



Guide to HR Reports in EPM Connect

EPM Connect Guide

Document Control

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Document Approval

The Director of Operational Excellence shall review this guide annually and shall determine whether any further changes need to be made prior to approval.

This document was approved by Keren Prior, Director of Operational Excellence on 9th April 2026 and is issued on a version-controlled basis under her signature.

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Guide to HR Reports in EPM Connect

This guide is designed to help you to find the report you need. Please note that EPM Connect reports will differ from reports in the previous portal.

Note: HR Reports are only available to HR Essentials and HR Partner customers.

Report	Details	Report content	Formats	Where would EPM customers previously find this data?
Contact Details Employees > Details > All Employees > Reports	View key contact details for all employees within the property.	<ul style="list-style-type: none"> - Name - DOB - Personal and Work Phone and Email - Address - Next of Kin Name, Phone and Relationship 	Excel	Support Staff List and Teaching Staff List
Length of Continuous Service Employees > Details > All Employees > Reports	View continuous service dates and length of service.	<ul style="list-style-type: none"> - Name - DOB - Job Role - Department - Start Date - Start Date of Continuous Service - Length of Continuous Service - Length of Continuous Service in Organisation - Current Entitlement Group 	Excel	Support Staff List and Teaching Staff List
Employees by Department Employees > Details > All Employees > Reports	The report breaks down employees by department, with a separate tab for each department.	<ul style="list-style-type: none"> - Name - Job Role - Status - Start Date - DOB 	Excel	Support Staff List and Teaching Staff List
Employees by Job Role Employees > Details > All Employees > Reports	The report breaks down employees by job role, with a separate tab for each job role.	<ul style="list-style-type: none"> - Name - Department - Status - Start Date - DOB 	Excel	Support Staff List and Teaching Staff List

Report	Details	- Report content	Formats	Where would EPM customers previously find this data?
Salary Information Employees > Details > All Employees > Reports	The report details key salary information for each employee.	<ul style="list-style-type: none"> - Name - DOB - Job Role and Department - Salary - Pay Range and Scale - Contract Hours and Days - FTE Salary, Hours, Weeks and Value - Paid for Weeks, Working Weeks and Paid Over Weeks - Protected Weeks and Protected Reason - Contractual Overtime Hours, Rate and Amount. 	Excel	Support Staff List and Teaching Staff List
Line Managers Employees > Details > All Employees > Reports	The report details the Line Manager details of each employee.	<ul style="list-style-type: none"> - Name - DOB - Job Role and Department - Line Manager - Line Manager Email 	Excel	This information did not exist in the previous EPM portal.
Gender Pay Gap Employees > Details > All Employees > Reports	Provides all required figures for Gender Pay Gap Reporting.	Provides a breakdown by gender, of: <ul style="list-style-type: none"> - Total employees - Hourly pay gaps - Bonus pay gaps - Received bonuses - In each quartile pay band. 	Word	Gender Pay Gap Report
Equality and Diversity Employees > Details > All Employees > Reports	Provides all required figures for Equality and Diversity Reporting.	Provides graphs and data tables which breakdown number of employees by: <ul style="list-style-type: none"> - Gender - Ethnicity - Sexual orientation - Disability - Religion - Marital Status 	Word	Insights Report

Report	Details	Report content	Formats	Where would EPM customers previously find this data?
Employee Turnover Employees > Details > All Employees > Reports	Provides details of employee turnover, starters and leavers.	Provides graphs and data tables which breakdown: <ul style="list-style-type: none"> - Employee Turnover This Month and Academic and Calendar Year To Date - Employee Count per month over the previous 6 months - Breakdown of Starters and Leavers over the previous 6 months - Name, Start (and End) Date, Role and Department of Starters and Leavers 	Word	Insights
Starters and Leavers Employees > Details > All Employees > Reports	Provides details of starters and leavers.	Provides: <ul style="list-style-type: none"> - A breakdown of total starters and leavers per month across a 12 month period - A breakdown of starters, including Name, Job Title, NI Number, Start Date and Origin. - A breakdown of starters, including Name, Job Title, NI Number, End Date Reason for Leaving and Destination. 	Excel	Insights
Working Time Lost Absence Management > Absence Records > Reports	Provides a breakdown of Working Time Lost by absence type and employee.	Provides details of every absence instance, including: <ul style="list-style-type: none"> - Name - Role, Department, Job Category - Absence Type and Reason - Start and End Date - Time Lost in Days and Hours 	Excel	Period Absence Report - previously in calendar days
Working Days Percentage Absence Management > Absence Records > Reports	Provides a summary of total Working Days Lost by absence type and employee as a percentage.	Provides a breakdown of Working Days Lost for each employee (including Name, Job Role and Department) by: <ul style="list-style-type: none"> - Working Days - General Absence - Sickness - Holidays Time off in Lieu 	Excel	This information did not exist in the previous EPM portal.

Report	Details	Report content	Formats	Where would EPM customers previously find this data?
Holidays by Department Absence Management > Absence Records > Reports	Provides a breakdown of holiday days taken per month.	Includes: <ul style="list-style-type: none"> - Employee - Job Role - Holiday days taken per month - Total - Remaining 	Word	This information did not exist in the previous EPM portal.
Absence Triggers Hit Absence Management > Absence Records > Reports	Provides a breakdown of all absence triggers hit.	Includes: <ul style="list-style-type: none"> - Name - Role - Department - Trigger - Date Triggered 	Excel	This information did not exist in the previous EPM portal.
Absences Paid/Unpaid Absence Management > Absence Records > Reports	Provides a breakdown of all paid and unpaid absences.	Includes: <ul style="list-style-type: none"> - Employee Name - Affected Roles - Absence Type - Absence Reason - Start and End Date - Working Time Lost - Paid/Unpaid 	Excel	Payroll Audit Report
Outstanding Self Cert and RTW Forms Absence Management > Absence Records > Reports	Provides a breakdown of outstanding Self Certification and Return To Work Forms	Includes: <p>Self Certification</p> <ul style="list-style-type: none"> - Employee - Role - Absence Start Date and End Date - Self Cert Due <p>Return to Work</p> <ul style="list-style-type: none"> - Employee - Role - Assigned To - Absence Start Date and End Date - Return to Work Due 	Excel	This information did not exist in the previous EPM portal.
Sickness Absence by Reason Absence Management > Absence Records > Reports	Provides total absences by Absence Reason and a breakdown of each absence by Absence Reason.	Absence Reasons includes total absences by Absence Reason. Remaining tabs detail a breakdown of each absence by Absence Reason, including: <ul style="list-style-type: none"> - Employee Name 	Excel	Insights

		<ul style="list-style-type: none"> - Roles - First Day Absence - Start Time - Last Day of Absence - End Time - Working Time Lost 		
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Report	Details	Report content	Formats	Where would EPM customers previously found this data?
All Absence Instances Absence Management > Absence Records > Reports	Provides a breakdown of each absence instance.	Includes: <ul style="list-style-type: none"> - Employee Name - Roles Affected - Absence Type - Reason - Start Date and Time - End Date and Time - Paid/unpaid - Details - Working Time Lost - Working Time Lost Units - Approval Status 	Excel	Insights
All Absence Instances (including future) Absence Management > Absence Records > Reports	Provides a breakdown of each absence instance, including future absences.	Includes: <ul style="list-style-type: none"> - Employee Name - Roles Affected - Absence Type - Reason - Start Date and Time - End Date and Time - Paid/unpaid - Details - Working Time Lost - Working Time Lost Units - Approval Status 	Excel	This information did not exist in the previous EPM portal.