

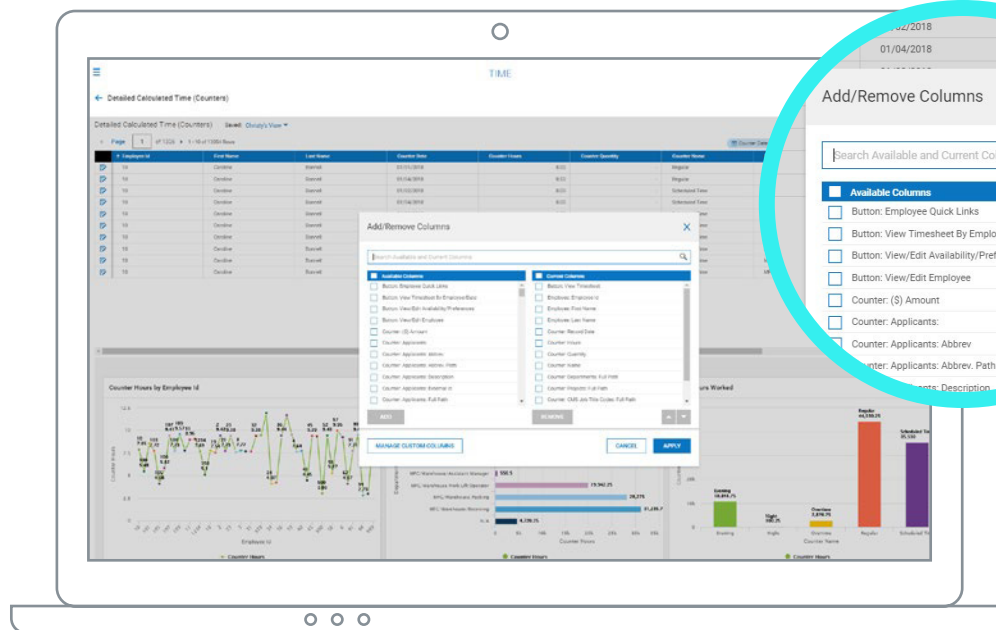
HCM PLATFORM REPORTS

POWERFUL, FLEXIBLE REPORTING THAT IS EASY TO ACCESS, CUSTOMIZE, AND SHARE

Your organization relies on workforce reporting to gain insights, manage compliance, and guide strategic decisions. Too often, however, it can be a struggle to find the right reports, manipulate the data, tailor the contents, and distribute them in a timely manner. Our solutions eliminate these hassles with robust tools that simplify reporting across the human capital management suite.

STANDARD AND AD HOC REPORTING

Built-in tools make it easy to modify any of more than 150 standard reports to reflect the specific data you need. Filter reports by employee or column. Sort or group by any column. Run reports for any of 140 predefined time periods — Today, Last Week, Year to Date, and more. Even specify a date range or expression, such as “90 days before today.”



Ad hoc reporting tools let you reorder columns, add or drop columns, or even remove all columns and start from scratch — with just a few clicks.

KEY BENEFITS

- » Choose from 150+ standard reports across the platform
- » Easily customize reports to reflect your requirements
- » Bring data to life with intuitive charts and graphs
- » Schedule automatic report distribution

EASY CUSTOMIZATION

Intuitive customization tools let you tailor reports to meet your unique requirements — in a snap.

- ✓ **Change** column labels
- ✓ **Adjust** column widths
- ✓ **Add** custom columns
- ✓ **Add or remove** page breaks
- ✓ **Change margins** and font size
- ✓ **Hide headers** and footers

Listings of valid functions and data fields, along with examples, further simplify creation of custom reports.

BUILT-IN DATA VISUALIZATIONS

Flexible, dynamic data visualization options let you instantly transform tabular report data into pie charts, line charts, bar graphs, and more. Plus, it's quick and easy to pull multiple visuals into dashboards for actionable insights at a glance.



“My Saved Reports”

- Save reports in one place
- Schedule and email reports
- Control access to data



Compliance Reports

- Included with standard reports are: EEO, OSHA, VETS, New Hire, and more



Report Export

- Export to a variety of file formats
- Choose from CSV, Excel, PDF, XML, and Text

TAKE THE HASSLE OUT OF REPORTING

Work smarter with flexible, intuitive reporting tools that make it easier than ever to access, manipulate, visualize, and share workforce data across the organization.