayed

Press **Enter** or Click the **Green Check** to print the report

## To Download the Report to Excel

Click **MS Excel** icon  The **Employee List** is now displayed in an **Excel** spreadsheet

You can now **save** it as an **Excel file**. To **Print** from **Excel**, Click the **Print Icon** on the Tool Bar



Employee List  
Key date: 03/21/2006  
Number of selected employees: 22

	A	B	C	D	E	F
1	Pers.no.	PersIDNo.	Name	Job title	Entry Date	
2	00002141	665778888	BETTY B BOOP	Teacher, For Lan SH	6/1/2000	
3	00002145	591051082	BOB R SMITHSON	Teacher, Lan Arts S	6/1/2000	
4	00002445	444665555	BRUCE LEE	Teacher, Science S	6/1/2000	
5	00003182	123121234	JAMES J JOHNSON	Teacher, Lan Arts S	6/1/2000	
6	00003687	999881111	ROB R ROBERTS	Teacher, Soc St SH	6/1/2000	
7	00003854	555779999	BILLY B BOB	Teacher, Lan Arts S	6/1/2000	
8	00003882	789787890	JANE J DOE	Teacher, Lan Arts S	6/1/2000	
9	00004361	555228888	JAMES J BOND	Teacher, Science S	6/1/2000	
10	00004389	333557777	SALLY S JOHNS	Teacher, Science S	6/1/2000	
11	00005172	888888888	JOHNNY J JAMES	Teacher, Math SH	6/1/2000	
12	00005358	444123456	KAY A MCKAY	Teacher, Soc St SH	6/1/2000	
13	00005636	876124567	JON D DOE	Teacher, Soc St SH	6/1/2000	
14	00005779	999887777	RUBY R ROBERT	Teacher, For Lan SH	6/1/2000	
15	00005934	888331111	BOB S SMITH	Teacher, Soc St SH	6/1/2000	