Basic and Status List

Overview

The basic and status list provides an overview of personnel changes. By using the selection criteria, you can filter out specific persons from your team or obtain information on personnel changes that have been carried out or are upcoming.

Parameters

The **parameters** of this report are

- **Format**: Screen output, pdf, print, and xls
- **From**: Required field, with calendar, to limit the search period
- **To**: Required field, with calendar, to limit the search period
- **Status**: Required field, choices are "Active," "Terminated," and "Inactive"
- **Reasons**: Required field, very extensive selection list for possible reasons for hire, termination, or a temporary change in employment status. By using the Shift or CTRL key, it is possible to select several entries from the list.
- **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")
- the mandatory **checkbox** for selecting loose groups and organizational units or, depending on the organizational structure, also cost centers and locations

The data output here relates to the employment status and is edited in the person mask under Employment/ Employment states[1].

Report Output

The following are **output in list form**

- Status
- Reason
- Name of the employee
- Personnel number of the employee
- Organizational unit
- Period
- Comment

Example

Example 1: Here, new hires were specifically searched for.

Example 2. By selecting all reason choices, an overall overview of the personnel changes was generated.

1. /daisy/webdesk-manual-admin/8617-dsy.html?language=4