



# 5 Minute Meeting

## Topic

**My Staff Reports** via PG&E@Work For Me

## Audience

All PG&E leaders and their delegates in SAP

## Overview

**My Staff Reports** are available via PG&E@Work For Me > My Staff > My Staff Reports to people leaders and their delegates in SAP. The reports consist of the previous day's data in SAP for all Active, On Leave and Workers' Compensation employees under your leadership, regardless of the number of organizational levels between you and your employees. Each of the nine My Staff Reports can be downloaded as an Excel file. **Please password-protect downloaded files and control data sharing.**

## Why It Matters To You

All leaders need up-to-date, easy-to-access information on their employees.

## My Staff Reports



**Employee Details:** Employee status, career track, job title, work address, annual base pay and other information about each employee under your leadership



**Service Anniversaries and Birthdays:** Years of service and birth month and day, enabling leaders to recognize employee milestones



**Employee Movement:** Year-to-date and previous-year employee movement data, enabling leaders to monitor their employees' status and changes



**Overtime Hours:** Year-to-date overtime hours in each overtime category and the total, enabling leaders to manage overtime for each employee



**Absence Hours:** Year-to-date absence hours in each absence category and the total, enabling leaders to manage absence for each employee



**Potential Excess Vacation Hours:** Current excess vacation hours and an estimate of the maximum end-of-year excess vacation hours, enabling leaders to minimize excess payouts



**Mandatory Training Compliance:** Mandatory courses completed and not yet completed, enabling leaders to verify training compliance



**Rewards & Recognition Wages:** Year-to-date and previous-year Rewards & Recognition payments via employee paychecks, enabling leaders to optimize frequency and amounts



**Performance Management Ratings:** Three years of mid-year and end-of-year Overall Competencies and Overall Goals ratings, enabling leaders to track employee performance

## Frequently Asked Questions (FAQs)

**Q: Who can access My Staff Reports?**

**A:** PG&E leaders with at least one Active, On Leave or Workers' Compensation employee under their leadership, and the leaders' delegates as designated in SAP.

**Q: Why were these nine My Staff Reports created?**

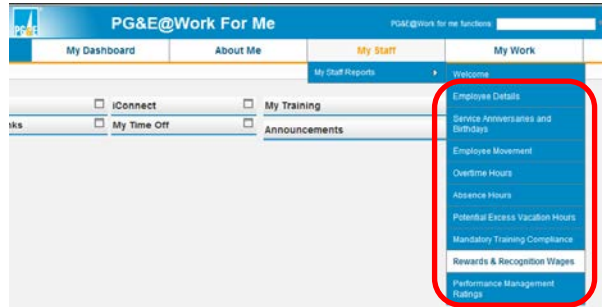
**A:** Based on data requests and feedback from leaders, My Staff Reports provide information that leaders want so they can better manage their employees.

**Q: How do I view My Staff Reports?**

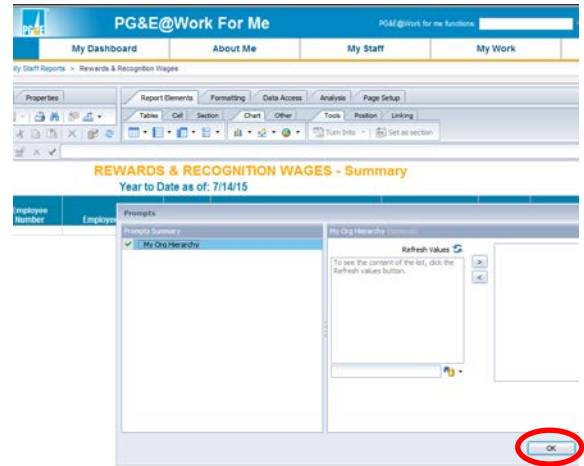
**A:** Click on the My Staff tab in PG&E@Work For Me:



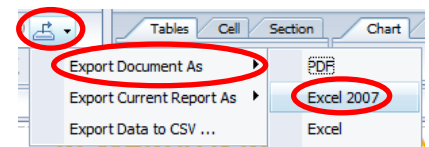
Click on any report in the dropdown box to the right of “My Staff Reports”:



After the “Prompts” window appears in the middle of your screen, click on the “OK” button to view the report:



To download the report, click on the Export button in the upper left corner of your screen, then click on “Export Document As”, “Excel 2007” and (after the window appears at the bottom of your screen) “Open”:



**Please password-protect downloaded reports and share data only as appropriate.**

If you can't access My Staff Reports and you have employees under your leadership or are the leader's delegate as designated in SAP, use the SAP Front Door form (<http://sapfrontdoor>) to submit an access request. Contact the SAP Triage team at 415.973.8121 or [SAPTRIAGE@pge.com](mailto:SAPTRIAGE@pge.com) if you need assistance with the SAP Front Door form.

If you have additional questions or improvement suggestions for My Staff Reports, contact Christina Jennings at 415.973.9244 or [cxj5@pge.com](mailto:cxj5@pge.com).