Running the Kronos Primary Job Spinifex Report in SAP for Kronos Employees

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Overview

Overview   Below outlines the steps taken by Payroll Administrator to determine the primary jobs that are ending for their employees. There are different criteria that could be used to run this report: it could be as simple as running it for a specific set of employees, or for several org units: based on what you desire.

- Primary Job End Date

Introduction – Primary Job Indicator

The end date of the *Primary job Indicator* for many Kronos employees on infotype 9133 may not be 31.12.9999. As a result, if the Primary Job Indicator does not reflect a future date for an employee's contract, then the employee will not have access to Kronos.

This report has been created to ensure that business officers are able to confirm that the Primary Job Indicator has not ended, and if so, should have a future date for employees whose contract is continuing. It will help business officers determine the next steps, i.e. to extend the Primary Job Indicator for a Kronos employee whose primary job ended but has another active job in Kronos.

For Assistance with this Process
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There are different criteria that could be used to run this report: it could be as simple as running it for a specific set of employees, or for several org units: it is based on what you desire. Whether simple or more detailed, your **org unit (s)** must be entered.

Accessing the Kronos Primary Job Spinifex Report

In the transaction field, key transaction ZHSX_PRIMARY_JOB, it will take you to the Spinifex Reports.

The following screen will be proposed. The tabs act as the menus to navigate the main screen, which are used to enter all the relevant information required to run the report.

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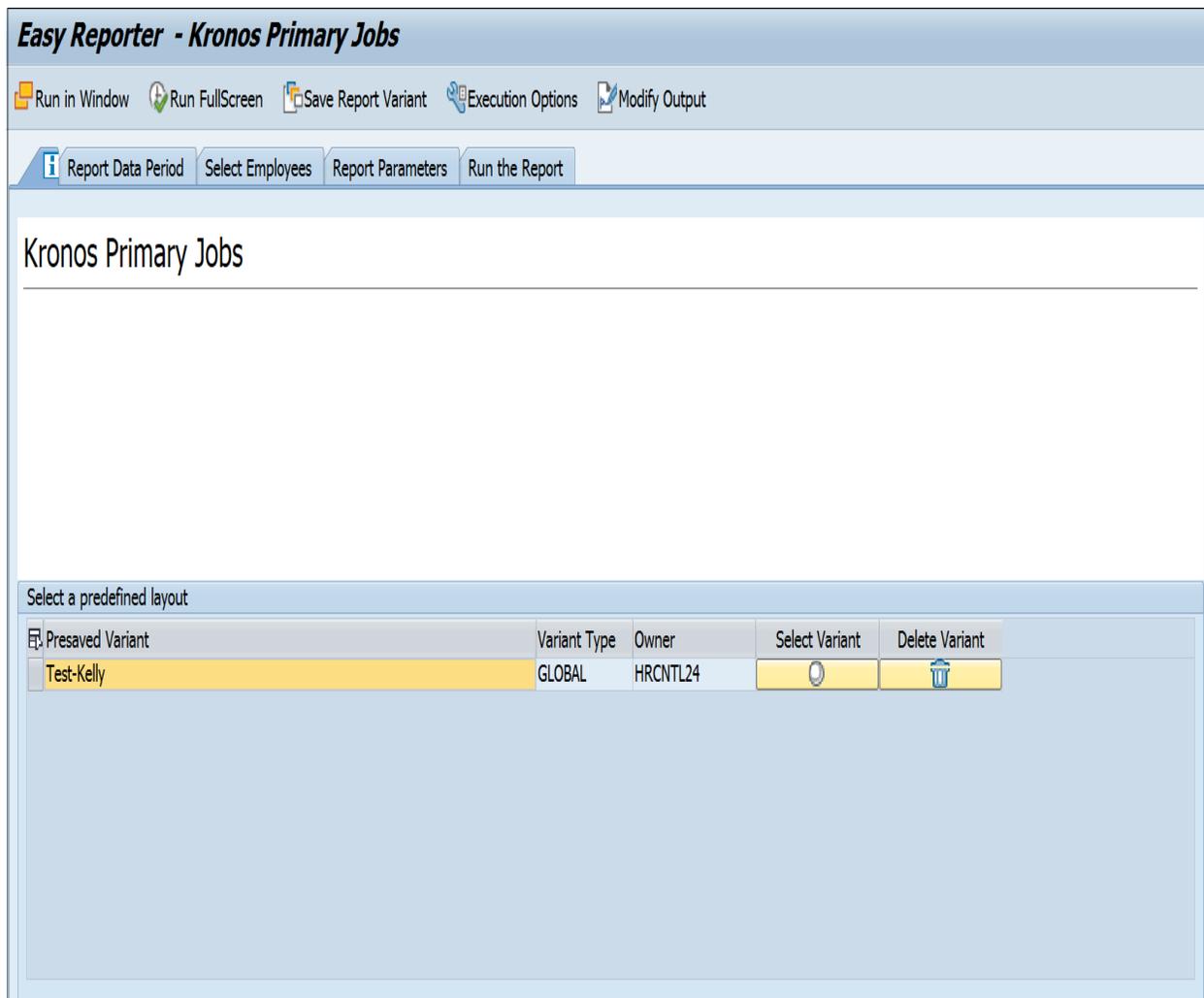
Report Data Period

This is the default screen for the Primary Job Spinifex Report. It selects employees who are active within the time period selected – today, currrent pay period or other period. You can cmake your selection to run the report as of today under the Report Data Period tab.

Make the selection that you prefer – it will automatically propose the matching dates or period. See below:
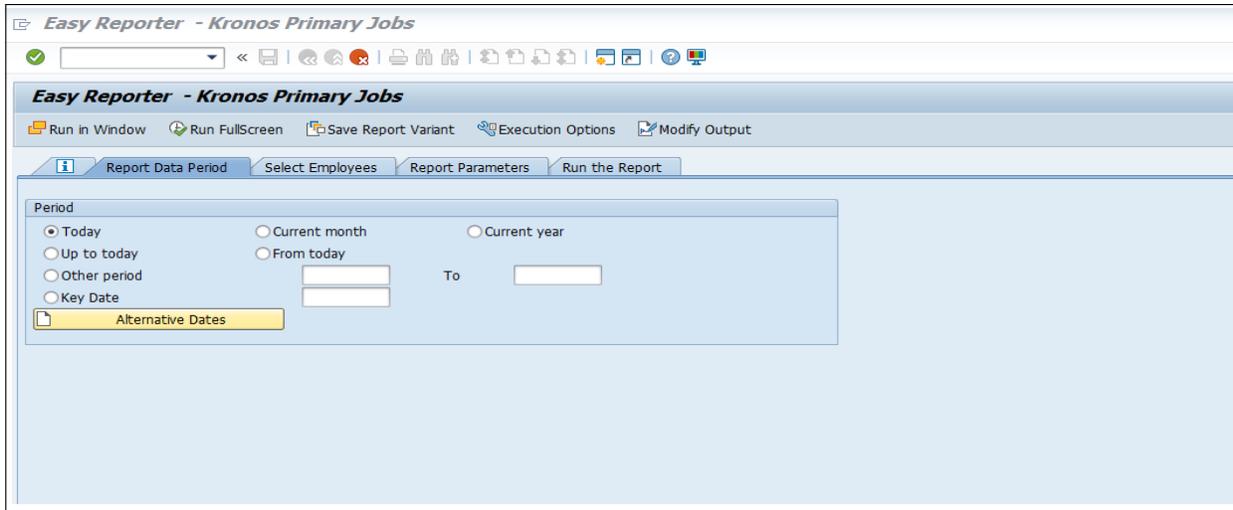
Note: If you require a different time period, choose the **Other period radio button (DD/MM/YYYY)**

Select Employees

This allows you to make a more detailed request – enter as you require. **Note:** the org unit must be entered.
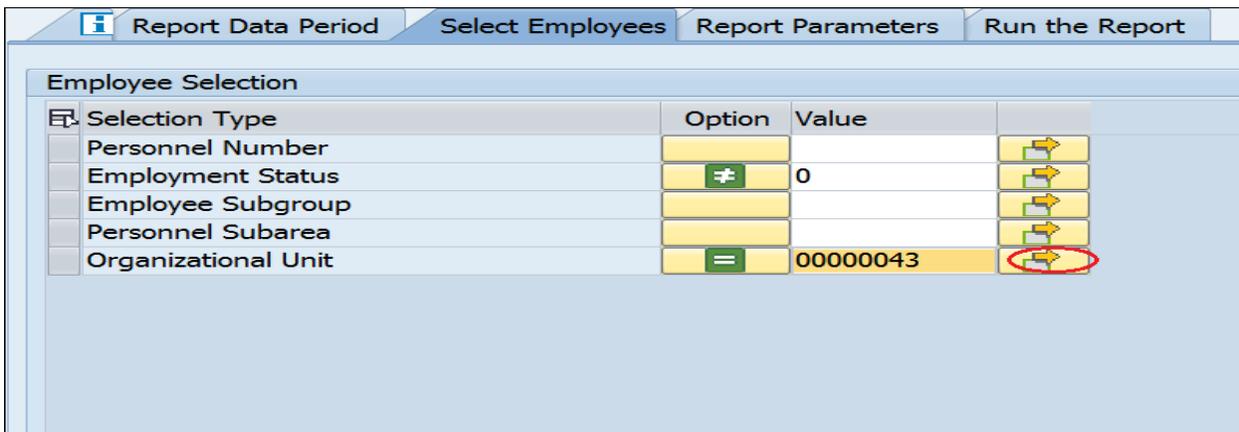
For additional org units, select the right arrow (it will allow you to enter multiple org units) under the **Select Single Values** tab. Choose the copy icon and it will take you back to the main screen.

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Note: at the bottom of the screen, you will see a Selection Period Date – it is standard to Spinifex – *it is not applicable to the Primary Job Report.*

Report Parameters

This must be entered for the report to run. It will produce on the report, any employee whose Primary Job end date is on or after this date – it should be today's date or a future date. There is a calendar at the end of the *Value* field (ciclred in red), use it to select the date.
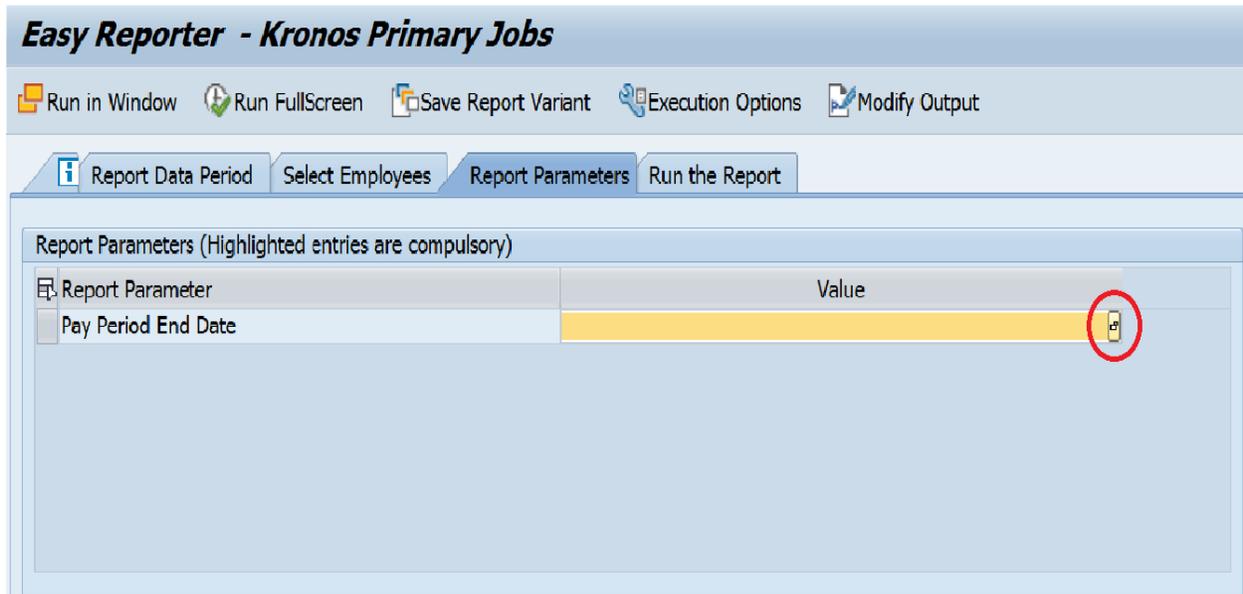
Running the Kronos Primary Job Spinifex Report

Once you have finished entering the required information, you can run the **Primary Job Report**. Please select **Execute Report in the Foreground** as shown below:
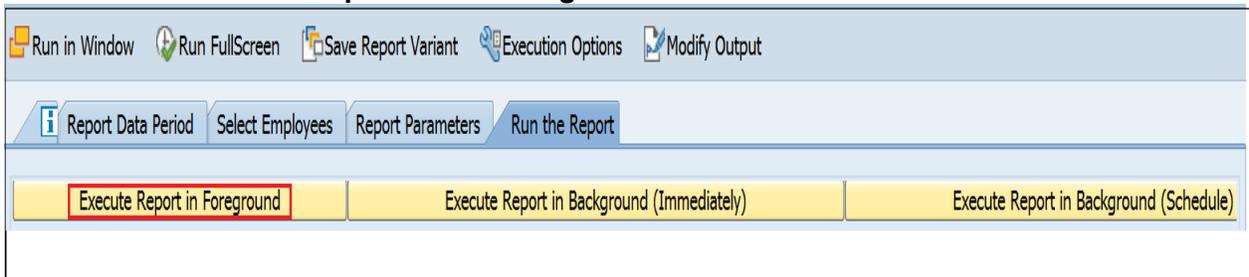
The report will take a few minutes to run. It may be longer if you have several departments.

Below is a sample output of the report – it will provide the date and time that the report was processed:

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The **Kronos Primary Job Spinifex Report** will indicate the Employee's last and first name, the employee's org unit number, sub-department and work centre. The job listed will be the employee's primary job, and indicated by **X** under the Primary Job Indicator (this is found beside the primary job indicator on infotype 9133). The End Date column will tell you when the employee's primary job ends.

The contract could be with the employee's home or secondary department. If the primary job is not extended to match a future end date, the employee will lose acess to Kronos.

However, the following should be considered before making any changes. If this employee is working in multiple departments or have multiple jobs, but the end date for the primary job on the report is *earlier* than your contract end date, then complete one of the following steps:

1. If the the employee's primary job is with your department, then extend the end date for the primary job. For historical records, do a copy function with the effective start and end date and from the dropdown, select the X for the new primary job indicator.

2. If the employee *works for another department and the primary job is with that department*, please do not change the primary job before it ends.

   - Wait for the primary job with the other department to end

   - Confirm that the event to end the primary job with the old department is already done. If not, then create the event for the new primary job indicator.

   - With a new effective date and end date, do a copy function of 9133 and select the primary job indicator beside the new primary job.

   - Confirm the primary job and ensure that the start and end dates are correct.

Note: unless it is absolutely not possible, such changes should best be made at the start of a pay period to avoid incorrect pays for employees or issues on the Kronos pay.

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