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| **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. |  |

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| **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. |