Labour analysis

Department ..... Month ended .....

Type of employee	Total at start of month	Starters			Leavers			Increase or decrease		Total at end of month
		Recruits	Transfers in	Total starters	Termi-nations	Transfers out	Total leavers	+	–	
Direct labour										
Skilled										
Semi-skilled										
Unskilled										
Under 18										
Part time (included in above)										
Total direct labour										
Indirect labour (contract/agency etc)										
Skilled										
Semi-skilled										
Unskilled										
Under 18										
Part time (included in above)										
Total indirect labour										
Monthly paid										
Full time										
Part time										
Total monthly paid										
Total employees										

SAMPLE