Hiring Page Reports

Hiring page reports include hiring activity for a specified time frame. Below is an example of a Personal Transaction Report (PTR) for new hires and rehires, with a list of corresponding columns and filters below the image.

Personnel Transactions - New Hires and Rehires  For Action, Effective, or Hire/Rehire Dates in Selected Period

Columns in Report:
- Business Unit
- Dates From and To
- Flag - ‘*’ indicates this is the current Job Row
- Employee ID
- EMPL RCD# - Employee Record
- Employee Name
- Hire/Rehire Date - (most recent hire date)
- Eff Seq
- FTE
- Action Reason Code
- Jobcode ID - Descr
- Organization Relationship
- HR Dept
- SBU
- Pay Status
- Employee Classification
- Entry Date
- Action
- Location Desc
- Manager Name Emplid

Filters:
- Action Code is equal to / is in ADD; HIR; REH
- AND Employee Status Code is equal to / is in A; L; P
- AND (Action Day Date is between prompt dates OR Effective Date is between prompt dates OR Last Hire Date is between prompt dates)