Manager Reports and Anniversary Advisor Toolkit

The manager reports and anniversary advisor tool have been developed to assist managers in giving timely recognition for career milestones that employees have reached.

Manager Reports

- These reports provide a list of employees with their company seniority date (as in e-People) and the milestone that each of the staff is at.
- All managers will be able to see their direct reports.
- Directors and above will be able to view everyone in their portfolio.
- If a site list is required please email recognition.services@albertahealthservices.ca.
- Data is updated from e-People on a monthly basis.
- If an employee on your list no longer reports to you please contact the HR Contact Centre to have this updated in e-People.

Anniversary Advisor

This tool allows you to set up a reminder in your Outlook calendar for each of your employee’s anniversary dates.

Accessing the Manager Reports and Anniversary Advisor

1. Log into the SPIRIT website.
2. Click on Manager Resources
3. Click on My Report or the Upcoming Anniversaries and your lists will load.

4. If you have problems with the website or loading the reports please contact 1-877-856-6327.

5. If you feel that there is a problem with an employee’s company seniority date please contact recognition.services@albertahealthservices.ca.