Personnel Lists - Birthdays and Anniversaries

Overview

This report gives you the option to have the birthdays of your employees listed or, based on this data, to filter out certain birthdays and service anniversaries that have employment-law consequences (increase in annual leave entitlement, special payments, etc.).

Parameters

The following are available as additional **parameters** to the general parameters of the personnel list[1]:

- **Year**: Required field, the current calendar year is entered by default
- **Month**: Required field, with a stored selection list
- **Variant**: Required field, choices are "All birthdays," "Service anniversaries over 15," "Round service anniversaries," "Round birthdays over 20," "Round birthdays over 40"
- **Fictitious entry date**: checked by default, since this is taken into account for service anniversaries

The data for filtering and report creation is taken from the master data or from the data of the Employment/ Employment states tab of the person mask.

Report Output

The following are output in list form:

- **Organizational unit** of the employee
- **Employee name**
- **Personnel number**
- **Status**
- **Date of birth**
- **Age**

Example

All employees who have a birthday in June are being sought.

1. https://extranet.workflow.at/daisy/personalwolke-default/HR-Expert/7608-dsy/7609-dsy/Personallisten.html