

Headcount Reporting

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INTRODUCTION

What is a headcount report?

A comprehensive headcount report forms the foundation of reports such as the employee census, time and attendance reports, and training cost analyses. With real-time headcount data the following areas can be reported:

- Employee count, movement and turnover by location, department, or function;
- Retention rates across job level or title;
- Employees contracted full-time or equivalent versus overall employee headcount.

HOW TO RUN A HEADCOUNT REPORT

As a People Manager today during this transition, this is what you have to do to run a headcount report:

- Contact your **Site HR Partner to run and send all people reports to you.**
- In the coming months you will be progressively informed of the **self-service** possibilities.

Some changes are being implemented on how to run headcount reports:

- The development of Dashboards, Reporting & Analytics will be released over 2021 and 2022, supported by the [contact center](#).

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