




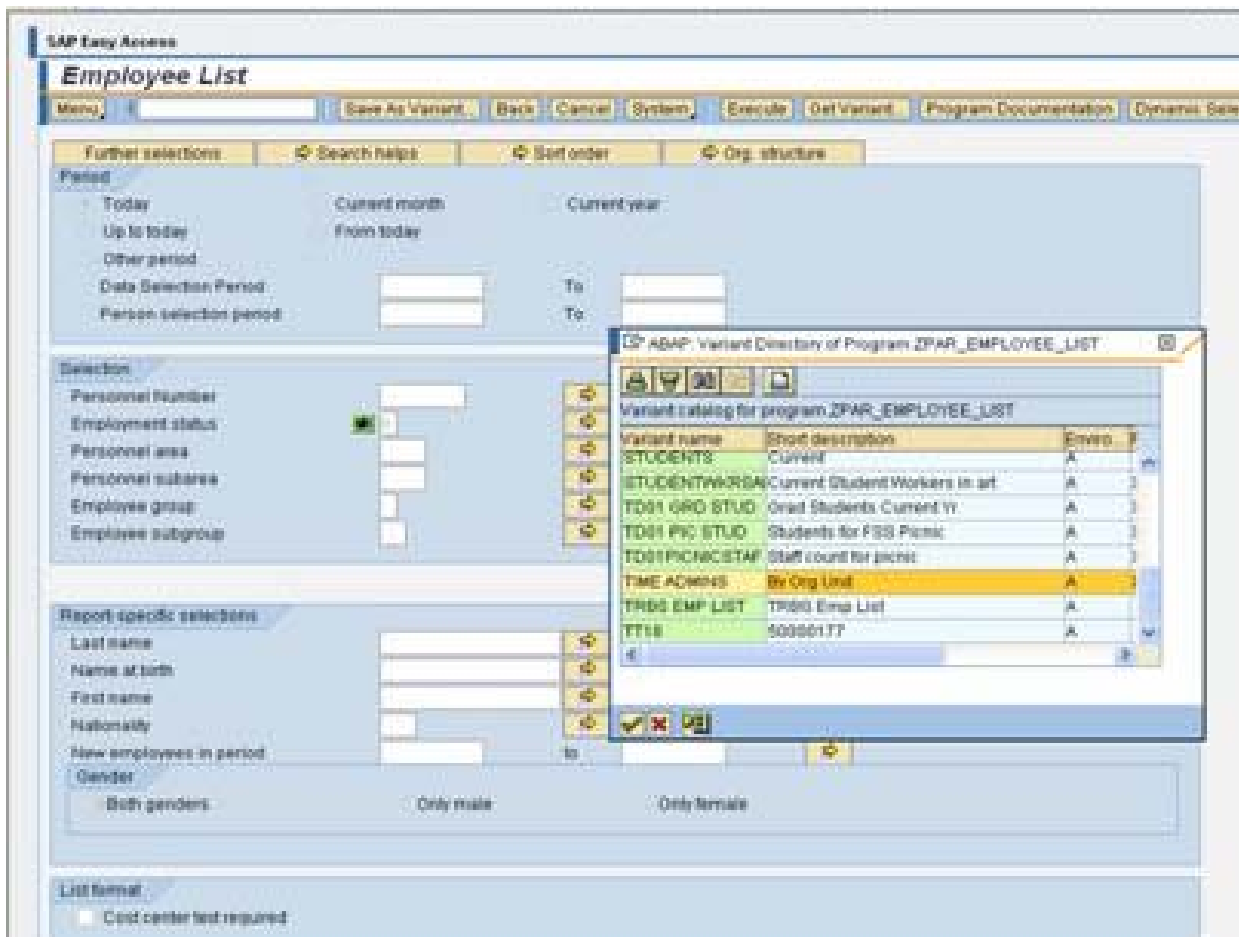
## ZELST – Employee List

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 ADMIN/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**TIP:** You can vary your selection by date, employment status (active or withdrawn), employee group, etc.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.



The screenshot displays the SAP Employee List (ZELST) transaction interface. The main window is titled "Employee List" and includes a menu bar with options like "Save As Variant", "Back", "Cancel", "System", "Execute", "Get Variant", "Program Documentation", and "Dynamic Select". Below the menu bar, there are tabs for "Further selections", "Search help", "Sort order", and "Org. structure". The "Period" section allows for selecting a date range, with options for "Today", "Current month", "Current year", "Up to today", "From today", and "Other period". The "Selection" section includes fields for "Personnel number", "Employment status", "Personnel area", "Personnel subarea", "Employee group", and "Employee subgroup". The "Report specific selections" section includes fields for "Last name", "Name at birth", "First name", "Nationality", "New employees in period", and "Gender". The "List format" section includes a checkbox for "Cond center text required". A dialog box titled "ADAP: Variant Directory of Program ZPAR\_EMPLOYEE\_LIST" is open, showing a list of variants. The variant "TIME ADMIN/By Org Unit" is highlighted in yellow. The dialog box also shows a table of variants with columns for "Variant name", "Short description", and "Enviro".

Variant name	Short description	Enviro
STUDENTS	Current	A
STUDENTWORKER	Current Student Workers in art	A
TD01 ORD STUD	Ord Student Current yr	A
TD01 PIC STUD	Students for PSS Picnic	A
TD01 PICNICSTAF	Staff count for picnic	A
TIME ADMIN/By Org Unit		A
TR00 EMP LIST	TR00 Emp List	A
TT10	50000177	A