

# 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