

Introduction

Employee Analytics gives access to four different areas. This article focuses on the employee **Birthdays** screen. To access this screen, navigate to **Employee Admin Tools > Employee Analytics > Birthdays**.

Birthdays

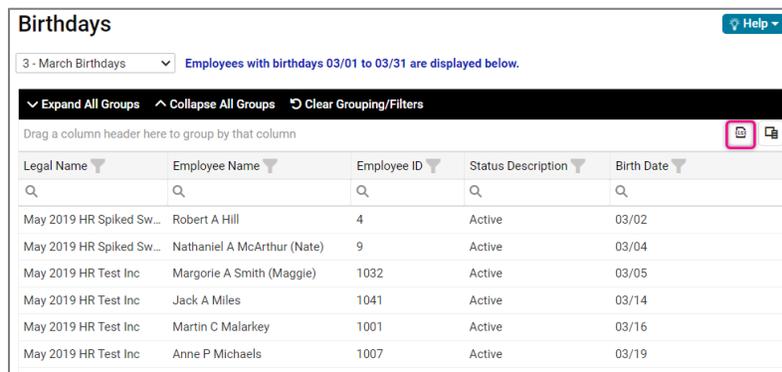
Birthdays allow the customer to access a listing of their employee's birthdays. This can be done by using one of the following filters.

- All Birthdays
- Birthdays in the next seven 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 and the screen updates accordingly. Once the grid populates, you can use the **Drag column header here to group by that column** field to filter by different headers and/or click any header to filter by descending or ascending order.

Export

Exporting data from **Employee Analytics** is simple. Simply click the **Export all data to Excel** icon in the upper right corner of the screen. This then transfers all the data from the system into a Microsoft Excel worksheet.



Birthdays Help

3 - March Birthdays Employees with birthdays 03/01 to 03/31 are displayed below.

Expand All Groups Collapse All Groups Clear Grouping/Filters

Drag a column header here to group by that column Help

Legal Name	Employee Name	Employee ID	Status Description	Birth Date
May 2019 HR Spiked Sw...	Robert A Hill	4	Active	03/02
May 2019 HR Spiked Sw...	Nathaniel A McArthur (Nate)	9	Active	03/04
May 2019 HR Test Inc	Margorie A Smith (Maggie)	1032	Active	03/05
May 2019 HR Test Inc	Jack A Miles	1041	Active	03/14
May 2019 HR Test Inc	Martin C Malarkey	1001	Active	03/16
May 2019 HR Test Inc	Anne P Michaels	1007	Active	03/19

Column Chooser

The **Column Chooser** allows for additional functionality within the grid. Select the **Column Chooser** icon in the upper right corner and a menu displays allowing you to filter, sort, and choose additional data to include in your report. Additional column options include:

- Name
- Prefix
- First
- Preferred
- Middle
- Last
- Suffix
- DBA
- Assigned Manager
- Assigned Supervisor
- Work Location
- Status
- Self-Service Email
- Birth Month
- Organizations (The options here depend on the organization set up for the specific customer)
 - Location
 - Department
 - Team

The screenshot shows a report titled "Birthdays" for "isolved University". It displays a table of employees with columns for Legal Name, Employee Name, Employee ID, Status Description, and Birth Date. A "Column Chooser" menu is open on the right, listing various data fields that can be added to the report, including Name, DBA, Assigned Manager, Assigned Supervisor, Work Location, Status, Self Service Email, Birth Month, and Organizations.

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