Performance Reviews Due - KPER214

DESCRIPTION:

A list of all the employees with a performance review due prior to the as of date. The report checks to see if information on Employee Review panel matches information on the Job Data panels. If there is no match, it won't appear on the report. Example: Department ID does not match & Job Code does not match. Solution: Add a new row Employee Review panel (F7) to update information and enter the same next review date.

PARAMETERS TO SET:

- As Of Date
- Department Group ID
- Department ID
- Page Break Level

FIELDS:

- As of Date
- Department ID
- Employee ID
- Employee Name
- Employee Status (Active, Leave of Absence, etc)
- Job Code
- Last Review Rating/Effective/Type
- Next Increase Due Date
- Position Entry Date
- Position #
- Probationary (Yes or No)
- Review Due Date
- Supervisory Code (Lead Worker, Manager, Supervisor, No)
- Supervisor ID/Supervisor Name

SORT SEQUENCE:

- Department ID
- Employee ID

WHERE FOUND:

Workforce Administration > Workforce Reports > Performance Reviews Due