Desirable reports:

Header: SBU Name

1. Manpower Head count report by month sorted by SBU. Sub-totals by Division and Department with grand total by SBU

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| --- | --- | --- | --- | --- | --- |
| Division | Department | Job Title | Authorized | Actual | Variance (+/-) |
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1. New Hire for the month with divisional and departmental sub totals

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| --- | --- | --- | --- | --- | --- | --- |
| S/No | Division | Department | Name/EN | Job Title | Date of Hire | End of Probationary Period |
|  |  |  |  |  |  |  |
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1. Resignation report by month sorted by SBU

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| --- | --- | --- | --- | --- | --- | --- | --- |
| S/No | Division | Department | Name/EN | Job Title | Date of Resignation | Last Date of service | Reason\* |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

\*use code table – voluntary resignation; termination; dismissal; end of contract; retirement; retrenchment; deceased

1. Employee Turnover Rate

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Division | Department | This Month | Month to Date | Month to Date Previous Year |
|  |  |  |  |  |
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Formula: Headcount Beginning of Month – Headcount End of Month divide by 2= average staff for month. Staff Turnover for month = no of voluntary resignations/average staff \* 100.

Month to Date: opening inventory 1st month + closing inventory last month = average staff. Turnover rate same as above

1. Employee Movements – Transfer, Promotion, Re-designation or salary changes

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| --- | --- | --- | --- | --- | --- | --- |
| Division | Department | Name/EN | Current Position/Salary | New Position/Salary | Effective Date | Reason\* |
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\*use code table: 1 transfer within SBU; 2 Transfer inter-SBU; 3: Promoted 4: Re-designated 5:Salary Changes

1. Recruitment –

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| --- | --- | --- | --- |
| Position Advertised | Number of Applicants | Number Interviewed | Number Hired |
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|  |  |  |  |
|  |  |  |  |
| Grand Total |  |  |  |

1. Learning & Development

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| --- | --- | --- | --- | --- | --- | --- |
| Program Title | Date | Duration (Hours) | Number of Participants | Total Hours | Trainer | Evaluation\*  Scores |
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|  |  |  |  |  |  |  |
| Grand Total |  |  |  |  |  |  |

\* obtained from post course evaluation by participants

1. Employee Events

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| --- | --- | --- |
| Date | Event Title | Number of Participants |
|  |  |  |
|  |  |  |
|  |  |  |
| Grand Total |  |  |

1. Annual Leave Summary

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Division | Dept | Name/EN | Date Hired | Leave Entitlement (Days) | \*Leave Earned  To date  (Days) | Leave taken to Date  (Days) | Leave Balance |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |
|  |  | Grand Total |  |  |  |  |  |

Search capability for other forms of leave – unpaid, sick, marriage etc with demand reports

Use formula to calculate this column

1. Salary Report – Divisional and Departmental totals; search by division, dept

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| --- | --- | --- | --- | --- | --- | --- |
| Division | Dept | Name /EN | Date of Hire | Basic salary | Fixed Allowances | Total Salary |
|  |  |  |  |  |  |  |
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1. Appraisal rating – search by Division, Dept and employee

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| --- | --- | --- | --- | --- | --- |
| Division | Department | Name /E N | \*Appraisal Rating  Year (– 2) | Appraisal Rating  Year (- 1) | Appraisal Rating  Current Year |
|  |  |  |  |  |  |
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\*use code table A – Outstanding; B=Exceed Expectations; C=Meet Expectations; D=Slightly Meet Expectations; E=Does Not Meet Expectations

1. Probationary Staff – selection by month

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| --- | --- | --- | --- | --- | --- |
| Division | Department | Name | Job Title | Date of Hire | End date of Probation |
|  |  |  |  |  |  |
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