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| **Report Title** | **What does it do?** | **What's it for?** | **Tips** |
| **New Starter 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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| **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 |
| **Vacant Positions (Posts):** | Lists any positions where the employee's hours are less than the total authorised hours for the position. Also shows the FTE variance between the post hours and the employee's hours. | To monitor vacant positions in the service area. | The default is 'ALL' but this will return all teams within LCC. Click on the torch and narrow down the search. |
| **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. |
| **LCC Sickness Absence Report:**   * **Absence Detail by Absence Type** * **Absence Triggers** * **Long Term Absence Cases** | Shows all absence details including the manager, type and days lost for all employees within your hierarchy structure.  This sheet displays the absences for an employee that have a trigger according to the current LCC policy.  This sheet displays any absences over 6 months duration or over 12 months duration to ensure appropriate action is considered. | To enable monitoring of sickness absence levels within your service area by manager.  To enable monitoring of employees absence levels where the triggers have been reached.  To enable monitoring of long term absence cases and to consider referral to an Attendance Hearing. | More information about the absence policies can be found on the intranet under the HR A-Z.  The triggers that should prompt a manager to take action are:   1. 10 working days absent OR 2. 3 periods of absence, within the last 12 months.   Attendance Hearing at 26 weeks. |