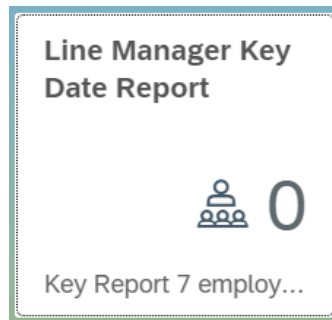
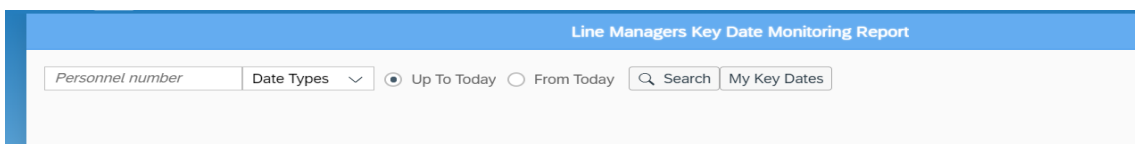




## Key Date Monitoring Report



1. This report extracts information on employees for specific Key Dates;
  - Contract end date
  - Temporary appointment no pay end date
  - Temporary appointment pay end date
  - Probation expiry
  - Shorter working year end date
  - Review flexible working
  - Career break end date, which have expired in the last 3 months and are due to expire in the next 3 months.



2. The default dates are set to “up to Today” and all date types output. This will output all dates which have expired. “From Today” will output all dates which are due to expire in the next 3 months.
3. If you wish to report on specific date types you must select from the drop down



4. You must click on Search after your selection.



5. In the example, I have selected Temp Appt with Pay End date. This will output the expiry date for any relevant employees

Line Managers Key Date Monitoring Report								
Personnel number		Temp App (With Pay)	<input type="radio"/> Up To Today	<input checked="" type="radio"/> From Today	Q Search	My Key Dates		
Personnel Number	Name	Contract End Date	Temp Appt No Pay End Date	Temp Appt with Pay End Date	Probation Expiry	Shorter Working Year End Date	Review Flexible Working	Career Break End Date
12586952	Employee 6			09.06.2021				

6. It is possible to search by personnel number type by typing into the box on the top left and pressing Search. This will output any relevant dates for the selected employee.

Line Managers Key Date Monitoring Report								
12345678		Date Types	<input type="radio"/> Up To Today	<input checked="" type="radio"/> From Today	Q Search	My Key Dates		
Personnel Number	Name	Contract End Date	Temp Appt No Pay End Date	Temp Appt with Pay End Date	Probation Expiry	Shorter Working Year End Date	Review Flexible Working	Career Break End Date
12345678	Employee 1							05.07.2021


7. It is possible to search for Managers own dates by selecting My Key Dates

Line Managers Key Date Monitoring Report								
Personnel number		Date Types	<input type="radio"/> Up To Today	<input checked="" type="radio"/> From Today	Q Search	Employee Key Dates		
Personnel Number	Name	Contract End Date	Temp Appt No Pay End Date	Temp Appt with Pay End Date	Probation Expiry	Shorter Working Year End Date	Review Flexible Working	Career Break End Date
12345690	Manager 1			26.05.2021		12.06.2021		

8. Dates coloured **Red** have expired  
 Dates coloured **Amber** are due to expire in the current month  
 Dates coloured **Green** are still in date

**Columns Explained:-**

<b>EE Number</b>	Unique SAP ID number assigned to employees
<b>Name</b>	Employee Name
<b>Contract End Date</b>	Recorded End date on the Temporary Contract in the selected period
<b>Temp Appt no pay End Date</b>	Recorded End Date on Temporary Appointment with no pay in the selected period
<b>Temp Appt with pay end date</b>	Recorded End Date on Temporary Appointment with pay in the selected period
<b>Probation expiry</b>	Recorded End date on the probation in the selected period
<b>Shorter working year end date</b>	Recorded End date of Shorter working year in the selected period
<b>Review Flexible working</b>	Recorded end date of flexible working in the selected period
<b>Career Break end date</b>	Recorded end date of Career break in the selected period


9. It is possible to get additional information by clicking on the arrow at the end of the line . The below pop up box will appear

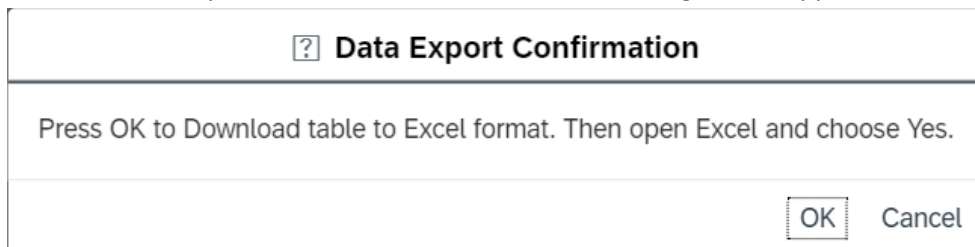
Employee details for: Hannah O'Neil	
Field	Value
Personnel Number	12345678
Name	Employee 1
Org Unit Number	20507858
Org Unit Name	Medical Records Naas Admin
Employee Group Text	Permanent
Employee Subgroup Text	WholeTime EE

Cancel

10. Additional Pop Up Information Explained:-

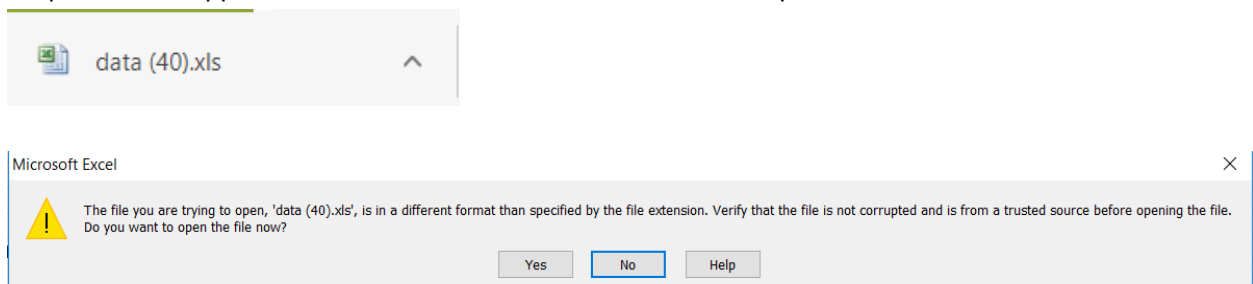
<b>Personnel Number</b>	Unique SAP ID number assigned to employees
<b>Name</b>	Employee name
<b>Organizational Unit Number</b>	This number represents where the position sits on the Structure
<b>Org Unit Name</b>	This is the name of Unit the employee works in on the Structure
<b>Employee Group Text</b>	This is the type of contact employee has for e.g. Permanent, Temporary
<b>Employee Subgroup Text</b>	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

11. It is possible to download the report to Excel by clicking on  on the bottom right corner of the screen. When you click on this button the following screen appears



Click OK.

12. Spreadsheet appears in the bottom left corner. Click on it to open.



13. Select Yes

14. The report outputs with all the columns download with the below details for e.g.

"This has been downloaded from Fiori on Wed Dec 16 2020 by Manager Name".

**Note: It is not possible to download the reports to Mobile/Tablet**