Changes - Weekly Hours Changes

Overview

The report "Weekly hours changes" (changes in weekly hours) lists all changes in the number of weekly hours to be worked by your employees in a selected period.

Parameters

The **parameters** of this report are

- **Format**: the choices are screen output, PDF, print, and xls
- **from**: Required field, with calendar
- **to:** Required field, with calendar
- **Variant**: Required field, the default setting is "Persons"; for an organizational structure with positions, these can also be selected
- **Search** (text field for the optional entry of keywords such as employee or location names, prefilled by default with "Organizational unit, location or cost center")
- **Checkbox**: "Filter selection by search text," to activate the search by keyword
- the mandatory **checkbox** for selecting loose groups and organizational units or, depending on the organizational structure, also cost centers and locations

The data in the list refers to changes that were recorded in the selected period regarding the placement of an employee in the organization under Person mask/Employment/Employment states[1].

Report Output

The **report output** contains the following fields

- Employee name
- Organizational unit in short form and with name
- the previous weekly hours, base hours, or the FTE
- Valid from: the date on which the change took place

Example

Here a search was made for those employees whose OU assignment changed in the period 10/01/2021 to 09/30/2022. The result shows an employee who went on maternity protection in July and thus has no active employment state.

1. https://extranet.workflow.at/daisy/personalwolke-default/HR-Expert/Personenmaske/Besch%C3%A4ftigung/8617-dsy.html