

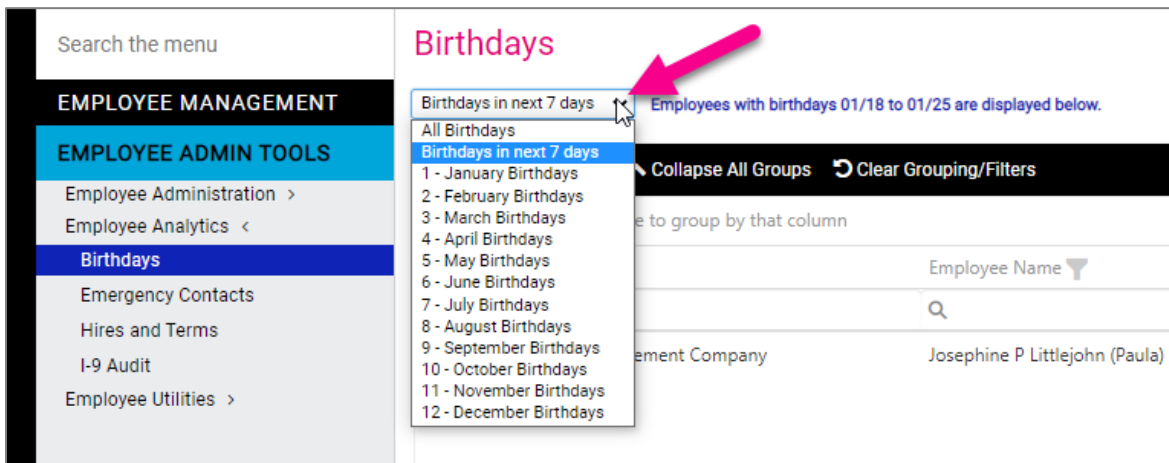
Introduction

Employee Analytics gives access to four different areas. This article will be focusing on the employee Birthdays section. To access navigate to Employee Admin Tools > Employee Analytics > Birthdays.

Birthdays

Birthdays allow the Customer to access a listing of their employee's birthdays. This can be done by using one of the following filters.

- All Birthdays
- Birthdays in next 7 days
- 1 – January Birthdays
- 2 – February Birthdays
- 3 – March Birthdays
- 4 – April Birthdays
- 5 – May Birthdays
- 6 – June Birthdays
- 7 – July Birthdays
- 8 – August Birthdays
- 9 – September Birthdays
- 10 – October Birthdays
- 11 – November Birthdays
- 12 – December Birthdays



Select the appropriate filter. This will display the results in the screen below. Use the "Drag column header here to group by that column" to filter by the different headers. You may also click on any header to filter by descending or ascending order.

Export

You may export all data from the screen by selecting the Export All Data Icon in the upper right-hand corner of the screen. This will pull all data into a Microsoft Excel Worksheet that user may then filter and manipulate further inside of Microsoft Excel.

Birthdays

1 - January Birthdays Employees with birthdays 01/01 to 01/31 are displayed below.

Expand All Groups Collapse All Groups Clear Grouping/Filters

Drag a column header here to group by that column

Legal Name	Employee Name	Employee ID	Status Description	Birth Date
University Training Management Company	John A. Williams	1026	Active	01/01
University Training Management Company	Josephine P Littlejohn (Paula)	1021	Active	01/23
University Training Management Company	Maggie L Jones	1027	Active	01/01
University Training Management Company	Michael J Malarkey	1002	Active	01/09
University Training Management Company	Reginald Roberts	1009	Active	01/28
University Training Management Company	Sierra Vega	1023	Active	01/15

Column Chooser

By selecting the Column Chooser icon in the upper right-hand corner of the screen you may filter, sort and select further data to pull into your report. Such as the following information

- Name
- Prefix
- First
- Preferred
- Middle
- Last
- Suffix
- DBA
- Assigned Manager
- Assigned Supervisor
- Work Location
- Status
- Self-Service Email
- Birth Month
- Organizations (Depends on the organization setup for the specific Customer)
 - Location
 - Department
 - Team

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