

HR REPORTS

This document provides you with details of the reporting functionality for the HR Management System. The navigation, report name and a brief description of report output is provided.

Human Resources

Navigation: **Workforce Administration>Workforce Reports**

Name	Description
Employee Turnover Analysis	List of employee counts, per department, as of the date specified.
Pending Future Actions	List of employees with job action notices scheduled for a future date.
Department Action Notices	List of action notices that are tied to a time period or expiration date.
Actual/Substantive Positions	Report on position details for employees on temporary transfer or higher duties.
Pay Action Date History	List actions/reasons by action date.
Persons of Interest Report	Report on Persons of Interest by department.
General Reporting Download	Report on general employee details such as HR data, data changes, effective dates, job details, pay details, GL Details and position information, probation.
Salary/Performance Review	View current performance and salary review dates for employees in your area.
DEST F/T P/T Staff Data	DEST full-time and part-time staff data.
New Hires Report	New Hires Report.
Staff Separation Report	List of all employee separations.

Expiry Date Report	Expiry Date report. To provide HR Practitioners with data relating to the end dates of staff at ANU.
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Navigation: **Workforce Administration>Job Information>Reports**

Name	Description
Personnel Actions History	View all employees affected by each of the job actions entered.

Delegations

Navigation: **Organisational Development>ANU Position Delegations>Reports**

Name	Description
Delegations Profile Report	Report on which individual delegations are assigned to a Profile.
Delegations by Position	List which delegations (individual, profiles, inclusions, exclusions, overrides and incumbents) are assigned to a position number.
Delegations by Category	List all delegations with information relating to their categorisation.

Health & Safety

Navigation: **Workforce Monitoring>Reports**

Name	Description
Incident and Involved Persons	Incident and Involved Persons Summary.
Licenses/Certifs/Mmbrships	Report on licenses, certificates and memberships held by an employee. Can be filtered by expiration data, employee or department.

Workers Compensation Info	Report on workers compensation info related to an employee or claim number.
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Position Management

Navigation: **Organisational Development>Position Management>Position Reports**

Name	Description
Active/Inactive Positions	View position-related data for active positions, inactive positions, or both.
Incumbent History	View current and former employees who have held a particular position.
Position Status	View the types of jobs in an organisation and list all positions.
Reports To - Supervisor	List all positions with Reports to details.

Training Administration

Navigation: **Enterprise Learning>Training Reports**

Name	Description
Statistics of EE's Enrolled	List the employees enrolled in courses, and course statistics by company, location, and department.
Student Training History	List the courses and sessions completed by a student.
Training Facility Schedule	List all scheduled course sessions at the specified facility between the specified dates.
Training Instructor Schedules	List schedules of training instructors.

Training Programs	List the training program for an employee.
Training Schedule	List schedule for training.

Course reports

Navigation: **Enterprise Learning>Course Reports**

Name	Description
Attendance Status	List the attendance status of the students in a course.
Course Description	List the description of a course.
Course Equipment	List the equipment needed for a course.
Course Session Roster	List the course name, session number, session start date, and all students enrolled in the course.
Courses	List the courses offered.
Course Waiting List	List all students who are on the course or session wait list.
Prerequisite Courses	List the prerequisite courses for a course.
Licences and Certifications	List licences and certifications.
Course Session Details	List all Session Details.
Department Training Records	Department Training Records.

Workforce Development

Navigation: **Workforce Development>Profile Management>Reports**

Name	Description
Person Profile Report	Report on details for one or more person profiles.

Payroll

Navigation: **Global Payroll & Absence Mgmt>Absence and Payroll Processing>Reports**

Name	Description
Earning Data by Pay Calendar	This report provides a breakdown of all earnings paid to an employee for each respective pay calendar as well as GL data attributed to each payment.
Allowances and Loadings Report	Report on details of Allowances and Loadings by employee or department as at a specified date.
Employee Earnings Register	Report on earnings entered on Earnings Assignment or Positive Input and paid within a selected pay calendar.

Absence

Navigation: **Global Payroll & Absence Mgmt>Absence and Payroll Processing>Reports**

Name	Description
Absence History Report	Report on absence history by employee, absence dates, manager approved, department etc.
Absence Balances Report	Report on absence balances by Absence Type, employee or department.

Payroll Costing

Navigation: **Global Payroll & Absence Mgmt>Time and Labor / GL Costs>GL Reports and Inquiries**

Name	Description
Payroll Costing per Employee	An online view of an employee's pay and oncost for a specified pay calendar.
Payroll Costing by Calendar	Summarised payroll costing data by selected calendar range by detail, GL Dept. or employee.
Payroll Costing Report	Detailed payroll costing data by employee and GL department for each respective calendar.
PCA Compare Pay Periods	Payroll costing comparison between pay calendars.
Payroll Encumbrances	Payroll encumbrance details.
Encumbrances per Employee	Displays an online view of an employee's encumbrances as at specified pay calendar.
Leave Liability Report	Report on leave liability by pay end date and department.