

Employee and Organization Reports


Employee and organization reports include lists of anniversary dates, personnel events, organizational structure, years of service, business telephone directory, and recruiting and union activity.

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Anniversary List

The Anniversary List indicates hire dates and seniority rankings for individual employees, all employees or your own reporting criteria during one month or all months, as of the effective date you specify. You can base the anniversary date on the last hire date, original hire date or seniority date. Sort the report by anniversary date, employee name, anniversary date by organization level, and employee name by organization level.

			Z-Systems, Inc. Anniversary List Effective 09/04/2007		
LAST HIRE		NAME	HIRE DATE	SENIORITY DATE	YEARS SERVICE
Month	Day				
Corporate					
Accounting					
9	6	Margolis, Mary N	09/06/1989	09/06/1989	17.99
Operations					
Manufacturing					
9	27	Huang, Mary M	09/27/1989	09/27/1989	17.94
9	28	Eagle, James J	09/28/1989	09/28/1989	17.93

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Event Report

Use this report to print a list of employee events. Events are training, licenses, bonuses, professional memberships, company cars or anything defined in the Events code table. You can select a specific event or report all events, as well as specify a date range for next due (renewal) dates. The report lists employee, title, organization levels, event code, effective date, event description, next due date and comments.

EMPLOYEE EVENT CODE	EFFECTIVE DATE	DESCRIPTION	NEXT DUE	COMMENTS
Zsi <i>Z Systems Inc.</i>				
Z-Systems, Inc.				
Event Report				
Adams, Donald A. Job Title is President. Division is CORP. Department is ADMIN.				
LICENSE	02/27/2004	License - Professional	02/27/2007	Renew
Johnson, SPHR, Mary S. Job Title is V.P. Human Resources. Division is CORP. Department is HR.				
CERTIF	05/01/2004	PHR	05/01/2007	Certified through SHRM
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New Hire Log

This report lists all employees hired during the date range you specify. You can select to include or exclude rehires, and you can choose to sort by employee name or date hired.

		ZSI/ABC SYSTEMS, INC		
		New Hire Log		
		Range of Hire Dates 01/02/2006 - 09/04/2007		
EMPLOYEE / SSN	EMPLOYEE ID	JOB TITLE / DIVISION, DEPARTMENT, LOCATION	CURRENT STATUS	ORIGINAL HIRE LAST HIRE
Chu, Paul 578-63-4539	150	Machine Oper I OPERATIONS, MAN,HQ	Active RFT	11/07/1988 08/20/2007
Jones, Sheryl 788-31-4112	24	Manager, Human Resources CORP, HR,HQ	Active RFT	02/01/2006 02/01/2006
NUMBER OF EMPLOYEES HIRED: 2				


Organizational Report

This report is a list of employees grouped by organizational levels and supervisors. Each group includes employee name, ID number, title, job code, seniority date and employee type (such as RFT or RPT). An employee count is subtotaled by organization levels. An employee total ends the report.

		ZSI/ABC SYSTEMS, INC Organizational Report			
NAME	TITLE	JOB CODE	SENIORITY DATE	TYPE	EMPLOYEE ID
Division is CORP Department is ADMIN					
Supervisor is [None]. Supervisor's ID is [None]					
Adams, Donald A	President	PRES	02/21/1976	RFT	101
Juarez, Marian A	Executive Assistant	EX ASST	01/23/1989	RFT	107
Departmental Employees					<u>2</u>
Division is CORP Department is HR					
Supervisor is Adams, Donald A. Supervisor's ID is [None]					
Johnson, SPHR, Mary S	V.P. Human Resources	VPHR	06/21/1988	RFT	109
Supervisor is Johnson, SPHR, Mary S. Supervisor's ID is 109					
Jones, Sheryl L	Manager, Human Resources	MGRHR	02/01/2005	RFT	24
Smith, Nancy S	Recruiter	RECRUIT	08/05/1990	RFT	139
Departmental Employees					<u>3</u>

Recruiter Activity

Select this report to review recruiter activity during a specified time period. For each recruiter, the report identifies new recruits, their current jobs, organization levels, and dates of hire.

		Z-Systems, Inc. Recruiter Activity For Period 01/01/2005 - 12/31/2007	
NAME	CURRENT JOB	DIVISION, DEPARTMENT, LOCATION	LAST HIRE
RECRUITER :			
Chu, Paul	Machine Oper I	OPERATIONS, MAN, HQ	08/20/2007
Palmer, Courtney	Graphic Artist	SALES/MKTG, MKTG, HQ	09/04/2007
TOTAL EMPLOYEES FOR RECRUITER :		2	
RECRUITER : JME			
Jones, Sheryl	Manager, Human	CORP, HR, HQ	02/01/2006
TOTAL EMPLOYEES FOR RECRUITER JME :		1	
TOTAL EMPLOYEES FOR ALL RECRUITERS :		3	
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Service List

This report provides a list of employees based on years of service. This list includes years of service, seniority dates, employee names, titles, and organization levels. It gives the employee headcount from which it calculates the average length of service.

SENIORITY		DATE	NAME	TITLE	DIVISION, DEPARTMENT
YRS.	MOH				
31y, 7m		02/12/1976	Adams, Donald A	President	CORP, ADMIN
31y, 6m		02/16/1976	Farber, Maximilian Clayt	Sales Rep II	CORP, SALES
24y, 6m		02/28/1983	Von Raes, Mary E	Marketing Coordinator	SALES/MKTG, MKTG
23y, 0m		08/28/1984	Hernandez, Joseph	Engineer II	ENGINEERING, HARDWARE
21y, 4m		05/22/1986	Brown, Virgil L	Manager, Engineering	ENGINEERING, SOFTWARE
20y, 10m		10/30/1986	White, Donald N	Programmer II	ENGINEERING, SOFTWARE
20y, 5m		04/20/1987	Bramble, Virginia L	Purchasing clerk	OPERATIONS, MATERIALS
19y, 7m		01/14/1988	Peacock, Richard S	Sales Rep II	SALES/MKTG, SALES
19y, 6m		03/09/1988	Krause, Janet A	Sales Rep II	SALES/MKTG, SALES
19y, 6m		03/18/1988	Chin, Nora C	V.P. Operations	OPERATIONS, MAN
19y, 5m		04/16/1988	Bandana, Pepper S	Machine Oper III	OPERATIONS, MAN
19y, 2m		06/12/1988	Johnson, SPHR, Mary S	V.P. Human Resources	CORP, HR
19y, 2m		06/29/1988	Nagassi, Robert N	Sales Rep II	SALES/MKTG, SALES
19y, 2m		07/03/1988	Jones, Gilbert W	Engineer II	ENGINEERING, HARDWARE
19y, 1m		07/12/1988	Attwater, Christine E	Secretary II	SALES/MKTG, SALES
18y, 10m		10/30/1988	Albright, Albert M	V.P. Engineering	ENGINEERING, MAN
18y, 10m		11/07/1988	Chu, Paul	Machine Oper I	OPERATIONS, MAN
18y, 10m		11/27/1988	Rise, Judith P	Sales Rep II	SALES/MKTG, SALES
18y, 7m		01/23/1989	Juarez, Marian A	Executive Assistant	CORP, ADMIN
18y, 7m		02/10/1989	Anderson, Cornelia B	Machine Oper III	OPERATIONS, MAN
18y, 5m		03/28/1989	Goldstein, Alicia T	QA Inspector	OPERATIONS, QA
18y, 4m		05/29/1989	White, Stacy R	Machine Oper II	OPERATIONS, MAN
18y, 2m		06/27/1989	Thompson, Wendy Q	QA Inspector	OPERATIONS, QA
18y, 2m		06/28/1989	Colombo, Adam N	Line Supervisor	OPERATIONS, MAN
18y, 1m		07/28/1989	Rodriguez, Richard N	Raw Materials Buy	OPERATIONS, MATERIALS
18y, 0m		09/06/1989	Margolis, Mary N	A/P Clerk II	CORP, ACCOUNTING
17y, 11m		09/27/1989	Huang, Mary M	Secretary III	OPERATIONS, MAN
17y, 11m		09/28/1989	Eagle, James J	Manager, Manufacturing	OPERATIONS, MAN
17y, 10m		11/17/1989	Willits, Joleen P	V.P. Finance	FINANCE, ACCOUNTING
17y, 10m		11/28/1989	Bickmire, James S	Technician II	ENGINEERING, HARDWARE
17y, 10m		11/29/1989	Anderson, Rebecca A	Machine Oper I	OPERATIONS, MAN
17y, 8m		12/07/1989	Hatfield, Carolyn N	Machine Oper II	OPERATIONS, MAN
17y, 1m		07/31/1990	Christian, Donna N	Machine Oper I	OPERATIONS, MAN
17y, 1m		08/06/1990	Smith, Nancy S	Recruiter	CORP, HR
16y, 7m		01/18/1991	Garcia, CPP, Tom T	Cost Accounting Rep	FINANCE, ACCOUNTING
14y, 6m		02/18/1993	Moreland, Beverly C	Manager, Sales	SALES/MKTG, SALES
14y, 4m		05/18/1993	Baker, Robert Q	V.P. Sales & Marketing	SALES/MKTG, ADMIN
9y, 8m		01/05/1998	Dodge, CPA, Tom P	G/ledger Acctg Ad	FINANCE, ACCOUNTING
8y, 8m		01/01/1999	Finn, Gail S	Secretary II	FINANCE, ACCOUNTING
8y, 6m		03/08/1999	Darkwolf, Duke H	Technician II	ENGINEERING, HARDWARE
8y, 2m		06/28/1999	Smiley, Sally S	Machine Oper I	OPERATIONS, MAN
8y, 0m		08/28/1999	Palmer, Courtney C	Graphic Artist	SALES/MKTG, MKTG

Source of Hire Activity

This report indicates the sources of new hires during the time period you specify. The report pinpoints new employees referred by personnel agencies, classifieds, recruiters, and all other sources.

		Z-Systems, Inc. Source-of-Hire Activity For Period 01/01/2006 - 12/31/2007	
NAME	CURRENT JOB	DIVISION, DEPARTMENT, LOCATION	LAST HIRE
SOURCE : AGENCY			
Jones, Sheryl	Manager, Human	CORP, HR, HQ	02/01/2006
TOTAL EMPLOYEES FOR SOURCE AGENCY :		1	
SOURCE : WALKIN			
Palmer, Courtney	Graphic Artist	SALES/MKTG, MKTG, HQ	09/04/2007
TOTAL EMPLOYEES FOR SOURCE WALKIN :		1	
TOTAL EMPLOYEES FOR ALL SOURCES :		2	
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Telephone Directory

This report provides a telephone directory for all employees and organization levels. You can also build your own reporting criteria. Select to display the full ten-digit number, an extension number, or both numbers. You can even include employees without phone numbers. This report uses the Nickname field from the Demographics page as the employee's first name; if this field is blank, the report uses the First Name field; if this field is blank, the report prints the Last Name but leaves the Nickname/First Name blank on the report.


NAME	PHONE
Adams, Tex	(408)935-1212
Albright, Al	(408)935-1212
Anderson, Becky	(408)935-1212
Anderson, Connie	(408)935-1212
Attwater, Tina	(408)935-1212
Baker, Robert	(408)935-1212
Bandana, Pepper	(408)935-1212
Bandana, Pepper	(408)935-1212
Bickmire, Jim	(408)935-1212
Bramble, Virginia	(408)935-1212
Bramble, Virginia	(408)935-1212
Brown, Virgil	(408)935-1212
Chin, Nora	(408)935-1212
Christian, Donna	(408)935-1212
Chu, Paul	
Colombo, Adam	(408)935-1212
Darkwolf, Curly	(408)935-1212
DeWitt, Dee	(408)935-1212
Dodge, CPA, Tom	(408)935-1212
Eagle, James	(408)935-1212
Farber, Max	(213)764-8347
Finn, Gail	(408)935-1212
Garcia, CPP, Tom	(408)935-1212
Goldstein, Alicia	(408)935-1212
Hatfield, Carolyn	(408)935-1212
Hernandez, Joseph	(408)935-1212
Huang, Mary	(408)935-1212
Johnson, Sue Sue	(408)935-1212
Johnson, SPHR, Mary	(408)935-1212
Jones, Gilbert	(408)935-1212
Jones, Sheryl	
Juarez, Marian	(408)935-1212
Krause, Janet	(703)555-5581
Margolis, Mary	(408)935-1212
Moreland, Beverly	(408)935-1212

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Union Report

This report lists employees who belong to unions. The report provides an alphabetical listing of employees sorted by name and includes employee titles, longevity, salaries, and union sign-up dates. You can include or omit employee salaries.

		ZSI/ABC SYSTEMS, INC		Union Report	
NAME	EMP#	TITLE	UNION DATE	LONG-EVITY	SALARY
Union Code : MACH					
Anderson, Cornelia B.	121	Machine Oper III	03/10/1989	18.4	34491.72
Bandana, Pepper S.	105	Machine Oper III	05/16/1988	19.3	32192.28
Christian, Donna N.	149	Machine Oper I	08/31/1990	17.0	13928.45
Hatfield, Carolyn N.	117	Machine Oper II	01/07/1990	17.6	28743.10
Smiley, Sally S.	116	Machine Oper I	07/28/1999	8.1	18039.84
White, Stacy R.	137	Machine Oper II	06/29/1989	18.1	29892.82
Union MACH Total :	6				
Total Employees	6				

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