

From: Finne, Kimberlee
Sent: Friday, February 15, 2013 4:06 PM
To: HR Newsletter Distribution
Subject: New HR Reports

We would like to introduce two new reports. The first is for new ESS procedures to run the performance evaluation report. This report will provide the employee's information regarding their online evaluation.

The second attachment is a report in SAP that you can use to generate a list of the non-employees per organizational unit.

After several request, I will be moving the **HR SAP Brown Bag meetings** from the 3rd Wednesday of each month to the 4th Friday of each month. This will begin next week. The meeting will be on Friday February 22nd from noon – 1:00 in the Sward Conference Room, located on the C wing of the 4th floor of the central building. The open forum setting will be participation driven with no set agendas or presentations. Topics will include SAP HR transactions, Tips & Tricks and issues.

With budget season upon us, the Budget Office and HR would like to remind you that with the organizational unit changes that have transpired over the last year some master cost centers may have inherited the incorrect centers. While reviewing your ZBUDGET if you notice this is the case, please email me the organizational unit with the correct master cost center that should be assigned and we will correct in SAP as soon as possible. HR will then pass this information on to IT and they will correct the payroll tabs in ZBUDGET. If it would be easier if you had a list of the cost centers for your current employees and check by the list, please let me know. Correcting the matter in ZBUDGET will not require any new downloads or change budget entries already entered. The sooner this is corrected the better.

Thanks,
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