Reports

The following reports are currently available to you:

- Personnel Lists[1]
  - Employee List
  - Phone List[2]
  - Person Addresses
  - Responsibilities
  - Education
  - Certificates
  - Training List
  - Birthdays and Anniversaries
- GDPR Personal Data
- Department Lists[3]
- Staffing Plan[4]
- Cost Center Lists[5]
  - Employee List
  - Employee Quotas
  - Cost Center Quotas
- Employee Status[6]
  - Full-Time Equivalent Calculation
  - Basic and Status List
  - Employees
  - Employment Type
  - Employment Status
  - Employment Extent
  - Years of Service
- Changes[7]
  - Hire/Termination List
  - Reassignments
  - Org Unit Changes
  - Weekly Hours Changes
- 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/7852-dsy.html?language=4
2. /daisy/webdesk-manual-admin/9363-dsy.html?language=4
3. /daisy/webdesk-manual-admin/7853-dsy.html?language=4
4. /daisy/webdesk-manual-admin/7854-dsy.html?language=4
5. /daisy/webdesk-manual-admin/7855-dsy.html?language=4
6. /daisy/webdesk-manual-admin/7856-dsy.html?language=4
7. /daisy/webdesk-manual-admin/7857-dsy.html?language=4