

GN-03 Create Selection Variant

Purpose

The purpose of this business process procedure is to explain how to create and use variants in the Integrated HR-Payroll System.

Business Process Procedure Overview

The filter criteria entered for many reports can be saved as a selection variant for future use, saving time when the report is run on a regular basis.

This document will use an example of monitoring of multiple employees' time entries. By using a variant, you will only have to enter their personnel numbers one time. In subsequent runs of this report, you can enter all the personnel numbers with a few simple clicks. This concept can be applied to most other reports that can be run in the Integrated HR-Payroll System.

Advantages of using variants

There are three main advantages of using variants when running reports:

- Faster Entry
- Reduced Errors
- Can be used by more than one administrator

Creating a Variant

Begin by running the desired report in the Integrated HR-Payroll System. Enter the data that will be consistent each time you run the report.

In the screen shot below, the CATS_DA report has been run, and several personnel numbers have been entered by using the **Multiple Selection** button. (Note the green box on the button indicating that multiple entries exist.)

Once the data is entered, click the **Save As Variant** button.

Image

Display Working Times

Menu



OrgStructure

Save As Variant... (Ctrl+S)

Payroll Period

Period

1 Current Payroll Period

Payroll Area

01 -

Period

0

Selection Criteria

Personnel Number

80001212

Employment Status

Company Code

Cost Center



Multiple Selection (Active)



Selection of Time Sheet



Basic Data



Task Type

to



Task level

to



Task component

to



Activity Type

to



Stat. key figure

to



Att./Absence type

to



Wage Type

to



Display Unit/Measure

to



On the Variant Attributes screen, input data in the **Variant Name** and **Description** fields.

- Variant Name – The desired title of the variant
- Description – A more detailed description of the Variant

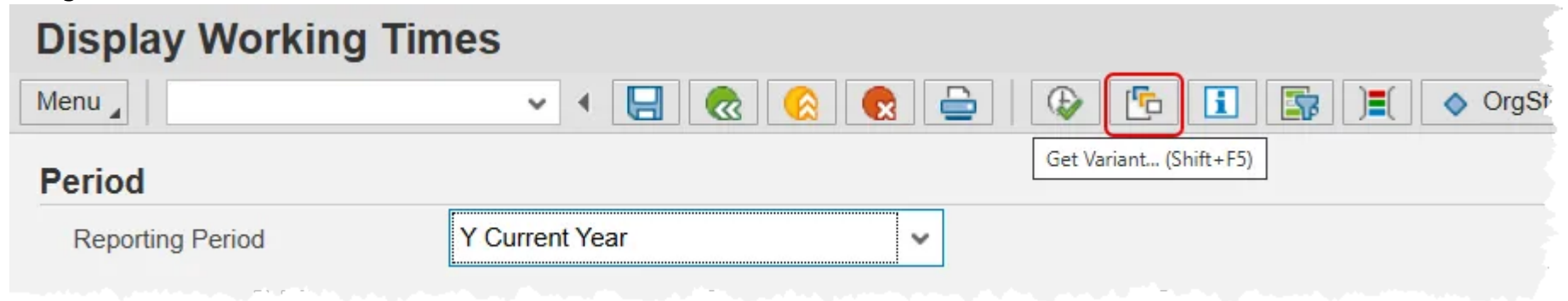
Note: You may elect to put a check in the **Protect Variant** check box. If you do so, other users can still use your variant, but they will not be able to make any modifications to it.

Next, click the **Save** button.

Image

Begin by running the desired report in the Integrated HR-Payroll System. Instead of filling in the data fields, click the **Get Variant** button in the toolbar.

Image



A **Find Variant** pop-up will appear. Input data to filter the variants that you can choose from. For example, if you enter your personnel number in the **Created by** field, you will be given a list of variants that you have created. It is not a requirement to enter any data in this pop-up, which would result in all applicable variants being available to choose from.

You could also type the exact name of the variant in the **Variant field**. If you do, that variant will be applied, without having to choose it from a list, when you click the **Execute** button.

Once you have entered the filtering data, click the **Execute** button.

Image

Find Variant

Variant

Environment

Created By

Changed By

Original Language

<

ABAP: Variant Directory of Program RCATS_DISPLAY_ACTIVITIES



Variant Catalog for Program RCATS_DISPLAY_ACTIVITIES (24)



Variant Name	Short Description	Environm...	Protected	Created By	Created On	Changed By	Changed O
GROUP M SRS	Temp empl from Group M	A	☐	01507760	01/28/2008		
GROUP T-Z SRS	Temp empl from Group T-Z	A	☐	01507760	01/28/2008		
LT GOV	Lt Gov's Team Time	A	☐	00595954	03/25/2008		
LT. GOV. D. H.	Don Hobart's report for time	A	☐	00936507	03/25/2008	00936507	03/25/2008
NIGHTSHIFT	Excep & Reg Nightshift	A	☐	01507760	02/25/2008		
OSBM	Review Group	A	☐	01269163	03/11/2008		
OSP EMPLOYEES	OSP Except TS Staff for Time	A	☐	00494244	03/12/2008	00494244	03/12/2008
PART-TIME DAW	temp time Display	A	☐	01145635	03/25/2008		
PC PERSONNEL	Time	A	☐	01291108	01/28/2008	01291108	01/29/2008
RADFORD	Display Working Times	A	☐	01366345	03/06/2008		
REMIT EDIT	DPPD Remit Edit Unit	A	☐	00830650	02/07/2008		
S-SCAN UNIT	DPPD S-Scan Unit	A	☐	00830650	02/07/2008		
VARIANTEEXAMPLE	Variant example for help doc	A	☐	INJAMESB15	11/19/2025		
VERIFICATION	DPPD Verification Unit	A	☐	00830650	02/07/2008		
ZNC DOT-150618	By DOT I.Orders	A	☐	90000012	03/31/2008		



Choose (F2)

The values from the variant will be applied to the report which can subsequently be run.

First Published

Thu, 10/29/2015

Last Updated

Mon, 01/12/2026

[View PDF](#)