Personnel lists

General parameters of all reports in this group are:

- Format: pdf, print, xls
- Search
- Include selection in search

The selected parameters of the report are displayed above the list.

List of employees

As the name suggests, this report is intended to give you an overview of your employees on a certain key date.

Additional parameters are:

- key date
- Employment code: Employee, worker, freelancer, etc.
- Status: Active, Resigned, Inactive
- Classification of employees: trainee, employee, intern
- Group
- Determining Persons from Groups on the Reference Date

Output:

- salutation
- title
- name
- personnel number
- Organizational Unit Abbreviation

Telephone list

Additional parameters are:

- key date
- Status: Active, Resigned, Inactive
- Group
- Determining Persons from Groups on the Reference Date

Output:

- Name
- Employee ID
- organizational unit
- Telephone office
- Mobile Office
- Private telephone
- Mobile private
- Email Office

Responsibilities

Additional parameters are:

- key date
- mandatory responsibilities
- Optional responsibilities
- Group
- Determination of persons by groups on the reference date

Output, depending on the selected grouping:

- Name
- Employee ID
- Org. unit
- comment
- Valid from
- Valid until

Education

Additional parameters are:

- Group by
- Status: Completed, Current, Unknown
- Status: active, inactive, resigned

Output:

- Title
- name
- Employee ID
- from
- until
- field of study
- Name of the training centre
- type
- status

Certificates

Additional parameters are:

- Certificate status: Expired, Current, All, Valid max. x months
- certificate
- certificate group
- originator
- Status: active, inactive, resigned
- Group by
- Group
- From
- Until
- Determining Persons from Groups on the Reference Date

Output:

- Certificate

- Exposed
- expiry date
- certificate group
- exponents

Training list

Additional parameters are:

- Seminar group
- Education/further training
- Training Status: Completed, Planned, Cancelled
- Status: Active, Resigned, Inactive
- Group
- From
- Until
- Determining Persons from Groups on the Reference Date

Output:

- Status
- from
- until
- hours
- days
- Education/further training
- seminar group
- educational establishment
- Type of educational institution

Birthdays and Jubilees

Additional parameters are:

- Year
- Months: 1 or more to be selected
- Variant: All birthdays, service anniversaries over 15, round service anniversaries, birthdays over 20, birthdays over 40
- Fictitious entry date
- Status: Active, Resigned, Inactive
- group
- Sort by date
- Determining Persons from Groups on the Reference Date

Output:

- Date
- name
- Employee ID
- status
- date of birth

- Birthday