



UNIVERSITY OF TM
KWAZULU-NATAL
—
INYUVESI
YAKWAZULU-NATALI

HR PANEL DISCUSSION: SYSTEM REPORTING

2022 ITS UserGroup Conference

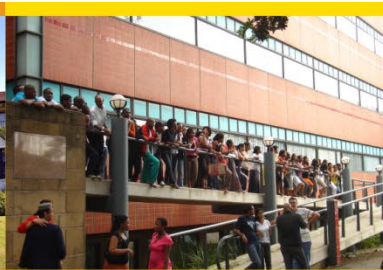
Presented by: Mrs Shalini Raman



EDGEWOOD CAMPUS



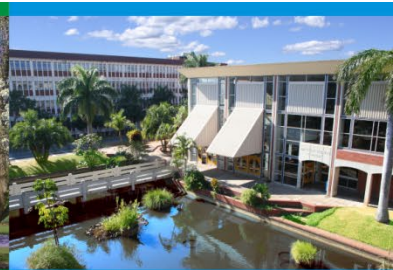
HOWARD COLLEGE CAMPUS



NELSON R MANDELA SCHOOL OF MEDICINE



PIETERMARITZBURG CAMPUS



WESTVILLE CAMPUS

INSPIRING GREATNESS



- Reporting is crucial to any company: decision-making, forecasting & planning.
- How do we all report at our respective institutions and are the standard suite of reports sufficient?
- ITS does not meet all of UKZN's reporting needs and our internal IT department extracts reports according to our specifications
- Reporting requirements differ from one institution to the next



- Staff Composition by Appointment Type as at a particular date, Permanent and Fixed Term (short, med, long fixed term) per division / college
- Recruitments, terminations and promotions for a particular period
- Vacancy report
- Overtime Stats for a period, no. of employees, hours and cost



- Sick Leave Rate per college / division
- Number of employees who have not taken vacation leave
- Sick Leave Patterns – weekend patterns eg Friday and Monday off etc
- Audit Trail Report to track all capture activity



➤ Vacancy Report

| COLLEGE CODE | COLLEGE | DEPT CODE | DEPARTMENT | POST CODE | POST TITLE | POST STATUS | DATE POST LAST VACANT | POST FUNDING |
|--------------|---------------|-----------|-------------------------|-----------|---------------------------------|-------------|-----------------------|--------------|
| 22 | COLLEGE OF HS | 2280 | COLLEGE ADMIN OFFICE:HS | 9398 | FINANCIAL OPERATIONS OFFICER-9 | A | 31 December 2018 | I |
| 22 | COLLEGE OF HS | 2280 | COLLEGE ADMIN OFFICE:HS | 9092 | SENIOR ACADEMIC ADMIN OFFICER-9 | A | 04 November 2021 | I |



➤ Dashboard Excel Report

College/Division, School/Dept, Campus, Staff Number, Title, Initials, Surname, First Names, Race, Nationality, Gender, Date of Birth, Age, ID Number, Passport Number, Work Phone Number, Email Address, Line Manager Details (name, staff number, email address etc), Staff Classification (academic or support), Staff category (Perm, fixed term etc), Appointment type, Rank details, Post details, Grade, Occupational level



- Employment Equity Tool
- HR Dashboard Reports
- HR Data Quality Monitor
- Customised reports by our IT department