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.

- Then select the data that you want to view.

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- 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.