



Example HR Reports in EPM Connect - Excel Format

[EPM Connect Guide](#)

Document Control

Document Overview: This document provides examples of Excel HR Reports available within EPM Connect.

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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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Changes to be notified to	N/A

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

Contact Details

Name	DOB	Personal Phone	Personal Email	Work Phone	Full Address	Address 1	Address	Address 4	Address 5	Postcode	Next Of Kin Full Name	Personal Phone	Next Of Kin Work Phone	Next Of Kin Relationship	Next Of Kin Full Name	Next Of Kin Mobile	Next Of Kin Phone	Next Of Kin Relationship
Catalina Hernandez	13/06/2000	01234567890	test1@cutlook.com	01234567890	1 Spitfire Close, Huntin	1 Spitfire Close	Huntingdon	Cambridgeshire		PE29 6EP	Joe Bloggs	01234567890	01234567890	Partner	Jan Bloggs	01234567890	01234567890	Mother

Length of Continuous Service

Name	Date of Birth	Job Role	Department	Start Date	Start Date of Contin	Length of Role Service	Length of Continuous Service	Length of Cont. Service in Org.	Current Entitlement Gro
Georgina Lawson	31/10/2000	Administrative Assistant	All Staff	16/10/2023	01/03/2023	2 year(s), 5 month(s) and 17 day(s)	3 year(s), 1 month(s) and 1 day(s)	2 year(s), 5 month(s) and 17 day(s)	
Kate Clarke	02/11/1979	Teacher	Key Stage 1	04/07/2024	01/09/2020	1 year(s), 9 month(s) and 0 day(s)	5 year(s), 7 month(s) and 2 day(s)	5 year(s), 7 month(s) and 2 day(s)	

Employees by Department

Name	Job Role	Status	Start Date	Date of Birth
Georgina Lawson	Administrative Assistant	Current Staff	16/10/2023	31/10/2000
Yvonne Reed	Teaching Assistant	Current Staff	07/06/2021	06/09/1970

Employees by Job Role

Name	Department	Status	Start Date	Date of Birth
Kate Clarke	Key Stage 1	Current Staff	04/07/2024	02/11/1979
Judith Wood	Key Stage 2	Current Staff	24/05/2024	09/07/1998
Eleanor Watkins	All Staff	Current Staff	01/09/2023	11/02/1983

Salary Information

Name	Date of Birth	Job Role	Department	Salary	Pay Range	Pay Sp	Contract Hours	Contract Days	ETE Salary	ETE Hours	ETE Weeks	ETE Value	Paid for Weeks	Working Weeks	Paid Over Weeks	Protected Weeks	Protected Reason	Contractual Overtime Hours	Contractual Overtime Rate	Contractual Overtime Amount
Eleanor Watkins	11/02/1983	Teacher	All Staff	34828	Main Spine	M3	32.5	5	34828.42	25	39	1	39	39	39	0		0	0	0
Francesca Crawford	28/06/1976	Headteacher and School Impro	All Staff	83502	Leadership	L23	32.5	5	83502.1	25	39	1	39	39	39	0		0	0	0
Garry Walker	30/05/1996	Playworker	All Staff	31511			6	0	22366	37	52.14	0.140888	45.3	38	52.14	0		0	0	0

Line Managers

Name	Date of Birth	Job Role	Department	Line Manager	Line Manager Email
Georgina Lawson	31/10/2000	Administrative Assistant	All Staff	Kathryn Begum	KathrynBegum129@hotmail.co.uk
George Owen	10/02/1980	School Business Manager	Senior Leadership Team	Ella Jones	ella.jones@janetland.gov.uk

Starters & Leavers

Name	Job Title	NI Number	End Date	Reason Leaving	Destination
Abbie Robinson	Middy Supervisory Assistant	AA321008C	31 Aug 2024		
Joe Manning	Class Teacher	AA321357D	31 Aug 2024		

Working Days Percentage

Name	Job Role	Department	Working Days	General Absence	Sickness	Holidays	Time off in lieu Spent
Wilkins Makate	Director of Finance	Admin	100%	0%	0%	0%	0%
Georgina Lawson	Administrative Assistant	All Staff	98.7%	0%	1.3%	0%	0%

Working Time Lost

Name	Role(s)	Department(s)	Job Category(s)	Absence Type	Reason	Start Date	End Date	Time Lost in Days	Time Lost in Hours
Aimee Higgins	Class Teacher	All Staff	Teacher	Sickness	Neurological, Head & Migraine	27/01/2025	27/01/2025	1.00	8.00
Aimee Higgins	Class Teacher	All Staff	Teacher	Sickness	Neurological, Head & Migraine	03/02/2025	03/02/2025	1.00	8.00
Aimee Higgins	Class Teacher	All Staff	Teacher	Sickness	Neurological, Head & Migraine	10/02/2025	10/02/2025	1.00	8.00
Alice Cooper	Teaching Assistant	All Staff	Teaching Assistant	Sickness	Cold & Flu	13/01/2025	16/01/2025	4.00	32.00
Alice Cooper	Teaching Assistant	All Staff	Teaching Assistant	Sickness	Cold & Flu	10/02/2025	13/02/2025	4.00	32.00
Alice Cooper	Teaching Assistant	All Staff	Teaching Assistant	Sickness	Gastro-Intestinal	17/02/2025	19/02/2025	3.00	24.00

Absence Triggers Hit

Name	Role	Department	Trigger	Date Triggered
Aimee Higgins	Class Teacher	All Staff	10 days in 12 months	07/11/2025
Aimee Higgins	Class Teacher	All Staff	4 instances in 12 months	07/11/2025

Absences Paid/Unpaid

Employee Name	Affected Roles	Absence Type	Absence Reason	Start Date	End Date	Working Time Lost	Paid/Unpaid
Gordon Hooper	Administrator	Sickness	Cold & Flu	13/11/2025	13/11/2025	1.00 Day	Paid
John Collins	Class Teacher	Lateness	Childcare issues	03/11/2025	03/11/2025	0.83 Hours	N/A
Zoe Bell	Casual Supply GTA, Teaching Assistant SEN, After School Club Support	Maternity Leave	Maternity Leave	24/11/2025	24/05/2026		N/A, N/A, N/A
Cheryl Johnson	Class Teacher	Sickness	Cold & Flu	05/01/2026	07/01/2026	2.37 Days	Paid
Cheryl Johnson	Class Teacher	Sickness	Cold & Flu	07/01/2026	08/01/2026	1.53 Days	Paid
Cheryl Johnson	Class Teacher	Sickness	Cold & Flu	26/01/2026	26/01/2026	0.50 Days	Paid

Outstanding Self Cert and RTW Forms

Employee	Role	Absence start Date	Absence End Date	Self Cert Due
Anna Parry	Play Leader	13 Jan 2025 00:00	29 Aug 2025 00:00	17/02/2025
Kim Patel	Teacher	19 May 2025 08:00	21 May 2025 08:00	29/05/2025
Michelle Miles	Advanced Teaching Assistant	05 May 2025 08:00	08 May 2025 08:00	29/05/2025
Garry Walker	Playworker	05 May 2025 08:00	09 May 2025 17:00	29/05/2025

Employee	Role	Assigned To	Absence start Date	Absence End Date	Return to Work Due
Anna Parry	Play Leader	Reports To	13 Jan 2025 00:00	29 Aug 2025 00:00	17/02/2025
Aimee Higgins	Class Teacher	Kathryn Begum	04 May 2025 08:00	10 May 2025 08:00	27/05/2025
Kim Patel	Teacher	Reports To	19 May 2025 08:00	21 May 2025 08:00	29/05/2025
Michelle Miles	Advanced Teaching Assistant	Reports To	05 May 2025 08:00	08 May 2025 08:00	29/05/2025

Sickness Absence by Reason

Janetland School	
Chest & Respiratory	1
Cold & Flu	37
Coronavirus	1
COVID-19	1
Eye, Ear, Nose & Throat	2
Gastro-Intestinal	1
General Illness	1
Long Term Sickness No Pay	1
Neurological, Head & Migrain	1

Employee Name	Roles	First Day Absence	Start Time	Last Day Absence	End Time	WorkingTimeLost
Anna Parry	-	13/01/2025		29/08/2025		160.00
Aimee Higgins	-	04/05/2025	08:00	10/05/2025	08:00	4.00
Yvonne Reed	-	21/05/2025	08:00	22/05/2025	08:00	1.00

All Absence Instances

Employee Name	Roles Affected	Absence Type	Reason	Start Date	Start Time	End Date	End Time	Paid / Unpaid	Details	Working Time Lost	Working Time Lost Units	Approval Status
Kathryn Begum	Head's PA, Midday Supervisor	General Absence	Jury service	20/10/2025		31/10/2025		Paid	Jury Duty	10.00 Days		Awaiting Approval
Cheryl Johnson	Class Teacher	Sickness	Gastro-Intestinal	11/08/2025	12:06	12/08/2025		Unpaid	Stomach bug	1.61 Days		N/A
Cheryl Johnson	Class Teacher	Sickness	Cold & Flu	20/10/2025	11:43	21/10/2025		Unpaid	Cold	1.54 Days		N/A
Dawn Moore	Class Teacher	General Absence	Bereavement	12/11/2025		13/11/2025		Paid		2.00 Days		Awaiting Approval
Gordon Hooper	Administrator	Sickness	Cold & Flu	13/11/2025		13/11/2025		Unpaid	Fever	1.00 Days		N/A
John Collins	Class Teacher	Lateness	Childcare issues	03/11/2025	08:10	03/11/2025	09:00	Paid		0.83 Hours		N/A

All Absence Instances (including future)

Employee Name	Roles Affected	Absence Type	Reason	Start Date	Start Time	End Date	End Time	Paid / Unpaid	Details	Working Time Lost	Working Time Lost Units	Approval Status
Dawn Moore	Class Teacher	General Absence	Maternity Leave	03/06/2024		02/06/2025		Paid		253.00 Days		Approved
Anna Parry	Play Leader	Sickness	Cold & Flu	13/01/2025		29/08/2025		Unpaid	Cold	160.00 Days		N/A
Lynne Allen	Higher Level Teaching Assistant	TOIL Earned	Overtime	22/05/2025	08:00	23/05/2025	08:00			8.00 Hours		Awaiting Approval
Kathryn Begum	Head's PA, Midday Supervisor	Sickness	Cold & Flu	28/07/2025		29/07/2025		Unpaid	Cold	2.00 Days		N/A
Anna Parry	Teaching Assistant	Sickness	Cold & Flu	09/09/2025	13:36	10/09/2025		Unpaid	Cold	1.42 Days		N/A
Anna Parry	Teaching Assistant	Sickness	Cold & Flu	10/09/2025	14:39	11/09/2025		Unpaid	Cold	1.29 Days		N/A