



EMPLOYEE CONTRACT DETAILS REPORT

NOTE: YOU CAN USE THIS REPORT TO ANALYZE INACTIVE EMPLOYEES AND THEIR REASON FOR TERMINATION. THE TERM **TERMINATION** IN THE SYSTEM, MEANS AN EMPLOYEE'S STATUS FROM **ACTIVE** TO **INACTIVE**. THE **TERMINATION REASON** DEFINES WHETHER THE EMPLOYEE RESIGNED, RETIRED, WAS ILL, DECEASED, ABANDONED POST etc.

My Regular Tasks

- HR Actions-Amendments
- Contract Renewal-Extension
- Employee Terminations
- Employee Baseline Report
- Employee Org-Contract-Job Report
- Employee Profile Summary Report
- Employee Contract Amendments Report
- Employee Demographic Report **1**
- Employee Contract Details Report**
- Contract Anniversary Date Report
- Employee Contracts Report

Employee Contract Details

Search

Status As of Date: [] [C] Organization Unit: []

Employee Id: [] Job Title: All

Employment Date: From: [] To: [] [C] **C - TO CLEAR QUERY DATES**

Employee Group: []

Employee Status: Active

Payroll Status: Payroll Active

Search **2**

Print View **3**

CLICK "PRINT VIEW", GO TO NEXT PAGE FOR PRINTING INSTRUCTIONS

CLICK SEARCH TO GENERATE THIS REPORT

CLICK THIS TASK TO SELECT THIS REPORT

BY DEFAULT, THIS REPORT WILL EXECUTE ACTIVE EMPLOYEES. IF YOU ARE ANALYZING AN INACTIVE EMPLOYEE, YOU MUST CHANGE EMPLOYEE STATUS & PAYROLL STATUS TO INACTIVE, AND SET EMPLOYMENT DATES

Part	Gender	Age	Email Address	Seniority	Last Working Date	Termination Reason	Supervisor	Employee Status	Line of Operation	Business Group
employ	Male	42		0.8				Active		
	Male	78					TOM JACK	Active		
	Male	81					SESTON HITTO	Active		
	Male	76					ARATA NATHAN	Active		
	Male	72					ARATA NATHAN	Active		
	Female	74					JONI NASHION	Active		
	Male	72					ROSE BOBO	Active		
of Dep	Female	64					JACK NIEDENTHA	Active		
							JOHNNY CHOBAN	Active		
							ZALY PANAGUITO	Active		
	Male	62		35.3			GLORINE JEADRI	Active		
	Female	64		7.4				Active		
	Female	65		32.8			GLORINE JEADRI	Active		

Export To CSV

Records from 1 to 25 of 638



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NOTE: FOLLOW PRINTING INSTRUCTIONS, HIGHLIGHTED AND SEQUENCE.

AFTER YOU CLICK "PRINT VIEW", THIS WINDOW WILL POP-UP

The screenshot displays the 'Employee Contract Details' report interface. On the left is a sidebar with 'My Regular Tasks' including HR Actions-Amendments, Contract Renewal-Extension, Employee Terminations, Employee Baseline Report, Employee Org-Contract-Job Report, Employee Profile Summary Report, Employee Contract Amendments Report, Employee Demographics Detail Report, Employee Contract Details Report, Contract Anniversary Date Report, and Employee Contracts Report. The main area shows a 'Print Viewer' window in Mozilla Firefox. The browser address bar shows '54.244.175.68/rmi/includes/printwindow.php?PrintAction=report&chkarabicview=&hdActiv...'. The print viewer toolbar includes 'Print', 'Word', 'PDF', 'Excel', and 'Close' buttons. A yellow callout box points to the 'Excel' button with the text: 'YOU MUST SCROLL ALL THE WAY TO THE RIGHT TO EXPOSE THESE FORMATS. WE RECOMMEND EXCEL FOR THIS REPORT'. Another yellow callout box points to the 'Print View' button in the top right with the text: 'AFTER YOU CLICK "PRINT VIEW", THIS WINDOW WILL POP-UP'. The table below shows employee contract details with columns: Address, Seniority, Last Working Date, Termination Reason, Supervisor, Employee Status, Line of Operation, Business Group, Business Line, and General Comments. The table is partially visible, showing rows with seniority values of 0.8, 57.6, and 48.7, and supervisor names like ARATA NATHAN. A 'Date & Time: 12/9/2020 01:55:08 PM' stamp is present. At the bottom, a pagination bar shows 'Records from 1 to 25 of 639'.

Address	Seniority	Last Working Date	Termination Reason	Supervisor	Employee Status	Line of Operation	Business Group	Business Line	General Comments
	0.8				Active				
					Active				
				ARATA NATHAN	Active				
	57.6			ARATA NATHAN	Active				
	48.7			ARATA NATHAN	Active				