

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-en/hr-expert/7609-dsy/Personallisten.html
2. /daisy/webdesk-manual-en/hr-expert/7609-dsy/Personallisten/9363-dsy.html
3. /daisy/webdesk-manual-en/hr-expert/7609-dsy/Abteilungslisten.html
4. /daisy/webdesk-manual-en/hr-expert/7609-dsy/Stellenplan.html
5. /daisy/webdesk-manual-en/hr-expert/7609-dsy/Kostenstellenlisten.html
6. /daisy/webdesk-manual-en/hr-expert/7609-dsy/Mitarbeiterstatus.html
7. /daisy/webdesk-manual-en/hr-expert/7609-dsy/Aenderungen.html