

**CMBE / CPS  
JAG HR Reporting Calendar**

	January	February	March	April	May	June	July	August	September	October	November	December
<b>Payroll Costing Report</b>	Each pay	Each pay	Each pay	Each pay	Each pay	Each pay	Each pay	Each pay	Each pay	Each pay	Each pay	Each pay
<b>Employee Earnings Register</b>	During each pay cycle	During each pay cycle	During each pay cycle	During each pay cycle	During each pay cycle	During each pay cycle	During each pay cycle	During each pay cycle	During each pay cycle	During each pay cycle	During each pay cycle	During each pay cycle
<b>Termination Date Report</b>	First day of the month	First day of the month	First day of the month	First day of the month	First day of the month	First day of the month	First day of the month	First day of the month	First day of the month	First day of the month	First day of the month	First day of the month
<b>Visa Expiry Report</b>		First day of the month			First day of the month			First day of the month			First day of the month	
<b>Probation Report</b>		First day of the month		First day of the month		First day of the month		First day of the month		First day of the month		First day of the month
<b>Absence Balance Report</b>		First day of the month				First day of the month				First day of the month		
<b>Leave Liability Report</b>		First day of the month				First day of the month				First day of the month		
<b>Absence History Report</b>		During the month				During the month				During the month		
<b>“Reports to” Report</b>		During the month						During the month				
<b>Allowances and Loadings Report</b>		First day of the month				First day of the month				First day of the month		
<b>Salary/Increment Report</b>				During the month						During the month		
<b>Statement of Expectations Report</b>		During the month			During the month			During the month			During the month	
<b>Employees Not Paid Report</b>			During the month						During the month			
<b>General Reporting Download</b>	Ad hoc	Ad hoc	Ad hoc	Ad hoc	Ad hoc	Ad hoc	Ad hoc	Ad hoc	Ad hoc	Ad hoc	Ad hoc	Ad hoc
<b>Persons of Interest Report</b>	Ad hoc	Ad hoc	Ad hoc	Ad hoc	Ad hoc	Ad hoc	Ad hoc	Ad hoc	Ad hoc	Ad hoc	Ad hoc	Ad hoc
<b>HRMS Operator Access Report</b>		During the month					During the month					