Instructions for Department Head Report of Relatives Reported by Employees

TEXAS★STATE
HUMAN RESOURCES ®

When to use Transaction ZNEP_DEPT

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**.

Accessing Transaction ZNEP_DEPT

- 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.
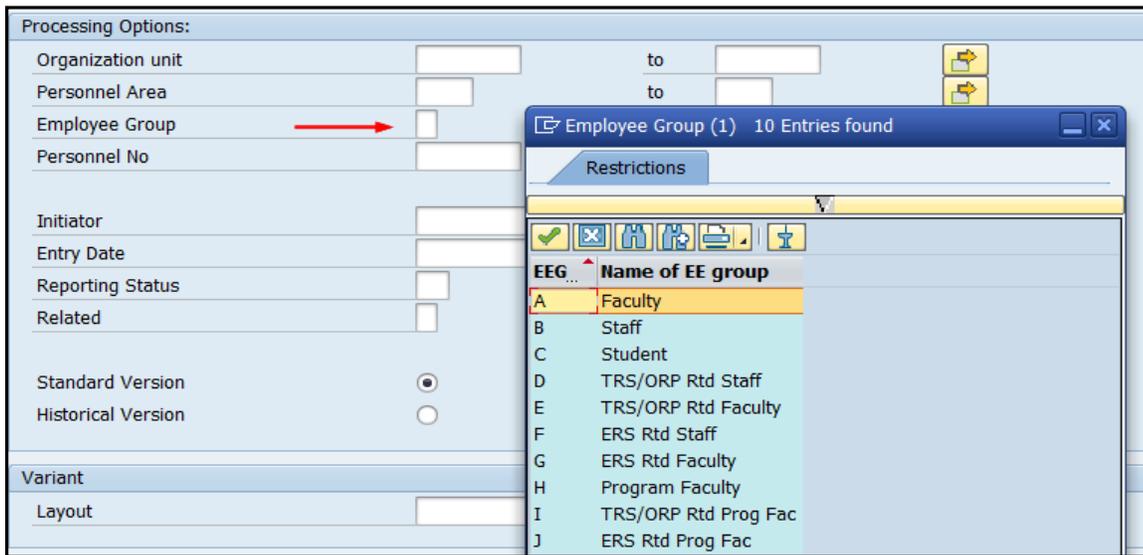
- There is also an option to execute the report to view only those employees who report that they are related to someone in the division.
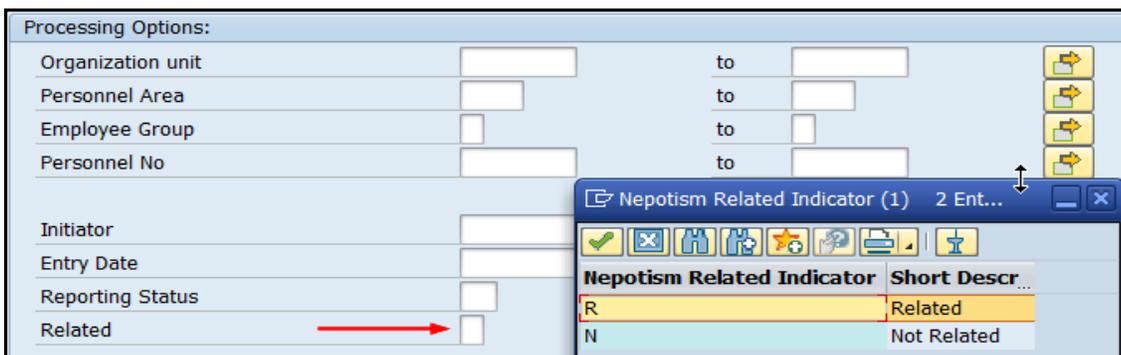
- Human Resources and Faculty & Academic Resources will review the records for compliance as they are submitted by employees. The department report allows the user to check the status of the record without the need to contact Human Resources or Faculty & Academic Resources for an update. When the employee submits the report, the status is set to **S1**. Upon review by Human Resources or Faculty & Academic Resources, the status could change to any of the others in the screen shot.
- Human Resources and Faculty & Academic Resources 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.

Nepotism Self-Reporting Departmental Report

Person Id	Personnel No	Last Name	First Na...	Reporting Status	Analysis	Analysis ...	Related	Begin Date	End Date	Pers Area	Emp Grp
A04006703	52581	White	Snow	Submitted by Employee			Not Related	06/02/2015	12/31/9999	1400	C
A04232049	64900	Witch	Wicked	Submitted by Employee			Not Related	06/02/2015	12/31/9999	1400	C
A04021867	64132	Cinderella	Princess	Submitted by Employee	🚩	ALERT	Related	06/02/2015	12/31/9999	1400	C
A00273788	1911	Duck	Donald	Submitted by Employee	🚩		Related	06/02/2015	12/31/9999	1400	B
A00197535	1593	Mouse	Micky	Submitted by Employee	✔	OK	Related	06/02/2015	12/31/9999	1400	B
A04166977	60563	Wolf	Bad	Submitted by Employee	✔		Related	06/02/2015	12/31/9999	1400	C

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

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A04021867	64132	Cinderella	Princess	Submitted by Employee	🚩	ALERT	Related	06/02/2015	12/31/9999	1400	C
A00273788	1911	Duck	Donald	Submitted by Employee	🚩		Related	06/02/2015	12/31/9999	1400	B
A00197535	1593	Mouse	Micky	Submitted by Employee	✔	OK	Related	06/02/2015	12/31/9999	1400	B
A04166977	60563	Wolf	Bad	Submitted by Employee	✔		Related	06/02/2015	12/31/9999	1400	C

- 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, Micky Mouse and Bad Wolf have reported a relationship, but those have a green check ✔) to recognize compliance with the policy.

Nepotism Self-Reporting Departmental Report

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A04166977	60563	Wolf	Bad	Submitted by Employee	✔		Related

- 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.

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Report Status..... Submitted by Employee
Related Indicator. Related
Reporting Ind.....

IT9019 Begin Dt... 06/02/2015

Employee Name..... Ms Princess Cinderella  ←
Employee Group.... C
Personnel Area.... 1400
Position.......... 50005129 - Student Worker
Organization...... 50000170 -

Initiator.........            - Ms Princess Cinderella
Entry Date........ 06/02/2015

Emp Supervisor.... A00102785  Mrs Cruella P DeVille  ←


Related Employees follow:

Relative Type                        Name

|⚑   Daughter          →          Mr Bear Z Brown Jr
        ==> RELATIVE in the Managerial Chain above the employee.
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- 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.

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Report Status..... Submitted by Employee
Related Indicator. Related
Reporting Ind.....

IT9019 Begin Dt... 06/02/2015

Employee Name..... Mr Micky Mouse Jr  ←
Employee Group.... B
Personnel Area.... 1400
Position.......... 50001660
Organization...... 50000170

Initiator.........            - Mr Micky Mouse Jr
Entry Date........ 06/02/2015

Emp Supervisor.... A00273788  Mr Donald Duck  ←


Related Employees follow:

Relative Type                        Name

✔   Spouse                    Ms Minnie Mouse  ←
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- 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 & Academic Resources.

```
Report Status..... Submitted by Employee
Related Indicator. Related
Reporting Ind.....

IT9019 Begin Dt... 06/02/2015

Employee Name..... Mr Donald Duck  ◄
Employee Group.... B
Personnel Area.... 1400
Position.......... 50008269
Organization...... 50000170

Initiator.........              - Mr Donald Duck
Entry Date........ 06/02/2015

Emp Supervisor.... A00403254  Mr Bear Z Brown Jr



Related Employees follow:

Relative Type                         Name

|⚑    Brother  ◄───────    ───────► Mr Huey Duck

        ==> Employee Supervises relative.
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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 & Academic Resources if faculty.

Contacts:

Human Resources | 512.245.2557 | hr@txstate.edu

Faculty & Academic Resources | 512.245.3628 | facultyresources@txstate.edu