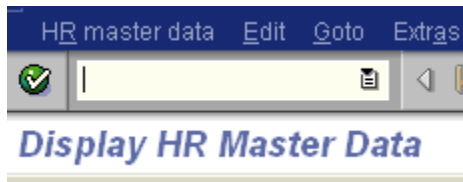
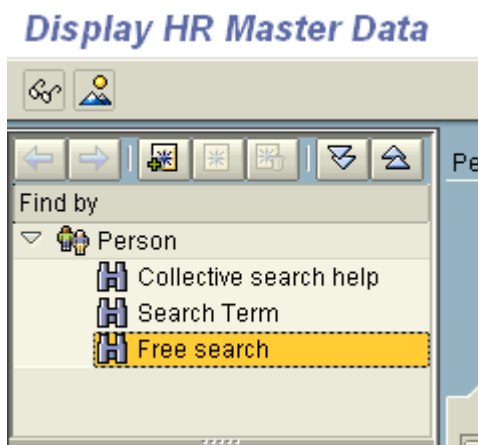


Instructions for Creating a List of Active Students

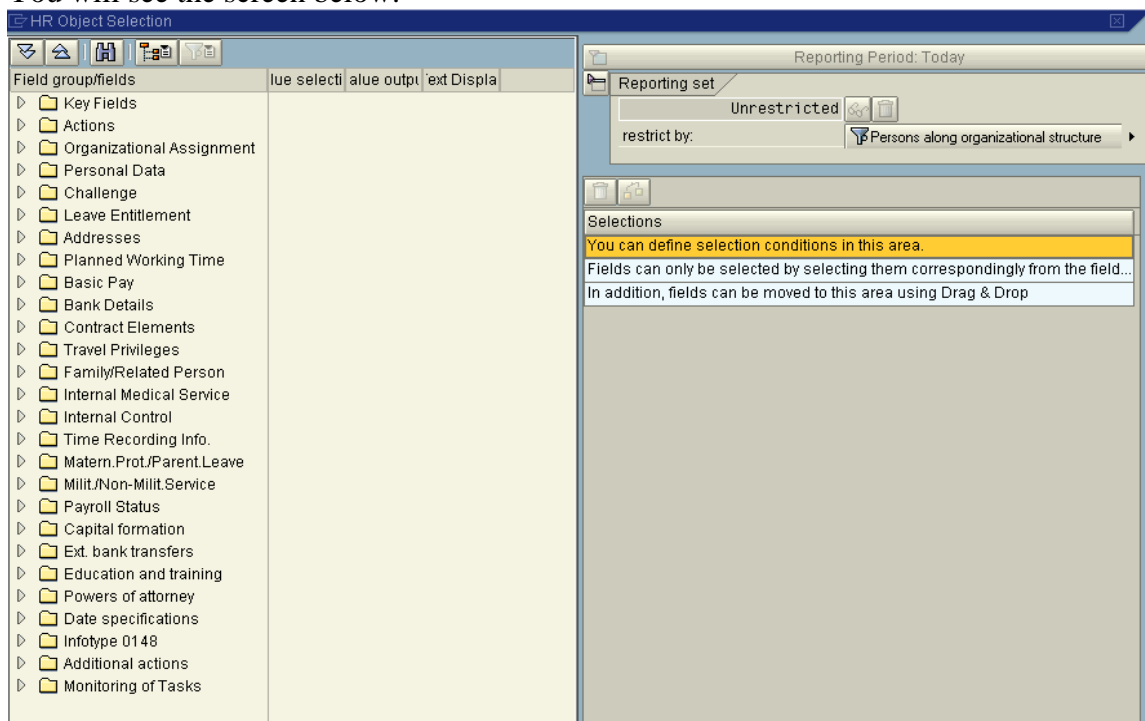
Log in to SAP and key PA20 (HR Display) on the SAP Transaction Line.



Double click on the Free Search help option. If this display is not shown on your screen, go to Settings and click on Show Object Manager.



You will see the screen below:



Click on the arrow to the left of the Actions folder.

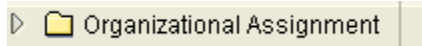


Click on the first box to the right of the Employment Status.

 A screenshot of a dialog box titled 'HR Object Selection'. It contains a tree view on the left with 'Key Fields' and 'Actions' folders. The 'Actions' folder is expanded, showing a list of fields. To the right of the list are three columns: 'Value selection', 'Value output', and 'Text Display'. The 'Employment status' row has a checkmark in the 'Value selection' column.

Field group/fields	Value selection	Value output	Text Display
Key Fields			
Actions	1		
Date of last change	<input type="checkbox"/>	<input type="checkbox"/>	
Valid from date	<input type="checkbox"/>	<input type="checkbox"/>	
Reason for action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Action type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer-specific status	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employment status	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special payment status	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leaving date	<input type="checkbox"/>	<input type="checkbox"/>	
Entry date	<input type="checkbox"/>	<input type="checkbox"/>	
Length of service (in days)	<input type="checkbox"/>	<input type="checkbox"/>	
Length of service (in months)	<input type="checkbox"/>	<input type="checkbox"/>	
Length of service (in years)	<input type="checkbox"/>	<input type="checkbox"/>	

Click on the arrow to the left of the



Click on the first box to the right of the following fields:
 Personnel Subarea, Organizational Unit, Organizational Key

Organizational Assignment	3			
<input type="checkbox"/> Payroll area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Work contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Personnel subarea	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Company code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Formatted name of employee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Funds center	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Fund	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Business area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Legal person	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Controlling area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Cost center	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Supervisor area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Organizational unit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Object type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Employee group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Employee subgroup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Payroll administrator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Administrator for HR master data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Administrator for time recording	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Administrator group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Employee's name (sortkey)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Organizational key	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Personnel area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Name of superior (organizational unit)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

To the right of this list, please record the necessary data elements. Key a “3” in the white box next to Employment status. A “3” represents active employees.


Reporting Period: Today

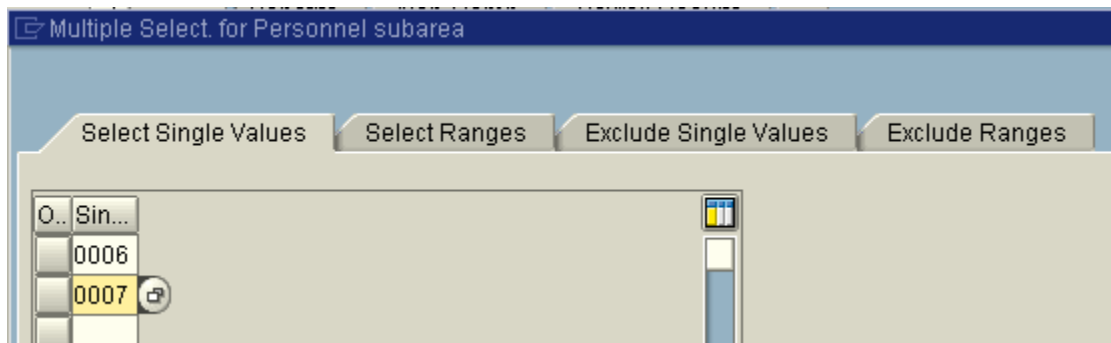
Reporting set

Unrestricted

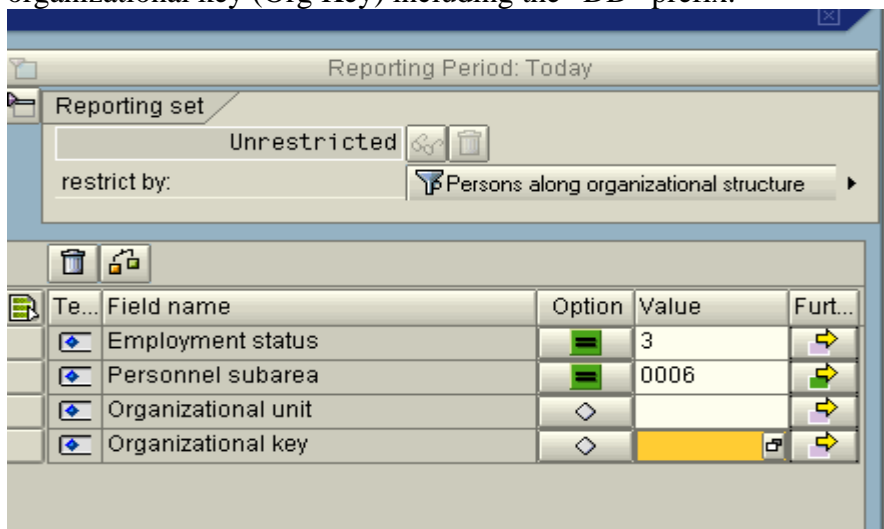
 restrict by: Persons along organizational structure

Te...	Field name	Option	Value	Furt...
	Employment status		3	
	Personnel subarea			
	Organizational unit			
	Organizational key			

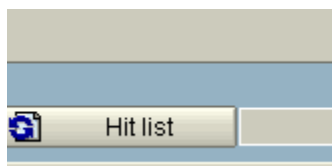
Click on the yellow arrow on the personnel subarea field. Record Personnel Subareas 0006 (Graduate Students) and 0007 (Undergraduate Students), key the personnel subarea numbers and click on the execute icon .



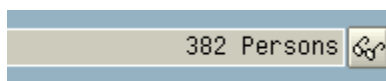
Record your organizational unit with the leading 500XXXX value OR record your departmental organizational key (Org Key) including the “DD” prefix.



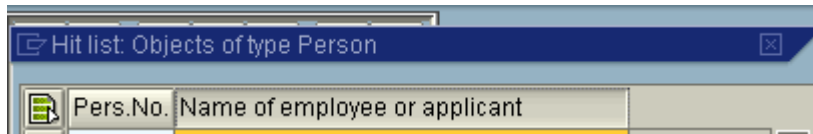
Click on the “Hit List” bar to identify the number of students.




The count will display. Click on the eye glasses to view the list with Name and DUID.



The list will be displayed.



If you choose to download the list to a spreadsheet, right click in the gray right-hand margin and click spreadsheet. Otherwise, click the  printer icon to print the list.