

Business Center

QRG – ZHRFLEX - Personnel Data Reports

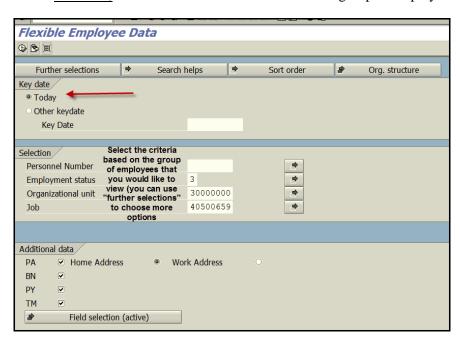
HR Administrators can utilize the ZHRFLEX to generate reports on a wide range of personnel data. If there is a report that you would like to run on a recurring basis, you can even create a variant. Access the M-G <u>CAFE</u> Video Tutorials page for help on creating and using variants.

Example Uses

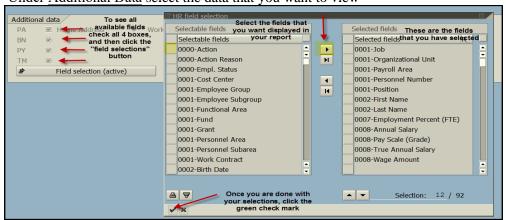
- Employee head count
- Access a list of active student workers
- Run a list of full-time employees for your department
- Obtain a list of counties of employement

Selecting the Criteria

- Select the applicable reporting period under Key Date
- Under Selection, select the information to establish the group of employees that you would like to view



• Under Additional Data 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 <u>List</u> to export to Excel.

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