



Automatic Data Processing, Inc.

ADP freedom

Ad hoc Reports

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Chapter 1 – Ad hoc reporting

Although a number of standard reports are provided with ADP Freedom, you may have to create a custom report that meets the specific needs of your organisation. This guide uses step-by-step instructions and examples to describe how to create and manage ad hoc reports.

If you have a report that you need to create, follow along with the tasks in this guide, and use your own data to complete each procedure.

Table 1 - 1 – Summary types and descriptions

Task	Page	Required?
<u>1 Plan the report</u>	1 - 2	Yes
<u>2 Create a report definition</u>	1 - 4	Yes
<u>3 Select a view</u>	1 - 8	Yes
<u>4 Select fields for the report</u>	1 - 9	No
<u>5 Create your own fields</u>	1 - 10	No
<u>6 Filter data in the report</u>	1 - 12	No
<u>7 Sort the data in the report</u>	1 - 16	No
<u>8 Group data in the report</u>	1 - 18	No
<u>9 Add parameters</u>	1 - 19	Yes
<u>10 Summarise data in the report</u>	1 - 21	No
<u>11 Add titles and other static text</u>	1 - 23	No
<u>12 Set up headers and footers</u>	1 - 24	No
<u>13 Customise the report layout</u>	1 - 26	No
<u>14 Run and view the report</u>	1 - 33	Yes
<u>15 Edit the report</u>	1 - 34	No
<u>16 Send a report to another user</u>	1 - 35	No
<u>17 Delete a report instance or report definition</u>	1 -36	No

Chapter 1 – Ad hoc reporting

Security for ad hoc reports

The security settings defined for your user ID determine the data that you can include in an ad hoc report. Your security setting may restrict your access to any of the following:

- business units
- companies and pay groups
- salary information

The data that you can view in an ad hoc report is limited to the data that you can view in ADP freedom. For example, if you do not have access to a certain pay group, you will not be able to see data for that pay group in a report that you run. However, if someone else runs the report, and that person has access to that pay group, that person will see data for the pay group.

Restricting access to reports

If you have the appropriate security access, you can limit a user's access to specific ad hoc reports. For more information, see [Planning report security](#) in the *Implementation* guide

Task 1 – Plan the report

Before you create an ad hoc report, you must determine what information the report is to provide, and how you want the information to display. The following two pages include a worksheet that you can copy and use to plan your own reports.

Ad hoc planning worksheet

- 1 Briefly describe the goal of your ad hoc report. What information do you want to appear in the report? _____

- 2 Will you create a new [category](#) for your report? Yes/No
If yes, what do you want to call the category? _____
If no, what category will you use? _____
- 3 What is the name of the report? _____

- 4 What view will you use to create the report? _____
- 5 What fields will you include in your report? (Be sure to include any fields that you need to create formulae or to group the data in the report.)

- 6 Do you want to create any [formulae](#)? Yes/No
If yes, write them out here. If no, go to Step 7.
Name _____ Formula _____
Name _____ Formula _____
- 7 Do you want to [filter](#) the report to show only certain data? Yes/No
If yes, write them out here. If no, go to Step 8.
Filter _____
Filter _____
- 8 How do you want to [sort](#) the data in the report?
Field name _____ Ascending/Descending
Field name _____ Ascending/Descending
Field name _____ Ascending/Descending
- 9 Do you want to [group](#) the data in the report? Yes/No
If yes, by which field? If no, go to Step 10.
Group by _____
- 10 Do you want to add [summaries](#) to your report? Yes/No
If yes, write them out here. If no, go to Step 11.
Summary field _____
Count/Distinct Count/Sum/Average/Grand total
Summary field _____
Count/Distinct Count/Sum/Average/Grand total
- 11 Is there any special information you want to include in the report [headers or footers](#)?
Yes/No
Header _____
Footer _____

Task 2 – Create a report definition

What is a report definition and a report instance?

A report definition includes all the details about a report, for example the fields, the sort order, and the layout, but it does not include the actual report data. You create a report definition using the **Ad hoc Report Design Assistant**. After you create the definition, you run it against the database to create the actual report, or report instance.

A report instance includes data at the point in time when you run the report. If you need to update the data in the report at a later time, you can rerun the existing report definition to create a new report instance. Likewise if you are sure that no data changes have occurred you could re-print the existing report instance.

Can other users see my report definitions?

Report definitions are available to other users if they have access to the view that you used to create the report definition. For example, users who do not have access to salary information will not be able to see a report definition that was created using a view, such as employee earnings, that includes salary information.

What is a report category?

A report category is similar to a folder and allows you to organise your ad hoc report definitions into groups. ADP Freedom comes with a number of categories you can use. You can also create new categories, as necessary. Any report categories you create will be available to all users.

How to create a report definition and a report category

Important: You can also use this procedure to copy an existing report definition in order to create a new report definition.

1. In the menu list, select **Reports > Ad hoc Report**.
2. In the pick-list, select the category where you want to save your report definition. If an appropriate category does not exist, you can create one when you go to Step 7.
3. Click the **New Ad hoc Report** button.
4. In the **Report Name** field on the Report Creation page, enter a name for the report. Tip: To distinguish between ad hoc and standard reports, include “ad hoc” at the front of the report name.
5. In the **Description** field, enter a description of the report’s function.
6. In the **Category** field, select the category where you want to save the report definition. If the category you want is already in the list, go to Step 12. If you want to create a new category, go to Step 7.
7. Click the Lookup button to the right of the **Category** field. The Report Category table is displayed in the Enterprise Lookup window.
8. Click **New Category**.

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9. Enter a name and description for the category.
10. Click **Save Category** and close the window.
11. In the **Category** field, scroll to the bottom of the list and select the category you just created. Tip: When you leave the page and come back to it, the new category will be listed alphabetically in the Category list instead of at the bottom of the list.
12. Click **Save Report**.
13. In the **Message** window, select one of the following:

Table 1 - 2 – Ad hoc report options

Click	To
Yes	Use the criteria from an existing report definition to build this new report definition. In the Copy Ad hoc Report window, select the report category, and then select the report definition you want to copy.
No	Create a new report definition.

14. If you saved the new report in the category that is currently selected in the pick-list, the **Ad hoc Report Design Assistant** is displayed automatically. If you saved the report in a category that is not currently selected in the pick-list, see [How to open the Ad hoc Report Design Assistant](#) on page 1 - 6.

How to move a report definition from one category to another

After you create and save the report definition, you can move it to a new or existing category at any time.

1. From the menu list, select **Reports > Ad hoc Report**.
2. From the pick-list, select the category where the report definition you want to move is saved, and highlight the definition in the list.
3. From the **Category** field on the Report Creation page, select the category where you want to move the report definition.
4. Click **Save Report**.
5. From the pick-list, select the category where you moved the report definition. The report definition is displayed in the list.

Important: You will use the **Ad hoc Report Design Assistant** to complete the report definition. Tasks 3 – 13 in this guide explain how to use the assistant, and how to save and run a report to create a report instance.

What to do next

Select a view for the report. For more information, see [How to select a view](#) on page 1 - 8.

How to open the Ad hoc Report Design Assistant

Before you begin: If you have not created the report definition yet, see [How to create a report definition and a report category](#) on page 1 - 4.

1. From the menu list, select **Reports > Ad hoc Report**.
2. From the pick-list, select the category where the report definition is saved.
3. Select the report definition.
4. On the **Report Creation** page, click the **Edit Report** button.

The Ad hoc Report Design Assistant

The **Ad hoc Report Design Assistant** allows you to select, customise, and format the data you want in your report. The assistant includes nine tabs, each of which you can use to create your ad hoc report definition. For more information on a particular tab, see the links in the following chart:

Table 1 - 3 – Ad hoc Report Design Assistant tabs

For information on this tab	See
Fields	Select fields for the report on page 1 - 9.
Formulas	How to create a formula field on page 1 - 10.
Filters	How to create a filter on page 1 - 12.
Sort	Sort the data in the report on page 1 - 16.
Grouping	How to group data in a report on page 1 - 18.
Parameters	Add parameters on page 1 - 19.
Summaries	Summarise data in the report on page 1 - 21.
Titles	Add titles and other static text on page 1 - 23.
Headers & footers	Set up headers and footers on page 1 - 24.

Tips for using the Ad hoc Report Design Assistant

- As you create your report definition, click **Save** often to ensure that all your changes are saved.
- The name of the current report definition is displayed in parentheses in the title bar along the top of the assistant.
- The view that you select for the report definition is displayed in the lower left corner of the assistant.
- When you highlight a field in the assistant, the complete field name is displayed in the lower left corner of the assistant.
- If you move your cursor over one of the buttons along the bottom of the assistant, a description of the button is displayed in the lower left corner of the assistant.
- You can close the assistant at any point and come back later to finish the definition. However, you must save the report definition and will be prompted to do so when you attempt to close the assistant.
- Click **Preview** to see the current layout of the report definition. Click **Back** to return to the tabs. For more information on **Preview**, see [Task 13 – Customise the report layout](#) on page 1 - 26.

Task 3 – Select a view

What is a view?

A view is a collection of related fields which extract information from single or multiple tables and can be used to create ad hoc reports. For example, there are HR views that include employee data and payroll views that include financial information.

Important: When creating an ad hoc report definition, you can include fields from only one view.

How is security applied to views?

The views that you can use to create ad hoc reports depend on your security access in ADP Freedom. If you cannot view salary information, you will not be able to see any of the views that include salary information, for example, Employee Rate Information.

How to select a view

There are a number of views available for you to use to create ad hoc reports. Click on the **Show Columns** button on the first page of the **Ad hoc Reports Assistant** to determine which view includes all the fields that you need. A read only list of the fields in each view, field descriptions, field length, and character type will be displayed.

1. Open the Ad hoc Report Design Assistant (see page 1 - 6 for details).
2. On the first page of the assistant, scroll through the list of views and select the view that includes the fields that you want to use in your report.
3. Click on the Show Columns button to confirm the field descriptions, length of the fields and character types in that view.
4. Click Next to see a list of the fields in the view that you selected.
5. If you want to select a different view, click Back at the bottom of the **Ad hoc Report Design Assistant**. **Important:** If you click **Back** to select a different view, any information (for example, fields, formulae, and groupings) you selected on any of the tabs will be deleted, even if you saved the report definition.

What to do next

Select the fields that you want to use in the report. For more information, see [How to select fields](#) on page 1 - 9.

Task 4 – Select fields for the report

Important: You can select fields only from the currently selected view. If you click **Back** to select a different view, any information (for example, fields, formulae, and groupings) that you selected on any of the tabs will be deleted, even if you saved the report definition.

Pre-supplied custom fields

A pre-supplied custom field is a field that is specifically included in a view to save you time when you create your report definitions. For example, the **Person Full Name** field, which is included in many of the views, combines the employees’ first name, last name and middle initial into one field (Smith, John C.).

How to select fields

Important: If you plan to create formula fields for your report, you must select each of the fields required to create the formula fields including any that you want to use for grouping and sorting. You can create formula fields only with number and decimal fields. For more information on formula fields, see [How to create a formula field](#) on page 1 - 10.

1. Open the Ad hoc Report Design Assistant (see page 1 - 6 for details).
2. Select the Fields tab. Tip for finding a field: The options to the left of the field list allow you to filter the list to display only certain types of fields. For example if you want to see just the decimal fields, select the Decimal option. Select the All option to remove the filter and list all fields in the selected view.
3. Scroll through the alphabetic field list on the left and double click each of the fields that you want to include in your report. As you double click a field, it moves to the list on the right. Tip: Click the Select All button to add all the fields on the left to the report. Click the Remove All button to remove all the fields on the right from the report. If you move a field from the list on the right back to the list on the left, the field is displayed at the bottom of the list (not in alphabetical order). Important: Fields are displayed on the report, from left to right, in the order they are displayed in the list on the right.
4. If you want to move a field that you selected, highlight the field and click Up or Down in the upper right corner of the tab to move the field up or down in the list.
5. Click **Save**.

Example of filtering the fields by field type

When you select a filter option on the left of the **Fields** tab, only fields of that filter type are displayed in the list of available fields.

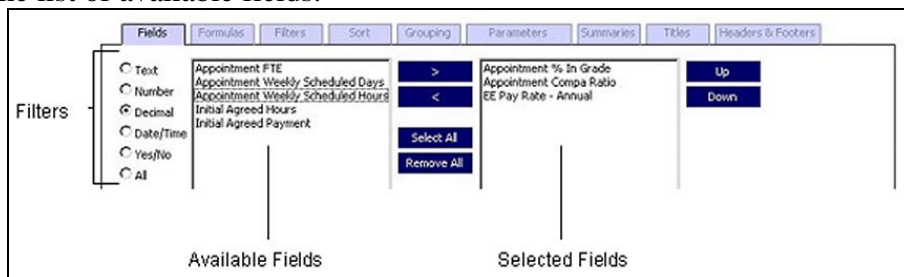


Figure 1 - 1 – Filtering the fields by field type

Task 5 – Create your own fields

What is a formula field?

A formula field is a number or decimal field that you create using a mathematical expression. In a report, you can create formula fields as long as they are derived from number and decimal fields that are in the underlying view.

Important: After you create and save a formula field, you can use it to create another formula in the same report. If you create a formula that is derived from another formula, make sure you do not remove the original formula.

Examples of formula fields

- Pay rate with 5% increase = {EE Pay Rate} multiply {1.05}
- Q1 plus Q2 = {Q1 to date amount} + {Q2 to date amount}
- Deduction Goal Remaining = {EE Deduction Goal} – {EE Deduction Goal to Date}

The following example shows how you would use the **Formulas** tab to set up a formula field that calculates a pay increase of 5%.

The screenshot shows the 'Formulas' tab selected in a report design assistant. The interface includes a 'Formula Name:' field, a 'Select Field:' dropdown menu, an 'Operator:' dropdown menu set to 'multiply', another 'Select Field:' dropdown menu, and a 'Number:' input field. Below these fields are 'Add' and 'Remove' buttons. At the bottom of the window, a list of formula fields is displayed, with the first one being 'EE Pay Rate with 5% Increase = {Employee Pay Rate - Annual} multiply {1.05}'.

Figure 1 - 2 – Formula fields

How are formula fields calculated?

Important: Because each formula is calculated in the order that it is listed in the formula area, you must be careful how you set up the formula sequence. If you make a mistake and want to change the formula sequence, you need to remove the formulae from the list and create them again in the correct sequence.

How to create a formula field

1. Open the Ad hoc Report Design Assistant (see page 1 - 6 for details).
2. Select the **Formulas** tab.
3. From the **Select Field** field on the left, select the field that you want to use for the left side of your equation. The list includes only number and decimal fields that you selected on the Fields tab, and any other formulae you created for this report definition.

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4. From the **Operator** field, select an operator for the formula (+, -, divide, multiply).
5. For the second half of the equation, you can either select a field from the second **Select Field** field or enter a number in the **Number** field.
6. In the **Formula Name** field, enter a name for the formula. Because the name you enter is used as the field header in your report, make sure you use a descriptive name that you and other users will recognise later.
7. Click the **Add** button to add the formula to the formula area at the bottom of the tab.
8. Repeat Steps 3 – 7 for each formula that you want to include in your report.
9. Click **Save**.

How are formula fields displayed on the report?

When you create a formula field, both the formula field, and the original fields that you used to create the formula, are displayed on the report. For example, if you use the **EE Pay Rate** field to create a formula field called Pay Rate with 5% Increase ($\{EE Pay Rate\} \text{ multiply } \{1.05\}$), both the original field, (EE Pay Rate) and the new formula field (Pay Rate with 5% Increase) are displayed on the report.

If necessary, you can hide the original field so it isn't displayed on the report. For information on how to hide a field, see the [Suppress field in the Common Tab table](#) on page 1 - 28.

How to delete a formula field

If you make a mistake, or decide you no longer want to include a formula field in a report, you can remove the formula field.

Important: You cannot edit a formula field after you add it to the report. If you make a mistake, you must remove the formula and add it again.

1. Open the Ad hoc Report Design Assistant (see page 1 - 6 for details).
2. Select the **Formulas** tab.
3. In the formula area at the bottom of the tab, highlight the formula that you want to delete.
4. Click the **Remove** button.
5. Click **Save**.

Task 6 – Filter the data in the report

What is a filter?

A filter allows you to limit the data in your report based on one or more fields in the selected view. For example, use a filter if you want your report to include only those employees in a specific pay group or only those employees who were hired on or after a specific date. Whereas different selections can be made from the parameters when running a report, a filter is a long term solution and cannot be turned off or modified when a report is run. To remove a filter, a user must edit the report configuration, select and delete the filter.

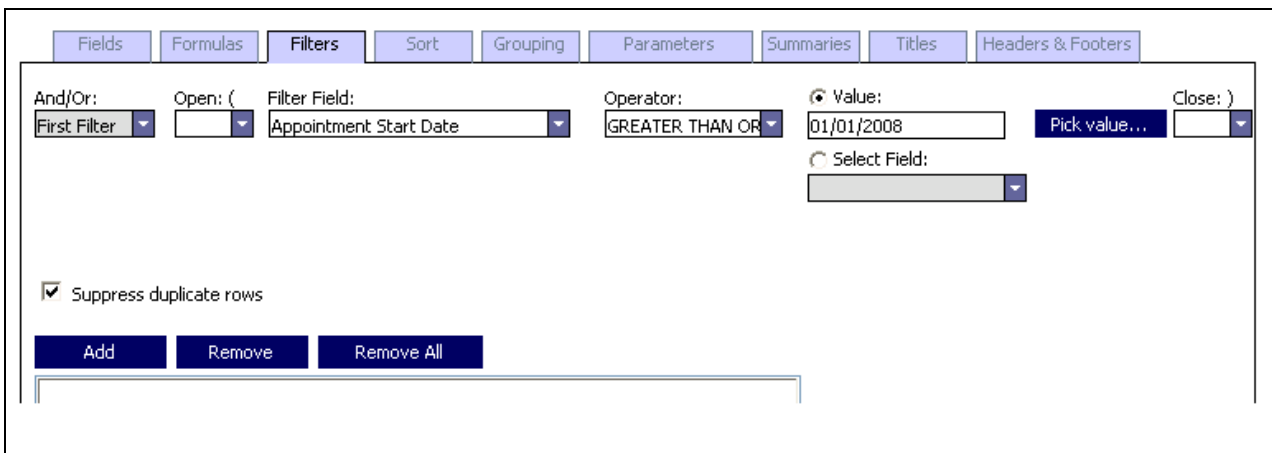


Figure 1 - 3 – Filters tab

Examples of filters

- Pay Group EQUALS Weekly
- Employment Termination Date LESS THAN OR EQUAL TO 12/31/2001
- Amount GREATER THAN 5000
- Rate Effective Date IS NULL

You can set up a filter using any of the fields in the selected view, as well as any formula fields that you set up on the **Formulas** tab.

Filter operators

The following is a list of the operators you can use to set up your filters:

- EQUALS
- NOT EQUALS
- GREATER THAN
- GREATER THAN OR EQUAL TO
- LESS THAN
- LESS THAN OR EQUAL TO

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- IS NULL
- IS NOT NULL

Using multiple filters in a report

If necessary, you can set up multiple filters for a report. As you set up each new filter, you must use the **And/Or** field to indicate whether the data in the report should match both filters, or just one. For example, if you want to include employees who have an active payroll status or cheque date earlier than a specific date, you would set up the first filter, select **Or** in the **And/Or** field, and then set up the second filter.

Important: Be careful how you set up the filter sequence. Each filter is taken in the order it is listed in the filter area. If you make a mistake and want to change the filter sequence, you need to remove the filters from the list and create them again in the correct sequence.

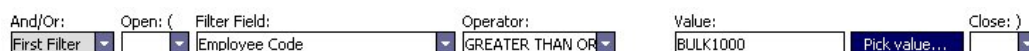
Example of multiple filters

Once a month, your company provides lunch for all employees whose 5 year employment anniversary falls during the month. To find all the employees who should be invited to the lunch in March 2002, you create a report definition and set up the following two filters, separated by an **AND**:

Employment Hire Date **GREATER THAN OR EQUAL TO** 01/03/1997
AND Employment Hire Date **LESS THAN OR EQUAL TO** 31/03/1997.

How to create a filter

1. Open the **Ad hoc Report Design Assistant** (see page 1 - 6 for details).
2. Select the **Filters** tab.
3. For the first filter you set up, or if you are setting up only one filter, the **And/Or** field is set to **First Filter**. See Figure 1 - 4 .



The screenshot shows a form for creating a filter. It consists of several fields and dropdown menus: 'And/Or' with a dropdown menu set to 'First Filter'; 'Open: (' with a dropdown menu set to '('; 'Filter Field:' with a dropdown menu set to 'Employee Code'; 'Operator:' with a dropdown menu set to 'GREATER THAN OR'; 'Value:' with a text box containing 'BULK1000' and a 'Pick value...' button; and 'Close:)' with a dropdown menu set to ')'. The 'Pick value...' button is highlighted in blue.

Figure 1 - 4 – First filter

4. Select the **Add** button. This will add the first filter to the filter area at the bottom.
5. To set up a subsequent filter, select **And** or **Or** from the **And/Or** dropdown box depending on how you want the filters to work together.
6. In the **Open:** (dropdown box select from 1 to 5 parentheses if required to group filters within filters. Parentheses group data parameters in a filter similarly to parentheses in a mathematical equation. By grouping parameters, parentheses determine the order that data is processed by the filter. If an Open parenthesis is used, a Close parenthesis is also required at the end of the filter or filter clause. Multiple open parentheses, for example ((or (((, are used when a filter is complex and contains several filter clauses nested within the filter.

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7. In the **Filter Field** field, select the field that you want to use for the left side of your equation. The list includes all the fields in the selected view, regardless of whether you selected them on the Fields tab.
8. In the **Operator** field, select an operator for the filter.
9. In the **Value** field, enter a value for the filter or click the Pick Value button to open the Pick value... window and select a value from a list.
10. In the **Close:)** dropdown box select from 1 to 5 parentheses if required to close grouped filters within filters. Parentheses group data parameters in a filter similarly to parentheses in a mathematical equation. By grouping parameters, parentheses determine the order that data is processed by the filter. If a **Close** parenthesis is used at the end of the filter, an **Open** parenthesis is also required at the beginning of the filter or filter clause. Multiple close parentheses, for example)) or))) , are used when a filter is complex and contains several filter clauses nested within the filter.
11. Click the **Add** button to add the filter to the filter area at the bottom of the tab.

The screenshot shows the 'Filters' tab in a reporting tool. The filter configuration area includes the following fields and values:

- And/Or: AND
- Open: (
- Filter Field: Gender
- Operator: EQUALS
- Value: F
- Close:)

Below the configuration area, there is a checkbox for 'Suppress duplicate rows' and three buttons: 'Add', 'Remove', and 'Remove All'. At the bottom, a list of filters is displayed:

```
Employee Code GREATER THAN OR EQUAL TO BULK1000
AND Employment Start Date GREATER THAN OR EQUAL TO 01/01/2006
AND Employment Termination Date LESS THAN OR EQUAL TO 31/12/2007)
OR (Appointment Start Date GREATER THAN OR EQUAL TO 01/01/2006
AND Appointment End Date LESS THAN OR EQUAL TO 31/12/2007))
AND (Business Unit Code EQUALS EE09)
```

Figure 1 - 5 – Complex filter

12. Repeat steps 5 - 11 for each filter you are setting up.
13. Click **Save**.

Important: Because filters are not displayed on the report, you may want to include a summary of the filters in the report title. For more information on customising report titles, see [Add titles and other static text](#) on page 1- 23.

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How to delete a filter

If you make a mistake, or decide that you no longer want to use a filter for a report, you can remove the filter.

Important: You cannot edit a filter field after you add it to the report. If you make a mistake, you must remove the filter field and add it again.

1. Open the **Ad hoc Report Design Assistant** (see page 1 - 6 for details).
2. Select the **Filters** tab.
3. In the filter area at the bottom of the tab, highlight the filter you want to delete.
4. Click the **Remove** button. If you want to remove all the filters, select the **Remove All** button.
5. Click **Save**.

Task 7 – Sort the data in the report

Sorting allows you to control the order in which data is displayed in the report. Sorting is applied within grouping so you may not need to select all the fields for sorting purposes. You can sort data in a field in ascending or descending order.

Sorting a report by multiple fields

If necessary, you can sort a report by multiple fields. Sorting is applied to the data in the report in the sequence that the fields are displayed on the right side of the **Sort** tab.

Example of sorting multiple fields

You are creating a report that lists the weekly pay rate for all the employees in a cost centre. You decide to sort the data first by **Person ID** in ascending order, then by **Full Name** in ascending order (from lowest to highest), and finally by **EE Pay Rate** in descending order (from highest to lowest).

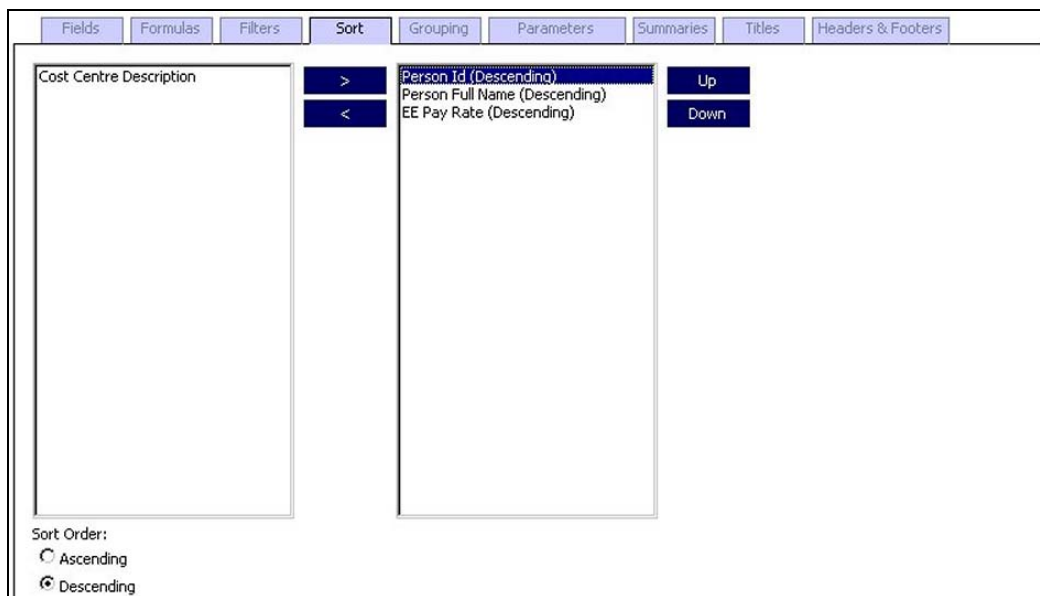


Figure 1 - 6 – Sorting by multiple fields

Tip: In this example, sorting by **Person ID**, or another unique employee identifier, is important if you have more than one employee with the same name, for example, a father and a son.

How to sort data in a report

1. Open the Ad hoc Report Design Assistant (see page 1 - 6 for details).
2. Select the Sort tab. The list on the left includes all the fields that you selected on the Fields tab.
3. In the bottom-left corner of the tab, select Ascending or Descending to determine how you want to sort the data for the field that you select in Step 4. Important: You must select the sort order before you select a field.

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4. In the list on the left, double-click the field that you want to use to sort your data. The field is moved to the list on the right.
5. Repeat Steps 3 and 4 for each field that you want to use to sort the data in the report.
6. Sorting in the report is applied in the sequence that the fields are displayed in the list on the right. If you want to change the sequence of a selected sort field, highlight the field and use the Up or Down buttons in the upper-right corner of the tab to move the field up or down in the list.
7. Click **Save**.

Tip: If you need to change the sort order (ascending or descending) after you select a field, you must remove the field from the list on the right, select the correct sort order, and double-click the field again.

How to remove a sort field

1. Open the **Ad hoc Report Design Assistant** (see page 1 - 6 for details).
2. Select the **Sort** tab.
3. In the field list on the right, double-click the sort field that you want to remove or highlight the field and select the left pointing arrow button located between the left and right field columns. The field is moved from the list on the right to the bottom of the list on the left.
4. Click **Save**.

Task 8 – Group data in the report

What is grouping?

Grouping allows you to organise the data in your report into categories. For example, if you want to create a report that lists employee data for each business unit in your organisation, you can group employee data in the report by business unit.

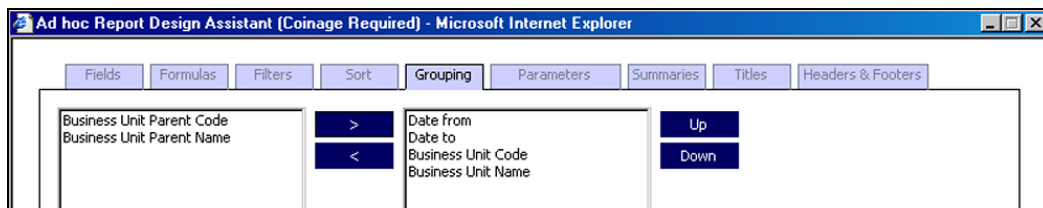


Figure 1 - 7 – Grouping tab

Grouping and summaries

If you include a group in your report, you can also include summaries such as counts, sums, and averages for the data in that group. For more information on adding summaries, see [Summarise data in the report](#) on page 1 - 19.

Important: If you set up summaries in your report definition, make sure you do not change or remove the group on which the summary is based.

How to group data in a report

Important: You can group a report by only one field per group.

1. Open the **Ad hoc Report Design Assistant** (see page 1 - 6 for details).
2. Select the **Grouping** tab. The list on the left includes all the fields that you selected on the **Fields** tab.
3. In the list on the left, double-click the field that you want to use to group data in the report. The field is moved to the list on the right.
4. Click **Save**.

Task 9 – Add parameters

What are parameters?

Parameters are the variables which determine the data that will appear on the report and work on an ‘AND’ basis. For example a report could have parameters selected to show a business unit AND all employees with the status ‘Current’ for that business unit who have a start date of January 31, 2000.

How to add parameters

1. Open the **Ad hoc Report Design Assistant** (see page 1 - 6 for details).
2. Select the **Parameters** tab.
3. In the **Field** field, select the field that you want to use. The list includes only fields available on the selected view that you selected.
4. In the **Operator** field, select an operator for the parameter.
5. In the **Lookup** field, select whether or not the field is to appear on the report as a lookup.
6. In the **Required** field, select whether or not the field will be required on the report. If selected to be a required field, the report cannot be run if this field is left blank. For example, if Business Unit Code is selected as a required field, a business unit must be selected before the report will run.
7. In the **Display Name** field, enter a name for the parameter. Because the name you enter is used as the field header in your report, make sure you use a descriptive name that you and other users will recognise later.
8. In the **Help Text** field enter information which describes the field. This information will not appear on the report itself.
9. Click the **Add** button on the form to add the parameter to the parameter grid at the top of the page.
10. Repeat Steps 3 – 9 for each parameter you want to include in your report.

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How to remove a parameter

1. Open the **Ad hoc Report Design Assistant** (see page 1 - 6 for details).
2. Select the **Parameters** tab.
3. In the field list on the right, click on the parameter field that you want to remove.
4. Select the **Remove** button.

The screenshot displays the 'Parameters' tab of the Ad hoc Report Design Assistant. At the top, there is a navigation bar with tabs: Fields, Formulas, Filters, Sort, Grouping, Parameters (selected), Summaries, Titles, and Headers & Footers. Below this is a table with the following data:

Field	Operator	Lookup	Required
Cost Centre Code	Equal To	No	Yes
Cost Centre General Ledger Business Code	Greater Than	No	Yes

Below the table is a configuration panel for the selected parameter:

Field:

Operator:

Lookup:

Required:

Display Name:

Help Text:

At the bottom of the configuration panel are five buttons: Add, Remove, Remove All, Previous, and Next.

Figure 1 - 8 – Parameters tab

Task 10 - Summarise data in the report

What is a summary?

A summary is a count, a sum, or an average that you can include for one or more of the data or formula fields in your report.

Important: Before you can set up a summary, you must select a group on the **Grouping** tab. For more information on **Grouping**, see [Group data in the report](#) on page 1 - 18.

If necessary, you can add multiple summaries for a report but only one summary per field is allowed. Summaries are displayed at the end of each group in the report. You can also include a grand total at the end of the report to calculate the summary total for all the groups combined.

Figure 1 - 9 – Summaries tab

Types of summaries

The following table describes the different types of summaries that you can include in your report.

Table 1 - 4 – Summary types and descriptions

Summary type	Description
Average	The average of all the values for the summary field in the report (Sum divided by Count). This option is available only if the summary field that you select is a number or decimal field.
Count	The total number of times the summary field is listed in the report.
Distinct Count	The total number of times a unique instance of the summary field is listed in the report. If the summary field is listed more than once, it will be included only once in a distinct count.
Sum	The total amount of all the values for the summary field in the report. This option is available only if the summary field that you select is a number or decimal field.

Example of a summary

In the following example, you are creating a report that lists the net pay for each employee by business unit. For each business unit, you want to include the total net pay for all employees.

How to create a summary

Before you begin: Because summaries are calculated by group, you must select a field on the **Group** tab before you can add a summary. For more information on grouping your report see [Group data in the report](#) on page 1 - 18.

1. Open the **Ad hoc Report Design Assistant** (see page 1 - 6 for details).
2. Select the **Summaries** tab. The **Group By** field is populated automatically with the field selected on the **Group** tab.
3. In the **Summary Field** field, select the field that you want to add a summary. The list includes all the fields that you included in the report definition and any formula fields that you created on the **Formulas** tab.
4. In the **Summary Type** field, select one of the options to indicate how you want to summarise the data in the summary field. For more information on each of the options, see [Types of summaries](#) on page 1 - 21.

Reminder: Sum and Average are available only if the summary field you selected in Step 3 is a number or decimal field.

5. If you want to include a grand total of all the group summaries at the end of the report, select the **Insert Grand Total** checkbox.
6. Click the **Add** button.
7. Click **Save**.

How to remove a summary

If you make a mistake, or decide you no longer want to include a summary in your report, you can remove it.

Important: You cannot edit a summary after you add it to the report. If you make a mistake, you must remove the summary and add it again.

1. Open the **Ad hoc Report Design Assistant** (see page 1 - 6 for details).
2. Select the **Summaries** tab.
3. In the summaries area on the right of the tab, highlight the summary you want to delete.
4. Click the **Remove** button.
5. Click **Save**.

Task 11 – Add titles and other static text

The **Titles** tab allows you to set up report titles and any other static text you want to display on your report. You can also indicate whether you want your report to be portrait or landscape orientation.

Fields	Formulas	Filters	Sort	Grouping	Parameters	Summaries	Titles	Headers & Footers
Report Title:	Report Title							
Sub Title:	Subtitle							
Company Name:								
Comments:								
Copyright Text:	Copyright ADP							
Confidentiality Text:	Confidential							
Author:	Author							
User Field 1:								
User Field 2:								
Paper Orientation:	Landscape							

Figure 1 - 10 – Titles tab

The **Report Title** and **Author** fields are included automatically in the report definition, unless you delete them. To include any of the other fields, you must set them up on the **Headers & Footers** tab. For more information, see [How to set up headers and footers](#) on page 1 - 25.

How to set up titles, static text, and page orientation

1. Open the **Ad hoc Report Design Assistant** (see page 1 - 6 for details).
2. Select the **Titles** tab.
3. As necessary, edit the fields to include the text that you want to include on the report.
4. In the **Paper Orientation** field at the bottom of the tab, select **Portrait** or **Landscape**.
5. Click **Save**.

What to do next

Set up the report headers and footers. For more information, see [How to set up headers and footers](#) on page 1 - 25.

Task 12 – Set up headers and footers

Use the **Headers & Footers** tab to determine where on the report you want to position the titles you set up on the **Titles** tab. Title fields include the static text set up on the **Titles** tab (for example, **Report Title**, **Author** and **Confidentiality Text**), as well as the following automatically generated fields:

- Page number
- Report date
- Report time

Header and footer sections

The following table describes each of the header and footer sections of the report.

Table 1 - 5 – Header and footer locations

Section	Location
Report header	At the top of the first page of the report.
Page header	At the top of every page of the report.
Page footer	At the bottom of every page of the report.
Report footer	At the bottom of the last page of the report.

Example of headers and footers

The following graphic is an example of headers and footers set up on the **Headers & Footers** tab, as well as where those headers and footers will be positioned on the associated report pages.

The screenshot shows the 'Headers & Footers' configuration window. It is divided into four main sections, each with a descriptive text and three input fields with dropdown arrows:

- Report Header:** This section is used for the report title and other information you want to appear at the beginning of the report.
- Page Header:** This section is generally used for information that you want to appear at the top of each page.
- Page Footer:** This section contains any information you want to appear on the bottom of each page. The input fields are pre-filled with 'Author', 'Confidentiality Text', and 'Page Number'.
- Report Footer:** This section is used for information you want to appear only once at the end of the report (such as grand totals). The first input field is pre-filled with 'User Field 2'.

Figure 1 - 11 – Headers & Footers tab

How to set up headers and footers

1. Open the **Ad hoc Report Design Assistant** (see page 1 - 6 for details).
2. Select **Headers & Footers** tab.
3. For each header and footer section, choose the option you want, in the location (left, centre, right) where you want it displayed on the report.

Important: You can include each title field only once on a report. If you want to move a title field to a different location on the report, you must delete it from the first location.

4. Click **Save**.

How to remove a header or footer

If you make a mistake, or decide you no longer want a particular field in the header or footer, you can remove it.

1. Open the **Ad hoc Report Design Assistant** (see page 1 - 6 for details).
2. Select the **Headers & Footers** tab.
3. For the header or footer field that you want to remove, select the first option in the list, which is blank. You can also highlight the text in the field and delete it to remove the field.
4. Click **Save**.

Task 13 – Customise the report layout

At any point while you are creating your report definition, you can preview the report to see how it will look. While you are previewing a report, you can move fields around, hide them, and change their colour, size and font. You can also change the format of date and number fields.

Important: Data is not displayed when you are previewing a report definition. However, you can review the layout of the data fields and customise them as necessary.

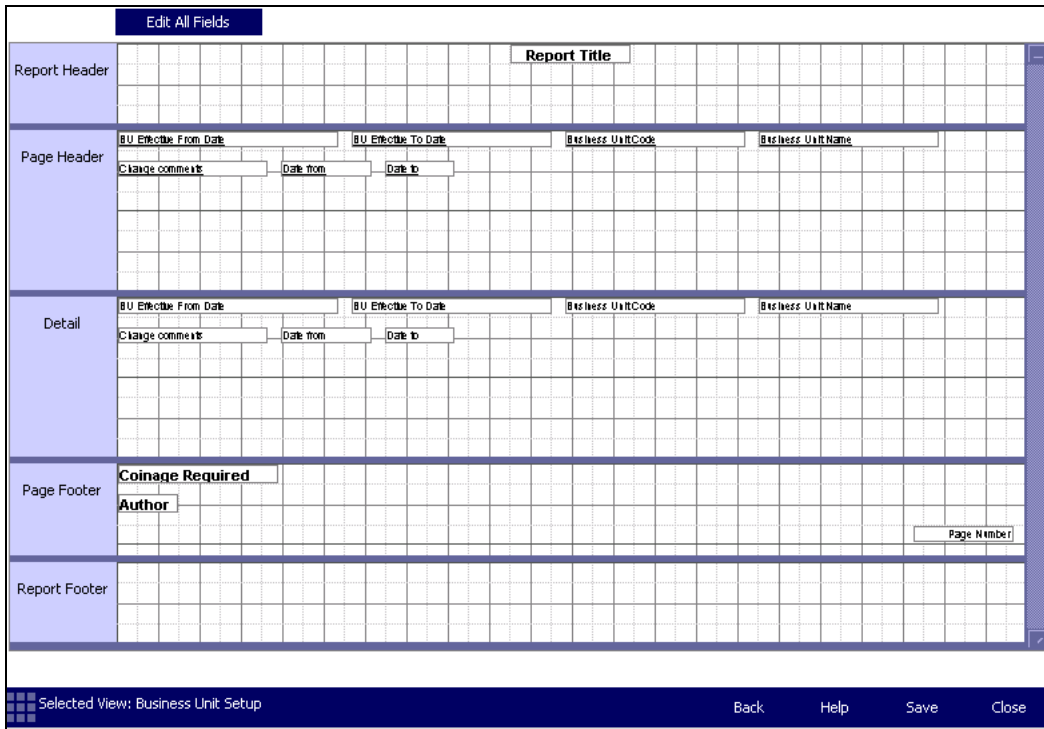


Figure 1 - 12 – Report preview

How to customise the report layout

1. Open the **Ad hoc Report Design Assistant** (see page 1 - 6 for details).
2. Click **Preview**.
3. Choose one or more of the following options to customise your report:

Table 1 - 6 – Customising the report layout

If you want to	See
Move a field	Moving fields on page 1 - 27.
Customise a field	Customising fields on page 1 - 27.
Resize a field	Resizing fields on page 1 - 32.

4. Click **Save**.
5. Close the assistant and run the report, or click **Back** to return to the tabs and make any necessary changes.

Moving fields

You can move any field on the report by clicking and dragging it to its new location. Keep the following in mind when you move a field:

- You can move a field only within the current section (for example, **Page Header**, **Detail** and **Report Footer**).
- Field headings are displayed in the **Page Header** section and field details are displayed in the **Details** section. If you move a heading field, make sure you also move the corresponding detail field. Similarly, if you move a detail field, make sure you also move the corresponding heading field.
- If you want to move multiple fields in a section at once, press and hold the **Shift** key as you select each of the fields. Release the **Shift** key and drag the fields to the new location.

Customising fields

Using the **Field Properties** window, you can customise field attributes on your report such as font, colour, borders, alignment and indentation. The following chart describes how to customise one, more than one, or all the fields on your report.

Table 1 - 7 – Customising fields

To customise	Do the following
One field at a time	Double-click the field to open the Field Properties window. Any changes you make apply only to the selected field.
More than one field at the same time	Press and hold down the Ctrl key as you click each field that you want to customise. Then, double-click any one of the selected fields to open the Field Properties window. Any changes you make apply only to the selected fields.
All the fields on the report at the same time	Click the Edit All Fields button in the upper left corner of the Preview window to open the Field Properties window. Any changes you make apply to all the fields on the report.

The **Field Properties** window includes the following tabs: **Common**, **Border**, **Font**, **Paragraph**, **Number**, and **Date**. For more information on each tab, see the following chart:

Table 1 - 8 – Field Properties options

For more information on	See
Common tab	Common tab on page 1 - 28.
Border tab	Border tab on page 1 - 29.
Font tab	Font tab on page 1 - 30.
Paragraph tab	Paragraph tab on page 1 - 30.
Number tab	Number tab on page 1 - 31.
Date tab	Date tab on page 1 - 31.

Important: The **Number** tab is available only if the field that you selected is a number field. The **Date** tab is available only if the field that you selected is a date field.

Common tab

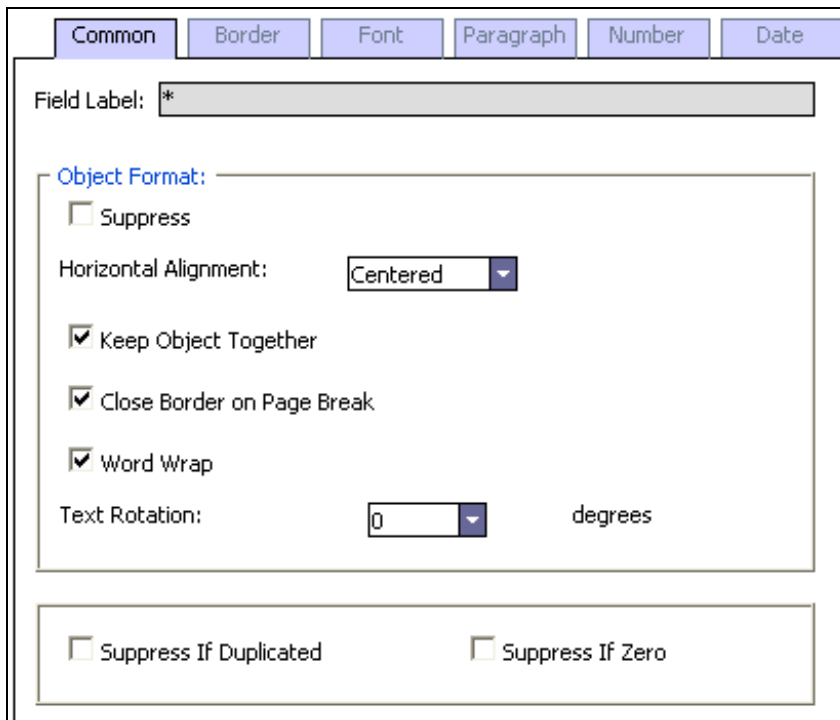


Figure 1 - 13 – Field Properties – Common tab

Table 1 - 9 – Common tab field descriptions

Field	Description
Field Label	The name of the field that is displayed on the report. You can change the field label for fields in the Report Header, Page Header, Page Footer, and Report Footer sections of the report. However, you cannot change the field label for fields in the Detail area. You can change a field label only when there is one field selected. If multiple fields are selected, an asterisk (*) is displayed in the Field Label field and any changes will not be saved.
Suppress	A checkmark indicates that the field will not be displayed on the report. If you suppress a data field, make sure you also suppress the associated heading field. Important: A suppressed field is hidden, but still takes up space on the report. You can move the suppressed field to the end of the report and then move the remaining fields to prevent a gap where the suppressed field was located. Tip: To make it easier to identify suppressed fields in the Preview window, highlight the text in the fields in a different colour, such as red or green.
Horizontal Alignment	The horizontal alignment of the data within the field (select left, centred, right, or justified).
Keep Object Together	A checkmark indicates that, if a section (all the data from a single record or linked records) spans a page, a page break is inserted before the section so it will all be printed together.
Close Border on Page Break	A checkmark indicates that, if the field has a border and the data spans two pages, a complete border is displayed around both parts of the field.

Field	Description
Word Wrap	A checkmark indicates that the field will expand vertically to accommodate the data in the field.
Text Rotation	The number of degrees (0, 90, 270) that you want to rotate the text on the report.
Suppress if Duplicated	A checkmark indicates that, if there are multiple instances of the field in the report, only one instance is displayed. Note: A blank space is displayed in place of the suppressed field.
Suppress if Zero	A checkmark indicates that if the field does not include data, it is not displayed on the report. Note: A blank space is displayed in place of the suppressed field.

Border tab

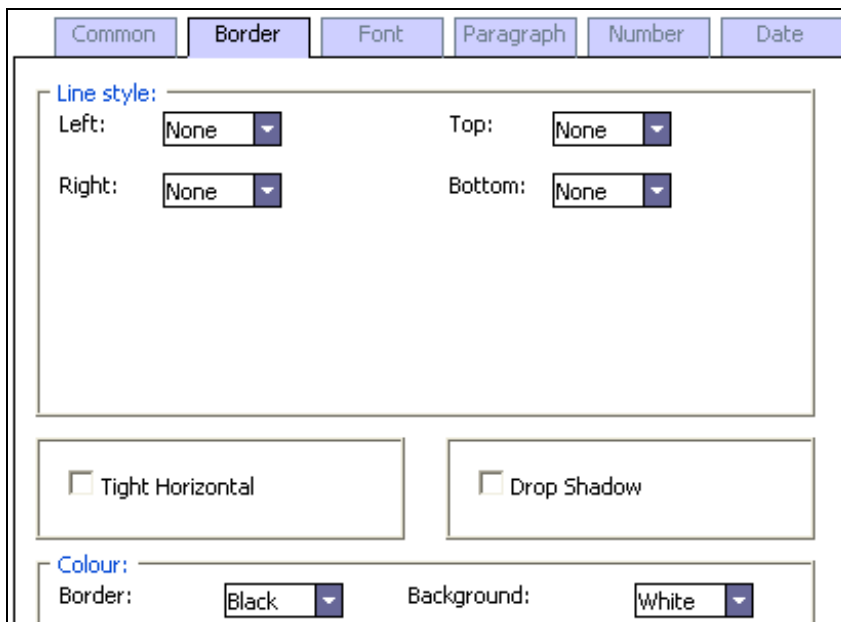


Figure 1 - 14 – Field Properties – Border tab

Table 1 - 10 – Border tab field descriptions

Field	Description
Line Style	The type of border you want to include on the left, right, top and bottom of the field. You can select a different line style for each side. Border styles are: none, single, double, dashed, and dotted.
Tight Horizontal	A checkmark indicates that if the field has a border, it surrounds the data in the field, not the field itself.
Drop Shadow	A checkmark indicates that a shadow is displayed on the bottom and right side of the field.
Colour (Border)	The colour you want for the border of the field. Colours include black, blue, red, green, and white.
Colour (Background)	A checkmark in the Background checkbox indicates that you want the background of the field to be the colour selected in the colour field. Background colours include black, blue, red, green, and white.

Font tab

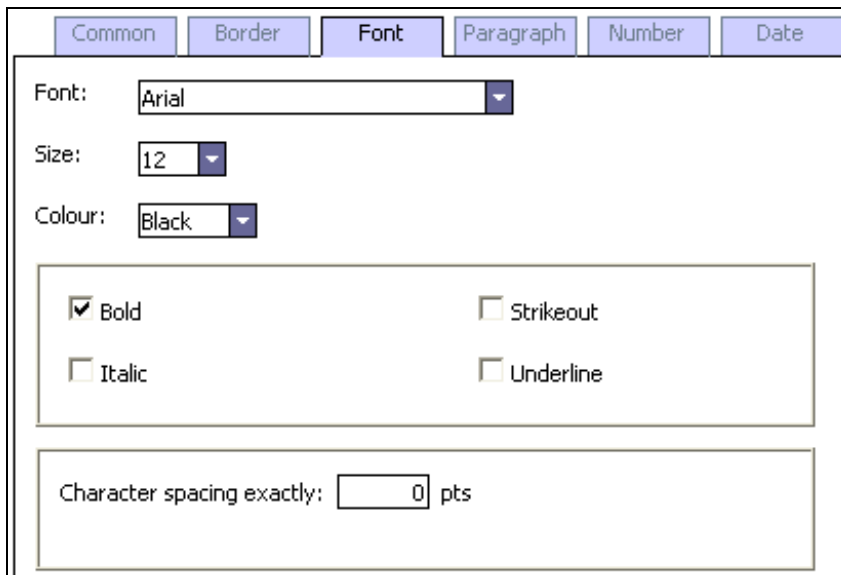


Figure 1 - 15 – Field Properties – Font tab

Table 1 - 11 – Font tab field descriptions

Field	Description
Font	The font of the data in the selected field. Fonts include Arial, Times New Roman, Helvetica, and Tahoma.
Size	The font size of the data in the selected field.
Colour	The colour of the data in the selected field. Colours include black, blue, red, green and white.
Bold, Italic, Strikeout, Underline	A checkmark indicates that the data in the field is bolded, italicised, struck out or underlined.
Character spacing exactly	The spacing between each character in the field. The larger the number, the more space there is between each character.

Paragraph tab

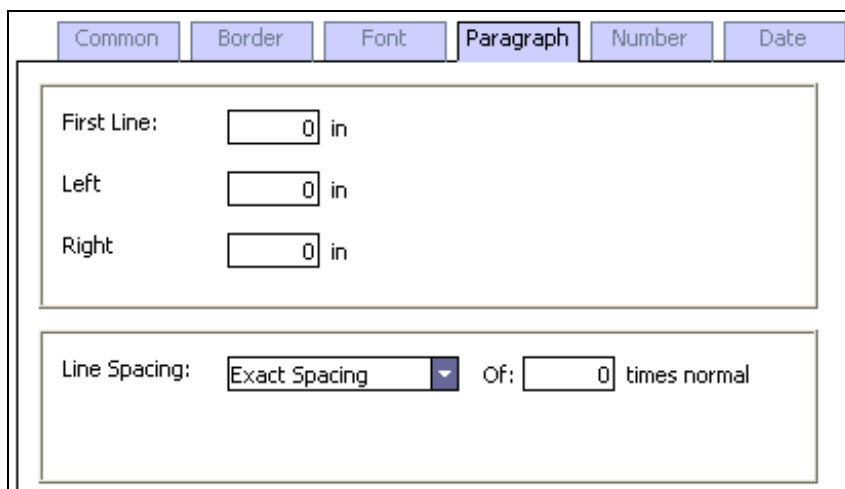


Figure 1 - 16 – Field Properties – Paragraph tab

Table 1 - 12 – Paragraph tab field descriptions

Field	Description
First Line	The amount, in inches, that the first line of data is indented from the left edge of the field.
Left	The amount, in inches, that the data is indented from the left edge of the field.
Right	The amount, in inches, that the data is indented from the right edge of the field.
Line Spacing	The amount of space between the lines of a multi-line field. You can select Exact Spacing (the default) or Multiple Spacing , and how many times more than the default you want to increase the spacing.

Number tab

This tab is available only if the selected field is a number field.

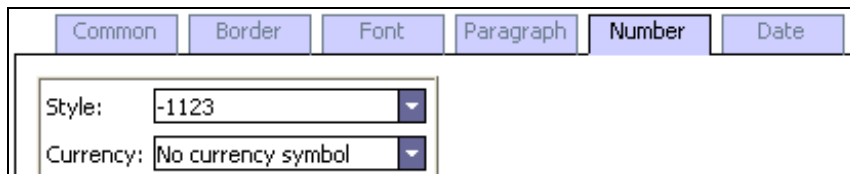


Figure 1 - 17 – Field Properties – Number tab

Table 1 - 13 – Number tab field descriptions

Field	Description
Style	The formatting for the number field (for example, the number of decimal places) and whether or not to include a comma and parentheses.
Currency	Indicates whether you want to include a currency symbol in the number field, and if so, where to position it.

Tip: If you are exporting the data from the report, numbers will be easier to locate and identify if you format them first.

Date tab

This tab is available only if the selected field is a number field.

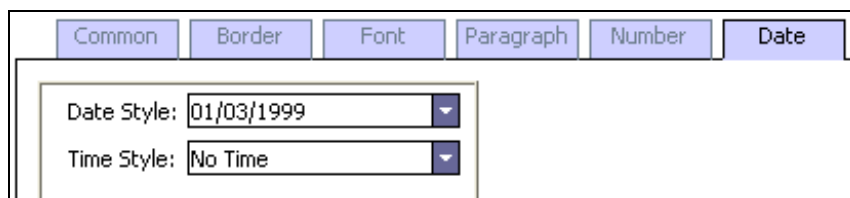


Figure 1 - 18 – Field Properties – Date tab

Table 1 - 14 – Date tab field descriptions

Field	Description
Date Style	The format of the date displayed in the selected field.
Time Style	The format of the time displayed in the selected field.

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Tip: If you are exporting the data from the report, dates will be easier to locate and identify if you format them first.

Resizing fields

To resize a field, highlight it, then drag the right or left edge to make the field larger or smaller.



Figure 1 - 19 – Resizing a field

Keep in mind that the length of the field is based on the maximum number of characters allowed in the field. If you make a field shorter than the data in the field, the data will be truncated.

Task 14 – Run and view the report

After you create your report definition, you can run the report with data from your database, and view it. Each time you run a report, you create an instance of the report. A report instance includes data at the point in time when you run the report.

How to run a report

Before you begin: If the **Ad hoc Assistant** is open, save the report definition and close the assistant.


1. In the menu list, select **Reports > Run Report**.
2. In the pick-list, select the category where the report definition you want to run is saved. Then highlight the report definition in the list. The **Report Submission** window is displayed.
3. In the **User-Defined Description** field, enter a name for the report. If you do not enter a name, the name of the report definition is displayed as the report name in the **New** folder. For more information about the **New** folder, see [How to view a report](#).

Tip: If you run the report more than once, include a unique description to help you distinguish one instance of the report from another.

4. In the upper-left corner of the window, select **Run Now**.
5. Click **Submit**.
6. Click **Finish**. After the report is done processing, you can view it in your **New** folder.

How to view a report

1. In the menu list, select **Reports > View Existing Report**.
2. In the pick-list, select **New** to open the **New** folder.

Tip: If you have not yet viewed a report, the following icon is displayed to the right of the report: 

3. Click the name of the report you want to view. The report is displayed in the **Report Viewer**.

Tip: If the report is not displayed in the list, it may be processing. Click **Refresh** to update the list. For more information on using the **Viewer**, refer to the *Introduction to Standard Reports* guide.

4. When you are finished viewing the report, close the viewer.

Task 15 – Edit the report

How to edit a report

After you run the report and review it, you may notice things that you want to change.

1. In the menu list, select **Reports > Ad hoc Report**.
2. In the pick-list, select the category where you saved the definition for the report that you want to edit. Then, select the report definition from the list.
3. On the **Report Creation** page, click the **Edit Report** button to open the **Ad hoc Report Design Assistant**.
4. Make whatever changes are necessary, referring to **Tasks 4 – 13** for help.
5. See [Task 14 – Run and view the report](#) on page 1 - 33 to run and view the report again.

Task 16 - Send a report to another user

1. In the menu list, select **Reports > View Existing Report**.
2. In the pick-list, select the folder - either **New**, **Saved** or **Recycle** - where the report is.
3. Locate the report category for the report. Reports are listed alphabetically beneath each category.
4. Find the report then click on the checkbox for the report to select the report.
5. At the bottom of the page, click on the dropdown list beside the **Send** button and select the user you want to send the report to.
6. Click the **Send** button.

Important: When you send a report to another user, that user will see the same data you see in the report. For example, if you create an ad hoc report that includes salary information and you send that report to another user, make sure that the other user is allowed to view salary information.

For more information on how to send a report to another user, search on **How do I send a report?** in the online help.

Task 17 - Delete a report instance or report definition

A report definition includes all the details about a report, such as the fields, the sort order, and the layout, but it does not include the actual report data. When you run the report definition against your database, you create a report instance.

You can delete a report definition, but if you or another user has run the report, then multiple instances of the report may exist in one or more folders. If you want to delete all instances of the report, you have to delete them individually.

For information on how to delete a report, search on **How do I delete a report?** in the online help.

How to delete a report definition

1. In the menu list, select **Reports > Ad hoc Reports**.
2. In the pick-list, select the category where you saved the definition, then select the definition from the list.
3. On the **Report Creation** page, click **Delete Report** in the lower-left corner.
4. In the message window, click **Yes** to delete the report definition.

How to delete a report category

Before you can delete a category, you must delete any report definitions that are in it, or move them to another category. You cannot delete any of the categories that come with ADP Freedom.

1. In the menu list, select **Reports > Ad hoc Reports**.
2. In the pick-list, select any category except the one that you want to delete, then select a report definition from the list.
3. On the **Report Creation** page, click the lookup button to the right of the **Category** field. The **Report Category** table is displayed in the **Enterprise Lookup** window.
4. In the summary grid at the top of the window, highlight the category that you want to delete.
5. Click **Delete Category**.
6. In the message window, click **Yes** to delete the category.
7. Close the **Enterprise Lookup** window.

Chapter 2 – Ad hoc report views

There are a large number of ad hoc report views. Each view contains a different selection of columns. Refer to the following list of views with columns available for each view noted below to determine which view is most suitable for the report that you wish to produce.

Business Unit Setup view

This view contains the following fields:

BU Effective From Date	BU Effective To Date
BU Web Address	BU Weekly Scheduled Hours
Business Unit Activity	Business Unit Code
Business Unit Name	Business Unit Parent Code
Business Unit Parent Name	Business Unit Type Code
Business Unit Type Description	Change comments
Change Reason Code	Change Reason Description
Date from	Date to
History Category Code	History Category Description
Installation Name	Location Code
Location Name	Record Number
Update User	

Chapter 2 – Ad hoc report views

Communications view

The following fields are available in this view:

Address Line 1	Address Line 2	Address Line 3
Adjusted Service Date	Age Months	Age Years
Appointment End Date	Appointment FTE	Appointment Start Date
Appointment Type Code	Appointment Type Description	Appointment_Date1
Appointment_Date2	Appointment_Date3	Appointment_Date4
Appointment_Date5	Appointment_Date6	Appointment_Memo
Appointment_Number1	Appointment_Number2	Appointment_Number3
Appointment_Number4	Appointment_Number5	Appointment_Number6
Appointment_Option1	Appointment_Option2	Appointment_Option3
Appointment_Option4	Appointment_Text1	Appointment_Text2
Appointment_Text3	Appointment_Text4	Appointment_Text5
Appointment_Text6	Appointment_Text7	Appointment_Text8
Birth Date	Business Unit Code	Business Unit Name
Business Unit Parent Code	Business Unit Parent Name	Communication Number/Address
Communication Type Code	Communication Type Description	Communication Type Indicator
Company Code	Company Name	Continuous Service Date
Contractual Hours	Cost Centre Code	Cost Centre Description
Disabled	Email Notification	Employee Code
Employee Pay Rate - Annual	Employee Pay Rate - Hourly	Employment Number
Employment Start Date	Employment Termination Date	Employment Type Code
Employment Type Description	Employment_Date1	Employment_Date2
Employment_Date3	Employment_Date4	Employment_Date5
Employment_Date6	Employment_Memo	Employment_Number1
Employment_Number2	Employment_Number3	Employment_Number4
Employment_Number5	Employment_Number6	Employment_Option1
Employment_Option2	Employment_Option3	Employment_Option4
Employment_Text1	Employment_Text2	Employment_Text3
Employment_Text4	Employment_Text5	Employment_Text6
Employment_Text7	Employment_Text8	ESS messages by
ezLaborManager		
First Name	Full Part Time Indicator	Gender
HR ID	Initials	Job Code
Job Title	Last Name	Length of Service Months
Length of Service Years	Location Code	Location Name
Manager ID	Manager Name	Middle Name
NI Number	Pay Group Code	Pay Group Description
Person Full Name	Person Id	Person_Date1
Person_Date2	Person_Date3	Person_Date4
Person_Date5	Person_Date6	Person_Memo
Person_Number1	Person_Number2	Person_Number3
Person_Number4	Person_Number5	Person_Number6
Person_Option1	Person_Option2	Person_Option3
Person_Option4	Person_Text1	Person_Text2
Person_Text3	Person_Text4	Person_Text5
Person_Text6	Person_Text7	Person_Text8
Position Title	Post Code	Preferred Name
Primary Appointment Indicator	Primary Contact	Report Appointment Status
Report Employment Status	Salutation	Shift Pattern Code
Shift Pattern Description	Std Hours from EE RATE	Title Code
Town	Working Hours Agreement Code	Working Hours Agreement Description

Company Car Allocation

The following fields are available in this view:

Address Line 1	Address Line 2	Address Line 3
Adjusted Service Date	Age Months	Age Years
Appointment End Date	Appointment FTE	Appointment Start Date
Appointment Type Code	Appointment Type Description	Appointment_Date1
Appointment_Date2	Appointment_Date3	Appointment_Date4
Appointment_Date5	Appointment_Date6	Appointment_Memo
Appointment_Number1	Appointment_Number2	Appointment_Number3
Appointment_Number4	Appointment_Number5	Appointment_Number6
Appointment_Option1	Appointment_Option2	Appointment_Option3
Appointment_Option4	Appointment_Text1	Appointment_Text2
Appointment_Text3	Appointment_Text4	Appointment_Text5
Appointment_Text6	Appointment_Text7	Appointment_Text8
Birth Date	Business Unit Code	Business Unit Name
Business Unit Parent Code	Business Unit Parent Name	Chassis Number
co2 Values	Colour	Company Code
Company Name	Company Vehicle Accessories Cost	Company Vehicle Additional Accessories
Continuous Service Date	Contractual Hours	Cost Centre Code
Cost Centre Description	Date Assigned	Date Discontinued
Date Registered	Date Returned	Disabled
Employee Code	Employee Contribution	Employee Pay Rate - Annual
Employee Pay Rate - Hourly	Employee Vehicle Record ID	Employment Number
Employment Start Date	Employment Type Code	Employment Type Description
Employment_Date1	Employment_Date2	Employment_Date3
Employment_Date4	Employment_Date5	Employment_Date6
Employment_Memo	Employment_Number1	Employment_Number2
Employment_Number3	Employment_Number4	Employment_Number5
Employment_Number6	Employment_Option1	Employment_Option2
Employment_Option3	Employment_Option4	Employment_Text1
Employment_Text2	Employment_Text3	Employment_Text4
Employment_Text5	Employment_Text6	Employment_Text7
Employment_Text8	Engine Capacity	Engine Number
Existing Accessories	ezLaborManager	First Name
Fuel Type Code	Fuel Type Description	Full Part Time Indicator
Gender		
HR ID	Initials	Insurance Group Code
Insurance Group Description	Job Code	Job Title
Last Name	Latest Mileage	Lease Renewal Date
Leased	Leased Date	Length of Lease
Length of Service Months	Length of Service Years	List Price
Location Code	Location Name	Manager ID
Manager Name	Middle Name	Mileage When Issued
Mileage When Returned	MOT Due Date	New Accessories
NI Number	P11D Value	Pay Group Code
Pay Group Description	Period Unit Code	Period Unit Description
Person Full Name	Person Id	Person_Date1
Person_Date2	Person_Date3	Person_Date4
Person_Date5	Person_Date6	Person_Memo
Person_Number1	Person_Number2	Person_Number3
Person_Number4	Person_Number5	Person_Number6
Person_Option1	Person_Option2	Person_Option3
Person_Option4	Person_Text1	Person_Text2
Person_Text3	Person_Text4	Person_Text5

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Person_Text6	Person_Text7	Person_Text8
Position Title	Post Code	Preferred Name
Primary Appointment Indicator	Private Fuel	Private Use Actual Amount
Purchase Date	Replacement Date	Report Appointment Status
Report Employment Status	Required Amount	Salutation
Shift Pattern Code	Shift Pattern Description	Std Hours from EE RATE
Tax Month	Title Code	Town
Vehicle Additional Info	Vehicle Assignment Additional Info	Vehicle Make Code
Vehicle Make Description	Vehicle Model Code	Vehicle Model Description
Vehicle Registration Number	Vehicle Type Code	Vehicle Type Description
Working Hours Agreement Code	Working Hours Agreement Description	

Chapter 2 – Ad hoc report views

Company Cars view

The following fields are available in this view:

Address Line 1	Address Line 2	Address Line 3
Adjusted Service Date	Age Months	Age Years
Appointment End Date	Appointment FTE	Appointment Start Date
Appointment Type Code	Appointment Type Description	Appointment_Date1
Appointment_Date2	Appointment_Date3	Appointment_Date4
Appointment_Date5	Appointment_Date6	Appointment_Memo
Appointment_Number1	Appointment_Number2	Appointment_Number3
Appointment_Number4	Appointment_Number5	Appointment_Number6
Appointment_Option1	Appointment_Option2	Appointment_Option3
Appointment_Option4	Appointment_Text1	Appointment_Text2
Appointment_Text3	Appointment_Text4	Appointment_Text5
Appointment_Text6	Appointment_Text7	Appointment_Text8
Birth Date	Business Unit Code	Business Unit Name
Business Unit Parent Code	Business Unit Parent Name	Chassis Number
co2 Values	Colour	Company Code
Company Name	Company Vehicle Accessories Cost	Company Vehicle Additional Accessories
Continuous Service Date	Contractual Hours	Cost Centre Code
Cost Centre Description	Date Assigned	Date Discontinued
Date Registered	Date Returned	Disabled
Employee Code	Employee Contribution	Employee Pay Rate - Annual
Employee Pay Rate - Hourly	Employee Vehicle Record ID	Employment Number
Employment Start Date	Employment Type Code	Employment Type Description
Employment_Date1	Employment_Date2	Employment_Date3
Employment_Date4	Employment_Date5	Employment_Date6
Employment_Memo	Employment_Number1	Employment_Number2
Employment_Number3	Employment_Number4	Employment_Number5
Employment_Number6	Employment_Option1	Employment_Option2
Employment_Option3	Employment_Option4	Employment_Text1
Employment_Text2	Employment_Text3	Employment_Text4
Employment_Text5	Employment_Text6	Employment_Text7
Employment_Text8	Engine Capacity	Engine Number
Existing Accessories	ezLaborManager	First Name
Fuel Type Code	Fuel Type Description	Full Part Time Indicator
Gender		
HR ID	Initials	Insurance Group Code
Insurance Group Description	Job Code	Job Title
Last Name	Latest Mileage	Lease Renewal Date
Leased	Leased Date	Length of Lease
Length of Service Months	Length of Service Years	List Price
Location Code	Location Name	Manager ID
Manager Name	Middle Name	Mileage When Issued
Mileage When Returned	MOT Due Date	New Accessories
NI Number	P11D Value	Pay Group Code
Pay Group Description	Period Unit Code	Period Unit Description
Person Full Name	Person Id	Person_Date1
Person_Date2	Person_Date3	Person_Date4
Person_Date5	Person_Date6	Person_Memo
Person_Number1	Person_Number2	Person_Number3
Person_Number4	Person_Number5	Person_Number6
Person_Option1	Person_Option2	Person_Option3
Person_Option4	Person_Text1	Person_Text2
Person_Text3	Person_Text4	Person_Text5

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Person_Text6	Person_Text7	Person_Text8
Position Title	Post Code	Preferred Name
Primary Appointment Indicator	Private Fuel	Private Use Actual Amount
Purchase Date	Replacement Date	Report Appointment Status
Report Employment Status	Required Amount	Salutation
Shift Pattern Code	Shift Pattern Description	Std Hours from EE RATE
Tax Month	Title Code	Town
Vehicle Additional Info	Vehicle Assignment Additional Info	Vehicle Make Code
Vehicle Make Description	Vehicle Model Code	Vehicle Model Description
Vehicle Registration Number	Vehicle Type Code	Vehicle Type Description
Working Hours Agreement Code	Working Hours Agreement Description	

Company Property Allocation view

Acquired Date	Address Line 1	Address Line 2
Address Line 3	Adjusted Service Date	Age Months
Age Years	Appointment End Date	Appointment FTE
Appointment Start Date	Appointment Type Code	Appointment Type Description
Appointment_Date1	Appointment_Date2	Appointment_Date3
Appointment_Date4	Appointment_Date5	Appointment_Date6
Appointment_Memo	Appointment_Number1	Appointment_Number2
Appointment_Number3	Appointment_Number4	Appointment_Number5
Appointment_Number6	Appointment_Option1	Appointment_Option2
Appointment_Option3	Appointment_Option4	Appointment_Text1
Appointment_Text2	Appointment_Text3	Appointment_Text4
Appointment_Text5	Appointment_Text6	Appointment_Text7
Appointment_Text8	Asset Number	Birth Date
Business Unit Code	Business Unit Name	Business Unit Parent Code
Business Unit Parent Name	Comments	Company Property Type Code
Company Property Type Description	Continuous Service Date	Contractual Hours
Cost Centre Code	Cost Centre Description	Date Issued
Date Returned	Disabled	Disposed Date
Employee Code	Employee Pay Rate - Annual	Employee Pay Rate - Hourly
Employment Number	Employment Start Date	Employment Termination Date
Employment Type Code	Employment Type Description	Employment_Date1
Employment_Date2	Employment_Date3	Employment_Date4
Employment_Date5	Employment_Date6	Employment_Memo
Employment_Number1	Employment_Number2	Employment_Number3
Employment_Number4	Employment_Number5	Employment_Number6
Employment_Option1	Employment_Option2	Employment_Option3
Employment_Option4	Employment_Text1	Employment_Text2
Employment_Text3	Employment_Text4	Employment_Text5
Employment_Text6	Employment_Text7	Employment_Text8
ezLaborManager		
First Name	Full Part Time Indicator	Gender
HR ID	Initials	Job Code
Job Title	Last Name	Length of Service Months
Length of Service Years	Location Code	Location Name
Manager ID	Manager Name	Middle Name
NI Number	Pay Group Code	Pay Group Description
Person Full Name	Person Id	Person_Date1
Person_Date2	Person_Date3	Person_Date4
Person_Date5	Person_Date6	Person_Memo
Person_Number1	Person_Number2	Person_Number3
Person_Number4	Person_Number5	Person_Number6
Person_Option1	Person_Option2	Person_Option3
Person_Option4	Person_Text1	Person_Text2
Person_Text3	Person_Text4	Person_Text5
Person_Text6	Person_Text7	Person_Text8
Position Title	Post Code	Preferred Name
Primary Appointment Indicator	Property Description	Property Expiry Date
Property ID	Property Name	Property Value
Reason for Disposal Code	Reason for Disposal Description	Report Appointment Status
Report Employment Status	Salutation	Security Level Code
Security Level Description	Security Number	Security Pass
Serial Number	Shift Pattern Code	Shift Pattern Description
Std Hours from EE RATE	Title Code	Town
Working Hours Agreement Code	Working Hours Agreement Description	

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Cost Centre Setup view

Cost Centre Code

Cost Centre GL Business Code

Cost Centre Description

Installation Name

Dependants and Emergency Contacts view

The following fields are available in this view:

Address Line 1	Address Line 2	Address Line 3
Adjusted Service Date	Age Months	Age Years
Appointment End Date	Appointment FTE	Appointment Start Date
Appointment Type Code	Appointment Type Description	Appointment_Date1
Appointment_Date2	Appointment_Date3	Appointment_Date4
Appointment_Date5	Appointment_Date6	Appointment_Memo
Appointment_Number1	Appointment_Number2	Appointment_Number3
Appointment_Number4	Appointment_Number5	Appointment_Number6
Appointment_Option1	Appointment_Option2	Appointment_Option3
Appointment_Option4	Appointment_Text1	Appointment_Text2
Appointment_Text3	Appointment_Text4	Appointment_Text5
Appointment_Text6	Appointment_Text7	Appointment_Text8
Birth Date	Business Unit Code	Business Unit Name
Business Unit Parent Code	Business Unit Parent Name	Comments
Company Code	Company Name	Continuous Service Date
Contractual Hours	Cost Centre Code	Cost Centre Description
Country Code	Country Name	County Code
County Name	Dependant ID	Dependant Indicator
Dependant/Contact Birth Date	Dependant/Contact Disabled	Dependant/Contact Email
Dependant/Contact Employee Indicator	Dependant/Contact First Name	Dependant/Contact Gender
Dependant/Contact Home Phone	Dependant/Contact Initials	Dependant/Contact Last Name
Dependant/Contact Middle Name	Dependant/Contact Mobile Phone	Dependant/Contact Preferred Name
Dependant/Contact Salutation	Dependant/Contact Student Indicator	Dependant/Contact Title Code
Dependant/Contact Uses Employee Address	Dependant/Contact Work Phone	Disabled
Emergency Contact Type Code	Employee Address Line 1	Employee Address Line 2
Employee Address Line 3	Employee Code	Employee Pay Rate - Annual
Employee Pay Rate - Hourly	Employee Postcode	Employee Town
Employment Number	Employment Start Date	Employment Termination Date
Employment Type Code	Employment Type Description	Employment_Date1
Employment_Date2	Employment_Date3	Employment_Date4
Employment_Date5	Employment_Date6	Employment_Memo
Employment_Number1	Employment_Number2	Employment_Number3
Employment_Number4	Employment_Number5	Employment_Number6
Employment_Option1	Employment_Option2	Employment_Option3
Employment_Option4	Employment_Text1	Employment_Text2
Employment_Text3	Employment_Text4	Employment_Text5
Employment_Text6	Employment_Text7	Employment_Text8
ezLaborManager		
First Name	Full Part Time Indicator	Gender
HR ID	Initials	Job Code
Job Title	Last Name	Length of Service Months
Length of Service Years	Location Code	Location Name
Manager ID	Manager Name	Middle Name

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NI Number	Person Full Name	Person Id
Person_Date1	Person_Date2	Person_Date3
Person_Date4	Person_Date5	Person_Date6
Person_Memo	Person_Number1	Person_Number2
Person_Number3	Person_Number4	Person_Number5
Person_Number6	Person_Option1	Person_Option2
Person_Option3	Person_Option4	Person_Text1
Person_Text2	Person_Text3	Person_Text4
Person_Text5	Person_Text6	Person_Text7
Person_Text8	Position Title	Post Code
Preferred Name	Primary Appointment Indicator	Relation Type Code
Relation Type Description	Report Appointment Status	Report Employment Status
Salutation	Shift Pattern Code	Shift Pattern Description
Std Hours from EE RATE	Title Code	Title Description
Town	Working Hours Agreement Code	Working Hours Agreement Description

Employee Absence view

The following fields are available in this view:

Absence Accident Indicator	Absence Category Code	Absence Category Description
Absence Confirmed Indicator	Absence Date Notified	Absence Duration
Absence End Date	Absence End Time	Absence Expected End Date
Absence ID	Absence Late Notification	Absence Reason Code
Absence Reason Description	Absence Rounding Code	Absence Start Date
Absence Start Time	Absence Unit Code	Accident Category Code
Accident Category Description	Accident Comments	Accident Date
Accident Reference	Accident Summary	Accident Time
Address Line 1	Address Line 2	Address Line 3
Adjusted Service Date	Age Months	Age Years
Allow override of Shift Pattern	Appointment End Date	Appointment FTE
Appointment Start Date	Appointment Type Code	Appointment Type Description
Appointment_Date1	Appointment_Date2	Appointment_Date3
Appointment_Date4	Appointment_Date5	Appointment_Date6
Appointment_Memo	Appointment_Number1	Appointment_Number2
Appointment_Number3	Appointment_Number4	Appointment_Number5
Appointment_Number6	Appointment_Option1	Appointment_Option2
Appointment_Option3	Appointment_Option4	Appointment_Text1
Appointment_Text2	Appointment_Text3	Appointment_Text4
Appointment_Text5	Appointment_Text6	Appointment_Text7
Appointment_Text8	Birth Date	Business Unit Code
Business Unit Name	Business Unit Parent Code	Business Unit Parent Name
Company Code	Company Name	Continuous Service Date
Contract End Date	Contractual Hours	Cost Centre Code
Cost Centre Description	Date reported	Document on file
Employee Code	Employee Pay Rate - Annual	Employee Pay Rate - Hourly
Employee Payroll Code	Employee Probation End Date	Employee's Note
Employer's Note	Employment Number	Employment Start Date
Employment Termination Date	Employment Type Code	Employment Type Description
Employment_Date1	Employment_Date2	Employment_Date3
Employment_Date4	Employment_Date5	Employment_Date6
Employment_Memo	Employment_Number1	Employment_Number2
Employment_Number3	Employment_Number4	Employment_Number5
Employment_Number6	Employment_Option1	Employment_Option2
Employment_Option3	Employment_Option4	Employment_Text1
Employment_Text2	Employment_Text3	Employment_Text4
Employment_Text5	Employment_Text6	Employment_Text7
Employment_Text8	ezLaborManager	First Name
Full Part Time Indicator	Gender	HR ID
Injury details	Installation Name	Job Class Code
Job Class Description	Job Code	Job Title
Last Name	Length of Service Months	Length of Service Years
Location Code	Location Name	Location of Accident
Manager ID	Manager Name	Medical Certificate Required
Middle Name	NI Number	Notifiable Disease
On company premises	Originally Logged By	Pay Group Code
Pay Group Description	Pension Eligibility Date	Person Full Name
Person Id	Person_Date1	Person_Date2
Person_Date3	Person_Date4	Person_Date5
Person_Date6	Person_Memo	Person_Number1
Person_Number2	Person_Number3	Person_Number4
Person_Number5	Person_Number6	Person_Option1
Person_Option2	Person_Option3	Person_Option4

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Person_Text1	Person_Text2	Person_Text3
Person_Text4	Person_Text5	Person_Text6
Person_Text7	Person_Text8	Position Title
Post Code	Preferred Name	Primary Appointment Indicator
Report Appointment Status	Report Employment Status	Reported by
Reported to incident contact centre	Resignation or Dismissal Date	RIDDOR Date reported
Salutation	Shift Pattern Code	Shirt Pattern Description
Std Hours from EE RATE	Title Code	Town
Working Hours Agreement Code	Working Hours Agreement Description	

Employee Accident view

The following fields are available in this view:

Accident Category Code	Accident Category Description	Accident Date
Accident Reference	Accident summary	Accident Time
Address Line 1	Address Line 2	Address Line 3
Adjusted Service Date	Age Months	Age Years
Appointment End Date	Appointment FTE	Appointment Start Date
Appointment Type Code	Appointment Type Description	Appointment_Date1
Appointment_Date2	Appointment_Date3	Appointment_Date4
Appointment_Date5	Appointment_Date6	Appointment_Memo
Appointment_Number1	Appointment_Number2	Appointment_Number3
Appointment_Number4	Appointment_Number5	Appointment_Number6
Appointment_Option1	Appointment_Option2	Appointment_Option3
Appointment_Option4	Appointment_Text1	Appointment_Text2
Appointment_Text3	Appointment_Text4	Appointment_Text5
Appointment_Text6	Appointment_Text7	Appointment_Text8
Birth Date	Business Unit Code	Business Unit Name
Business Unit Parent Code	Business Unit Parent Name	Comments
Company Code	Company Name	Continuous Service Date
Contractual Hours	Cost Centre Code	Cost Centre Description
Country Code	Country Name	County Code
County Name	Date reported	Disabled
Document on file	Employee Code	Employee Pay Rate - Annual
Employee Pay Rate - Hourly	Employee Payroll Code	Employment Number
Employment Start Date	Employment Termination Date	Employment Type Code
Employment Type Description	Employment_Date1	Employment_Date2
Employment_Date3	Employment_Date4	Employment_Date5
Employment_Date6	Employment_Memo	Employment_Number1
Employment_Number2	Employment_Number3	Employment_Number4
Employment_Number5	Employment_Number6	Employment_Option1
Employment_Option2	Employment_Option3	Employment_Option4
Employment_Text1	Employment_Text2	Employment_Text3
Employment_Text4	Employment_Text5	Employment_Text6
Employment_Text7	Employment_Text8	ezLaborManager
First Name	Full Part Time Indicator	Gender
HR ID	Initials	Injury details
Job Code	Job Title	Last Name
Length of Service Months	Length of Service Years	Location Code
Location Name	Location of Accident	Manager ID
Manager Name	Middle Name	NI Number
On company premises	Pay Group Code	Pay Group Description
Person Full Name	Person Id	Person_Date1
Person_Date2	Person_Date3	Person_Date4
Person_Date5	Person_Date6	Person_Memo
Person_Number1	Person_Number2	Person_Number3
Person_Number4	Person_Number5	Person_Number6
Person_Option1	Person_Option2	Person_Option3
Person_Option4	Person_Text1	Person_Text2
Person_Text3	Person_Text4	Person_Text5
Person_Text6	Person_Text7	Person_Text8
Position Title	Post Code	Preferred Name
Primary Appointment Indicator	Report Appointment Status	Report Employment Status
Reported by	Reported to incident contact centre	RIDDOR Date reported
Salutation	Shift Pattern Code	Shift Pattern Description
Std Hours from EE RATE	Title Code	Town
Working Hours Agreement Code	Working Hours Agreement Desc	

Chapter 2 – Ad hoc report views

Employee Accumulators view

The following fields are available in this view:

Accumulator	Accumulator Description	Accumulator Type
Address Line 1	Address Line 2	Address Line 3
Adjusted Service Date	Age Months	Age Years
Appointment End Date	Appointment FTE	Appointment Start Date
Appointment Type Code	Appointment Type Description	Appointment_Date1
Appointment_Date2	Appointment_Date3	Appointment_Date4
Appointment_Date5	Appointment_Date6	Appointment_Memo
Appointment_Number1	Appointment_Number2	Appointment_Number3
Appointment_Number4	Appointment_Number5	Appointment_Number6
Appointment_Option1	Appointment_Option2	Appointment_Option3
Appointment_Option4	Appointment_Text1	Appointment_Text2
Appointment_Text3	Appointment_Text4	Appointment_Text5
Appointment_Text6	Appointment_Text7	Appointment_Text8
Birth Date	Business Unit Code	Business Unit Name
Business Unit Parent Code	Business Unit Parent Name	Company Code
Company nAME	Continuous Service Date	Contractual Hours
Cost Centre Code	Cost Centre Description	Disabled
Employee Code	Employee Pay Rate - Annual	Employee Pay Rate - Hourly
Employee Payroll Code	Employment Number	Employment Start Date
Employment Termination Date	Employment Type Code	Employment Type Description
Employment_Date1	Employment_Date2	Employment_Date3
Employment_Date4	Employment_Date5	Employment_Date6
Employment_Memo	Employment_Number1	Employment_Number2
Employment_Number3	Employment_Number4	Employment_Number5
Employment_Number6	Employment_Option1	Employment_Option2
Employment_Option3	Employment_Option4	Employment_Text1
Employment_Text2	Employment_Text3	Employment_Text4
Employment_Text5	Employment_Text6	Employment_Text7
Employment_Text8	ezLaborManager	
First Name	Full Part Time Indicator	
Gender	HR ID	Initials
Job Code	Job Title	Jurisdiction Code
Last Name	Length of Service Months	Length of Service Years
Location Code	Location Name	Manager ID
Manager Name	Middle Name	NI Number
Pay Group Code	Pay Group Description	Person Full Name
Person Id	Person_Date1	Person_Date2
Person_Date3	Person_Date4	Person_Date5
Person_Date6	Person_Memo	Person_Number1
Person_Number2	Person_Number3	Person_Number4
Person_Number5	Person_Number6	Person_Option1
Person_Option2	Person_Option3	Person_Option4
Person_Text1	Person_Text2	Person_Text3
Person_Text4	Person_Text5	Person_Text6
Person_Text7	Person_Text8	Position Title
Post Code	Preferred Name	Primary Appointment Indicator
Report Appointment Status	Report Employment Status	Salutation
Shift Pattern Code	Shift Pattern Description	Std Hours from EE RATE
Tax Type Code	Tax Year	Title Code
Town	Working Hours Agreement Code	Working Hours Agreement Desc
YTD Amount		

Employee Achievements view

The following fields are available in this view:

Achievement	Achievement Category Code	Achievement Category Description
Achievement Short Description	Adjusted Service Date	Age Months
Age Years	Appointment End Date	Appointment FTE
Appointment Start Date	Appointment Type Code	Appointment Type Description
Appointment_Date1	Appointment_Date2	Appointment_Date3
Appointment_Date4	Appointment_Date5	Appointment_Date6
Appointment_Memo	Appointment_Number1	Appointment_Number2
Appointment_Number3	Appointment_Number4	Appointment_Number5
Appointment_Number6	Appointment_Option1	Appointment_Option2
Appointment_Option3	Appointment_Option4	Appointment_Text1
Appointment_Text2	Appointment_Text3	Appointment_Text4
Appointment_Text5	Appointment_Text6	Appointment_Text7
Appointment_Text8	Birth Date	Business Unit Code
Business Unit Name	Business Unit Parent Code	Business Unit Parent Name
Company Code	Company Name	Continuous Service Date
Contractual Hours	Cost Centre Code	Cost Centre Description
Date Achieved	Disabled	Employee Code
Employee Pay Rate - Annual	Employee Pay Rate - Hourly	Employment Number
Employment Start Date	Employment Termination Date	Employment Type Code
Employment Type Description	Employment_Date1	Employment_Date2
Employment_Date3	Employment_Date4	Employment_Date5
Employment_Date6	Employment_Memo	Employment_Number1
Employment_Number2	Employment_Number3	Employment_Number4
Employment_Number5	Employment_Number6	Employment_Option1
Employment_Option2	Employment_Option3	Employment_Option4
Employment_Text1	Employment_Text2	Employment_Text3
Employment_Text4	Employment_Text5	Employment_Text6
Employment_Text7	Employment_Text8	ezLaborManager
First Name	Full Part Time Indicator	
Gender	Grade Code	
Grade Description	HR ID	Initials
Job Code	Job Title	Last Name
Length of Service Months	Length of Service Years	Location Code
Location Name	Manager ID	Manager Name
Middle Name	NI Number	Pay Group Code
Pay Group Description	Person Full Name	Person Id
Person_Date1	Person_Date2	Person_Date3
Person_Date4	Person_Date5	Person_Date6
Person_Memo	Person_Number1	Person_Number2
Person_Number3	Person_Number4	Person_Number5
Person_Number6	Person_Option1	Person_Option2
Person_Option3	Person_Option4	Person_Text1
Person_Text2	Person_Text3	Person_Text4
Person_Text5	Person_Text6	Person_Text7
Person_Text8	Position Title	Preferred Name
Primary Appointment Indicator	Report Appointment Status	Report Employment Status
Salutation	Shift Pattern Code	Shift Pattern Description
Std Hours from EE RATE	Title Code	Title Description
Town	Working Hours Agreement Code	Working Hours Agreement Desc

Chapter 2 – Ad hoc report views

Employee Appointment History

The following fields are available in this view:

Address Line 1	Address Line 2	Address Line 3
Adjusted Service Date	Age Months	Age Years
Appointment End Date	Appointment FTE	Appointment Start Date
Appointment Type Code	Appointment Type Description	Appointment_Date1
Appointment_Date2	Appointment_Date3	Appointment_Date4
Appointment_Date5	Appointment_Date6	Appointment_Memo
Appointment_Number1	Appointment_Number2	Appointment_Number3
Appointment_Number4	Appointment_Number5	Appointment_Number6
Appointment_Option1	Appointment_Option2	Appointment_Option3
Appointment_Option4	Appointment_Text1	Appointment_Text2
Appointment_Text3	Appointment_Text4	Appointment_Text5
Appointment_Text6	Appointment_Text7	Appointment_Text8
Birth Date	Business Unit Code	Business Unit Name
Business Unit Parent Code	Business Unit Parent Name	Business Unit Parent Type
Business Unit Parent2	Business Unit Parent2 Name	Business Unit Parent2 Type
Business Unit Parent3	Business Unit Parent3 Name	Business Unit Parent3 Type
Business Unit Parent4	Business Unit Parent4 Name	Business Unit Parent4 Type
Business Unit Parent5	Business Unit Parent5 Name	Business Unit Parent5 Type
Business Unit Parent6	Business Unit Parent6 Name	Business Unit Parent6 Type
Business Unit Parent7	Business Unit Parent7 Name	Business Unit Parent7 Type
Business Unit Parent8	Business Unit Parent8 Name	Business Unit Parent8 Type
Business Unit Parent9	Business Unit Parent9 Name	Business Unit Parent9 Type
Business Unit Type Description	Company Code	Company Name
Continuous Service Date	Contractual Hours	Cost Centre Code
Cost Centre Description	Cost Centre General Ledger Business Code	Disabled
Employee Code	Employee Pay Rate	Employee Pay Rate - Annual
Employee Pay Rate - Hourly	Employee Pay Rate Include Amount	Employee Rate Increment Percentage
Employee Rate Number	Employment Number	Employment Start Date
Employment Termination Date	Employment Type Code	Employment Type Description
Employment_Date1	Employment_Date2	Employment_Date3
Employment_Date4	Employment_Date5	Employment_Date6
Employment_Memo	Employment_Number1	Employment_Number2
Employment_Number3	Employment_Number4	Employment_Number5
Employment_Number6	Employment_Option1	Employment_Option2
Employment_Option3	Employment_Option4	Employment_Text1
Employment_Text2	Employment_Text3	Employment_Text4
Employment_Text5	Employment_Text6	Employment_Text7
Employment_Text8	ezLaborManager	
First Name	Full Part Time Indicator	
Gender	Grade Code	Grade Description
HR ID	Initials	Installation Name
Job Code	Job Title	Labour Allocation Cost Code
Labour Allocation GL Code	Labour Allocation Percentage	Last Name
Length of Service Months	Length of Service Years	Location Code
Location Name	Manager ID	Manager Name
Middle Name	NI Number	Pay Frequency Code
Pay Group Code	Pay Group Description	Person Full Name
Person Id	Person_Date1	Person_Date2
Person_Date3	Person_Date4	Person_Date5
Person_Date6	Person_Memo	Person_Number1
Person_Number2	Person_Number3	Person_Number4
Person_Number5	Person_Number6	Person_Option1
Person_Option2	Person_Option3	Person_Option4

Chapter 2 – Ad hoc report views

Person_Text1	Person_Text2	Person_Text3
Person_Text4	Person_Text5	Person_Text6
Person_Text7	Person_Text8	Position Title
Post Code	Preferred Name	Primary Appointment Indicator
Rate Code	Rate Description	Rate Effective from
Rate Effective to	Report Appointment Status	Report Employment Status
Salutation	Shift Pattern Code	Shift Pattern Description
Std Hours from EE RATE	Title Code	Title Description
Town	Working Hours Agreement Code	Working Hours Agreement Desc

Employee Appraisals view

This view contains summary details about each Appraisal. It could be used it to construct reports showing, for example, a list of Appraisals in progress, or a history of Appraisals for a particular Appointment The following fields are available:

Address Line 1	Address Line 2	Address Line 3
Adjusted Service Date	Age Months	Age Years
Appointment End Date	Appointment FTE	Appointment Start Date
Appointment Type Code	Appointment Type Description	Appointment_Date1
Appointment_Date2	Appointment_Date3	Appointment_Date4
Appointment_Date5	Appointment_Date6	Appointment_Memo
Appointment_Number1	Appointment_Number2	Appointment_Number3
Appointment_Number4	Appointment_Number5	Appointment_Number6
Appointment_Option1	Appointment_Option2	Appointment_Option3
Appointment_Option4	Appointment_Text1	Appointment_Text2
Appointment_Text3	Appointment_Text4	Appointment_Text5
Appointment_Text6	Appointment_Text7	Appointment_Text8
Appraisal Complete Date	Appraisal Completed or Due	Appraisal Date Completed
Appraisal Employees Comments	Appraisal Grade	Appraisal Grade Meaning
Appraisal Ranking	Appraisal Next Due	Appraisal Period Starting
Appraisal Status	Appraisal Type Name	Appraiser Name
Appraiser Person Id	Appraisers Comments	Birth Date
Business Unit Code	Business Unit Name	Business Unit Parent Code
Business Unit Parent Name	Company Code	Company Name
Continuous Service Date	Contractual Hours	Cost Centre Code
Cost Centre Description	Disabled	Employee Code
Employee Pay Rate - Annual	Employee Pay Rate - Hourly	Employment Number
Employment Start Date	Employment Termination Date	Employment Type Code
Employment Type Description	Employment_Date1	Employment_Date2
Employment_Date3	Employment_Date4	Employment_Date5
Employment_Date6	Employment_Memo	Employment_Number1
Employment_Number2	Employment_Number3	Employment_Number4
Employment_Number5	Employment_Number6	Employment_Option1
Employment_Option2	Employment_Option3	Employment_Option4
Employment_Text1	Employment_Text2	Employment_Text3
Employment_Text4	Employment_Text5	Employment_Text6
Employment_Text7	Employment_Text8	Experience to date in months
Experience to date in years	ezLaborManager	First Name
Full Part Time Indicator	Gender	Grade Code
Grade Description	HR ID	Initials
Job Code	Job Title	Last Name
Last Appraisal for this appointment	Last Completed Appraisal for this appointment	Length of Service Months
Length of Service Years	Location Code	Location Name
Manager ID	Manager Name	Middle Name
NI Number	Pay Group Code	Pay Group Description
Person Full Name	Person Id	Person_Date1
Person_Date2	Person_Date3	Person_Date4
Person_Date5	Person_Date6	Person_Memo
Person_Number1	Person_Number2	Person_Number3
Person_Number4	Person_Number5	Person_Number6
Person_Option1	Person_Option2	Person_Option3
Person_Option4	Person_Text1	Person_Text2
Person_Text3	Person_Text4	Person_Text5
Person_Text6	Person_Text7	Person_Text8
Position Title	Preferred Name	Primary Appointment Indicator

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Report Appointment Status	Report Employment Status	Salutation
Shift Pattern Code	Shift Pattern Description	Std Hours from EE RATE
Title Code	Town	Working Hours Agreement Code
Working Hours Agreement Desc		

Employee Appraisal Fields view

This view contains details from each user-field in the Appraisal Form. It could be used to construct reports showing, for example, the objectives set in each Appraisal. The following fields are available:

Address Line 1	Address Line 2	Address Line 3
Adjusted Service Date	Age Months	Age Years
Appointment End Date	Appointment FTE	Appointment Start Date
Appointment Type Code	Appointment Type Description	Appointment_Date1
Appointment_Date2	Appointment_Date3	Appointment_Date4
Appointment_Date5	Appointment_Date6	Appointment_Memo
Appointment_Number1	Appointment_Number2	Appointment_Number3
Appointment_Number4	Appointment_Number5	Appointment_Number6
Appointment_Option1	Appointment_Option2	Appointment_Option3
Appointment_Option4	Appointment_Text1	Appointment_Text2
Appointment_Text3	Appointment_Text4	Appointment_Text5
Appointment_Text6	Appointment_Text7	Appointment_Text8
Appraisal Complete By Date	Appraisal Completed or Due	Appraisal Date Completed
Appraisal Field Comment	Appraisal Field Deadline Date	Appraisal Field Description
Appraisal Field Display Order	Appraisal Field Grade Description	Appraisal Field Grade Rank
Appraisal Field Style	Appraisal Field Title	Appraisal Field Weighting
Appraisal Field Yes or No	Appraisal Heading Display order	Appraisal Heading Title
Appraisal Period Starting	Appraisal Status	Appraisal Type Name
Behaviour Description	Birth Date	Business Unit Code
Business Unit Name	Business Unit Parent Code	Business Unit Parent Name
Company Code	Company Name	Competency Description
Competency Framework Name	Competency Level Description	Competency Type Description
Continuous Service Date	Contractual Hours	Cost Centre Code
Cost Centre Description	Disabled	Employee Code
Employee Pay Rate - Annual	Employee Pay Rate - Hourly	Employment Number
Employment Start Date	Employment Termination Date	Employment Type Code
Employment Type Description	Employment_Date1	Employment_Date2
Employment_Date3	Employment_Date4	Employment_Date5
Employment_Date6	Employment_Memo	Employment_Number1
Employment_Number2	Employment_Number3	Employment_Number4
Employment_Number5	Employment_Number6	Employment_Option1
Employment_Option2	Employment_Option3	Employment_Option4
Employment_Text1	Employment_Text2	Employment_Text3
Employment_Text4	Employment_Text5	Employment_Text6
Employment_Text7	Employment_Text8	Experience to date in months
Experience to date in years	ezLaborManager	First Name
Full Part Time Indicator	Gender	Grade Code
Grade Description	HR ID	Initials
Job Code	Job Title	Last Name
Latest Appraisal for this appointment	Latest Completed Appraisal for this appointment	Length of Service Months
Length of Service Years	Location Code	Location Name
Manager ID	Manager Name	Middle Name
NI Number	Pay Group Code	Pay Group Description
Person Full Name	Person Id	Person_Date1
Person_Date2	Person_Date3	Person_Date4
Person_Date5	Person_Date6	Person_Memo
Person_Number1	Person_Number2	Person_Number3
Person_Number4	Person_Number5	Person_Number6
Person_Option1	Person_Option2	Person_Option3
Person_Option4	Person_Text1	Person_Text2

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Person_Text3	Person_Text4	Person_Text5
Person_Text6	Person_Text7	Person_Text8
Position Title	Preferred Name	Primary Appointment Indicator
Report Appointment Status	Report Employment Status	Salutation
Shift Pattern Code	Shift Pattern Description	Std Hours from EE RATE
Title Code	Town	Working Hours Agreement Code
Working Hours Agreement Desc		

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Employee Benefits view

The following fields are available in this view:

Address Line 1	Address Line 2	Address Line 3
Adjusted Service Date	Age Months	Age Years
Appointment End Date	Appointment FTE	Appointment Start Date
Appointment Type Code	Appointment Type Description	Appointment_Date1
Appointment_Date2	Appointment_Date3	Appointment_Date4
Appointment_Date5	Appointment_Date6	Appointment_Memo
Appointment_Number1	Appointment_Number2	Appointment_Number3
Appointment_Number4	Appointment_Number5	Appointment_Number6
Appointment_Option1	Appointment_Option2	Appointment_Option3
Appointment_Option4	Appointment_Text1	Appointment_Text2
Appointment_Text3	Appointment_Text4	Appointment_Text5
Appointment_Text6	Appointment_Text7	Appointment_Text8
Benefit Category Code	Benefit Category Description	Benefit Category Display Sequence No
Benefit Code	Benefit Configuration Type Code	Benefit Configuration Type Description
Benefit Configuration Type Short Description	Benefit Coverage Code	Benefit Coverage Description
Benefit Description	Benefit Display Sequence No	Benefit Savings Reference ID
Benefit Share Option Expiration Date	Benefit Share Option Grant Date	Benefit Share Option Grant Price
Benefit Share Option Grant Type	Benefit Short Name	Benefit Statement Text
Benefit Status	Birth Date	Business Unit Code
Business Unit Name	Business Unit Parent Code	Business Unit Parent Name
Company Code	Company Name	Continuous Service Date
Contractual Hours	Cost Centre Code	Cost Centre Description
County Name	Cover Effective From	Cover Effective To
Deduction Code	Deduction Description	Disabled
Earnings Code	Earnings Description	Employee Annual Value
Employee Benefit Effective From	Employee Benefit Effective To	Employee Benefit End Date
Employee Benefit Entitled Date	Employee Benefit In Kind Indicator	Employee Benefit Notes
Employee Benefit Share Option Share Quantity	Employee Benefit Start Date	Employee Code
Employee Contribution Amount	Employee Contribution Frequency	Employee Contribution Frequency Code
Employee Contribution Goal	Employee Contribution Rate	Employee Pay Rate - Annual
Employee Pay Rate - Hourly	Employee Payment Amount	Employee Payment Frequency
Employee Payment Frequency Code	Employee Payroll Code	Employee Value Amount
Employee Value Frequency	Employee Value Frequency Code	Employer Contribution Amount
Employer Contribution Frequency	Employer Contribution Frequency Code	Employer Contribution Goal
Employer Contribution Rate	Employer Cost Amount	Employer Cost Frequency
Employer Cost Frequency Code	Employment Number	Employment Start Date
Employment Termination Date	Employment Type Code	Employment Type Description
Employment_Date1	Employment_Date2	Employment_Date3
Employment_Date4	Employment_Date5	Employment_Date6
Employment_Memo	Employment_Number1	Employment_Number2
Employment_Number3	Employment_Number4	Employment_Number5
Employment_Number6	Employment_Option1	Employment_Option2
Employment_Option3	Employment_Option4	Employment_Text1
Employment_Text2	Employment_Text3	Employment_Text4
Employment_Text5	Employment_Text6	Employment_Text7
Employment_Text8	ezLaborManager	
First Name	Full Part Time Indicator	

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Gender	Grade Code	Grade Description
HR ID	Initials	Job Code
Job Title	Last Name	Leave Plan Entitlement
Length of Service Months	Length of Service Years	Location Code
Location Name	Manager ID	Manager Name
Middle Name	NI Number	Pay Group Code
Pay Group Description	PAYE Reporting Name	Pension Description
Pension Membership Date Of Joining	Pension Membership Date Of Leaving	Pension Membership Stakeholder Policy No
Person Full Name	Person Id	Person_Date1
Person_Date2	Person_Date3	Person_Date4
Person_Date5	Person_Date6	Person_Memo
Person_Number1	Person_Number2	Person_Number3
Person_Number4	Person_Number5	Person_Number6
Person_Option1	Person_Option2	Person_Option3
Person_Option4	Person_Text1	Person_Text2
Person_Text3	Person_Text4	Person_Text5
Person_Text6	Person_Text7	Person_Text8
Position Title	Post Code	Preferred Name
Primary Appointment Indicator	Report Appointment Status	Report Employment Status
Salutation	Scheme Basis	Scheme Code
Shift Pattern Code	Shift Pattern Description	Std Hours from EE RATE
Title Code	Town	Working Hours Agreement Code
Working Hours Agreement Desc		

Employee Colleges Attended view

The following fields are available in this view:

Address Line 1	Address Line 2	Address Line 3
Adjusted Service Date	Age Months	Age Years
Appointment End Date	Appointment FTE	Appointment Start Date
Appointment Type Code	Appointment Type Description	Appointment_Date1
Appointment_Date2	Appointment_Date3	Appointment_Date4
Appointment_Date5	Appointment_Date6	Appointment_Memo
Appointment_Number1	Appointment_Number2	Appointment_Number3
Appointment_Number4	Appointment_Number5	Appointment_Number6
Appointment_Option1	Appointment_Option2	Appointment_Option3
Appointment_Option4	Appointment_Text1	Appointment_Text2
Appointment_Text3	Appointment_Text4	Appointment_Text5
Appointment_Text6	Appointment_Text7	Appointment_Text8
Birth Date	Business Unit Code	Business Unit Name
Business Unit Parent Code	Business Unit Parent Name	Comments
Continuous Service Date	Contractual Hours	Cost Centre Code
Cost Centre Description	Disabled	Employee Code
Employee Pay Rate - Annual	Employee Pay Rate - Hourly	Employment Number
Employment Start Date	Employment Termination Date	Employment Type Code
Employment Type Description	Employment_Date1	Employment_Date2
Employment_Date3	Employment_Date4	Employment_Date5
Employment_Date6	Employment_Memo	Employment_Number1
Employment_Number2	Employment_Number3	Employment_Number4
Employment_Number5	Employment_Number6	Employment_Option1
Employment_Option2	Employment_Option3	Employment_Option4
Employment_Text1	Employment_Text2	Employment_Text3
Employment_Text4	Employment_Text5	Employment_Text6
Employment_Text7	Employment_Text8	Establishment Address 1
Establishment Address 2	Establishment Address 3	Establishment Code
Establishment Contact First Name	Establishment Contact Last Name	Establishment Contact Middle Name
Establishment Contact Telephone No	Establishment Contact Title Code	Establishment Contact Title Description
Establishment Country	Establishment County	Establishment Join Date
Establishment Leave Date	Establishment Name	Establishment Postcode
Establishment Telephone No	Establishment Town	ezLaborManager
First Name	Full Part Time Indicator	Gender
HR ID	Initials	Job Code
Job Title	Last Name	Length of Service Months
Length of Service Years	Location Code	Location Name
Manager ID	Manager Name	Middle Name
NI Number	Person Full Name	Person Id
Person_Date1	Person_Date2	Person_Date3
Person_Date4	Person_Date5	Person_Date6
Person_Memo	Person_Number1	Person_Number2
Person_Number3	Person_Number4	Person_Number5
Person_Number6	Person_Option1	Person_Option2
Person_Option3	Person_Option4	Person_Text1
Person_Text2	Person_Text3	Person_Text4
Person_Text5	Person_Text6	Person_Text7
Person_Text8	Position Title	Post Code
Preferred Name	Primary Appointment Indicator	Report Appointment Status
Report Employment Status	Salutation	Shift Pattern Code
Shift Pattern Description	Std Hours from EE RATE	Title Code
Town	Working Hours Agreement Code	Working Hours Agreement Description

Employee Current Information view

The Employee Current Information view contains the details of current employees only i.e. those employees with Report Employment Status = "CURRENT" and Report Appointment Status = "CURRENT".

The following fields are available in this view:

Self Service	Access to Team TES	Address Line 1
Address Line 2	Address Line 3	Address Type Description
Adjusted Service Date	Age Months	Age Years
Allow creation of new starters in ESS	Allow override of Shift Pattern	APP Membership
Appointment % In Grade	Appointment Compa Ratio	Appointment End Date
Appointment FTE	Appointment Quartile	Appointment Start Date
Appointment Type Code	Appointment Type Description	Appointment_Date1
Appointment_Date2	Appointment_Date3	Appointment_Date4
Appointment_Date5	Appointment_Date6	Appointment_Memo
Appointment_Number1	Appointment_Number2	Appointment_Number3
Appointment_Number4	Appointment_Number5	Appointment_Number6
Appointment_Option1	Appointment_Option2	Appointment_Option3
Appointment_Option4	Appointment_Text1	Appointment_Text2
Appointment_Text3	Appointment_Text4	Appointment_Text5
Appointment_Text6	Appointment_Text7	Appointment_Text8
Badge Number	Birth Date	Birth Place
Blood Donor	Business Unit Code	Business Unit Name
Business Unit Parent Code	Business Unit Parent Name	Business Unit Parent Type
Business Unit Parent2	Business Unit Parent2 Name	Business Unit Parent2 Type
Business Unit Parent3	Business Unit Parent3 Name	Business Unit Parent3 Type
Business Unit Parent4	Business Unit Parent4 Name	Business Unit Parent4 Type
Business Unit Parent5	Business Unit Parent5 Name	Business Unit Parent5 Type
Business Unit Parent6	Business Unit Parent6 Name	Business Unit Parent6 Type
Business Unit Parent7	Business Unit Parent7 Name	Business Unit Parent7 Type
Business Unit Parent8	Business Unit Parent8 Name	Business Unit Parent8 Type
Business Unit Parent9	Business Unit Parent9 Name	Business Unit Parent9 Type
Business Unit Type Description	Commonwealth Citizen	Communication Number/Address
Communication Type Code	Communication Type Description	Company Code
Company Name	Continuous Service Date	Contract End Date
Contract Period	Contract Period Units Code	Contractual Hours
Contractual Hours Units Code	Cost Centre Code	Cost Centre Description
Cost Centre General Ledger Business Code	Country Name	County Name
Date Nationality 1 Obtained	Date Nationality 2 Obtained	Date of death
Date snapshot taken	Death in service	Delete Flag
Disabled	Disabled Comments	Early Retirement Date
Employee Annual Leave Plan	Employee Annual Leave Plan Carried Forward	Employee Annual Leave Plan Description
Employee Annual Leave Plan Entitlement	Employee Annual Leave Plan Leave Balance	Employee Annual Leave Plan Leave Taken
Employee Code	Employee NI category	Employee Notice Period
Employee Notice Period Unit Code	Employee Pay Rate - Annual	Employee Pay Rate - Hourly
Employee Payroll Code	Employee Payroll Profile	Employee Pension Waiting Period
Employee Pension Waiting Period Unit Code	Employee Probation End Date	Employee Probation Period
Employee Probation Units Code	Employee Status Code	Employee Status Description
Employer Notice Period	Employer Notice Period Units	Employment Agreed Date
Employment Comments	Employment Number	Employment Start Date
Employment Termination Date	Employment Type Code	Employment Type Description

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Employment_Date1	Employment_Date2	Employment_Date3
Employment_Date4	Employment_Date5	Employment_Date6
Employment_Memo	Employment_Number1	Employment_Number2
Employment_Number3	Employment_Number4	Employment_Number5
Employment_Number6	Employment_Option1	Employment_Option2
Employment_Option3	Employment_Option4	Employment_Text1
Employment_Text2	Employment_Text3	Employment_Text4
Employment_Text5	Employment_Text6	Employment_Text7
Employment_Text8	Ethnic Origin Code	Ethnic Origin Description
EU Citizen	Expatriate	Expected Retirement Date
Expected termination date	ezLaborManager	First Name
Flexible Hours Arrangement	Foreign Worker	Full Part Time Indicator
Gender	General Ledger Bus Code	Grade Code
Grade Description	Home Telework	HR ID
Initial Agreed Payment	Initials	Inpatriate
Installation Name	Job Code	Job Share Indicator
Job Title	Last Name	Last Working Date
Leaving Reason Code	Leaving Reason Comments	Leaving Reason Description
Length of Service Months	Length of Service Years	Location Code
Location Name	Manager ID	Manager Name
Mariner	Marital Status Code	Marital Status Description
Master Contract	Middle Name	Nationality Type Code 1
Nationality Type Code 2	Nationality Type Description 1	Nationality Type Description 2
New Starter Complete	New Starter Source	NI Number
Other Name	Pay Frequency Code	Pay Frequency Description
Pay Group Code	Pay Group Description	Pension Eligibility Date
Permanent/Temporary Employee Indicator	Permit Expired Date	Permit Start Date
Person Full Name	Person Id	Person_Date1
Person_Date2	Person_Date3	Person_Date4
Person_Date5	Person_Date6	Person_Memo
Person_Number1	Person_Number2	Person_Number3
Person_Number4	Person_Number5	Person_Number6
Person_Option1	Person_Option2	Person_Option3
Person_Option4	Person_Text1	Person_Text2
Person_Text3	Person_Text4	Person_Text5
Person_Text6	Person_Text7	Person_Text8
Photo filename	Position Id	Position Title
Post Code	Preferred Name	Primary Appointment Indicator
Profile Update date	Religion Code	Religion Description
Report Appointment Status	Report Employment Status	Reports To Position Title
Resignation or Dismissal Date	Salutation	Shift Pattern Code
Shift Pattern Description	Shift Pattern Scheduled Days	Shift Pattern Scheduled Hours
Snapshot taken	Std Hours from EE RATE	Suffix
Title Code	Title Description	Town
User Id	Work Permit	Work Permit No
Working Hours Agreement Code	Working Hours Agreement Description	
Working Time Directive Health Results	Working Time Directive Last Health Check	Working Time Directive Next Health Check
Working Time Directive Opt out	Working Time Directive Opt out date	Working Time Directive Opt out withdrawn date

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Employee Development History view

The following fields are available in this view:

Description	Adjusted Service Date	Age Months
Age Years	Appointment End Date	Appointment FTE
Appointment Start Date	Appointment Type Code	Appointment Type Description
Appointment_Date1	Appointment_Date2	Appointment_Date3
Appointment_Date4	Appointment_Date5	Appointment_Date6
Appointment_Memo	Appointment_Number1	Appointment_Number2
Appointment_Number3	Appointment_Number4	Appointment_Number5
Appointment_Number6	Appointment_Option1	Appointment_Option2
Appointment_Option3	Appointment_Option4	Appointment_Text1
Appointment_Text2	Appointment_Text3	Appointment_Text4
Appointment_Text5	Appointment_Text6	Appointment_Text7
Appointment_Text8	Birth Date	Business Unit Code
Business Unit Name	Business Unit Parent Code	Business Unit Parent Name
Comments	Company Code	Company Name
Continuous Service Date	Contractual Hours	Cost Centre Code
Cost Centre Description	Country Code	Country Name
County Code	County Name	CPD Credit
Disabled	Employee Code	Employee Pay Rate - Annual
Employee Pay Rate - Hourly	Employment Number	Employment Start Date
Employment Termination Date	Employment Type Code	Employment Type Description
Employment_Date1	Employment_Date2	Employment_Date3
Employment_Date4	Employment_Date5	Employment_Date6
Employment_Memo	Employment_Number1	Employment_Number2
Employment_Number3	Employment_Number4	Employment_Number5
Employment_Number6	Employment_Option1	Employment_Option2
Employment_Option3	Employment_Option4	Employment_Text1
Employment_Text2	Employment_Text3	Employment_Text4
Employment_Text5	Employment_Text6	Employment_Text7
Employment_Text8	End Date	Establishment Address 1
Establishment Address 2	Establishment Address 3	Establishment Code
Establishment Name	Establishment Postcode	Establishment Telephone No
Ethnic Origin Code	Ethnic Origin Description	Event Booking Status Code
Event Booking Status Description	ezLaborManager	Fee
First Name	Full Part Time Indicator	Gender
Hours	HR ID	Initials
Job Class Code	Job Class Description	Job Code
Job Title	Last Name	Length of Service Months
Length of Service Years	Linked Qualification Indicator	Location Code
Location Name	Manager Class Code	Manager Class Description
Manager ID	Manager Name	Middle Name
NI Number	Not In Catalogue Indicator	Off Site Indicator
Pay Group Code	Pay Group Description	Person Full Name
Person Id	Person_Date1	Person_Date2
Person_Date3	Person_Date4	Person_Date5
Person_Date6	Person_Memo	Person_Number1
Person_Number2	Person_Number3	Person_Number4
Person_Number5	Person_Number6	Person_Option1
Person_Option2	Person_Option3	Person_Option4
Person_Text1	Person_Text2	Person_Text3
Person_Text4	Person_Text5	Person_Text6
Person_Text7	Person_Text8	Position Title
Preferred Name	Primary Appointment Indicator	Providers Reference
Qualification Number	Report Appointment Status	Report Employment Status
Requires Booking Indicator	Salutation	Shift Pattern Code

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Shift Pattern Description	Skills Dictionary Description	Start Date
Std Hours from EE RATE	Summary	Title Code
Training Activity Outcome Code	Training Activity Outcome Description	Training Catalogue Identifier
Training Event Type Code	Training Event Type Description	Working Hours Agreement Code
Working Hours Agreement Desc		

Employee Development Needs view

The following fields are available in this view:

Activity Description	Adjusted Service Date	Age Months
Age Years	Appointment End Date	Appointment FTE
Appointment Start Date	Appointment Type Code	Appointment Type Description
Appointment_Date1	Appointment_Date2	Appointment_Date3
Appointment_Date4	Appointment_Date5	Appointment_Date6
Appointment_Memo	Appointment_Number1	Appointment_Number2
Appointment_Number3	Appointment_Number4	Appointment_Number5
Appointment_Number6	Appointment_Option1	Appointment_Option2
Appointment_Option3	Appointment_Option4	Appointment_Text1
Appointment_Text2	Appointment_Text3	Appointment_Text4
Appointment_Text5	Appointment_Text6	Appointment_Text7
Appointment_Text8	Appraisal Complete By Date	Birth Date
Business Unit Code	Business Unit Name	Business Unit Parent Code
Business Unit Parent Name	Company Code	Company Name
Continuous Service Date	Contractual Hours	Cost Centre Code
Cost Centre Description	Date Identified	Description of Need
Development Need Originator Code	Development Need Originator Description	Disabled
Employee Code	Employee Pay Rate - Annual	Employee Pay Rate - Hourly
Employment Number	Employment Start Date	Employment Termination Date
Employment Type Code	Employment Type Description	Employment_Date1
Employment_Date2	Employment_Date3	Employment_Date4
Employment_Date5	Employment_Date6	Employment_Memo
Employment_Number1	Employment_Number2	Employment_Number3
Employment_Number4	Employment_Number5	Employment_Number6
Employment_Option1	Employment_Option2	Employment_Option3
Employment_Option4	Employment_Text1	Employment_Text2
Employment_Text3	Employment_Text4	Employment_Text5
Employment_Text6	Employment_Text7	Employment_Text8
Ethnic Origin Code	Ethnic Origin Description	ezLaborManager
First Name	Full Part Time Indicator	Gender
HR ID	Initials	Job Class Code
Job Class Description	Job Code	Job Title
Last Name	Length of Service Months	Length of Service Years
Location Code	Location Name	Manager Class Code
Manager Class Description	Manager ID	Manager Name
Middle Name	NI Number	Pay Group Code
Pay Group Description	Person Full Name	Person Id
Person_Date1	Person_Date2	Person_Date3
Person_Date4	Person_Date5	Person_Date6
Person_Memo	Person_Number1	Person_Number2
Person_Number3	Person_Number4	Person_Number5
Person_Number6	Person_Option1	Person_Option2
Person_Option3	Person_Option4	Person_Text1
Person_Text2	Person_Text3	Person_Text4
Person_Text5	Person_Text6	Person_Text7
Person_Text8	Position Title	Preferred Name
Primary Appointment Indicator	Report Appointment Status	Report Employment Status
Salutation	Shift Pattern Code	Shift Pattern Description
Skills Dictionary Description	Skills Dictionary Identifier	Std Hours from EE RATE
Title Code	Training Catalogue Identifier	Training Event Type Code
Training Event Type Description	Working Hours Agreement Code	Working Hours Agreement Desc

Chapter 2 – Ad hoc report views

Employee Earnings and Deductions view

The following fields are available in this view:

Address Line 1	Address Line 2	Address Line 3
Adjusted Service Date	Age Months	Age Years
Appointment End Date	Appointment FTE	Appointment Start Date
Appointment Type Code	Appointment Type Description	Appointment_Date1
Appointment_Date2	Appointment_Date3	Appointment_Date4
Appointment_Date5	Appointment_Date6	Appointment_Memo
Appointment_Number1	Appointment_Number2	Appointment_Number3
Appointment_Number4	Appointment_Number5	Appointment_Number6
Appointment_Option1	Appointment_Option2	Appointment_Option3
Appointment_Option4	Appointment_Text1	Appointment_Text2
Appointment_Text3	Appointment_Text4	Appointment_Text5
Appointment_Text6	Appointment_Text7	Appointment_Text8
Birth Date	Business Unit Code	Business Unit Name
Business Unit Parent Code	Business Unit Parent Name	Company Code
Company Name	Continuous Service Date	Contractual Hours
Cost Centre Code	Cost Centre Description	Deduction Arrears Type Code
Deduction Payment Reference	Deduction Print Balance on Payslip	Deduction Sequence
Disabled	Earning or Deduction	Earning Paid To Employee
Earning Remuneration Indicator	Earning/Deduction From Plan	Earning/Deduction No
Earning/Deduction Status Code	Earning/Deduction Table Search Value	Earnings Default Quantity
Earnings Plan Quantity	Earnings/Deduction Annual Limit	Earnings/Deduction Code
Earnings/Deduction Default Amount	Earnings/Deduction Default Rate	Earnings/Deduction Description
Earnings/Deduction End Date	Earnings/Deduction Goal	Earnings/Deduction Goal To Date
Earnings/Deduction Plan Amount	Earnings/Deduction Plan Code	Earnings/Deduction Plan Description
Earnings/Deduction Plan Rate	Earnings/Deduction Start Date	Employee Code
Employee Deduction Arrears Amount	Employee Pay Rate - Annual	Employee Pay Rate - Hourly
Employee Payroll Code	Employee Status Code	Employee Status Description
Employment Number	Employment Start Date	Employment Termination Date
Employment Type Code	Employment Type Description	Employment_Date1
Employment_Date2	Employment_Date3	Employment_Date4
Employment_Date5	Employment_Date6	Employment_Memo
Employment_Number1	Employment_Number2	Employment_Number3
Employment_Number4	Employment_Number5	Employment_Number6
Employment_Option1	Employment_Option2	Employment_Option3
Employment_Option4	Employment_Text1	Employment_Text2
Employment_Text3	Employment_Text4	Employment_Text5
Employment_Text6	Employment_Text7	Employment_Text8
ezLaborManager		
First Name	Formula Code	Formula Description
Formula Expression Code	Formula Expression Description	Full Part Time Indicator
Gender	HR ID	Initials
Job Code	Job Title	Last Name
Length of Service Months	Length of Service Years	Location Code
Location Name	Manager ID	Manager Name
Middle Name	NI Number	NTG Earning
Pay Group Code	Pay Group Description	Pension Description
Pensionable Earning	Person Full Name	Person Id
Person_Date1	Person_Date2	Person_Date3
Person_Date4	Person_Date5	Person_Date6
Person_Memo	Person_Number1	Person_Number2
Person_Number3	Person_Number4	Person_Number5
Person_Number6	Person_Option1	Person_Option2

Chapter 2 – Ad hoc report views

Person_Option3	Person_Option4	Person_Text1
Person_Text2	Person_Text3	Person_Text4
Person_Text5	Person_Text6	Person_Text7
Person_Text8	Position Title	Post Code
Preferred Name	Primary Appointment Indicator	Report Appointment Status
Report Employment Status	Salutation	Scheme Code
Shift Pattern Code	Shift Pattern Description	Std Hours from EE RATE
Title Code	Town	Working Hours Agreement Code
Working Hours Agreement Desc		

Employee Information view

The Employee Information view contains the details of all past and present employees. The following fields are available in this view:

Access to Self Service	Access to Team TES	Address Line 1
Address Line 2	Address Line 3	Address Type Description
Adjusted Service Date	Age Months	Age Years
Allow creation of new starters in ESS	Allow override of Shift Pattern	APP Membership
Appointment % In Grade	Appointment Compa Ratio	Appointment End Date
Appointment FTE	Appointment Quartile	Appointment Start Date
Appointment Type Code	Appointment Type Description	Appointment_Date1
Appointment_Date2	Appointment_Date3	Appointment_Date4
Appointment_Date5	Appointment_Date6	Appointment_Memo
Appointment_Number1	Appointment_Number2	Appointment_Number3
Appointment_Number4	Appointment_Number5	Appointment_Number6
Appointment_Option1	Appointment_Option2	Appointment_Option3
Appointment_Option4	Appointment_Text1	Appointment_Text2
Appointment_Text3	Appointment_Text4	Appointment_Text5
Appointment_Text6	Appointment_Text7	Appointment_Text8
Badge Number (from Time & Attendance system)	Birth Date	Birth Place
Blood Donor	Business Unit Code	Business Unit Name
Business Unit Parent Code	Business Unit Parent Name	Business Unit Parent Type
Business Unit Parent2	Business Unit Parent2 Name	Business Unit Parent2 Type
Business Unit Parent3	Business Unit Parent3 Name	Business Unit Parent3 Type
Business Unit Parent4	Business Unit Parent4 Name	Business Unit Parent4 Type
Business Unit Parent5	Business Unit Parent5 Name	Business Unit Parent5 Type
Business Unit Parent6	Business Unit Parent6 Name	Business Unit Parent6 Type
Business Unit Parent7	Business Unit Parent7 Name	Business Unit Parent7 Type
Business Unit Parent8	Business Unit Parent8 Name	Business Unit Parent8 Type
Business Unit Parent9	Business Unit Parent9 Name	Business Unit Parent9 Type
Business Unit Type Description	Commonwealth Citizen	Communication Number/Address
Communication Type Code	Communication Type Description	Company Code
Company Name	Continuous Service Date	Contract End Date
Contract Period	Contract Period Units Code	Contractual Hours
Contractual Hours Units Code	Cost Centre Code	Cost Centre Description
Cost Centre General Ledger Business Code	Country Name	County Name
Date Nationality 1 Obtained	Date Nationality 2 Obtained	Date of death
Date snapshot taken	Death in service	Delete Flag
Disabled	Disabled Comments	Early Retirement Date
Employee Annual Leave Plan	Employee Annual Leave Plan Carried Forward	Employee Annual Leave Plan Description
Employee Annual Leave Plan Entitlement	Employee Annual Leave Balance	Employee Annual Leave Taken
Employee Code	Employee NI Category	Employee Notice Period
Employee Notice Period Unit Code	Employee Pay Rate - Annual	Employee Pay Rate - Hourly
Employee Payroll Code	Employee Payroll Profile	Employee Pension Waiting Period
Employee Pension Waiting Period Unit Code	Employee Probation End Date	Employee Probation Period
Employee Probation Units Code	Employee Status Code	Employee Status Description
Employer Notice Period	Employer Notice Period Units	Employment Agreed Date
Employment Comments	Employment Number	Employment Start Date
Employment Termination Date	Employment Type Code	Employment Type Description
Employment_Date1	Employment_Date2	Employment_Date3
Employment_Date4	Employment_Date5	Employment_Date6

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Employment_Memo	Employment_Number1	Employment_Number2
Employment_Number3	Employment_Number4	Employment_Number5
Employment_Number6	Employment_Option1	Employment_Option2
Employment_Option3	Employment_Option4	Employment_Text1
Employment_Text2	Employment_Text3	Employment_Text4
Employment_Text5	Employment_Text6	Employment_Text7
Employment_Text8	Ethnic Origin Code	Ethnic Origin Description
EU Citizen	Expatriate	Expected Retirement Date
Expected Termination Date	ezLaborManager	First Name
Flexible Hours Arrangement	Foreign Worker	Full Part Time Indicator
Gender	General Ledger Bus Code	Grade Code
Grade Description	Home Telework	HR ID
Initial Agreed Payment	Initials	Inpatriate
Installation Name	Job Code	Job Share Indicator
Job Title	Last Name	Last Working Date
Leaving Reason Code	Leaving Reason Comments	Leaving Reason Description
Length of Service Months	Length of Service Years	Location Code
Location Name	Manager ID	Manager Name
Mariner	Marital Status Code	Marital Status Description
Master Contract	Middle Name	Nationality Type Code 1
Nationality Type Code 2	Nationality Type Description 1	Nationality Type Description 2
New Starter Complete	New Starter Source	NI Number
Other Name	Pay Frequency Code	Pay Frequency Description
Pay Group Code	Pay Group Description	Pension Eligibility Date
Permanent/Temporary Employee Indicator	Permit Expired Date	Permit Start Date
Person Full Name	Person Id	Person_Date1
Person_Date2	Person_Date3	Person_Date4
Person_Date5	Person_Date6	Person_Memo
Person_Number1	Person_Number2	Person_Number3
Person_Number4	Person_Number5	Person_Number6
Person_Option1	Person_Option2	Person_Option3
Person_Option4	Person_Text1	Person_Text2
Person_Text3	Person_Text4	Person_Text5
Person_Text6	Person_Text7	Person_Text8
Photo Filename	Position Id	Position Title
Post Code	Preferred Name	Primary Appointment Indicator
Profile Update date	Religion Code	Religion Description
Report Appointment Status	Report Employment Status	Reports To Position Title
Resignation or Dismissal Date	Salutation	Shift Pattern Code
Shift Pattern Description	Shift Pattern Scheduled Days	Shift Pattern Scheduled Hours
Snapshot Taken	Std Hours from EE RATE	Suffix
Title Code	Title Description	Town
User ID	Work Permit	Work Permit No
Working Hours Agreement Code	Working Hours Agreement Desc	
Working Time Directive Health Results	Working Time Directive Last Health Check	Working Time Directive Next Health Check
Working Time Directive Opt Out	Working Time Directive Opt Out Date	Working Time Directive Opt Out Withdrawn Date

Employee Passports and Permits view

Address Line 1	Address Line 2	Address Line 3
Adjusted Service Date	Age Months	Age Years
Applied for date	Appointment End Date	Appointment FTE
Appointment Start Date	Appointment Type Code	Appointment Type Description
Appointment_Date1	Appointment_Date2	Appointment_Date3
Appointment_Date4	Appointment_Date5	Appointment_Date6
Appointment_Memo	Appointment_Number1	Appointment_Number2
Appointment_Number3	Appointment_Number4	Appointment_Number5
Appointment_Number6	Appointment_Option1	Appointment_Option2
Appointment_Option3	Appointment_Option4	Appointment_Text1
Appointment_Text2	Appointment_Text3	Appointment_Text4
Appointment_Text5	Appointment_Text6	Appointment_Text7
Appointment_Text8	Birth Date	Business Unit Code
Business Unit Name	Business Unit Parent Code	Business Unit Parent Name
Comments	Continuous Service Date	Contractual Hours
Cost Centre Code	Cost Centre Description	Country Code
Country Name	Country of issue code	Country of issue name
County Code	County Name	Date rejected
Date revoked	Disabled	Document type
Employee Code	Employee Pay Rate - Annual	Employee Pay Rate - Hourly
Employment Number	Employment Start Date	Employment Termination Date
Employment Type Code	Employment Type Description	Employment_Date1
Employment_Date2	Employment_Date3	Employment_Date4
Employment_Date5	Employment_Date6	Employment_Memo
Employment_Number1	Employment_Number2	Employment_Number3
Employment_Number4	Employment_Number5	Employment_Number6
Employment_Option1	Employment_Option2	Employment_Option3
Employment_Option4	Employment_Text1	Employment_Text2
Employment_Text3	Employment_Text4	Employment_Text5
Employment_Text6	Employment_Text7	Employment_Text8
EU Citizen	Expiry Date	ezLaborManager
First Name	Full Part Time Indicator	Gender
HR ID	ID Document Code	Initials
Issue number	Job Code	Job Title
Last Name	Length of Service Months	Length of Service Years
Location Code	Location Name	Manager ID
Manager Name	Middle Name	NI Number
Pay Group Code	Pay Group Description	Person Full Name
Person Id	Person_Date1	Person_Date2
Person_Date3	Person_Date4	Person_Date5
Person_Date6	Person_Memo	Person_Number1
Person_Number2	Person_Number3	Person_Number4
Person_Number5	Person_Number6	Person_Option1
Person_Option2	Person_Option3	Person_Option4
Person_Text1	Person_Text2	Person_Text3
Person_Text4	Person_Text5	Person_Text6
Person_Text7	Person_Text8	Position Title
Post Code	Preferred Name	Primary Appointment Indicator
Primary Nationality	Primary Nationality Acquired	Primary Nationality Code
Reference number	Report Appointment Status	Report Employment Status
Salutation	Secondary Nationality	Secondary Nationality Acquired
Secondary Nationality Code	Sequence number	Shift Pattern Code
Shift Pattern Description	Std Hours from EE RATE	Title Code
Town	Valid from	Work Permit Code
Work Permit Type	Working Hours Agreement Code	Working Hours Agreement Desc

Chapter 2 – Ad hoc report views

Employee Pay Summary view

The following fields are available in this view:

Address Line 1	Address Line 2	Address Line 3
Adjusted Service Date	Age Months	Age Years
Appointment End Date	Appointment FTE	Appointment Start Date
Appointment Type Code	Appointment Type Description	Appointment_Date1
Appointment_Date2	Appointment_Date3	Appointment_Date4
Appointment_Date5	Appointment_Date6	Appointment_Memo
Appointment_Number1	Appointment_Number2	Appointment_Number3
Appointment_Number4	Appointment_Number5	Appointment_Number6
Appointment_Option1	Appointment_Option2	Appointment_Option3
Appointment_Option4	Appointment_Text1	Appointment_Text2
Appointment_Text3	Appointment_Text4	Appointment_Text5
Appointment_Text6	Appointment_Text7	Appointment_Text8
Birth Date	Business Unit Code	Business Unit Name
Business Unit Parent Code	Business Unit Parent Name	Calendar Code
Company Code	Company Name	Continuous Service Date
Contractual Hours	Cost Centre Code	Cost Centre Description
Disabled	Employee AEO Calc	Employee AEO Fee
Employee Code	Employee Deduction Calc Amount	Employee Gross Pay
Employee Net Pay	Employee Net Pre Tax Credit	Employee NI Amount
Employee Pay Rate - Annual	Employee Pay Rate - Hourly	Employee Payroll Code
Employee Payrun Status Code	Employee Payrun Status Description	Employee Pre NI Deduction Amount
Employee Pre NI Deduction Calc	Employee Pretax Deduction Amount	Employee Pretax Deduction Calculation
Employee Protected Pay	Employee Regular Pay	Employee Regular Quantity
Employee Remuneration Pay	Employee Separate Payslip	Employee Tax Amount
Employee Tax Credit Amount	Employee Total Paid	Employer Deduction Calc Amount
Employer NI Amount	Employment Number	Employment Start Date
Employment Termination Date	Employment Type Code	Employment Type Description
Employment_Date1	Employment_Date2	Employment_Date3
Employment_Date4	Employment_Date5	Employment_Date6
Employment_Memo	Employment_Number1	Employment_Number2
Employment_Number3	Employment_Number4	Employment_Number5
Employment_Number6	Employment_Option1	Employment_Option2
Employment_Option3	Employment_Option4	Employment_Text1
Employment_Text2	Employment_Text3	Employment_Text4
Employment_Text5	Employment_Text6	Employment_Text7
Employment_Text8	ezLaborManager	
First Name	Full Part Time Indicator	
Gender	HR ID	Initials
Job Code	Job Title	Last Name
Length of Service Months	Length of Service Years	Location Code
Location Name	Manager ID	Manager Name
Middle Name	Net Brought Forward	Net Carried Forward
NI Number	Pay Group Code	Pay Group Description
Pay Period End	Pay Period No	Pay Period Start
Payrun Code	Payrun Description	Payrun Entry Code
Payrun Source Type	Payslip Date	Payslip Required Indicator
Person Full Name	Person Id	Person_Date1
Person_Date2	Person_Date3	Person_Date4
Person_Date5	Person_Date6	Person_Memo
Person_Number1	Person_Number2	Person_Number3
Person_Number4	Person_Number5	Person_Number6
Person_Option1	Person_Option2	Person_Option3
Person_Option4	Person_Text1	Person_Text2

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Person_Text3	Person_Text4	Person_Text5
Person_Text6	Person_Text7	Person_Text8
Position Title	Post Code	Preferred Name
Primary Appointment Indicator	Report Appointment Status	Report Employment Status
Rounding Brought Forward	Rounding Carried Forward	Salutation
Shift Pattern Code	Shift Pattern Description	Std Hours from EE RATE
Tax Month Number	Tax Year	Title Code
Town	Working Hours Agreement Code	Working Hours Agreement Desc

Employee Payslip Detail view

The following fields are available in this view:

Address Line 1	Address Line 2	Address Line 3
Adjusted Service Date	Age Months	Age Years
Appointment End Date	Appointment FTE	Appointment Number
Appointment Start Date	Appointment Type Code	Appointment Type Description
Appointment_Date1	Appointment_Date2	Appointment_Date3
Appointment_Date4	Appointment_Date5	Appointment_Date6
Appointment_Memo	Appointment_Number1	Appointment_Number2
Appointment_Number3	Appointment_Number4	Appointment_Number5
Appointment_Number6	Appointment_Option1	Appointment_Option2
Appointment_Option3	Appointment_Option4	Appointment_Text1
Appointment_Text2	Appointment_Text3	Appointment_Text4
Appointment_Text5	Appointment_Text6	Appointment_Text7
Appointment_Text8	Backpay Indicator	Birth Date
Business Unit Code	Business Unit Name	Business Unit Parent Code
Business Unit Parent Name	Company Code	Company Name
Continuous Service Date	Contractual Hours	Cost Centre Code
Cost Centre Description	Disabled	Employee Code
Employee Pay Rate - Annual	Employee Pay Rate - Hourly	Employee Payroll Code
Employee Status Code	Employee Status Description	Employment Number
Employment Start Date	Employment Termination Date	Employment Type Code
Employment Type Description	Employment_Date1	Employment_Date2
Employment_Date3	Employment_Date4	Employment_Date5
Employment_Date6	Employment_Memo	Employment_Number1
Employment_Number2	Employment_Number3	Employment_Number4
Employment_Number5	Employment_Number6	Employment_Option1
Employment_Option2	Employment_Option3	Employment_Option4
Employment_Text1	Employment_Text2	Employment_Text3
Employment_Text4	Employment_Text5	Employment_Text6
Employment_Text7	Employment_Text8	ezLaborManager
First Name	Full Part Time Indicator	Gender
HR ID	Initials	Job Code
Job Title	Jurisdiction Code	Last Name
Length of Service Months	Length of Service Years	Location Code
Location Name	Manager ID	Manager Name
Middle Name	NI Number	Pay Group Code
Pay Group Description	Pay Period End	Pay Period Number
Pay Period Start	Pay Period Suffix	Payrun Code
Payrun Description	Payrun Entry Code	Payslip Item
Payslip Item Description	Payslip Item Type	Payslip Item Value
Person Full Name	Person Id	Person_Date1
Person_Date2	Person_Date3	Person_Date4
Person_Date5	Person_Date6	Person_Memo
Person_Number1	Person_Number2	Person_Number3
Person_Number4	Person_Number5	Person_Number6
Person_Option1	Person_Option2	Person_Option3
Person_Option4	Person_Text1	Person_Text2
Person_Text3	Person_Text4	Person_Text5
Person_Text6	Person_Text7	Person_Text8
Position Id	Position Title	Post Code
Preferred Name	Primary Appointment Indicator	Report Appointment Status
Report Employment Status	Salutation	Shift Pattern Code
Shift Pattern Description	Std Hours from EE RATE	Tax Type Code
Tax Type Description	Tax Type Short Description	Tax Year

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Title Code	Town	
Working Hours Agreement Code	Working Hours Agreement Desc	

Employee Post Calc Payslip Detail view

The following fields are available in this view:

Address Line 1	Address Line 2	Address Line 3
Adjusted Service Date	Age Months	Age Years
Appointment End Date	Appointment FTE	Appointment Number
Appointment Start Date	Appointment Type Code	Appointment Type Description
Appointment_Date1	Appointment_Date2	Appointment_Date3
Appointment_Date4	Appointment_Date5	Appointment_Date6
Appointment_Memo	Appointment_Number1	Appointment_Number2
Appointment_Number3	Appointment_Number4	Appointment_Number5
Appointment_Number6	Appointment_Option1	Appointment_Option2
Appointment_Option3	Appointment_Option4	Appointment_Text1
Appointment_Text2	Appointment_Text3	Appointment_Text4
Appointment_Text5	Appointment_Text6	Appointment_Text7
Appointment_Text8	Backpay Indicator	Birth Date
Business Unit Code	Business Unit Name	Business Unit Parent Code
Business Unit Parent Name	Company Code	Company Name
Continuous Service Date	Contractual Hours	Cost Centre Code
Cost Centre Description	Disabled	Employee Code
Employee Pay Rate - Annual	Employee Pay Rate - Hourly	Employee Payroll Code
Employee Status Code	Employee Status Description	Employment Number
Employment Start Date	Employment Termination Date	Employment Type Code
Employment Type Description	Employment_Date1	Employment_Date2
Employment_Date3	Employment_Date4	Employment_Date5
Employment_Date6	Employment_Memo	Employment_Number1
Employment_Number2	Employment_Number3	Employment_Number4
Employment_Number5	Employment_Number6	Employment_Option1
Employment_Option2	Employment_Option3	Employment_Option4
Employment_Text1	Employment_Text2	Employment_Text3
Employment_Text4	Employment_Text5	Employment_Text6
Employment_Text7	Employment_Text8	ezLaborManager
First Name	Full Part Time Indicator	Gender
HR ID	Initials	Job Code
Job Title	Jurisdiction Code	Last Name
Length of Service Months	Length of Service Years	Location Code
Location Name	Manager ID	Manager Name
Middle Name	NI Number	Pay Group Code
Pay Group Description	Pay Period End	Pay Period Number
Pay Period Start	Pay Period Suffix	Payrun Entry Code
Payslip Item	Payslip Item Description	Payslip Item Type
Payslip Item Value	Person Full Name	Person Id
Person_Date1	Person_Date2	Person_Date3
Person_Date4	Person_Date5	Person_Date6
Person_Memo	Person_Number1	Person_Number2
Person_Number3	Person_Number4	Person_Number5
Person_Number6	Person_Option1	Person_Option2
Person_Option3	Person_Option4	Person_Text1
Person_Text2	Person_Text3	Person_Text4
Person_Text5	Person_Text6	Person_Text7
Person_Text8	Position Id	Position Title
Post Code	Preferred Name	Primary Appointment Indicator
Report Appointment Status	Report Employment Status	Salutation
Shift Pattern Code	Shift Pattern Description	Std Hours from EE RATE
Tax Type Code	Tax Type Description	Tax Type Short Description
Tax Year	Title Code	Town
Working Hours Agreement Code	Working Hours Agreement Desc	

Chapter 2 – Ad hoc report views

Employee Post Calc Pension Details view

The following fields are available in this view:

Address Line 1	Address Line 2	Address Line 3
Adjusted Service Date	Age Months	Age Years
Appointment End Date	Appointment FTE	
Appointment Start Date	Appointment Type Code	Appointment Type Description
Appointment_Date1	Appointment_Date2	Appointment_Date3
Appointment_Date4	Appointment_Date5	Appointment_Date6
Appointment_Memo	Appointment_Number1	Appointment_Number2
Appointment_Number3	Appointment_Number4	Appointment_Number5
Appointment_Number6	Appointment_Option1	Appointment_Option2
Appointment_Option3	Appointment_Option4	Appointment_Text1
Appointment_Text2	Appointment_Text3	Appointment_Text4
Appointment_Text5	Appointment_Text6	Appointment_Text7
Appointment_Text8	AVC %	AVC Eligible Earnings
AVC Eligible Earnings YTD	AVCs	AVCs YTD
Birth Date	Business Unit Code	Business Unit Name
Business Unit Parent Code	Business Unit Parent Name	Company Code
Company Name	Continuous Service Date	Contracted Out Earnings
Contracted Out Earnings YTD	Contractual Hours	Cost Centre Code
Cost Centre Description	Disabled	EE Eligible Earnings
EE Eligible Earnings YTD	Employee %	Employee Code
Employee Pay Rate - Annual	Employee Pay Rate - Hourly	Employee Payroll Code
Employee Status Code	Employee Status Description	Employees Contribution
Employees Contribution YTD	Employer %	Employers Contribution
Employers Contribution YTD	Employment Number	Employment Start Date
Employment Termination Date	Employment Type Code	Employment Type Description
Employment_Date1	Employment_Date2	Employment_Date3
Employment_Date4	Employment_Date5	Employment_Date6
Employment_Memo	Employment_Number1	Employment_Number2
Employment_Number3	Employment_Number4	Employment_Number5
Employment_Number6	Employment_Option1	Employment_Option2
Employment_Option3	Employment_Option4	Employment_Text1
Employment_Text2	Employment_Text3	Employment_Text4
Employment_Text5	Employment_Text6	Employment_Text7
Employment_Text8	ER Eligible Earnings	ER Eligible Earnings YTD
ezLaborManager	First Name	Full Part Time Indicator
Gender	HR ID	Initials
Job Code	Job Title	
Last Name	Length of Service Months	Length of Service Years
Location Code	Location Name	Manager ID
Manager Name	Marital Status Code	Marital Status Description
Middle Name	NI Number	Nicable Pay ET
Nicable Pay ET YTD	Nicable Pay LEL	Nicable Pay LEL YTD
Nicable Pay Over UEL	Nicable Pay Over UEL YTD	Nicable Pay UAP
Nicable Pay UAP YTD	Nicable Pay UEL	Nicable Pay UEL YTD
Pay Group Code	Pay Group Description	Pay Period End
Pay Period Number	Pay Period Start	Payrun Code
Payrun Description	Payrun Entry Code	Payslip Date
Payslip Type Code	Payslip Type Description	Pension Description
Pension Membership Date of Joining	Pension Membership Date of Leaving	Pension Membership Stakeholder Policy No
Permanent/Temporary Employee Indicator	Person Full Name	Person Id
Person_Date1	Person_Date2	Person_Date3
Person_Date4	Person_Date5	Person_Date6

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Person_Memo	Person_Number1	Person_Number2
Person_Number3	Person_Number4	Person_Number5
Person_Number6	Person_Option1	Person_Option2
Person_Option3	Person_Option4	Person_Text1
Person_Text2	Person_Text3	Person_Text4
Person_Text5	Person_Text6	Person_Text7
Person_Text8	Position Title	Post Code
Preferred Name	Primary Appointment Indicator	Report Appointment Status
Report Employment Status	Sacrifice Pay Over	Sacrifice Pay Over YTD
Salary Sacrifice Amount	Salutation	Scheme Code
Shift Pattern Code	Shift Pattern Description	Std Hours from EE RATE
Tax Year	Title Code	Town
Working Hours Agreement Code	Working Hours Agreement Desc	

Employee Post Commit Pension Details view

The following fields are available in this view:

Address Line 1	Address Line 2	Address Line 3
Adjusted Service Date	Age Months	Age Years
Appointment End Date	Appointment FTE	
Appointment Start Date	Appointment Type Code	Appointment Type Description
Appointment_Date1	Appointment_Date2	Appointment_Date3
Appointment_Date4	Appointment_Date5	Appointment_Date6
Appointment_Memo	Appointment_Number1	Appointment_Number2
Appointment_Number3	Appointment_Number4	Appointment_Number5
Appointment_Number6	Appointment_Option1	Appointment_Option2
Appointment_Option3	Appointment_Option4	Appointment_Text1
Appointment_Text2	Appointment_Text3	Appointment_Text4
Appointment_Text5	Appointment_Text6	Appointment_Text7
Appointment_Text8	AVC %	AVC Eligible Earnings
AVC Eligible Earnings YTD	AVCs	AVCs YTD
Birth Date	Business Unit Code	Business Unit Name
Business Unit Parent Code	Business Unit Parent Name	Company Code
Company Name	Continuous Service Date	Contracted Out Earnings
Contracted Out Earnings YTD	Contractual Hours	Cost Centre Code
Cost Centre Description	Disabled	EE Eligible Earnings
EE Eligible Earnings YTD	Employee %	Employee Code
Employee Pay Rate - Annual	Employee Pay Rate - Hourly	Employee Payroll Code
Employee Status Code	Employee Status Description	Employees Contribution
Employees Contribution YTD	Employer %	Employers Contribution
Employers Contribution YTD	Employment Number	Employment Start Date
Employment Termination Date	Employment Type Code	Employment Type Description
Employment_Date1	Employment_Date2	Employment_Date3
Employment_Date4	Employment_Date5	Employment_Date6
Employment_Memo	Employment_Number1	Employment_Number2
Employment_Number3	Employment_Number4	Employment_Number5
Employment_Number6	Employment_Option1	Employment_Option2
Employment_Option3	Employment_Option4	Employment_Text1
Employment_Text2	Employment_Text3	Employment_Text4
Employment_Text5	Employment_Text6	Employment_Text7
Employment_Text8	ER Eligible Earnings	ER Eligible Earnings YTD
ezLaborManager	First Name	Full Part Time Indicator
Gender	HR ID	Initials
Job Code	Job Title	
Last Name	Length of Service Months	Length of Service Years
Location Code	Location Name	Manager ID
Manager Name	Marital Status Code	Marital Status Description
Middle Name	NI Number	Nicable Pay ET
Nicable Pay ET YTD	Nicable Pay LEL	Nicable Pay LEL YTD
Nicable Pay Over UEL	Nicable Pay Over UEL YTD	Nicable Pay UAP
Nicable Pay UAP YTD	Nicable Pay UEL	Nicable Pay UEL YTD
Pay Group Code	Pay Group Description	Pay Period End
Pay Period Number	Pay Period Start	Payrun Code
Payrun Description	Payrun Entry Code	Payslip Date
Payslip Type Code	Payslip Type Description	Pension Description
Pension Membership Date of Joining	Pension Membership Date of Leaving	Pension Membership Stakeholder Policy No
Permanent/Temporary Employee Indicator	Person Full Name	Person Id
Person_Date1	Person_Date2	Person_Date3

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Person_Date4	Person_Date5	Person_Date6
Person_Memo	Person_Number1	Person_Number2
Person_Number3	Person_Number4	Person_Number5
Person_Number6	Person_Option1	Person_Option2
Person_Option3	Person_Option4	Person_Text1
Person_Text2	Person_Text3	Person_Text4
Person_Text5	Person_Text6	Person_Text7
Person_Text8	Position Title	Post Code
Preferred Name	Primary Appointment Indicator	Report Appointment Status
Report Employment Status	Sacrifice Pay Over	Sacrifice Pay Over YTD
Salary Sacrifice Amount	Salutation	Scheme Code
Shift Pattern Code	Shift Pattern Description	Std Hours from EE RATE
Tax Year	Title Code	Town
Working Hours Agreement Code	Working Hours Agreement Desc	

Employee Previous Employment Details view

The following fields are available in this view:

Address Line 1	Address Line 2	Address Line 3
Adjusted Service Date	Age Months	Age Years
Appointment End Date	Appointment FTE	Appointment Start Date
Appointment Type Code	Appointment Type Description	Appointment_Date1
Appointment_Date2	Appointment_Date3	Appointment_Date4
Appointment_Date5	Appointment_Date6	Appointment_Memo
Appointment_Number1	Appointment_Number2	Appointment_Number3
Appointment_Number4	Appointment_Number5	Appointment_Number6
Appointment_Option1	Appointment_Option2	Appointment_Option3
Appointment_Option4	Appointment_Text1	Appointment_Text2
Appointment_Text3	Appointment_Text4	Appointment_Text5
Appointment_Text6	Appointment_Text7	Appointment_Text8
Birth Date	Business Unit Code	Business Unit Name
Business Unit Parent Code	Business Unit Parent Name	Continuous Service Date
Contractual Hours	Cost Centre Code	Cost Centre Description
Country Code	County Code	Disabled
Employee Code	Employee Pay Rate - Annual	Employee Pay Rate - Hourly
Employment Number	Employment Start Date	Employment Termination Date
Employment Type Code	Employment Type Description	Employment_Date1
Employment_Date2	Employment_Date3	Employment_Date4
Employment_Date5	Employment_Date6	Employment_Memo
Employment_Number1	Employment_Number2	Employment_Number3
Employment_Number4	Employment_Number5	Employment_Number6
Employment_Option1	Employment_Option2	Employment_Option3
Employment_Option4	Employment_Text1	Employment_Text2
Employment_Text3	Employment_Text4	Employment_Text5
Employment_Text6	Employment_Text7	Employment_Text8
ezLaborManager		
First Name	Full Part Time Indicator	Gender
HR ID	Initials	Job Code
Job Title	Last Name	Leaving Reason Code
Leaving Reason Description	Length of Service Months	Length of Service Years
Location Code	Location Name	Manager ID
Manager Name	Middle Name	NI Number
Pay Group Code	Pay Group Description	Period Unit Code
Person Full Name	Person Id	Person_Date1
Person_Date2	Person_Date3	Person_Date4
Person_Date5	Person_Date6	Person_Memo
Person_Number1	Person_Number2	Person_Number3
Person_Number4	Person_Number5	Person_Number6
Person_Option1	Person_Option2	Person_Option3
Person_Option4	Person_Text1	Person_Text2
Person_Text3	Person_Text4	Person_Text5
Person_Text6	Person_Text7	Person_Text8
Position Title	Post Code	Preferred Name
Prev Employer Address1	Prev Employer Address2	Prev Employer Address3
Prev Employer Contact First Name	Prev Employer Contact Last Name	Prev Employer End Date
Prev Employer Name	Prev Employer Start Date	Prev Employment Contact Job Title
Prev Employment Record ID	Previous Employer Contact Email	Previous Employer Contact Postcode
Previous Employer Contact Salutation	Previous Employer Contact Telephone No	Previous Employer Contact Title Code
Previous Employer Reference Received Date	Previous Employer Reference Requested Date	Previous Employer Reference Summary

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Previous Employer Town	Previous Employment Job Description	Previous Employment Position Comment
Previous Employment Position Salary	Previous Employment Position Start Date	Primary Appointment Indicator
Report Appointment Status	Report Employment Status	Resignation Period
Salutation	Shift Pattern Code	Shift Pattern Description
Std Hours from EE RATE	Title Code	Town
Working Hours Agreement Code	Working Hours Agreement Desc	

Employee Private Vehicle Details view

The following fields are available in this view:

Additional Information	Address Line 1	Address Line 2
Address Line 3	Adjusted Service Date	Age Months
Age Years	Agreed To Use Car	Appointment End Date
Appointment FTE	Appointment Start Date	Appointment Type Code
Appointment Type Description	Appointment_Date1	Appointment_Date2
Appointment_Date3	Appointment_Date4	Appointment_Date5
Appointment_Date6	Appointment_Memo	Appointment_Number1
Appointment_Number2	Appointment_Number3	Appointment_Number4
Appointment_Number5	Appointment_Number6	Appointment_Option1
Appointment_Option2	Appointment_Option3	Appointment_Option4
Appointment_Text1	Appointment_Text2	Appointment_Text3
Appointment_Text4	Appointment_Text5	Appointment_Text6
Appointment_Text7	Appointment_Text8	Birth Date
Business Unit Code	Business Unit Name	Business Unit Parent Code
Business Unit Parent Name	Continuous Service Date	Contractual Hours
Cost Centre Code	Cost Centre Description	Date Agreed To Use Car
Date from	Date to	Disabled
Employee Code	Employee Pay Rate - Annual	Employee Pay Rate - Hourly
Employment Number	Employment Start Date	Employment Termination Date
Employment Type Code	Employment Type Description	Employment_Date1
Employment_Date2	Employment_Date3	Employment_Date4
Employment_Date5	Employment_Date6	Employment_Memo
Employment_Number1	Employment_Number2	Employment_Number3
Employment_Number4	Employment_Number5	Employment_Number6
Employment_Option1	Employment_Option2	Employment_Option3
Employment_Option4	Employment_Text1	Employment_Text2
Employment_Text3	Employment_Text4	Employment_Text5
Employment_Text6	Employment_Text7	Employment_Text8
ezLaborManager		
First Name	Fuel Type Code	Fuel Type Description
Full Part Time Indicator	Gender	HR ID
Initials	Job Code	Job Title
Last Name	Length of Service Months	Length of Service Years
Location Code	Location Name	Manager ID
Manager Name	Middle Name	NI Number
Own Vehicle Capacity	Pay Group Code	Pay Group Description
Person Full Name	Person Id	Person_Date1
Person_Date2	Person_Date3	Person_Date4
Person_Date5	Person_Date6	Person_Memo
Person_Number1	Person_Number2	Person_Number3
Person_Number4	Person_Number5	Person_Number6
Person_Option1	Person_Option2	Person_Option3
Person_Option4	Person_Text1	Person_Text2
Person_Text3	Person_Text4	Person_Text5
Person_Text6	Person_Text7	Person_Text8
Position Title	Post Code	Preferred Name
Primary Appointment Indicator	Report Appointment Status	Report Employment Status
Salutation	Shift Pattern Code	Shift Pattern Description
Std Hours from EE RATE	Title Code	Town
Vehicle Colour	Vehicle Make Code	Vehicle Make Description
Vehicle Model Code	Vehicle Model Description	Vehicle Registration No
Vehicle Type Code	Vehicle Type Description	
Working Hours Agreement Code	Working Hours Agreement Desc	

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Employee Rate Information view

The following fields are available in this view:

Address Line 1	Address Line 2	Address Line 3
Adjusted Service Date	Age Months	Age Years
Appointment End Date	Appointment FTE	Appointment Start Date
Appointment Type Code	Appointment Type Description	Appointment_Date1
Appointment_Date2	Appointment_Date3	Appointment_Date4
Appointment_Date5	Appointment_Date6	Appointment_Memo
Appointment_Number1	Appointment_Number2	Appointment_Number3
Appointment_Number4	Appointment_Number5	Appointment_Number6
Appointment_Option1	Appointment_Option2	Appointment_Option3
Appointment_Option4	Appointment_Text1	Appointment_Text2
Appointment_Text3	Appointment_Text4	Appointment_Text5
Appointment_Text6	Appointment_Text7	Appointment_Text8
Birth Date	Business Unit Code	Business Unit Name
Business Unit Parent Code	Business Unit Parent Name	Business Unit Parent Type
Business Unit Parent2	Business Unit Parent2 Name	Business Unit Parent2 Type
Business Unit Parent3	Business Unit Parent3 Name	Business Unit Parent3 Type
Business Unit Parent4	Business Unit Parent4 Name	Business Unit Parent4 Type
Business Unit Parent5	Business Unit Parent5 Name	Business Unit Parent5 Type
Business Unit Parent6	Business Unit Parent6 Name	Business Unit Parent6 Type
Business Unit Parent7	Business Unit Parent7 Name	Business Unit Parent7 Type
Business Unit Parent8	Business Unit Parent8 Name	Business Unit Parent8 Type
Business Unit Parent9	Business Unit Parent9 Name	Business Unit Parent9 Type
Business Unit Type Description	Company Code	Company Name
Continuous Service Date	Contractual Hours	Cost Centre Code
Cost Centre Description	Cost Centre General Ledger Business Code	Currency
Currency Code	Disabled	Employee Code
Employee Pay Rate	Employee Pay Rate - Annual	Employee Pay Rate - Hourly
Employee Pay Rate Include Amount	Employee Rate Increment Percentage	Employee Rate Number
Employment Number	Employment Start Date	Employment Termination Date
Employment Type Code	Employment Type Description	Employment_Date1
Employment_Date2	Employment_Date3	Employment_Date4
Employment_Date5	Employment_Date6	Employment_Memo
Employment_Number1	Employment_Number2	Employment_Number3
Employment_Number4	Employment_Number5	Employment_Number6
Employment_Option1	Employment_Option2	Employment_Option3
Employment_Option4	Employment_Text1	Employment_Text2
Employment_Text3	Employment_Text4	Employment_Text5
Employment_Text6	Employment_Text7	Employment_Text8
ezLaborManager		
First Name	Full Part Time Indicator	Gender
Grade Description	HR ID	Initials
Installation Name	Job Code	Job Title
Labour Allocation Cost Code	Labour Allocation GL Code	Labour Allocation Percentage
Last Name	Length of Service Months	Length of Service Years
Location Code	Location Name	Manager ID
Manager Name	Middle Name	NI Number
Pay Frequency Code	Pay Group Code	Pay Group Description
Person Full Name	Person Id	Person_Date1
Person_Date2	Person_Date3	Person_Date4
Person_Date5	Person_Date6	Person_Memo
Person_Number1	Person_Number2	Person_Number3
Person_Number4	Person_Number5	Person_Number6
Person_Option1	Person_Option2	Person_Option3

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Person_Option4	Person_Text1	Person_Text2
Person_Text3	Person_Text4	Person_Text5
Person_Text6	Person_Text7	Person_Text8
Position Title	Post Code	Preferred Name
Primary Appointment Indicator	Rate Change Reason Amount	Rate Change Reason Code
Rate Change Reason Comments	Rate Change Reason Description	Rate Change Reason Percentage
Rate Description	Rate Effective from	Rate Effective to
Report Appointment Status	Report Employment Status	Report Rate Status
Reports To Position Title	Salutation	Shift Pattern Code
Shift Pattern Description	Std Hours from EE RATE	Title Code
Town	Working Hours Agreement Code	Working Hours Agreement Desc

Employee Skills and Experience view

The following fields are available in this view:

Adjusted Service Date	Age Months	Age Years
Appointment End Date	Appointment FTE	Appointment Start Date
Appointment Type Code	Appointment Type Description	Appointment_Date1
Appointment_Date2	Appointment_Date3	Appointment_Date4
Appointment_Date5	Appointment_Date6	Appointment_Memo
Appointment_Number1	Appointment_Number2	Appointment_Number3
Appointment_Number4	Appointment_Number5	Appointment_Number6
Appointment_Option1	Appointment_Option2	Appointment_Option3
Appointment_Option4	Appointment_Text1	Appointment_Text2
Appointment_Text3	Appointment_Text4	Appointment_Text5
Appointment_Text6	Appointment_Text7	Appointment_Text8
Birth Date	Business Unit Code	Business Unit Name
Business Unit Parent Code	Business Unit Parent Name	Company Code
Company Name	Continuous Service Date	Contractual Hours
Cost Centre Code	Cost Centre Description	Date Assessed
Disabled	Employee Code	Employee Pay Rate - Annual
Employee Pay Rate - Hourly	Employment Number	Employment Start Date
Employment Termination Date	Employment Type Code	Employment Type Description
Employment_Date1	Employment_Date2	Employment_Date3
Employment_Date4	Employment_Date5	Employment_Date6
Employment_Memo	Employment_Number1	Employment_Number2
Employment_Number3	Employment_Number4	Employment_Number5
Employment_Number6	Employment_Option1	Employment_Option2
Employment_Option3	Employment_Option4	Employment_Text1
Employment_Text2	Employment_Text3	Employment_Text4
Employment_Text5	Employment_Text6	Employment_Text7
Employment_Text8	Experience to date in months	Experience to date in years
ezLaborManager		
First Name	Full Part Time Indicator	Gender
Grade Code	Grade Description	HR ID
Initials	Job Code	Job Title
Last Name	Last used date	Length of Service Months
Length of Service Years	Location Code	Location Name
Manager ID	Manager Name	Middle Name
NI Number	Pay Group Code	Pay Group Description
Person Full Name	Person Id	Person_Date1
Person_Date2	Person_Date3	Person_Date4
Person_Date5	Person_Date6	Person_Memo
Person_Number1	Person_Number2	Person_Number3
Person_Number4	Person_Number5	Person_Number6
Person_Option1	Person_Option2	Person_Option3
Person_Option4	Person_Text1	Person_Text2
Person_Text3	Person_Text4	Person_Text5
Person_Text6	Person_Text7	Person_Text8
Position Title	Preferred Name	Primary Appointment Indicator
Prior Experience in months	Prior Experience in years	Proficiency Level Code
Proficiency Level Description	Relevant Experience	Report Appointment Status
Report Employment Status	Salutation	Shift Pattern Code
Shift Pattern Description	Skill Description	Skill Id
Std Hours from EE RATE	Title Code	Title Description
Used in Job	Used Since Date	Working Hours Agreement Code
Working Hours Agreement Desc		

Employee Special Accumulators view

The following fields are available in this view:

Address Line 1	Address Line 2	Address Line 3
Adjusted Service Date	Age Months	Age Years
Appointment End Date	Appointment FTE	Appointment Start Date
Appointment Type Code	Appointment Type Description	Appointment_Date1
Appointment_Date2	Appointment_Date3	Appointment_Date4
Appointment_Date5	Appointment_Date6	Appointment_Memo
Appointment_Number1	Appointment_Number2	Appointment_Number3
Appointment_Number4	Appointment_Number5	Appointment_Number6
Appointment_Option1	Appointment_Option2	Appointment_Option3
Appointment_Option4	Appointment_Text1	Appointment_Text2
Appointment_Text3	Appointment_Text4	Appointment_Text5
Appointment_Text6	Appointment_Text7	Appointment_Text8
Birth Date	Business Unit Code	Business Unit Name
Business Unit Parent Code	Business Unit Parent Name	Company Code
Continuous Service Date	Contractual Hours	Cost Centre Code
Cost Centre Description	Disabled	Employee Code
Employee Pay Rate - Annual	Employee Pay Rate - Hourly	Employee Payroll Code
Employment Number	Employment Start Date	Employment Termination Date
Employment Type Code	Employment Type Description	Employment_Date1
Employment_Date2	Employment_Date3	Employment_Date4
Employment_Date5	Employment_Date6	Employment_Memo
Employment_Number1	Employment_Number2	Employment_Number3
Employment_Number4	Employment_Number5	Employment_Number6
Employment_Option1	Employment_Option2	Employment_Option3
Employment_Option4	Employment_Text1	Employment_Text2
Employment_Text3	Employment_Text4	Employment_Text5
Employment_Text6	Employment_Text7	Employment_Text8
ezLaborManager		
First Name	Full Part Time Indicator	Gender
HR ID	Initials	Job Code
Job Title	Last Name	Length of Service Months
Length of Service Years	Location Code	Location Name
Manager ID	Manager Name	Middle Name
NI Number	Pay Group Code	Pay Group Description
Person Full Name	Person Id	Person_Date1
Person_Date2	Person_Date3	Person_Date4
Person_Date5	Person_Date6	Person_Memo
Person_Number1	Person_Number2	Person_Number3
Person_Number4	Person_Number5	Person_Number6
Person_Option1	Person_Option2	Person_Option3
Person_Option4	Person_Text1	Person_Text2
Person_Text3	Person_Text4	Person_Text5
Person_Text6	Person_Text7	Person_Text8
Position Title	Post Code	Preferred Name
Primary Appointment Indicator	Report Appointment Status	Report Employment Status
Salutation	Separate Payslip	Shift Pattern Code
Shift Pattern Description	Special Accumulator Amount	Special Accumulator Calendar
Special Accumulator Code	Special Accumulator Content	Special Accumulator Description
Special Accumulator Effective From Period	Special Accumulator Effective From Year	Special Accumulator Effective To Period
Special Accumulator Effective To Year	Std Hours from EE RATE	Title Code
Town	Working Hours Agreement Code	Working Hours Agreement Desc

Employee Statutory Accumulators view

The following fields are available in this view:

Accumulator	Accumulator Description	Accumulator Type
Address Line 1	Address Line 2	Address Line 3
Adjusted Service Date	Age Months	Age Years
Appointment End Date	Appointment FTE	Appointment Start Date
Appointment Type Code	Appointment Type Description	Appointment_Date1
Appointment_Date2	Appointment_Date3	Appointment_Date4
Appointment_Date5	Appointment_Date6	Appointment_Memo
Appointment_Number1	Appointment_Number2	Appointment_Number3
Appointment_Number4	Appointment_Number5	Appointment_Number6
Appointment_Option1	Appointment_Option2	Appointment_Option3
Appointment_Option4	Appointment_Text1	Appointment_Text2
Appointment_Text3	Appointment_Text4	Appointment_Text5
Appointment_Text6	Appointment_Text7	Appointment_Text8
Birth Date	Business Unit Code	Business Unit Name
Business Unit Parent Code	Business Unit Parent Name	Company Code
Continuous Service Date	Contractual Hours	Cost Centre Code
Cost Centre Description	Country Code	Country Name
County Code	County Name	Disabled
Employee Code	Employee NI Category	Employee NI Code Effective From
Employee NI Code Effective To	Employee Pay Rate - Annual	Employee Pay Rate - Hourly
Employee Payroll Code	Employee Tax Basis	Employee Tax Code
Employee Tax Code Effective From	Employee Tax Code Effective To	Employment Number
Employment Start Date	Employment Termination Date	Employment Type Code
Employment Type Description	Employment_Date1	Employment_Date2
Employment_Date3	Employment_Date4	Employment_Date5
Employment_Date6	Employment_Memo	Employment_Number1
Employment_Number2	Employment_Number3	Employment_Number4
Employment_Number5	Employment_Number6	Employment_Option1
Employment_Option2	Employment_Option3	Employment_Option4
Employment_Text1	Employment_Text2	Employment_Text3
Employment_Text4	Employment_Text5	Employment_Text6
Employment_Text7	Employment_Text8	ezLaborManager
First Name	Full Part Time Indicator	
Gender	HR ID	
Initials	Job Code	Job Title
Jurisdiction Code	Last Name	Length of Service Months
Length of Service Years	Location Code	Location Name
Manager ID	Manager Name	Middle Name
NI Number	Pay Group Code	Pay Group Description
Person Full Name	Person Id	Person_Date1
Person_Date2	Person_Date3	Person_Date4
Person_Date5	Person_Date6	Person_Memo
Person_Number1	Person_Number2	Person_Number3
Person_Number4	Person_Number5	Person_Number6
Person_Option1	Person_Option2	Person_Option3
Person_Option4	Person_Text1	Person_Text2
Person_Text3	Person_Text4	Person_Text5
Person_Text6	Person_Text7	Person_Text8
Position Title	Post Code	Preferred Name
Primary Appointment Indicator	Report Appointment Status	Report Employment Status
Salutation	Shift Pattern Code	Shift Pattern Description
Std Hours from EE RATE	Tax Type Code	Tax Year
Title Code	Town	Working Hours Agreement Code
Working Hours Agreement Desc	YTD Amount	

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Employee Work Medical Info view

The following fields are available in this view:

Address Line 1	Address Line 2	Address Line 3
Adjusted Service Date	Age Months	Age Years
Appointment End Date	Appointment FTE	Appointment Start Date
Appointment Type Code	Appointment Type Description	Appointment_Date1
Appointment_Date2	Appointment_Date3	Appointment_Date4
Appointment_Date5	Appointment_Date6	Appointment_Memo
Appointment_Number1	Appointment_Number2	Appointment_Number3
Appointment_Number4	Appointment_Number5	Appointment_Number6
Appointment_Option1	Appointment_Option2	Appointment_Option3
Appointment_Option4	Appointment_Text1	Appointment_Text2
Appointment_Text3	Appointment_Text4	Appointment_Text5
Appointment_Text6	Appointment_Text7	Appointment_Text8
Birth Date	Business Unit Code	Business Unit Name
Business Unit Parent Code	Business Unit Parent Name	Category
Category Code	Comments	Company Code
Company Name	Continuous Service Date	Contractual Hours
Cost Centre Code	Cost Centre Description	Country Code
Country Name	County Code	County Name
Date	Disabled	Effective To
Employee Code	Employee Pay Rate - Annual	Employee Pay Rate - Hourly
Employment Number	Employment Start Date	Employment Termination Date
Employment Type Code	Employment Type Description	Employment_Date1
Employment_Date2	Employment_Date3	Employment_Date4
Employment_Date5	Employment_Date6	Employment_Memo
Employment_Number1	Employment_Number2	Employment_Number3
Employment_Number4	Employment_Number5	Employment_Number6
Employment_Option1	Employment_Option2	Employment_Option3
Employment_Option4	Employment_Text1	Employment_Text2
Employment_Text3	Employment_Text4	Employment_Text5
Employment_Text6	Employment_Text7	Employment_Text8
ezLaborManager		
First Name	Full Part Time Indicator	Gender
HR ID	Initials	Job Code
Job Title	Last Name	Length of Service Months
Length of Service Years	Location Code	Location Name
Manager ID	Manager Name	Middle Name
NI Number	Pay Group Code	Pay Group Description
Person Full Name	Person Id	Person_Date1
Person_Date2	Person_Date3	Person_Date4
Person_Date5	Person_Date6	Person_Memo
Person_Number1	Person_Number2	Person_Number3
Person_Number4	Person_Number5	Person_Number6
Person_Option1	Person_Option2	Person_Option3
Person_Option4	Person_Text1	Person_Text2
Person_Text3	Person_Text4	Person_Text5
Person_Text6	Person_Text7	Person_Text8
Position Title	Post Code	Preferred Name
Primary Appointment Indicator	Report Appointment Status	Report Employment Status
Salutation	Sequence number	Shift Pattern Code
Shift Pattern Description	Std Hours from EE RATE	Title Code
Town	Working Hours Agreement Code	Working Hours Agreement Desc

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Employee Working Abroad view

The following fields are available in this view:

Address Line 1	Address Line 2	Address Line 3
Adjusted Service Date	Age Months	Age Years
Allowance Additional Information	Allowance Amount	Allowance Code
Allowance Currency Code	Allowance Currency Description	Allowance Description
Allowance Effective From	Allowance Effective To	Allowance Equivalent Amount
Allowance Frequency Code	Allowance Frequency Description	Allowance Paid By Code
Allowance Paid By Description	Allowance Reference	Allowance Review Date
Appointment End Date	Appointment FTE	Appointment Start Date
Appointment Type Code	Appointment Type Description	Appointment_Date1
Appointment_Date2	Appointment_Date3	Appointment_Date4
Appointment_Date5	Appointment_Date6	Appointment_Memo
Appointment_Number1	Appointment_Number2	Appointment_Number3
Appointment_Number4	Appointment_Number5	Appointment_Number6
Appointment_Option1	Appointment_Option2	Appointment_Option3
Appointment_Option4	Appointment_Text1	Appointment_Text2
Appointment_Text3	Appointment_Text4	Appointment_Text5
Appointment_Text6	Appointment_Text7	Appointment_Text8
Assignment End Date	Assignment Start Date	Birth Date
Business Unit Code	Business Unit Name	Business Unit Parent Code
Business Unit Parent Name	Company Code	Company Name
Continuous Service Date	Contractual Hours	Cost Centre Code
Cost Centre Description	Country Code	Country Name
County Code	County Name	Date Passport Applied For
Date Visa Applied For	Date Work Permit Applied For	Days Vacation
Days Vacation Frequency Code	Days Vacation Frequency Description	Disabled
EEA Member Ind	Employee Code	Employee Pay Rate - Annual
Employee Pay Rate - Hourly	Employment Number	Employment Start Date
Employment Termination Date	Employment Type Code	Employment Type Description
Employment_Date1	Employment_Date2	Employment_Date3
Employment_Date4	Employment_Date5	Employment_Date6
Employment_Memo	Employment_Number1	Employment_Number2
Employment_Number3	Employment_Number4	Employment_Number5
Employment_Number6	Employment_Option1	Employment_Option2
Employment_Option3	Employment_Option4	Employment_Text1
Employment_Text2	Employment_Text3	Employment_Text4
Employment_Text5	Employment_Text6	Employment_Text7
Employment_Text8	ezLaborManager	
Family Members	First Name	Full Part Time Indicator
Gender	Gross Up	
HMRC Dispensation	HR ID	Initials
Job Code	Job Title	Last Name
Length of Service Months	Length of Service Years	Location Code
Location Name	Manager ID	Manager Name
Middle Name	NI Number	Passport Comments
Passport Country Of Issue	Passport Date	Passport Expiry Date
Passport Issue No.	Passport Reference No.	Passport Rejected Date
Passport Revoked Date	Passport Type	Passport Type Code
Pay Group Code	Pay Group Description	Person Full Name
Person Id	Person_Date1	Person_Date2
Person_Date3	Person_Date4	Person_Date5
Person_Date6	Person_Memo	Person_Number1
Person_Number2	Person_Number3	Person_Number4
Person_Number5	Person_Number6	Person_Option1

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Person_Option2	Person_Option3	Person_Option4
Person_Text1	Person_Text2	Person_Text3
Person_Text4	Person_Text5	Person_Text6
Person_Text7	Person_Text8	Position Title
Post Code	Preferred Name	Primary Appointment Indicator
Report Appointment Status	Report Employment Status	Return Trips
Return Trips Frequency Code	Return Trips Frequency Description	Salutation
Shift Pattern Code	Shift Pattern Description	Std Hours from EE RATE
Tax Equalisation Ind	Tax Return Prep Ind	Title Code
Town	Travel Class Code	Travel Class Description
Travel Means Code	Travel Means Description	Visa Comments
Visa Country Of Issue	Visa Date	Visa Expiry Date
Visa Issue No.	Visa Reference No.	Visa Rejected Date
Visa Revoked Date	Visa Type	Visa Type Code
Work Permit Code	Work Permit Comments	Work Permit Country Of Issue
Work Permit Date	Work Permit Expiry Date	Work Permit Issue No.
Work Permit Reference No.	Work Permit Rejected Date	Work Permit Revoked Date
Work Permit Type	Working Abroad Country Code	Working Abroad Country Name
Working Abroad Date 1	Working Abroad Date 2	Working Abroad Date 3
Working Abroad Date 4	Working Abroad Date 5	Working Abroad Date 6
Working Abroad Host Business Unit Code	Working Abroad Host Business Unit Description	Working Abroad Location Code
Working Abroad Location Description	Working Abroad Memo	Working Abroad Notes
Working Abroad Number 1	Working Abroad Number 2	Working Abroad Number 3
Working Abroad Number 4	Working Abroad Number 5*	Working Abroad Number 6
Working Abroad Option 1	Working Abroad Option 2	Working Abroad Option 3
Working Abroad Option 4	Working Abroad Text 1	Working Abroad Text 2
Working Abroad Text 3	Working Abroad Text 4	Working Abroad Text 5
Working Abroad Text 6	Working Abroad Text 7	Working Abroad Text 8
Working as(ExPat, InPat, Foreign Worker)	Working Hours Agreement Code	Working Hours Agreement Desc

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Jobs view

The following fields are available in this view:

Change comments	Change Reason Code	Change Reason Description
Date from	Date to	Date1 (User Field)
Date2 (User Field)	Date3 (User Field)	Date4 (User Field)
Date5 (User Field)	Date6 (User Field)	Grade Code
Grade Description	Job Class Code	Job Class Description
Job Code	Job Description	Job Description Web Address
Job Evaluated Date	Job Inactive Indicator	Job Points
Job Title	Manager Class Code	Manager Class Description
Memo (User Field)	Number1 (User Field)	Number2 (User Field)
Number3 (User Field)	Number4 (User Field)	Number5 (User Field)
Number6 (User Field)	Option1 (User Field)	Option2 (User Field)
Option3 (User Field)	Option4 (User Field)	Record Number
Salary Maximum	Salary Midpoint	Salary Minimum
Text1 (User Field)	Text2 (User Field)	Text3 (User Field)
Text4 (User Field)	Text5 (User Field)	Text6 (User Field)
Text7 (User Field)	Text8 (User Field)	Update User

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Pension view

The following fields are available in this view:

Address Line 1	Address Line 2	Address Line 3
Adjusted Service Date	Age Months	Age Years
Appointment End Date	Appointment FTE	Appointment Start Date
Appointment Type Code	Appointment Type Description	Appointment_Date1
Appointment_Date2	Appointment_Date3	Appointment_Date4
Appointment_Date5	Appointment_Date6	Appointment_Memo
Appointment_Number1	Appointment_Number2	Appointment_Number3
Appointment_Number4	Appointment_Number5	Appointment_Number6
Appointment_Option1	Appointment_Option2	Appointment_Option3
Appointment_Option4	Appointment_Text1	Appointment_Text2
Appointment_Text3	Appointment_Text4	Appointment_Text5
Appointment_Text6	Appointment_Text7	Appointment_Text8
AVC Status	Birth Date	Business Unit Code
Business Unit Name	Business Unit Parent Code	Business Unit Parent Name
Company Code	Company Name	Continuous Service Date
Contractual Hours	Cost Centre Code	Cost Centre Description
Deduction Accumulator Amount YTD	Deduction Accumulator Eligible Earnings YTD	Deduction Annual Limit
Deduction Class Code	Deduction Class Description	Deduction Code
Deduction Default Amount	Deduction Default Rate	Deduction Description
Deduction Taxability Code	Deduction Taxable Description	Disabled
Employee Code	Employee Employer Code	Employee NI Category
Employee Pay Rate - Annual	Employee Pay Rate - Hourly	Employee Payroll Code
Employment Number	Employment Start Date	Employment Termination Date
Employment Type Code		
Employment Type Description	Employment_Date1	Employment_Date2
Employment_Date3	Employment_Date4	Employment_Date5
Employment_Date6	Employment_Memo	Employment_Number1
Employment_Number2	Employment_Number3	Employment_Number4
Employment_Number5	Employment_Number6	Employment_Option1
Employment_Option2	Employment_Option3	Employment_Option4
Employment_Text1	Employment_Text2	Employment_Text3
Employment_Text4	Employment_Text5	Employment_Text6
Employment_Text7	Employment_Text8	ezLaborManager
First Name	Formula Code	Full Part Time Indicator
Gender		
HR ID	Initials	Job Code
Job Title	Last Name	Length of Service Months
Length of Service Years	Location Code	Location Name
Manager ID	Manager Name	Marital Status
Marital Status Description	Middle Name	
NI Number	Override Percent	Override Value
Pay Group Code	Pay Group Description	Pay Period End
Pay Period Number	Pay Period Start	Pay Period Suffix
Payee Code	Payee Name	Payrun Code
Payrun Entry Code	Pension Accumulator From Period	Pension Accumulator From Year
Pension Accumulator To Period	Pension Accumulator To Year	Pension Allow Employee Contribution
Pension Company	Pension Description	Pension End Date
Pension Membership Date Of Joining	Pension Membership Date Of Leaving	Pension Membership Stakeholder Policy No
Pension SCON	Pension Stakeholder	Pension Start Date
Period Amount	Person Full Name	Person Id
Person_Date1	Person_Date2	Person_Date3

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Person_Date4	Person_Date5	Person_Date6
Person_Memo	Person_Number1	Person_Number2
Person_Number3	Person_Number4	Person_Number5
Person_Number6	Person_Option1	Person_Option2
Person_Option3	Person_Option4	Person_Text1
Person_Text2	Person_Text3	Person_Text4
Person_Text5	Person_Text6	Person_Text7
Person_Text8	Position Title	Post Code
Preferred Name	Primary Appointment Indicator	Report Appointment Status
Report Employment Status	Salutation	Scheme Basis
Scheme Code	Scheme Type	Shift Pattern Code
Shift Pattern Description	Std Hours from EE RATE	Tax Period Number
Tax Year	Title Code	Town
Working Hours Agreement Code	Working Hours Agreement Desc	

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Person Addresses view

The following fields are available in this view:

Address Line 1	Address Line 2	Address Line 3
Address Type Code	Address Type Description	Adjusted Service Date
Age Months	Age Years	Appointment End Date
Appointment FTE	Appointment Start Date	Appointment Type Code
Appointment Type Description	Appointment_Date1	Appointment_Date2
Appointment_Date3	Appointment_Date4	Appointment_Date5
Appointment_Date6	Appointment_Memo	Appointment_Number1
Appointment_Number2	Appointment_Number3	Appointment_Number4
Appointment_Number5	Appointment_Number6	Appointment_Option1
Appointment_Option2	Appointment_Option3	Appointment_Option4
Appointment_Text1	Appointment_Text2	Appointment_Text3
Appointment_Text4	Appointment_Text5	Appointment_Text6
Appointment_Text7	Appointment_Text8	Birth Date
Business Unit Code	Business Unit Name	Business Unit Parent Code
Business Unit Parent Name	Continuous Service Date	Contractual Hours
Correspondence Address Indicator	Cost Centre Code	Cost Centre Description
Country Code	Country Name	County Code
County Name	Disabled	Employee Code
Employee Pay Rate - Annual	Employee Pay Rate - Hourly	Employment Number
Employment Start Date	Employment Termination Date	Employment Type Code
Employment Type Description	Employment_Date1	Employment_Date2
Employment_Date3	Employment_Date4	Employment_Date5
Employment_Date6	Employment_Memo	Employment_Number1
Employment_Number2	Employment_Number3	Employment_Number4
Employment_Number5	Employment_Number6	Employment_Option1
Employment_Option2	Employment_Option3	Employment_Option4
Employment_Text1	Employment_Text2	Employment_Text3
Employment_Text4	Employment_Text5	Employment_Text6
Employment_Text7	Employment_Text8	ezLaborManager
First Name	Full Part Time Indicator	
Gender	HR ID	
Initials	Job Code	Job Title
Last Name	Length of Service Months	Length of Service Years
Location Code	Location Name	Manager ID
Manager Name	Middle Name	NI Number
P60 Address Indicator	Pay Group Code	Pay Group Description
Payroll Address Indicator	Person Full Name	Person Id
Person_Date1	Person_Date2	Person_Date3
Person_Date4	Person_Date5	Person_Date6
Person_Memo	Person_Number1	Person_Number2
Person_Number3	Person_Number4	Person_Number5
Person_Number6	Person_Option1	Person_Option2
Person_Option3	Person_Option4	Person_Text1
Person_Text2	Person_Text3	Person_Text4
Person_Text5	Person_Text6	Person_Text7
Person_Text8	Position Title	Post Code
Preferred Name	Primary Appointment Indicator	Report Appointment Status
Report Employment Status	Salutation	Shift Pattern Code
Shift Pattern Description	Std Hours from EE RATE	Title Code
Town	Working Hours Agreement Code	Working Hours Agreement Desc

Position view

The following fields are available in this view:

Annual Appointment Full Time Equivalent	Annual Appointment Headcount	Annual Headcount Variance
Annual Position Budget Full Time Equivalent	Annual Position Budget Headcount	Annual Position Full Time Equivalent Variance
Annual Position Revised Full Time Equivalent	Annual Position Revised Headcount	Budget Month 1 Appointment Full Time Equivalent
Budget Month 1 Appointment Headcount	Budget Month 1 Effective Date	Budget Month 1 Name
Budget Month 1 Number	Budget Month 1 Position Budget Full Time Equiv.	Budget Month 1 Position Budget Headcount
Budget Month 1 Position Full Time Equiv. Variance	Budget Month 1 Position Headcount Variance	Budget Month 1 Position Revised Full Time Equiv.
Budget Month 1 Position Revised Headcount	Budget Month 2 Appointment Full Time Equivalent	Budget Month 2 Appointment Headcount
Budget Month 2 Effective Date	Budget Month 2 Name	Budget Month 2 Number
Budget Month 2 Position Budget Full Time Equiv.	Budget Month 2 Position Budget Headcount	Budget Month 2 Position Full Time Equiv. Variance
Budget Month 2 Position Headcount Variance	Budget Month 2 Position Revised Full Time Equiv.	Budget Month 2 Position Revised Headcount
Budget Month 3 Appointment Full Time Equivalent	Budget Month 3 Appointment Headcount	Budget Month 3 Effective Date
Budget Month 3 Name	Budget Month 3 Number	Budget Month 3 Position Budget Full Time Equiv.
Budget Month 3 Position Budget Headcount	Budget Month 3 Position Full Time Equiv. Variance	Budget Month 3 Position Headcount Variance
Budget Month 3 Position Revised Full Time Equiv.	Budget Month 3 Position Revised Headcount	Budget Month 4 Appointment Full Time Equivalent
Budget Month 4 Appointment Headcount	Budget Month 4 Effective Date	Budget Month 4 Name
Budget Month 4 Number	Budget Month 4 Position Budget Full Time Equiv.	Budget Month 4 Position Budget Headcount
Budget Month 4 Position Full Time Equiv. Variance	Budget Month 4 Position Headcount Variance	Budget Month 4 Position Revised Full Time Equiv.
Budget Month 4 Position Revised Headcount	Budget Month 5 Appointment Full Time Equivalent	Budget Month 5 Appointment Headcount
Budget Month 5 Effective Date	Budget Month 5 Name	Budget Month 5 Number
Budget Month 5 Position Budget Full Time Equiv.	Budget Month 5 Position Budget Headcount	Budget Month 5 Position Full Time Equiv. Variance
Budget Month 5 Position Headcount Variance	Budget Month 5 Position Revised Full Time Equiv.	Budget Month 5 Position Revised Headcount
Budget Month 6 Appointment Full Time Equivalent	Budget Month 6 Appointment Headcount	Budget Month 6 Effective Date
Budget Month 6 Name	Budget Month 6 Number	Budget Month 6 Position Budget Full Time Equiv.
Budget Month 6 Position Budget Headcount	Budget Month 6 Position Full Time Equiv. Variance	Budget Month 6 Position Headcount Variance
Budget Month 6 Position Revised Full Time Equiv.	Budget Month 6 Position Revised Headcount	Budget Month 7 Appointment Full Time Equivalent
Budget Month 7 Appointment Headcount	Budget Month 7 Effective Date	Budget Month 7 Name
Budget Month 7 Number	Budget Month 7 Position Budget Full Time Equiv.	Budget Month 7 Position Budget Headcount
Budget Month 7 Position Full Time Equiv. Variance	Budget Month 7 Position Headcount Variance	Budget Month 7 Position Revised Full Time Equiv.

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Budget Month 7 Position Revised Headcount	Budget Month 8 Appointment Full Time Equivalent	Budget Month 8 Appointment Headcount
Budget Month 8 Effective Date	Budget Month 8 Name	Budget Month 8 Number
Budget Month 8 Position Budget Full Time Equiv.	Budget Month 8 Position Budget Headcount	Budget Month 8 Position Full Time Equiv. Variance
Budget Month 8 Position Headcount Variance	Budget Month 8 Position Revised Full Time Equiv.	Budget Month 8 Position Revised Headcount
Budget Month 9 Appointment Full Time Equivalent	Budget Month 9 Appointment Headcount	Budget Month 9 Effective Date
Budget Month 9 Name	Budget Month 9 Number	Budget Month 9 Position Budget Full Time Equiv.
Budget Month 9 Position Budget Headcount	Budget Month 9 Position Full Time Equiv. Variance	Budget Month 9 Position Headcount Variance
Budget Month 9 Position Revised Full Time Equiv.	Budget Month 9 Position Revised Headcount	Budget Month 10 Appointment Full Time Equivalent
Budget Month 10 Appointment Headcount	Budget Month 10 Effective Date	Budget Month 10 Name
Budget Month 10 Number	Budget Month 10 Position Budget Full Time Equiv.	Budget Month 10 Position Budget Headcount
Budget Month 10 Position Full Time Equiv. Variance	Budget Month 10 Position Headcount Variance	Budget Month 10 Position Revised Full Time Equiv.
Budget Month 10 Position Revised Headcount	Budget Month 11 Appointment Full Time Equivalent	Budget Month 11 Appointment Headcount
Budget Month 11 Effective Date	Budget Month 11 Name	Budget Month 11 Number
Budget Month 11 Position Budget Full Time Equiv.	Budget Month 11 Position Budget Headcount	Budget Month 11 Position Full Time Equiv. Variance
Budget Month 11 Position Headcount Variance	Budget Month 11 Position Revised Full Time Equiv.	Budget Month 11 Position Revised Headcount
Budget Month 12 Appointment Full Time Equivalent	Budget Month 12 Appointment Headcount	Budget Month 12 Effective Date
Budget Month 12 Name	Budget Month 12 Number	Budget Month 12 Position Budget Full Time Equiv.
Budget Month 12 Position Budget Headcount	Budget Month 12 Position Full Time Equiv. Variance	Budget Month 12 Position Headcount Variance
Budget Month 12 Position Revised Full Time Equiv.	Budget Month 12 Position Revised Headcount	Budget Year
Budget Year Start	Business Unit Code	Business Unit Name
Job Code	Job Title	Location Code
Location Name	Position Date1	Position Date2
Position Date3	Position Date4	Position Date5
Position Date6	Position End Date	Position Id
Position Last History Code	Position Last History Date	Position Last Updated By
Position Last Updated Date	Position Memo	Position Number1
Position Number2	Position Number3	Position Number4
Position Number5	Position Number6	Position Option1
Position Option2	Position Option3	Position Option4
Position Start Date	Position Status Code	Position Status Description
Position Text1	Position Text2	Position Text3
Position Text4	Position Text5	Position Text6
Position Text7	Position Text8	Position Title
Position Type Code	Position Type Description	Reports To Business Unit Code
Reports To Business Unit Name	Reports To Job Code	Reports To Job Title
Reports To Position ID	Reports To Position Title	Shift Pattern Code
Shift Pattern Comment	Shift Pattern Company Holiday Ind	Shift Pattern Compute Averages Ind
Shift Pattern Description	Shift Pattern Effective From	Shift Pattern Effective To
Shift Pattern Hours Per Day	Shift Pattern Scheduled Days	Shift Pattern Scheduled Hours
Shift Pattern Start Date	Shift Pattern Weeks	
Working Hours Agreement Code	Working Hours Agreement Desc	

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Qualifications view

The following fields are available in this view:

Address Line 1	Address Line 2	Address Line 3
Adjusted Service Date	Age Months	Age Years
Appointment End Date	Appointment FTE	Appointment Start Date
Appointment Type Code	Appointment Type Description	Appointment_Date1
Appointment_Date2	Appointment_Date3	Appointment_Date4
Appointment_Date5	Appointment_Date6	Appointment_Memo
Appointment_Number1	Appointment_Number2	Appointment_Number3
Appointment_Number4	Appointment_Number5	Appointment_Number6
Appointment_Option1	Appointment_Option2	Appointment_Option3
Appointment_Option4	Appointment_Text1	Appointment_Text2
Appointment_Text3	Appointment_Text4	Appointment_Text5
Appointment_Text6	Appointment_Text7	Appointment_Text8
Birth Date	Business Unit Code	Business Unit Name
Business Unit Parent Code	Business Unit Parent Name	Comments
Company Code	Company Name	Complete by Date
Continuous Service Date	Contractual Hours	Cost Centre Code
Cost Centre Description	Country Code	Country Name
County Code	County Name	CPD Credits Required
CPD Required Indicator	CPD Year Start	CPD Year Start Date
CPD Year Start Month	Disabled	Employee Code
Employee Pay Rate - Annual	Employee Pay Rate - Hourly	Employment Number
Employment Start Date	Employment Termination Date	Employment Type Code
Employment Type Description	Employment_Date1	Employment_Date2
Employment_Date3	Employment_Date4	Employment_Date5
Employment_Date6	Employment_Memo	Employment_Number1
Employment_Number2	Employment_Number3	Employment_Number4
Employment_Number5	Employment_Number6	Employment_Option1
Employment_Option2	Employment_Option3	Employment_Option4
Employment_Text1	Employment_Text2	Employment_Text3
Employment_Text4	Employment_Text5	Employment_Text6
Employment_Text7	Employment_Text8	Establishment Address 1
Establishment Address 2	Establishment Address 3	Establishment Code
Establishment Name	Establishment Postcode	Establishment Telephone No
Expiry Date	ezLaborManager	
Fee	Fee Recoverable Indicator	
First Name	Full Part Time Indicator	Gender
HR ID	Job Code	Job Title
Last Name	Length of Service Months	Length of Service Years
Location Code	Location Name	Manager ID
Manager Name	Middle Name	NI Number
Pay Group Code	Pay Group Description	Permit Expired Date
Permit Start Date	Person Full Name	Person ID
Person_Date1	Person_Date2	Person_Date3
Person_Date4	Person_Date5	Person_Date6
Person_Memo	Person_Number1	Person_Number2
Person_Number3	Person_Number4	Person_Number5
Person_Number6	Person_Option1	Person_Option2
Person_Option3	Person_Option4	Person_Text1
Person_Text2	Person_Text3	Person_Text4
Person_Text5	Person_Text6	Person_Text7
Person_Text8	Position Title	Post Code
Preferred Name	Primary Appointment Indicator	Qualification Banding Comment
Qualification Banding Description	Qualification Banding Rank	Qualification Date
Qualification Grade Code	Qualification Grade Description	Qualification Level Code

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Qualification Level Description	Qualification Level Skill Description	Qualification Major Skill Description
Qualification Minor Skill Description	Qualification Type Code	Qualification Type Description
Qualification Type Description Summary	Qualified Indicator	Reference
Report Appointment Status	Report Employment Status	Salutation
Shift Pattern Code	Shift Pattern Description	Sponsored Indicator
Sponsorship Conditions	Sponsorship Fee Freq	Start Date
Std Hours from EE RATE	Title Code	Town
Work Permit	Work Permit No	
Working Hours Agreement Code	Working Hours Agreement Desc	

Supplementary view

The following fields are available in this view:

Address Line 1	Address Line 2	Address Line 3
Adjusted Service Date	Age Months	Age Years
Appointment End Date	Appointment FTE	Appointment Start Date
Appointment Type Code	Appointment Type Description	Appointment_Date1
Appointment_Date2	Appointment_Date3	Appointment_Date4
Appointment_Date5	Appointment_Date6	Appointment_Memo
Appointment_Number1	Appointment_Number2	Appointment_Number3
Appointment_Number4	Appointment_Number5	Appointment_Number6
Appointment_Option1	Appointment_Option2	Appointment_Option3
Appointment_Option4	Appointment_Text1	Appointment_Text2
Appointment_Text3	Appointment_Text4	Appointment_Text5
Appointment_Text6	Appointment_Text7	Appointment_Text8
Birth Date	Business Unit Code	Business Unit Name
Business Unit Parent Code	Business Unit Parent Name	Company Code
Company Name	Continuous Service Date	Contractual Hours
Cost Centre Code	Cost Centre Description	Disabled
Employee Code	Employee Pay Rate - Annual	Employee Pay Rate - Hourly
Employment Number	Employment Start Date	Employment Termination Date
Employment Type Code	Employment Type Description	Employment_Date1
Employment_Date2	Employment_Date3	Employment_Date4
Employment_Date5	Employment_Date6	Employment_Memo
Employment_Number1	Employment_Number2	Employment_Number3
Employment_Number4	Employment_Number5	Employment_Number6
Employment_Option1	Employment_Option2	Employment_Option3
Employment_Option4	Employment_Text1	Employment_Text2
Employment_Text3	Employment_Text4	Employment_Text5
Employment_Text6	Employment_Text7	Employment_Text8
ezLaborManager		
First Name	Full Part Time Indicator	Gender
HR ID	Initials	Job Code
Job Title	Last Name	Length of Service Months
Length of Service Years	Location Code	Location Name
Manager ID	Manager Name	Middle Name
NI Number	Pay Group Code	Pay Group Description
Person Full Name	Person Id	Person_Date1
Person_Date2	Person_Date3	Person_Date4
Person_Date5	Person_Date6	Person_Memo
Person_Number1	Person_Number2	Person_Number3
Person_Number4	Person_Number5	Person_Number6
Person_Option1	Person_Option2	Person_Option3
Person_Option4	Person_Text1	Person_Text2
Person_Text3	Person_Text4	Person_Text5
Person_Text6	Person_Text7	Person_Text8
Position Title	Post Code	Preferred Name
Primary Appointment Indicator	Report Appointment Status	Report Employment Status
Salutation	Shift Pattern Code	Shift Pattern Description
Std Hours from EE RATE	Supplementary Attained Date	Supplementary Code
Supplementary Code Description	Supplementary Comment	Supplementary Effective To Date
Supplementary Last Used Date	Supplementary Level Code	Supplementary Level Description
Supplementary Number of Years Used	Supplementary Type Code	Supplementary Type Description
Title Code	Town	
Working Hours Agreement Code	Working Hours Agreement Desc	