Reports

The following reports are currently available to you:

- Personnel Lists[1]
  - Employee List[2]
  - Phone List[3]
  - Person Addresses[4]
  - Responsibilities
  - Education
  - Certificates[5]
  - Training List[6]
  - Birthdays and Anniversaries[7]
- GDPR Personal Data
- Department Lists[8]
- Staffing Plan
- Cost Center Lists
  - Employee List
  - Employee Quotas
  - Cost Center Quotas
- Employee Status[9]
  - Full-Time Equivalent Calculation[10]
  - Basic and Status List[11]
  - Employees[12]
  - Employment Type[13]
  - Employment Status[14]
  - Employment Extent[15]
  - Years of Service[16]
- Changes
  - Hire/Termination List
  - Reassignments
  - Org Unit Changes[17]
  - Weekly Hours Changes[18]
- Custom Reports

The supported **formats** are pdf, print, and xls;
the selection list stored for **Status** currently contains Active, Terminated, Inactive.
Any date between the current date and the start of the database entries can be selected as the **reference date**.

1. /daisy/webdesk-manual-admin/7608-dsy.html?language=4
2. /daisy/webdesk-manual-admin/9352-dsy.html?language=4
3. /daisy/webdesk-manual-admin/9363-dsy.html?language=4
4. /daisy/webdesk-manual-admin/9365-dsy.html?language=4
5. /daisy/webdesk-manual-admin/9368-dsy.html?language=4
6. /daisy/webdesk-manual-admin/7609-dsy.html?language=4

7. /daisy/webdesk-manual-admin/9373-dsy.html?language=4
8. https://extranet.workflow.at/daisy/personalwolke-default/HR-Expert/7608-dsy/7609-dsy/Abteilungslisten.html
9. /daisy/webdesk-manual-admin/7856-dsy.html?language=4
10. /daisy/webdesk-manual-admin/9406-dsy.html?language=4
11. /daisy/webdesk-manual-admin/9451-dsy.html?language=4
12. /daisy/webdesk-manual-admin/9457-dsy.html?language=4
13. /daisy/webdesk-manual-admin/9462-dsy.html?language=4
14. /daisy/webdesk-manual-admin/9465-dsy.html?language=4
15. /daisy/webdesk-manual-admin/9468-dsy.html?language=4
16. /daisy/webdesk-manual-admin/9471-dsy.html?language=4
17. /daisy/webdesk-manual-admin/9438-dsy.html?language=4
18. /daisy/webdesk-manual-admin/9442-dsy.html?language=4