Reports

Extract detailed information about your company's HR

File for the administrator

Hello!

Welcome to Sesame, the software that simplifies HR management.
In this file we will explain what the "**Reports**" section is and how you can set it up in your dashboard.
We will take you step by step, so don't worry. We are here to help you with whatever you need!

Content

1. Reports

Information is key to proper company management.

In Sesame we keep everything securely stored in the cloud, but we understand that you may want to download detailed reports for printing, saving, sharing, etc.

Whenever you need to get a report:

Access the **Apps** section, click on "**Reports**" and on "**Install**". In a few seconds, you will find this functionality on the lateral menu.

Once you access the tool, select the document you want, filter the necessary information and download it in **PDF, EXCEL or CSV**.

2. Which reports can be exported?

22 types of reports can be exported:

1. Employment data history.
2. Personal data history.
3. Daily clock ins/outs report.
4. Detailed clock in/out report.
5. Total hourly balance.
6. Overtime balance report.
7. Clock in/out report by shifts and absences.
8. Categorised hours report.
9. Attendance report.
10. Exits before working day end.
11. Summarised report.
12. Summary of Holidays and absences.
13. Unexcused absences and balances.
14. Absences and holidays approved.

15. Clock ins/outs request history.
16. Absence request history.
17. Gender report.
18. Missing data report.
19. Complete employee information.
20. Projects profitability report.
21. Project summary.
22. Contract data report.

Project profitability report

It shows projects economic data at company level

Employee	Hours	Balance	Graphic
	136:00	+ 50:36	
	88:00	- 15:18	

Display

Gender report

Show the gender of all of your employees

Employee	Gender
	Male
	Female
	Rather not say

Display

Missing data report

It shows the missing data to fill in for each employee

Name	Number of users
	1

Display

Complete employee information

Shows all employee information, including custom fields

Employee	Date	Time worked
	28/06/2020	08:12 h
	27/06/2020	07:45 h
	26/06/2020	08:05 h

Display

Unjustified absences and balances

Shows all the days employees have missed work without being on holidays or absent

Employee	Hours	Balance	Graphic
	136:00	+ 50:36	
	86:00	- 15:18	

Display

Attendance report

Shows your employees' attendance and punctuality data

Employee	Date	Time worked
	28/06/2020	08:12 h
	27/06/2020	07:45 h
	26/06/2020	08:05 h

Display

Grow your company.
Empower your team**!**

Do you still have questions? In our help centre you can find many resolved queries. If that's not enough we'd love to hear from you!

Contact us, we are just one phone call away: **+34 96 062 73 51**.

Email us, we will reply as soon as possible: **soporte@sesametime.com**