

Active Employee Report

Last Modified on 08/21/2019 8:25 am CDT


Purpose

Utilizing this report will allow you to view at a glance all of your active employees. This report could be exported into excel and sent to a mailing company if needed. We also have our [Employee Address Labels](#) report that allows you to print off mailing labels of all active employees as well.

Branch Group By

1 of 5 100% Find | Next

Active Employees

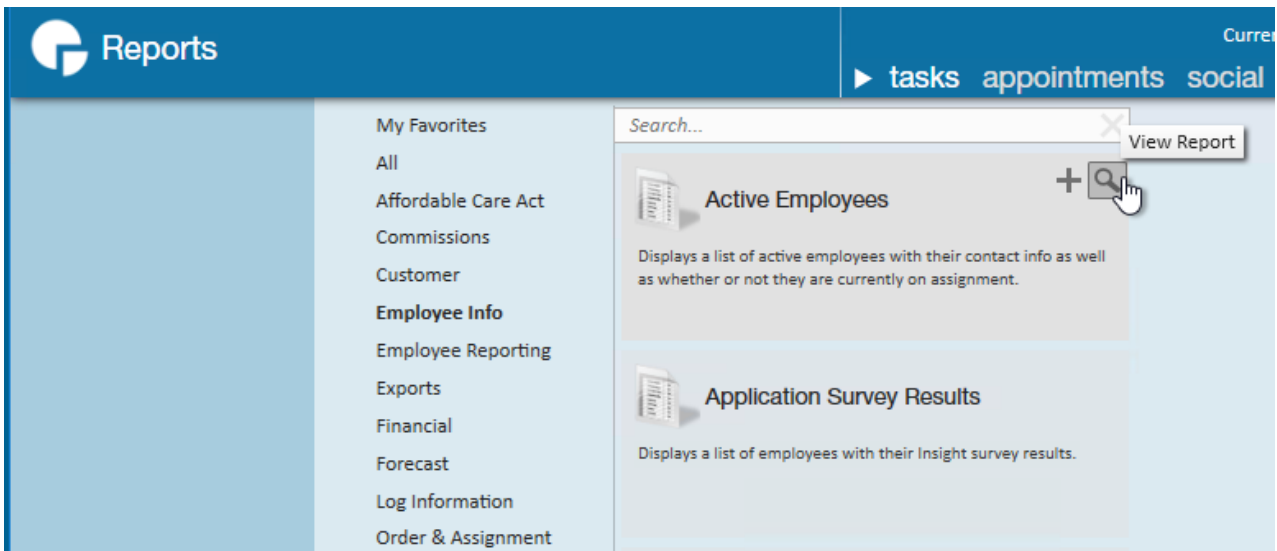
System System Level (Hierid 1) 

Active employees in the following selected branches: "Memphis SW ". Grouped by City, State

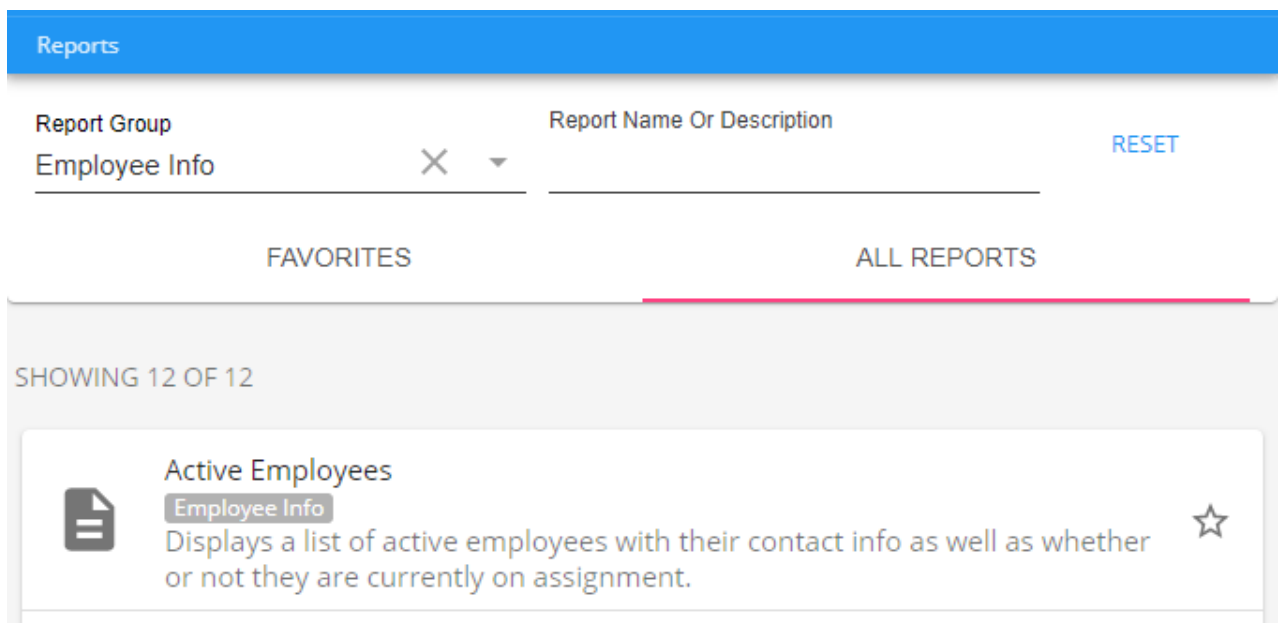
SSN	Last	First	Middle	Address	City	State	Zip	Phone	Assigned
Eagan, MN									
xxx-xx-2345	Adam	Froehlich	A	1245 Main St Apt 201	Eagan	MN	55121	651-555-4782	Yes
xxx-xx-9811	Davies	Bud		123 Fake St	Eagan	MN	55121		Yes
xxx-xx-4644	Hassleback	Matt		445 East Meadow	Eagan	MN	55121		Yes
xxx-xx-0911	Hunstiger	Melissa		123 street st	Eagan	MN	55121		No
xxx-xx-8856	Jenkins	Brad	A.	123 street st	Eagan	MN	55121	6514520366	Yes
xxx-xx-5841	Johnson	Lucy	C	5322 Fremont Ave	Eagan	MN	55121	3513515553	No
xxx-xx-3156	Lawrence	Emily		751 Peak Rd	Eagan	MN	55121	(651) 235-6998	No
xxx-xx-6546	Mel	Smith			Eagan	MN	55121		Yes
xxx-xx-4354	Ohio	Amanda		123 street st	Eagan	MN	55121		Yes
xxx-xx-3758	Person	Ohio		123 street st	Eagan	MN	55121		Yes
xxx-xx-4353	Price	Max		222 Coleman Ave	Eagan	MN	55121	6516516565	No
xxx-xx-3489	Ruiz	Eva		751 Parkinson St	Eagan	MN	55121	(651) 235-6874	No
xxx-xx-7895	Ruiz	Eva		751 Parkinson St	Eagan	MN	55121	(651) 235-6874	No
xxx-xx-7895	Ruiz	Eva		751 Parkinson St	Eagan	MN	55121	(651) 235-6874	No
xxx-xx-8484	Ruiz	Jose		751 Parkinson St	Eagan	MN	55121	(651) 235-6874	No
xxx-xx-3254	Smith	Mel			Eagan	MN	55121		Yes
xxx-xx-6457	Smith2	Mel2			Eagan	MN	55121		Yes
xxx-xx-8422	Walters	Lisa	C	123 Main St	Eagan	MN	55121	3513542154	No
xxx-xx-5854	zzAdjNet	zzCalcGross		123 street st	Eagan	MN	55121		No
Sheboygan, WI									
	AHRENS	NATHAN	R.	3606 Larkspur Way	Sheboygan	WI	53083	(920) 980-4125	Yes

Where You Can Run this Report

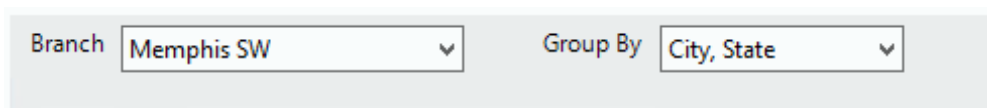
This report can be run in Enterprise under All Options > reports. Select the Employee Info category on the left.



You can also run this report in Beyond under B menu > Reports. Select All Reports and search by report name or report group of employee info.



Parameters



1. **Branch:** A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
2. **Group By:** A list of different fields to group the data into on the report. Has the following options:

- Branch
- Assigned Status
- State
- City, State

Related Articles