

## When to use Transaction ZELST

Use SAP transaction **ZELST** to **produce a list of employees**. You will see the employee's name, job title, organizational unit, most recent hire date, term date, Texas State ID number and assignment number (personnel number).

## Instructions:

- Log into SAP GUI
- Enter ZELST in the white transaction field box and hit enter
- Click on "Get Variant"
- Remove your user ID from the "created by" box
- Click Execute
- Highlight the variant TIME ADMINS/By Org Unit
- Click green check 🥨
- Enter your org unit number in the organizational field (i.e., 50000160)
- Click Execute 🍄

**TIP**: You can vary your selection by date, employment status (active or withdrawn), employee group, etc. If you use "other period" be sure to put the same date in all four date fields. As in most standard SAP reports, you can filter/sort columns or download the data to a spreadsheet.

Employee List						
deng.	Save As Variant.	Back Cancer	System Ever	ule OetVariant Program C	ocumentation	Oynen
Further selections	Search helps	· Ø Sett onder	© 012 1	shucture		
Period						
Today	Current month	Current year				
Up to to day	From today					
Other period						
Data Selection Period	A	To	1			
Person selector period		Τα				
			SP ABAP: Variant D	Vinistary of Program ZPAP_EMPI	LOVEE_LIST	0
Delectors			AUDIN	6		
Personnel Number	100	15	L'annual matrices finan	Contractor PEARS Easts Project - 1 10		
Employment status	10 C	· •	Contract of the second starts	Proprint Draw Conce Lovice Los		
Personnel area			STUCENTS	Current	A A	1
Personnel subarea :		5Đ	ETUDENTWICKER	Current Dudent Workers in art		3
Employee graup		4	TD01 GRO STUD	Overt Students Current VV	A	3
Employee subgroup		0	TD81 PIC STUD	Students for FSS Picnic	A	2
			T001PICNICETA/	Otleff count for piches	Α.	2
			TIME ADMINS	By Org Und	A	
Report specific extendence			TRUS EMP LIST	TROUEna List	A.:	120
Lastname		9	TTHE	50050177	*	
Name at 10th		10	e.			
Festname		0				
Nationally	- 1		1× 12			
New employees in period		10	Contract of the local division of the local	4		_
Gender	1 C C C C C C C C C C C C C C C C C C C			a la construction de la construc		
Buth genders	Only male		OnlyNernale			