

Hours Audit Reports

Alkimii People

Report Name	Description	Assistant HR Manager	HR Manager	HR Manager (No PUTO)	Accountant	Accountant & HR	Accountant & HR (No PUTO)	GM
Cross Rostered Team Members	Cost of Team Members who have been cross rostered to other properties	✗	✗	✗	✓	✓	✓	✗
Team Monthly Hours by Department	Annual Report showing the total hours worked by department by month	✗	✓	✓	✓	✓	✓	✓
Team Members Clocking Records by Period	All Team Memebers clocking recorders over a date range	✗	✗	✗	✗	✗	✗	✗
Team Paid Worked Hours Report Inc Rates	Annual Report showing paid hours worked by team member by week for the financial year	✗	✓	✓	✓	✓	✓	✓
Team Average Hours for Shifts that accrue Holidays	Average hours for all shifts that accrue holidays by all team members, over a date range	✗	✓	✓	✓	✓	✓	✓
Team Average Hours Worked	Average hours worked by all team members, over a date range	✗	✓	✓	✓	✓	✓	✓
Team Paid Hours Report Inc Rates	Hours paid by team member by week (includes Holidays, Public Holidays etc.)	✗	✓	✓	✓	✓	✓	✓

Holiday Reports

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Report Name	Description	Assistant HR Manager	HR Manager	HR Manager (No PUTO)	Accountant	Accountant & HR	Accountant & HR (No PUTO)	GM
Holiday Balance Report	Holiday Balance report up to last closed payroll week for all employees	✗	✓	✓	✓	✓	✓	✓
Holiday Balance Report (Holiday year)	Holiday Balance report for a holiday year for all employees between the dates 01/01/XX - 31/12/XX	✗	✗	✗	✗	✓	✓	✗
Public Holiday Accruals	Public Holiday Accruals for the year, by employee, for each Public Holiday with costs. This reports updates as each Public Holiday occurs	✗	✗	✗	✓	✗	✗	✗
Future Holiday Costs Report	Shows the monetary value of all future rostered holidays for the current holiday year by team member	✗	✓	✓	✓	✓	✓	✗
Last Attending Shift Before Bank Holiday	Show the Last Attending Shift Before Bank Holiday and the difference between the hours rostered and accrued	✗	✗	✗	✗	✗	✗	✗
Public Holiday Profile Data	Details of team members who have "Auto roster public holidays" and "Pay Last Shift Hours For Public Holiday If Worked On Day" in their profiles	✗	✗	✗	✗	✗	✗	✗

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Report Name	Description	Assistant HR Manager	HR Manager	HR Manager (No PUTO)	Accountant	Accountant & HR	Accountant & HR (No PUTO)	GM
Monthly holidays	Holidays taken per user on a month.	✗	✗	✗	✗	✗	✗	✗
Holiday Balance with Cost	Holiday balances per user with cost.	✗	✗	✗	✗	✗	✗	✗
Team Members with Paused Accruals for Holiday or Public Holiday	List of all team members who have been paused for accrual of Holidays or Public Holidays.	✗	✓	✓	✓	✓	✓	✓
Public Holiday Worked Shifts	Report on Staff that have bank holiday shifts	✗	✗	✗	✗	✗	✗	✗
Holiday Balance Report at a point in time	Holiday Balance report at a particular date for all employees. Note: this report can only be run for the current holiday year, for dates that have already been paid.	✗	✗	✗	✗	✓	✓	✗
Holiday Balance Per Period	Download holiday balance movement report per period.	✗	✗	✗	✗	✗	✗	✗
Journal Holiday Report at a point in time	Holiday Journal report at a particular date for all employees. Note: this report can only be run for historical dates that have been paid	✗	✗	✗	✗	✗	✗	✗

People Reports

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Report Name	Description	Assistant HR Manager	HR Manager	HR Manager (No PUTO)	Accountant	Accountant & HR	Accountant & HR (No PUTO)	GM
Team Details	All team members details. Note only accountant permission shows details for GM & Accountants	✗	✓	✓	✓	✓	✓	✓
Team Details (without rates)	All team members details excluding rates of pay	✗	✗	✗	✗	✗	✗	✗
Team Nationalities	Nationalities of all team members	✓	✓	✓	✓	✓	✓	✓
Team Birthdays	Team members birthdays report for a given period	✓	✓	✓	✓	✓	✓	✓
Team Historical Rates	Historical pay rates for all team members.	✗	✓	✓	✓	✓	✓	✗
WRC Standard Report	Details required to complete WRC standard initial inquiry report.	✗	✓	✓	✓	✓	✓	✓
Active and Inactive Team Members	Details of all team members who are active or inactive in Alkimii for a particular month	✗	✓	✓	✓	✓	✓	✓
Pay Rates with Service Charge	Current Pay Rates including Service Charge and salary	✗	✓	✓	✓	✓	✓	✓

People Reports

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Report Name	Description	Assistant HR Manager	HR Manager	HR Manager (No PUTO)	Accountant	Accountant & HR	Accountant & HR (No PUTO)	GM
Work Experience Team Member	Download list of Team Members with Work Experience contract type.	✗	✗	✗	✗	✗	✗	✗
Gender Pay Gap	Download the Gross pay and hours paid for active users in a year	✗	✓	✗	✓	✓	✗	✓
Memberships & Benefits	Download the list of users with any membership or benefit	✗	✗	✗	✗	✗	✗	✗
Team Member Contract Changes	Download the last 2 contracts changes for all active Team Members	✗	✗	✗	✗	✗	✗	✗
Contract & Rate at a point in time	Download the contracts for a specific date	✗	✗	✗	✗	✗	✗	✗
Bradford Score	Bradford Score per employee.	✗	✓	✗	✗	✓	✗	✗
Lateness Report	Lateness Report for a given period.	✗	✓	✓	✓	✓	✓	✗
Hours Worked by Period	Hours Worked by team member for a given period.	✗	✗	✗	✗	✗	✗	✗
Team Members Workvivo	Team members details to update Workvivo	✗	✗	✗	✗	✗	✗	✗
Team Member Covid Policy Declaration	List of team members last covid policy and declaration	✗	✓	✗	✗	✓	✗	✓

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Report Name	Description	Assistant HR Manager	HR Manager	HR Manager (No PUTO)	Accountant	Accountant & HR	Accountant & HR (No PUTO)	GM
Team Member Emergency Contacts	Emergency contact details for all team members	✓	✗	✓	✓	✓	✗	✗
Team Length of Service	Length of service report in years, months, days for all team members.	✗	✓	✓	✓	✓	✓	✓
Team Member Report (Under Age)	Team members under 18's	✗	✗	✗	✗	✗	✗	✗
Team Personal Break Rules	Team members personal break rules	✗	✓	✓	✓	✓	✓	✗
SSP Report	Absence report with Statutory Sick Pay and Sick Leave unpaid shifts	✗	✗	✗	✗	✗	✗	✗
SSP Ireland Report	Statutory Sick Pay and Sick Leave unpaid shifts in current year	✗	✓	✓	✓	✓	✓	✗
Gender Pay Gap	List of all active employees Gross pay & hours paid for active users in the choosen period.	✗	✓	✗	✓	✓	✗	✗
Starters By Period Payroll Data	List of all starters with payroll data for a chosen period.	✗	✗	✗	✗	✗	✗	✗

People Reports

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Report Name	Description	Assistant HR Manager	HR Manager	HR Manager (No PUTO)	Accountant	Accountant & HR	Accountant & HR (No PUTO)	GM
Leavers By Period Payroll Data	List of all employee changes for payroll data for a chosen period.	✗	✗	✗	✗	✓	✓	✗
Employee Changes By Period Payroll Data	List of all employee changes for payroll data for a chosen period.	✗	✗	✗	✗	✗	✗	✗

Training Reports

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Report Name	Description	Assistant HR Manager	HR Manager	HR Manager (No PUTO)	Accountant	Accountant & HR	Accountant & HR (No PUTO)	GM
Training Shifts / Costs Per Period	Calculate the cost of the training shifts for a given period	✗	✗	✗	✓	✓	✓	✗
Team Pro Usage Report	Team pro usage for all team members	✗	✗	✗	✗	✗	✗	✗

Payroll Reports

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Report Name	Description	Assistant HR Manager	HR Manager	HR Manager (No PUTO)	Accountant	Accountant & HR	Accountant & HR (No PUTO)	GM
Monetary Payments	Details of all monetary payments made to team members over a date range	✗	✗	✗	✓	✓	✓	✗
Cross Department Hours Rostered	Team members Hours Cross rostered by department for a given period	✗	✗	✗	✓	✓	✓	✗
Payroll Costs Analysis Summary Data	Download a summary data of actual costs analysis report	✗	✗	✗	✗	✗	✗	✗
Staff Import Weekly* (Micropay)	Import staff details for weekly users.	✗	✗	✗	✗	✗	✗	✗
Monetary Payments For User Report	Team monetary payments divided by user report	✗	✗	✗	✗	✗	✗	✗
Payroll Accrual Journal	Payroll Cost including Public Holiday Accrual Cost reversing journal for a period. With the Option to include or exclude EMPSI	✗	✗	✗	✗	✗	✗	✗
Cross Charges across the whole Organisation	Cost of shifts that have been cross rostered between properties for the whole organisation for a given period	✗	✗	✗	✗	✗	✗	✗

Payroll Reports

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Report Name	Description	Assistant HR Manager	HR Manager	HR Manager (No PUTO)	Accountant	Accountant & HR	Accountant & HR (No PUTO)	GM
Weekly Payroll and Revenue Report	Download a resume data of actual costs and hours on worked shifts by department	✗	✗	✗	✗	✗	✗	✗
Cross Department Hours Rostered	Team members Hours Cross rostered by department for a given period	✗	✗	✗	✗	✗	✗	✗
Payroll Shifts Journal	Shift journal for a given period	✗	✗	✗	✗	✗	✗	✗
Staff Import Monthly* (Micropay)	Staff Import Monthly	✗	✗	✗	✗	✗	✗	✗

Rostering Reports

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Report Name	Description	Assistant HR Manager	HR Manager	HR Manager (No PUTO)	Accountant	Accountant & HR	Accountant & HR (No PUTO)	GM
Team Absence Report	Absenteeism report for all team members	✗	✓	✓	✓	✓	✓	✓
Team Breaks Report	Breaks analysis report	✗	✓	✓	✓	✓	✓	✓
Rostered Meal Time	Report showing number of team members per meal time for current week	✗	✓	✓	✓	✓	✓	✗
Last Day Rostered Report	List all team members by last day rostered. This report is useful to find people who are on the books but have not worked in the property for an extended period of time	✗	✓	✓	✓	✓	✓	✓
Absenteeism Report	Team absenteeism report	✗	✓	✓	✓	✓	✓	✓
Absenteeism Report with rates	Team absenteeism report with rates							
Shift audit Report	Audit of shifts changed or deleted, for a date period	✗	✓	✗	✗	✓	✗	✗

Rostering Reports

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Report Name	Description	Assistant HR Manager	HR Manager	HR Manager (No PUTO)	Accountant	Accountant & HR	Accountant & HR (No PUTO)	GM
Clock audit Report	Audit of shift clocks changed or deleted, for a date period	✗	✓	✗	✗	✓	✗	✗
Sunday Premium Report	Show the difference paid for sunday premium vs basic rate of pay for Sundays in a given period	✗	✓	✓	✓	✓	✓	✗
Hours Variance Report	Record of the Week Details variance, for a date period	✗	✗	✗	✗	✗	✗	✗
Team Breaks Report (Under Age)	Team breaks report for under 18's	✓	✓	✓	✗	✓	✓	✗
Team Shifts Report (Under Age)	Team shifts report for under 18's	✓	✓	✓	✗	✓	✓	✗
Team Worked Hours Per Period	Download the worked hours and differences per period.	✗	✗	✗	✗	✗	✗	✗
Team Member sick unpaid hours	Download hours total gross paid for sick unpaid shifts by user per period.	✗	✗	✗	✗	✗	✗	✗
Team Average Worked Hours.	Download the average worked hours for the last 16 / 5 weeks from the date chosen.	✗	✗	✗	✗	✗	✗	✗
Sundays worked	Count of Sundays worked per employee	✗	✗	✗	✗	✗	✗	✗

Turnover Reports

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Report Name	Description	Assistant HR Manager	HR Manager	HR Manager (No PUTO)	Accountant	Accountant & HR	Accountant & HR (No PUTO)	GM
Leavers by Period	List of all leavers for a chosen period	✗	✓	✓	✓	✓	✓	✓
Turnover by Department	Team member turnover for a period and by department	✗	✓	✓	✓	✓	✓	✓
Starters by Period	List of all starters by departments for a chosen period.	✗	✓	✓	✓	✓	✓	✓
Leaver report	Balances and shifts in last month for a leaver to be signed	✗	✗	✗	✗	✗	✗	✗