



Key Date Monitoring Report

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This report extracts information on employees for the below key dates;

1. Contract End Date
2. Increment Date
3. Temporary Appointment with Pay End Date
4. Interim Probation Review
5. Probation Expiry
6. Career Break End Date

Temporary Appointment with Pay End Date, Interim Probation Review and Probation Expiry will show 12 months in past and 12 months in the future. This is identified by (+/-12 months) at the end of the title.

Temp Appt with Pay End Date (-/+ 12 Months)	Interim Prob Review (-/+ 12 Months)	Probation Expiry (-/+ 12 Months)
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- It is possible to search for specific key dates by selecting the drop down button on Date Types

Date Types

- Date Types
- Contract End Date
- Increment Date
- Temp App (With Pay)
- Interim Prob Review
- Probation Expiry
- Career Break End

- and then click the search button (magnifying glass) to activate the search: In the below example Increment Date was selected

Personnel Number	Name	Position Number	Position Text	Contract End Date	Increment Date	Temp Appt with Pay End Date (-/+ 12 Months)	Interim Prob Review (-/+ 12 Months)	Probation Expiry (-/+ 12 Months)	Career Break End Date
12345678	Employee 1	50578963	Speech & Language Therapist		12.11.2020				>
78945612	Employee 2	50278452	Grade V		12.11.2021				>
45678932	Employee 3	50163298	Catering Assistant		30.01.2022				>

- It is also possible to search by personnel number:

Personnel Number	Name	Position Number	Position Text	Contract End Date	Increment Date	Temp Appt with Pay End Date (-/+ 12 Months)	Interim Prob Review (-/+ 12 Months)	Probation Expiry (-/+ 12 Months)	Career Break End Date
78945612	Employee 2	50278452	Grade V		12.11.2021		11.01.2024	11.12.2024	31.12.2027 >

- The manager is able to search for their own key dates by selecting the My Key dates button

Personnel number Date Types

- The dates that are coloured;
 1. Red has expired
 2. Amber are due to expire within 30 days
 3. Grey are still in date

- Columns explained:

Personnel Number	Unique SAP ID assigned to employees
Name	Employee name
Position Number	This is the number of the position the employee occupies
Position Text	This is the name of the position the employee occupies
Contract End Date	Recorded end date on the temporary contact as of today
Increment Date	Recorded date of increment in the selected period as of today
Temp Appt with Pay End Date	Recorded end date on the latest Temporary Appointment with pay within a 12 month period
Interim Prob Review	Recorded end date on the latest Interim probation review within a 12 month period
Probation Expiry	Recorded end date on the latest probation expiry within a 12 month period
Career Break End Date	Recorded end date of Career break absence as of today

- For see additional information on the employee, click the arrow button at the end of the line and a pop up box will appear:

Personnel Number	Name	Position Number	Position Text	Contract End Date	Increment Date	Temp Appt with Pay End Date (-/+ 12 Months)	Interim Prob Review (-/+ 12 Months)	Probation Expiry (-/+ 12 Months)	Career Break End Date	
78945612	Employee 2	50278452	Grade V		12.11.2021		11.01.2024	11.12.2024	31.12.2027	>

Employee details for: Employee 2	
Field	Value
Personnel Number	78945612
Name	Employee 2
Org Unit Number	20500028
Org Unit Name	CHO 1 Management Accounts
Employee Group Text	Permanent
Employee Subgroup Text	WholeTime EE
Grade Code	0566
Grade Code Text	0566 Grade 5
Cost Centre	0032022948
Personnel Area Code	NT02
Weekly Working Hours	37
Contract Type Text	Indef Dur T&C06/2014

- Additional information columns explained:

Personnel Number	Unique SAP ID assigned to employees
Name	Employee name
Org Unit Number	This number represents where the position sits on the structure
Org Unit Name	This is the name of Unit the employee works in on the structure
Employee Group Text	This is the type of contact employee has for e.g. Permanent, Temporary
Employee Subgroup Text	This is a further description of the contract of employment and working hours i.e. Whole time, Part Time, Casual, Fees/Sessions, Job Share, Flexible
Grade Code	This is the Grade Code number of the employee e.g., 0609, 2135
Grade Code Text	This is the name of the Grade code of the employee e.g., Clerical Officer, Nurse
Cost Centre	This is the Cost Centre that the employee is in
Personnel Area Code	This is the Personnel Area Code that the employee sits in
Weekly Working Hours	This is the number of weekly working hours that the employee is contracted to
Contract Type Text	This is the type of contract the employee has

- There is also a download option to receive the report in an excel format.

