TEXAS ★ STATE
HUMAN RESOURCES

ZELST Employee List

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TIP: You can vary your selection by date, employment status (active or withdrawn), employee group, etc.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