

Employee Birthday List Report

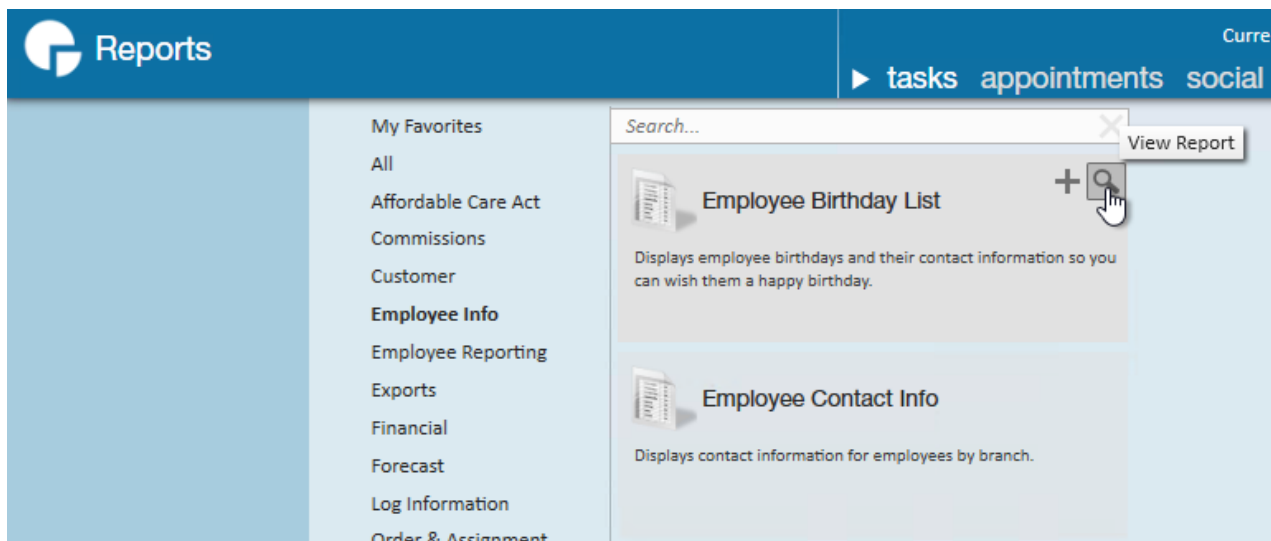
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Purpose

This report is designed to give you the needed info to send out birthday cards or make birthday calls to your employees. This information is pulled from the birth date field found in the EEO section of the details page.

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

Employee Birthday List

High Tech Staffing

Entity Level (Hierd 2)



Employees with birthdays in the month of October, from the following selected branches: '(All Branches Selected)'.

Birthday	Employee	Address	City	State	Zip	Phone	Current Assignment	Status
Memphis SW								
October								
10/1	123, 123	12	21	IN	321351351	(321) 653-1352		E
10/11	Bennett-Schulte, Bobbe A	2024 Arkansas Valley Drive	Little Rock	AR	72212	5012199898	The Tile Shop	A
10/25	1, 1	1	1	IN	11121	(121) 121-2121		E
Memphis SE								
October								
10/1	Meyertest12, John	555 Main St	Atlanta	GA	30032	(123) 456-8520		E
10/2	Kolesar, Shawna	1236 Summit Ave.	Maplewood	MN	55109		The Tile Shop	E
10/6	Kraemer, Lenna	5024 Nicollet Ave S	Minneapolis	MN	55419	(958) 636-1313		E
10/8	Schabow, Mike	102 Main Street	Durham	NC	27514			A
10/9	bowley, kelly	2323 Terra Lane	Bradenton	FL	34212	9417379599	Honda, Inc.	E
10/9	bowley, kelly	234 terra lane	Bradenton	FL	34212			E
10/10	Joseph, Linval	401 Chicago Ave	Minneapolis	MN	55415	6512875887	Zim Reapers	E
10/10	Rivers, Justin	252 Main Street	Worcester	MA	01604	5088889898		E
10/10	Smith, James	252 Main Street	Worcester	MA	01604	7745552424		E
10/10	Test1, Test1	7534 Jonestown Ave	Elmwood	MN				WP
10/13	Haoar . Sammv	123 Mil Dr.	Pine Grove	CA	95665	555-555-555		E

- 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.
- Customer Filter:** The customer name on the employees current assignment
- Month:** Drop down that has all of the months of the year listed. Can select all months or just one.
- Active Status:** Allows you to choose if you want to view only active, in active or all employees.

5. **Assignment Status:** Allows you to choose if you want to view only assigned, unassigned or all employees.

Related Articles