

Gathering Data and Creating Reports


Updated: 03 June, 2020

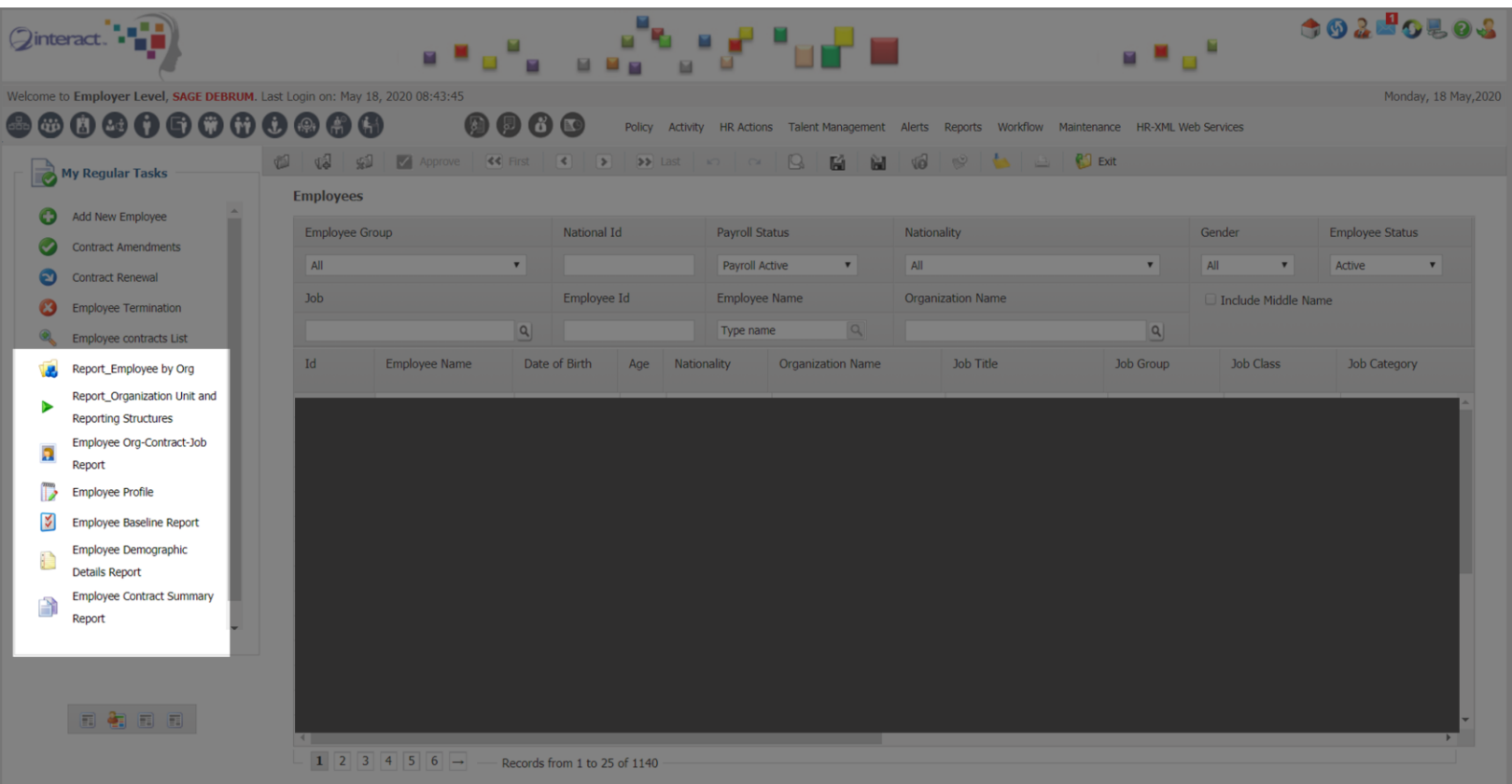


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Quick Access to Reports

In the HRMIS, we have a few main ways of collecting the data we need. These ways can be quickly accessed via the “My Regular Tasks” section. This section shows when you enter pages like the  Employees page.



The screenshot displays the HRMIS interface. At the top, the 'interact.' logo is on the left, and the user's name 'SAGE DEBRUM' and last login time 'May 18, 2020 08:43:45' are in the center. The date 'Monday, 18 May, 2020' is on the right. Below the header is a navigation bar with icons for 'Policy', 'Activity', 'HR Actions', 'Talent Management', 'Alerts', 'Reports', 'Workflow', 'Maintenance', and 'HR-XML Web Services'. The main content area is titled 'Employees' and features a search and filter interface. The 'My Regular Tasks' sidebar on the left lists various tasks, with a dropdown menu open showing report options: 'Report_Employee by Org', 'Report_Organization Unit and Reporting Structures', 'Employee Org-Contract-Job Report', 'Employee Profile', 'Employee Baseline Report', 'Employee Demographic Details Report', and 'Employee Contract Summary Report'. The 'Employees' table has columns for 'Id', 'Employee Name', 'Date of Birth', 'Age', 'Nationality', 'Organization Name', 'Job Title', 'Job Group', 'Job Class', and 'Job Category'. The table body is currently empty, and a footer indicates 'Records from 1 to 25 of 1140'.

The Data of Each Report

Which report you choose depends on which data you are trying to collect. Below is a list of the data that you can get (the columns of data) by viewing each reporting link. You can make a list to yourself of what data you want, then refer to the following reports to see if your desired data can be found within them.



Report_Employee by Org

- Organization ID
- Organization Name
- Employee ID
- Employee Name
- Job Title
- Seniority
- Contract Start Date
- Date Assigned
- Date Terminated



Report_Organization Unit and Reporting Structures

- Organization Unit ID
- Organization Unit Name
- Cost Center
- Organization Unit Manager/Head
- Country
- Organization Unit Report To
- Reporting Type



Employee Org-Contract-Job Report

- Employee ID
- Employee First Name
- Employee Middle Name
- Employee Last Name
- Organization Unit Name
- Job Title
- Service Area
- Service Line 1
- Service Line 2
- Function Nam or Code
- Role
- Additional Role
- Job Type
- Level
- Grade
- Step
- Basic Annual Salary
- Basic Salary per Pay Period
- Basic Salary Currency
- Employee Group
- Job Location/Office Address
- Job Location Street and Number
- Job Location City
- Job Location Postal/Zip Code
- Job Location Country
- Office Code
- Office Description
- Office Number

- Office Phone
- Office Fax Number
- Mobile Phone
- Job email Address
- Assistant Name
- Position/Job Assignment Date
- Work Start Date
- Willing to travel
- Payroll Currency
- Payroll Distribution Location
- Offer Date
- Employee contract number
- Contract Type
- Contract Start Date
- Contract Expiry Date
- Actual Joining Date
- Total Service Years
- Total Service Years as of Date
- Position Number
- Assignment Date
- Contract period in Months
- Contract Number
- Supervisor
- Normal Shift
- Pay Period Type
- Normal Work Hours per Pay Period
- Normal Work Hours Per Day
- Normal Work Hours Per Week



Employee Profile

- Demographics
 - Age
 - Gender
 - Marital Status
 - Work Location
 - Contact Number
 - Email Address
- Remuneration
 - Allowance Code
 - Allowance Description
 - Amount
 - Status
 - Stop Date
- Leave
 - Leave Policy
 - Leave Type
 - Entitlement Days
 - Leave taken to date
- Qualifications
 - Education Qualification
 - Degree
 - Major
 - Date Obtained
 - Institution
 - Degree Status
 - Professional Certification
 - Certification
 - Issuing Authority
 - Issue Date
 - Skills

- Skill
- Issue Organization
- Number of Months Skill Practiced
- Experience
 - Employer Name
 - Job Title
 - Basic Salary
 - Employment Start Date
 - Employment End Date
 - Primary Skills
 - Reason for Leaving
- Bank Details
 - Financial Institution for Salary
 - Bank Name
 - Branch
 - Account Number
 - Account Status
 - Financial Institution for Deduction
 - Bank Name
 - Branch
 - Account Number
 - Account Status
 - Account Currency
 - Amount to Transfer
- Job History
 - Job History
 - Job Title
 - Employee Group
 - Cost Center
 - Organization

- Division
- Supervisor
- Basic Salary
- Start Date
- End Date
- Job Status
- Contract Status History
 - Job Title
 - Employee Group
 - Cost Center
 - Organization
 - Division
 - Supervisor
 - Basic Salary
 - Hire Date
 - Separation Date
 - Contract Status
 - Job Type
- Payroll Details
 - Total Taxable Gross as at each month
 - Month
 - Total Taxable Gross
 - Number of Personal Exemptions Threshold
 - Description
 - Amount
 - NHT, NIS & Gross Earnings
 - Year
 - Gross Salary
 - NHT Employee
 - NHT Employer

- NHT Total
- No. of Weekly Contributions (NHT)
- NIS Employee
- NIS Employer
- NIS Total
- No. of Weekly Contributions (NIS)
- HR Actions and Employee Profile History
 - Changed Through
 - Changed Attribute
 - Old Value
 - New Value
 - Currency
 - Changed By
 - Effective Date
 - Modified Date
 - Cost Center



Employee Baseline Report

- Employee ID
- Employee Name
- Social Security
- Gender
- Date of Birth
- Ethnicity
- Marital Status
- Date Hired
- Seniority
- Employee Group
- Organization Unit
- Location

- Job Title
- Job Date Assigned
- Classification
- Union
- Employment Type
- Pay Type
- Employee Status
- Payroll Status
- Payment Method
- Bank Details
- Normal Work Hours
- Shift Type
- Shift
- Supervisor
- Annual Salary
- Salary Hourly Rate
- Basic Salary
- Other Earnings
- Allowances
- Bonuses
- Commissions
- Benefits
- Deductions
- Taxes
- Leave Entitlement
- Job Type
- Grade
- Step



Employee Demographic Details Report

- Employee ID
- Employee Name
- Joining Date
- DOB – (Age)
- Place of Birth
- Nationality
- National ID
- National ID Issue Date
- National ID Expiry Date
- Passport No.
- Passport Issue Date
- Passport Expiry Date
- Visa Type
- Residence ID
- Residence ID
- Residence Issue Date
- Residence Expiry Date
- Address
- Marital Status
- Gender
- Religion
- Email
- Payroll Status



Employee Contract Details Report

- Employee ID
- First Name
- Middle Name
- Last Name
- Job Title
- Organization
- Employee Group
- Nationality
- Contract Start
- Full time/Part time
- Gender
- Age
- Email Address
- Seniority
- Last Working Date
- Termination Reason
- Supervisor
- Employee Status
- Line of Operation
- Business Group
- Business Line
- General Comments



Contract Anniversary Report

- Employee ID
- Employee Name
- Employee Group
- Job Title
- Organization
- Location
- Date of Birth
- Contract Start Date
- Contract End Date
- Work Start Date
- Position Assign Date
- Seniority
- Nationality
- Basic Salary



Employee Contracts Report

- Employee ID
- Employee Name
- Job Title
- Contract Type
- Job Code
- Rank/Grade
- Organization
- Cost Center
- Employee Group
- Gender
- Nationality
- Marital Status

- Date of Hire
- Contract Start
- Contract End
- Seniority
- Country
- Organization Type
- Religion
- Date of Birth
- Age
- Basic Salary
- Group
- Group Code
- Class
- Code Class
- Category
- Code Category
- Speciality
- Code Speciality

Getting the Data You Want

In our reports, we may not always need all the information that exists. Instead, we may only want to see specific groups of data when we create reports. An example could be seeing only data from Active employees (employees who are currently working at your ministry/agency).


There are different ways to search for data in the reports.

1. Dropdown – These are boxes with the downward pointing arrow. Clicking on the box will show you a list of items to choose from. With these, you can only choose one option out of the list.

Employee Status

2. Text Input – In these boxes, you type in the information you want within that field (like an employee number in the employee number box). Upon searching, anything that matches the data you typed in will show up in the table below. Make sure you spell things correctly so that you find the data you want!

Employee ID

3. Multiple Selection – In the case of multiple selection, you would first click the  magnifying glass next to the box to see your options.

Organization




Your options will be shown in a popup window. In this window, you will be able to select multiple options using the checkboxes on the left of each item. Once you have chosen the items you want, click submit at the bottom of the window.

Can I mix my selections?

You can mix together the selections on all the menus shown on the report to get the right details you want.

Not changing any of the options will give you all of the data that the report can access for you.

Submitting the Finished Criteria

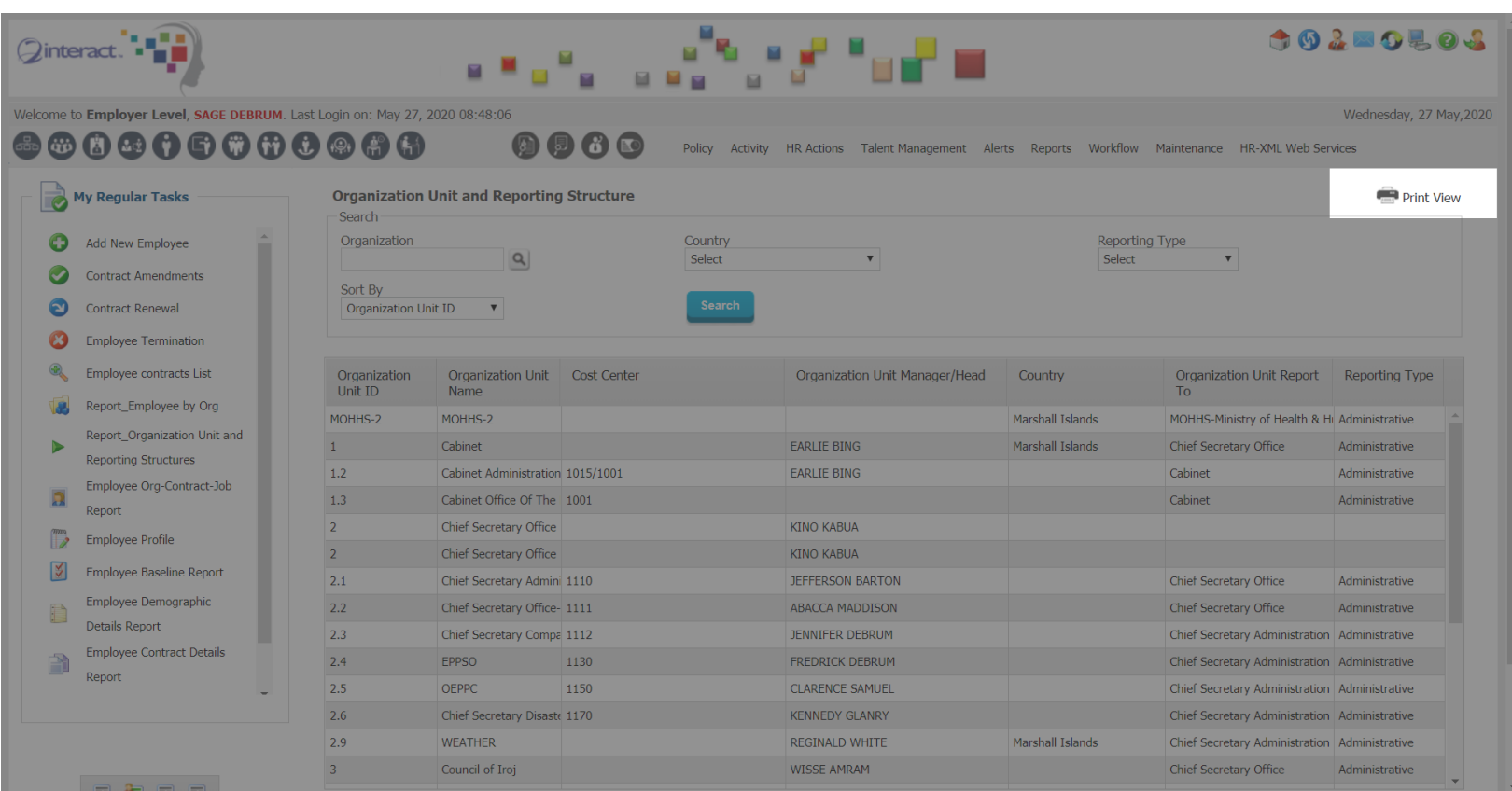
Once you have decided you are happy with setting up the details of the report, click on the  search button and the HRMIS will show you all the data that fit the details of the criteria.

Exporting Data

Now, let us suppose you have already found the report that you want in the “My Regular Tasks” section. Let us also suppose that you have already filtered out the data that you need (i.e.: selecting the options and clicking search to see the results). How can we go about exporting that data into a PDF or Excel file?


With every one of those reports in the “My Regular Tasks” section, we have the

 **Print View** option at the top right part of the window.



The screenshot shows the Interact HR system interface. The top navigation bar includes the Interact logo, a date and time display (Wednesday, 27 May, 2020 08:48:06), and a menu with items like Policy, Activity, HR Actions, Talent Management, Alerts, Reports, Workflow, Maintenance, and HR-XML Web Services. The main content area is titled "My Regular Tasks" and contains a list of tasks on the left and a report titled "Organization Unit and Reporting Structure" on the right. The report includes a search filter and a table of data.

Organization Unit ID	Organization Unit Name	Cost Center	Organization Unit Manager/Head	Country	Organization Unit Report To	Reporting Type
MOHHS-2	MOHHS-2			Marshall Islands	MOHHS-Ministry of Health & H	Administrative
1	Cabinet		EARLIE BING	Marshall Islands	Chief Secretary Office	Administrative
1.2	Cabinet Administration	1015/1001	EARLIE BING		Cabinet	Administrative
1.3	Cabinet Office Of The	1001			Cabinet	Administrative
2	Chief Secretary Office		KINO KABUA			
2	Chief Secretary Office		KINO KABUA			
2.1	Chief Secretary Admini	1110	JEFFERSON BARTON		Chief Secretary Office	Administrative
2.2	Chief Secretary Office-	1111	ABACCA MADDISON		Chief Secretary Office	Administrative
2.3	Chief Secretary Compe	1112	JENNIFER DEBRUM		Chief Secretary Administration	Administrative
2.4	EPPSO	1130	FREDRICK DEBRUM		Chief Secretary Administration	Administrative
2.5	OEPPC	1150	CLARENCE SAMUEL		Chief Secretary Administration	Administrative
2.6	Chief Secretary Disast	1170	KENNEDY GLANRY		Chief Secretary Administration	Administrative
2.9	WEATHER		REGINALD WHITE	Marshall Islands	Chief Secretary Administration	Administrative
3	Council of Iroj		WISSE AMRAM		Chief Secretary Office	Administrative

Clicking on the  Print View icon will pop up a window that displays the table again. In this new window, we can see that there are multiple options to choose from at the top. With these, we can get the data onto our computers or printed. Simply click on one of the options (ex: Excel) and save it in the folder that you want.

 Print
  Word
  PDF
  Excel
  Close

RMI Public Service Commission

Organization Unit and Reporting Structure

Date & Time :05/27/2020 01:29:00 PM

Organization Id	Organization Unit Name	Cost Center	Organization Unit Manager/Head	Country	Organization Unit Report To	Reporting Type
MOHHS-2	MOHHS-2			Marshall Islands	MOHHS-Ministry of Health & Human Services	Administrative
1	Cabinet		EARLIE BING	Marshall Islands	Chief Secretary Office	Administrative
1.2	Cabinet Administration	1015/1001	EARLIE BING		Cabinet	Administrative
1.3	Cabinet Office Of The President	1001			Cabinet	Administrative
2	Chief Secretary Office		KINO KABUA			
2	Chief Secretary Office		KINO KABUA			
2.1	Chief Secretary Administration	1110	JEFFERSON BARTON		Chief Secretary Office	Administrative
2.2	Chief Secretary Office-Ebeye	1111	ABACCA MADDISON		Chief Secretary Office	Administrative
2.3	Chief Secretary Compact II Disaster Emergency Fund	1112	JENNIFER DEBRUM		Chief Secretary Administration	Administrative
2.4	EPPSO	1130	FREDRICK DEBRUM		Chief Secretary Administration	Administrative
2.5	OEPPC	1150	CLARENCE SAMUEL		Chief Secretary Administration	Administrative
2.6	Chief Secretary Disaster Management	1170	KENNEDY GLANRY		Chief Secretary Administration	Administrative
2.9	WEATHER		REGINALD WHITE	Marshall Islands	Chief Secretary Administration	Administrative
3	Council of Troi		WISSE AMPAM		Chief Secretary	Administrative

What happens if the options are not showing at the top of the page?

If those options are not showing up at the top of that new window, then the reason is likely one of two possibilities.

1. Many columns in the report

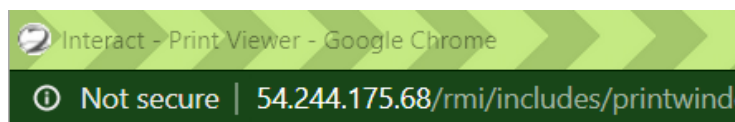
If the report has many columns, like the “Employee Baseline Report”, then you will see a sideways scrollbar at the bottom of the window. Scroll to the right-most part of the window and the options should be there at the top.

2. Loading data

If you are getting a lot of data, then you will have to wait until the window is done loading all of it before the options show. The options will only show once the data is done being loaded. On the Google Chrome browser, for example, you can tell that the window is still loading data if you see the loading icon to the left of “Interact” at the top-left part of the window.



When the window finishes loading, you will see the loading icon be replaced by the site’s own icon.



Once done, the options will be at the top-right part of the window (scroll to the right-most part of the window, if necessary).