Personnel Lists - Employee List

Overview

The employee list gives you an overview of your employees as of a specific reference date.

Parameters

This mask has the following additional **parameters** (filter options) in addition to the general selection criteria[1]:

- **Employment code**: Salaried employee, worker, freelancer, etc.

  The employment code is edited via the person mask/Employment/Employment states
- **Status**: Active, Terminated, Inactive

  The status results from the entry of the current employment state in the person mask/Employment/ Employment states
- **Employee classification**: Trainee/apprentice, employee, intern
- **Group:** clicking it sorts the report output by the assignment to organizational units or according to your organizational structure. If no check mark is set here, the employees are sorted alphabetically in the output

Report Output

The following are **output in list form**:

- Salutation
- Title
- Name
- Personnel number
- Organizational unit abbreviation
- Organizational unit name
- Status

Any combination of the search areas and filter criteria is possible. If no data matching the parameters is available, an empty page is shown.

Examples

Here an overview of all employees of the company was created.

The next example is about the selection for a cost center:

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