**Report Write- Ups**

**Group 1 A12 Friday 8:00 AM**

**Yunhong Bai**

**Nicole Fiala**

**Joseph Hill**

**Evan Myers**

**Diosvany Pallet**

**Angel Day Donations Report-** This report displays the names of information of employees who have donated 3% of their salary earning them an angel day. The report keeps a record of past donors who have earned an angel day as a reference of which employees have consistently donated the maximum amount in recent year. This report allows the firm to quickly look up which employees are to be granted angel days rather than having to parse through information multiple times to make sure they give they grant angel days to the correct employees.

**Donations by Year Report-** This report allows the united way to keep track of the donations they have received in the current year and years prior. The function of this report allows the united way to easily keep track of the difference in donations across multiple years. By way of this report the company can see if they are getting more employees to donate overtime or not, information which can be used to correct the tactics of trying to get employees to donate.

**Employee Status Report-** This report isgenerated to break down each employee and their status within the company whether temporary or permanent. We grouped this report by building, and then by Employee Status to make it easier for the viewer to follow accordingly. The reason this report was created was to track employee status because if an employee is temporary, usually their contracts only last 1 year and their payroll is through their Temp Agency. This will assist HR when applying donations to payroll and will allow them to decipher when they would need to advise the temp agency to input the employee’s donation.

**Employees Report-** The Employee report was created to list each employee involved in donating to the United Way. It is an overall breakdown if ever anyone wanted a quick figure on how many employees are active in this program. It is grouped by building so that a headcount per building can be easily traced.

**Team Members Report-** This report allows the united way to keep track of its team members, their work location, as well as how many temporary and permanent employees they have at a given time. The report is grouped by employee location and sub-grouped by an employee’s employment status. The report also lists and employees contact information, which allows the united way to easily contact any particular group of employees, such as temporary employees working in CP1.