

## Part 2 Human Resources Reports

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### Personal Information Reports


Personal information includes lists of birthdays, addresses, and telephone numbers, mailing labels, headcounts, and detailed employee profiles.

These are the Personal Information reports:

- [Age List](#)
- [Birthday List](#)
- [Employee Attachments](#)
- Employee Count (not shown)
- [Employee List](#)
- [Employee Notes](#)
- [Employee Profile](#)
- [Home Mailing Labels](#)
- [Work Phone List](#)


## Age List

This report lets you view a list of employees sorted by age. The report includes employee birth dates, titles, divisions, and departments.

		<b>ZSI/ABC SYSTEMS, INC</b>		
		<b>Age List</b>		
		As Of 08/01/2007		
<b>AGE</b>	<b>BIRTH</b>	<b>NAME</b>	<b>TITLE</b>	<b>DIVISION, DEPARTMENT</b>
75	04/16/1932	Farber, Maximillian Clayton	Sales Rep II	CORP, SALES
69	05/13/1938	Chu, Paul	Machine Oper I	OPERATIONS, MAN
63	07/19/1944	Bickmire, James S	Technician II	ENGINEERING, HARDWARE
62	04/15/1945	Baker, Robert Q	V.P. Sales &	SALES/MKTG, ADMIN
61	09/12/1945	Von Raes, Mary E	Marketing	SALES/MKTG, MKTG
57	12/01/1949	Hatfield, Carolyn N	Machine Oper II	OPERATIONS, MAN
57	07/26/1950	Albright, Albert M	V.P. Engineering	ENGINEERING, MAN
55	03/21/1952	Rise, Judith P	Sales Rep II	SALES/MKTG, SALES
54	01/11/1953	Adams, Donald A	President	CORP, ADMIN
54	07/15/1953	Darkwolf, Duke H	Technician II	ENGINEERING, HARDWARE
53	06/07/1954	Juarez, Marian A	Executive Assistant	CORP, ADMIN
52	08/18/1954	Rodriguez, Richard N	Raw Materials Buy	OPERATIONS, MATERIALS
52	12/21/1954	Bramble, Virginia L	Purchasing clerk	OPERATIONS, MATERIALS
51	12/20/1955	Eagle, James J	Manager,	OPERATIONS, MAN
51	02/28/1956	Thompson, Wendy Q	QA Inspector	OPERATIONS, QA
51	07/12/1956	Brown, Virgil L	Manager,	ENGINEERING, SOFTWARE
50	02/21/1957	White, Donald N	Programmer II	ENGINEERING, SOFTWARE
50	03/22/1957	Jones, Gilbert W	Engineer II	ENGINEERING, HARDWARE
49	06/30/1958	Dodge, CPA, Tom P	G/Ledger Acctg Ad	FINANCE, ACCOUNTING
49	07/16/1958	Christian, Donna N	Machine Oper I	OPERATIONS, MAN
48	04/12/1959	White, Stacy R	Machine Oper II	OPERATIONS, MAN
47	09/23/1959	Chin, Nora C	V.P. Operations	OPERATIONS, MAN
47	10/10/1959	Attwater, Christine E	Secretary II	SALES/MKTG, SALES
47	05/23/1960	Peacock, Richard S	Sales Rep II	SALES/MKTG, SALES
47	06/06/1960	Nagassi, Robert N	Sales Rep II	SALES/MKTG, SALES
47	06/17/1960	Krause, Janet A	Sales Rep II	SALES/MKTG, SALES
46	11/11/1960	Anderson, Cornelia B	Machine Oper III	OPERATIONS, MAN
45	05/25/1962	Garcia, CPP, Tom T	Cost Accounting Rep	FINANCE, ACCOUNTING
44	08/14/1962	Moreland, Beverly C	Manager, Sales	SALES/MKTG, SALES
44	06/17/1963	Hernandez, Joseph	Engineer II	ENGINEERING, HARDWARE
43	06/30/1964	Johnson, SPHR, Mary S	V.P. Human	CORP, HR
42	05/30/1965	Huang, Mary M	Secretary III	OPERATIONS, MAN
41	12/17/1965	Willits, Joleen P	V.P. Finance	FINANCE, ACCOUNTING
41	07/19/1966	Bandana, Pepper S	Machine Oper III	OPERATIONS, MAN
40	04/09/1967	Colombo, Adam N	Line Supervisor	OPERATIONS, MAN
39	07/03/1968	DeWitt, Deana Sue	Assembler II	OPERATIONS, MAN
38	11/21/1968	Smith, Nancy S	Recruiter	CORP, HR
37	11/30/1969	Margolis, Mary N	A/P Clerk II	CORP, ACCOUNTING
36	12/05/1970	Jones, Sheryl L	Manager, Human	CORP, HR
33	01/01/1974	Startwirth, Melisa S	Executive Dining	CORP, OPS
32	12/10/1974	Goldstein, Alicia T	QA Inspector	OPERATIONS, QA
32	05/15/1975	Palmer, Courtney C	Graphic Artist	SALES/MKTG, MKTG
31	08/15/1975	Finn, Gail S	Secretary II	FINANCE, ACCOUNTING

## Birthday List


Select this report to view a list of employee birthdays. You can sort the list by date, name, by date for each division and department and by name for each division and department. You can print the list for any or all months and you can choose whether or not to include address information.

		<b>ZSI/ABC SYSTEMS, INC</b>	
		Birthday List	
<b>MONTH</b>	<b>DAY</b>	<b>NAME</b>	<b>ADDRESS</b>
1	1	Startwirth, Melisa S	1123 Valley Green Dr. Los Altos, CA 90888
1	11	Adams, Donald A	1000 Bay View Court Apt B-4 San Jose, CA 95010
2	21	White, Donald N	987 E. Clifton St Cupertino, CA 90888
2	28	Thompson, Wendy Q	1245 N. First Street San Jose, CA 95010
3	21	Rise, Judith P	532 Sunrise Court Sunnyvale, CA 95123
3	22	Jones, Gilbert W	1212 Loma Alta Los Gatos, CA 95030
4	9	Colombo, Adam N	1234 Castro Street Mountain View, CA 94060
4	12	White, Stacy R	345 Rose Bud Ln Cupertino, CA 95014
4	15	Baker, Robert Q	12001 Oak Ridge Road San Jose, CA 95014
5	15	Palmer, Courtney C	32 Cherry Blossom Street Neuberry, CA 96733
5	23	Peacock, Richard S	4566 Perrywinkle Lane Cupertino, CA 95014
5	25	Garcia, CPP, Tom T	220 Washington Street Freemont, CA 90888
5	30	Huang, Mary M	234 Harding Ave Los Gatos, CA 95030
6	6	Nagassi, Robert N	7033 N. Sheridan Rd. Chicago, IL 60126
6	7	Juarez, Marian A	234 W. 22nd St. San Jose, CA 95070
6	10	Anderson, Rebecca A	111 Cedar Wing Court Cupertino, CA 95014
6	17	Krause, Janet A	211 Good Hope Rd. Falls Church, VA 44204
6	30	Dodge, CPA, Tom P	4987 Waterway Blvd Los Angeles, CA 98756

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## Employee Attachments

Use this report to list the attachment records for a selected group of employees. An option is also available to show which employees are missing required attachments.

		<b>Z-Systems, Inc.</b> Employee Attachments
<b>Enterprise</b>		
Attachment Code	Title	Last Updated
<b>Albright, Albert M</b>		
W4FORM	On File	
<b>Anderson, Cornelia B</b>		
W4FORM	On File	
<b>Anderson, Rebecca A</b>		
W4FORM	On File	
<b>Attwater, Christine E</b>		
W4FORM	On File	
<b>Baker, Robert Q</b>		
W4FORM	On File	
<b>Bandana, Pepper S</b>		
W4FORM	On File	
<b>Bandana, Pepper S</b>		
W4FORM	On File	
<b>Bickmire, James S</b>		
W4FORM	On File	
<b>Bramble, Virginia L</b>		
W4FORM	On File	
<b>Bramble, Virginia L</b>		
W4FORM	On File	
<b>Brown, Virgil L</b>		
W4FORM	On File	
<b>Chin, Nora C</b>		
W4FORM	On File	
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## Employee List

The Employee List lists employee information by last name, first name, and middle initial. It contains employee IDs, titles and organization levels.


		<b>Z-Systems, Inc.</b> Employee List	
NAME	EMPLOYEE ID	TITLE	DIVISION, DEPARTMENT
Adams, Donald A	101	President	CORP, ADMIN
Albright, Albert M	135	V.P. Engineering	ENGINEERING, MAN
Anderson, Cornelia B	121	Machine Oper III	OPERATIONS, MAN
Anderson, Rebecca A	140	Machine Oper I	OPERATIONS, MAN
Atwater, Christine E	130	Secretary II	SALES/MKTG, SALES
Baker, Robert Q	151	V.P. Sales & Marketing	SALES/MKTG, ADMIN
Bandana, Pepper S	105	Machine Oper III	OPERATIONS, MAN
Bandana, Pepper S	105	Machine Oper III	OPERATIONS, MAN
Bickmire, James S	132	Technician II	ENGINEERING, HARDWARE
Bramble, Virginia L	119	Purchasing clerk	OPERATIONS, MATERIALS
Bramble, Virginia L	119	Purchasing clerk	OPERATIONS, MATERIALS
Brown, Virgil L	106	Manager, Engineering	ENGINEERING, SOFTWARE
Chin, Nora C	147	V.P. Operations	OPERATIONS, MAN
Christian, Donna N	149	Machine Oper I	OPERATIONS, MAN
Chu, Paul	150	Machine Oper I	OPERATIONS, MAN
Colombo, Adam N	148	Line Supervisor	OPERATIONS, MAN
Darkwolf, Duke H	203	Technician II	ENGINEERING, HARDWARE
DeWitt, Deana Sue	125	Assembler II	OPERATIONS, MAN
Dodge, CPA, Tom P	201	G/lledger Acctg Ad	FINANCE, ACCOUNTING
Eagle, James J	131	Manager, Manufacturing	OPERATIONS, MAN
Farber, Maximillian Clayt	102	Sales Rep II	CORP, SALES
Finn, Gail S	126	Secretary II	FINANCE, ACCOUNTING
Garcia, CPP, Tom T	133	Cost Accounting Rep	FINANCE, ACCOUNTING
Goldstein, Alicia T	128	QA Inspector	OPERATIONS, QA
Hatfield, Carolyn N	117	Machine Oper II	OPERATIONS, MAN
Hernandez, Joseph	124	Engineer II	ENGINEERING, HARDWARE
Huang, Mary M	110	Secretary III	OPERATIONS, MAN
Johnson, Sue Ellen	143	A/P Clerk I	FINANCE, ACCOUNTING
Johnson, SPHR, Mary S	109	V.P. Human Resources	CORP, HR
Jones, Gilbert W	120	Engineer II	ENGINEERING, HARDWARE
Jones, Sheryl L	24	Manager, Human Resources	CORP, HR
Juarez, Marian A	107	Executive Assistant	CORP, ADMIN
Krause, Janet A	118	Sales Rep II	SALES/MKTG, SALES
Margolis, Mary N	127	A/P Clerk II	CORP, ACCOUNTING
Moreland, Beverly C	152	Manager, Sales	SALES/MKTG, SALES
Nagassi, Robert N	145	Sales Rep II	SALES/MKTG, SALES
Palmer, Courtney C	205	Graphic Artist	SALES/MKTG, MKTG
Peacock, Richard S	115	Sales Rep II	SALES/MKTG, SALES
Rise, Judith P	114	Sales Rep II	SALES/MKTG, SALES
Rodriguez, Richard N	113	Raw Materials Buy	OPERATIONS, MATERIALS
Smiley, Sally S	116	Machine Oper I	OPERATIONS, MAN
Smith, Nancy S	139	Recruiter	CORP, HR

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## Employee Notes

Use this report to print notes for the employees you specify. You can choose to print all notes or only those of a particular type or by a particular author. You can sort by employee name, note type, author, comment date, or follow-up date.



**ZSI**  
Z Systems Inc.

**Z-Systems, Inc.**  
Employee Notes

Name	Employee Id	Comment Date	Follow-up Date	Note Type	Author
Johnson, Mary Sue	109	03/03/2007	09/03/2007	Perform Review	Donald Adams

**Notes:** ZSI Corporation  
 Performance Review  
 Employee Name: Johnson, Mary Sue  
 Job Title: Manager, Human Resources  
 Department: Corp, HR  
 Review Period Start: 03/03/2007  
 Review Period End: 09/03/2007  
 Last Review Date: 03/03/2006  
 Reviewer Name: Donald Adams  
 Reviewer Title: President

**PERFORMANCE ELEMENTS**

**Managing People** Exceeds job requirements  
 Mary Sue maintains full responsibility for her subordinates' activities. She provides clear direction and has little problem gaining compliance from others. She makes every effort to keep herself easily available to her subordinates. Mary Sue includes subordinates in most planning.

**Quality** Meets job requirements  
 Mary Sue displays a strong dedication and commitment to excellence. She works hard to improve quality in her own work and promotes quality awareness throughout the organization. She consistently and carefully monitors her work to ensure its quality. The work Mary Sue produces meets standards for accuracy and completeness. She applies the feedback she receives to improve her performance.

**Communication** Exceeds job requirements  
 Mary Sue listens carefully, asks perceptive questions, and quickly comprehends new or highly complex matters. She demonstrates excellent written communications skills and she is careful to keep others informed in a timely manner. Mary Sue selects appropriate methods of communication.

**Job Knowledge** Exceeds job requirements  
 Mary Sue reads and researches extensively, staying on top of current developments that might impact her field. She learns and applies new skills quickly. She needs a minimal amount of supervision to fulfill her responsibilities. Denise demonstrates competency in the skills and knowledge required. She displays a good understanding of how her job relates to the other jobs.

**SUMMARY**  
 As in the past, Mary Sue continues to make significant contributions to the organization through her outstanding performance.

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## Employee Profile

The Employee Profile report compiles employee information. Use this report to print a profile for an individual, all employees, or your own criteria. Customize your profile by selecting the employee pages from which the system pulls information.

ZSI		ZSI/ABC SYSTEMS, INC		Employee Profile		Adams, Donald A	
<b>DEMOGRAPHIC DATA</b>							
Employee	Donald A. Adams	Employee ID	101	Smoker	Y	Age	54
Nickname	Tex	SSN	232-09-8027	Home Phone	(408) 455-1234	Business Phone	(408) 935-1212
Salutation	Mr.	Birth Date	01/11/1953	Extension	1100		
Address	1000 Bay View Court Apt B-4 San Jose, CA 95010						
Country	San Jose	Marital Status	M	Disability	No		
Country	USA	Ethnic Origin	B				
<b>HR STATUS</b>							
Original Hire Date	02/12/1976	I-9 Verification Status	Y	Active Duty Discharge	/		
Last Hire Date	02/12/1976	I-9 Reverification Date	02/12/2003	Other Protected Veteran	N		
Adjusted Seniority	02/12/1976	Visa Type		TEAM	Blue		
Seniority	31 Y, 6 m	Visa Expiration Date	/	LOCKER	AD-1		
Recruiter		Military Experience	None	Badge Nbr	D525-87-24579		
Source of Hire		Vietnam Era Veteran	No	Union Code	[None]		
Citizen	USA	Disabled Veteran	No	Union Date	/		
[None]	5000.00						
<b>CURRENT PAY</b>							
Pay Effective	01/01/2007	Shift	01	Last Performance Review	01/01/2007		
Unit Pay Rate	64.96072	Shift Premium	0.0000(%)	Performance Review Rating	2		
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## Home Mailing Labels

This report provides employees' names and addresses printed in three-column label format (30 labels per page). You can sort these by employee name, employee ID or zip code and employee name. If sheets of labels do not move easily through your printer, try printing the labels on regular paper, and then use your copier.

Donald A Adams 1000 Bay View Court Apt B-4 San Jose, CA 95010	Albert M Albright 4511 Arbor Lane Los Gatos, CA 95030	Cornelia B Anderson 3534 Lemon Tree Dr. Fort Campbell, KY 98008
Rebecca A Anderson 111 Cedar Wing Court Cupertino, CA 95014	Christine E Atwater 200 E Santa Cruz Sunnyvale, CA 95123	Robert Q Baker 12001 Oak Ridge Road San Jose, CA 95014
Pepper S Bandana 23D Orchard Court Larkspur, CA 93212	Pepper S Bandana 23D Orchard Court Larkspur, CA 93212	James S Bickmire 59123 Skyline Blvd Palo Alto, CA 95567
Virginia L Bramble 2131 Vista Way Apt. C Campbell, CA 95008	Virginia L Bramble 2131 Vista Way Apt. C Campbell, CA 95008	Virgil L Brown 2220 Cedar Tree Ln. Cupertino, CA 90888
Nora C Chin 100 Seashore Way Sunnyvale, CA 94022	Donna N Christian 566 Villa Casa Ct Saratoga, CA 95020	Paul Chu 134 Berkshire Road Building F, Apt 29 Studio City, CA 91602
Adam N Colombo 1234 Castro Street Mountain View, CA 94060	Duke H Darkwolf 874 Dusty Trail Cupertino, CA 95033	Deana Sue DeWitt 1234 Blaney Ave Cupertino, CA 95014
Tom P Dodge, CPA 4987 Waterway Blvd Los Angeles, CA 98756	James J Eagle 4333 E. Shady Oak Trail Los Altos Hills, CA 94455	Maximilian Clayton Farber 678 Parrot Avenue Marina Del Ray, CA
Gail S Finn 155 N Peachtree St San Jose, CA 94122	Tom T Garcia, CPP 220 Washington Street Freemont, CA 90888	Alicia T Goldstein 12452 Blaney Ave. Cupertino, CA 95014
Carolyn N Hatfield 200 Ridgcrest Drive Los Gatos, CA 95030	Joseph Hernandez 1576 W. 2nd St San Jose, CA 95131	Mary M Huang 234 Harding Ave Los Gatos, CA 95030
Sue Ellen Johnson 5556 Cherry Blossom Ln. Sunnyvale, CA 95123	Mary S Johnson, SPHR 100 E. Apple Blossom St Cupertino, CA 95014	Gilbert W Jones 1212 Loma Alta Los Gatos, CA 95030

## Work Phone List

This report lists employees' names and work telephone numbers. It displays the standard ten-digit phone number (including the area code), the extension number, and the organization levels for each employee.



## Z-Systems, Inc.

### Work Phone List

NAME	WORK PHONE	EXT	Division, Department
Donald A. Adams	(408)935-1212	1100	CORP, ADMIN
Albert M. Albright	(408)935-1212	2102	ENGINEERING, MAN
Cornelia B. Anderson	(408)935-1212	1203	OPERATIONS, MAN
Rebecca A. Anderson	(408)935-1212	2435	OPERATIONS, MAN
Christine E. Atwater	(408)935-1212	1204	SALES/MKTG, SALES
Robert Q. Baker	(408)935-1212	1207	SALES/MKTG, ADMIN
Pepper S. Bandana	(408)935-1212	2271	OPERATIONS, MAN
Pepper S. Bandana	(408)935-1212	2271	OPERATIONS, MAN
James S. Bickmire	(408)935-1212	2289	ENGINEERING, HARDWARE
Virginia L. Bramble	(408)935-1212	2505	OPERATIONS, MATERIALS
Virginia L. Bramble	(408)935-1212	2505	OPERATIONS, MATERIALS
Virgil L. Brown	(408)935-1212	1200	ENGINEERING, SOFTWARE
Nora C. Chin	(408)935-1212	2313	OPERATIONS, MAN
Donna N. Christian	(408)935-1212	2437	OPERATIONS, MAN
Paul Chu			OPERATIONS, MAN
Adam N. Colombo	(408)935-1212	2444	OPERATIONS, MAN
Duke H. Darkwolf	(408)935-1212	3070	ENGINEERING, HARDWARE
Deana Sue DeWitt	(408)935-1212	1233	OPERATIONS, MAN
Tom P. Dodge, CPA	(408)935-1212	1211	FINANCE, ACCOUNTING
James J. Eagle	(408)935-1212	1239	OPERATIONS, MAN
Maximillian Clayton Farbe	(213)764-8347		CORP, SALES
Gail S. Finn	(408)935-1212	2163	FINANCE, ACCOUNTING
Tom T. Garcia, CPP	(408)935-1212	1241	FINANCE, ACCOUNTING
Alicia T. Goldstein	(408)935-1212	3421	OPERATIONS, QA
Carolyn N. Hatfield	(408)935-1212	1054	OPERATIONS, MAN
Joseph Hernandez	(408)935-1212	1005	ENGINEERING, HARDWARE
Mary M. Huang	(408)935-1212	1067	OPERATIONS, MAN
Sue Ellen Johnson	(408)935-1212	2135	FINANCE, ACCOUNTING
Mary S. Johnson, SPHR	(408)935-1212	2556	CORP, HR
Gilbert W. Jones	(408)935-1212	1189	ENGINEERING, HARDWARE
Sheryl L. Jones			CORP, HR
Marian A. Juarez	(408)935-1212	2344	CORP, ADMIN
Janet A. Krause	(703)555-5581		SALES/MKTG, SALES
Mary N. Margolis	(408)935-1212	1222	CORP, ACCOUNTING
Beverly C. Moreland	(408)935-1212	1209	SALES/MKTG, SALES
Robert N. Nagassi	(312)342-8800		SALES/MKTG, SALES
Courtney C. Palmer	(408)935-1212	1250	SALES/MKTG, MKTG
Richard S. Peacock	(408)935-1212	2086	SALES/MKTG, SALES
Judith P. Rise	(408)935-1212	1215	SALES/MKTG, SALES
Richard N. Rodriguez	(408)935-1212	2704	OPERATIONS, MATERIALS
Sally S. Smiley	(408)935-1212	1003	OPERATIONS, MAN
Zabrina S. Smith	(408)935-1212	1021	OPERATIONS, MAN

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