

List of Advanced HR 2.0 Standard Reports

The following is a list of the Standard Reports available in Advanced HR 2.0. The list is sorted alphabetically by the Name of the report.

Note: Your Service Bureau may not have implemented all the reports in this list.

Name	Description	Category	Available To
Absence Types	Absence Types	Company Setup	SuperAdmin
Achievement Types	Achievement Types List Report	Company Setup	Managers and Above
Audit List	Full List of Audit records for the specified date range - including system and setup records.	Internal System	Admins and Above
Certificate Types	Certificate Types List Report	Company Setup	Managers and Above
Compensation Change Reason	Compensation Change Reason List Report	Company Setup	Managers and Above
Compensation History	Organizational Structure, Compensation Effective Date, Employee Name, Employee Type, Position, Supervisor, Pay Type, and Pay Rate as of the report effective date (defaulted to today), The Effective Date, Pay Type, Change Reason, Comment and Rate will also be displayed for any previous compensation changes for each employee with multiple compensation history records.	Compensation	Admins and Above
EEO Types	EEO Types List Report	Company Setup	Managers and Above

Employee Address Change Audit	Audit records for all Employee Address Fields	Employee	Managers and Above
Employee Audit	Includes all Employee related audits	Employee	Admins and Above
Employee List	Status, ID, Name, Position, Supervisor and Organization Assignment as of the effective date. By default the effective date is today and the selected status is Active.	Employee	Managers and Above
Employment Types	Employment Types List Report	Company Setup	Managers and Above
Ethnicity Types	Ethnicity Types List Report	Company Setup	Managers and Above
Expiring Achievements	Expiration Date, Employee ID, Name, Achievement Description, Award Date, Supervisor and Organizational Assignment as of the effective date (defaulted to today). If the Achievement type is not specified, Achievements of all types that expire within the specified relative (defaulted to the current month) date range will be included.	Employee	Managers and Above
Expiring Certificates	Expiration Date, Employee ID, Name, Certificate Description, Issuer, Awarded Date, Supervisor and Organizational Assignment as of the effective date (defaulted to today). If the certificate type is not specified, certificates of all types that expire within the specified relative (defaulted to the current month) date range will be included.	Employee	Managers and Above
Expiring Licenses	Expiration Date, Employee ID, Name, License Description, Issuer, Issue Date, Supervisor and Organizational Assignment as of the effective date (defaulted to today). If the license type is not specified, licenses of all types that expire within the specified relative (defaulted to the current month) date range will be included.	Employee	Managers and Above

Job Types	Job Types List Report	Company Setup	Managers and Above
License Types	License Types List Report	Company Setup	Managers and Above
New Hire List	Hire Date, Employee ID, Name, Position, Status, Supervisor, Rate, Pay Type, Employment Type, and Organization Assignment for all new hires within the specified relative date range (defaulted to previous month) based on the effective date (defaulted to today).	Employee	Managers and Above
Pay Grade Types	Pay Grade Types List Report	Company Setup	Managers and Above
Pay Group Types	Pay Group Types List Report	Company Setup	Managers and Above
Pay Range Types	Pay Range Types List Report	Company Setup	Managers and Above
Position Organization Change Reason	Position Organization Change Reason List Report	Company Setup	Managers and Above
Position Types	Position Types List Report	Company Setup	Managers and Above
Rate Types	Rate Types List Report	Company Setup	Managers and Above
Review Types	Review Types List Report	Company Setup	Managers and Above

Service Bureau Users	Even though this report prompts for a company it returns all the super and global admin user in the system. The columns include User Name, Users Last and First Names, Companies (if specified), User Status, TFA Status, TFA Setup Complete Indicator, Create Date, and Super and Global Admin.	Users	Super Admin
Shift Types	Shift Types List Report	Company Setup	Managers and Above
Skill Types	Skill Types List Report	Company Setup	Managers and Above
Status Types	Status Types List Report	Company Setup	Managers and Above
Termination List	Hire Date, Employee ID, Name, Position, Status, Supervisor, Rate, Pay Type, Employment Type, and Organization Assignment for all terms within the specified relative date range (defaulted to previous month) based on the effective date (defaulted to today).	Employee	Managers and Above
Upcoming Events	The report lists the scheduled date, employee name, employee ID, employee's current position (job), Event Type for all scheduled reviews, and expiring achievements, licenses and certifications for employees within the specified time frame.	Employee	Managers and Above
Upcoming Reviews	Scheduled Date, Employee Name, ID, Review Type, Reviewer and Supervisor Name for all upcoming reviews within the specified relative date range	Employee	Managers and Above
User in Roles	Includes all user and role records for each user with the specified status. The columns include Username, Active Status, Two-Factor Active indicator, Create Date, Employee Name(s), Employee ID, Company and Role Name	Users	Admins and Above

User Integrations	All users in the specified status. The columns include User Name, HRAnswerLink User Name, NCS User Name, PayEntry Username, PayEntry Multi-Company Indicator, ThinkHR User Name, and Clock Number	Users	Super Admin
User Lock-outs	Returns a list of all locked-out users in the system. The columns include User Name, User Status, Locked-Out Until Date, Employee Name, Employee ID, Login Attempts, the TFA Active Flag, and the TFA Setup Status Indicator.	Users	Super Admin
Workers Comp Types	Workers Compensation Types List Report	Company	Managers and Above