|  |  |  |  |
| --- | --- | --- | --- |
| **Report Title** | **What does it do?** | **What's it for?** | **Tips** |
| **New Starters Report:** |  |  |  |
| * **New Starters Summary Sheet**
 | Shows the number of new starters within a defined period, plus a grand total. | To enable monitoring of new starters and staff turnover within your hierarchy. | Use 'ALL' to find all the teams in your hierarchy.  |
| * **New Starters**

**Details Sheet** | Shows individual new starter details, including position, grade, hours, manager and start date. |  | The report is designed to run on a monthly basis. |
| **Leavers:** |  |  |  |
| * **Leavers Report Summary**
 | Shows the number of leavers within a defined period, plus a grand total. | To enable monitoring of leavers, staff turnover and reasons for leaving within your hierarchy. | Use 'ALL' to find all the teams in your hierarchy.  |
| * **Leavers Report Details**
 | Shows individual details for each leaver and their reason for leaving. Includes the employee's position, grade, manager and termination date. |  | The report is designed to run on a monthly basis. |
| **Assignment & Salary Details:** |  |  |  |
| * **Grade Summary**
 | Shows the number of employees on each grade, by team. |  | Use 'ALL' to find all the teams in your hierarchy |
| * **Assignment Detail**
 | Shows the employees in your team, their position, hours, grade, manager, assignment details and salary details.  | Provides a current staff list of the employees in your hierarchy. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Report Title** | **What does it do?** | **What's it for?** | **Tips** |
| **Planned Absences** | Shows all types of open or future-dated absences for individual employees (e.g. sickness, jury service, annual leave.)  | To assist with workload management and maintaining service levels.  | Use 'ALL' to find all the teams in your hierarchy |
| **Qualification Details Report:** |  |  |  |
| * **Qualifications Details Sheet**
 | Shows employees details, position, age, manager, qualification details and date. | To enable monitoring of qualification requirements. | Use 'ALL' to find all the teams in your hierarchy.  |
| * **Professional Memberships Details Sheet**
 | Shows the information above, for professional memberships. | To enable monitoring of professional membership requirements. | Age range and qualification level can be left blank to return all records. |
| **Sickness Absences Report (R010):*** **Sickness Absence Summary (R010)**
* **Sickness Absence Detail (R010)**
 | This is a standard report that is designed to show the number of working days lost per month for a user defined period. Shows the detailed absence records for each employee for the defined period.  | To enable monitoring of sickness absence levels.To monitor absences for individual employees. | The standard school holiday pattern is used to determine school closures.Use 'Actions' and 'Download' to export data in to Excel for manipulation. |