

## Management Reporting help document

## **Employee Listing**

The employee listing report is designed to assist users in retrieving a variety of public employee information from HRIS allowing users to complete customized analysis and complete various reports based on specific needs or requests. Human Resources is hopeful that this report will also decrease the demand for routine requests for information and reduce the number of customized queries that have to be built to respond to requests for information. The individual running the reports will have the ability to select up to 30 fields as described below.

## **Potential Uses**

Some of the fields that can be selected when running the employee listing report can be used to generate information that was previously provided as part of the Workforce Planning Process. For example, selecting Original Hire Date and Job Entry Date permits the user to determine the tenure of an individual employee and the average tenure of a group of employees. The user can also determine the amount of experience a specific occupational grouping has which can show where additional training may be needed or where job enrichment could be used as a strategy to reinvigorate employees and improve productivity. More importantly, the information is provided to give managers insightful data about their workforce so they can more effectively manage their human resources and anticipate and plan for the changes that may be on the horizon if essential positions become vacant, as the competencies needed for the future change, etc.

Potential uses for this report include but are not limited to:

- Budget forecasting and preparation
- Assist in identifying employees who have yet to complete their probationary period in an effort to
  ensure that employee performance is effectively managed during this critical time, the last phase
  of the selection process
- FTE Allocation by Location (i.e. Division, Work Unit)
- To identify how long employees have been on permit and detail (non-zero record) so letters of agreement can be completed when extensions are necessary per labor contracts and Civil Service Commission Rules.

## About the Information

This report displays current information for both primary jobs and detailed assignments. Only employees considered "active" with the City will be listed. The "Status" field will indicate the employee's current status with the City. The "Rcd Nbr" will indicate the employee's primary job (0/zero record) versus detailed assignments (1, 2, 3...). For a complete understanding of each of the fields available, refer to the Management Reporting Data Dictionary.