

# HR reporting

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# Overview

HR reporting page lists formatted exports of information in the HR module. The page is located in the HR module under [HR reporting](#).

HR reporting contains reports, used in salary calculations, business trip handling and attendance checks.

The screenshot displays the HR reporting interface. At the top, there is a navigation bar with a tab labeled "HR reporting" and a menu icon. To the right of the tab are a grid icon and a notification bell icon with a red circle containing the number "1". Below the navigation bar is a row of five report tabs: "Salary export" (with a dollar sign icon), "Business trip" (with a car icon), "Employees" (with a person icon), "Lunch info" (with a burger icon), and "Attendance report" (with a calendar icon). The "Salary export" tab is currently selected and highlighted in light blue. Below the tabs, the main content area is divided into two sections. The left section is titled "Salary export" and contains the following controls: a "CHANGE MONTH" dropdown menu set to "Mar 2026", an "EMPLOYMENT TYPE EXPORT" section with a radio button selected for "EMPLOYEES", an unchecked checkbox for "CUSTOMIZE EMPLOYEES SELECTION", and a "CHOOSE ACCOUNTING PROGRAM" dropdown menu set to "BC". At the bottom of this section is an orange "Generate" button with a dollar sign icon. The right section is titled "Custom export" and contains: a "CHANGE MONTH" dropdown menu set to "Feb 2026", two checkboxes, "CHANGED SALARIES" (checked) and "VACATION REPORT" (unchecked), and an orange "Generate export" button with a dollar sign icon. Below these sections, there is a "Master lock events in selected month" section with a "Lock" button (with a padlock icon). At the bottom, the text "History for March" is visible.

# Salary export

The [salary export tab](#) displays the default salary export for month, custom export for month (changed salaries export, vacation report...). This export is used during salary calculation.

## Salary export

Before this export is generated, some options can be changed in order to alter the generated export.

The image shows three side-by-side screenshots of the salary export configuration interface, separated by vertical lines. Each screenshot shows a 'CHANGE MONTH' section with a calendar icon and 'Feb 2026' selected. The first screenshot shows the 'EMPLOYMENT TYPE EXPORT' section with 'EMPLOYEES' selected. The second screenshot shows 'STUDENTS ONLY' selected. The third screenshot shows a 'SELECT USERS FOR EXPORT' dropdown with 'Nejc Frece Žohar, nejc.frece...' selected. All screenshots have a 'CHOOSE ACCOUNTING PROGRAM' dropdown set to 'BC' and a 'Generate' button with a dollar sign icon.

- **Change month**

- Select the month, for which you want to generate the salary export.
- By default, the current month is always selected.

- **Employment type export**

- Select user employment type to export.
- This switch determines, users of which type will be exported (**employees** or **students**).

- **Export student data as**

- This switch is only shown, when generating a salary export for students
- You can switch between exporting all students work data as an **Excel** sheet or a **PDF** file.

- **Customize employee selection**

- This toggle can be used to switch between employment type switch and custom employee selector.
- When on, "**Select users for export**" dropdown is shown instead of "**Employment type export**" switch.

- **Select users for export**

- You can limit the salary export to only a few select users.

- **Choose accounting program**

- Different exports are available., depending on your accounting software.
- Currently, available options are:
  - **BC** (Business Central)
  - **Birokrat**
  - **Opal**

## Custom export

### Custom export

CHANGE MONTH  
📅 Feb 2026

CHANGED SALARIES

VACATION REPORT

Generate export 💰

The custom export contains separate exports for:

- **Salary changes**

- Export of salary changes in the selected month for all employees.
- This export was designed for Birokrat.

- **Vacation report**

- Export of all employees and their vacation data (vacation days basis, bonus days, transferred days...)

Exports may take more time to generate. If an export generation takes too long, it will be generated in the background and sent to your email.

## Master locking month

Month can be **master-locked by accounting**. In practice, this means attendance records (requests, events, month approval) for selected month can no longer be changed.


The month can also be unlocked, but this always requires a description with a reason for month unlocking.

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### Master lock events in selected month

Unlock 

### History for December

 **Locked** by **Joe Cupp** at **07. January 2026 12:32**

 **Unlocked** by **Joe Cupp** at **07. January 2026 09:10** with reason: Fix attendance records

 **Locked** by **Jane Doe** at **06. January 2026 12:36**

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All locking/unlocking actions are listen under the **Lock/Unlock** button.

# Business trip

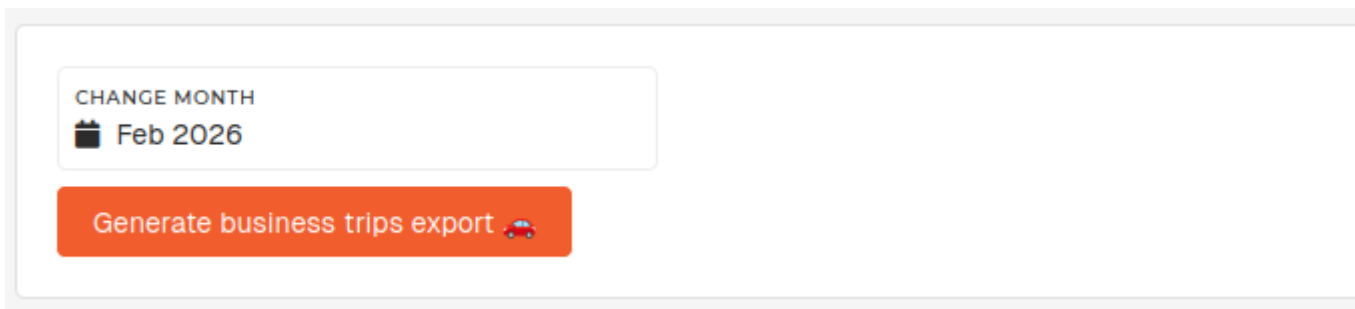
The [business trip tab](#) displays the business trip export for selected month.

The generated business export lists details (e.g. employee, travel vehicle, vehicle registration number, departure date and time, arrival date and time...) for all employee business trip in the selected month.

This export is used during salary calculation.

## Generate business export for month

To generate this export, select the month in a year and click the "**Generate lunch export for month**" button.



The screenshot shows a user interface for generating a business trip export. It features a white rectangular area with a light gray border. Inside this area, there is a white button with rounded corners containing the text "CHANGE MONTH" and a calendar icon followed by "Feb 2026". Below this button is a prominent orange button with rounded corners containing the text "Generate business trips export" and a small car icon.

The export may take more time to generate. If the export generation takes too long, it will be generated in the background and sent to your email.

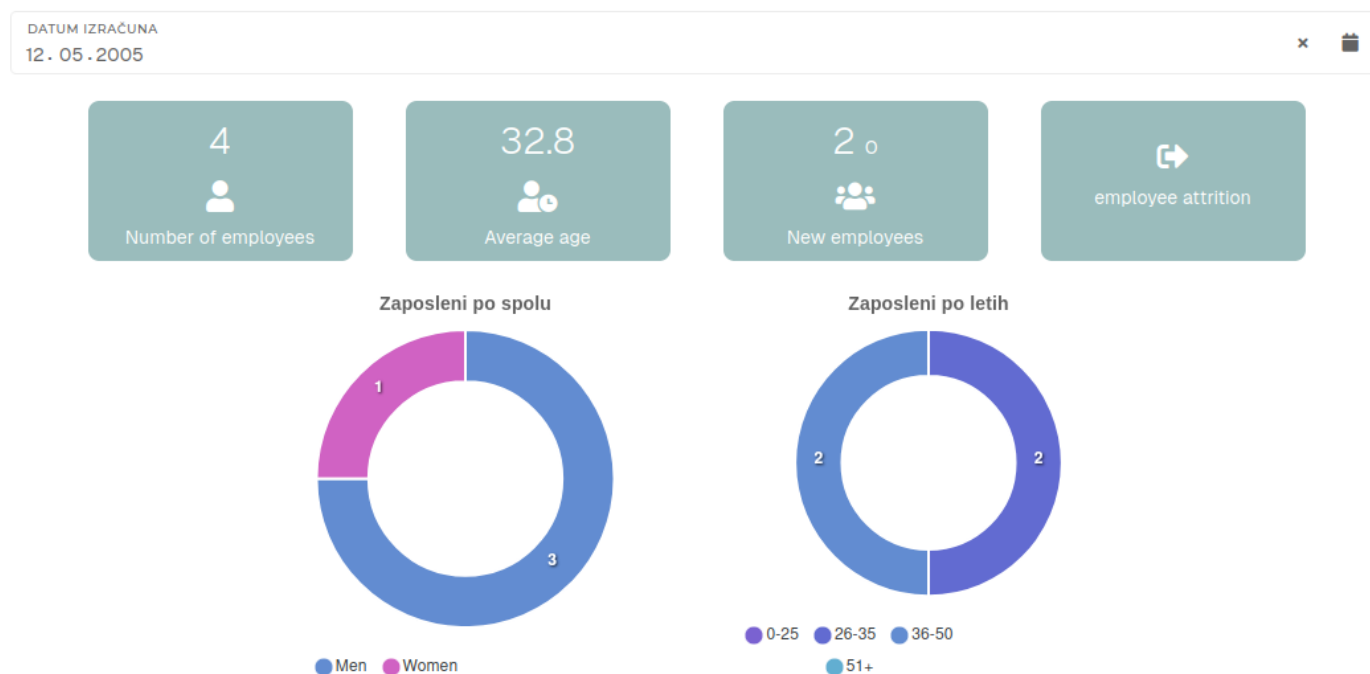
# Employees

The [employees tab](#) displays employee statistics (number of active employees, average age....) and several custom exports, relevant for management of human resources.

## Statistics

Statistics can be displayed for a specific date. By default, statistics for the current date is shown.

### Statistics



- **Number of employees**

- Count of employees on selected date.

- **Average age**

- Average age of employees on selected date.

- **New employees**

- Count of new employees on selected date.
- A new employee, in this instance, is someone, who started their employment in selected month.

- **Employee attrition**

- Count of employees, who left the company (departures like retirements, resignations or layoffs).

# Exporting

Several custom exports are available. These exports are used by HR for data verification.

## Exporting

The screenshot shows a user interface for selecting export options. It features several buttons and input fields:

- Confection numbers export**: A button with a download icon.
- Generate years of service export**: A button with a download icon and a year selector set to 2026.
- Overtime yearly export**: A button with a download icon and a year selector set to 2026.
- Kids export**: A button with a download icon and a date selector set to 06. 03 . 2026.
- Export active employments on date**: A button with a download icon and a date input field with the placeholder text "DATE" and the format "dd.mm. yyyy ~ dd.mm. yyyy".

- **Confection number export**
  - Export of confection sized (shirt size, shoe size...) for all active employees.
- **Generate years of service export**
  - Export of years of service within the company for all active employees in the selected year.
- **Overtime yearly export**
  - Export of all overtime hours for all active employee in the selected year.
- **Kids export**
  - Export of all employee family members, who are under the age of 18 on the selected date.
- **Export active employments on date**
  - Export of all employees, who are active on a selected date.
  - An employee's activeness is determined by the work position.

The exports may take more time to generate. If the export generation takes too long, it will be generated in the background and sent to your email.

# Lunch info

The [lunch info tab](#) displays the lunch export for month and for year.

The generated lunch export lists all employees and the paid/unpaid counts of their lunches. This export is used during salary calculation.

## Generate lunch export for month

To generate this export, select the month in a year and click the "**Generate lunch export for month**" button.

Generate lunch export for month

CHANGE MONTH

📅 Feb 2026

Generate lunch export for month 🍌

## Generate lunch export for year

To generate this export, select the year and click the "**Generate lunch export for year**" button.

Generate lunch export for year

YEAR

📅 2026

Generate lunch export for year 🍌

The export may take more time to generate. If the export generation takes too long, it will be generated in the background and sent to your email.

# Attendance report

The [attendance report tab](#) allows for exporting of an employee's attendance records as an excel sheet. These exports can be used to verify employee attendance (e.g. used vacation days in the previous year).

User attendance event exports excel files, similar to the "[Workflow user details](#)" page.


The screenshot shows the HR reporting interface. At the top, there is a navigation bar with the following tabs: Salary export, Business trip, Employees, Lunch Info, and Attendance report (which is highlighted). Below the navigation bar, there is a section titled "User attendance event exports". This section contains a form with a "YEAR" dropdown set to "2026" and a "SELECT EMPLOYEE FOR EXPORT" dropdown set to "Nejc Frece Žohar, nejc.frece.zohar@deweso...". To the right of the form, there are 12 orange buttons for generating specific event exports: "Generate Workflow Details Export", "Generate Bolniška Event Export", "Generate Redni letni dopust Event Export", "Generate Dovoljenje za nadure Event Export", "Generate Registracija Event Export", "Generate Delo od doma Event Export", "Generate Službena pot - potni nalog Event Export", "Generate Neregistrirana prisotnost Event Export", "Generate Delo lokacija Event Export", "Generate Nadomeščanje Event Export", and "Generate Malica Event Export".


To export employee's attendance details, an employee has to be selected. The year, for which the export will be created, can also be selected. When the employee is selected, the options for exports will appear.


You can create an export of all attendance events with the "**Generate Workflow Details Export**" or create a filtered export of specific attendance events by selecting any of the "**Generate [Attendance event type] Event Export**" exports.


The export may more time to generate. If the export generation takes too long, it will be generated in the background and sent to your email.


HR reporting Q Search...

  
Salary export

  
Business trip

  
Employees

  
Lunch Info

  
Attendance report

### User attendance event exports

YEAR  
📅 2025

SELECT EMPLOYEE FOR EXPORT

Attendance export of the current year exports only months up to the current one (e.g. export in February will exports only sheets for January and February).

The generated export has a summary, containing attendance event count by month, on the first sheet and attendance event details, split by month on all subsequent sheets.

<b>Summary</b>	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025
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