

## HR PAR Listing

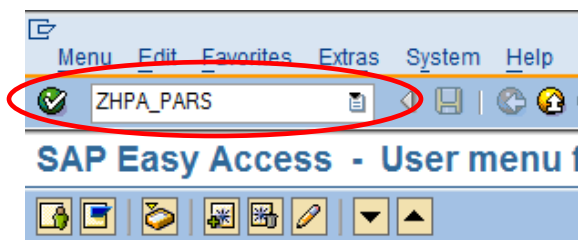
Transaction Code: ZHPA\_PARS

### Location(s):

#### SAP GUI

**Purpose:** the report is designed to provide a status list of supplemental pay and/or part-time faculty personnel action requests (PARs) that have been entered into myNKU.

1. Log into myNKU
  - a. <https://myNKU.nku.edu/irj/portal>
2. Select SAP GUI tab.
3. Select either Microsoft Windows or Mac.
4. Access transaction code, ZHPA\_PARS.
5. Click Enter.



The Process default view for this report includes both supplemental and part-time faculty PARs, and the status default is started.

Start Date of Process	01/01/2011	to	01/10/2011
Process	ZHR_PA_SUPPLEMENTAL	to	
Processing Status of Process	STARTED	to	
Number of Processes / Users		to	

Process multiple selection button

Status multiple selection button

If You Want To	Then	Go To
Execute the default	Click	<a href="#">Page 5</a>
Modify the Process	Click the multiple selection button.	<a href="#">Page 2</a>
Modify the Status	Click the multiple selection button.	<a href="#">Page 3</a>

## Modify Process

1. Click Get Variant.

The screenshot shows the SAP 'PAR listing' screen. At the top, there is a menu bar with 'Program', 'Edit', and 'Help'. Below the menu bar is a toolbar with various icons. A red box highlights the 'Get Variant' button in the toolbar, with a red arrow pointing to it. Below the toolbar, the screen is divided into sections: 'Report-specific selections' and 'Output specification'. The 'Report-specific selections' section contains several input fields for filtering the report, including 'Object Key', 'Process Reference Number', 'Start Date of Process' (01/01/2011 to 01/10/2011), 'Process' (ZHR\_PA\_SUPPLEMENTA), 'Processing Status of Process' (STARTED), and 'Initiator of Process (User N)'. The 'Output specification' section has a 'Layout' field.

2. Select the Variant name.
3. Click Choose.

The screenshot shows the 'ABAP: Variant Directory of Program AQFKZHRAS=====PAR\_LI...' dialog box. It displays a table of variants for the program 'AQFKZHRAS=====PAR\_LISTING==='. The 'PARS\_PART\_LIS' variant is selected and highlighted in yellow. At the bottom left, there are two buttons: a checkmark (Choose) and a red X (Cancel), with the checkmark button circled in red.

Variant name	Short description
CSN-PARLISTING	PAR List - Suppl & Parttime
DEMO P/T FAC	DEMO
MMRPARLISTING	PAR List - Suppl & Parttime
MMRPAR_LISTIN	PAR List - Suppl & Parttime
PARS_PART_LIS	PARs List - Part time Fac.Pay
PARS_SUPP_LIS	PARs - Suppl.Pay
PAR_LISTING	PAR List - Suppl & Parttime
STANDARD	Standard variant InfoSet Query

4. Continue Page [5](#).

## Modify Status

1. Click the multiple selection button to view additional status types.

Report-specific selections			
Object Key		to	
Process Reference Number		to	
Start Date of Process	01/01/2011	to	01/10/2011
Process	ZHR_PA_SUPPLEMENTA	to	
Processing Status of Process	STARTED	to	
Initiator of Process (User N		to	

Output specification

Layout

2. Select the Select Single Values (1) tab.
3. Click match code.

Multiple Selection for Processing Status of Process

Select Single Values (1) | Select Ranges | Exclude Single Values | Exclude Ranges

Single value

DRAFT

4. Select as many Process Status values as desired.
5. Click Execute.

The screenshot shows two parts of a web application interface. On the left is a table with process status options, and on the right is a selection dialog box.

Process Stat...	Short Descript.
DRAFT	Draft
STARTED	In Process
ERROR	Incorrect
COMPLETED	Completed
WITHDRAWN	Canceled
ARCHIVED	Archived
XI_DRAFT	Draft after XI
XI_REJECTD	XI Message Rejected

The right-hand side shows a dialog box titled "Multiple Selection for Processing Status of Process" with tabs for "Select Single Values (1)", "Select Ranges", and "Exclude Single Values". A list of process statuses is shown, with "COMPLETED" selected. A red circle highlights the "Execute" button (a green checkmark icon) in the bottom toolbar of the dialog.

6. Continue Page [5](#).

## Execute report

1. Click Execute.

Program Edit Goto System Help

**PAR listing**

Report-specific selections

Object Key  to

Process Reference Number  to

Start Date of Process 12/01/2010 to 01/10/2011

Process ZHR\_PA\_SUPPLEMENTAL to

Processing Status of Process DRAFT to

Initiator of Process (User N)  to

Output specification

Layout

2. The selected data will display.

**Note:** For the purpose of this training document, Personnel Number has been hidden. Sort by ascending or descending by right-clicking on the desired column heading and choosing Sort in Ascending Order or Sort in Descending Order. See below.

**PAR listing**

Right-click on a column heading

Process	Organizational Unit	Employee Name	Process Reference Number	Processing Status of Proce
NKU PartTime Faculty Pay	11000027:English	Bryan L McIntyre		Draft
NKU PartTime Faculty Pay	11000029:Physics & Geology	J David Ledden		Draft
NKU PartTime Faculty Pay	11000027:English	Susan Gael Meier	000000003084	In Process
NKU PartTime Faculty Pay	11000025:History & Geography	Debra A Meyers	000000002963	In Process
NKU PartTime Faculty Pay	11000222:Counseling, Social Work and Leadership	Holly Riffe	000000003137	In Process
NKU PartTime Faculty Pay	11000027:English	Stephen R Thomas	000000003077	In Process
NKU Supplemental Payment	11000023:Chemistry	W Vernon Hicks	000000003097	In Process
NKU PartTime Faculty Pay	11000027:English	Sylvia Ann Monnig	000000003081	In Process
NKU PartTime Faculty Pay	11020200:Nursing-BSN	Donna Jo Parsons	000000003061	In Process
NKU PartTime Faculty Pay	11000025:History & Geography	David L Lloyd	000000002995	In Process

3. Sort or filter the report by right-clicking on a column heading.
4. Select either Sort in Ascending Order or Sort in Descending order.

**PAR listing**

Process	Organizational Unit	PERIOD	Employee Name
NKU PartTime Faculty Pay	11000027:English		30 Bryan L McIntyre
NKU PartTime Faculty Pay	11000029:Physics & Ge		79 J David Ledden
NKU PartTime Faculty Pay	11000027:English		33 Susan Gael Meier
NKU PartTime Faculty Pay	11000025:History & Ge		76 Debra A Meyers
NKU PartTime Faculty Pay	11000222:Counseling,		18 Holly Riffe
NKU PartTime Faculty Pay	11000027:English		42 Stephen R Thomas
NKU Supplemental Payment	11000023:Chemistry		59 W Vernon Hicks
NKU PartTime Faculty Pay	11000027:English		78 Sylvia Ann Monnig
NKU PartTime Faculty Pay	11020200:Nursing-BSN		99 Donna Jo Parsons
NKU PartTime Faculty Pay	11000025:History & Ge		15 David L Lloyd
NKU PartTime Faculty Pay	11000025:History & Ge		21 John Michael Lucas
NKU PartTime Faculty Pay	11000032:Sociology, Ar		24 Jan Gallagher
NKU PartTime Faculty Pay	11000032:Sociology, Ar		30 Harvey Michael Brewer
NKU PartTime Faculty Pay	11000029:Physics & Ge		47 Brenda Rosina Hunda

5. The formatted results will display.

**Note:** For the purpose of this training document, Personnel Number column has been hidden.

## PAR listing



### PAR listing

Process	Organizational Unit	Employee Name	Process Reference Number	Processi
NKU Supplemental Payment	11000004:Academic Affairs	Potato Chip	000000003171	In Proces
NKU PartTime Faculty Pay	11000021:Biological Sciences	Nancy Mae Zwick	000000003119	In Proces
NKU PartTime Faculty Pay		Robert Charles Kues	000000003125	In Proces
NKU PartTime Faculty Pay		Michelle D Ottersbach	000000003122	In Proces
NKU PartTime Faculty Pay		Stephen Carl Linn	000000003132	In Proces
NKU PartTime Faculty Pay		Frank Platek	000000003134	In Proces
NKU PartTime Faculty Pay		Karen Kluemper	000000003128	In Proces
NKU PartTime Faculty Pay		Michael Robert Millward	000000003118	In Proces
NKU PartTime Faculty Pay		Kathleen Rose Broomal	000000003123	In Proces
NKU PartTime Faculty Pay		Ruth Marian Hemmer	000000003121	In Proces
NKU PartTime Faculty Pay		James Conrad Gerner	000000003130	In Proces
NKU PartTime Faculty Pay		Cynthia Pike Blocksom	000000003120	In Proces
NKU PartTime Faculty Pay		David Joseph Hauber	000000003129	In Proces
NKU PartTime Faculty Pay		Jillian Dianne Stanton	000000003131	In Proces
NKU PartTime Faculty Pay		Laura Beth Turner	000000003141	In Proces
NKU Supplemental Payment	11000023:Chemistry	W Vernon Hicks	000000003097	In Proces
NKU PartTime Faculty Pay		Grant Alvin Edwards	000000003103	In Proces
NKU PartTime Faculty Pay		C. Julia Y Bedell	000000003004	In Proces

## Export to Excel

1. Click Export
2. Click Local File

**PAR listing**

Process	Organizational Unit	Name
NKU PartTime Faculty Pay	11000030:Political Science & Cr	Vonder
NKU PartTime Faculty Pay	11000030:Political Science & Cr	Faye Col
NKU PartTime Faculty Pay	11000030:Political Science & Cr	Resnick
NKU PartTime Faculty Pay	11000030:Political Science & Cr	Baranow
NKU PartTime Faculty Pay	11000030:Political Science & Cr	Kwon
NKU PartTime Faculty Pay	11000030:Political Science & Cr	a Jane I
NKU PartTime Faculty Pay	11000030:Political Science & Cr	Yvonne

3. Select Spreadsheet
4. Click Continue

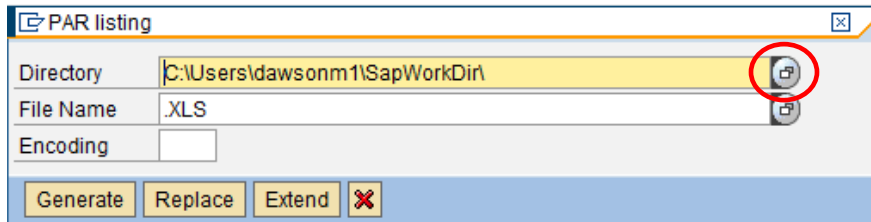
Save list in file...

In which format should the list be saved ?

unconverted  
 Spreadsheet  
 Rich text format  
 HTML Format  
 In the clipboard



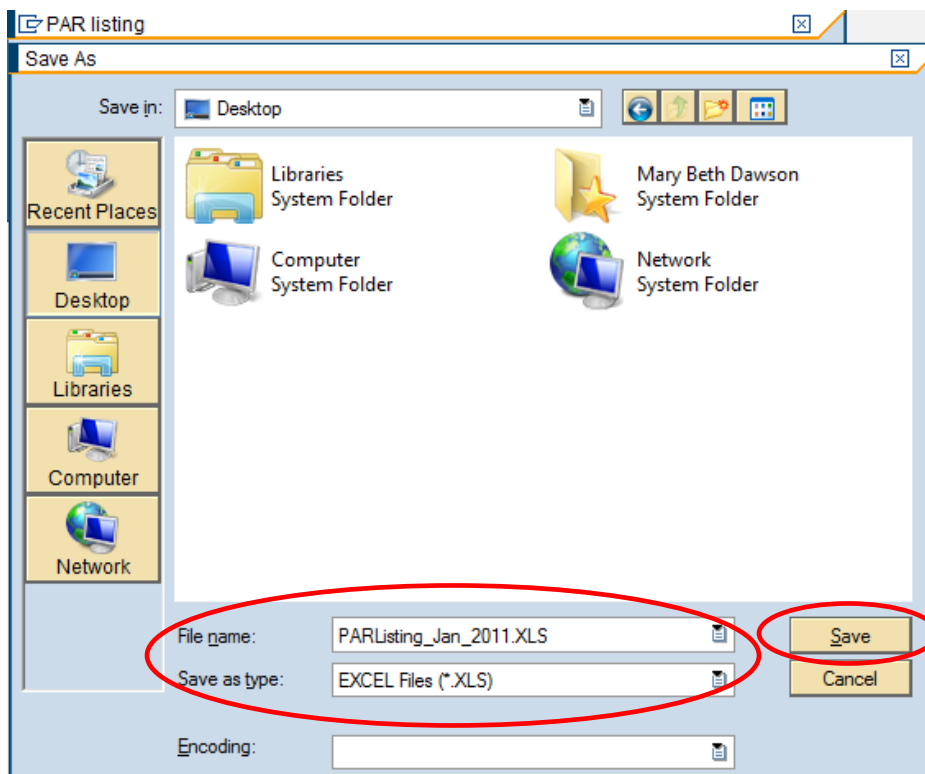
5. Click Directory Match Code button



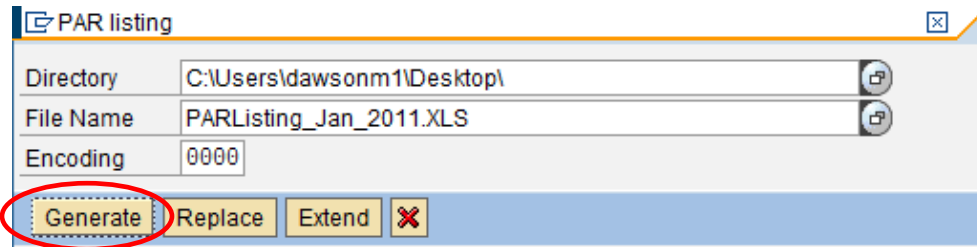
6. Select Save in location

7. Enter File name

8. Click Save



9. Click Generate



10. A confirmation will appear at the bottom of the screen.

