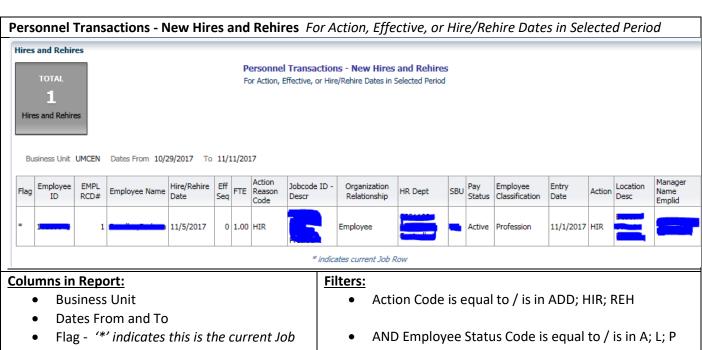


Summit Dashboard

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.



- **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

AND

(Action Day Date is between prompt dates OR Effective Date is between prompt dates OR Last Hire Date is between prompt dates)