

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

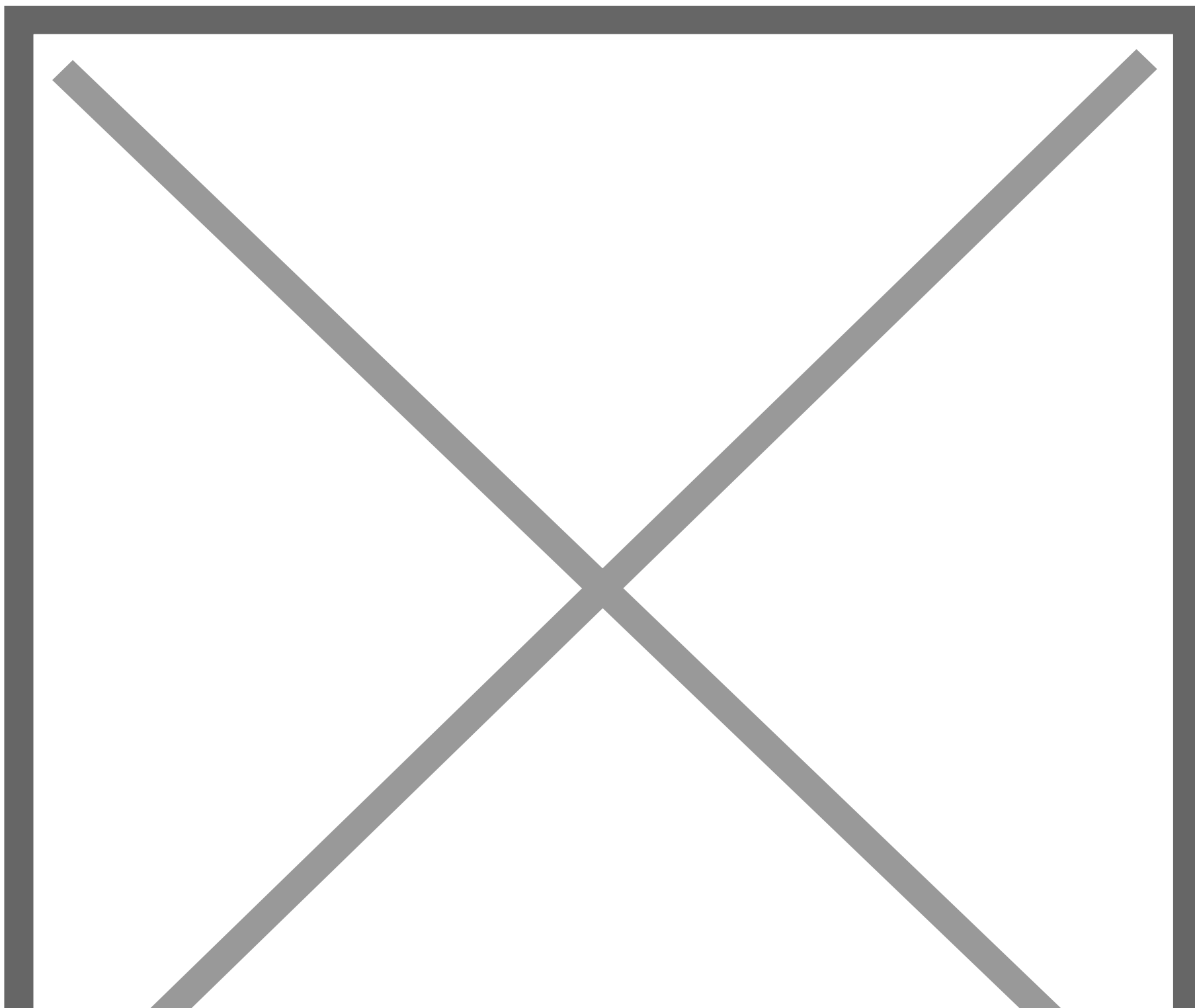
Creating a Variant

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



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



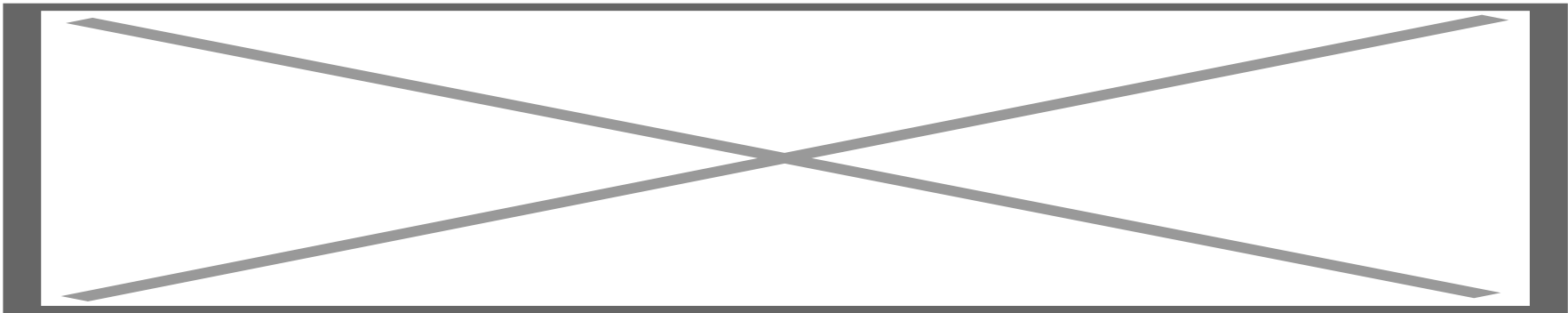
You should receive a message that your variant was saved.

Note: To modify an existing variant, save the new criteria with the same name. When asked if you would like to overwrite the existing Variant, click the **Yes** button.

Using a Selection Variant

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

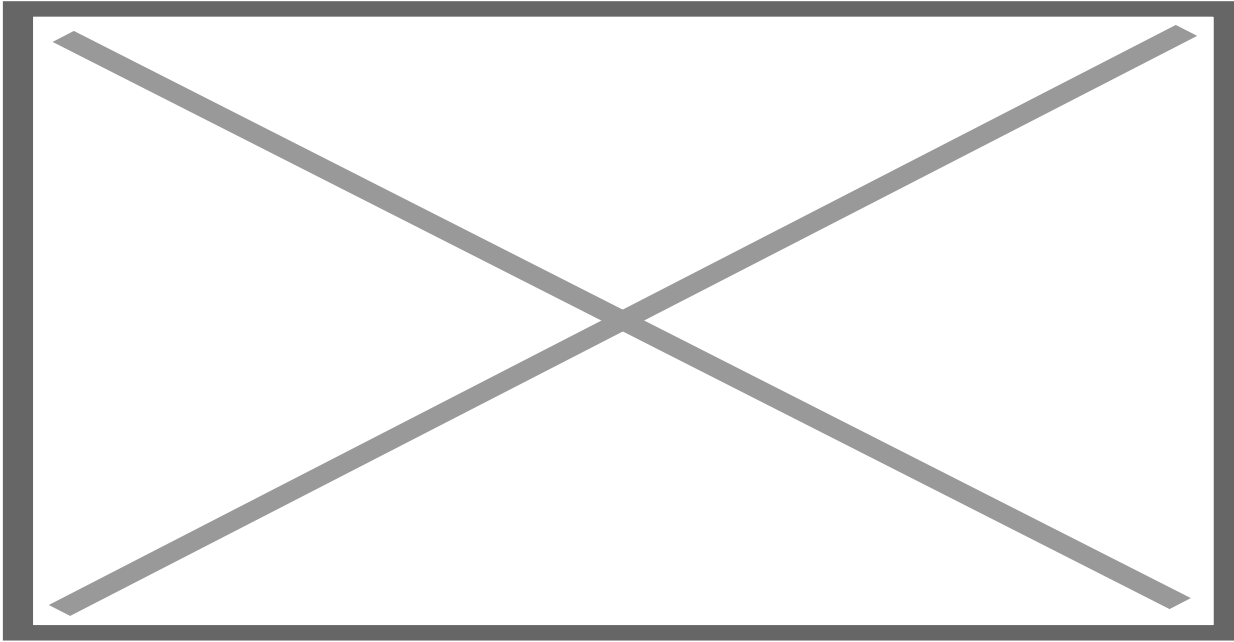


A **Find Variant** pop-up will appear. Input data to filter the variants that you can choose from. For example, if you enter your personnel number in the **Created by** field, you will be given a list of variants that you have created. It is not a requirement to enter any data in this pop-up, which would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



If you did not provide the Variant name in the pop-up, select the one you would like to use from the list provided. You can either double click it, or single click it and then click the **Choose** button on the bottom of the screen.

Image



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

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