



HR Administrators can utilize the ZHRFLEX to generate reports on a wide range of personnel data. If there is a report that you would like to run on a recurring basis, you can even create a variant. Access the [CAFE Video Tutorials](#) page for help on creating and using variants.

Example Uses

- Get an employee head count.
- Access a list of active student workers.
- Run a list of full-time employees for your department.

Selecting the Criteria

- Select the applicable reporting period.
- Under “Selection,” select the information to establish the group of employees that you would like to view.

Flexible Employee Data

Further selections | Search helps | Sort order | Org. structure

Key date

Today ←

Other keydate

Key Date:

Selection

Select the criteria based on the group of employees that you would like to view (you can use "further selections" to choose more options)

Personnel Number	<input type="text"/>	➡
Employment status	3	➡
Organizational unit	30000000	➡
Job	40500659	➡

Additional data

PA Home Address Work Address

BN

PY

TM

Field selection (active)

- Then select the data that you want to view.

HR field selection

Selectable fields | Selected fields

Selectable fields: 0000-Action Reason, 0000-Empl. Status, 0001-Cost Center, 0001-Employee Group, 0001-Employee Subgroup, 0001-Functional Area, 0001-Fund, 0001-Grant, 0001-Personnel Area, 0001-Personnel Subarea, 0001-Work Contract, 0002-Birth Date

Selected fields: 0001-Job, 0001-Organizational Unit, 0001-Payroll Area, 0001-Personnel Number, 0001-Position, 0002-First Name, 0002-Last Name, 0007-Employment Percent (FTE), 0008-Annual Salary, 0008-Pay Scale (Grade), 0008-True Annual Salary, 0008-Wage Amount

To see all available fields check all 4 boxes, and then click the "field selections" button

Once you are done with your selections, click the green check mark

Selection: 12 / 92



QRG – Personnel Data (ZHRFLEX)

- Execute
- The report will be displayed.

Pro tip - You can right click on any column to sort, filter, and move columns around. You can also select List to export to Excel.