Instructions for Department Head Report of Relatives Reported by Employees

Individuals assigned the Department Head security role in SAP have access to transaction ZNEP_DEPT. Those with the department head role are able to execute the report for their organization only. The report will allow the user to view information that employees have reported and certified with regard to relatives that work in their same division at Texas State.

Enter the t-code ZNEP_DEPT using SAPGUI or the SAP portal.

The report can be run without entering any selection parameters and results returned include all organizations included in the administrator’s security profile. If there are multiple organizational units, select the unit or units that are to be included in the report as is standard with many department head reports.

Note that the report can also be executed for selected employee groups such as staff, faculty, students, etc.
There is also an option to execute the report to view only those employees who report that they are related to someone in the division.

Human Resources and Faculty Records will review the records for compliance as they are submitted by employees. The department report allows the user to check the status of the record without the need to contact Human Resources or Faculty Records for an update. When the employee submits the report, the status is set to S1. Upon review by Human Resources or Faculty Records, the status could change to any of the others in the screen shot. Human Resources and Faculty Records will advise the appropriate department individuals when a possible non-compliant relationship is reported.
After execution of the transaction, the output results will be similar to the screen shot below depending on the layout selected.

The key piece of information is whether or not the employee reports a relationship to an individual in the division.

Next check the analysis of the record for the employee. In this example, Princess Cinderella and Donald Duck both have alert flags ( ) to identify possible compliance concerns.

On the other hand, Mickey Mouse and Bad Wolf have reported a relationship, but those have a green check ( ) to recognize compliance with the policy.
To view more details, drill down on the employee record to display further information. Click anywhere on the record to drill down.

In this example, the employee, Princess Cinderella, has reported that she is related to Bear Brown, Jr. The supervisor of Princess Cinderella is Cruella DeVille, so there is no compliance concern with the supervisor. However Bear Brown, Jr. is in the managerial reporting chain of Princess Cinderella so there is a potential compliance concern. The direct supervisor of the related employee may be a manager, assistant director, etc. who is not related and therefore no problem. It is a potential concern if the employee is related to a director, AVP, i.e. someone higher up in the organization even if there isn’t a direct supervisory relationship.

In the next example, Micky Mouse reported that his spouse is Minnie Mouse. Note that the supervisor of Mickey Mouse is Donald Duck and there is a relationship higher up in the reporting line so there is no compliance concern.
In the last example, Donald Duck reports that he is related to Huey Duck. In the drill down details, note that Huey Duck is the brother of Donald Duck and that Donald Duck is the direct supervisor of his brother Huey. This is a relationship that has compliance concerns and would need further review by Human Resources or Faculty Records.
Keep in mind that employees must report multiple relationships that exist within their division. The employee can report up to ten relationships with the transaction ZNEP_EMP. This department report will display all of the relationships that the employee reports in their certification. If the employee needs to report more than ten relationships, they should contact Human Resources if a staff employee and Faculty Records if faculty.

Human Resources - 512.245.2557 or hr@txstate.edu

Faculty Records - 512.245.3628 or facultyrecords@txstate.edu