

An Overview of WebFocus Reports



Audience

- Direct Managers (delegates)
- Nominated Certifiers
- Administration Support

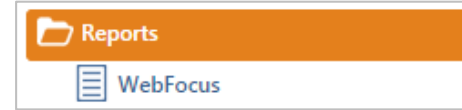


When to use

To learn how to complete report criteria to achieve the best reporting results, decide on the best output method, e.g. display on-screen or export to excel



Location



Getting Started

Click on the topic to learn more about ...



Accessing
Reports



Using Criteria



Report Display
& Output

Available Reports

Click on the **reporting group** to view a list of related reports and how to use the report in day-to-day operations



Workforce
Planning



Staff Profile



Leave



Payroll



ABS

WebFocus Access

Managers and other nominated employees will need to complete the [HRMS Security Access form](#) to access **WebFocus Reports** from HR21

For Assistance

Contact the dedicated HRMS Service Desk HRMSServiceManagement@sharedservices.sa.gov.au



Home



Accessing
Reports



Using Criteria



Report Display &
Output

Access WebFocus Reports

Step 1: Login to HR21


Government
of South Australia

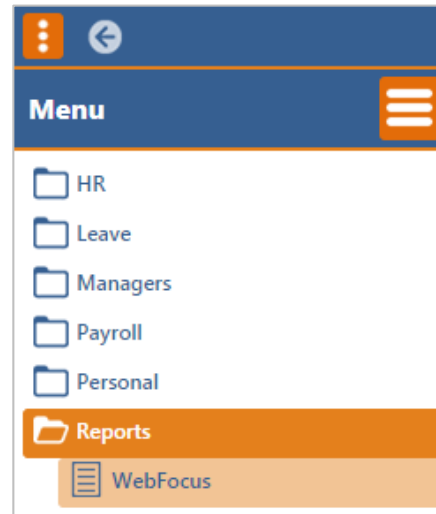
Username

Password

Login

Click for Help instructions
Don't have a HR21 login? Register Online
Contact HRMS Service Management for support

Step 2: Click the **Menu**  icon,
then **Reports**, and select **WebFocus**



Step 3: The **Web Reporting for GSA** page displays, with a list of reports to select from.



Next what are Criteria (prompts)





Home



Accessing Reports



Using Criteria



Report Display & Output

What are Criteria (prompts)?

Criteria (prompts) ask to select information. The information selected will determine which data appears in the report. For example, in a report used to manage leave balances, a parameter may ask to choose a leave type. When a leave type is chosen, the report displays only results for that leave type.

Section | Search Criteria

When both **search** and **value** specified, the report displays only results for that search and value.

Search Criteria	
Search Criteria	Surname <input type="text"/>
Enter a value or leave blank for all <input type="text"/>	

For example, selecting search **employee number** and enter value **employee number**, the report displays results only for that employee.

Section | Sort Criteria

When a sort is selected, the report will order the results based on this selection.

Sort Criteria	
Employee Number	<input checked="" type="radio"/>
Employee Surname	<input type="radio"/>
Start Date	<input type="radio"/>
Leave Type	<input type="radio"/>

For example, selecting **Leave Type**, the report displays results for all leave types. Drill-down on a leave type, to view employee results.

Section | Selection Criteria

When a selection type is specified, the report displays only results for that type.

Selection Criteria	
Leave Type	<input type="text" value="All"/> ADDITIONAL OCC PATERNITY - OPA ADOPTION LEAVE - AAT Absent Without Leave - AWOL
	<input checked="" type="radio"/> Include Terminated <input type="radio"/> Exclude Terminated <input type="radio"/> Only Terminated

For example, selecting **Include Terminated**, the report displays results including terminated employees.

Section | Date Range

When a date range specified, the report displays only results for that range.

Position Start Date Range	
Start FROM Date	<input type="text" value="18022016"/>
Start TO Date	<input type="text" value="18022016"/>

Next how to run a report





Home



Accessing Reports



Using Criteria



Report Display & Output

How to Complete Criteria (prompts)

Below is how to run a **Leave Taken Report** for all employees (excluding terminated employees) who have taken 'Sick Leave' and 'Unpaid Sick Leave'

Leave Taken

Search Criteria

Search Criteria Employee Number 1

Enter a value or leave blank for all 2

Selection Criteria

Leave Type All 3

Include Terminated 4
 Exclude Terminated 5
 Only Terminated

Sort Criteria

Employee Number 6

Employee Surname

Start Date

Leave Type

Run Report

How to complete Leave Taken criteria fields

- 1 Leave **Search Criteria** field default - Employee Number
- 2 Leave **Enter a value or leave blank for all** field default - blank
- 3 From the **Leave Type** field, locate and select leave types Sick Leave–SIC and Sick Leave–Unpaid-SLUP
- To select **multiple** leave types, hold **Ctrl** key + **click mouse** on each leave type
- 4 Click on Exclude Terminated radio button
- 5 Click on Employee Surname **Sort Criteria** radio button
- 6 **Run Report**

Next how to display, print or export data





Home



Accessing
Reports




Using Criteria



Report Display &
Output

Report Display and Output

Display Options



BONA FIDE SUMMARY
Data as at: Tuesday, 23 February 2016
For the Pay Period: 04/03/2016 - Pay Run Type: A1 - DB1 - Autopay

Delegate Position	REL03 Code	Empl Count	Hours Worked	Leave Hours Taken
ADMIN SUPPORT OFFICER	M0000	5	1,500.00	

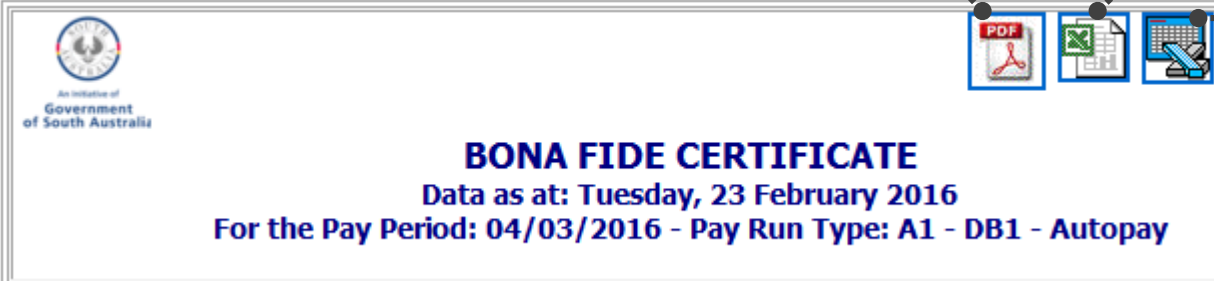
Display Options icons: Person, Excel, Print

Display
Displays all report data

Hyperlink

Drill down to single or multiple levels of data

Output Types



BONA FIDE CERTIFICATE
Data as at: Tuesday, 23 February 2016
For the Pay Period: 04/03/2016 - Pay Run Type: A1 - DB1 - Autopay

Output Options icons: PDF, Excel, Print

PDF Writer
Print report

Standard Excel
Export formatted data to Excel

Non-Standard Excel
Export raw data (i.e. no formatting) to Excel

Next available reports





Home



Accessing
Reports



Using Criteria



Report Display &
Output

Workforce Planning Reports

Vacant Positions	Provides details of the total vacant positions as at the selected date.
Position Relationships	Provides details of the position reporting relationship from REL (Relationship screen in CHRIS21) starting from the CEO Position Number.
Staff Establishment Profile	Compares the total budgeted FTE minus each person's occupancy FTE to calculate a variance FTE.
Contract End	Highlights employees that have a fixed period of employment that ends within the given date range.
Employee Details	Shows a count of all employees who are currently employed as at yesterday's date. Terminated employees can be included on the report if desired, but are not counted.
Headcount and FTE	Details headcount by classification, position status and gender
Workforce Turnover	Displays the number of employees and Occupancy FTE for people who have joined and left for given date range.
Abolished/Created Positions	Used to report on all positions that have been abolished/end-dated, and created within the organisation.
Review Report	Provides details of all or a selection of review dates for a defined period. Review report selections are: <ol style="list-style-type: none"> 1. Employee Status 2. Staff Review 3. Classification Status 4. Contract Renewal 5. Higher Duties 6. Salary Increments



Home



Accessing
Reports



Using Criteria



Report Display &
Output

Staff Profile Reports

Age Analysis	Provides a count by gender of all employees within five (5) year age groups employed at the selected date.
Employee Separations	Provides details of employment terminations by date range and organisation levels.
Years of Service Profile	Count by gender all employees who were employed as at the selected date displaying their agency years of service and their government years of service.
HR Dataset	Enables to report on the demographics of the public sector workforce.
Medicare Provider Number	Displays employees with a Medicare Provider number.



Home



Accessing
Reports



Using Criteria



Report Display &
Output

Leave Reports

Leave Balances

Provides a summary of current leave entitlement and accrual, as at the last time the Leave Update was run, plus displays leave booked where the leave start date is greater than the last leave update date.

Leave Return

Use to verify employees' (under a manager's delegation) who have physically taken leave against a leave planner, or other tracking document a delegate is maintaining.

Leave Taken

Used to view all or specific types of leave taken by employee/s for a single/multiple fortnights.



Home

Accessing
Reports

Using Criteria

Report Display &
Output

Payroll Analysis Reports

Bonafide

Used to check employees (under a manager's delegation) have been paid in accordance with their employment contract, i.e. hours, rate, position and cost centre.

Additional/Higher Duties Allowance

Provides a summary count of the number of employees who have active Additional Duties records for a date range.

Allowances Paid

Details of allowance units and amounts paid to employee/s in a selected pay period date range.

Payroll Analysis

Reports on existing Employee Positions, Salary and Pay History according to the From/Up to Pay Run Data range.

Expenditure Account and FTE

Compares details of employees' hours and amounts paid for a selected pay period, and sum the YTD (Year to Date) up to that pay period end date, plus displays the actual paid FTE (Full Time Equivalent).

Total Remuneration

Provides details of all employees YTD remuneration paid up to the selected pay run date for calculating the WorkCover Levy.



Home



Accessing
Reports



Using Criteria



Report Display &
Output

Australia Bureau of Statistics Reports

ABS 2 Employment and Earnings

Summarises the total gross wages and salaries paid for all pay periods ending in the selected quarter. Separate values are shown for severance, termination and redundancy payments, and fees paid to board and committee members.

ABS 4 Labour Cost Index Survey

Provide position, payment and salary details of all employees who currently occupy the chosen Position/s else show for all currently occupied positions.

ABS 5 Survey of Employee Earnings & Hours

Provide information regarding each employee and summarises their pay totals into separate columns to identify base, allowances, overtime, bonuses, etc.