

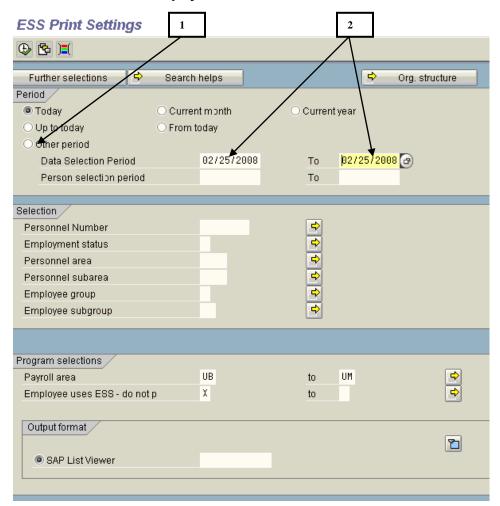
Procedure for Generating the Report Listing with Online Vouchers

In order to execute the report to list all employees who have elected to use the online vouchers and discontinue receipt of paper statements, follow the steps noted below.

1) On the SAP transaction line, record ZHNOSTMNT and press enter.



2) The screen included below will appear. Click on the radio button labeled Other Period and record the **paydate** in the Data Selection Period fields.



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3) The payroll area range should reflect UM to UM for monthly employees or UB to UB for biweekly employees.



- 4) Execute by clicking on the symbol in the upper left-hand corner.
- 5) The report listing the biweekly or monthly employees within your organizational unit(s) will be displayed. Please note that all employees who have elected online vouchers will be displayed. This includes those who did not receive a payment for the current period.

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