

Employee List Report

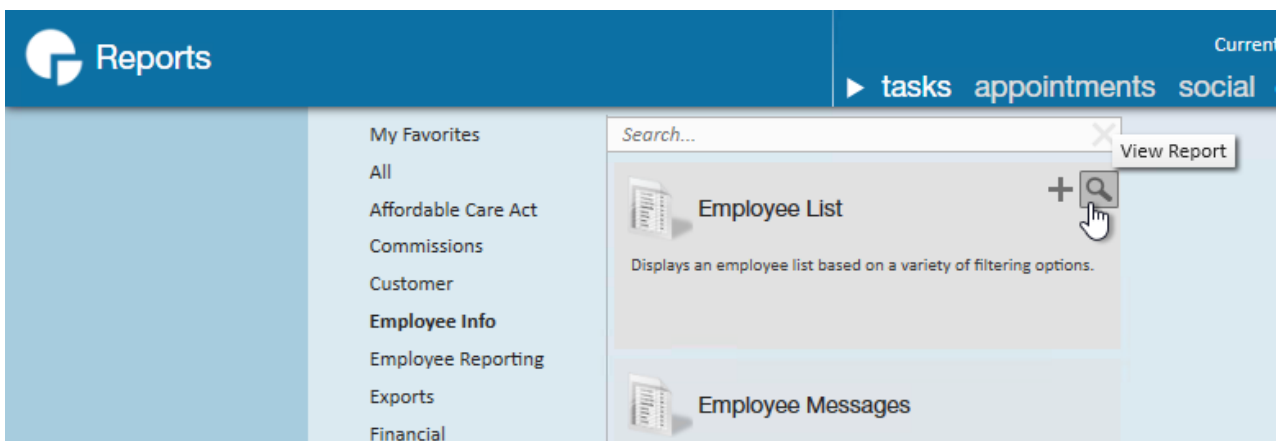
Last Modified on 07/25/2019 8:12 am CDT

Purpose

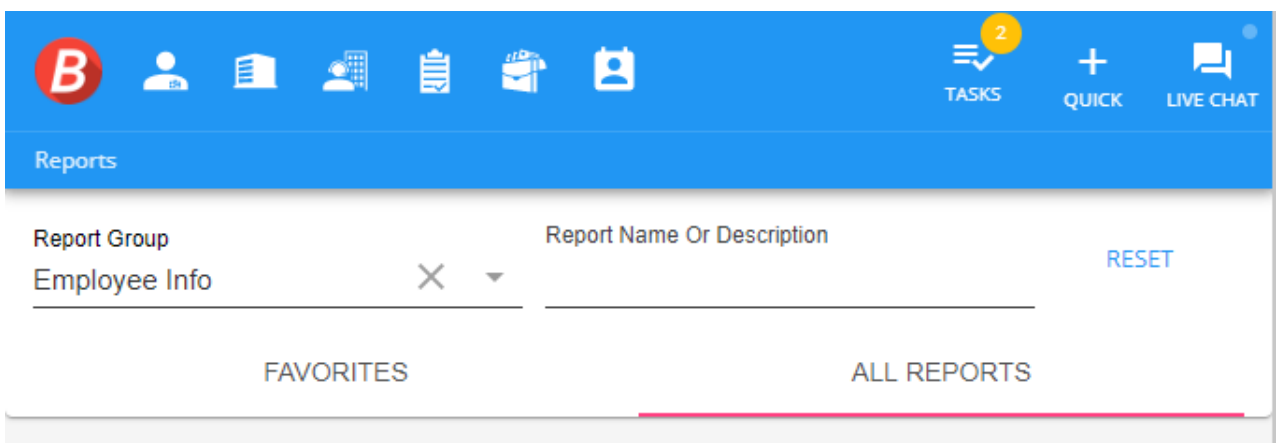
This report is designed to generate a list of employees based on different status's including assignment, and activation. For example It can be useful for finding all active employees that are not on assignment and live in a certain state. Also it can be a good report to see the breakdown of your employees by location (state, city).

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

The screenshot shows a web application interface for generating reports. At the top, there are several filter and sort controls:

- Branch:** A dropdown menu set to "Memphis SW".
- Group By:** A dropdown menu set to "Branch".
- Active Status:** A dropdown menu set to "Active".
- Assignment Status:** A dropdown menu set to "Unassigned".
- City Filter:** An empty text input field.
- State Filter:** An empty text input field.
- Sort By:** A dropdown menu set to "Employee Name".

Below these controls is a "View Report" button. The main content area displays an "Employee List" for "High Tech Staffing". The list is filtered by "Active, Unassigned" and grouped by "branch" for the selected "Memphis SW" branch. The table below shows the resulting data:

Employee ID	SSN	Last	First	Middle	Address	City	State	Zip	Phone	Assigned	Active
Memphis SW											
4295059078		Ahumada	Elsa	E.			MN			No	Yes
4295059137	xxx-xx-8435	Albertson	Ted		123 Rabbit way	Minneapolis	MN	55402		No	Yes
4295048954	xxx-xx-6776	Alice	Danner		111 sw main street	Avent Ferry Rd	NC	27606		No	Yes
4295059070		Anderson	James		1444 Brittany Road	Hastings	MN	55033	(651) 480-2192x	No	Yes
4295059071		Applebee	Randy		1587 Wellesley Avenue	Saint Paul	MN	55105	(651) 698-2088x	No	Yes
4295059076		Applebee	Randy				MN			No	Yes
4294973141	xxx-xx-2232	Applebee	Randy		1587 Wellesley Avenue	Saint Paul	IN	55105	(023) 652-6555x	No	Yes
4295014449	xxx-xx-7824	Billings	Jeremy	B	3456 Main St Apt 201	Apple Valley	MN	55124	(796) 555-1785	No	Yes
4295059143		blow	joe		123 main st	Aurora Township	IL	60505		No	Yes
4295038435	xxx-xx-6359	Buchanan	Demetrici		221 CR 301 n/a	Shannon	MS	38868	(662) 346-9928x	No	Yes

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:
 - o Branch of the employee
 - o Assignment Status of the employee
 - o State the employee lives in
 - o City, State the employee lives in
3. **Active Status:** Allows you to filter for Active, Inactive or All employees
4. **Assignment Status:** Allows you to filter for Assigned, Unassigned or All employees
5. **City Filter:** Allows you to filter for employees that live in a specific city
6. **State Filter:** Allows you to filter for employees that live in a specific state.
7. **Sort By:** A list of different fields to sort the data within the specified group. Has the following options:
 - o Employee Name
 - o State

- City & State
- Assigned Status
- Active Status

Related Articles