

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 <i>For Action, Effective, or Hire/Rehire Dates in Selected Period</i>																	
Hires and Rehires		Personnel Transactions - New Hires and Rehires For Action, Effective, or Hire/Rehire Dates in Selected Period															
TOTAL 1 Hires and Rehires																	
Business Unit: UMCEN Dates From: 10/29/2017 To: 11/11/2017																	
Flag	Employee ID	EMPL RCD#	Employee Name	Hire/Rehire 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
*	[REDACTED]	1	[REDACTED]	11/5/2017	0	1.00	HIR	[REDACTED]	Employee	[REDACTED]	[REDACTED]	Active	Profession	11/1/2017	HIR	[REDACTED]	[REDACTED]
<i>* indicates current Job Row</i>																	

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)