Changes - Org Unit Changes

Overview

The report "Changes between organizational units" (selectable in the list as "Org unit changes") shows personnel changes between the organizational units of your company.

(If the organizational structure of your company also includes positions, changes/reassignments of positions are also documented here.)

Parameters

- **The parameters of this report are**
- **Format**: the choices are screen output, PDF, print, and xls
- **from**: Required field, with calendar
- **to:** Required field, with calendar
- **Variant**: Required field, the default setting is "Persons"; for an organizational structure with positions, these can also be selected
- **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")
- **Checkbox**: "Filter selection by search text," to activate the search by keyword
- the mandatory **checkbox** for selecting loose groups and organizational units or, depending on the organizational structure, also cost centers and locations

The data in the list refers to changes that were recorded in the selected period regarding the placement of an employee in the organization under Person mask/Organization/Groups[1].

The **report output** contains the following fields

- Employee name
- New organizational unit in short form and with name
- Old organizational unit in short form and with name
- Valid from: the date on which the change took place

Example

Here a search was made for those employees whose OU assignment changed in the period 10/01/2021 to 09/30/2022.

1. https://extranet.workflow.at/daisy/personalwolke-default/HR-Expert/Personenmaske/Organisation/Gruppen.html