

## **Access Permissions**

### **HR Reports**

#### **HR01 - Full Current Staff List**

A live snapshot of contracted staff with full employment details.

#### **HR02 - Full Employee Search**

Search for staff who are either current, future starters or have left in the past 3 month - Report includes address and phone contact information. Use the link drop down on the far right of the report to navigate to the Employment History (HR03) below. (Please note, browser pop-ups must be allowed for this to work correctly)

#### **HR03 - Full Employee Employment History**

Do not run this report directly from the menu as this may return a very large amount of data. When accessed via the report above, an individual's employment history is displayed including costing history. Currently, the historical data is available back to October 2006 but we have the option of extending this further back if required.

#### **HR04 - Basic Current Staff List**

A live snapshot of contracted staff with summary employment details.

#### **HR05 - Basic Employee Search**

Search for staff who are either current, future starters or have left in the past 3 month. Report gives a simple summary of each staff member. Use the link drop down on the far right of the report to navigate to the Employment History (HR06) below. (Please note, browser pop-ups must be allowed for this to work correctly)

#### **HR06 - Basic Employee Employment History**

Do not run this report directly from the menu as this may return a very large amount of data. When accessed via the report above, a summary of an individual's employment history is displayed including costing history. Currently, the historical data is available back to October 2006 but we have the option of extending this further back if required.