

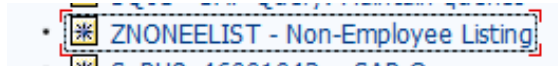
Human Resources Non-Employees Report

UAMS
Enterprise

Non-Employee Report

Generating a report to list non-employees

Step 1: Use transaction ZNONEELIST



Step 2: The following screen will appear.

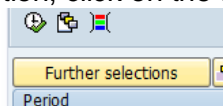
A screenshot of the SAP 'Non-employee Listing' selection screen. The screen has a menu bar (Program, Edit, Goto, System, Help) and a toolbar. Below the title bar, there are three buttons: 'Further selections', 'Search helps', and 'Org. structure'. The 'Period' section contains radio buttons for 'Today', 'Current month', 'Current year', 'Up to today', and 'From today', along with 'Other period' and input fields for 'Data Selection Period' and 'Person selection period'. The 'Selection' section has input fields for 'Personnel Number', 'Employment status', 'Personnel area', 'Personnel subarea', 'Employee group', and 'Employee subgroup', each with a selection icon. The 'Program selections' section has input fields for 'Employment status', 'Employee group', 'Address record type', and 'C/O name'. The 'Output format' section has a radio button for 'SAP List Viewer'.

Step 3: Click on “Execute” to get a list of non-employees who are assigned to an organizational unit that you have authorization to see.

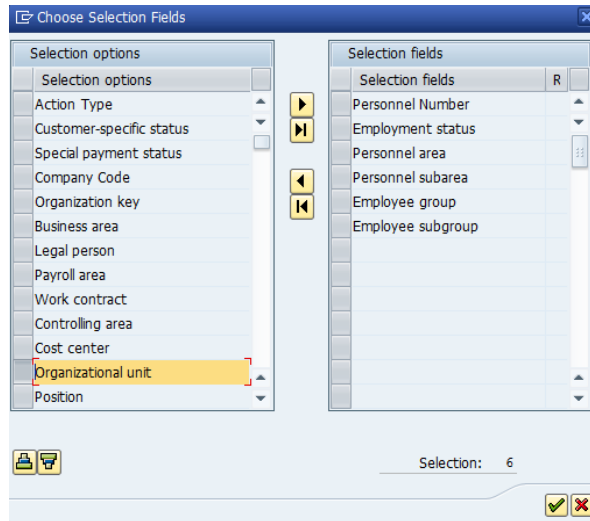
Note: If only a few select org units are needed enter the organization unit number in the Selection section.


A close-up screenshot of the 'Selection' section of the SAP Non-employee Listing screen. It shows input fields for 'Personnel Number', 'Employment status', 'Personnel area', 'Personnel subarea', 'Employee group', 'Employee subgroup', and 'Organizational unit', each with a selection icon.

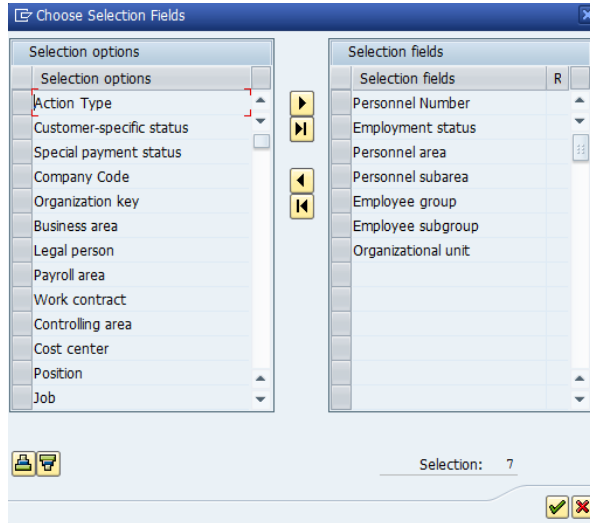
If Organizational unit is not listed in this section, click on the Further selection icon



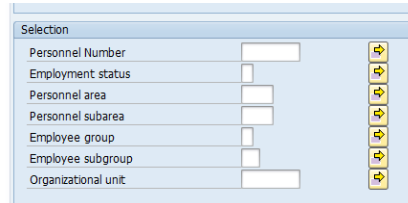
Locate the Organizational unit on the left side and click on the box to the left to highlight the name.




Click on the move to the right select button . This will move Organizational Unit to the right column. Click on the green check mark.



Now the Organizational Unit field should be on the screen.



Either key in the org unit in the field or click on the multiple selection icon  to list more org units.