

## 12 The Report Employee Key Figures

**Access level:** Director and System Administrator

The report 'Employee key figures' shows monthly key figures for employees. The report gives an overview of how different employees perform compared to the key numbers that are relevant for the company.

In the report it is possible to outline a target – all employees that have not reached the target are shown with red numbers.

### View Options, Explanations

- **Billing %:** ❶ How much of an employees' work that can be billed. The number is measured in proportion to the employees' normal working time.
- **External %:** ❷ How many of the employees' actual hours that has been registered on external projects. This is measured in proportion to the employees' normal working time.
- **Reg. %:** ❸ How much of the employees' normal working time that has been registered in the period.
- **Write-off (GBP):** ❹ The difference between the actual value (Actual (GBP) ) and the billed value (Billed (GBP) ) for all registrations that have been invoiced.
- **Non-booked (GBP):** ❺ The value of the registrations that has not been billed.

### View Options, Definitions

- **Billing %** ❶ = Billed (h.) / (Normal working time (h.) – Vacation (h.))
- **External %** ❷ = External (h.) / (Normal working time (h.) – Vacation (h.))
- **Reg. %** ❸ = Actual (h.) / (Normal working time (h.) – Vacation (h.))
- **External (h.)** ❹ = The number of hours registered on external projects.
- **Billed (h.)** ❺ = The number of billed hours.
- **Cost (GBP)** ❻ = The cost price of actual hours.
- **Actual (GBP)** ❼ = The actual value (expected revenue).
- **Billed (GBP)** ❽ = The billed value.
- **Write-off (GBP)** ❹ = The written off value.
- **Non-booked (GBP)** ❺ = Actual (GBP) – Inv. (GBP) + write-off (GBP).

Figure 1: Main Menu -> Management Reports -> Employee key figures

