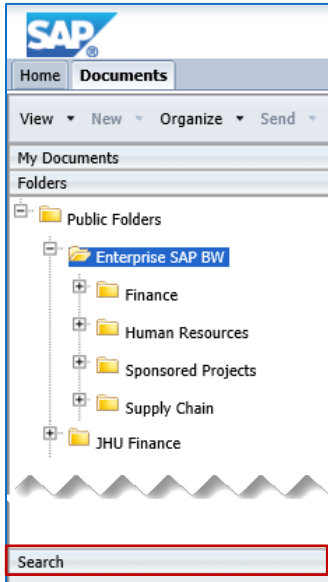


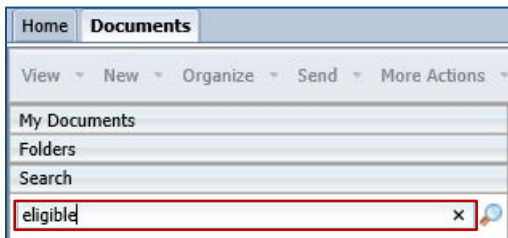
Not Eligible for Rehire Analysis Report

The following steps illustrate how to create a report in Analysis of employee's who are indicated "Not Eligible for Rehire" in SAP.

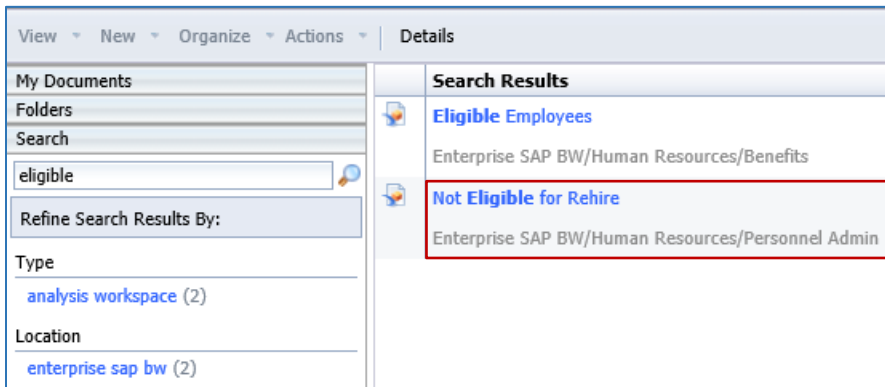
1. Open Analysis and click **Search**.



2. Enter **eligible** in the Search field, [Enter].

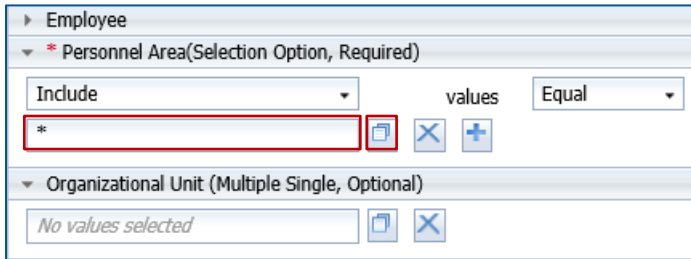


3. Double-click Not Eligible for Rehire.



Not Eligible for Rehire Analysis Report

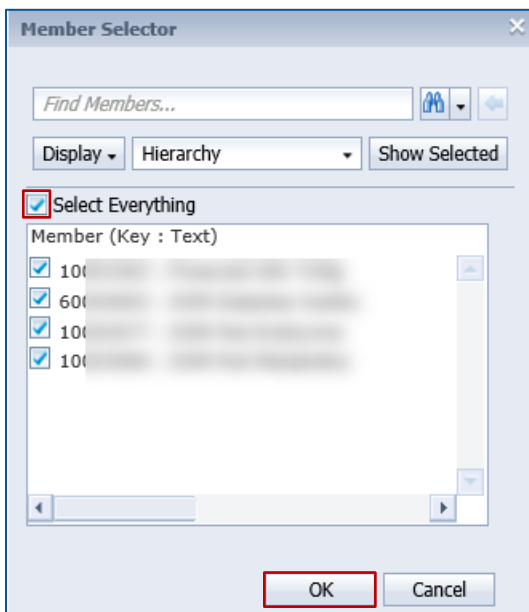
4. Enter an * **asterisk** in the Personnel Area field.
5. Click Display member selector.



The screenshot shows a software interface for selecting employees. It features a tree view with the following sections:

- Employee** (expanded)
- * Personnel Area (Selection Option, Required)** (expanded)
 - Include: [dropdown menu]
 - values: Equal [dropdown menu]
 - Input field: * [text box]
 - Buttons: [copy], [clear], [add]
- Organizational Unit (Multiple Single, Optional)** (expanded)
 - Input field: No values selected [text box]
 - Buttons: [copy], [clear]

6. Check **Select Everything**.
7. Click **OK**.



The screenshot shows the **Member Selector** dialog box. It includes the following elements:

- Search field: Find Members... [text box]
- Display: [dropdown menu]
- Hierarchy: [dropdown menu]
- Show Selected: [button]
- Select Everything**
- Member list (Key : Text):
 - 100 [blurred]
 - 600 [blurred]
 - 100 [blurred]
 - 100 [blurred]
- Buttons: **OK** [button], Cancel [button]

Not Eligible for Rehire Analysis Report

8. Click **Save Prompt Values with workspace**.
9. Click **Validate**.
10. Click **OK**.

A report will display listing the employee pernr and name, employment status, and rehire eligibility status.

Not Eligible for Rehire		1 rows by 0 c
Employee	Employment Status	Eligible for Rehire
12348: Doe, John	Terminated/Retired	Not eligible for rehire

Not Eligible for Rehire Analysis Report

Helpful Hint: If the list is lengthy, right-click in **Employee** column header and select **Sort >> A to Z**.

