



Advanced Reports

A comprehensive reporting method which allows HR Personnel generate reports based on employee leave, recruitment, company structure & employee information.

- ▶ View the leave summary of any employee within any leave period in a graphical view.
- ▶ Keep track of the no. of employees hired for each sub-unit of your organization within a particular year or month.
- ▶ Find out the no. of terminated employees with reasons, to keep track of employee turnover.
- ▶ Retrieve the no. of employees within each sub-unit in your company, and find out the employment statuses of employees in each sub-unit.
- ▶ Plan out your next recruitment approach by going over the no. of employees who have been shortlisted, hired & rejected for each job vacancy.



Employee Leave Report

The Employee Leave Report gives an entire summary of the leave details of an employee within any given leave period.

Employee Leave Report

Employee *

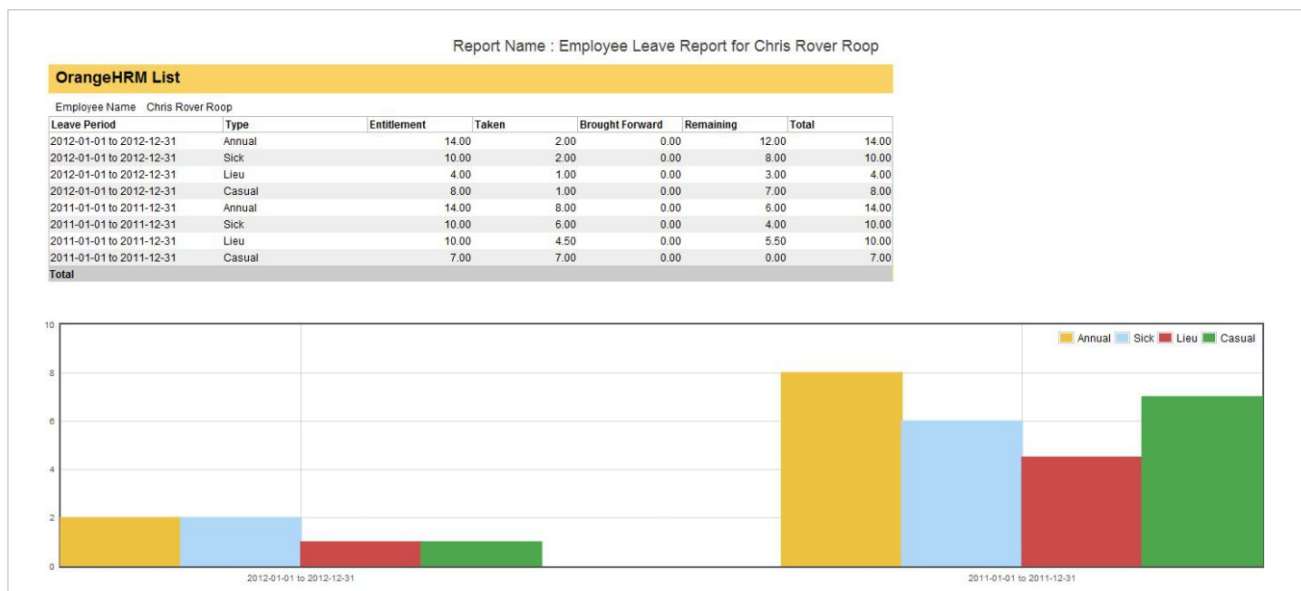
Leave Period

Leave Type *

☒ Annual
☒ Sick
☒ Lieu
☒ Casual
☒ All

View

Reports can be generated to view the number of employees under each sub-unit with a given employment status.





Leave Report

This report gives a summary of the leave taken by employees within a particular period of time.

Employee Leave Report

Employee: All

Leave Type: Sickness leave

From: 2011-02-17

To: 2012-02-17

Account Test (2 days)

Date1	Leave Type	Comment Added
2011-08-26	Sickness leave	flu
2011-08-30	Sickness leave	flu

Alison Warder (2 days)

Date1	Leave Type	Comment Added
2011-03-10	Sickness leave	
2011-03-11	Sickness leave	

Anne Ruby Njambi Hellgren (10 days)

Date1	Leave Type	Comment Added
2011-02-21	Sickness leave	IBS
2011-02-22	Sickness leave	IBS
2011-02-23	Sickness leave	IBS
2011-03-11	Sickness leave	
2011-03-15	Sickness leave	
2011-07-12	Sickness leave	
2011-07-14	Sickness leave	
2011-09-14	Sickness leave	
2011-11-01	Sickness leave	
2011-12-14	Sickness leave	

Employee

Turnover Hiring Report

Allows HR Personnel track and manage employee turnover.

Employee Turnover Hiring Report

Date Range
From To

Sub Unit

All
All
HQ Division
Accounts Department
HR Department
Production Division
Purchasing Department
Sales & Marketing Department
Customer Relations Team

View

Fields marked with an asterisk * are required

The Employee Turnover report will list details of hired employees for a given sub-unit & date range.

Report Name : Employee Turnover - Hiring Report

OrangeHRM List			
Employee Name	Sub Unit	Hired Date	Job Title
Michael Roan	TechGrand Group of Companies / Production Division	2011-04-04	Project Lead/Supervisor
Virgil Finley	TechGrand Group of Companies / Production Division	2011-06-13	Project Manager
Ron Belmont	TechGrand Group of Companies / Production Division	2011-12-01	Developer
Margaret Young	TechGrand Group of Companies / Sales & Marketing Department	2011-05-09	Marketing Manager
Sandra Jones	TechGrand Group of Companies / Sales & Marketing Department	2011-12-19	Marketing Executive
Chris Roop	TechGrand Group of Companies / Sales & Marketing Department	2011-08-08	Sales Manager
Mary Hart	TechGrand Group of Companies / HQ Division / HR Department	2011-04-22	HR Assistant
Denise Huff	TechGrand Group of Companies / HQ Division / HR Department	2011-11-28	General Manager
Miley Cyrus	TechGrand Group of Companies / Sales & Marketing Department	2011-03-03	Customer Relations Officer
Lucas Blackwell	TechGrand Group of Companies / HQ Division	2011-04-11	General Manager
Total			

Employee

Turnover Termination Report

Employee Turnover Termination report will list details of terminated employees for given sub-unit and date range.

Employee Turnover Termination Report

Date Range

From

To

Sub Unit

All

All

HQ Division

Accounts Department

HR Department

Production Division

Purchasing Department

Sales & Marketing Department

Customer Relations Team

View

Fields marked with an asterisk * as

Report Name : Employee Turnover - Termination Report

OrangeHRM List

Employee Name	Sub Unit	Terminated Date	Job Title	Reason
Virgil Finley	TechGrand Group of Companies / Production Division	2012-01-10	Project Manager	Health issue.
Ron Belmont	TechGrand Group of Companies / Production Division	2012-01-02	Developer	Migrating to USA.
Total				



Head Count Report

This report can be generated to view the number of employees under each sub-unit with a given employment status.

Head Count Report

Employment Status

Sub Unit

All

Terminated

Full Time Contract

Full Time Internship

Full Time Permanent

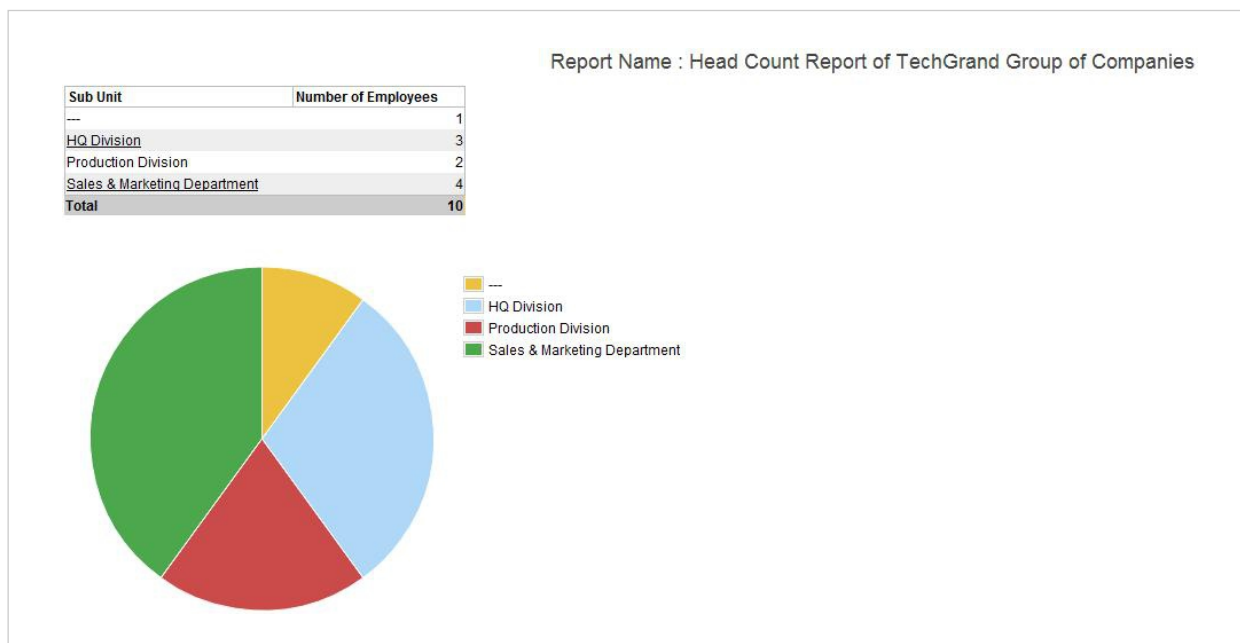
Part Time Contract

Part Time Internship

Part Time Permanent

View

Reports can be generated to view the number of employees under each sub-unit with a given employment status.



Vacancy Succession Report

This report gives HR Personnel detailed statistics of the entire recruitment process.

Vacancy Succession Report

Job Title All
 Date Range All Marketing Executive Project Manager To dd-mm-yy

[View](#)

Report Name : Vacancy Succession Report

Vacancy Added Date	Job Title	Number of Positions	Number of Applicants	Number of Shortlisted	1st Interview Passed	1st Interview Failed	2nd Interview Passed	2nd Interview Failed	Number of Hired Applicants
2011-12-09	Marketing Executive	2	2	2	2	2	---	1	---
2011-12-09	Project Manager	1	3	1	1	---	---	---	1
Total		3	5	3	3	0	1	0	2

