## Introduction

Employee Analytics provides great tools for managing employees and key dates and routines. This article discusses some of the filtering and search options available on the **Anniversaries** screen.

## Anniversaries

Anniversaries allow the user to access a listing of their employee's anniversaries based on their hire date or adjusted service date. The **Anniversaries** screen can be accessed by navigating to **Employee Admin Tools > Employee Analytics > Anniversaries**.

At the top of the screen, there is a drop-down menu that says, "Anniversaries in the next 7 days." This is one of the filtering options for this screen. When this drop-down is selected, a list of additional filters display including:

- Anniversaries in the next 7 days (default selection)
- All Anniversaries
- January Anniversaries
- February Anniversaries
- March Anniversaries
- April Anniversaries
- May Anniversaries
- June Anniversaries
- July Anniversaries
- August Anniversaries
- September Anniversaries
- October Anniversaries
- November Anniversaries
- December Anniversaries

The **Based on** filter allows for additional filtering options including:

- Most recent hire date
- Adjusted service date

To generate anniversaries on the grid, make your filter selections.

### Functionality

Once you have selected your filters and your employee information is displaying within the grid, the **Anniversaries** screen allows you to further filter and search your results.

Group information by selecting the column heading and dragging it to the **Drag a column header here to group by that column** field. Below is an example of grouping by work location.

You can use additional filters within the grid by selecting the filter icon within the column headings.





Search within each column by selecting the magnifying glass icon. Then key in the information you are looking for.



Select the **Column Chooser** icon, add a column from the list, or drag an unwanted column to remove it from your headers.

July 3, 2024

Select the Export icon to create an Excel file with the results of the filters selected. Here is an example:

| Legal Name | Employee Name | Employee ID | Work Location | Status Description | Hire Date | Length of Service (Hire Date) | Adjusted Service Date | Length of Service |
|---|---|---|---|---|---|---|---|---|
| May 2019 HR Test Inc | Mason J Malarkey | 1000 | New York, NY | Active | 6/1/1976 | 48 years, 1 month, 3 days | | |
| May 2019 HR Test Inc | Martin C Malarkey | 1001 | New York, NY | Active | 6/1/1999 | 25 years, 1 month, 3 days | | |
| May 2019 HR Test Inc | Martha Watson | 1018 | PORTLAND, OR | Active | 6/13/2003 | 21 years, 21 days | | |
| May 2019 HR Test Inc | Minerva Pillsen | 1022 | New York, NY | Active | 6/25/2019 | 5 years, 9 days | | |
| May 2019 HR Test Inc | Joan M Michaels | 1064 | New York, NY | Active | 6/1/2020 | 4 years, 1 month, 3 days | | |
| May 2019 HR Test Inc | Thomas Horton (Tommy) | 1033 | New York, NY | Active | 6/5/2020 | 4 years, 29 days | | |
| May 2019 HR Test Inc | Sierra Vega | 1055 | SARASOTA, FL | Active | 6/18/2020 | 4 years, 16 days | | |
| May 2019 HR Test Inc | Jonathan Doerty | 1088 | SARASOTA, FL | Active | 6/9/2022 | 2 years, 25 days | | |
| May 2019 HR Test Inc | Alyson Whittman | 1087 | SARASOTA, FL | Active | 6/13/2022 | 2 years, 21 days | | |
| May 2019 HR Test Inc | Linda McClainey | 1089 | SARASOTA, FL | Active | 6/21/2022 | 2 years, 13 days | | |
| May 2019 HR Test Inc | Shelley Morton | 124123 | DETROIT, MI | Active | 6/21/2024 | 13 days | | |